



Terms of Reference

Tender Subject: Final Evaluation for Multisector resilience strengthening in 10 villages across Afgoye district and 5 villages across Mataban district, Lower shabelle and Hiran Regions, Hirshabelle and South west States in Somalia.

Tender Reference : WARDI/Caritas/ Transitional aid project /Mataban /Afgoye/ P. 137-2021-001

Project Information

Contracting Organization	WARDI Relief and Development Initiatives
Project title	Multisector resilience strengthening in (the regions of Hiran and Lower Shabelle, Somalia
Project Number	P. 137-2021-001
Project Period	02.09.2021 – 31.08.2025
Project location:	5 villages in Mataban and 10 villages in Afgoye district
Project Donor	BMZ through Caritas Germany
Implement Partner	WARDI Relief and Development Initiative.

Timeline offers.

No	Description	Dates
1	Publication date of the call	2nd July 2025-2:00Pm
2	Deadline for submission of offers	15 th July 2025-2:30Pm
3	Minimum validity period of offer from the closing date	45 days
4	Opening date of offers	17 th July 2025 3:00pm
5	Planned evaluation date(s) of offers	20 July 2025 4:00 Pm
6	Notification of contract awarding	23 rd July 2025

The proposal should be addressed to:

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1. Introduction, Background information and Context

a. About WARDI Relief and Development initiatives.

WARDI is one of the leading national non-governmental organizations in Somalia with operational presence across six regions in South Central. Founded in 1993 and dully registered with the Federal Government of Somalia, WARDI's mission is to provide dignified support to people affected by crises to enable them to lead a dignified and prosperous life. WARDI has offices in Mogadishu, ,Beletweyne,Jowhar and Buloburte and matan in South Central, Guriceel in Galgadud region Galmudug State,Wanlaweyn and Afgoye districts in Lower Shebelle as well a liaison office in Nairobi. WARDI specializes in responding to humanitarian emergencies, bridging the gap between crisis and resilience as well as long-term developmental projects with track record in implementing high quality health and nutrition, food security and livelihood, education, protection, and WASH interventions. Our programming has the distinct attributes of applying bottom-up approach that puts the communities, local authorities, and governments (National and Federal states) we work with at the centre of our programmes.

b. Background

WARDI Relief and Development Initiative in collaboration with CARITAS Germany is implementing a Transitional Development Aid project targeting Hiran and Lower Shabelle regions in Somalia. Predominantly the project will target one district in Hiran region (Mataban) and one district in Lower Shabelle (Afgooye). The project directly targets 8,950 households, approximately 62,650 people (25,060 women, 16,286 men, 8,771 boys and 12,530 girls) in 15 villages in the rural areas of Mataban (5 villages) in Hiran and Afgooye (10 villages) regions of Lower Shabelle, and 195 village committees. Indirect beneficiaries of the project will be about 224,430 people (56,108 men, 123,437 women, 17,954 boys and 26,932 girls) living in the target districts.

The aim is to ensure sustainable food security for the target group through an integrated approach to agriculture, nutrition and WASH, thus contributing to reducing poverty and hunger and increasing resilience in Somalia. The activities include capacity development of smallholders through training (including sustainable agriculture, nutrition and disaster risk management); distribution of agricultural inputs; formation of community committees and associations; income-generating activities (including animal husbandry); establishment of home gardens; promotion of hygiene, health and childcare practices through awareness raising. Prior to this project implementation, the German Federal Ministry required a baseline study for Economic Cooperation and Development (BMZ). Caritas Germany has partnered with WARDI as the local implementing partner.

Project stakeholders

The project stakeholders include project beneficiaries in the 2 target districts (Matabaan and Afgoye), Village Committees, district authorities and Project staff.

c. Context:

Intended Objectives:

The overall objective of the project is to improve food security and strengthening the resilience of vulnerable households in 15 riverine villages in the Lower Shabelle and Hiiran regions of Somalia.

The project has four outcomes namely:

- **Outcome 1:** The food and nutrition security of the disadvantaged target households is significantly improved by the end of the project.
- **Outcome 2:** Community resilience to shocks is strengthened through sustainable community structures and capacity building.
- **Outcome 3:** The nutritional status of vulnerable people (especially children under 5) is improved through increased food availability and a more balanced diet.
- **Outcome 4:** The health situation of the target community is improved through improved access to safe drinking water and improved hygiene practices, resulting in a reduced spread of water-borne diseases.

Outcome vs indicators:

Results	Indicators
Outcome 1: The food and nutrition security of the disadvantaged target households is significantly improved by the end of the project.	1.1. % of households (35% women, 25% men) have an acceptable Food Consumption Score (FCS)
	1.2. Target households have reduced their average Coping Strategy Index (CSI) by 10% (in comparison to baseline figures at project start).
	1.3. % of children (6 — 23 months old) of the target households meet the Minimum Acceptable Diet (MAD).
	1.4. Severe acute malnutrition among small children (659 months old) is reduced by 20% (reduction of yellow and red results of MUAC-tape measurements)
	1.5. % of the target households have increased their crop yields by at least 50% (in each case compared to the previous year)
Output 1.1. Vulnerable households have received	1.1.1. Main irrigation canals have been rehabilitated in the 10 villages of the District of Afgoye, irrigation pumps have been distributed and fuel to run the diesel pumps have

crucial and urgently needed inputs for their agricultural production system.	been provided for an initial period of 6 months. And 2 solar pumps distributed
	1.1.2. # of households that received agricultural inputs (tools, seeds, fertilizer, tractor hours).
	1.1.3. # of Households that received long-term storage containers for agricultural products (capacity 200 kg).
	1.1.4 # of households that received livestock and # of households that received animal fodder for a total of 3 seasons for 3 months each in the District of Mataban.
	1.1.5. # of women that received vegetable seeds (all members of the mothers' support groups)
Output 1.2. Food availability and food diversity have improved through increased production and additional income possibilities by selling production surplus.	1.2.1. # of farmers who successfully completed the training on agricultural management skills.
	1.2.2. % of the households who have received agricultural inputs that report production increase.
	1.2.3. % of the households who have received agricultural inputs that are able to increase their income through the sale of surplus production.
	1.2.4. % of the women who have received vegetable seeds cultivate a kitchen garden at their house.
	1.2.5. % of women in mother support groups have their capacity to prepare nutritionally diversified meals improved.
Output 1.3. The most vulnerable households are protected from severe life-threatening shocks by timely cash transfer programming.	1.3.1. # of households (from the Districts of Mataban and Afgoye) that received unconditional and unrestricted cash transfers.
	1.3.2. # of members of the most vulnerable households in Afgoye District have participated in the Cash for Work Program to rehabilitate main irrigation canals.
	1.3.3. % of the target beneficiaries, disaggregated by gender, age and disability status that report that they have been able to meet their basic needs.
Outcome 2: Community resilience to shocks is strengthened through sustainable community structures and capacity building.	2.1. The essential water-related infrastructure for irrigation and clean drinking water is fully functional in each village and is maintained and serviced by the respective "Water Management Committees" in an acceptably close-meshed and demand-oriented manner.
	2.2. Protective measures are in place to reduce the danger of flood-related destruction along the river Shabelle.
	2.3. A revised community action plan for flood response is in place to incorporate the lessons from the last flood.
	2.4. The community locust prevention and response plan are revised and the lessons from the last locust plague is incorporated.

	2.5. The distributed grain mills and oil presses are in operation, being operated and maintained acceptably regularly according to pre-determined intervals and generating additional income for the community.
	2.6. The participants of the SILC Groups have established a regular savings habit.
	2.7. Established women groups are recognized and valued both by women and men.
Output 2.1: Water-related communal infrastructure is rehabilitated and/or newly constructed to improve the endowment with basic and critical physical infrastructure.	2.1.1. # of sand sandbags for each of the 10 villages of Afgoye are in place to reduce the danger of floods and to protect irrigation infrastructure.
	2.1.2. # of berkerds (traditional water reservoirs) rehabilitated and/or newly constructed to serve 1000 households.
	2.1.3. # of shallow wells rehabilitated and/or newly constructed which serve 2000 households with safe drinking water less than 5 km away from their home
	2.1.4. # of boreholes and drinking water systems (mainly piping plus water kiosk) rehabilitated and/or newly constructed which serve 2000 households with safe drinking water less than 5 km away from their home
Output 2.2: The self-help competence and management capacities of communal tasks are improved by establishing collective self-help and management groups.	2.2.1. # members of Project Management and Infrastructure Committees (60 women and 60 men) successfully completed project management training to support project activities and promote ownership of the project.
	2.2.2. # community elders and members of the Project Management and Infrastructure Committees have been trained in peace building and conflict resolution.
	2.2.3. # of Water Management Committees trained (5 days) and regularly guided by project staff.
	2.2.4. # of grain mills and oil presses are provided to the Mothers' Groups.
	2.2.5. # of members of 10 farmers' associations/cooperatives (20 men and 20 women) have successfully completed training on project management,
	monitoring and evaluation and basic accounting skills and are passing on their knowledge to other households.
Output 2.3: The self-help competence and management capacities of communal tasks are improved by establishing collective self-help and management groups.	2.3.1. # of women who participated in a 6-month literacy course and have the basic knowledge to read, write and to do simple calculations.
	2.3.2. # of SILC Groups have been established, trained and guided.

Outcome 3: The nutritional status of vulnerable people (especially children under 5) is improved through increased food availability and a more balanced diet.	2.3.3. # established SILC — Groups are functioning well: monthly saving, regular loan disbursement, timely loan repayment, correct bookkeeping, no internal conflict.
	2.3.4. # of Mothers' Groups (9 groups each in 15 villages) established to improve the nutritional status of small children (623 months)
	2.3.5. The 8 grain mills and 8 oil presses are managed well by the Mothers' Groups, serve the community and generate income.
	2.3.6. % of the women involved/supported in the project activities state that their role has been strengthened within the household and within the village.
	3.1. % of the children (6 — 23 months old) of the target households meet the Minimum Acceptable Diet (MAD).
	3.2. % of the women who reported that the application of their acquired knowledge and skills in childcare and food preparation improved the nutritional status, health and wellbeing of themselves and their children.
Output 3.1: The knowledge of breastfeeding and pregnant women on the topics of health and nutrition is improved.	3.1.1. # of women who participated in at least one cooking demonstrations in each of the 15 villages.
	3.1.2. # mothers/care givers of children below five years are trained and able to conduct MI-JAC test for children under five at household level
Outcome 4: The health situation of the target community is improved through improved access to safe drinking water and improved hygiene practices, resulting in a reduced spread of waterborne diseases.	4.1. The prevalence of diarrhoeal diseases has decreased by 50% in the target villages.
	4.2. % of men, women, girls and boys who practice handwashing, use toilets and reduce open defecation
Output 4.1: Target households have secure access to safe drinking water and water treatment measures.	4.1.1. % of men, women, girls and boys who report having access to an improved water source with safe drinking water regardless of their physical distance from the source and regardless of their social status.
	4.1.2. % of households practice the correct use of recommended water treatment measures.
Output 4.2: Beneficiaries adopt improved hygiene practices.	4.2.1. # of hygiene kits distributed and at least 80% of the recipients use them properly due to the complementary training.
	4.2.2. # of people (38% of the total target group) had been reached with awareness-raising activities around hygiene, water treatment and protective measures on Covid-19, and at least 60% are using the activities regularly and appropriately.

	4.2.3. % of the 1500 households that participated in CLTS (Community led Total Sanitation) education campaigns regularly apply the core messages conveyed.
	4.2.4. % of the population in 10 pilot villages (5 in Afgoye and 5 in Mataban) equipped with latrine blocks reduce open defecation by at least 70% by August 2025.

Target groups: The project targets subsistence and small-scale farmers in Afgoye District, (semi-) nomadic pastoralists in Mataban District. IDPs, refugees from Ethiopia, focus on women. The project directly targets about 9,000 households with an average household size of 7 persons: in total about 62,650 persons, of which 25,060 are women, 16,286 men, 8,771 boys and 12,530 girls. The project area includes 5 villages in Mataban district of Hiran region (namely Dogobley, Bilcile, Ceel Dhinle, Tulo Cano and Miirqasin) and 10 villages in Afgoye district of Lower Shabelle region (namely Mareerey, Sabiid, Cannoli, Cabdow Dibile, Balbaley, Edimow, Libasoma, Sagaaland, Shukurow, Doodaay). Of the total of about 9,000 households, most people in Mataban are pastoralists and in Afgoye smallholder farmers. About 800 households are IDPs, 500 households are refugees from the neighbouring region in Ethiopia, 500 people are persons with disabilities and 1,200 are women-headed households.

Achievements made to date (for the period of Q2 2025):

Since the inception of the project, substantial progress has been made across multiple intervention areas. Agricultural support reached 1,500 households through the distribution of tools, seeds, fertilizer, and access to mechanized services, while 500 households received chickens and over 97% of the targeted 350 households benefitted from goat distribution. Vegetable seeds were delivered to 81.85% of the 1,350 intended households, and 700 farmers received livestock training. A total of 2,000 households benefitted from unconditional cash transfers, and over 96% of the targeted families received hygiene kits. Water treatment awareness was raised through 75 sessions, and 1,350 mothers participated in training, peer exchange, and cooking demonstrations. Demonstration plots (10) were established, and GAP training was provided to 1,050 farmers. Literacy and numeracy training reached 600 mothers, and 15,000 pieces of hygiene items were distributed. Cash-for-work activities led to the rehabilitation of irrigation canals for 200 beneficiaries in Afgoye, alongside the construction of 10 shallow wells and culverts and the rehabilitation of 10 water reservoirs. Donkey carts were distributed to 300 households, and 1,190 livestock were vaccinated. Support included fodder distribution, training for 40 members of four farmers' associations, and peacebuilding and conflict resolution training for 120 community members. Additionally, eight grinding machines and two oil-processing machines were distributed, 15 villages participated in CLTS campaigns, 200 cash-for-work activities were completed, and 10 berkads rehabilitated. Further, 700 people received livestock training, 135 IYCF sessions were conducted, 15 SILC trainings for mother groups were finalized, and 20 irrigation pumps were distributed, contributing to improved food security, resilience, and community capacity.

d. Objective of the Evaluation

WARDI/CARITAS is looking for a consultancy firm to conduct a final evaluation to assess the overall effectiveness, efficiency, relevance, impact and sustainability of the transition Aid project, the extent to which the project's expected results have been achieved, and the impact of the project on the target beneficiaries. The evaluation report will help with learning, accountability, and program improvement.

The Overall objective of the evaluation is to understand the mechanisms and the impact of an intervention and to improve intervention design or management.

2. **Specific objectives of the Evaluation:**

- To document and assess the outcomes and immediate changes achieved through the implementation of the project.
- Identify and capture significant, planned, and unplanned changes resulting from the interventions, as well as the actors and processes that contributed to these changes.
- To evaluate the effectiveness, efficiency, and sustainability of the FSL interventions, WASH activities, and gender and protection activities implemented.
- To capture key lessons learned, best practices, and areas for improvement in the response such to have a proper decision-making strategy for the project.
- To provide recommendations for future programming and policy development in similar contexts.

The intended recipients of this evaluation are both WARDI and Caritas, who will receive all deliverables. The Evaluation's findings will inform the project's entire period.

The stakeholders who will use the evaluation results includes Beneficiaries, District administrations, government ministries, WARDI and Caritas. Relevant data will be shared with project's stakeholders incl. beneficiaries and the local government.

3. **Scope of the Evaluation**

Thematic coverage: The thematic areas of the project include:

- Access to agricultural support and livestock
- Enhanced community capacities
- Child caring and nutrition practices
- Income generating activities
- Strengthening community infrastructures
- Provision of WASH services
- Community co-existences
- Disaster risk management

Time period: The evaluation is expected to cover the project period from 2nd Sept 2021- 31st August 2025, and all the project components implemented in all project areas.

Geographical focus: The project area includes 5 villages in Mataban district of Hiran region (namely Dogobley, Bilcile, Ceel Dhinle, Tulo Cano and Miirqasin) and 10 villages in Afgoye district of Lower Shabelle region (namely Mareerey, Sabiid, Cannoli, Cabdow Dibile, Balbaley, Edimow, Libasoma, Sagsaaland, Shukurow, Doodaay).

Target groups: The evaluation will focus on the project beneficiaries that include mother support groups, project management committees, among others.

4. **Evaluation Criteria and Key Evaluation Questions according to DAC-Evaluation criteria:**

This evaluation will focus on three evaluation criteria of the DAC Evaluation Criteria. These criteria are relevance, effectiveness and efficiency. Several evaluation questions fall under each of these criteria:

a. Relevance

- To what extent and how did the project objectives and design respond to the needs and priorities of the key stakeholders, target groups, and disaster-affected communities?
- Which elements of the assistance were most appropriate and why? Which were least appropriate, and how could they be improved?
- How well did the project consider and address the specific vulnerabilities of different sub-groups (e.g., gender, ethnicity, location, family circumstance)? What adaptations would improve targeting and ensure the inclusion of the most vulnerable?
- Were the selected interventions (e.g., food security, WASH, cash transfers, peacebuilding) appropriate in addressing key vulnerabilities, and were the implementation approaches suitable for the local socio-economic and environmental conditions?
- Did the project adequately integrate community perspectives and priorities in its design and implementation while adhering to humanitarian principles (impartiality, neutrality, and inclusivity)?

b. Effectiveness

- To what extent has, the intervention achieved its intended objectives and results across different target groups, particularly in improving food security, nutrition, livelihoods, and WASH services. How effectively has it strengthened community capacities to anticipate climate shocks, violent conflict, and disasters, contributed to social cohesion and conflict mitigation, and enhanced local capacities through humanitarian interventions? What were the main enablers and barriers affecting the achievement of these outcomes?
- To what extent were gender, protection, and inclusion considerations effectively integrated into the project interventions, and how did this contribute to tangible improvements in the situation of women, such as reduced gender-based violence and FGM? What protection measures proved most effective?
- How effective was community engagement in ensuring accountability to affected populations, particularly through accessible, trusted, and safe feedback and complaints mechanisms? To what extent did these mechanisms empower all groups within the community to provide feedback, and how was this feedback documented and acted upon? Additionally, how did community engagement contribute to strengthening resilience and the ability to cope with future shocks and crises?

c. Efficiency

- To what extent were project resources (financial, human, material) used as planned? Were they used efficiently to achieve the intended outputs and outcomes? Could better results have been achieved with the same or fewer resources (compare modalities for example MPC vs. in-kind food distribution)?
- To what extent did the localization of humanitarian action increase the project's efficiency by strengthening local capacities (government institutions, and community structures) while ensuring effective engagement, consultation, and coordination with relevant stakeholders (including affected communities, local and national authorities, international NGOs, and UN agencies) to improve project planning and implementation?
- What lessons can be drawn from this project, including strengths and weaknesses in the MEAL system, to inform future programming and potential scale-up?
- How well did the project align with national policies, strategies, and humanitarian response plans in Kenya, Ethiopia, and Somalia, while complementing and coordinating with other humanitarian and development initiatives in the region?
- To what extent did the regional and multi-country approach of the project contribute to the efficiency of project implementation? How did coordination and knowledge-sharing among implementing partners (WARDI, PACIDA, ECS) facilitated by Caritas Germany influence project outcomes, and what lessons can be drawn for Caritas Germany to optimize future regional interventions?

5. Approach and Methodology

- The evaluator(s) are expected to perform the evaluation in a strictly methodical manner to produce verifiable information and make recommendations that are sufficiently valid and reliably based on dependable data and analysis (both quantitative as well as qualitative), which are accessible to the client.
- Caritas Germany, as the commissioning entity for this evaluation, was open to either appointing a single evaluator to cover all project countries or engaging separate evaluators responsible for each respective country component. Ultimately, the decision was made to appoint a separate evaluator for each country of implementation. Nevertheless, it is important to emphasize that this evaluation constitutes a single, coherent project. This overarching coherence must be kept in mind throughout the evaluation process and the evaluation must be approached accordingly.
- Therefore, consistency of evaluation approaches is of utmost importance. Once the applications have been submitted and assessed, the contracting organisations will internally consult on the

proposals and issue a response once a selection has been made. It is expected that the evaluators will enter a coordinated process to make the result of the evaluation as consistent and comparable as possible.

- The evaluation process, as well as the results should be gender-sensitive and human-rights-based. The methodical approach is the responsibility of the evaluator(s). However, the evaluator(s) are required to apply an adequate evaluation design and mixed methodology approach including both quantitative and qualitative participatory methods to produce verifiable information for answering the above-listed aspects and primary evaluation questions, make recommendations that are sufficiently valid and reliably based on dependable, triangulated data, analysis and interpretation. The collection of gender-disaggregated data should allow for an adequate presentation of how men and women are impacted by the project. The evaluator(s) will adopt a participatory, transparent and result-oriented approach in cooperation with internal and external stakeholders. The evaluator in the inception report (see deliverables) will propose a detailed design and methodology for the evaluation. Among other things, a division of tasks within a larger team that operates both centrally and on site is conceivable. The evaluator(s) will report to the evaluation manager as well as the evaluation commissioners of Caritas Germany. The evaluator(s) will execute his/her mission in complete independence and will receive only general instructions from Caritas Germany, justified by the necessities of the collaboration between the parties and the orderly execution of the confined tasks.
- The participation of all relevant stakeholders is required to ensure the ownership and participation of programme partners as well as beneficiaries from the beginning, with the intention of giving a statement about the trend of change from the perspective of those affected.
- Suggested evaluation methods to be used may include, but are not limited to:
 - (i) **Review of project documentation (Desk Research):** A range of major documents should be studied, including project documents (such as proposal, baseline, endline, post-distribution-monitoring reports, milestone monitoring reports, monitoring data sets, final reports, funding disbursement records, partner reports, service delivery records, data stemming from the project feedback and complaints mechanism). Additionally, secondary data like relevant national policies, contextual background information, statistical data, documents pertaining to similar projects led by other donor organizations, humanitarian reports, etc. Existing project documents and reports are to be shared with the evaluator to facilitate the analysis. The evaluator is invited to request additional documents that may be needed for the completion of the evaluation.

- (ii) **Key Informant Interviews:** (semi-) structured Interviews with beneficiaries are a must and should be supported by interview protocols and the list of respondents (e.g. direct project beneficiaries, partner staff to discuss challenges, successes, and lessons learned etc.). The selection criteria should be based on gender, age, beneficiaries/non-beneficiaries and geographical spread in the project region. Furthermore, the following stakeholders should be represented: Government officials, local authorities, and humanitarian coordination bodies, Project staff from WARDI, PACIDA, ECS, and Caritas Germany, Community leaders, elders, and religious leaders as well as schoolteachers.
- (iii) **Case studies:** Selected household and community stories to highlight the project's impact and unintended effects.
- (iv) **Direct observation during field visits:** WARDI will organize field visits at different project sites in Somalia.
- (v) **Focus group discussions:** With male and female beneficiary groups (separately!) to explore experiences, perceptions, and feedback,. This will depend on the composition of the evaluation team. However, if feasible, methods that allow impact measurement and reflection for illiterate people, e.g. ranking, scoring, rich picture, narratives, stories, timelines etc. must be considered.
- (vi) **Standardized Survey and questionnaires:** Structured surveys with project beneficiaries will be conducted to assess the relevance, effectiveness and efficiency of food security levels, WASH activities, and to quantify aspects related to the above questions and deliver a statistical analysis. The selection criteria should be based on gender, age, beneficiaries/non-beneficiaries and geographical spread in the project region. The exact sample size should be proposed by the evaluator and discussed together with WARDI and Caritas Germany before the start of the evaluation.
- (vii) **Stakeholder feedback sessions:** Validation and triangulation of the preliminary findings before the submission of the final reporting.

6. Deliverables

The following deliverables are expected for the evaluation. Further deliverables will be determined throughout the inception phase of the evaluation.

a. Inception Report:

- An inception report will be submitted by the evaluating consultant to demonstrate his/her understanding and planning of the evaluation, which will be reviewed and discussed in

cooperation with WARDI and Caritas Germany. The inception report should set out the planned design and methodology to meet the above-mentioned objectives and to answer the evaluation questions. In addition, a sampling strategy should be included.

- The evaluator(s) are asked to include an *evaluation matrix*¹ (including the final evaluation questions and indicators), the overall evaluation design and methodology with a detailed description of the data collection methods and data analysis techniques, as well as a proposed timeframe for the activities and deliverables. It should also reflect the limits of the suggested design and methodology and should explore the feasibility of answering the evaluation questions and reflect on the ToR. The evaluator(s) are free to suggest additional methodologies for the evaluation. It should also state how the evaluator(s) intends to design the evaluation as a learning-oriented process.
- The inception report of the evaluation follows a standard outline, which will be provided to the evaluator(s) after contracting and needs the approval of the contracting parties. It should be submitted 10 days after the briefing meeting and should not exceed 5 pages and follow a predefined structure as described in *Annex 1*.

b. Data collection tools:

- The evaluator will be responsible for finalizing the household survey questionnaire, Key Informant Interviews (KII) and Focus Group Discussion (FGD) guides, as well as other participatory data collection tools to ensure a comprehensive assessment. Field data collection will be conducted across Kenya, Ethiopia, and Somalia, incorporating interviews, surveys, and FGDs with relevant stakeholders. To maintain data quality and completeness, real-time monitoring will be implemented, allowing for necessary adjustments throughout the data collection process. All tools will be handed over to the commissioning entity.

c. Workshops/ Meeting:

- The evaluator is free to select the type of workshops (e.g. kick-off/mid-term/validation workshop) over the course of the evaluation.
- The kick-off workshop provides an opportunity to discuss organizational processes, methodology, data collection instruments, timetable, milestones, reporting dates, tasks and responsibilities. Moreover, the mid-term workshop is useful to discuss problems that may arise during the evaluation and allow joint development of strategies for solutions.

- During the validation workshop, the evaluator will present the findings collected in the field to WARDI, PACIDA, ECS and Caritas Germany. The workshop will be organized to discuss and validate the findings, lessons learned, and recommendations proposed by the evaluator. Stakeholders are invited to make recommendations for amending the review.
- Debriefing notes outlining the most important preliminary findings and recommendations should be presented at the end of the field phase.

d. Presentation of preliminary findings

- The evaluator will present preliminary findings in a debriefing session with project partners (WARDI, PACIDA, and Caritas Germany) and key stakeholders. This session will include an initial analysis of key findings, emerging trends, and early recommendations based on the collected data. Additionally, it will provide an opportunity for stakeholders to give feedback before the evaluation report is finalized, ensuring that insights and perspectives are adequately reflected in the final analysis.

e. Draft Report:

- The consultant is expected to submit the primary findings resulting from his/her evaluation, as well as his/her initial recommendations to the desk officer of Caritas Germany as well as to WARDI, the partner organization in the form of a draft final report. This report serves to illustrate the relevant evidence corresponding with the evaluation issues, questions and criteria listed in the Terms of Reference. It should take all aspects reviewed during **Inception meeting** as well as the comments provided by Caritas Germany and WARDI into consideration. The draft report is subject to approval by WARDI and Caritas Germany. In case of disagreement, there should be documentation on the matter. The draft report should be presented by **30th July, 2025** and should incorporate comments supplied by WARDI and Caritas Germany during the field phase. The evaluation report must contain an executive summary in English and several mandatory annexes. An outline for the evaluation report will be provided to the evaluator(s).
- Photos: The evaluator(s) should provide a digital file with photos of the evaluation, including photos related to the evaluation process (e.g. of group discussions, interviews, final workshop). The photos should be submitted in a JPEG format (not only included in the report but in a separate file). The informed consent form of the person presented is a prerequisite.

f. Final Report:

- The final report should be a refined version of the draft report including the documentation of dissent, approval of the involved parties, and adaptations. It must be a stand-alone document where all necessary information is contained and comprehensible without the attached annexes.

It is to be a refined version. All documents and tools are to be written in English language. The final report should be presented at the latest by 5th August 2025.

g. **PowerPoint Presentation and learning brief**

- The evaluator will develop a summary PowerPoint presentation to facilitate the dissemination of key findings to both internal and external stakeholders. Additionally, a learning brief (3–5 pages) will be prepared, highlighting key findings, lessons learned, and recommendations in a concise format for quick reference and broader accessibility.

h. **Data**

- The evaluator will provide all raw data collected in the context of the evaluation. Additionally, the evaluator will provide cleaned quantitative and qualitative datasets from surveys, Key Informant Interviews (KIIs), and Focus Group Discussions (FGDs). Transcripts and notes from interviews and FGDs will be documented and handed over. A comprehensive list of respondents and stakeholders consulted will also be included, ensuring confidentiality is maintained. Finally, the consent forms should be provided in original form.

7. Timeframe for Deliverables

- The actual evaluation work is to be carried from 25th July 2025 to 25th August 2025 resulting in a total of 30 working days.
- The timeline for the activities consists of the following phases:

a. **Preparation Phase: 8 days**

- ❖ Analysis of relevant project documents, as well as further research
- ❖ Preparation of inception report and exchange with WARDI in Somalia, PACIDA in Kenya and Ethiopia, ECS in Ethiopia and Caritas Germany
- ❖ Kick-off Workshop involving WARDI, PACIDA, ECS and Caritas Germany

b. **Field Phase: 15 days**

- ❖ Briefing with WARDI, Caritas Germany and other relevant actors in the respective project locations
- ❖ Field visits for data collection
- ❖ Validation workshop involving WARDI and Caritas Germany

c. **Synthesis Phase: 7 days**

- ❖ Reporting including management response workshop
- ❖ Draft evaluation report

- ❖ Produce final report including revision as per feedback

The key products expected for the evaluation are the following:

Deliverable	Dates
Inception Report	28th July 2025
Draft Report	20 th August,2025
Final Report	25 th August,2025

The evaluator should present a detailed work plan and timeframe of all activities including the relevant resource allocation (*see Annex 3*).

8. Roles and Responsibilities.

WARDI and Caritas Germany are responsible for organizing and facilitating the logistics to and in the project countries. WARDI and Caritas Germany will provide access to all relevant project documents.

The consultant will be working under and reporting to the Caritas Germany desk officer as well as the program director to the implementing organization WARDI during the evaluation phase.

9. Guiding Principles

- The consultant is to conduct the evaluation in accordance with the principles outlined in WARDI Code of conduct as well as the “Guidelines on Combating Fraud and Corruption in WARDI
- The evaluator(s) must take all required steps to ensure that the evaluation is designed and conducted to respect and protect the rights and welfare of the people and the communities of which they are members, as well as to ensure that the evaluation is technically accurate, reliable, and legitimate, and conducted in a transparent and impartial manner. Moreover, the evaluation should ideally contribute to organizational learning and accountability.
- All documents and data acquired from documents as well as during interviews and meetings are confidential and to be used solely for the purpose of the evaluation. Interview partners will not be quoted in the report without their prior permission. The documentation as well as all material linked to the evaluation (produced by the consultants or the organisation itself) is confidential and always remains in the property of the contracting party.

10. Professional Qualification and Experience

The evaluation consultant should meet with the following, required skills and competence profile:

- a) The evaluator or the consultancy firm should be a reliable and effective project manager with extensive experience in conducting evaluations and a proven record in delivering professional results. (Consultant is required to send samples of relevant evaluation reports) **Required**
- b) In-depth knowledge and experience in evaluation of food security, WASH, Nutrition; **Required**
- c) Knowledge of strategic and operational management of humanitarian operations, as well as proven ability to provide strategic and practical recommendation to key stakeholders **Required**
- d) Operational experience in emergency response program, particularly through participatory evaluation processes **Required**
- e) Strong analytical skills and ability to clearly synthesize and present findings, draw practical conclusions, make recommendations, and prepare well-written reports in a timely manner **Required**
- f) Experience in qualitative and/or quantitative data collection and data analysis techniques **Required**
- g) Strong expertise in using participatory tools **Required**
- h) Familiarity with transparency and downward accountability processes and their values **Required**
- i) Fluency in written and spoken English and Somali, **Required**
- j) Country and regional experience in Somalia/Lower Shabelle and Hirshabelle regions **Optional**
- k) Good understanding and appropriate sensitivity in regard to different cultures and traditions **Optional**
- l) Minimum qualification of a master's degree or equivalent combination of education and relevant work experience **Required**

11. Management of the assignment

The selected consultant(s) will work under the overall guidance of the Project coordinator at WARDI relief and development initiatives and in close cooperation with Caritas Germany desk officer .

After the selection process WARDI and Caritas will share the required documents with the winning consultants for him/her to prepare the inception report. The documents to be shared include the project proposal (incl. log frame, timetable, activity description), progress reports, and any other helpful resources.

WARDI will provide coordinates of the project villages and a list with the contacts of village leaders to facilitate smooth community entry. WARDI will support in the mobilization of the communities and provide further security information before and during the study. However, the consultants will be

responsible for its staff security during data collection in the rural communities. Furthermore, the consultant will decide of their own transport

12. **Terms of Payment**

Payments shall be approved by WARDI Finance director and made in USD within 14 (fourteen) days only by bank transfer after the delivery services supported by certificate of interim or completion of Service and /Service Received Note. Payments will be made by WARDI Main office only through bank transfer. WARDI will not settle any payment unless the consultancy institution accomplishes all the tasks in a timely fashion. The basis for payment scheduling is to be determined during contract negotiations.

13. **Application Process**

Applications should be submitted electronically in a non-changeable format such as PDF, duly filled ,signed and addressed to the contact person of the tender **Mr Abdijabir sheikh maad WARDI procurement manager email address jabir@wardi.org before 15th July 2025, 2:30 pm EAT. Please indicate the tender reference WARDI/CARITAS/ Transitional aid project /Mataban /Afgoye/ P. 137-2021-001.**

The procurement procedure is a competitive procedure with negotiation. WARDI reserves the right to ask the bidders for further documentation.

In the event of quotation procedure cancellation, firms/consultants will be notified by WARDI. If the quotation procedure is cancelled before any bid has been opened, the sealed envelopes will be returned, unopened, to the consultant incase they have submitted hard copies .

Cancellation may occur where:

- a. The bidding procedure has been unsuccessful, mainly where not qualitatively, financially worthwhile quotations have been received, or there has been no response at all. The economic or technical parameters of the project have been fundamentally altered.
- b. Exceptional circumstances or force majeure renders normal performance of the project impossible; all technically compliant quotations exceed the financial resources available.
- c. There have been irregularities in the procedure, where these have prevented fair competition.
- d. Note- under no circumstances will WARDI be liable for damages, whatever their nature (damages for loss of profits) or relationship to the cancellation of a bid, even if WARDI has been advised of the possibility of damages. The publication of a procurement notice does not commit WARDI to implement the programme or project announced. The Contractor or supplier shall provide any detailed information requested by WARDI, or by any other qualified outside body

chosen by the donor or by the WARDI for the purposes of checking that the activities implemented in the context of the present contract are being properly carried out.

Content of offer:

- a. Company's profile (experience in the sector, experience in monitoring evaluation and Endline evaluation) and registration certificate
- b. CVs of key consultants indicating all relevant experiences as well as copies of relevant academic degrees and certificates (especially those travelling), Cover letter transparently summarizing relevant experience in monitoring and evaluation of food security, WASH, Nutrition projects as well as practical experience in planning and conducting project evaluations.
- c. Track record of conducted studies, research, publication, and references
- d. A technical proposal for the evaluation, including the proposed evaluation methodology and work plan.
- e. Financial proposal² underlying the evaluation, including proposed fee for a maximum of 30 working days.
- f. A sample of recent writing (report or similar) relevant to the terms of reference stated above.
- g. Contacts of at least 3 prof of references related to successful completion of similar assignments
- h. Signed and filled declaration forms and annexes
- i. Technical Offer including assessment design concept, clear description of the proposed research methodology, type of data collection tools and analysis as well as proposed time frame (indicating the days in the field, at WARDI office and consultant's office days).
- j. Financial Offer with clear distinction of daily honorarium, travel expenses and taxes. The budget should present consultancy fee costs over the entire period.

14. Evaluation Criteria

Submissions will be assessed according to qualifications of the consultancy team/consultant, the quality of the technical proposal and the details of the financial proposal. The technical proposal is evaluated based on quality criteria and its responsiveness to the Terms of Reference.

The contract will be awarded to the successful bidder following completion of the offer's evaluation process including negotiation (only in exceptional cases, if necessary). The successful bidder will sign a contract with WARDI to undertake the assignment in consultation and guidance of CARITAS Germany

15. **Award criteria**

During the rating process the offer will be **rated 80%(Technical proposal) and the price offer 20%.(Financial proposal)** .

16. **Annexes**

- ❖ **Annex 1:** Table of content for the Inception Report
- ❖ **Annex 2:** Table of content for Evaluation Report
- ❖ **Annex 3:** Template for Work plan – Timeframe
- ❖ **Annex 4:** Evaluation Matrix Template
- ❖ **Annex 5:** Financial Proposal
- ❖ **Annex 6:** Consultant declaration
- ❖ **Annex 7:** Consultant declaration of honor
- ❖ **Annex 8:** Ethical standard declaration
- ❖ **Annex 9:** Fraud and anti-corruption policy