

## Terms of Reference

# Independent Evaluation of the Aktion Deutschland Hilft (ADH) Appeal for Eastern Africa

### 1. Background

The Platform of German aid organisations Aktion Deutschland Hilft (ADH; Germany's Relief Coalition) launched an Eastern Africa Crisis Appeal on 11.07.2011.

So far the appeal raised over 18 million Euros. Out of all ADH member organisations 17 requested funds for their emergency responses. In total 29 projects were implemented so far since 2011. During June 2011 and March 2012 funds totalling 6,3 million Euros were already allocated to the Member Organizations. For more information refer to: [www.aktion-deutschland-hilft.de](http://www.aktion-deutschland-hilft.de).

East Africa is experiencing a major humanitarian crisis due to drought. Most affected are people across Ethiopia, Kenya and Somalia. ADH's member organisations are providing lifesaving aid.

Across the region, we are delivering:

- Food for people across drought-hit areas, especially providing school meals, with the target to supply approximately 2100 kcal/person/day
- WASH (water, sanitation and hygiene) activities
- Emergency nutritional support for malnourished children and their mothers
- Support of small scale farmers with irrigation systems, seeds and trainings
- Distribution of non food items (NFI) such as jerry cans, mosquito nets, buckets, sleeping mats

### 2. Scope and objectives of the evaluation

ADH plans an evaluation in order to serve the purpose of learning for improving the design and management of future projects and to demonstrate accountability to donors and beneficiaries.

The evaluation will examine the member organisations food aid projects' goals in Kenya in relation to project outcomes, as well as the LRRD (linking relief, rehabilitation and development) approach in terms of sustainability of the emergency projects.

The main aspects to be addressed in the evaluation are:

- **Efficiency:** assess how inputs have been converted to outputs (qualitative and quantitative), with a main focus on food aid, and comparing different approaches; estimate the cost to supply approximately 2100 kcal/person/day
- **Effectiveness:** assess the extent to which the project objectives were achieved with a special focus on the monitoring and evaluations methods (i.e. assessments, monitoring, surveillance) used in the different partner organisations; this should include a review in which way appropriate M&E tools were used in the implementation and running of the programmes
- **Connectedness:** assess if and in which way the LRRD approach was already taken into account in the emergency phase of the Kenyan projects; evaluate the probable launch of LRRD projects as result of the emergency projects in terms of sustainability; is there evidence of a transition from relief/rehabilitation/development in the projects; are exit strategies existing

The evaluation should review the effectiveness, efficiency and connectedness of ADH member organisations food aid programmes in Kenya, in order to identify gaps and to provide recommendations for further improvement of these programmes.

### 3. Evaluation approach and methodology

The evaluators must adopt a consultative and participative approach. This will include:

- Desk review of programme documents and reports such as proposals, assessments, project budgets, monitoring and assessment reports, member organisations' own evaluations, accountability standards, etc. (secondary information analysis)
- Interviews with ADH in Germany, with selected member organisations in Germany and in the field (direct information analysis)
- Field visit to the region where ADH funds are being implemented (most probably Kenya), interviews and/or focus group discussions with beneficiaries, local representatives and other stakeholders (indirect information analysis)
- Submission of a draft evaluation report to ADH and its member organisations for comments and feedback
- Debriefing workshop for ADH and its member organisations, led by the evaluator
  - To present the draft findings of the draft evaluation report
  - To discuss substantive issues emerging from the draft report
  - To gather feedback on the findings and build consensus on recommendations
- Submission of final evaluation report

Where necessary, communication may be arranged over email, telephone or Skype.

The evaluation should combine evaluation tools based on international standards and guidelines like the Code of Conduct of the Red Cross/Red Crescent societies, the Sphere Minimum Standards and the adapted ALNAP and OECD/DAC criteria.

#### 4. Deliverables and report deadline

➤ **Proposal outlining methodology and work plan**

- Max. 4 pages

The proposal outlining the methodology and the design of the planned evaluation and the work plan are part of the documents to participate in the second stage of the tender. Together with the comments and suggestions on this TOR, they will be used as a basis to discuss and agree on the inception report during the kick-off (briefing) workshop with ADH.

**Deadline:** Documents needed to participate in the second stage of the tender / Discussion of documents during the kick-off (briefing) workshop with ADH and its member organisations (working group “evaluation”)

➤ **Inception report**

- Max. 5 pages

The inception report should set out the planned approach to meeting the consultancy objectives, methodologies to be used and questions to be answered through the reviews and planned interview. It should provide a description of how data will be collected and drafts of suggested data collection tools such as questionnaires and interview guides. It should further include the structure of reporting.

**Deadline:** 3 days after the kick-off (briefing) workshop with ADH and its member organisations (working group “evaluation”) and prior to beginning of the work; the inception report needs the approval of ADH

➤ **Draft evaluation report**

For structure refer to final evaluation report

**Deadline:** 10 days after return from field visit

➤ **Final evaluation report**

- Max. 40 pages excluding annexes

The report should include (but is not limited to) the following:

1. Executive summary
  - Max. 2-3 pages
2. Evaluation purpose, objectives, and scope

3. Evaluation methodology
  - Reflection on linking to this TOR and possible constraints leading to deviations from the TOR
  - Application of OECD/DAC criteria
4. Findings
  - Related to the objectives of the TOR
5. Conclusions with recommendations and lessons learned for food aid programmes
6. Appendices
  - Including evaluation terms of reference, maps, questionnaires, list of respondents, and bibliography

**Deadline:** 4 days after the debriefing workshop with ADH and its member organisations (working group “evaluation”) to discuss and comment draft evaluation report

### Language

- The evaluation report will be produced in German and English
- The executive summary will be written both in German and English

The evaluators will report to ADHs general director.

They will be bound by normal ADH rules of confidentiality. All material collected in the undertaking of the evaluation process must be lodged with the office of ADH prior to termination of the contract. The evaluation report and all background documentation will be property of ADH and will be promulgated as appropriate by the ADH office.

### 5. Expected timeframe

- Call for CVs and references: 20.07.2012
- Closing date for applications (only short-listed candidates): 31.08.2012
- Recruitment of evaluators: until 14.09.2012
- Kick-off (briefing): week of 17. - 21.09.2012
- Inception report: 3 days later
- Evaluation phase including field trip to Kenya: until 20.10.2012
- Draft evaluation report: until 26.10.2012
- Debriefing workshop: first week of November 2012
- Finalisation of evaluation: 4 days later

The evaluation team leader should alert the ADH office immediately if serious problems or delays are encountered. Approval for any significant changes to the evaluation timetable will be referred to the ADH office.

## **6. Budget**

Expressions of interest should include a proposed budget for the evaluation, covering consultancy fees, international travel, and per diem. The budget should present consultancy fee costs according to number of expected working days over the entire period. It is anticipated that the evaluation will last around 30 to 42 working days.

The consultant is responsible for her/his own travel itinerary. ADH will provide all contact persons (addresses etc.) of all member organisations.

## **7. Qualification of evaluators**

The evaluation team should consist of an international and a Kenyan consultant.

The international consultant should have the following skills and experiences:

- Technical expertise with food aid programmes
- Demonstrated capacity and experience in evaluating the overall impact, efficiency and effectiveness of large scale emergency programs
- Prior experience in East Africa
- Fluent in English and German
- Demonstrated oral and written communication skills
- Demonstrated cross-cultural skills
- Experience in multi-methodological approach in evaluation of emergency and/ or development programmes
- Experienced with the work of ADH is a plus

## 8. Tender

Tenders will be accepted by freelance consultants as well as from commercial companies, NGOs or academics.

### **ADH has a 2-stage recruitment process:**

- **First stage:** Call for up to date CVs and at least two references for all evaluators involved.
- **Second stage:** Short-listed evaluators will be invited by ADH to submit a complete offer.
  - **This offer must include the following:**
    - Covering letter explaining interest and suitability for this position
    - Proposal outlining methodology and work plan (max. 4 pages)
    - Comments and suggestions on this TOR
    - Proposed evaluation budget
    - Example of at least one report that was completed for a recent evaluation of a humanitarian programme, ideally with a focus on food aid

The final decision on tenders will be taken by ADH, following short-listing and possible interviews. We thank all applicants, however only short listed candidates will be invited to submit a complete offer and will be contacted for the next step in the application process.

### **Deadline for CVs and references:**

Forward CVs and references **electronically** to Sibylle Gerstl at [qualitaetssicherung@aktion-deutschland-hilft.de](mailto:qualitaetssicherung@aktion-deutschland-hilft.de) by **20.07.2012**

### **Deadline for complete offers (after invitation by ADH only):**

Forward offers **electronically** to Sibylle Gerstl at [qualitaetssicherung@aktion-deutschland-hilft.de](mailto:qualitaetssicherung@aktion-deutschland-hilft.de) by **31.08.2012**

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