Terms of reference – End of project evaluation

01.01.2022 - 31.12.2024 (3 years)

Phase 3 – Leave no one behind!

Mainstreaming Disability in Global and local Humanitarian Action in Line with the IASC Guidelines of Inclusion

1. General information

Handicap International e.V. and its global federation Humanity & Inclusion (HI) are implementing in collaboration with Christoffel Blindenmission Christian Blind Mission e.V. (CBM) and the Institute for International Law of Peace and Armed Conflict (IFHV) a 36-months project entitled 'Phase 3 - Leave No One Behind: Mainstreaming Disability in Global and Local Humanitarian Action in Line with the IASC Guidelines on Inclusion' (hereinafter: LNOB). It is the third phase of collaboration around mainstreaming in humanitarian action. Since Phase 1 the LNOB projects are funded by the German Federal Foreign Office.

The project Phase 3 – Leave No One Behind (LNOB) is a combination of global and local action that aims to benefit the humanitarian community by disseminating and operationalizing the Inter-Agency Standing Committee (IASC) Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action (hereafter: IASC Guidelines on disability inclusion) through disability-inclusive programming. On the one hand, it builds on the results, good practices, lessons learned and identified needs of Phase 1 and Phase 2, and, on the other hand, on the profound experience of inclusive humanitarian programming by HI, and CBM. For Phase 3, HI, CBM and IFHV continued to develop and share their pooled technical expertise in the field of inclusive humanitarian action with German and international humanitarian organisations and their local partners, International Organisations (IOs)/ United Nations (UN) agencies and Organisations of Persons with Disabilities (OPDs).

2. Context of the evaluation

a. Presentation of the project to be evaluated.

Project title: Phase 3 - Leave No One Behind: Mainstreaming Disability in Global and Local Humanitarian Action in Line with the IASC Guidelines on Inclusion

Implementation dates: 01.01.2022 – 31.12.2024 (3 years)

Location/Areas of intervention: Global, Germany, Niger, Cameroon, Nigeria, Somalia/Somaliland, Uganda, South Sudan

Operating Partners: Humanity & Inclusion – Handicap International e.V., Christoffel Blindenmission Christian Blind Mission e.V., Institute for International Law of Peace and Armed Conflict (IFHV) at the Ruhr-University Bochum

Total budget of the project: 3,7 Mio EUR

Overall Objective: Humanitarian actors are supported and pathways are further strengthened to enhance response capacities for inclusive programming and coordination in order to ensure that persons with disabilities have equitable access to, meaningfully participate and enjoy equal protection in humanitarian action.

Core Components: The project works on four different pillars in order to Mainstream Disability in Global and Local Humanitarian Action in Line with the IASC Guidelines on Inclusion:

i. **Capacity Development of international, regional, and local humanitarian actors**

- Development and dissemination of sector-specific learning packages, and e-learning modules on inclusive humanitarian action in line with the IASC guidelines

- In-house and cross-organizational trainings for German, international & regional humanitarian actors and their local partners

- Collaboration with capacity development initiatives to mainstream disability in their humanitarian trainings
- Technical support to German humanitarian actors and International Organizations
- Guest lectures and module supervision in humanitarian study programmes

ii. **Adaptation of tools to identify and monitor disability-specific needs, barriers and enablers**

Adaptation and piloting of sector-specific assessment and monitoring tool sets in line with the IASC Guidelines in Somalia, Somaliland, South Sudan, Uganda, Niger, Nigeria and Cameroon through:

- Identification and disability-focused analysis of existing tools
- Inter-agency development or adaption process
- Piloting and fine tuning of tools
- Applied research

iii. **Set-up and support of technical support and surge capacity mechanisms at humanitarian response level**

- Setup of inter-agency technical support mechanisms for disability-inclusion in emergency and protracted crisis in Somalia, Somaliland, South Sudan, Uganda, Cameroon, Niger, Nigeria.
- Setup and technical support of expert pools on inclusive humanitarian action ("surge capacity mechanisms") at country response level in three of the six pilot countries

iv. Documentation of good and promising practices and applied research

- Expert mapping and analysis of accessible information and resource sharing platforms
- Applied participatory field and organizational research on innovation and impact of the IASC Guidelines
- Documentation of good and promising practices
- Participation in and support of professional events on humanitarian action like the Humanitarian Congress Berlin and the CHA Annual Conference

Target Groups: The LNOB projects have been humanitarian-to-humanitarian (H2H) projects without direct humanitarian services being implemented. The target groups are:

- German humanitarian actors and their local partners
- (I)NGOs, IOs and OPDs
- Students of humanitarian master's and bachelor's degrees.
- Humanitarian community

b. Justification and objectives of the evaluation

HI, CBM and IFHV are looking for a consultant or team of consultants to conduct the **external end evaluation** of the "Phase 3 – Leave no one behind!" project.

The objective of the evaluation is to **assess** the **relevance, effectiveness, changes, partnership and efficiency** of the project's activities and to provide all project partners with an independent comprehensive review of project performance, processes and results.

Lastly, the evaluator will **measure** one of the **project outcome indicators**. This indicator is looking at the percentage of actors reporting improved evidence in-line with the IASC Guidelines for more inclusive programming in humanitarian action by project end.

The evaluation will focus on the **3 years of project implementation** (01.01.2022 – 31.12.2024). The evaluation will be used to ensure accountability towards donors and target groups by reflecting the voices, opinions and experiences of the participants and stakeholders reached and involved in this project. In addition, the evaluation will also be used to inform further planning and possible development of a follow-up project.

c. Evaluation criteria and evaluative questions

The evaluation should follow the following criteria, which were selected from the HI Project Quality Framework

- Relevance
- Effectiveness
- Changes
- Partnership
- Efficiency

Questions will be structured according to the main components of the project. A preliminary list is presented below. This list will be refined and adjusted during the inception phase.

i. Relevance

- To what extent has the project responded to the demands, needs, and capacities of humanitarian actors (the target group) and was consistent with other (internal and external) ongoing processes on global, local and regional level?
- How and to what extent have persons with disabilities and / or their representative organizations meaningfully participated to project activities?

ii. Effectiveness

- Did the project use a coherent approach in its methodological choices to combine evidence strengthening, piloting localized mechanisms with tailored capacity development, around supporting the operationalization of the IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action at different levels?

- What gaps and needs are identified by the target groups that would require a next project phase, additional projects, or enhancements within existing structures at all levels, including the German level, global level, and national/local levels in the seven pilot countries in West Africa and East Africa?

iii. Changes

- Outcome indicator measure: What % of actors is reporting improved evidence in-line with the IASC Guidelines for more inclusive programming in humanitarian action by project end? How did the evidence generated by the project contribute to enhanced understanding and skills for programming inclusive responses.

- How and to which extent did the project contribute to changes in the programming of humanitarian actors? (preferably through collection and documentation of concrete examples). What is needed for these changes to be sustained beyond the project's end?

- Was there enough time for actors next to their humanitarian work, to increase technical capacities on disability inclusion and apply it to their humanitarian work (competing priorities, increased humanitarian needs, workload etc.)?

iv. Partnership

- How and to which extent was the collaboration between the project partners at coordination and field level relevant, effective and reciprocal/mutual?

v. Efficiency

- To what extent has the project team optimized financial resources?

d. Evaluation methodology and organization of the mission

i. Collection methodology

The evaluator is expected to propose a methodology in the technical offer. It is not expected that the evaluation will include travel but to be done remotely. We expect the data collection to be done through a desk review, remote key informant interviews, surveys, online focus group

discussions, etc. In case the applicant proposes another methodology of data collection, e.g. incl. travel or subcontracting local staff / companies, such need to be disclosed in detail in the offer.

ii. Actors involved in the evaluation

An evaluation committee has been formed and will be the body in charge of steering, guiding and validating evaluative decisions, and will give an assessment of the quality of the evaluator's work. It is composed of LNOB team members from HI, CBM and IFHV.

All partners involved including country teams will be available to support the evaluator. Clear roles and responsibilities will be defined jointly in the first stage of the evaluation.

iii. Organization of the mission

It is foreseen that the following steps will be taken:

- A **kick-off/scoping meeting** leading to a inception report. The evaluation committee will participate in the scoping meeting (methodology, expected results, validation of evaluative questions etc.) and will validate the inception report for future steps.
- The **preliminary report**. The evaluator will provide a preliminary report with preliminary findings, enabling the project team to start using the findings and preliminary recommendations in the design of the next phase of the LNOB project. The evaluation committee will specify the quality aspects expected from the report and will provide feedback on the draft report. The preliminary report will be supported by a PowerPoint presentation.
- A **presentation to the evaluation committee**, where the evaluator and evaluation committee will ensure they have a common understanding of the conclusions and recommendations expressed.
- A **final full report**. The evaluation committee will provide feedback on the draft report. The evaluator will refine the report if relevant.
- A **presentation of the evaluation findings** to the entire LNOB project team.
- Questionnaire completion to document the evaluation process.
- Validation of the final report (on the basis of the quality checklist attached, chapter 6) – by end November 2024

3. Principles and values

a. **Protection and Anti-Corruption Policy**

- ***Code of Conduct***
- ***Protection of beneficiaries from sexual exploitation, abuse and harassment***
- ***Child Protection Policy***
- ***Anti-fraud and anti-corruption policy***

b. **Ethical measures***

As part of each evaluation, HI is committed to upholding certain ethical measures. It is imperative that these measures are taken into account in the technical offer:

- **Guarantee the safety of participants, partners and teams:** the technical offer must specify the risk mitigation measures.
- **Ensuring a person/community-centered approach:** the technical offer must propose methods adapted to the needs of the target population (e.g. tools adapted for illiterate audiences / sign language / child-friendly materials, etc.).
- **Obtain the free and informed consent of the participants:** the technical proposal must explain how the evaluator will obtain the free and informed consent and/or assent of the **participants.**
- **Ensure the security of personal and sensitive data throughout the activity**: the technical offer must propose measures for the protection of personal data.

*These *measures may be adapted during the completion of the inception report.*

4. **Expected deliverables and proposed schedule**

   a. **Deliverables**

- All deliverables are to be produced in English.
- All deliverables are to respect the WCAG 2.2 standard for digital accessibility. The final report will be produced in multiple formats such as accessible PDF, HTML or Epub (please specify in your offer the multiple formats proposed).
- An inception report refining / specifying the proposed methodology for answering the evaluation questions and an action plan. This inception report will have to be validated by the evaluation Committee.

- A PowerPoint presentation and Word document showing the first results, conclusions and recommendations, to be presented to the evaluation Committee, referred to as preliminary report.
- A final report of approximately 20-30 pages maximum with annexes.
- An executive summary of 3 to 4 pages
- A PowerPoint presentation, and any other format (infographic, video etc.) of the evaluation main findings and recommendations.

A final report template will be provided to the consultant.

b. Evaluation dates and schedule

Total mission duration: 35-40 estimated days.

There will be two rounds of revisions before the assignment is completed (revision of inception report, preliminary and evaluation report draft).

HI aims to **start the service contract** mid-August 2024.

HI aims to have the evaluation report ready no later than **31.11.2024.**

Based on the proposed timetable, the consultant must set up a work schedule for the performance of the service.

It must clearly specify the manner in which the consultant will approach the activities required to perform the service.

The suggested evaluation schedule is as follows. Those steps are suggested, and the evaluator should confirm, adapt or add as seen fit.

Phase 1: Kick-Off Meeting & Inception Report - to be finalized by August 26th

- The consultant/s will undertake a desk review based on all documents sent by the project.
- The evaluator and the project team meet to refine the technical offer.

- On this basis, the evaluator will refine the evaluation questions, propose a detailed methodology and define a detailed work plan, including a list of stakeholders to meet during the interview phase in an inception report.
- The project team and the project's Steering Committee will validate the inception report and the proposed methodology in a meeting before proceeding with the evaluation.

Phase 2: Data collection and writing– end August/September/October

Phase 3: Analysis and writing

- The consultant/s will analyze the evidence collected
- **Preliminary report** (Meeting and document) – including field potentially – by end September
- **Feedback loops on final report draft** – including field staff on specific parts
- **Presentation of final report to evaluation Committee** by mid-November
- **Validation of report quality** by evaluation Committee by mid/end-November

Phase 4: Validation

- **Integrating feedback and sharing the final report**
- **Feedback session** to LNOB team all partners and countries teams), presenting main findings and recommendations – End November
- **Survey filling** – End November. An end-of-evaluation questionnaire will be given to the evaluator and must be completed by him/her, a member of the evaluation Committee and the person in charge of the evaluation.

5. Means

a. Expertise sought from the consultant(s)

The consultant (an expert or a team of experts) should be specialized in monitoring and evaluation, enjoying the following qualifications:

- Post graduate degree in social sciences, humanitarian action, development management or similar field
- Additional educational background or in-depth experience in the field of disability-inclusion, humanitarian assistance and/or capacity building
- Specific proven experience in and/or technical knowledge on inclusive humanitarian action is highly desired
- Experience in inclusive humanitarian action/coordination with field experience
- Experience/knowledge on disability inclusion
- Experience on capacity building in humanitarian action methods & impact
- Fluency in English is mandatory
- French & German languages are a strong asset
- Understanding innovative /piloting projects
- Demonstrated knowledge in remote evaluation methodologies and data collection techniques
- Experience in leading monitoring and evaluation of capacity building projects funded by institutional donors
- Excellent facilitation and communication skills
- Expertise in digital accessibility

b. Budget allocated to the evaluation

Between 10 000 EUR and 25 000 EUR

The candidate must detail in his offer: the cost per day for each evaluator; the breakdown of the time spent per evaluator and per stage of work; the ancillary costs (services and additional documents); the overall cost of the intervention including, logistics costs, translation costs; with proposals for payment modalities.

c. Available resources made available to the evaluation team

- General information and blog articles on the project website

- Project proposal and interim / final reports to the German Federal Foreign Office
- Memorandum of Understanding (MoU) of consortia and partnership agreements between HI and CBM, as well as between HI and IFHV
- Minutes of (country) Project Progress Meetings, Technical Meetings and Steering Committee Meetings
- Training materials: concept papers, presentations, documentations, participant lists and evaluation reports
- Documentation of technical support and coaching measures provided, including concept paper, road maps, meeting memos and final reports
- Documentation of events at global level and national level supported through and working group/cluster meetings attended by the project
- Documentation of meetings conducted with and presentations given for students of the two target universities
- Documentation of public relations work
- Access to research findings, reports and documentation
- Case studies report on changes after RAAL Labs
- All relevant project documents from sister project "From Guidelines to Action"

6. Contract & Sub-contracting

We intend to conclude one contract for the service as described in this call. An award in form of separate lots is not envisioned. Disclosure of intend to sub-contract certain parts should already be stated in the initial bid.

Note, that sub-contracting does not release the winning bidder from its responsibility to HI and the winning bidder needs to ensure that any sub-contract adheres to the agreed upon standards, code-of-conduct and other contractual agreements.

7. Selection criteria and application process

This call is part of a negotiated procurement procedure with open competition. All interested bidders are welcome to submit the required documents as specified in this call before the deadline for submission.

a. Required documents:

Bidders shall provide as a minimum the following documents / information in English:

- Cover letter
- The CV of the proposed evaluator/s
- Please include information about the educational background, expertise and experience in relation to the scope of the evaluation and the geographical location.
- In case of an evaluation team, please share team composition, the evaluation lead and portfolios of the team members
- A technical proposal including the remote methodology proposed
- A detailed timetable and thereby a confirmation that such services can be provided within the time frame indicated above
- Proof of experience and/or list of previous assignments in evaluations in relation to disability, humanitarian assistance and capacity development.
- Detailed financial proposal in Euro with separately stated VAT if applicable
- Disclosure if sub-contracting is envisioned and possible, including confirmation that bidder is fully responsible for all sub-contractors
- Proof of valid registration of the bidder (according to the country of establishment of the consultant/firm, may be: legal status, registration certificate, tax registration certificate, tax clearance certificate, trading licence, compulsory submission up to date…)

b. Assessment of bids:

The following exclusion criteria apply:

- Incomplete set of information and documents as listed above
- No previous experience in evaluating capacity development projects
- No previous experience in evaluating disability inclusive projects
- No previous experience in evaluating inclusive humanitarian projects
- No commitment to delivery until 23 December 2024
- No valid registration of bidder
- No fluency in English (written and verbal)

All bids are assessed with the following weighing:

Price	Experience / knowledge on disability inclusion and capacity development (in humanitarian action)	Experience with remote evaluations & proposed methodology	Workplan and Time frame
35%	30%	25%	10%

c. Selection of winning bidder:

After the assessment of the bids according to the point system above, HI reserves the right to negotiate with those with the highest points. HI will assess all bids according to the criteria above. We reserve the right to negotiate, accept or reject any bid or quotation at its sole discretion, and to continue the competitive dialogue for any response it considers advantageous.

If deemed necessary, online meetings are set-up with those bidders with the highest points or additional examples of previous work will be requested

Handicap International is not obliged to accept the lowest prices or any of the bid.

d. Submission of applications

Applications should be sent via email to tender@deutschland.hi.org *before July 26th, 2024. Please mention LNOB/ End-evaluation consultancy application as subject of your email.*

Clarifications: All questions shall be submitted by e-mail to Haakon Spriewald (h.spriewald@hi.org) and the general tender email address tender@deutschland.hi.org. Deadline for questions is July 19th, 2024, 12:00 CEST.

Answers that are deemed necessary for all interested parties will be published publicly on the day of the deadline for questions on HI's tender website to ensure a fair and competitive process.

Amendment or withdrawal of bids: Tenderers may amend or withdraw their bids by written notification before the closing date for submission of bids. No amendments may be made to

bids after this date. Withdrawals shall be firm and final and will terminate any participation in the tendering process.

Costs of preparing bids: None of the costs incurred by tenderers in preparing and submitting their bids shall be reimbursable. All these costs shall be borne solely by the tenderers.

8. Appendicies

- [*HI's Quality Framework*](#)*, on which all evaluators must base their evaluation.*
- [*The Disability - Gender - Age Policy*](#)*, which must guide the approach and the construction of evaluation tools in the technical offer.*