



## Terms of Reference - External Impact Evaluation BMZ-financed FSP Project in Mogadishu, Somalia

### Introduction

This TOR serve as a request for proposals from individual or company consultants who are interested in conducting an impact evaluation or final evaluation of the family strengthening project (FSP) funded by BMZ "Sustainable socio-economic integration of vulnerable target groups in Heliwa/Mogadishu through strengthened community structures". Details regarding contents of proposals and submission procedures are explained herein.

SOS Children`s Village Somalia was registered as a national organization of the international umbrella organization of SOS Children`s Villages in 1983 and is a non-political, non-governmental organization. The program activities with the components of Health, Nutrition, Protection, Family strengthening and Family based alternative child care are carried out by 397 highly qualified employees at two program locations (Heliwaa, Badbado in Mogadishu and Baidoa). SOS Children`s Villages worldwide and SOS Somalia have been working together successfully in the field of children`s rights since 1983. SOS Somalia has developed a successful fundraising strategy for national and international sources of funding, which ensured annual revenues of 6,179,695 EUR in 2017, of which 440,772 EUR were acquired locally. Accounting, human resource management and procurement meet international standards. Monitoring, evaluation and reporting are guided by the requirements of the main public donors.

SOS Children`s Villages Somalia (in the following referred to as SOS Somalia) has officially been working in Somalia since 1983. SOS Somalia is an officially registered non-profit and non-governmental organization in the country. SOS Somalia has decision-making power over its own facilities and is a local, independent and responsible body.

From October 2018, a project jointly funded by BMZ and HGDF has been implemented in Mogadishu, Heliwa District and supported 200 families, 150 youths and 1200 children of parents/guardians of the direct target group. In order to know the impact of the project to beneficiaries and community, SOS Children`s Villages Somalia is seeking to recruit an external consultant to conduct a final evaluation of BMZ FS Project in Mogadishu.

### 1. Background and rationale

Following the outbreak of the Civil War in 1991, Somalia has, for two decades, been locked in a vicious cycle of chronic poverty and underdevelopment. Protracted conflict, chronic drought and frequent floods with attendant famine, diseases, severe acute malnutrition and economic collapse have caused mass displacement of Somali communities. However, recent positive political and security developments as well as the international recognition of the Federal Somali Government that formed in 2012, give an outlook that is more positive than it has been in a long time. These improvements have witnessed the return of many refugees and internally displaced people, who are eager to reconstruct their country. Complex problem situations, in connection with poverty, poor living conditions, lack of education and health problems prevent people from realizing their ambitions on their own.

Poverty is abundant in Somalia, with a half of the country's population of about 12 million living below the international poverty line (of \$1.90 a day). One in every 3 people receiving remittances is poor (35.4%). Inequality is high, driven by the difference in the incidence of poverty in different locations: it is close to 60% in Mogadishu, more than 40% in other urban settings, a little over 50% in rural areas, and much higher in IDP settlements at about 70%(World bank Somalia). When parents are unable to pay for the basic needs of their children (such as medical and school bills, food, clean water, or electricity), children are at much greater risk of leaving their families or being abandoned. To prevent child abandonment, SOS Children`s Villages Somalia has implemented family strengthening programs in Baidoa and Mogadishu to provide support to families who need it most. The target group has been facing multi-dimensional problems and challenges. Due to the recurring drought, armed conflict and displacement of families, loss of livelihoods has been one of the critical problems and the greatest needs observed. On average families with 8-12 members need to survive from a monthly income of less than \$100. Child protection is also an issue in that most of the school going age children do not attend formal education and there are child right violation and abuse cases in the target locations. Oftentimes, these families are single parent households, orphaned, or face serious financial disadvantages. Through

these programs SOS aims to keep families together, while at the same time building safe environments for children to thrive in.

In this context, different interventions have been carried out in communities through various projects implemented under Family Strengthening Programme. Those projects are Empowering communities for sustainable development project in Baidoa, Bay, Somalia (ended) and Sustainable socio-economic integration of vulnerable target groups in Heliwa/Mogadishu through strengthened community structures (01.10.2018 until 31.12.2021) with an overall objective (Impact) of Poverty reduction and sustainable socio-economic integration of vulnerable target groups in Heliwa, Mogadishu.

It is in this framework that after three years of implementation of the BMZ FSP Mogadishu, SOS children's villages Somalia intends to assess the progress made towards achievements of the specific objectives of the project, its outcomes and impact. The evaluation will also gauge the level of stakeholder's participation and the ownership of the implementation by the participants. It shall identify the intended and unintended outcomes, best practices, lessons learnt as well as challenges arising from programme implementation. In addition, the evaluation will come up with conclusions and recommendations that will support SOS Somalia in continually developing and adjusting its Family Strengthening Programmes, which have become one of the core activities of SOS children's villages Somalia, to achieve the best possible impact on families and communities."

## **2. Purpose, Objectives and Use**

The overall objective of this evaluation will be to determine the impact of the FSP Mogadishu implemented with BMZ support in the period from 1 October 2018 to 31 December 2021. This will be done through provision of information on whether the objectives of the project have been achieved, by collecting quantitative and qualitative information on the objectively verifiable indicators in the matrix indicator/log frame.

### **The specific objectives of the evaluation are:**

- To assess the impact and effectiveness of the activities implemented in the FSP Mogadishu
- To evaluate the efficiency of the project in relation to beneficiaries, cost and timeframe of the project.
- To assess the current figures of the Objectively Verifiable Indicators as found in the impact matrix
- To assess the sustainability of the project (institutional, social, financial, etc.)
- To make recommendations for improving future interventions.

### **The desired results of the evaluation are:**

- To document the impact of the project with special emphasis on the impact the project has had on women and children.
- To provide commentary on the overall project design, the intervention logic and an analysis of the strategy and methodology used in the FSP Mogadishu.
- To critically examine the impact matrix and verifiable indicators found in the original proposal and provide post-project figures along with a narrative explaining the reasons for under/over performance achievement.
- To draw conclusions, make recommendations and state lessons learnt for future strategy and improvements in implementation of the project.
- To provide commentary on the current political, social and cultural factors influencing the implementation of the project.
- To document the communities' attitude towards the project

### **Key stakeholders are:**

- Children and families participating in the project
- Families who are not participating but might be somehow affected by the project (e. g. from neighborhood)
- Children, young people and families who left the project
- Project team
- Project partners, community members, local partners and main stakeholders
- Project management on national level

### **Key users of evaluations results are:**

- Project level: Project team, Beneficiaries, Heliwa District Commissioners office and implementing partners(CBOs and Youth training providers)
- National level: Ministry of Youth and Sports(Somalia), Ministry of Labour and Social Affairs(Somalia), Benadir Regional Authority, Relevant thematic clusters(Somalia)
- Management level: National Director (ND), National Programme Development Director (NPDD), Institutional Program Development Manager (IPD), National Family Strengthening Programme Coordinator (NFSPC), etc.
- Regional level: SOS international Office Region (IOR)
- Global level: SOS international (IO), project donor and SOS-Kinderdörfer weltweit

### 3. Scope of work

#### Geographical reach and evaluation time

The final evaluation will cover the intervention zone of the FSP Mogadishu comprising of two districts namely Barwaqo and Bandarwanag of Heliwa District. The evaluation is intended to be carried out within five weeks from the date of signing the contract as it is detailed in the table below.

#### Key evaluation questions, criteria, key guiding questions, source of information, indicators.

The evaluation should be carried out according to the OECD Quality Standards being the DAC – Criteria Relevance, Effectiveness, Efficiency, Developmental Impacts and Sustainability as well as Project management and coordination. The specific objectives of the evaluation are:

- To assess the impact and effectiveness of the activities implemented
- To assess the relevance of the activities implemented
- To evaluate the efficiency of the project in relation to beneficiaries, cost and timeframe of the project
- To document/assess the current figures of the Objectively Verifiable Indicators as found in the impact matrix.
- To assess the project management and coordination approaches.
- To assess the sustainability of the project (institutional, social, financial, etc.)
- To make recommendations for improving future interventions.

On the basis of the above evaluation criteria, instruments /questionnaires for the field mission should be prepared for the stakeholders. The evaluation questions should be revolved around the following criteria;

Evaluation issue	Key guiding questions	Sources of information
<p><b>Relevance</b> Does the project address the situation of the specific target group? Is the intervention suited to the priorities and policies of the target group and donor?</p>	<ul style="list-style-type: none"> <li>• To what extent is the project focused on the intended target group - i.e., caregivers, youth, and children?</li> <li>• What have been the specific criteria for the selection of the beneficiaries?</li> <li>• To what extent the caregivers (families) and children admitted to the project have met the selection criteria?</li> <li>• To what extent the project responds to the needs of the communities it addresses and its capacity to respond to the needs of their habitants</li> <li>• To what extent, the project interventions respond to the needs and priorities of the project participants?</li> <li>• To what extent project design addresses locally defined needs and priorities?</li> <li>• To what extent, the project adjustments that have been made so far, were relevant?</li> </ul>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>• SOS CV Somalia FS data base</li> <li>• BMZ Project Proposal</li> <li>• quarterly FSP Mogadishu reports</li> <li>• Quarterly/Annual monitoring and evaluation of the project</li> <li>• Self-evaluation report</li> <li>• Family cases</li> <li>• Progress reports</li> <li>• CBO Registration documents</li> <li>• CBO Membership documents</li> <li>• CBO leadership protocols</li> <li>• Training reports</li> <li>• MEAL reports</li> </ul> <p><b>People</b></p> <ul style="list-style-type: none"> <li>• Project participants, former project participants</li> <li>• Project staff</li> </ul>
	<ul style="list-style-type: none"> <li>• To what extent are the objectives of the project being attained?</li> <li>• What is the percentage of the project fulfilment against the set indicators?</li> <li>• To what extent the project strategies, methodologies, tools and processes contributed to the achievement of the planned results?</li> </ul> <p><u>Building sustainable community-based responses</u></p>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>• SOS CV Somalia FS data base</li> <li>• Quarterly progress reports</li> <li>• Annual FSP project plan</li> <li>• Self-evaluation report</li> <li>• Family cases</li> <li>• Feedback mechanisms.</li> <li>• Annual monitoring and evaluation of the project</li> <li>• Statistics</li> <li>• Partnership agreements</li> <li>• MEAL reports</li> </ul>

	<ul style="list-style-type: none"> <li>• To what extent the project objectives and activities are in compliance of the needs of the target group?</li> <li>• Does the support system being built in the target communities effectively respond to the situation of children at risk of losing parental care?</li> <li>• To what extent the community demonstrates interest to the project outcomes?</li> <li>• To what extent local authorities are involved and provide support to the project?</li> </ul> <p><u>Building self-reliance in families where children are at risk of losing parental care</u></p> <ul style="list-style-type: none"> <li>• How many families have participated in the project? Are all of them in need of the project services?</li> <li>• To what extent the target groups are aware of the project and the services it provides? Do all families of the target group receive services by the project?</li> <li>• To what extent have beneficiaries been satisfied with the project interventions?</li> <li>• To what extent the amount, type and quality of the services correspond to the needs of the target group?</li> <li>• To what extent have children from families of origin participated in the project remained in the care of their families? To what extent has the quality of care and protection and living conditions of the child participants, improved in families of origin? Are they satisfied with the services they received and its quality?</li> <li>• To what extent the results which they reached are sustainable and is effective after they left the project?</li> <li>• What are the reasons for other families to fail in achieving self-reliance by the end of the evaluated period?</li> <li>• What approaches and strategies defined in family development plans have been the most efficient and contributing in achieving self-reliance?</li> <li>• To what extent does the approach of working with families contribute to the families' self-reliance?</li> <li>• Is replication or removal of certain approaches required to increase efficiency?</li> </ul>	<p><b>People</b></p> <ul style="list-style-type: none"> <li>• Children, families and state specialists who are participating or have participated in the project</li> <li>• Partners (key implementation partner, public bodies and private partners</li> <li>• Project staff</li> </ul>
<p><b>Effectiveness</b> To what extent has the program achieved its goal? Is the intervention achieving its objectives?</p>	<ul style="list-style-type: none"> <li>• To what extent have the project objectives been achieved?</li> <li>• To what extent have the project strategies, methodologies, tools and processes contributed to the achievement of the planned results?</li> <li>• To what extent were the project objectives and activities in compliance with the target group needs?</li> </ul>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>• SOS CV Somalia FS data base.</li> <li>• Project progress reports</li> <li>• Complaints and Feedback mechanisms.</li> <li>• Capacity assessment reports of CBOs, Pre and post- training assessments.</li> </ul>

	<ul style="list-style-type: none"> <li>• To what extent were the beneficiaries aware of the project and the services it provided? Did all the targeted beneficiaries receive services by the project?</li> <li>• To what extent were beneficiaries satisfied with the project interventions?</li> <li>• Does the support system built in the target communities effectively respond to the situation of the target group?</li> <li>• To what extent did the SOS Children's Villages contribute to the capacity building of the public / private partners and main duty bearers to respond to the situation of the target group?</li> <li>• To what extent were the local authorities involved and provided support to the project?</li> <li>• To what extent is BMZ FSP succeeding in establishing strengthened community structures and practices in improving economic status of households living in extreme poverty?</li> </ul>	<ul style="list-style-type: none"> <li>• MEAL reports</li> </ul> <p><b>People</b></p> <ul style="list-style-type: none"> <li>• Children and families who are participating or have participated in the project</li> <li>• Partners (public bodies, government, key implementation partner)</li> <li>• Other stakeholders</li> <li>• Project staff</li> </ul>
<p><b>Efficiency</b> How well are resources being used?</p>	<ul style="list-style-type: none"> <li>• Were activities cost-efficient?</li> <li>• Were objectives achieved on time?</li> <li>• Was the programme or project implemented in the most efficient way compared to alternatives?</li> </ul>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>• BVA reports</li> <li>• Quarterly financial reports.</li> <li>• Project reports</li> </ul> <p><b>People</b></p> <ul style="list-style-type: none"> <li>• SOS CV Somalia FS data base</li> <li>• Children and families who are participating or have participated in the project</li> <li>• Partners (public bodies, government, key implementation partner)</li> <li>• Other stakeholders</li> <li>• Project staff</li> </ul>
<p><b>Impact</b> What are the main impacts of the project on the lives of the The systematic analysis of the changes in the lives of children, families, communities and other stakeholders brought by the project? What difference does the intervention make?</p>	<ul style="list-style-type: none"> <li>• What has been the impact in line with the planned results of the project, in terms of changes brought about in the situation of children, families and communities?</li> <li>• What has been the impact beyond the planned results of the project, in terms of changes brought about in the situation of children, families and communities? (Positive and/or negative)</li> </ul>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>• SOS CV Somalia FS data base</li> <li>• Log-frame/Indicators as per BMZ Project proposal</li> <li>• Project progress reports</li> <li>• Self-evaluation report</li> <li>• Family cases</li> <li>• Feedback questionnaires</li> <li>• Annual monitoring and evaluation of the project</li> </ul> <p><b>People</b></p> <ul style="list-style-type: none"> <li>• Children and families who are participating or have participated in the project</li> <li>• Partners (public bodies, government, key implementation partner)</li> <li>• Other stakeholders</li> <li>• Project staff</li> </ul>

<p><b>Sustainability</b> Measuring whether the benefits of an activity are likely to continue after donor funding has been withdrawn? <i>Will the benefits last?</i></p>	<ul style="list-style-type: none"> <li>To what extent can activities, results and effects be expected to continue after project (BMZ/HGFD financing) has ended?</li> <li>Has the capacity of the implementation partner been developed? If so, in what areas and how?</li> </ul>	<p><b>People</b></p> <ul style="list-style-type: none"> <li>Children, caregivers (families) and state specialists who are participating or have participated in the project</li> <li>Partners (public bodies, government, key implementation partner)</li> <li>Volunteers participated in the project</li> <li>Project staff</li> </ul>
<p><b>Project management and coordination</b> Does the project management and coordination ensure the quality implementation of the project?</p>	<ul style="list-style-type: none"> <li>To what extent does the project have appropriate management and coordination structures and organization of the process? Are these structures aimed at quality of the project implementation?</li> <li>Who else from the local partners are involved in the process of management and coordination and how does it affect the quality implementation?</li> </ul>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>SOS CV Somalia FS data base</li> <li>Project progress reports</li> <li>Partnership agreements</li> </ul> <p><b>People</b></p> <ul style="list-style-type: none"> <li>Project management</li> <li>Partners (public bodies, government, key implementation partner)</li> <li>Project staff</li> </ul>

• **Methodology to be applied in the evaluation**

The External Evaluation should be based on a participatory approach involving and engaging a wide and diverse range of stakeholders. Stakeholders' participation is necessary for accountability, promoting ownership and sustainability, facilitating buy in, and further use of the evaluation recommendations. The participatory approach is very useful in engaging stakeholders and gaining their insights, experiences with the programmes and the benefits accrued to them as a result of the programmes. The evaluation implies the inclusion of various 'rights holders' who benefit from the project, as well as the 'duty bearers' or those responsible and accountable for providing services. This is necessary to assess whether benefits and contributions are fairly distributed by the interventions being evaluated.

In general, the evaluation methodology is concentrated on the objective observation, description and explanation of changes that have happened in beneficiaries lives due to their participation in the project. The evaluation approach should be results-oriented to provide evidence of both quantitative and qualitative achievements as well as the outputs and outcomes obtained by the programmes (or not). Both primary and secondary data should be used in the evaluation and be collected from a wide and diverse range of primary and secondary sources.

Secondary information should be collected from documents provided to the evaluator. Primary information should be collected from the stakeholders of the programs (as indicated in the sampling framework) through on site direct observations, semi structured interviews, and focus group discussions with project staff members.

The external evaluation work should be guided by the Ethical Code of Conduct.

**4. Process of evaluation**

The external evaluator will plan and design data collection methodology and process and agree on site visits to the project areas to meet project participants (children, families, state specialists, project team and project stakeholders, and collect information in accordance with the requirements stipulated in the evaluation design).

The methodology of evaluation will include the following:

- Document review including analysis on key reference documents listed in Terms of Reference;
- Case study of randomly selected beneficiaries' files (present and those who exited the project)
- Interviews (structured and/or semi-structured; in person and/or by telephone) with key informants listed in Terms of Reference
- Focus groups with selected key informants – children, care-givers, partners, community members
- Other methods relevant to evaluation objectives and scope

**Data collection process includes:**

- Reviewing the project documentation and other sources of information at project level
- Field observation of the project's activities and the changes they have brought to beneficiaries and the community
- Identification of the major stakeholders who are associated with the project to be interviewed, such as the direct participants of the project (children, care-givers) implementation partners, key local government representatives, and other service providers
- Selection of representative sample of communities or groups to be interviewed on the basis of agreed criteria
- Agreeing on the type of information to be collected
- Preparation of checklists and other tools for data collection
- Develop methodological tools for data collection and consult with project staff on project/national level
- To fill in questionnaires and conduct interviews with co-workers, beneficiaries, representatives of partners, local authorities and community, focus groups and analysis of data, SWOT Analysis.

**Data analysis and elaboration of evaluation report:**

The external evaluator will analyse collected data and will prepare an evaluation report that describes the main evaluator's findings, recommendations and lessons learned. The final report should follow the structure and content as outlined in the terms of references. That process step includes:

- Analysis of the data and elaboration of conclusions and recommendations
- Preparation of a draft report
- Present the findings to the respective project staff on local/national and regional/continental level to ensure triangulation
- Finalise the report after inputs from various stakeholders

The evaluation should use quantitative (e.g. surveys) and qualitative data collection methods such as semi-structured interviews (for example with focus groups, key informant, large groups, individual interviews, etc.) as necessary.

The main participants of the evaluation are:

- Direct project beneficiaries (children/babies, pregnant women/young mothers, employees of local authorities)
- Project staff (social workers, psychologist, coordinator and other hired specialists)
- Project staff on the National level (NMEAL manager, IPDM, NAC &FSC, NPDD)
- Direct stakeholders (CBOs)

## 5. Outputs and Deliverables

The external evaluator should prepare the following key deliverables:

- Evaluation design – contains the evaluation framework; detailed evaluation methodology; work plan and budget
- Developed evaluation tools
- Draft evaluation report – Draft report will be prepared in line with the proposed structure outlined in section 10 of this document and should be submitted to national project management, electronically via e-mail
- Final evaluation report - The findings of the external evaluation shall be presented in a written report following the proposed outline. Attachments – Templates of applied evaluation tools (questionnaires; main areas for focus groups and etc.). Final evaluation report should be submitted to National Director in English, in electronic and hard formats.

## 6. Expert profile of the Evaluation team

Individual consultants or firms with competences in this domain who fulfil all requirements to carry out this study are eligible.

- **The consultant must have:**

- Proven competency in monitoring and evaluation, including impact assessment or project evaluation
- A university degree in social sciences, development studies or economy, project planning and management background
- A good understanding of development work
- A good understanding of child rights and issues affecting vulnerable children
- Good facilitation and interpersonal skills
- Proven experience in participatory processes and data collection methods
- Strong skills in coordinating teamwork

- Strong analytical and conceptual skills
- Excellent written communication skills
- Ability to transfer complex concepts and ideas into practical and simple language
- Ideally experience in organising research processes with/for SOS Children's Villages
- Ideally have experience and credibility in providing evaluating services to BMZ FSP financed projects

The evaluation team should consist of the **number of persons** which can be affordable in accordance with the approved evaluation budget. Roles and responsibilities in the team are distributed in accordance to the competence, level of expertise and requirements of the evaluation team. In order to be more time effective, the work with the documents, meetings with the project team, beneficiaries, partners and stakeholders can be done simultaneously and divided among evaluation team members.

Team leader of the evaluation team is responsible for:

- Quality and timely fulfilment of the ToR with expected results of the evaluation
  - Overall evaluation design of the process
  - Elaborated evaluation plan indicating each step of the process
  - Effective distribution of the responsibilities among evaluation team members
  - Quality and timely implementation of the evaluation plan
  - Effective and quality data collection
  - Data compilation and analysing aimed at reaching goal of the evaluation
  - Preparation and submission of high quality and consistent evaluation report in due course
- External evaluators should **not be biased** and have any reason for conflict of interests. Evaluation team must respect participating communities' culture, social norms, values and behavior; and maintain appropriate relationships with participants to this evaluation.

## 7. Tentative time table

Below is the detailed description of milestones and deadlines from the first activity until the end of the contract

1	# of weeks and Dates	Actions	Success indicator
1	1 <sup>st</sup> week October	Hold first meeting with the client and defining of the contracted volume of work	The volume of work agreed and the contract is signed by both parties
		Prepare the action plan for the evaluation process indicating the exact dates of visiting the location	Plan is prepared and approved by SOS CV Somalia
		Finalise the list of the basic documents to be provided to the evaluation team. If translation is needed define the documents for translation	List of the documents to be translated is finalised and sent for translation
		Analyse all available basic project documents (BMZ-proposal, reports, BMZ-guidelines, concepts, etc.)	Evaluation team received the documents in time
2	2 <sup>nd</sup> week October	Develop set of tools (interviews, questionnaires, focus group scenarios etc.)	The set of tools is defined and approved by SOS CV Somalia
		2 <sup>nd</sup> meeting with the client and discussion of the methodology and tools to be used during evaluation	Methodology and tools are defined and approved by SOS CV Somalia
		Prepare and submit to NO schedule of site visits mentioning all required documents to be prepared in the location.	Schedule is approved by SOS CV Somalia and received by the location. All required documents are prepared by the location.

3	3 <sup>rd</sup> week October	Develop and finalise with the location the visit plan with the defined local stakeholders, SOS location workers, stakeholders in the location, beneficiaries in the location.	Visit plan is agreed with the location, final visit plan (if needed) is received by the evaluators
		Make visit to the project location	Evaluators are in the location
		Hold meetings with all relevant parties as per the visit plan	Questionnaires are filled, focus groups and interviews are documented
4	4 <sup>th</sup> week October	Provide and analyse project documents in the location	Evaluators possess all required documents in the location
		Analyse all data and prepare the draft report indicating the findings, recommendations, lessons learnt	Draft report is prepared and shared with SOS CV Somalia
		3d meeting with the client and discussion of the preliminary results of the evaluation	Feedback from NO is received by the evaluators
5	1 <sup>st</sup> week November	Make the final draft report	Final draft report is received
		Provide feedback for the final draft report from SOS CV Somalia and insert in the final draft	Feedback is received by evaluators and inserted in the final draft
		Prepare and send final draft to SOS CV Somalia	Final draft received and approved by SOS CV Somalia in the final draft and final draft received by SOS CV Somalia
		Conduct a validation work for all stakeholders (Line ministries, clusters and local authority)	

## 8. Management of the evaluation:

Management involvement in the process is defined by the scope of responsibilities in the organisation. During the evaluation, the responsibilities will be distributed as follows:

#	Title/position	Responsibilities
National Office of SOS Children Villages Somalia		
1	National Director (ND)	Final approval of evaluation processes and the final evaluation report
2	National Project Development Director (NPDD)	Definition of the overall scope of work for the evaluation Accompaniment of the evaluation process Provision of feedback
3	National MEAL manager	Monitoring of the whole working process Direct exchange with the evaluator on methodology, action plan, draft report etc. Preparation of meeting and visit plans
4	Project Coordinator	Organisation of meetings with all relevant people as per the visit plan Provision of relevant documents and information (reports, statistics, etc.)





### **3. CONDITIONS FOR EVALUATION**

- Local context, problem statement, project's initial potential and potential changes throughout the project period, through e.g. political / social / environmental developments
- Presence and actions of other stakeholders
- Risk factors for achieving project objectives

### **4. PERFORMANCE OF GERMAN AND IMPLEMENTING PARTNER**

- Staff qualification
- Changes at German and implementing partner organisation

### **5. DEVELOPMENTAL EFFECTIVENESS**

#### **5.1. RELEVANCE**

- Consistency of project objectives with the needs of the target group and the objectives of the donor (BMZ), the German partner (HGFD) and the implementing partner (SOS CV Somalia)
- Adequate developmental approach and conceptualisation

#### **5.2. EFFECTIVENESS**

- Quality of project planning
- Quality of system of indicators and objectives
- Quality of project implementation
- Motivation, ownership and legitimacy of implementing partner
- Quality of project management
- Achievement of project objectives
- Other effects on output and outcome level (incl. negative, if any)

#### **5.3. EFFICIENCY**

- Cost effectiveness of the project

#### **5.4. IMPACT**

- Achievement of overall objective
- Model character, establishment of structures and broad impact
- Other effects of overall, developmental impact (incl. negative, if any)

#### **5.5. SUSTAINABILITY**

- Durability of positive impact (after project completion); also considering potential changes in the project context
- Risks for and potential of sustainable impact on the level of the organisation and the target group

### **6. CROSS-CUTTING ISSUES**

- Cross-cutting topics of development cooperation (e.g. gender equality, human rights, inclusion, environmental sustainability)
- Contribution to organisational goals

### **7. CONCLUSIONS AND RECOMMENDATIONS**

#### **7.1 CONCLUSIONS**

#### **7.2 RECOMMENDATIONS**

#### **7.3 LESSONS LEARNED**

### **ANNEXES**

- Terms of Reference
- Composition and independence (non bias) of evaluation team
- Evaluation matrix
- Evaluation plan and time diagram
- List of stakeholders consulted
- Bibliography/reference
- Questionnaires/other data collection instruments
- Debriefing Protocol
- System of objectives and indicators

- Others if necessary

## 11. Selection criteria

The criteria that will be used for selection of the successful consultant are as follows:

- Method: The proposed method for evaluating the impact of the project is suitable.
- Timetable/work plan: The timetable/work plan are realistic and meet the needs of the project
- Cost: The cost of the proposal given the availability of data, analysis, method, and other aspects of the proposal are reasonable and feasible.
- Experience: The level of training and experience of the consultants in undertaking impact evaluations and recommendations from organisations for which the consultant(s) have worked previously.
- Proposals should include details on data use, indicators of impact, method, and strategy for institutional analysis, work plan, costs, and CV of the consultant.

## 12. Mode of payment

**Payment will be made in three instalments as indicated below**

- 1<sup>st</sup> Instalment: The consultant shall receive 25% of the total agreed amount upon signing of the contract
- 2<sup>nd</sup> Instalment: The consultant shall receive 25% after the submission of the draft report, and after having received feedback from relevant stakeholders. This phase includes presentation of the draft report.
- 3<sup>rd</sup> Instalment: The consultant shall receive the remaining 50% of the total payment after incorporating all of the feedbacks received from various stakeholders and the submission of the final report.

## 13. How to Apply

We welcome applications from both individuals and firms with a deadline of September 10th 2021, 12:00 am (East Africa time). Documents should be submitted to: [procurement@sossomalia.org](mailto:procurement@sossomalia.org), referencing \*External Impact Evaluation - BMZ-financed projects\* in the subject of the email.

**Interested candidates are expected to submit the following documents as part of their bid application: -**

- Technical proposal indicating Previous experience format
- Financial Proposal in a breakdown
- CVs of the research team member(s) including current geographical location(s)
- Three references (at least two of them must be familiar with your work)
- An example of a recent/relevant evaluation report (if available for public use)