Request for Proposal
END LINE EXTERNAL EVALUATION OF WINTERIZATION PROGRAM

BACKGROUND INFORMATION

THE IRA

Islamic Relief (IR) is an international relief and development charity which envisages a caring world where people unite to respond to the suffering of others, empowering them to fulfil their potential. We are an independent Non-Governmental Organization (NGO) founded in the UK in 1984. Islamic Relief Afghanistan (IRA) initiated its Afghanistan humanitarian and development activities for Afghanistan in 1992 starting with work for Afghan refugees in Pakistan. Since then, IRA has continued to provide assistance in different fields such as sustainable livelihood, child welfare, women development, disaster risk reduction, emergency relief, livelihood, agriculture, health, nutrition, education, rehabilitation, irrigation and social welfare as well responding to the emergencies. IRA is working in 13 provinces and 69 districts in the South, North, East and Central Regions of Afghanistan. IRA stayed as a national NGO co-chair of the Food Security and Agriculture Cluster (FSAC) as well as co-chair of the Southern and Northern Region FSAC. IRA currently employs 2 international and 160 national staff members with various backgrounds.

A. End-line External Evaluation

Project Background, Goal and Objectives

Islamic Relief Afghanistan through this winterization project will respond to the immediate needs of the refugee returnees and IDPs by providing heating material (Fire woods), food, and blankets as the winterization packages of the emergency response cluster to 8,129 poor eligible families, who returned...
from neighbouring countries and do not have proper living spaces. The program will also target internal displaced families meeting the eligibility criteria’s in the targeted areas. The project interventions will be focusing on returnees and IDPs poor families (earning less than AFG 200 a day or no earning) with the largest number of dependants (over 5); especially infants, young children, the elderly, widows, female headed families, orphans dependant families as well as smaller families with disabled or elderly family members.

All activities will be implemented in a logical and practical order and as per the project work plan to maximize its intended outputs. A multilayer minoring mechanism will be in place.

**Project Title: Winterization Assistance to Refugee Returnees and Conflict Induced IDP’s in Afghanistan. (WARIA)**

**The Project Goal**

To protect the lives and dignity of refugee returnees and conflict induced vulnerable IDPs in Afghanistan

**Project Objectives and expected outcomes**

- **8,129** families are saved from extreme winter conditions while maintaining their dignity.
- **8,129** families particularly children, PLWs and older people have fulfilled their nutritional requirements for two months in a dignified manner

**B. Progress to-date**

i) A log frame has been developed to show the indicators and target values at different levels of objective hierarchies (Appendix 2).

ii) There is baseline data which has been track from different sources for comparison purpose of the assessment.

iii) The sampling frame is available which enable the consultant to select beneficiaries based on systematic random sampling techniques

iv) The project team has prepared the final project reports for the donors highlighting the achievements against log frame. These reports are available with IRA which will be provided to the consultant.

v) There are regular monitoring and field visits report which will be provided to the consultant

**C. Objectives of the project external evaluation**

The consultant will be working closely with the Programme team and the M&E section of IR Afghanistan country office addressing the following objectives.

The specific objectives of the evaluation are:

1. Assess the extent to which the project as a whole has delivered the anticipated objectives indicated in the log frame with specific attention to outputs, outcomes and impact.
2. Assess the effectiveness, efficiency and relevancy of the project intervention.
3. Assess the key innovations used in the project that improved or worsened delivery of project impacts and how the lessons learnt was used in improving project performance.
4. Check beneficiary satisfaction with the quality and quantity of food and NFI distributed by IRA
5. Document lessons learned, develop clear and realistic recommendations for IRA and IRW for their current project and also provide recommendations in adopting and integrating into the similar future projects as in the country programs.

D. Methodology

The consultant will design methodologies following the indicators of log frame and result framework. The methodologies will include (but not be limited to):

i) A desk review of programme information including project proposals, log frame and reports.

ii) Meetings with the M&E team, program team and relevant line government authority

iii) Interviews with key project team and focal points and staff whose work contributes towards the objectives.

iv) Project site visits, Interviews (1 to 1) and FGDs with the sample beneficiaries.

v) Interviews/surveys with key informant and CDCs in the target locations.

vi) Organisation of initial workshops to provide training to the survey teams in evaluation methodology as well as a final post-fieldwork workshop to assess and discuss the initial findings with IRA Management.

vii) Submission of the draft evaluation report to IRA to get their feedback prior to the finalisation of the report.

E. Expected outputs of the consultant

The consultant is expected to produce:

i) A detailed work plan developed with and approved by IRA, setting out the detailed methodology and deliverables prior to commencing the field visits.

ii) A report (no more than 20 pages excluding appendices) with the following sections:

   a) Cover page with project title, country, Organisation and partner names
   b) Name of person who compiled the review report including summary of role/contribution of others in the team
   c) Period during which the evaluation was undertaken
   d) Acknowledgements
   e) Abbreviations
   f) Table of contents
   g) Executive summary (no more than two sides of A4) setting out five top level impacts (objective 3); one top level achievement for objective 1, 2, and 3; key lessons and recommendations
   h) Introduction/background
   i) Methodology
   j) Context analysis
   k) For each outcome, a section in the form of:
      - Findings (including any under-achievement issues with reasons)
      - Conclusions
      - Assessment
   l) A two page summary of best practices, lessons and recommendations
   m) Annexes
      - Terms of reference for the evaluation
The final report must be submitted in English and within 6-day after completing the field work and incorporating the feedback into it.

F. Required inputs
The following are the key inputs to the assessment:
   i) Stakeholders to be involved include:
      - Line government authority
      - Community leaders
      - IRA program and project staff
      - Project beneficiaries
   ii) Relevant IR M&E and program Quarterly and Interim reports and project documentation
   iii) External secondary information and data as appropriate to the assessment

G. Responsibilities of IRW/IRA
   i) Develop and manage activity budgets (both itemised and summary) for the project evaluation.
   ii) The budget should include - field work, data collection, accommodation, transportation.
   iii) Provide copies of proposals, baselines, progress reports and other relevant documents.
   iv) Provide the consultant, with office space in field offices, an internet connection for the duration of the stay in IRA field offices.
   v) Give final approval to the consultant at relevant stages of the surveys and assessments, particularly when developing tools, work plans and final reports.
   vi) Team members drawn from IRA staff and counterparts in all project locations will support the consultant during the assessment. Team members will be specifically responsible for:
      - Participating in the field study, case studies, focus group discussions, one-to-one interviews and sharing results with other team members
      - Providing any other assistance required by the consultant

H. Timetable and reporting duration

<table>
<thead>
<tr>
<th>Action</th>
<th>By when</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Share ToR with relevant department and HQ</td>
<td>29 May, 2017</td>
<td>M&amp;E coordinator</td>
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<tr>
<td>Call for expression of interest</td>
<td>30 May, 2017</td>
<td>IRA procurement</td>
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<tr>
<td>Final date for submission of the proposals</td>
<td>6th June, 2017 (4 pm)</td>
<td>Consultant</td>
</tr>
<tr>
<td>Proposals considered, short-listing and follow up enquiries completed</td>
<td>7-8 June, 2017</td>
<td>IR procurement committee</td>
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<tr>
<td>Consultant interview and final selection</td>
<td>12th June, 2017</td>
<td>IR procurement</td>
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Meeting with the consultant and agree on the evaluation methodology, plan of action and contract | 14th June,2017 | M&E and Program Committee

Review undertaken | 15-26 June,2017 (10 days) | Consultant

Submission of the first draft to IRA for comments | 2nd July ,2017 | Consultant

IRA responses to draft report | 6th July,2017 | IRA

Final draft submitted to IRW | 12 July,2017 | Consultant

I. Proposal to tender and costing:
Consultants (single or teams) interested in carrying out this work must:
a) Submit an expression of interest, including the following
   a. Cover letter outlining a methodology and approach briefing note
   b. CV or outline of relevant skills and experience possessed by the consultant who will be carrying out the tasks and any other personnel who will work on the project
   c. Example(s) of relevant work
   d. The consultancy daily rate and total rate calculation for the whole task
   e. Expenses policy of the tendering consultant. Incurred expenses will not be included but will be agreed in advance of any contract signed
b) Be able to complete the project within the timeframe stated above
c) Be able to demonstrate significant experience of developing impact assessment approaches for similar work

J. Proposal submission details

Please submit your expression of interest by 6 June, 2017 (4pm) via sealed envelope to IRA country office located in Qala-e- Fattulah area Street # 3 House # 23 Kabul Afghanistan

K. Payment schedule

Payment will be made in accordance with the deliverables and deadlines as follows

- 25% of the total amount – After field work and submission of data set
- 25% of the total amount – submission of the first draft of the evaluation report
- 50% of the total amount – submission of the final report including all attachments mentioned above

L. Additional information and conditions of contract

IRA will cover under this contract:

- local travel for the consultant and the local team
- Accommodation while in the field
- Training venues
- Consultancy fees
IRA will not cover:

- Tax obligations as required by the country in which he/she will file income tax
- Any pre/post assignment medical costs. These should be covered by the consultant
- Medical and travel insurance arrangements and costs. These should be covered by the consultant

M. COMPANY EXPERTISE AND SKILLS

The consultant must have:

- Proven experience in developing assessment tools, monitoring and Impact Evaluation;
- Proven experience conducting extensive monitoring, impact surveys, and assessments in the fields or local community programs.
- Excellent skills in report writing, analysis through SPSS and STATA
- Providing recommendations and lessons learnt during the project period

Appendix 1: Project locations in Afghanistan
### Appendix 2: Project log frame

**Impact:** To protect the lives and dignity of refugee returnees and conflict induced vulnerable IDPs in Afghanistan

<table>
<thead>
<tr>
<th>Results</th>
<th>Performance Indicators</th>
<th>Baseline Data</th>
<th>Project Targets</th>
<th>Mean of verifications</th>
<th>Data Collection Method</th>
<th>Responsibility</th>
<th>Important Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcome: 8,129 families are saved from extreme winter conditions while maintaining their dignity.</td>
<td>refugee returnees and IDP conflict induced families consume/use Food items, non-food items and winterization items at the household level distributed</td>
<td>8,129 families have been returned and displaced Displaced families are facing a shortage of food, non-food items and winterization items</td>
<td>8,129 refugee returnees and IDP</td>
<td>Master list Monitoring reports Photos</td>
<td>Project team reporting Monitoring of distribution points Beneficiary interviews</td>
<td>M&amp;E coordinator</td>
<td>The security is stable Eligible IDP families are selected</td>
</tr>
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<tr>
<td>1.1 Output result: Eligible families have been identified through tent to tent or house to house survey of the target families</td>
<td><strong>4877 eligible families identified in Nangarhar province</strong>&lt;br&gt;<strong>3251 eligible families identified in Kabul province</strong></td>
<td><strong>8,129</strong> families have been returned and displaced</td>
<td>Survey and select 3180 refugee returnees and IDP conflict induced families</td>
<td>Beneficiary selection records</td>
<td>Verification of the listed beneficiaries</td>
<td>M&amp;E coordinator</td>
<td>Proper selection process is in place</td>
</tr>
<tr>
<td>1.2 Output result: Food items, non-food item and winterization items (Fire-woods) procured</td>
<td># of food items, non-food items and winterization items procured</td>
<td><strong>8,129</strong> families have been returned and displaced</td>
<td>Survey and select <strong>8,129</strong> refugee returnees and IDP conflict induced families</td>
<td>Procurement records</td>
<td>N/A</td>
<td>Progarm team</td>
<td>Local market prices are stable and not affecting the procurement budget</td>
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<tr>
<td>1.3 Output result:</td>
<td># of the beneficiaries have received food packages</td>
<td>8,129 families have been returned and displaced</td>
<td>Survey and select 8,129 refugee returnees and IDP conflict induced families</td>
<td>Distributio n reports</td>
<td>Fied visits to the distribution points</td>
<td>Program team</td>
<td>Distribution of project supplies is not disrupted</td>
</tr>
<tr>
<td>• 4877 families received food package and Blankets in Nangarhar province</td>
<td># of the beneficiaries have received non-food items (Blankets)</td>
<td>Displaced families are facing a shortage of food, non-food items and winterization items</td>
<td>Monitorin g reports</td>
<td>Beneficiary interviews</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• 3251 families receive food package and firewood (400 Kg of Fire wood) in Kabul province</td>
<td># of families have received winterization items (Fire Woods)</td>
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**Activities**

1. Selection, registration issuance of ID tokens to the target beneficiary families.
2. Preparation and sharing of distribution plans with government line departments and the local community leader, CDC (Community development councils, Village Development Councils (where applicable)
3. Competitive bidding process to identify potential supplier/s for procurement of food, non-food items and firewood etc.
4. Procurement of Food and NFI's s
5. Prepare and implement the monitoring and evaluation action plan by M&E department of IRA.
6. Distribution of relief packages to the beneficiaries on the basis of agreed distribution plan in the target area.
7. External Evaluation of the project at the end of the project
8. Preparation of final reports and collection of case studies
Appendix 3: Suggested lines of enquiry for outcome/impact (for reference only)

1. What changes have there been in the communities, and for beneficiaries, since the start of the project? (Identify the main factors that have led to changes in people’s livelihoods during a project).

2. Which of these changes are attributable to the project? (Categorise these factors as ‘project’ and ‘non-project’ factors.)

3. What difference have these changes made to people’s lives? (Measure the relative importance of each factor).

Some common Indicators:

The following standard indicators could be used to measure the perceived changes (positive, no change, negative) in the lives of the beneficiaries. It is always recommended to collect and analyse the data disaggregated by gender: (men, women, boys and girls)

a) Livelihoods
   i) Income: Income through various sources
   ii) Value of asset: Value of assets as a means to improve resilience
   iii) Food security: Number of months with insufficient food, number of times a meal is consumed per day, quality of meals
   iv) Market: Access to market, new/improved links with the market
   v) Savings: Amount of money now able to be saved by beneficiaries as compared to before the project.
   vi) Farmer’s Field Laboratory: Social and economic impact of FFL to improve the livelihood security of the underprivileged farmers.

b) Institutional Strengthening
   i) Disaster Management Committees: Number of DMCs set up at different administrative levels; Number of school disaster management committees; Number of these capacitated to sustainable function; Number of disaster management initiatives conceived of and implemented by the committees themselves

   ii) Risk Reduction & Action Plans (RRAPs): Number of RRAPs implemented as against the number of communities being supported; Number of actions in the RRAPs funded; Number of these actions for which funding was secured by the communities themselves
iii) **Social Mobilisation**: Number and type of social mobilisation activities conducted, Assessment of and reasons for whether beneficiaries were sustainably empowered by this social mobilisation, Case studies of what beneficiaries can now do as opposed to before.

iv) **Risk Reduction Action Plan (RRAP)**: Financing and incorporation of RRAP into ADP:

c) **Disaster Response, Climate Change Adaptation & Mitigation**

i) **Early Warning System**: Number of people now aware of their early warning system as opposed to before, Number of people confident that they could implement the EWS in case of an emergency, Number of responsible people aware of their responsibilities under the EWS, Whether or not the system itself works.

j) **Household Level Adaptation and Mitigation Initiatives**:

k) **Community Level Adaptation and Mitigation Activities i.e.** Canal Re-excavation, Community based Rain Water Harvesting (RWH), Connecting road and Box Culvert, Construction of Killa etc.

d) **Lessons Learning at Local, National, and International Level**

i) **Involvement of Research Institutes and Universities**: Number of universities and research institutes engaged, Number of joint events held, Number and type of inputs developed by the research institutes used

ii) **Action Research and Documentation**: # of action research activities held, types of action research activities held, learning taken (positive and negative) as a result of the action research activities, changes/impact made as a result of the action research activities.

iii) **National Sharing Workshop**: Workshop held on Local Adaptation Plan for Action (LAPA)

iv) **Climate Adaptive Livelihood Option (CALO)**: Lesson learnt sharing workshop held

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**Contacts Details**

Kabul Country Office
020 221 3599
House# 23, Street # 03, Qala-e- Fatullah Khan, Kbaul