#

# Terms of Reference

Independent Evaluation of Action Against Hunger’s Intervention:

|  |  |
| --- | --- |
| **Project Name** | Nutrition to prevent mother and child mortality and morbidity in Afghanistan |
| **Project Number** | D-002618 |
| **Sector** | Health&Nutrition, MHCP, WASH |
| **Implementing Partners (if applicable)** | Action Contre la Faim - France in consortium with Action Against Hunger – Canada |
| **Location (country** **region/s)** | Ghor province, Afghanistan |
| **Project Duration** | 4 years |
| **Starting Date** | March 23, 2017 |
| **Ending Date** | March 31, 2021 |
| **Project Language** | English |
| **Donor & Contribution** | GAC = 4,200,000 CADACF/AAH = 193,000 CAD |
| **Responsible ACF HQ** | Action Contre la Faim - France |
| **Evaluation Type** | Independent Project Evaluation |
| **Evaluation Dates** | Field work is to be completed by November 15, 2020, final report submitted on December 15, 2020 |

# BACKGROUND

Established in 1979, Action Against Hunger is a non-governmental organisation that aims to provide solutions to hunger. Our mission is to save lives by eliminating hunger through the prevention, detection and treatment of under-nutrition, particularly during and after emergency situations linked to conflicts or natural disasters. We focus on nutrition, health and healthcare practices; food security and livelihoods; water, sanitation and hygiene and advocacy across nearly 50 countries.

Afghanistan has one of the highest rates of under-five mortality in the world, in large part due to high rates of malnutrition among children. Within the country, Ghor is one of the most affected provinces and faces considerable challenges, including lack of proper nutrition practices, lack of access to proper nutrition services, and lack of proper sanitation. It is within this context that the initiative - **Nutrition to Prevent Mother and Child Mortality and Morbidity in Afghanistan –** (referred as “the project”) specifically aims to reduce childhood malnutrition through the improved delivery of nutrition services by health actors, improved feeding and care practices for newborns and infants, and improved water sanitation and hygiene (WASH) in targeted areas. The initiative uses a health system strengthening (HSS) approach where, in addition to health facilities, the capacity of community actors to improve their nutrition practices, is also enhanced. While the project is divided into nutrition and WASH components, it follows an integrated and holistic approach, which also includes provision of psychosocial support.

**Ultimate objective**: Reduced malnutrition among boys and girls under 5 (U5) in targeted communities of Ghor province in Afghanistan.

**Intermediate outcome #1**: 1100 Improved nutrition services in targeted health facilities, and nutrition practices in targeted communities of Ghor province, particularly among women

**Intermediate outcome #2**:1200 Improved water, sanitation and hygiene (WASH) practices in targeted health facilities and communities in Ghor province

Maps of project area

Ghor province:

# rationale and objectives of the evaluation

Rational for the Evaluation

A final external evaluation is being conducted to assess the project performance and achievements in the project’s overall objectives and potential impact on the various target groups. The evaluation is expected to allow Action Against Hunger’s teams in HQ’s, country office and partners to better understand the intended and unintended outcomes, best practices, lessons learnt, challenges of the project. With emphasis on initial assumptions and risks emerged during its implementation, as well as internal and external factors impacting the achievement of expected outcomes of the project. Moreover, the evaluation will identify the strengths and weaknesses of the project and form recommendations that can be used to inform future projects and improve quality of our programs, through modification and revision of design and processes for implementation based on the lessons learnt. The evaluation process should mobilize the various stakeholders involved to take action based on the conclusions and recommendations drawn.

Specific objectives of the evaluation

1. Carry out an evaluation of the project performance using the DAC criteria (see table in [annex III](#Annex3)), or something similar used in the M&E sector.
2. Assess the appropriateness of the design and strategies used, its effectiveness and efficiency, and adaptation of the project management structures and monitoring mechanisms in relation to the results and impact achieved, considering different HQs and country’ mission involved.
3. Assess key factors (internal and external) that have contributed to or hindered the achievement of results.
4. Examine how the approaches used may have enhanced or hindered the results.
5. Identify key lessons and good practices useful for similar projects in the same sector.
6. Provide findings, conclusions, recommendations for follow-up actions for a subsequent phase and future interventions, including conclusions that different stakeholder groups will develop based on their own recommendations and insights (including intended and unintended results).

Each of the outlined objectives should be analyzed in a participatory, collaborative and results-based approach using appropriate key informants and criteria. Cross-cutting issues need to be incorporated in each evaluation criteria and questions.

Audience of the evaluation

The users of the evaluation are:

* Direct users: Action Against Hunger country team in Afghanistan, ACF HQ’s and Management team in Canada.
* Indirect users: Ministries of Public Health, Secretary of Food and Nutrition Security, local authorities, health staff, community leaders and families Global Affairs Canada, other humanitarian and nutrition organizations.

# Scope of work:

The evaluation will cover selected sites in Ghor province, looking at different levels of the intervention (community level, district level, and national level) and at the links between those levels. The consultant(s) will carry out all major tasks in consultation with ACF France/Afghanistan. The consultant(s) shall lead the process of tool and evaluation design as per project requirements, analysis of information, key informant interviews and focus groups, and analysis of partner relationships, as well as management structure and processes established. Finally, the evaluation should generate new knowledge for, increase capacity of, and mobilize all stakeholders, from the project management team, to the partners and target groups towards pursuing similar initiatives. The evaluation report should provide key recommendations towards sustainability, which should focus on both the outcomes of the project as well as on the overall process.

The key elements of the evaluation are outlined below.

# Evaluation Design and Methodology

This evaluation is expected to consider the project coverage as well as the outcome of the project on the locations and individuals where the project is being implemented. This evaluation is also expected to look at units participating in the program “before and after” the intervention has been in operation.

Outlined below is the suggested methodological approach for the evaluator(s) to collect qualitative data and the chronological steps of the evaluation process. The evaluator(s) will develop data gathering instruments and methods that allow collecting sex disaggregated information. This evaluation will be largely qualitative as opposed to direct quantitative outcome data collection, which will be completed by the teams in the end line reporting of the project.

Evaluation Briefing

Prior to the evaluation taking place, the evaluator(s) is expected to attend a technical briefing with the Project Manager and Evaluation Committee (EC). Briefings by telephone/Skype must be agreed in advance.

Action Against Hunger HQ Briefing

As part of the evaluation, the evaluator(s) will interview HQ stakeholders and missions’ project managers to get preliminary information about the project being evaluated. Briefings by telephone/Skype must be agreed in advance.

Desk review

The evaluator or team will undertake a desk review of project materials, including the project documents and proposals, baseline study, progress reports, means of verification and outputs of the project (such as publications, communication materials, videos, recording etc.), as well as results of any internal planning process and relevant materials from secondary sources.

Inception Reports

At the end of the desk review period and before the field mission, the evaluator(s) will prepare an inception reportwritten in English that will include the following sections (see [annex 1](#Annex1) for example outline):

* Key elements of the Terms of Reference (TORs) to demonstrate that the evaluator(s) understands and will adhere to the TORs;
* The methodological approach to the evaluation. This shall include an evaluation matrix as an annex and specify how the evaluator(s) will: collect data to answer the evaluation questions; examine the limitations to the methodology if any; and with the teams, the choice of sites per field visit;
* A detailed evaluation workplan, including schedule and sampling;
* Statement of adherence to Action Against Hunger Evaluation Policy and outline the evaluation report format.

The inception report will be discussed and approved by the Program Manager and the EC in Action Against Hunger and shared with stakeholders.

Country Offices

Primary data collection techniques

As part of the evaluation, the evaluator(s) will **interview key project stakeholders** (expatriate/national project staff, local/national representatives, local authorities, humanitarian agencies, or donor representatives) as per a list suggested to the country offices with suggestions from the evaluator based on the desk review and guaranteeing a representative and participatory approach for the sample size. The evaluator(s) will use the most suitable format for these interviews/focus groups as detailed in the inception report.

Field visits

The evaluator will visit the project sites according to select methods described in the inception report. The field visits will be informed by participation of all stakeholders and target groups in the project, accessibility during the evaluation and methodological approach used to select the sites. The country offices will facilitate these visits.

Secondary data collection techniques: Desk review

The evaluator(s) will further review complementary documents and collect project monitoring data or of any other relevant information.

Debriefing and stakeholders’ workshop

## The evaluator(s) shall facilitate a debriefing workshop in country to present preliminary findings of the evaluation to the project staff to gather feedback on the findings and build consensus on recommendations and to develop action-oriented statements on lessons learned and proposed improvements for the future.

Evaluation Report

\*Final format to be decided between the consultant and the EC.

* **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** basic project data, maps etc.
* **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, judgements 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
* **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 both locally. They should follow logically from conclusions, lessons learned and good practices. The report must specify who needs to take what action and when. Recommendations need to be presented by order of priority
* **Annexes** should be listed and numbered and must include the following: Evaluation Criteria Rating Table, list of documents for the desk review, list of persons interviewed, data collection instrument, evaluation TORs

The whole report shall not be longer than 30 pages (50 pages including relevant annexes). The draft report should be submitted no later than 15 calendar days after departure from the field visit. The final report will be submitted no later than the end date of the consultancy contract. Annexes to the report will be accepted in the working language of the country and project subject to the evaluation.

# Evaluation Criteria and Questions

Unless otherwise agreed, the evaluation is expected to use DAC criteria in data analysis and reporting. The evaluator(s) should refer to the DAC criteria rating table (Refer to [Annex III](#Annex3)) and include it, or something similar, in the final report annex.

Specifically, Action Against Hunger uses the following criteria: Relevance, Coherence, Effectiveness, Efficiency, Impact, Sustainability and Likelihood of Impact[[1]](#footnote-1). To the latter list Action Against Hunger adds an additional criterion, **Design**. 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(s) assess the project against these criteria (Refer to [Annex II](#Annex2)). The evaluator(s) may adapt the evaluation criteria and questions, but any fundamental changes should be agreed between Action Against and the evaluator(s) and reflected in the inception report.

Cross-cutting issues such as gender, intercultural sensitiveness, environmental sustainability, as well as participation and empowerment need to be included through specific evaluation questions for each criterion to be assessed.

# **Deliverables**

The following outputs are expected:

* Inception report including evaluation workplan on a weekly schedule.
* Draft evaluation report for internal review
* Final evaluation Report
* A summary presentation or debrief on the final report and key findings for the EC

|  |  |
| --- | --- |
| **Outputs** | **Deadlines\*** dependent on date of consultancy |
| Inception report | October 31, 2020 |
| Draft evaluation report | November 30, 2020 |
| Final evaluation report | December 15, 2020 |
| Synthesis Report (info graphic for wider dissemination) | December 15, 2020 |
| Summary/Debrief | December 20, 2020 |

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

# **Management Arrangements and Workplan**

These evaluation TORs have been developed in a participatory manner, by the Headquarters in Canada and France, and the Afghanistan mission, based on inputs from relevant stakeholders.

This evaluation will be under the supervision of the Program Manager and Project Evaluation Committee (EC). Specifically, the consultant(s) will be responsible for the following tasks: The evaluator(s) will directly report to the Deputy Country Director - Program of ACF Afghanistan. The evaluator will submit all the evaluation outputs directly and only to the Deputy Country Director - Program of ACF Afghanistan. The Deputy Country Director - Program of ACF Afghanistan will do a quality check to ensure all required elements of the evaluation are present and decide whether the report is ready for sharing. The Deputy Country Director - Program will forward a copy to key stakeholders for comments on factual issues and for clarifications. The Deputy Country Director - Program will consolidate the comments and send these to the evaluator by date agreed between the Deputy Country Director - Program and the evaluator(s) as soon as the comments are received from stakeholders. The evaluator will consider all comments to finalize report and will submit it to the Deputy Country Director - Program who will then officially forward to relevant stakeholders, including the Evaluation Committee.

**Tentative workplan**

This work will take place between October 15, 2020, to December 15, 2020

Tentative workplan:

|  |  |
| --- | --- |
| **Activities** |  **Estimated Working Days** |
| Evaluation briefing with Action Against Hunger EC | **0.5** |
| Desk review, preparation of field work and prepare **Inception Report** | **5** |
| Review and validation of Inception Report |  |
| Travel to the field | **1** |
| In country interviews with project staff | **2** |
| Field travel/work, collection and analysis of secondary data & meeting with stakeholders | **9** |
| Stakeholders Workshop in the field | **2** |
| In-country Debrief | **1** |
| Travel back from the field | **1** |
| Evaluation debriefing with Action Against Hunger CA | **0.5** |
| **Draft Report** | **6** |
| Action Against Hunger: Quality check and initial review by HQ and mission staff  | **NA** |
| **Final report** on the basis of stakeholders, Mission, HQ, and Action Against Hunger CA comments | **2** |
| **Total:** | **30** |

Essential qualification and experience of evaluator(s)

* Demonstrated experience in conducting and coordinating quality project final evaluations, both process and results-orientated;
* Written and Oral skills in English are a requirement for this consultancy;
* Knowledge in Health and Nutrition sector with particular experience on maternal, newborn and child health care and/or WASH sector
* Significant field experience in the evaluation of humanitarian / development projects;
* Relevant degree / equivalent experience related to the evaluation to be undertaken;
* Significant experience in coordination, design, implementation, monitoring and evaluation of programs;
* Good communications skills and experience of workshop facilitation;
* Ability to write clear and useful reports
* Understanding of donor requirements (GAC);
* Ability to manage the available time and resources and to work to tight deadlines;
* Independence from the parties involved;
* Familiarity with the context of the humanitarian situation in Afghanistan is considered an asset.

LOCATION OF WORK

The consultancy is home-based but will require travel to Afghanistan for interviews and information gathering. ***In the field, under the organizations responsibility, the consultant will endorse and strictly follow the ACF security and safeguarding policies.***

Payment Conditions

Payment by bank transfer in installments. The consultant will receive their payment in three installments:

1- 20% upon approval of inception report.

2- 40% upon approval of draft evaluation report.

3- 40% after submission and approval of final evaluation

Legal and ethical matters

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

Action Against Hunger 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 is likely to share the results of the evaluation with the following groups:

* Donor(s)
* Governmental 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.

**Intellectual property**

All writings, books, articles, artwork, computer programs, databases, source and object codes, and other material of any nature whatsoever produced in the course of this assignment produced in whole or in part by the consultant in the course of his/her service to Action Against Hunger shall be considered a work made for hire, or otherwise, and therefore Action Against Hunger’s property, unless otherwise discussed and decided between the consultant and the evaluator.

Application Packages and Procedures

Qualified and interested parties are asked to submit the following:

1. Letter of interest in submission of a proposal (in the form of an email), to: vacancies-gh@af-actionagainsthunger.org by September 26, 2020.
2. Detailed proposal clearly demonstrating a thorough understanding of this Terms of Reference and including the following:

a. Description of methodology, tools and sample size based on this Terms of Reference

b. Proposed approaches to data analysis, in response to overall objectives

c. Considerations for child protection and safeguarding, gender, and adolescent friendliness throughout the study

d. A proposed timeframe detailing activities and schedule/work plan (including a Gantt chart for all stages of the evaluation process, include information/support required from Action Against Hunger

e. Demonstrated previous experience in mixed methods and other qualifications outlined in this ToR

f. Team composition and level of effort of each proposed team member and indication language skills of team members (if more than one)

g. An alternative solution in case of movement’s restriction for the field visit due to Covid-19 context. Presenting modalities to collect information replacing the field visit.

1. A financial proposal with a detailed breakdown of costs for the study:
2. Itemized consultancy fees/costs
3. Currency of offer
4. Curriculum Vitae(s) of all proposed team members outlining relevant experience
5. Names and contact information of three references who can be contacted regarding relevant experience
6. A copy of at least two previous reports of similar work undertaken
7. A Consulting Firm profile (if applicable).

The proposal will be scored on both technical (methodology) and financial (budget) aspects. Complete applications should be submitted electronically to: vacancies-gh@af-actionagainsthunger.org with the subject line: ‘Final Evaluation Consultancy – Nutrition - Afghanistan’ by end of business September 26, 2020.

# Annexes

Annex 1: Outline Inception Report

**Table of Contents**

**List of Acronyms**

**List of Tables (\*)**

**List of Figures**

**1 Rationale, Purpose and Specific Objectives**

*Should include*: rationale, purpose and specific objectives of the evaluation.

**2 Development Context**

*Should include:* a description of key contextual element, specific to the call for proposal and specific to each project;

**3 Project descriptions**

*Should include:* a brief project description (e.g. the time period; budget; geographical area; programming; stakeholder mapping; organizational set-up; implementation arrangements)

**4 Project Intervention Logic**

*Should include*: an analysis of project logic model to identify the causal pathways (from activities to results) to inform evaluation questions.

**5 Evaluation Approach and Methodology**

*Should include*: (i) a description and an explanation of the evaluation approaches, evaluation methodology and its application; including details of, and justification for, the methodological choices; (ii) description of the methods of data collection for the desk and field-based case studies -- incl. data collection plan; preparation of interview and issues guides for interviews and focus groups, harmonization of approaches across country case studies, preparation process and logistics; recruitment of field teams; (iii) approach and design proposal for surveys; (iv) description of samples, sampling choices/methods and limitations regarding the representativeness of samples for interpreting evaluation results. (iv); data analysis plan (i.e. how the information collected will be organized, classified, tabulated, inter-related, compared and displayed relative to the evaluation questions, including how multiple sources will be integrated – qualitative and quantitative); (v) limitations.

**6 Proposed Evaluation Questions**

*Should include*: a set of evaluation questions with the explanatory comments associated with each question; overall approach for answering the evaluation questions; detailed proposed evaluation questions (including: rationale; method/chain of reasoning; assumptions to be assessed and corresponding qualitative and/or quantitative indicators).

**7. Evaluation Management**

*Should include:* team composition and distribution of tasks, roles and responsibilities; the contractor’s approach to ensure quality assurance of all evaluation deliverables.

**8. Implementation plan**

*Should include:* a detailed plan for the next phases/stages of the evaluation; including detailed plans for countries selected for field visits, including the list of interventions for in-depth analysis in the field (explanation of the value added for the visits), preparation process and logistics, recruitment of field teams.

**9. Detailed Evaluation Budget**

**10. Annexes**

Should include:

* Terms of reference
* Logic model for project
* Portfolio of project interventions
* Stakeholder mapping
* Evaluation evidence matrix as per Annex
* Sampling details for each sample
* Draft list of proposed interviewees, focus groups, etc.
* Draft data collection tools (e.g. template for questionnaire-based interview and surveys; focus group and other participatory methods protocols)
* Gantt Chart and calendar of activities, including details on the anticipated level of effort
* List of persons met for the inception report
* List Document consulted for the inception report

(\*) Tables, graphs and diagrams should be numbered and have a title.

Annex II: Evaluation Criteria and Example Questions

This is a list of potential evaluation questions, the evaluator is requested to provide their own list with proposal submission.

**Design:** *A measure of whether the design is logical, allows for Results Base Management and include a sustainability strategy involving partners, stakeholders involved and target groups*

* Are target groups needs (by sex and age) well identified and in which way? What was the level of participation of each target group in project design?
* Is gender and other cross-cutting issues properly taken into account in project design?
* Do the selection criteria used take into consideration vulnerability status of beneficiaries?
* Are processes and structures established for management and coordination (internally and externally)?
* Are project objectives and indicators SMART? Are sources of verification realistic?
* Is the design of the exit strategy realistic?
* Is there a good design of the M&E system in place?
* To which extent were assumptions and risks correctly identified at the beginning and updated over the course of the project implementation?

**Relevance/Appropriateness:** *A measure of whether interventions are in line with local needs and priorities (as well as donor policies, thus increasing ownership, accountability, and cost-effectiveness)*

* Were the actions undertaken relevant and appropriate given the local context and needs of the target population?
* Was the assistance relevant and appropriate in relation to the practices / culture of the target population?
* To what extent were the changing and/or emerging needs of beneficiaries and stakeholders taken in to account in project implementation?
* Were complementarities and/or synergies with other initiatives carried out by Action Against Hunger, partners or other organizations taken into account in the design?
* To what extent strategies and methodologies prioritized by the project proved to be relevant and appropriate in the specific contexts and needs identified?

**Coherence:** *A measure of whether interventions are consistent with existing interventions, global and national policies and strategies to ensure consistency, maximize synergies and minimize duplication*

* Are other stakeholders informed or aware about Action Against Hunger activities/approach/strategy of the project?
* How have activities of this project been integrated into a broader nutrition and health programming and/or with other Action Against Hunger sectors/ programs in the operational area?
* Do project team members feel they are working towards a common goal with respect to other sectors, which are not part of the project?

**Coverage:** *A measure of whether interventions meet the need to reach major population groups facing life threatening suffering wherever they are*

* Were the most affected groups covered with the limitation of the resources available?
* Was the geographical coverage of the project appropriate?
* Were target groups correctly and fairly identified and targeted?
* How was the targeting understood or perceived by local communities?
* Were gender and vulnerable populations within the target community considered in Action Against Hunger’s assessment/identification of the beneficiary and in the implementation of the project?
* Did the project include special components for vulnerable groups (Women, children, disabled and the elderly), if so; were these systematically designed and monitored during implementation?
* Were the vendors for the agreed commodities able to sustain supply, was the supply enough to meet requirements

**Efficiency:** *A measure of how economically resources/inputs (funds, expertise, time, etc.) are converted to results.*

* Were the resources properly allocated to reach the objectives?
* How efficiently are the project implementers utilizing the project’s inputs to conduct activities and achieve the project’s intended results?
* How efficient is the overall management set up of the project; or in other words, how is the suitability of management arrangements in place?
* Is the project being implemented in the most efficient way compared to other eventual alternatives?
* Are the project activities being implemented as planned and scheduled?
* How efficient have the project performance and its outputs and objectives’ indicators been monitored?

**Effectiveness:** *A measure of the extent to which the interventions’ objectives were achieved, or are expected to be achieved, taking into account their relative importance and illustrating the effectiveness of Action Against Hunger approach*

* What is the quality of the project outputs and to what extent project outcomes (intended and unintended) have been achieved?
* What are the major internal and external factors influencing the achievement or non- achievement of the intended outputs and objectives?
* How effective were the coordination and communication processes and mechanisms established internally and externally?
* How is the adequacy of control mechanisms to limit fraud and corruption? How has the feedback mechanism in place worked and were they accessible to all involved stakeholders and target groups? What could be improved?
* How was the project team able to adapt to the constraints and changing context faced by the project? Where the mitigation measures effective?
* To what extent target groups were empowered to take ownership of the project and they capacities have been strengthened?
* What steps were taken by Action Against Hunger to ensure that its responses were coordinated with other organizations and local authorities?
* What were the capacity gaps in the course of the implementation of the project?
* To what extent does Action Against Hunger take part in technical coordination mechanism at all level of project implementation?

**Sustainability:** *A measure of whether the benefits of an activity are likely to continue after donor funding has been withdrawn and project activities officially cease.*

* How and when does the project intend to withdraw its resources?
* What plans are in place to ensure that the achievements of the project are not jeopardized by the time of project phase out? Assess and evaluate Action Against Hunger’s exit strategy.
* Was the project assistance provided in a way that took account of the long-term context?
* How suitable are these plans and are they being implemented?
* Did the partnership or local community-based organizations established at local level contribute to the sustainability of the work?
* To what extent are the project results likely to be sustained in the long term?
* What will happen after the last cycle of distribution, will the group continue to meet? Do they continue to cook together? Do they continue to use the recipes? Is the social linkage restored/improved in some way? What characteristics are associated to sustainability/success of the group? How do husbands perceive the activity? Should we involve men/father to make it more sustainable?

**Likelihood of impact:** *Early signs of positive and negative, primary and secondary, short, mid and long-term effects produced by an intervention, directly or indirectly, intended or unintended*

* To what extent is the project contributing to improved food and nutrition security status of vulnerable households?
* What are some of the significant changes the target groups can point to as a result of the project and their participation.
* To which extent behavior change and institutional strengthening have been achieved, and based on what evidences?

Annex III: Evaluation Criteria Table

The evaluator will be expected to use the following table, or something similar to rank the performance of the overall intervention using the DAC criteria. The table should be included in annex of the evaluation report.

|  |  |  |
| --- | --- | --- |
| Criteria | Rating(1 low, 5 high) | Rationale |
| 1 | 2 | 3 | 4 | 5 |
| Design |  |  |  |  |  |  |
| Relevance |  |  |  |  |  |  |
| Coherence |  |  |  |  |  |  |
| Coverage |  |  |  |  |  |  |
| Efficiency |  |  |  |  |  |  |
| Effectiveness |  |  |  |  |  |  |
| Sustainability |  |  |  |  |  |  |
| Likelihood of Impact |  |  |  |  |  |  |

Guidance for rating the evaluation criteria:

|  |  |
| --- | --- |
| **Rating**  | **Definition** |
| **1. Unsatisfactory** | Performance was **consistently below expectations** in most areas of enquiry related to the evaluation criteria. **Overall performance** in relation to the evaluation criteria **is not satisfactory** due to serious gaps in some of the areas. Significant improvement is needed. Recommendations to improve performance are outlined in the evaluation report and Action Against Hunger will monitor progress in these areas. |
| **2. Improvement needed** | Performance **did not consistently meet expectations in some areas of enquiry**– performance failed to meet expectations in one or more essential areas of enquiry.  Some improvements are needed in one or more of these. Recommendations to improve performance are outlined in the evaluation report and Action Against Hunger will monitor progress in these key areas. |
| **3. On average meets expectations** | On average, performance **met expectations** in all essential areas of enquiry and the overall **quality of work was acceptable**. Eventual recommendations over potential areas for improvement are outlined in the evaluation report. |
| **4. Meets expectations** | **Performance consistently met expectations** in all essential areas of enquiry, and the overall **quality of work was fairly good**. The most critical expectations were met. |
| **5. Exceptional** | **Performance consistently met expectations** due to **high quality of work** performed **in all essential areas of enquiry**, resulting in an **overall quality** of work that was **remarkable**. |

Annex IV: List of Project documents for the desk review

The evaluator will review the following documents during the desk review phase[[2]](#footnote-2):

|  |
| --- |
| **Document** |
| Action Against Hunger Evaluation Policy and Guidelines |
| Action Against Hunger Gender Policy |
| Project Proposal (Global Affairs Canada Submission Package including annexes) |
| Action Against Hunger - Project ME Plan and Calendar  |
| Project Donor Reports – mid year and Annual Reports  |
| Project Baseline survey report  |
| Project internal research reports and databases  |

1. The criterion has been rephrased to “Likelihood of Impact” as a thorough impact assessment is linked to the estimation of attribution, which can only be measured through experimental or quasi experimental evaluation designs. The evaluation design for carrying out a performance evaluation would not be suitable to determine the effects attributed to the project. [↑](#footnote-ref-1)
2. This list is non-exhaustive. [↑](#footnote-ref-2)