



Terms of Reference

Tender Subject: Final Evaluation for Emergency Relief and Anticipatory Humanitarian Action for Victims of Climate-Related Disasters in Guriceel district and Jalalaqsi district in Galgaduud and Hirshabelle and Galmudug States in Somalia.

Tender Reference : WARDI/Caritas/ P137-2023-01/S09/321.50HvA/HvA/2025/01/Endline.

Project Information

Contracting Organization	WARDI Relief and Development Initiatives
Project title	Emergency Relief and Anticipatory Humanitarian Action for Victims of Climate-Related Disasters in Somalia, Northern Kenya, and Southern Ethiopia”
Project Number	P.141-2023-004
Project Period	01.07.2023 – 31.07.2025
Project Donor	GFFO through Caritas Germany
Implement Partner	WARDI Relief and Development Initiative.

Timeline offers.

No	Description	Dates
1	Publication date of the call	6 th June 2025-2:30Pm
2	Deadline for submission of offers	19 th June 2025-2:00Pm
3	Minimum validity period of offer from the closing date	45 days
4	Opening date of offers	22 nd June 2025
5	Planned evaluation date(s) of offers	23 nd June 2025
6	Notification of contract awarding	25 th June 2025

The proposal should be addressed to:

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Procurement manager

WARDI Relief and development initiatives.

Email: jabir@wardi.org.

Tender Reference : WARDI/Caritas/ P137-2023-01/S09/321.50HvA/HvA/2025/01/Endline.

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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 and Buloburte in South Central, Wanlaweyn 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. About the project

With funding from German federal foreign office through Caritas Germany, WARDI is implementing a project titled "Emergency Relief and Anticipatory Humanitarian Action for Victims of Climate-Related Disasters in Somalia which our co-partner PACIDA also implementing in Northern Kenya, and Southern Ethiopia". The project started 20th July 2023 and end 30th June 2025.

The project aims to address the urgent needs of affected families and contributes to their well-being by implementing a wide range of interconnected interventions. To ensure that basic needs are met, the program provides cash and food assistance to vulnerable households. Additionally, it focuses on improving access to safe drinking water through activities such as water trucking to remote communities, drilling and equipping boreholes, and constructing shallow wells completed with solar-powered systems for water storage and distribution. These efforts are complemented by the distribution of essential water, sanitation, and hygiene (WASH) non-food items (NFIs) to mitigate the outbreak of diseases.

Food security plays a crucial role in stabilizing the affected households, particularly (agro-) pastoralists. The program addresses this by implementing short-term measures such as livestock restocking and vaccination to protect the at-risk livestock population. Moreover, the distribution of assorted quality and drought-resistant agricultural seeds, as well as basic agricultural tools, aims to

support disaster-affected farmers in restoring their agricultural activities and increasing their resilience.

Protection activities are an integral part of the program, aiming to reduce conflicts over limited natural resources between neighbouring communities. Protection trainings, including topics such as protection from sexual exploitation and abuse (PSEA), gender-based violence (GBV), child safeguarding, and protection mainstreaming and inclusion, equip communities with the necessary capacities to promote a safe environment. Awareness sessions and community dialogues on issues like female genital mutilation (FGM) foster community engagement and contribute to behaviour change. In response to the specific vulnerabilities faced by women, children, and individuals with special needs, the program ensures that special attention is given to these target groups. Distribution of dignity kits, medical supplies for GBV survivors, and provision of solar lanterns for households enhance their safety and well-being.

To enhance preparedness and response mechanisms, the project actively engages with stakeholders and communities. This includes disseminating information on climate-related disasters and providing support through public media channels. The program participates in needs assessments to maintain an up-to-date understanding of the crisis and collaborates in coordination fora to ensure a comprehensive and well-coordinated response. Training community monitors and equipping locust scouts with personal protective equipment and monitoring tools enable early warning systems and data collection for timely and effective response to potential locust crises.

By implementing these diverse activities, the project aims to provide immediate relief, address long-term needs, and promote resilience among the affected populations. Through the integration of multiple sectors, collaboration with stakeholders, and community engagement, the project strives to make a meaningful impact in the lives of those facing the current crisis.

The project directly targets about 24,900 HHs with an average household size of 6 persons: in total about 144,600 persons, of which 7,471 are women, 6,025 men, 4,820 boys and 5,784 girls. The project area includes 7 villages in Jalalaqsi district of Hiran region (namely Ceel-Ciid, Tardo, Jalaqsi town, Iji, Xaalfooley, Afardiid, Dufaaleey) and 9 villages in Guriceel district of Galgadud region (namely Salaax-Dhadhaab, Lanle, Dirie-Hassan, Beeya-Cad, Xaarxaar, Gabuun, Bali-Cilaanle, Baar-Ugaas and Harqaboobe).

c. Background

Furthermore, the political transition process remains fragile, with governance and institutional challenges affecting service delivery and economic stability. Rural communities, especially those in drought-prone and conflict-affected areas, face extreme vulnerabilities, exacerbated by inflation and disruptions in trade and agricultural production.

Somalia remains one of the most fragile contexts in the region, characterized by decades of conflict, political instability, and recurring natural disasters. The combination of protracted insecurity, weak governance, and limited access to basic services has led to high levels of displacement and chronic food insecurity. The ongoing insurgency and inter-clan conflicts further complicate efforts to stabilize the country and support sustainable development. Cyclical droughts and erratic rainfall patterns continue to challenge rural livelihoods, making recovery efforts increasingly difficult.

Across all three countries, humanitarian needs persist amid efforts to build resilience and enhance local capacities. Multi-sectoral interventions addressing food security, livelihoods, climate adaptation, and social cohesion remain crucial in mitigating risks and fostering long-term stability. Understanding the regional dynamics and their implications for programming is essential in designing effective interventions that respond to both immediate humanitarian needs and long-term development objectives. Therefore, in 2023 Caritas Germany and its partners designed a 2-year, regional humanitarian project to address the increased needs of the affected population to provide at least minimal support, concentrating resources to help during this period early recovery from one of the most severe droughts in decades. In 2024, a funding top-up was received from GFFO and a new Ethiopian partner included in the project, with a reduced set of activities, targets, and implementation period (one year).

d. Context:

The overall intended Impact by the project is a “Contribution to the enhanced well-being of disaster-affected communities in Somalia, Northern Kenya and Southern Ethiopia through improved access to food security, WASH, emergency preparedness & early recovery capacities”. For all three countries, food security and WASH are the focus areas of the intervention. An additional focus is the resilience of target populations against anticipated climatic shocks as well as protection and peace building to mitigate vulnerabilities considering conflicts. The project also includes a cash transfer component under the food security component.

The target groups are mainly vulnerable pastoralist households in remote and isolated arid and semi-arid areas of which many are in search of pastures as well as water for their livestock, some of them crossing borders between the countries. Furthermore, target groups are farmers and agro-pastoralist households who have lost a great deal of their livelihoods/revenues due to climate related disasters. Finally, be primary school children of vulnerable households, mainly pastoralists in the same region who will receive food aid. All partners adhere to humanitarian principles and will select those in need purely based on need, without regard to ethnic or religious affiliation.

The intended Outcomes of the project were the following:

Outcome 1: Disaster affected HH have improved food security and access to water

Outcome 2: The resilience of disaster affected communities is strengthened through the ability to adequately respond to anticipated climate-related crises and shocks

Outcome 3: Conflicts and violence are mitigated through improved protection and peace building measures.

e. Objective of the Evaluation

This planned evaluation is intended to be a formative, final evaluation of the project after the conclusion of all project activities. It will examine in detail the impact of this regional project in all three-project countries. The primary users of this final evaluation will mainly be internal stakeholders. On the one hand, these are the project management and staff of WARDI, PACIDA and ECS, on the other hand the program coordination, the advisory team and other stakeholders such as government stakeholders, UN coordination bodies, as well as the donor of the project, the German Federal Foreign Office (GFFO).

The overall objective of the evaluation is a learning objective for internal and managerial purposes. It is to be found if the set objectives were relevant for the project participants to understand the extent to which the objectives set at the beginning of the programme were achieved. The strengths and weaknesses of the project and its mechanisms (coordination, communication, and finance & MEAL management) as well as the impact of the intervention should be identified, to improve the projects design and/or management. It should comment on what benefit the regional aspect of the project has brought and if it is an approach worth upscaling/mainstreaming throughout the portfolio of Caritas Germany.

Specific questions regarding the knowledge and awareness of project participants in all affected communities (e.g. how to give feedback on the activities and if they felt safe using these channels, etc.) should be included to ensure the possibility to be accountable towards the people we aim to assist through our intervention.

2. Specific objectives of the Evaluation:

- Evidence-based evaluation of the implementation and use of the food security project components as well as the WASH components of the project and their relevance and influence on an enhanced well-being of disaster-affected communities.
- Analysis of the multi-country approach and its adaptability to other contexts and countries.
- Identification and analysis of strengths of chosen approaches, strategies and project components, which may serve as guidance for a potential second phase of the project and which should be revised in future projects in the form of a learning, exercise.
- Analysis of changes in the regional project context (environmental & climatic changes (e.g., natural hazards, land degradation, water scarcity), economic and political changes (inflation,

price increases/market fluctuations), changes in security situation, demographic changes such as migration patterns, displacement, shifts in community structures), the effect these changes have had on the personal context (e.g. livelihoods/income, food security situation, social cohesion of communities, livestock situation, etc.) of project beneficiaries.

- The various partner organizations (WARDI, PACIDA & ECS) should gain structured and systematic insights into the achievements and challenges of the implementation of their project components. The evaluation should present recommendations to overcome challenges and foster achievements. These findings should then be adaptable and applicable to potential future projects.

3. Scope of the Evaluation

- The evaluation will cover the entire project period of implementation which has taken place in Somalia by WARDI focusing on key thematic areas: Food Security & Livelihoods (including unconditional Multi-Purpose Cash Distributions vs. in-kind), WASH, Protection & Social Cohesion, Early Recovery, Emergency Preparedness, and Anticipatory Action. Additionally, the evaluation will contribute to internal learning, by focussing on project design, implementation processes, and the MEAL framework. A third area of focus will examine the geographical and regional approach, assessing the added value of a regional strategy and the mutual learning among partner organizations.
- Country-Specific Focus Areas: Somalia: The evaluation will focus on the livelihood component, particularly the controlled restocking approach combined with capacity-building initiatives. These efforts aim to enhance food security and provide sustainable income-generating opportunities, contributing to long-term community resilience. Additionally, implementation in the districts of Guriel district (Galgaduud region) and Jalalaqsi (Hiran region) will be assessed. A key aspect will be the evaluation of solar energy utilization for borehole water supply, including the impact of installing solar pumps at two sites on environmental sustainability and energy independence.
- All target groups should be involved in the evaluation. The chosen methodology would have to be appropriate for each target group.

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 throughout July 2025, resulting in a total of 31 working days.
- The timeline for the activities consists of the following phases:

a. Preparation Phase: 7 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: 2 weeks (10-15 days)

- ❖ Briefing with WARDI, Caritas Germany and other relevant actors in 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	7 th July,2025
Draft Report	30 th July,2025
Final Report	5 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) **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 Hirir 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 22nd June 2025, 2:00 pm EAT.**

Please indicate the tender reference WARDI/CARITAS/P137-2023-01/S09/321-50HvA/2025/01/Endline.

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 in case 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 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