



TERMS OF REFERENCE

For the External Evaluation of Action Against Hunger, project

Title: The Evaluation of Integrated life-saving Nutrition, Health, WASH support for vulnerable populations affected by drought, conflict and rapid onset emergencies in South Central Somalia.

Organization: Action Against Hunger (ACF).

Duration: Between December 2020 and January 2021.

Number of days: **30 days maximum.**

Contract Type: Consultancy

Closing date: **4th January 2021.**

1. PURPOSE AND OBJECTIVES OF THE EVALUATION

1.1. Rationale for the Evaluation

This evaluation will be conducted as an exercise of accountability towards the donor and the beneficiaries at its final implementation stage. The evaluation will be able to gauge the overall results and performance of the project against its set targets. Its recommendations will provide lessons to adapt for future Health and nutrition response activities.

1.2. Objectives of the Evaluation

The overarching purpose of the final evaluation is to gauge the overall results and performance of the action against the OECD DAC criteria of relevance, coverage, coherence, effectiveness, efficiency, and potential for impact. The recommendations arising from the evaluation will provide lessons learned to adapt future health and nutrition programs.

Main objectives of the evaluation are:

1. To measure interventions by Caafimaad Plus1 in terms of safety, accessibility, satisfaction, accountability and participatory aspects of the actions/activities/strategies
2. Identify learning points/space, best practices, gaps, added value of the consortium, strategies, sectoral integration, community and facility linkage, priorities, support mechanisms and recommendations towards (as a consortium) compliances requirements, delivery of expected deliverables, strategic directions - more collaborative and synergy in approaches (complementation, coordination, information and learning sharing), relationships built between and among members and with local actors, localization efforts, how each member contributed to the consortium commitments, and management of risks &



compliance operating in complex operations/environment, & making a maximum impact to the lives of affected communities in emergency and long term crisis

3. The evaluation will contribute to building the evidence base of the applicability and appropriateness of activities by the consortium as a milestones in the framework of the CHS commitments and see other near and long term opportunities to create more impact to target population

1.3. Users of the Evaluation

Direct users: Consortium field teams, Technical and Senior Management Teams, Technical Advisors/ Directors in the HQs, RMO/DHMT/MOH, sector clusters (Nutrition, Health and WASH clusters)

Indirect users: Monitoring and Evaluation teams in the Action Against Hunger global network, Consortium partners International Network, EU humanitarian Aid and other donors, federal, regional and local governments, ministries, UN agencies and Global Clusters, NGOs and NGO Consortiums as well as humanitarian learning platforms

1.4. Use of the Evaluation

The evaluation will be used for learning, improvement and accountability. The lessons learnt (from all sectors of the project), the identified good practices and the recommendations generated are expected to be taken on board in designing any further interventions. The evaluation findings and results will inform knowledge management base of the consortium and will ensure best practices are adopted and applied within all the sectors. Feedback from the evaluation will be used to improve quality of the programs, modification and revision of design based on the lessons learnt.

2. EVALUATION SCOPE

2.1. Elements covered by the evaluation

The evaluation will focus on the entire project funded by EU Humanitarian Aid, including all its technical areas. It is worth looking at more in depth processes used in delivery of EPHS packages and overall beneficiary satisfaction on services offered. The evaluation will also take an in-depth look into the integration of activities in all supported sectors (Nutrition, Health and WASH) in the geographical location where the project has been implemented.

The geographical scope of the evaluation will cover the project sites in different regions of Somalia. However, simple random sampling of some consortium operating areas and communities will be done in to maximize on the time allocated for the evaluation.



2.2. Cross-cutting issues

Throughout the evaluation process, gender concerns should be addressed in line with the Action Against Hunger Gender Policy. All data should be disaggregated by sex and age and different needs of women, men, boys and girls should be considered throughout the evaluation process. In addition, gender and decision making of both men and women and access and control of assets, resources and services in the EU Humanitarian Aid funded project should be considered. Capacity and participation of both men and women in the program will be evaluated especially on gender balance of staff.

3. EVALUATION CRITERIA AND QUESTIONS

As per Action Against Hunger Evaluation Policy and Guidelines 2015, Action Against Hunger adheres to the Organisation for Economic Co- operation and Development (OECD) Development Assistance Committee (DAC) criteria evaluation approach for evaluating its projects.

In particular, Action Against Hunger uses the following adapted criteria: Design, Relevance/Appropriateness, Coherence, Coverage, Efficiency, Effectiveness, Sustainability and Likelihood of Impact². Action Against Hunger also promotes a systematic analysis of the monitoring system in place within the aforementioned criteria.

Evaluation questions have been developed to help the evaluator assess the project against these criteria (refer to Annex III). The evaluator may adapt the evaluation criteria and questions, but any fundamental changes should be agreed between the evaluation manager and the evaluator and reflected in the inception report.

All independent evaluations carried out in Action Against Hunger are expected to use DAC criteria in data analysis and reporting. In particular, the evaluator must complete the DAC criteria rating table (refer to Annex IV) and include it as part of the final evaluation report.

4. EVALUATION DESIGN AND METHODOLOGY

Based on Action Against Hunger's Evaluation Policy and Guidelines, the evaluator will be requested to assess the project against the OECD DAC criteria using a mixed methods approach.

Methods of inquiry shall include the following:

- **Quantitative:**
 - Household sample surveys in select communities covered by the action
 - Semi-structured key informant interviews with project stakeholders, including EU Humanitarian Aid, consortium staff, the Nutrition cluster and relevant sub-working groups and community leaders.
- **Qualitative:**
 - Focus group discussions, separated by sex and age group, in select communities covered by the action
 - Direct observation of a selection of project sites and activities



- Secondary data review of routine monitoring data and other project records/documents

The final scope of the evaluation and detailed questions will be developed during the course of implementation. See Annex III for illustrative questions:

5.1. Evaluation Briefing

Prior to the evaluation-taking place, the evaluator is expected to participate in evaluation technical briefing with the M&E and consortium focal person for the Somalia Mission and M&E Regional Specialist. Virtual briefings must be agreed in advance. While in the mission, the evaluator will be taken through security briefing by the security manager to be familiar with the security context of Somalia

5.2. Desk review

The evaluator will undertake a desk review of project materials, including the project documents and proposals, interim report, Indicator tracking table, dashboard and relevant materials from secondary sources (Annex IV).

5.3. Sampling

The evaluation will make use of primary data collected by the evaluator as well as project data collected through routine nutrition and health monitoring systems, SQUEAC data, and other project documentation. The evaluator in line with the methodology outlined in the previous section will collect primary data. Quantitative data will be collected using mobile data methods, while qualitative data will be transcribed on paper and all information translated into English. Please reference the logical framework in the project proposal or indicator-tracking table for more information on routine data to be collected throughout the project.

In all data collection exercises, questionnaires will include informed consent clauses. Enumerators and all staff handling and managing data for the evaluation will be briefed on ethical data collection and management procedures in line with the Federal Policy for Protection of Human Subjects.

The evaluator should propose the sampling strategy for household interviews. It must take into account the need for representativeness as well as the need to balance logistical costs and time constraints in this context. Purposive sampling will be conducted for focus group discussions and stakeholder interviews, with a view toward obtaining a range of opinions, ensuring equal inclusion of women and men, and obtaining feedback from vulnerable group members. An observation checklist will be developed and used at health facility level.

5.4. Inception Report

At the end of the desk review period and before the field mission, the evaluator will prepare a brief inception report. The report will be written in English and will include the following sections:

Key elements of the Terms of Reference (TORs) to demonstrate that the evaluator will adhere to the TOR:



- The methodological approach to the evaluation include an evaluation matrix in annex to specify how the evaluator will collect data to answer the evaluation questions, pointing out the limitations to the methodology if any and the choice of sites per field visit;
- The data collection tools; A detailed evaluation work plan; and
- Statement of adherence to Action Against Hunger Evaluation Policy and outline the evaluation report format.

The inception report will be discussed and approved by ACF regional and country MEAL team and shared with other relevant stakeholders including consortium partners.

5.5 Field Mission

Primary data collection techniques

As part of the evaluation, the evaluator will interview key project stakeholders (ACF expatriate/national project staff, consortium project staff, local authorities, MOH representatives and donor representatives) as per the list in Annex VI. The evaluator will use the most suitable format for these interviews as detailed in the inception report. The evaluator is also expected to collect information directly from beneficiaries. Towards enriching triangulation, the evaluator will also conduct Focus Group Discussions with relevant stakeholder (such as beneficiaries, non-beneficiaries, DHMT, Community Health workers, and PLW among other groups who will be identified during planning stage), key informants interviews (community leaders and community volunteers, etc.) and household surveys.

Field visits

The evaluator will visit the project sites in Somalia and Health facilities supported by the project and communities where Community workers, caretakers of children U5, PLW and other community members identified for interviews are located.

Prior to field visits, a pre-departure security profile will be prepared and validated by the operations coordinator and Country Director to ensure all areas selected are cleared for security purposes.

Secondary data collection techniques: desk review

The evaluator will further review complementary documents and collect project monitoring data or of any other relevant statistical data available. Data from facility records and PDMs will be analyzed.

Debriefing and stakeholders workshop

The evaluator shall facilitate a learning workshop both in the field and national office to present preliminary findings of the evaluation to the project and key stakeholders (including Local, National actors and implementing partners); to gather feedback on the findings and build consensus on recommendations; to develop action-oriented workshop statements on lessons learned and proposed improvements for future projects.

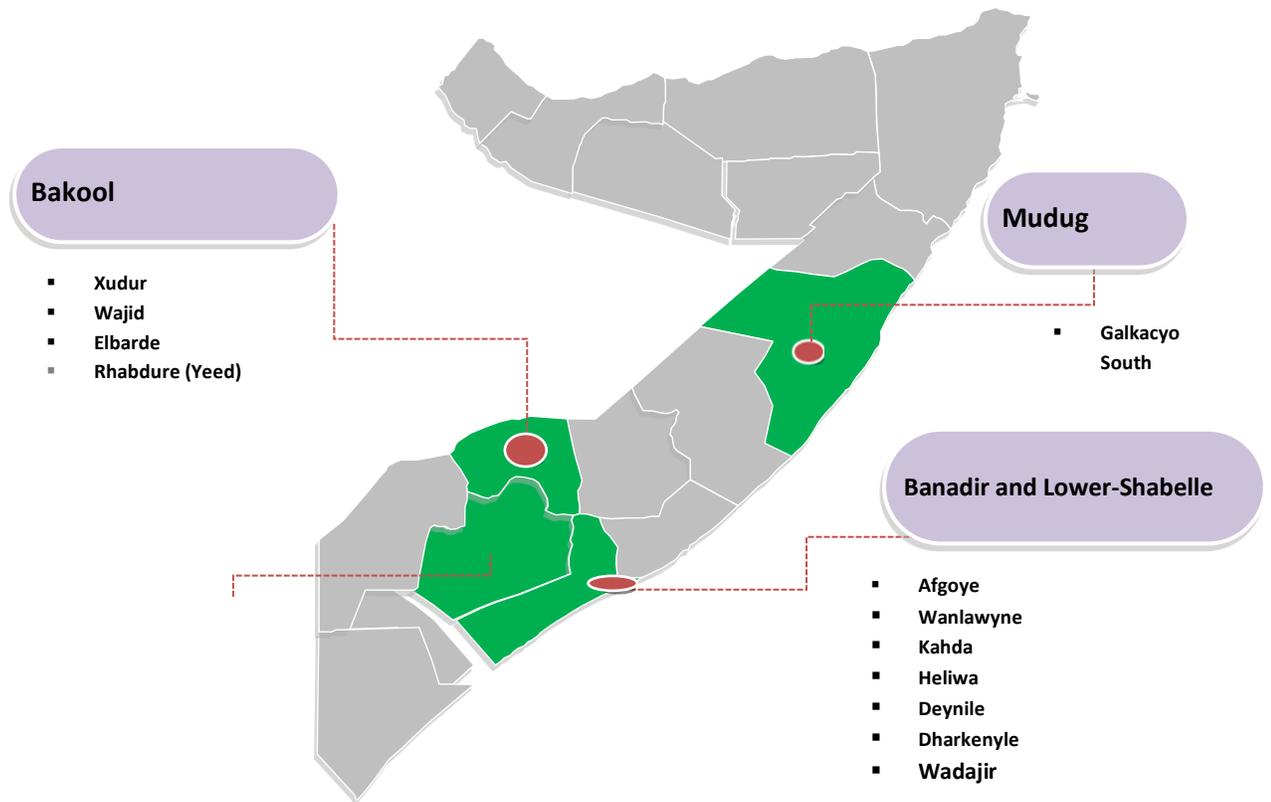


5.6 Evaluation Report

The evaluation report shall follow the following format and be written in English:

- ❖ Cover Page;
- ❖ Summary Table to follow template provided
- ❖ Table of Contents
- ❖ List of acronyms
- ❖ Executive Summary must be a standalone summary, describing the intervention, main findings of the evaluation, and conclusions and recommendations. This will be no more than 2 pages in length
- ❖ Background Information
- ❖ Methodology describe the methodology used, provide evidence of triangulation of data and presents limitations to the methodology
- ❖ Findings includes overall assessment of the project against the evaluation criteria, responds to the evaluation questions, all findings are backed up by evidence, cross-cutting issues are mainstreamed and; unintended and unexpected outcomes are also discussed
- ❖ Conclusions are formulated by synthesizing the main findings into statements of merit and worth, judgments are fair, impartial, and consistent with the findings
- ❖ Lessons Learnt and Good Practices present lessons that can be applied elsewhere to improve project performance, outcome, or impact and; identify good practices: successful practices from those lessons which are worthy of replication; further develop on one specific good practice to be showcased in the template provided in Annex VII
- ❖ Recommendations should be as realistic, operational and pragmatic as possible; that is, they should take careful account of the circumstances currently prevailing in the context of the action, and of the resources available to implement it locally. They should follow logically from conclusions, lessons learned, Monitoring and accountability framework and good practices. The report must specify who needs to take what action and when. Recommendations need to be presented by order of priority

Map of Project Area



6.1. Context

The project seeks to provide life-saving assistance to the most vulnerable population affected by conflict, drought and flash floods prioritizing recently displaced, areas hosting large number of IDPs and exposed to high risks of morbidity and mortality, those in IPC 3+, those facing acute malnutrition rates, disease outbreaks in line with HIP 2020, Drought Impact and Flood Response Plans. The action aims to deliver integrated curative and preventive health and nutrition services at both primary and secondary care levels, in addition to a crisis modifier component that can be triggered for rapid onset disasters, in particular epidemics. The action is implemented by Caafimaad Plus consortium led by ACF, in partnership with CWW, IMC, PAH and SOS Children and aims to reach 647,619 individuals. The project design draws on the Consortium partners' collective experience in supporting the Somali Health Authorities to deliver services and strengthen the health system. This includes, most recently, Consortium partners' implementation of the SHINE (2019-2020), Strengthening Nutrition Sensitivity in South Central Somalia (SNS) programme, 2013-2017; the JHNP, 2013-16; and EU humanitarian Aid emergency health and nutrition programmes. The Consortium has drawn lessons from these and other recent health and nutrition programmes in its methodology design, particularly regarding the need for a supported district-level health approach to bridge the humanitarian-development nexus divide and sustain change within the health sector. The project is aligned with, and integrated into, MoH strategies (e.g. Health Sector Strategic Plans 2017-21), systems (e.g. HMIS), protocols (e.g. for referrals, EPI) and scheduling. The action



is aimed at reducing vulnerability of target populations through provision of quality health and nutrition services.

6.2. Project Objectives

The general objective of the Action is to:

- To contribute to reduction of mortality and morbidity by addressing the immediate and underlying causes of undernutrition in humanitarian situations among the vulnerable populations in South Central Somalia

Specific Objective

- To reduce the risk of morbidity and mortality associated with acute malnutrition, drought, displacements, disease outbreaks or other shocks among vulnerable population in South-Central Somalia

6.3. Project Current Status

The project is on the verge of completing its planned activities in the selected locations though there could be under achievement of indicators in Nutrition sector especially on IYCF sensitization sessions due to COVID-19 implications. Most of the planned outputs are expected to be met before the project closeout time.

The whole report shall not be longer than 20 pages. The draft report should be submitted no later than 10 calendar days after departure from the field. The final report will be submitted no later than the end date of the consultancy contract. The reports and annexes will be accepted in the English language only.

6.4. Debriefing with Action Against Hunger Somalia and Spain/Regional HQ

The evaluator should provide a debriefing with the relevant Action Against Hunger HQ on her/his draft evaluation report, and on the main findings, conclusions and recommendations of the evaluation. Relevant comments should be incorporated in the final report including any security related issues experienced during the evaluation period.

7. KEY DELIVERABLES

The following are the evaluation outputs the evaluator will deliver to Action Against Hunger:

Outputs	Deadlines (according to tentative work plan)
Inception Report	4th January 2021
Stakeholders workshop	25th January 2021
Presentation of preliminary findings	26th January 2021
Draft Evaluation Report	1st February 2021
Final Evaluation Report	10th February 2021



All outputs must be submitted in English and in Word Document format.

The quality of the inception report and the evaluation report will be co-assessed by the Evaluation Manager. The evaluator is expected to follow the format, structure and length as defined under section 5.4 and 5.6 above.

8. MANAGEMENT ARRANGEMENTS AND WORKPLAN

The evaluation TOR have been developed in a participatory manner, based on inputs from relevant stakeholders in Action Against Hunger.

The evaluator will directly report to the PDQ coordinator. The evaluator will submit all the evaluation outputs directly and only to them. The Evaluation Manager will do a quality check (ensure required elements are there) and decide whether the report is ready for sharing. The Evaluation Manager will forward a copy to key stakeholders for comments on factual issues and for clarifications. The Evaluation Manager will consolidate the comments and send these to the evaluator by the date agreed between the Evaluation Manager and the evaluator or as soon as the comments are received from stakeholders. The evaluator will consider all comments to finalize report and will submit it to the Evaluation Manager who will then officially forward to relevant stakeholders.

Once the evaluation is completed, the MEAL unit will prepare the management response follow-up form to track implementation of the recommendations outlined in the evaluation report. A review of the follow-up process will be undertaken six months after the publication of the evaluation report.

8.1. Profile of the evaluator

An international evaluation consultant with the following profile will carry out the evaluation:

Essential

- ❖ Should be a holder of Master's degree in Health, Public health or equivalent qualification.
- ❖ Over 5 years of field experience in evaluation of humanitarian / development projects in conflict and post conflict environment.
- ❖ Experience in conducting Health and Nutrition program reviews
- ❖ Significant experience in coordination, design, implementation, monitoring and evaluation of programs.
- ❖ Experience in workshop facilitation and presentations.
- ❖ Ability to write clear and useful reports (may be required to produce examples of previous work);
- ❖ Fluent in English



Desirable

- ❖ Previous experience in conducting (EU Humanitarian Aid) evaluations
- ❖ Ability to manage and perform with limited time and resources and meet tight deadlines
- ❖ Prior experience in Somalia or knowledge of the Somalia context preferred
- ❖ At least three references for previous similar assignments undertaken.
- ❖ Knowledge of OECD Development Assistance Committee (DAC) criteria for evaluating its projects
- ❖ Experience in working in emergency set ups with minimal resources.

9 LEGAL AND ETHICAL MATTERS

The ownership of the draft and final documentation belongs to the agency and the funding donor exclusively. The document, or publication related to it, will not be shared with anybody except ACF before the delivery by ACF of the final document to the donor.

ACF is to be the main addressee of the evaluation and its results might impact on both operational and technical strategies. This being said, Action Against Hunger will share the results of the evaluation with the following groups:

- Donors
- Consortium partners
- Various co-ordination bodies

For independent evaluations, it is important that the consultant does not have any links to project management, or any other conflict of interest that would interfere with the independence of the evaluation.

9.1 Intellectual Property Rights

All documentation related to the Assignment (whether or not in the course of duties) shall remain the sole and exclusive property of Action Against Hunger.

Administrative responsibilities are assigned below:

ACF:

- Airfare to and from Mission
- Entry visa to country of mission
- Domestic transportation
- Domestic Accommodation

The Consultant:



- Health Insurance for him/herself
- Equipment for use (Laptop etc.)
- Food/per diem

1. [How to Apply](#)

Interested applicants who meet the above requirements should submit the following:

- CV & cover letter demonstrating capability and availability; Telephone and email contacts of at least three previous clients who can validate technical expertise A technical proposal detailing how S/he plans to implement the evaluation of Integrated life-saving Nutrition, Health, WASH support for vulnerable populations affected by drought, conflict and rapid onset emergencies in South Central Somalia and financial proposal for the entire consultancy (this includes a detailed breakdown of human resource and security related costs)
- Certificate of registration/Incorporation of the company.
- Latest Tax Compliance Certificate of the company.
- Copies of academic certificates of proposed consultant(s).
- A detailed work plan indicating the activities for evaluation of integrated life-saving Nutrition, Health, WASH support for vulnerable populations affected by drought, conflict and rapid onset emergencies in South Central Somalia.

Applications should be sent to the following email [address: hqprocurement@actionagainsthunger.org](mailto:hqprocurement@actionagainsthunger.org) with the subject as **The Evaluation of Integrated life-saving Nutrition, Health, WASH support for vulnerable populations affected by drought, conflict and rapid onset emergencies in South Central Somalia**

Submission Deadline: **4th January 2021.**

Applications will be reviewed on a rolling basis.