

Questions and answers regarding the Call for Tender to conduct the end evaluation of the Phase 4 – Leave No One Behind! project.

28.07.2026

1. Does the approximately 20–30page limit for the final report include annexes?

- The maximum page length of approximately 20–30 pages applies to the main report and excludes annexes.

2. Can the final report template be shared in advance, and what are the expected accessibility and format requirements for the final deliverables?

- The template will be shared after contract signing with the winning bidder and not in advance with all applicants. Regarding the format, the Terms of Reference specifies that the final report must be produced in multiple accessible formats, such as accessible PDF, HTML, or Epub. Accessible Word and accessible PDF are considered as multiple accessible formats. HTML or EPUB being alternatives or additions. Please note that all delivered formats need to comply with WCAG 2.2 and conformance level AA is considered sufficient.

3. What are HI's expectations regarding data collection with French-speaking stakeholders in Niger and Cameroon, and should bidders plan for translation or interpretation support?

- While the ToR specifies English as the required language and exclusion criterion, French language skills are considered a strong asset, particularly for Niger and Cameroon, where key stakeholders are French-speaking. Translation and interpretation costs may be included in the proposed budget where relevant. Language skills and/or proposed translation arrangements will be considered as part of the assessment of the proposed methodology.

4. Are there any priority countries or minimum country coverage requirements for primary data collection, and how should regional activities in Kenya and Cameroon be considered in relation to the six project countries?

- We are aware that the available evaluation budget is limited and that in-person data collection may have significant cost implications. No countries are considered priority contexts for deeper engagement. Depending on the proposed methodology, data collection may be conducted fully remotely, in selected countries only, or across all countries.
- The proposed data collection approach should be feasible, cost-effective, methodologically sound, and demonstrate added value to the evaluation results. Please note that LNOB is a humanitarian-to-humanitarian (H2H) project and not a humanitarian-to-beneficiary project.

- The regional activities were limited to regional trainings only. For HI, these took place in Kenya as a regional humanitarian hub (non-LNOB country). For CBM, regional activities took place in Cameroon, which is also one of the LNOB project countries with additional project activities.

5. Are travel costs related to participation in a project activity covered in addition to the evaluation budget ceiling, or should they be included within the proposed evaluation budget?

- Yes, the project would cover the travel costs associated with the observation/participation in one training or similar activity as mentioned in ToR. Please note that travel costs in this regard only include flight, visa fee and accommodation, not covered are other costs like but not limited to per diem, health checks, insurance, in-country travel, etc. Additionally, the time allocated for such a visit is not additional to but should be integrated in the proposed budget.

6. Which project activity may the evaluator attend, and can the visit be combined with in-person data collection?

- At this stage, the specific activity has not yet been determined. It will be agreed during the inception phase with the selected evaluator/team based on feasibility, costs and the added value to the evaluation.
- The observation may take place either:
 - at a country-level training in one of the six project countries; or
 - at a regional training in Nairobi, Kenya.
- It would also be possible to combine this trip with in-person data collection, provided it aligns with the agreed evaluation methodology and schedule. Any costs for such are

not covered additional to the proposed budget but need to be included, such include but are not limited to accommodation beyond the training observation, in-country travel, additional fees, rooms for FGDs, etc. Further, please note that LNOB has no specific in-country operations in Kenya. The in-person data collection would therefore be limited to participating organisations or suggested regional actors.

7. Are there any mandatory travel requirements to project countries, or may bidders propose alternative approaches such as remote data collection and/or the use of country-based team members?

- Given the multi-country nature of the project and the available evaluation budget, it is not expected that primary data collection will be conducted in all six project countries.
- Bidders should propose a feasible and cost-effective methodology, which may include a combination of remote and in-country data collection methods in selected countries. The proposed approach, including any travel and/or use of country-based staff, should be justified in terms of feasibility, validity and representation across the project contexts.

8. Given that the evaluation will take place before project closure, should the question on lasting impact beyond project end be assessed as a forward-looking sustainability assessment?

- The project implementation period is until 31 December 2026 for all country activities and most global activities. The additional three months are mainly for completing the remaining global activities and closing the project phase. This is under the assumption that no donor extension is granted.

9. Does Phase 4 have an established baseline and indicator tracking system that the evaluation can draw on to assess significance of change, or should bidders assume a largely retrospective, theory-based design (e.g. contribution analysis/outcome harvesting)?

- Phase 4 has an extensive activity and monitoring database that will be made available to the selected evaluator. However, the activity and outcome indicators do not have baselines from a previous assessment.
- To assess the significance of change and impact, evaluators are expected to draw on:
 - Strong expertise in the humanitarian system, its processes and the current ongoing changes, including disability inclusion;
 - Findings from previous LNOB evaluations, particularly the Phase 3 evaluation;
 - Qualitative data collection and analysis methodologies appropriate to the evaluation questions.

10. Could HI share the Project Quality Framework, the Disability-Gender-Age Policy, and the Phase 1–3 end evaluation reports referenced as available resources and appendices, to inform the technical proposal?

- The Disability-Gender-Age Policy and the Project Quality Framework are publicly available on HI's website and can be accessed through the following links:
 - [HI's policy on Disability-Gender-Age](#)
 - [HI's Project Quality Framework](#)

- The end evaluation reports from Phases 1–3 will be made available to the selected evaluator during the inception phase. Additional publicly available project materials and evaluation resources can be found on the LNOB project website:
 - o [Project Materials & Evaluations – Leave No One Behind! Phase 4](#)

11. How are personal and company data submitted during the application process protected, stored and processed, and what retention period applies?

- Applications should be submitted to **tender@deutschland.hi.org**. Applicants may encrypt files (e.g. using AxCrypt) and send the password separately.
- Submitted proposals are stored in a dedicated ShareFile procurement folder accessible only to authorized LNOB and Finance staff. The application form containing personal and company information is used solely for eligibility and suitability assessment and will be deleted after completion of the procurement process. All remaining bid documents will be archived for five years after project closure in accordance with donor requirements.