

## AVIS D'APPEL D'OFFRES PUBLIQUE No 032/EZO-BHA/ FY24

A: Tous	Pour tout renseignement, écrivez à l'adresse ci-après :
De: WOLRD VISION DR CONGO Project : I-LIFE project	Email: <a href="mailto:drc_procurements@wvi.org">drc_procurements@wvi.org</a>
<b>Date limite de manifestation d'intérêt : 13/08/2024</b>	Nombre de pages incluant cette page : 20

### Objet: Appel d'Offres des travaux d'Evaluation finale du projet I-LIFE

Messieurs/Mesdames,

Dans le cadre de la mise en œuvre du Projet I-LIFE exécuté dans la province du Nord Kivu, World Vision DRC invite les entreprises du secteur de l'évaluation des projets à soumettre leur offre Technique et Financière à cet appel d'offres relatif à la réalisation des travaux de l'évaluation externe des activités réalisées dans le cadre de ce projet.

- World Vision DR Congo, au travers de son service de la chaîne d'approvisionnement invite tous les potentiels Cabinets d'évaluations intéressés et remplissant les critères, à soumissionner en suivant les instructions ci-dessous ;
- Si vous êtes intéressé, veuillez envoyer par un mail à l'adresse mail ci-haut pour la manifestation d'intérêt.
- L'objet du mail doit être obligatoirement **AVIS D'APPEL D'OFFRES PUBLIQUE N° 032/EZO-BHA/ FY24**

#### 1. Offre Technique et Financière

Éléments Clés de l'Offre Technique :

- Lettre de soumission avec le coût total du marché ;
- Présentation de l'Entreprise ou de la Société ;
- CV et copie des Diplômes des personnes clés qui seront sur le Projet ;
- Méthodologie de travail ;
- Chronogramme/planning des activités ;
- La Liste des équipements de travail dont vous disposez ;
- 3 Références récentes des travaux similaires ; les expériences dans la zone d'intervention constituent un atout

#### 2. Offre Financière

a. Offre des Prix

b. Documents Administratifs et Fiscaux à jour :

i. Le RCCM, Registre Commercial et des Crédits Mobiliers

- ii. Identification Nationale
- iii. Numéro d'immatriculation CNSS accompagné la preuve de régularité des cotisations CNSS)
- iv. Certificat d'agrément aux ITPR
- v. Le Numéro d'impôt
- vi. Attestation de la Situation Fiscale en cours de validité
- c. Les Coordonnées Bancaires
- d. Le délai de Validité de l'offre
- e. Le délai de livraison

## COMMENT POSTULER

- Pour postuler, envoyez un mail de manifestation d'intérêt à l'adresse mail : [drc\\_procurments@wvi.org](mailto:drc_procurments@wvi.org) tout en indiquant le numéro de l'offre comme objet du mail.
- Votre offre (Technique et Financière) sera envoyée directement dans notre système coupa à travers le lien que vous recevrez par mail entre le 13 et 15 Aout 2024. Les offres non envoyées par coupa ne seront pas prises en compte lors de l'évaluation technique.

### **N.B.:**

- World Vision International se réserve le droit d'accepter ou de rejeter toute demande qui ne remplit pas les critères exigés et n'est pas tenue de donner les motifs de sa décision. Sauf les offres réunissant les conditions décrites ci-haut seront retenues et les soumissionnaires contactés pour des étapes suivantes ;
- ***Une mauvaise expérience avec World Vision lors des opportunités antérieures notamment des travaux mal faits, des retards horribles et non justifiés dans la mise en œuvre est une raison suffisante d'être exclu à concourir à ce marché !***

Goma, le 29/ 07/ 2024

*David Munkley*  
boxSIGN 4PJL87K9-1898P6K5



**David MUNKLEY**  
**Zonal Director**

# **End-of-Project Evaluation Terms of Reference**

## **Integrated Emergency Life-Saving Interventions (I-LIFE) for households affected by conflict in North Kivu Province of the Democratic Republic of Congo**

**Project Number: C219825**

**World Vision World Vision DRC and BHA**

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## **Glossary**

*Add and delete acronyms according to what is needed for your document.*

CoH	Channels of Hope
COGEP	Committee of water management
DIVAS	Division of Social Affairs
DIVIGENRE	Division of Gender, Family & Children
DME	Design Monitoring and Evaluation
DPA	World Vision Development Programme Approach
DPO	Disabled Persons' Organisation
DRC	Democratic Republic of Congo
FGD	Focus Group Discussion
GBV	Gender-Based Violence
KII	Key Informant Interview
MoU	Memorandum of Understanding
M&E	Monitoring and Evaluation
ITT	Indicator Tracking Table
NGO	Non-Government Organisation
SMC	School Management Committee
ToR	Terms of Reference
WASH	Water, Sanitation and Hygiene
WV	World Vision
WVDRC	World Vision Democratic Republic of Congo

# 1 Project Summary

Project Name	: <b>Integrated Emergency Life-Saving Interventions (I-LIFE) for households affected by conflict in Rutshuru, Nyiragongo and Masisi territories in North Kivu Province of the Democratic Republic of Congo</b>
Project Number	: C219825
Country and district(s)	: Democratic Republic of Congo, North kivu
Start date	: 1 Aout 2023
End date	: 30 september 2024
Total Project Budget	: USD23 500 000
Number of People Affected in the Target Areas:	<b>1,986,080</b>
Number of People Targeted by Sex	<b>233,940 people (74,382 women, 44,926 girls, 72,043 men, 42,587 boys)</b>
<b>Number of People Targeted by Sex for the funded modification</b>	<b>131,952 people (35,627 women, 31,668 girls 34, 308 men and 30,349 boys)</b>
Of the above total, number of IDPs Targeted	<b>134,850 (41,083 women, 27,691 girls, 42,697 men and 26,342 boys)</b>
<b>Of the above total for the funded modification, number of IDPs Targeted</b>	<b>92,366 people reached (24,939 women, 22,168 girls, 24,016 men and 21,244 boys)</b>
Of the above total, number of Refugees Targeted:	0
Geographic Areas:	<b>North Kivu province, Rutshuru, Nyiragongo and Masisi territories</b>

## 2. Background to the final evaluation

The Humanitarian Needs Overview (HNO) in DRC determined that more than 25.4 million people - a quarter of the population – require assistance, with the most urgent humanitarian needs concentrated in the eastern provinces, severely hit by violence and insecurity. Until 31 December 2023, more than 9.6 million people were on the move in DRC, including 6.5 million internally displaced persons, 2.6 million returnees and 527,000 refugees, making the displacement crisis in the country one of the largest in the world,<sup>1</sup> the province with the second greatest number of vulnerable people across the country. 1.6 million of these people are affected by conflict and disaster-related population movements (IDPs, returnees, expellees, host families).

The project focused on three health zones located in the North Kivu (Masisi, Nyiragongo and Rutshuru. The project intervened in two sectors which are **WASH** (Water, Sanitation, and Hygiene) through five sub sectors that are water supply, sanitation, hygiene promotion, WASH NFI and Environment health. The second sector is the **Food Assistance**.

The project is being implemented for 25 months starting by August 11, 2022. The project targets are, for WASH 240,074 (64,820 women, 55,618 girls, 62,419 men and 55,217 boys) and for Food Assistance is 167,594 (45,250 Women, 40,223 girls, 43,574 men, 38,547 boys ). The main stakeholders in this project are the local administration, health zone authorities, water management communities WASH cluster, UNICEF, Food Security Cluster, IDP camp's committee.

### Evaluation objectives

The main objective of this evaluation is to assess the overall impact and effectiveness of the interventions implemented as part of the I-LIFE project. It aims to determine the extent to which the objectives and expected results have been achieved, to identify success factors and constraints, and to provide recommendations for improving future similar humanitarian interventions. The results of this evaluation will also be used to report to stakeholders, including donors, beneficiaries and implementing partners.

### Specific evaluation objectives

The specific objectives of the evaluation are to :

- Assess the relevance of project interventions in relation to the needs of target populations.
- Measure the efficiency of the resources used to achieve the expected results.
- Determine the effectiveness of interventions and their impact on beneficiaries.
- Analyze the sustainability of the results obtained and the ability of communities to maintain the project's achievements.
- Identify the cross-cutting themes addressed by the project and their integration into activities.

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<sup>1</sup> DRC Humanitarian Needs Overview 2024

- Provide practical recommendations for improving the design and implementation of future projects.

## **Project relevance analysis**

The project relevance analysis aims to assess the extent to which the project was aligned with the needs of the target populations and local priorities. This section will examine whether the project's objectives and activities were appropriate and relevant given the socio-economic context and humanitarian needs in the territories of Rutshuru, Nyiragongo, and Masisi. It will also analyze the appropriateness of intervention strategies to the realities on the ground.

## **Project efficiency analysis**

The project efficiency analysis will focus on the use of financial, human and material resources in the implementation of activities. It will assess the relationship between the resources mobilized and the results obtained, and identify aspects where resources were used optimally or, on the contrary, where there were inefficiencies. The aim of this section is to determine whether the project has achieved its objectives in a cost-effective manner.

## **Project effectiveness analysis**

The analysis of project effectiveness will examine the achievement of specific objectives and expected results. It will assess the extent to which project activities have improved the living conditions of target populations, particularly in terms of food security and WASH (Water, Sanitation, and Hygiene) conditions. Performance indicators will be used to measure the direct impact on beneficiaries.

## **Project sustainability analysis**

Project sustainability analysis will look at the continuity of benefits after funding and intervention have ended. This section will assess the mechanisms put in place to ensure the sustainability of the results and structures created by the project, including water management committees and food security practices. It will identify the factors favoring or limiting the sustainability of interventions.

## **Analysis of cross-cutting themes**

The analysis of cross-cutting themes will focus on the integration of considerations such as gender, child protection, and the inclusion of marginalized groups. This section will assess the extent to which the project has taken these aspects into account in the design and implementation of activities, and how they have been addressed to ensure an equitable and protective intervention for all beneficiaries.

## **Drawing up recommendations**

Recommendations are drawn up based on the findings of the previous analyses. This section will propose concrete actions and strategies to improve future interventions, reinforce identified strengths and correct weaknesses. The recommendations will aim to optimize the



impact of similar projects and ensure a better response to the needs of target populations in similar humanitarian contexts.

## **Expected results**

The expected results of this evaluation include:

- A detailed report on the project's relevance, efficiency, effectiveness, sustainability and integration of cross-cutting themes.
- An analysis of lessons learned and best practices.
- Practical recommendations for future humanitarian interventions and the management of similar projects.
- Presentation of results and recommendations to project stakeholders.

## **Evaluation methodology and supervision**

The evaluation methodology should include a combination of qualitative and quantitative approaches to ensure an in-depth analysis of the various aspects of the project. Methods may include field surveys, stakeholder interviews, focus groups and document analysis. The evaluation will be overseen by a steering committee made up of representatives of World Vision, local stakeholders and evaluation experts. This committee will ensure that the evaluation is carried out in accordance with ethical and methodological standards, and will provide technical and logistical support to the evaluation consultant.

The evaluation methodology will include a mixed-methods approach, combining qualitative and quantitative methods to obtain a comprehensive overview of the project's achievements. The evaluation will be carried out in several stages:

1. Document review: Analysis of project documents, monitoring and evaluation reports, and other relevant data to understand the context and objectives of the project.
2. Field survey: Carrying out beneficiary surveys, direct observations and interviews with key stakeholders to gather data on the project's impact and results.
3. Focus groups: Organization of focus groups with beneficiaries and community members to obtain qualitative perspectives on project effectiveness and efficiency.
4. Data analysis: Processing and analysis of collected data to assess project performance against defined indicators.
5. Evaluation report: Drafting of a detailed report presenting results, analyses, conclusions and recommendations.

### a. Stakeholders and Audience

The stakeholders and audience for the study include:

- Community leaders, camp managers and project participants
- The Bureau for Humanitarian Affairs (BHA)
- World Vision project staff;
- Health zone authorities including IT/ Nurse, responsible of HA
- WASH cluster ;
- Water point management committees
- Members of Civil Society/Local NGOs;
- Food Security Cluster

## 3. Project Indicators

### ***Outcomes Indicators Included in Endline Study***

The indicators below are outcome indicators that require collection through dedicated studies outside of regular project activities. These indicators have been collected at the baseline study and will be measured at endline subject of these Terms of Reference.

<b>Indicator</b>	<b>Data Collection Method</b>
FS01: Percent of households with poor, borderline, and acceptable Food Consumption Score (FCS)	Beneficiary Based Survey (Baseline, PDM, Endline)
FS02: Mean and median Reduced Coping Strategies Index (rCSI) scores	Beneficiary Based Survey (Baseline, PDM, Endline)
FS03: Percent of households with moderate and severe Household Hunger Scale (HHS) scores	Beneficiary Based Survey (Baseline, PDM, Endline)
F02: Percent of households where women/men reported participating in decisions on the use of food assistance	Beneficiary Based Survey (Baseline, PDM, Endline)
W29: Number of individuals directly utilizing improved water services provided with BHA funding	Population-based endline survey**
W33: Percent of households targeted by the WASH activity that are collecting all water for drinking, cooking, and hygiene from improved water sources	Population-based Survey (Baseline, Endline)**
W15: Percent of households in target areas practicing open defecation	Population-based Survey (Baseline, Endline)**
W18: Percent of households targeted by latrine construction/promotion activities whose latrines are completed and clean	Population-based household survey**
W10: Percent of individuals targeted by the hygiene promotion activity who know	Population-based baseline/endline survey**

at least three (3) of the five (5) critical times to wash hands	
W11: Percent of households targeted by the hygiene promotion activity who store their drinking water safely in clean containers	Population-based baseline/endline survey (that includes direct observation)**
W04: Percent of households targeted by the WASH promotion activity that are properly disposing of solid waste	Population-based baseline/endline survey**

### ***Outputs Indicators Included in Endline Study***

The following process indicators for project deliverables will be spot-checked for evidence, quality, community perceptions and usage.

<b>Indicator</b>	<b>Data Collection Method</b>
C02: Number of water points rehabilitated	Routine monitoring
W39: Percent of water user committees created and/or trained by the WASH activity that are active at least three (3) months after training.	Routine monitoring
C03: Number of water points constructed	Routine monitoring
C04: Number of WPMCs created and/or revitalized	Routine monitoring
C05: Number of WPMCs members trained	Routine monitoring
W14: Number of individuals gaining access to a basic sanitation service as a result of BHA assistance)	Routine monitoring
W7: Number of individuals receiving direct hygiene promotion (excluding mass media campaigns and without double-counting)	Routine monitoring
W25: Total number of individuals receiving WASH NFIs assistance through all modalities (without double-counting)	Routine monitoring
W16: Number of communities verified as "open defecation free" (ODF) as a result of BHA assistance	Routine monitoring
C06: Number of target household beneficiaries, community leaders, and zonal authorities trained on solid waste management	Routine monitoring
C07: Number of cleaning campaign organized in targeted communities	Routine monitoring

W02: Average number of community cleanup/debris removal events conducted per community targeted by the environmental health activity	Routine monitoring
W26: Percent of households reporting satisfaction with the contents of the WASH NFIs received through direct distribution (i.e., kits) or vouchers	Beneficiary-based monitoring survey (e.g., PDM)
W28: Percent of households reporting satisfaction with the quality of the WASH NFIs received through direct distribution (i.e., kits) or vouchers	Beneficiary-based monitoring survey (e.g., PDM)
W18: Percent of households targeted by latrine construction/promotion activities whose latrines are completed and clean	Population-based (household) Survey (endline value is 0)
W13: Number of individuals directly utilizing improved sanitation services provided with BHA funding	Population-based (household) Survey (with direct observation)
W29: Number of individuals directly utilizing improved water services provided with BHA funding	Population-based (household) Survey
F01: Number of beneficiaries receiving food assistance	Routine monitoring
FS04: Number of individuals (beneficiaries) participating in BHA food security activities	Routine monitoring
K01: Total USD value of cash transferred to beneficiaries	Routine monitoring
K03: Total quantity (in metric tons) of food distributed to beneficiaries	Routine monitoring of routine monitoring of activity document

## 4. Scope and Methodology

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The evaluation methodology will include a mixed-methods approach, combining qualitative and quantitative methods to obtain a comprehensive overview of the project's achievements. The evaluation will be carried out in several stages:

1. Document review: Analysis of project documents, monitoring and evaluation reports, and other relevant data to understand the context and objectives of the project.
2. Field survey: Carrying out beneficiary surveys, direct observations and interviews with key stakeholders to gather data on the project's impact and results.
3. Focus groups: Organization of focus groups with beneficiaries and community members to obtain qualitative perspectives on project effectiveness and efficiency.
4. Data analysis: Processing and analysis of collected data to assess project performance against defined indicators.
5. Evaluation report: Drafting of a detailed report presenting results, analyses, conclusions and recommendations

### **Sample Size Calculation**

The sample size calculation is driven by the key purpose of the baseline /Endline (comparative), the key indicators of interest, and the sampling methodology.

The MEAL team calculated sample sizes for the key project indicators and found that the sample size was largest using W33: Percent of households targeted by the WASH activity that are collecting all water for drinking, cooking, and hygiene from improved water sources.

The sample size calculation was performed using the following formula:

$$n_{initial} = D_{est} \left[ \frac{z_{1-\alpha} \sqrt{2\underline{P}(1-\underline{P})} + z_{1-\beta} \sqrt{P_{1,est}(1-P_{1,est}) + P_{2,est}(1-P_{2,est})}}{\delta} \right]^2$$

Where:

$n_{initial}$  = is the initial sample size required by the surveys for each of the two time points

$\delta = P_{1,est} - P_{2,est}$  = minimum effect size to be achieved over the time frame specified by the two surveys

$P_{1,est}$  = represents a survey estimate of the true population proportion  $P_1$  at baseline

$P_{2,est}$  = represents a survey estimate of the true population proportion  $P_2$  at baseline

$$\underline{P} = \frac{P_{1,est} + P_{2,est}}{2}$$

$z_{1-\alpha}$  is the value from the normal probability distribution corresponding to a confidence level  $1-\beta$ . For  $1-\beta = 0.95$ , the corresponding value is  $z_{0.95} = 1.96$ .

$z_{1-\beta}$  is the value from the normal probability distribution corresponding to a power level of  $1-\beta$ .

For  $1-\beta = 0.80$ , the corresponding value is  $z_{0.80} = 0.84$ .

$D_{est}$  is the estimated design effect (DEFF) of the survey.

<b>W33: Percent of households targeted by the WASH activity that are collecting all water for drinking, cooking, and hygiene from improved water sources sample size for two stage sampling are:</b>	
$P_{1,est}$	<b>48%<sup>2</sup> (0.48)</b>
$P_{2,est}$	<b>58% (0.58)</b>
$z_{1-\alpha}$	<b>95% (1.96)</b>
$z_{1-\beta}$	<b>80% (0.84)</b>
$D_{est}$	<b>2</b>
$n_{initial}$	<b>835</b>
<b>Non-response adjustments</b>	<b>10%</b>
$n_{final}$	<b>918</b>

The table below provides information on the sample design with probability proportional to the survey size mentioned above:

<b>Kibirizi and bambo HZ</b>	<b>HA</b>	<b># Pop.</b>	<b>Pty</b>	<b>n</b>
	Birundule	19929	8%	73
	cbce	18497	7%	65
	Kikuku	27275	11%	101
	Nyanzale	43371	17%	156
	Singa	23541	10%	92
	<b>Tot. sub-sample</b>	<b>132613</b>	<b>53%</b>	<b>487</b>
<b>NYIRAGONGO HZ</b>	<b>HA</b>	<b># Pop</b>	<b>Pté</b>	<b>n</b>
	Mugungu	11760	5%	46
	Rusoyo	13598	6%	55
	<b>Tot. sub-sample</b>	<b>25358</b>	<b>11%</b>	<b>101</b>
<b>MASISI HZ</b>	<b>HA</b>	<b># Pop</b>	<b>Pté</b>	<b>n</b>
	Nyabyondo	16799	7%	65
	Kitsule	19865	8%	73

<sup>2</sup> Multi-Sector Response to the Protracted Crisis in North Kivu Province of the DRC – November 3<sup>rd</sup>, 2022, P#9

	Masisi	20189	8%	73
	Bukombo	19434	8%	73
	sati	11893	5%	46
	<b>Tot. sub-sample</b>	<b>88180</b>	<b>36%</b>	<b>330</b>
<b>Total</b>		<b>246151</b>	<b>100%</b>	<b>918</b>

### ***Qualitative Data Collection***

Qualitative data will be collected through KIIs with key participants, and FGDs with key groups. Participant individuals and groups will be selected purposively. A total of 34 participants will be selected for KIIs in supported health zone and 14 Focus Groups (4 per health zone) with 8 participants in each group to ensure saturation is reached. (If saturation is reached before this number of interviews is achieved, the interviews can stop to make best use of resources). Qualitative data will complement quantitative findings by providing in-depth insights into the perceptions of the project participants and explaining the values produced by the quantitative data collection.

## 5. Ethical and Technical Requirements

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The survey team must subscribe to the respect of the ethical rules and various other relevant policies of World-Vision. This step will be done through signing of the contract in connection with this evaluation mission. These are specifically the Code of Conduct for Suppliers, the letter of declaration of conflicts of interest, Safeguarding Policy & Acknowledgment Statement, the Protocol on anti-corruption and anti-fraud. In addition, during the implementation of our activities in the field, the consent of the persons interviewed and/or the guardian of the children must be obtained. The successful Consultant will be expected to address these issues (including during training of enumerators) as part of their Inception Report.

The consultant should ensure that all data from the survey is treated with strict confidentiality throughout the data collection, management and analysis process. All efforts should be taken to ensure that the participants in the survey are aware of the intended use of the data and the safeguarding measures in place to protect the data

## 6. Roles and Responsibilities of Consultant/Evaluation Lead

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### a. Scope of work

- The consultant must carefully read the ToR and develop a sound technical and financial proposal for the assignment.
- Must ensure that tool development and refinement of methods takes into cognisance the different groups targeted by the project, including the most vulnerable ones. The consultant has to put in place concrete measures to ensure the evaluation product is representative of all the voices.
- The inception report must respond to all issues raised in this ToR including how the evaluation will address the key evaluation questions
- Consultant is responsible for ensuring data quality through intensive training with the data collection and follow up measures through both physical measures and the utilisation of technology for data quality.
- The consultant must ensure that all data collected will be utilised and that all indicators have been properly mapped.
- Adequate measures for data management throughout the evaluation must be instituted for both quantitative and qualitative data.

### b. Deliverables

The consultant must deliver:

- An Inception Report using the embedded template
- Refined tools as part of the Inception Report
- A complete first draft report using the embedded template;
- A second to a third draft report using the embedded template;
- Submit the final evaluation report.
- a Final Report using the embedded template
- Worth noting that the Consultant will have presentation on collected data prior to first draft report



*There may be other deliverables depending on what you have included in Section 8.1.*

The following tools will be used to review and approve the final report.

The following tool will be used to assess the quality of the final report. The score will not affect approval but consultants should aim to score highly according to each of the criteria as a way of maximising the quality of the report.

**c. Selection criteria**

Element	Score
Minimum of 5-10 years of experience in conducting studies, collecting data and producing qualitative and mixed-methods research reports, preferably for international non-profit organizations or multilateral agencies, including studies in education, child protection, youth empowerment, vocational training and related fields	20
Demonstrated experience in designing quantitative and qualitative studies, including data analysis, statistical inference, and presentation, including charts and infographics	10
Experience in known qualitative software and data analysis, and in presenting qualitative data, including diagrams, detailed descriptions and other approaches	10
Experience with administering education outcomes measurement tools such as EGRA, STAR and EGMA	20
Prior experience with World Vision or other international NGO assessment of BHA funded Wash and Food&cash projects within the last two – five years in the DRC.	15
Fluency in French is essential	5
Preferred research or academic institutions (or affiliates)	5
Demonstrated ability to produce a high quality report in French and English under tight deadline	10

**7. Assignment Conditions**

The assignment is expected to be awarded in country (DRC) and the successful consultant is expected to have a team within the country to deliver the assignment successfully. World Vision will meet the logistical costs. The consultant is expected to recruit and deploy a team of data collectors as necessary and ensure they are adequately trained to deliver the assignment with the expected quality.

## 8. Limitations

Some issues to consider during this evaluation

1. Access to some project locations may be limited due roads destroyed by flooding and landslides or broken bridges but WVDRC will ensure that their local sub-office works on mitigating the effects of this.
2. Teacher's strikes may also happen as this has happened before. WVDRC will take an active interest in updating the consultant on the same and ensuring that there are workable alternative arrangements.
3. Demonstration in the project locations – the local security focal person will ensure that this is mitigated, and staff and consultants are safe.
4. Political campaigns for upcoming elections and possible unrest following elections
5. Participants relocated to other villages

## 9. Schedule and timeframe

Phase: preparation	Responsible	Due date
<b>Phase: Bid and Award</b>	World Vision	
Call for Proposals advertised	World Vision	23 July 2024
Deadline for clarifications	World Vision	24 July 2024
Receive proposals,	World Vision	28 July 2024
Evaluation Timeframe i.e. Interview,	World Vision	25 August 2024
Award of Contract using appropriate procurement practices	World Vision	september 2024
Draft Inception Plan	Consultant	september 2024
Final Inception Plan	Consultant	October 2024
Recruitment of data collection team	Consultant	october 2024
<b>Phase: data collection</b>	Consultant	October-november
<i>Indicator measurement</i>	Consultant	
- Quantitative participant selection	Consultant	
- Quantitative data collection	Consultant	
- Quantitative data analysis and presentation of findings	Consultant	
<i>Learning Lessons</i>	Consultant	
Qualitative participant selection	Consultant	
Qualitative data collection	Consultant	
Qualitative data analysis	Consultant	
<b>Phase: report writing</b>	Consultant	
1 <sup>st</sup> complete draft report	Consultant	december 2024

Review first draft	<i>World Vision, SRH, Mean manager, PM, MEAL, CIM</i>	decembre 2024
2 <sup>nd</sup> draft report, first draft executive summary / impact brief	Consultant	january 2025
Review second draft	<i>World Vision, SRH, Mean manager, PM, MEAL, CIM</i>	January 2025
Final report and executive summary / impact brief	<i>World Vision, SRH, Mean manager, PM, MEAL, CIM</i>	february 2025

## 10. Budget

must be giving by the consultant

## 11. Instructions to bidders and evaluation criteria

The interested Consulting firm/Consultant will have to produce both a technical and a financial proposal based on this ToR and submit the same to the National Office as per the guidance below:

### A. Instructions to interested bidders

- The **deadline** to submit your bid is set on the 18 August 2024
- Bid should be submitted in **English** and include the following:
  - **Technical offer** including the following:
    - Proposed methodology (not exceeding 5 x A4 pages)
    - Detailed proposed workplan
    - CV of the consultant firm (if relevant) (not exceeding 2 x A4 pages)
    - Roles and responsibilities of evaluation team member (including level of effort)
    - Summary CV of evaluation team members detailing similar experience (not exceeding a quarter A4 page per team member)
    - Full CVs in annex (not exceeding 3 x A4 pages per CV)
    - Samples of previous similar pieces of work (not exceeding 2 pieces of work)
    - Contact of references (2 references minimum to be provided)
  - **Detailed financial offer** in USD currency describing consulting fees, international and national travels, costs of facilitators, transport, travel and accommodation
  - Written confirmation of availability during the indicated timeframe
  - Submit your bid by: (add submission options here).

### B. Questions and Answers (optional)

Questions regarding this bid can be asked until the 20<sup>th</sup> of August and should be addressed to the Supply Chain department.

## **12. Hiring Conditions and contractual requirements**

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The successful consultant will have to meet all the World Vision International DRC and World Vision Australia procurement requirements. These include and are not limited to, the pre-award background checks (police clearance, blocked party list etc), signing of all child and adult safeguarding policies and undertaking to ensure the observance of the same throughout the process. Relevant documentation will be shared with the successful consultant prior to the final award.

## **13. Reference Documents**

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Below are the relevant documents for the assignment, which will be shared upon request with the bidders for this opportunity.

- Baseline Report
- MTR Report and Dataset
- Proposal Design Document
- Progress Reports (Semi Annual and Annual)
- Context Reports
- MEAL Documents