

# TERMS OF REFERENCE FOR END-TERM EVALUATION

Integrated Lifesaving and DRR Initiatives in Sudan, South Sudan, Ethiopia and Kenya

(ILDRR FO)

<b>Position:</b>	End Term Evaluation (ETE) Consultant
<b>Responsible To:</b>	Country Program Manager, Monitoring and Evaluation Manager (Technical) Project Managers
<b>Location:</b>	Ethiopia, Kenya, Sudan, South Sudan
<b>Provisional Time Frame:</b>	30 Days- Including Weekends for data collection and the final Approved Report
<b>Tentative Start Dates:</b>	1-30 November 2023

October 2023

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## Project Evaluation Summary

<b>Contract Beneficiary</b>	Veterinaries' Sans Frontières Germany
<b>Project Title</b>	Integrated Lifesaving and DRR Initiatives in Sudan, South Sudan, Ethiopia and Kenya
<b>Location</b>	South Sudan, Sudan, Ethiopia, Kenya
<b>Project Duration</b>	15 August 2021-31 December 2023
<b>Project Phase</b>	End term
<b>Assessment Type</b>	End Term Evaluation
<b>Evaluation Purpose</b>	The purpose of the ILDRR End-term evaluation is to carry out an appraisal of the Project Impact, Relevance, Effectiveness, Efficiency, Sustainability and progress towards achieving overall objective. The information gathered will be used to assess to what extent the project achieved or didn't achieve the expected results as well as capture lessons learnt for future programming/interventions. It will serve as accountability assessment and report to ILDRR implementing partners, the donor German Federal Foreign Office (GFFO) and other project stakeholders and partners.
<b>Evaluation Objectives</b>	<p>To assess the project's Theory of Change (TOC) by evaluating the approaches adopted by the project as well as aligning it to the results framework of the project objectives and activities</p> <p>To assess the overall project performance based on achieved results against outputs, outcomes, and overall objectives, guided by the results framework and determining reasons why certain results occurred</p> <p>To <b>assess</b> the scope, quality and relevance of the project outputs produced in relation to the project theory and design</p> <p>To measure the positive and negative changes produced by ILDRR, directly or indirectly, intended, or unintended and to provide evidence-based recommendations and lessons learnt for future improvement in program design/strategies.</p> <p>To document resource allocation for a future round of proposals, as well as to inform decisions on replication, and /or continuation</p>
<b>Methodology</b>	<p>Review of available secondary data</p> <p>Key informant interviews</p> <p>Direct Observation</p> <p>Focus Group Discussions</p> <p>Household survey</p> <p>Observation</p>
<b>Evaluation Start and End dates</b>	1 <sup>st</sup> -30 <sup>th</sup> November 2023
<b>Anticipated Evaluation report release dates</b>	30 <sup>th</sup> November 2023

## Background and context

### 1.1. Overall description

#### a) Background

Vétérinaires Sans Frontières Germany (VSF Germany) is an international Non-Governmental Organization, providing humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. VSF Germany support is in animal health; livestock related agriculture, marketing, food safety, drought responses and mitigation, capacity development of communities and governmental institutions, peace and conflict resolution with the ultimate aim of food security and strengthened livelihoods of pastoralist communities. VSF Germany is currently implementing a three-year grant funded by GFFO, for a project titled: *Integrated Lifesaving and DRR Initiatives in Sudan, South Sudan, Ethiopia and Kenya (ILDRR)*. ILDRR project contributes towards improving food, nutrition and livelihood security, health, protection and access to water for vulnerable (agro)pastoral communities in rural areas of Sudan, South Sudan, Ethiopia and Kenya through integrated lifesaving and disaster risk reducing interventions. ILDRR aims to contribute to global objective by building capacities of target households in innovative and sustainable agricultural practices as well as strengthened resilience against conflict and climatic risks.

#### b) The 4 Expected result areas of the project are:

The Project aims at achieving its overall goals by attaining the following outcomes:

*Result 1:* Smallholder farmers, (agro) pastoralists and fisher folks in the target locations have improved access to production inputs and services.

*Result 2:* Target communities have improved access to adequate and safe water supply for domestic use, livestock watering, hygiene promotion and environmental sanitation services through rehabilitation and or upgrading of existing water schemes / infrastructure.

*Result 3:* Extremely vulnerable households have improved social protection capacity through access to multipurpose cash transfer services.

*Result 4:* Women and girls have access to protection support services against Gender-Based Violence through awareness creation, capacity building trainings, engagement in livelihood supporting activities and multipurpose centres.

The project ends in December 2023, for which matter VSF Germany is seeking to conduct an end-term evaluation of the project progress made to date against the baseline. The review will be participatory with valid inputs from all the relevant stakeholders such as beneficiaries, local and state agriculture, and livestock officials, VSF Germany Staff, line ministries and other community stakeholders.

## 2. Evaluation purpose and target audience

### 2.1. Evaluation type

This is an end-term evaluation to assess the extent to which ILDRR attained its objectives.

### 2.2. Purpose

The purpose of the End-term evaluation is to carry out an appraisal of the Project Impact, Effectiveness, Efficiency, Sustainability and progress towards meeting its overall objective. The information gathered will be important in understanding to what extent the project achieved or

didn't achieve expected results. It will serve as accountability assessment and report to the GFFO, ILDRR partners and project stakeholders.

### **2.3. Target audience**

#### **a. GFFO**

The end-term evaluation shall provide the donor, GFFO with information on the project's achievements with regards to the agreed objectives and desired outcomes.

#### **b. VSF Germany and partners**

The end-term evaluation shall provide VSF Germany and its partner's opportunity to critically assess administrative, technical issues, mechanisms, and use of the resulting recommendations to adopt in future programming.

#### **c. Project Beneficiaries and stakeholders**

The end-term evaluation process will accord beneficiaries and stakeholders opportunity to participate in the review process, build the capacity for effective participation in reviews, enhanced ownership and accountability of the implementing partners. The exercise will assess the relevance of the project activities to the needs of the beneficiaries and priorities of the stakeholders. In addition, the end-term review is part of and should help to strengthen accountability to affected communities (women and men, girls and boys, elderly and particularly vulnerable groups) and participation benchmarks as stipulated by the Core Humanitarian Standard (CHS).

### **3. Evaluation objectives and scope**

The overall purpose of the evaluation is to carry out an appraisal of the Project Impact, Effectiveness, Efficiency, Sustainability and progress towards meeting its overall objectives, documentation of lessons-learned and to make recommendations for future interventions. The evaluation will focus on the project thematic areas as follows:

- Food security and nutrition of small holder farmers, agro-pastoralist and fisher folks
- Water access, hygiene and sanitation through rehabilitated structures
- Multipurpose cash and cash for work schemes
- Protection of vulnerable groups through support services against Gender based violence.

#### **3.1. Evaluation objectives**

- a. To assess and establish the **relevance** and **appropriateness** of the project.

The evaluation will appraise the appropriateness of the project objectives and activities to the problems. In terms of addressing, the physical and policy environment within which it operates, the needs, capacities, and preferences of the target group. This will include an assessment of the quality of project preparation and design – i.e. the logic and completeness of the project planning process, the internal logic and coherence of the project design.

- b. To determine the level of **efficiency** of the project implementation

Project efficiency will be evaluated by gauging whether the expected results were achieved timely – how efficient means and activities are being converted into Outputs. This includes comparison with possible alternatives.

- c. To determine the **effectiveness** of the project implementation

The end-term evaluation will determine the contribution made by project Outputs towards achieving the Project Objectives, and how Assumptions and Risks have influenced (positively/negatively) project achievements.

The evaluation shall determine the effectiveness of the employed approaches in addressing the primary challenges affecting the community. Further, the linkage and resultant synergy between these respective components shall be appraised.

- d. To determine the project **quality**

The evaluation shall appraise the project against desirable project quality factors that include Participation and ownership by beneficiaries; Policy conformity; Appropriate technology; Socio-cultural implications; Gender equality; Environmental protection; Local institutional development; and Management capacities; and Financial and economic viability. Any deviation from initial plans shall be evaluated and accounted for. Achievements made in respect of the exit strategy will be gauged.

- e. To determine the project **accountability** towards beneficiaries

The evaluation shall include an examination of the projects achievements with regards to key commitments of the Core Humanitarian Standard (CHS), especially with regards to accountability to and participation of affected communities (women and men, girls and boys, elderly and particularly vulnerable groups).

### **3.2. Scope of the evaluation**

The end-term review period will focus on the past 40 months of project implementation from August 2021 to December 2023 in the targeted project areas. The evaluation will cover in detail programming quality as well as accountability of affected communities, protection and Gender equality topics.

## **4. Evaluation tasks and questions**

The evaluation tasks relate directly to the evaluation objectives and should be comprehensively addressed with reference to one another.

### **4.1. Determine the relevance and appropriateness of the project.**

- a. What is the prevailing project context and its significance to project implementation?
- b. Who are the key actors (stakeholders) in the project, what are their roles and responsibilities and how have they influenced project implementation?
- c. What is the relevance of the project objectives to the beneficiary, community, governance and policy priorities at project and how has this changed during the life span of the project?
- d. What are the strengths and weaknesses in project design and how have these impacted on project implementation and monitoring?

### **4.2. Determine the efficiency of the project.**

- a. What is the level of cost-effectiveness in the accomplishment of the outputs completed?
- b. What is the quality of the outputs?
- c. What are the strengths, weakness and successes in project implementation (management, staff, coordination and reporting)?
- d. Would there be alternative solutions or approaches which are more cost-efficient?

#### **4.3. Determine the effectiveness of the project**

- a. To what extent did the project meet its objectives?
- b. To what extent has the project achieved its activities and outputs against project plans?
- c. To what extent has the project achieved its outcome indicators and specific objective?
- d. To what extent has each of the approaches employed by the project contributed towards achievement of project objectives?
- e. What were the identified and potential barriers to successful delivery of the project?

#### **4.4. Determine progress towards impact**

- a. What is the overall impact on Gender and equal opportunities for women and men? (Take Gender Analysis of the project into consideration.)
- b. What has happened as a result of the project?  
(Intended and unintended impacts on individuals, communities, institutions, improvement of social and economic indicators, health, poverty reduction, resilience, capacities, assets, cross-sectoral impact, impact on Gender and equal opportunities for women and men, age-groups, or other relevant cross-cutting issues)
- c. To what extent will the positive impacts or changes of the project (are likely to) continue?

#### **4.5. Determine progress towards sustainability of results**

- a. What is the degree of soundness and feasibility of the projects exit strategy and to what extent has it been implemented?
- b. What is the level of overall viability of the expected outcomes and signs of sustainability of the same?
- c. Taking DRR and Resilience concepts as a background, which aspects of community resilience and disaster risk reduction did the project strengthen and how, in order to avoid affected communities falling back with renewed hazards.
- d. Which measures were implemented in order to support sustainability?

#### **4.6. Reach:**

- To what extent have the project beneficiaries been reached and what mechanisms were put in place to improve coverage?

#### **4.7. Quality:**

The End-term evaluation should assess the overall quality of the implementation. It is important to include beneficiaries' opinions on the quality of the services received.

- What mechanisms have been in place to track implementation of the project? (i.e., quality assurance mechanisms)?
- Did the quality of the outputs delivered by the project meet the needs and expectations of the beneficiaries? What do beneficiaries feel could be improved for enhancing local capacity?
- To what extent have project outputs contributed to building long-term community capacity?
- To what extent did the project engage participation throughout the project cycle?

#### **4.7 Learning:**

- Is there any substantial evidence on how project learning was generated and applied to improve the implementation, effectiveness and efficiency of the project?
- Who benefited from shared learning experiences (e.g., joint meetings, joint field visits, workshops provision on best approaches and methodology), mainly the NGOs or also the local sector, community members and beneficiaries?
- How did the different actors learn from these experiences?
- The End-term evaluation should at least include one lesson learned and recommendation per evaluation category, i.e., effectiveness, efficiency, relevance etc.
- What are the key lessons learnt so far per project objective?

#### **4.8 Complementarity and harmonization:**

- Are there any concrete examples of successful models of collaboration of the project with other GFFO/NGO partners on geographic level, not just in terms of avoiding duplication but increasing complementarity and integrated programs affecting the reach and impact on beneficiaries?
- To what extent were the activities of the project complementary to the work of other stakeholders, i.e., prevented duplication and contributed to the larger response activities in South Sudan?

#### **4.9 Visibility:**

- How visible is GFFO emblem and partner's logo at project sites?
- What measures have been taken to create visibility of the project's added value towards government line ministries and other INGOs?

### **5. Approach and methodology**

The assessment methodology proposed by the consultant(s) should include a mix of quantitative and qualitative data collection methods. The desired methodology is participatory and all the key stakeholders in the program including target beneficiaries, Line ministry staff, will be considered to be part of the end-term evaluation process. Also, non-beneficiaries should be included and interviewed.

The evaluation will be based on the findings and factual statements identified from review of relevant documents including the project document, Annual Project Reports (APR), Project Implementation Reports (PIR), in addition to the technical reports produced by the project. Verbal expressions of stakeholders and beneficiaries which give exceptional insights should be recorded literally with reference.

The anticipated benefit of a Participatory and stakeholder-centred approach is the empowering that the process will impart to those service providers and the beneficiaries/ stakeholders who will participate in the exercise. Focus group discussions (female, male, girls, boys, elderly, PLWD), key informant interviews, site visits/transect walks, joint community mapping (female, male), surveys, etc. are proposed amongst the methods to be used for the review. The consultant will provide leadership and bear responsibility for the process, the findings, the comments and the content of the final document. VSF Germany will be responsible for organizing the locations for conducting the Key Informant interviews, PRA related methods, household questionnaire and Focus Group discussions in the respective payams/counties of operation whilst the consultant will review and finalize the tools in conjunction with VSF Germany Programming team. Participation of stakeholders in the evaluation



should be maintained at all the times, reflecting opinions, expectations and vision about the contribution of the project towards the achievement of its objectives.

The general rule related to acceptable margins of error (5%) in social research will apply to the study. Sampling criteria should be agreed upon with VSF Germany RON office, cluster sampling is recommended, however, the Consultant may have the discretion to employ any other sampling methodology upon giving appropriate justification which will then be reviewed by VSF Germany programme team before being adopted.

Triangulation of data is important and comparisons with the baseline have to be presented.

Important: Data collected needs to be disaggregated into Gender, age, location, and any other relevant category to the issue at hand (e.g. duration of residency, HH status, etc.).

For HH surveys, the use of electronic data collection is highly recommended with preference of Kobotoolbox/ODK.

The process

- Desk review of secondary data (proposals, reports and previous studies)
- Interviews with regional teams, advisers and project officers and partner staff
- Interviews/ Focus Group Discussions with beneficiaries (including disaggregation by gender)
- Visits to selected project sites, PRA related methods to enhance participation preferred (Gender sensitive)
- Interviews with other stakeholders (e.g., local authorities, donors, other NGOs, UN, non-beneficiaries)
- Sharing of initial findings and learning with regional team and partners in country

## **6. Timing and deliverables**

### **6.1. Inception report**

The inception report shall provide a detailed description of the methodology as per the evaluation questions as well as the proposed source of information and data collection procedure. The inception report shall outline the contents of all the deliverables. A clear matrix overview is recommended for this.

### **6.2. Draft end-term evaluation report**

The consultancy team will develop draft evaluation report for review by the ILDRR programme personnel and partners. The report shall be validated by stakeholders in a workshop setting and feedback incorporated into the report. The draft report will adopt the format of the final report as presented below under the final report. Generally, report will include the Executive summary, Intervention description, Evaluation purpose, Evaluation methodology, Findings, Conclusions (answers to the Evaluation Questions), Recommendations and Annexes (list of people interviewed, key documents consulted, data collection instruments, summary of the TOR). Further details will be found in the annexes.

### **6.3. Final end-term evaluation report**

The consultancy team shall endeavour to develop the final report and present the output in an electronic format to VSF Germany for final approval and adoption. The final report (Word, Excel files to be put in PDF as well) will be submitted according to the evaluation timeline. The report will have the following structure:

1. Cover page (1 page)
2. Table of Contents (1 page)
3. Acknowledgements (1 page)
4. Glossary (1 page)
5. Introduction (1 page)
6. Project being evaluated (1 page)
7. Executive summary (2 Pages)
8. Evaluation introduction/Background (max 2 pages)
9. Methodology (max 2 pages)
10. Findings (max 10 pages)
11. Conclusion and recommendations (max 2 pages)
12. Lessons learnt from the evaluation process (max 1 pages)
13. Appendices (to include copies of all tools, list of enumerators, survey timeline including all KII and FGD participants and discussion transcripts, (as many pages as necessary- please reference the annexes in the report but include them in a zip file as separate documents.

The final report will be accompanied by the following deliverables:

- A 2-page evaluation fact sheet and soft copy of dataset. This is to include relevant findings from the evaluation, key points, and recommendations.
- An Indicator Summary Sheet, giving status of all indicators measured in the HH questionnaire compared against baseline values.
- Learning dossier – Lessons learnt by the entire evaluation team shall be documented and shared with the project and Program team in RON so that they may be taken into consideration for future studies. The documentation of these lessons will be vital for reflection, growth and continued improvement. The lessons will be drawn from the process and the actual house hold surveys, key informant interviews, focus group discussions, study observations and secondary data reviews.

It is expected that the recommendations are based on evidence and that a clear explicit connection exists and is presented between observations, findings, and recommendations.

Further, Triangulation of data is important and comparisons with the baseline have to be presented.

#### 6.4. Roles and responsibilities

Each member of the evaluation team shall have designated roles and responsibilities for the delivery of the evaluation.

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##### Scope of Work and responsible parties

##### ***a) Evaluation tools are properly developed and in line with VSF Germany and GFFO evaluation standards***

- Review of the available relevant project documents i.e. project proposal, log frames.
  - Coordinate HH Interviews for selected respondents during the evaluation study.
  - Training of enumerators.
  - Conduct interviews with selected partners, staff and other stakeholders
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- Visit selected project sites and utilise engaging appraisal methods to ensure effective participation of women and men, girls and boys, elderly and other particularly vulnerable groups in the review process.

**Responsible:** Consultant, Program Manager, M&E Manager

**b) Coordination of the household interviews and well as providing guidance to the focus groups discussions**

- Household interview and FGD participants are properly selected.
- Guide the FGD and interviewers on proper data entry and documentation/filing.
- Analyse key themes and topics, prepare the summary reports of each FGD as per agreed upon format, and analyse data, compare and triangulate across all FGDs and other tools utilised.
- Ensure completeness of the survey instruments questionnaires

**Responsible:** Consultant, Project Manager

**c) Apply effectively the quantitative and qualitative tools.**

- Obtain consent from the household or FGD members to conduct the evaluation.
- Record household data on questionnaire as per training instructions.
- Record all key notes related to issues arising while interviewing.
- Review and submit the survey data to survey team leader in accordance with the schedule.

**Responsible:** Consultant

**d) Provide overall coordination, logistics, and technical oversight in the Evaluation process.**

- Brief stakeholders about the purpose of the evaluation.
- Provide technical oversight and monitoring of the Survey and ensure timely completion and compliance with international evaluation standards.
- Avail all project related secondary data.
- Avail all the required logistics including vehicles for the Evaluation.
- Assist in organizing meetings with stakeholders.
- Avail all the required logistics including vehicles for the Evaluation.
- Recruit and pay the evaluation enumerators.
- Supervise adequate utilization of the resources allocated for the study.
- Budget preparation and management during the evaluation period/ensuring that all expenses are properly documented.
- Oversee accommodation and meals for data collection teams.

**Responsible:** Project Manager and Consultant

### 6.5. Tentative itinerary

Event	Responsible Persons	Timelines
<b>Preparation phase</b>		
<b>Desk phase – secondary data review, tools development</b>		
Review – secondary data, information	Consultant	3
Data Collection Tools Development	Consultant	2
Share Data Collection tools with VSF Germany programs	Consultant	
<b>Field phase – data collection</b>		

Enumerators selection and Training	Consultant	2
Pretesting, refining and printing of evaluation tools	Consultant & project staff	1
Data collection and interviews	Consultant and Evaluation team	15
<b>Synthesis phase</b>		
Data Analysis and validation	Consultant	2
Draft Report of Evaluation	Consultant	4
Final Report with Feed back	Consultant	1
<b>Total Number of days excluding preparation and planning days</b>		<b>30 Days</b>

## 7. Evaluation team composition and required competencies.

The evaluation team shall compose of male and female members with a comprehensive mix of competencies in food security and livelihood, veterinary medicine, agronomist, gender, water engineer, sociologist and related social science with experience in agro-pastoral production and social research methodologies. These will be complemented with at least five years' experience in related programming and programme evaluation areas. Extensive experience in the specific fields in the Horn of Africa will be required. Excellent communication skills as well as demonstrated writing and presentation skills are requisite. The team shall comprise of at least one male and one female member conducting relevant data collection methods throughout the entire field mission.

## 8. Management arrangements

The consultant should be informed of some issues, situation and conditions as they are or may arise during the exercise.

- a. **Travel:** All international flights land in Addis, Nairobi and Juba, it is not possible to fly to field locations on the same day. Flights into Sudan are currently not possible due to the ongoing conflict crisis. The consultant should take into consideration this challenge that should not lead to cancellation of the exercise. VSF Germany will cover the cost of all internal flights and transport. The consultant is responsible for yellow fever test undertakings and Country entry visa arrangements.
- b. **Accommodation:** At country level, consultants will be housed at the organizations compound lodgings and /or hotels. However, electricity for powering laptops is not always guaranteed. Internet access will be available at VSF Germany offices but may not be available in the hotels.
- c. **Data entry** VSF Germany will not support with data entry clerks or computers for data entry. Consultants are responsible for all data entry and management. All hard copies of tools will need to be transported by consultants to the place where data entry will be done. All data sets must be provided to VSF Germany in soft copy at the time of submission. They are the property of VSF Germany and the communities from which the data will be collected and may be used for future analysis.  
Data will in most instances be collected from non-English speakers. However, tools will not be translated into the local language. A way around this matter will be developed in discussion with project staff, VSF Germany program staff and the consultant.

### d. Operation arrangement

- Accommodation and transport will be provided by VSF Germany.

- Translators/enumerators, drivers, facilitators, office space, printing of questionnaires etc. will be provided by VSF Germany.
- The contact person at Country level will be the Country Programme Manager.
- The focal person in the field will be the Project Manager.
- Security advisory issues will be provided by VSF Germany.
- VSF Germany will take care of internal travels but in case of international flights, the consultant will organize and VSF Germany will pay reasonable prices incurred only.
- Covid19 compliance materials (PPE)

**e. Reference materials**

Relevant documents will be availed for the consultant to support during the secondary information desk reviews. The consultant will be encouraged to identify any other sources for appropriate additional information that may be required to supplement what is provided by the project.

The Project Team will share the following documents with the Consultants for reference.

1. Full project proposal
2. Project agreement contract
3. Baseline report
4. Project log frame
5. Project activity reports
6. Project interim reports
7. Population and Housing Census reports
8. National Baseline Household Survey
9. FAO/WFP food security assessment/survey reports
10. Investing in Agriculture for Food Security & Economic Transformation – UNDP

**9. Budget and payment**

The evaluation budget will take care of the expenses such as the consultant’s charges, international travel, in country travel, accommodation full board, and fuel for vehicles to be used during the survey period, enumerators’ fees and lunches, stationery and communication costs. VSF Germany will take care of the following.

- a) Flights (internal and international for the consultant)
- b) Accommodation in South Sudan, Kenya and Ethiopia
- c) Field transport (fuel and car rentals)
- d) Stationeries
- e) Enumeration cost

The following costs will not be covered by the organization and should be factored into the consultancy and related fee which the consultant will submit with the application.

- Costs for data handling, entry, and processing
- Communication cost.
- Report writing and printing.
- Any medical expenses by the consultant during the assignment

**10. Proposal submission**

The proposals will be evaluated according to the following criteria.

- a) Technical and methodological proposal (40%)
- b) and financial proposal (15%)
- c) Proposed personnel for the assignment (20%)
- d) Profile of the applicant - corporate or individual (10%)
- e) A work sample, specifically a previous evaluation or assessment report written (15%)

Proposals should be submitted electronically to the following Email addresses: **recruitment@vsfg.org** indicating on the subject line thus “**ETE ILDRR**” followed by an abbreviation of the applicant’s name. The closing date for receiving proposals is **30 October 2023**. Selection will be done on a rolling basis. Only short-listed candidates will be contacted for interviews.