



Islamic Relief Kenya

Terms of Reference

External Endline Evaluation Consultancy
'Integrated Community Support Project (ICSP)'
Mandera County

REF NO: IRK/ENDLINE/ICSP/MDR/2024

ISSUED ON: **FRIDAY 6th Dec 2024**

CLOSING DATE: **WEDNESDAY 11th Dec 2024 11.00 AM**

NAME AND CONTACT OF PROCURING ENTITY:

Islamic Relief Kenya
Kirichwa Road, off Ngong Road
P.O.BOX 417 – 00202 KNH, Nairobi
Email: procurement.Irk@islamic-relief.or.ke

Project:	Integrated Community Support Project - (ICSP)
Activity:	External Endline Evaluation for ‘Integrated Community Support Project - (ICSP)’ in Mandera County.
Location:	Mandera County
Duration:	28 days

1.0 BACKGROUND

IR Kenya started operations in Kenya in 1993 through a local CBO in Mandera District, Northern Kenya. It opened its fully-fledged office in March in 2006 at the height of drought in the Horn of Africa. Since then, it has been providing humanitarian and development assistance to vulnerable communities. Over these years IRK has remarkably changed the lives of the vulnerable and disadvantaged communities. In January 2010 and October 2011, IRK extended its operation to Wajir county and Garissa County; to serve both the local community and Refugee at Dadaab Camp. Islamic Relief Kenya is currently implementing programmes in the following sectors: Health and Nutrition; WASH (Water, Sanitation and Hygiene); Sustainable Livelihoods and Disaster Risk reduction (DRR); Child Welfare/Protection & Education; and Emergency Response. Over the years, IR Kenya has implemented various development and relief activities which have remarkably changed the lives of vulnerable and disadvantaged communities in Garissa, Wajir, Mandera, Kilifi, Marsabit and Kajiado Counties.

IR Kenya has a commitment to standards which ascribe to program quality and improved programming. This obliges us to conduct an endline evaluation study for the ICSP project in the specific areas of the project interventions. The baseline study will provide the much-needed platform for the project implementation process and re-alignment of interventions to improve project relevance and effectiveness.

2.0 PROJECT SUMMARY

Integrated Community Support Project (ICSP) is a 24-month project aiming to empower the vulnerable communities in Mandera county through the provision of integrated Community Support interventions with components on education, livelihoods and WASH. The project aimed to enhance access to inclusive and accessible education, improved alternative livelihood to the target households and increased availability of water for household use and food production.

The program activities is in line with the local government strategic plans including the Mandera CIDP 2018-22 & IR Kenya 2022 Business Plan, NDMA Plan IRK has been taking deliberate steps to support Mandera communities in their journeys to self-reliance through capacity building of relevant ministries at the National, County and Sub-counties levels, and increased efforts to involve county department officials in the routine monitoring and supervision of education, Livelihood and WASH interventions. IRK has also provided adequate training for direct beneficiaries with the end goal of sustainable programming.

Project goal/impact: To empower widows and children through increased economic opportunities and lifelong skills developments.

Project outcomes:

Outcome 1: Improved school infrastructure and facilities for quality learning

Outcome 2: Increased productivity and income for the target households

Outcome 3: Increased access to portable water for the targeted households

Project outputs:

Output 1.1: 1,000 pupils have access to quality education

Output 2.1: 500 household have improved agricultural and livestock productivity.

Output 3.1: 3000 households have access to clean portable water for household and livestock use

3.0 Purpose and Scope of The Endline Evaluation

As ICSP project ends, IRK intends to carry out an endline evaluation with a purpose of determining whether the project outcomes were achieved. The end line evaluation will also be able to determine whether ICSP project was relevant and coherent, done efficiently and effectively. Further the evaluation will determine the sustainability measures put in place as well as how accountable it was conducted.

The main purpose of the evaluation will be to determine the changes that has taken place as a result of project intervention based on the key project indicators as spelt out in the project approved proposal. Therefore, the end line evaluation will be able to determine the extent to which project outcomes were achieved. These should be reported against the baseline data of the project to show the achievements.

3.1. Evaluation Scope

The end line evaluation is expected to take place at the end of ICSP project which is December 2024. The end line evaluation will be done in Mandera County County, Mandera East and Mandera North Sub counties and will only include direct or indirect project beneficiaries. Islamic Relief Kenya will assist the consultant to identify such beneficiaries.

3.2. Key Evaluation Questions

1. How did the project contribute to education improvements in terms on access, retention and transition and livelihood improvements?
2. How did project contribute to pupils' performance in the targeted schools?
3. How did the project contribute to the reduction in time taken by HH and livestock to access water?
4. How did the project ensure the OECD-DAC principles during its implementation?
5. What are the intended and unintended, positive or negative results (impacts) of the project
6. What lessons can be learnt from the project implementation and what good practises can we derive from the project?

4.0 Methodology

The end line evaluation will apply both qualitative and quantitative approaches. While quantitative data will give the end line value of key program indicators, qualitative data will provide the beneficiaries perspectives and opinions about the project based on the project's objectives. The consultant is expected to come up with appropriate design that best suits this study. The methodology will be presented as part of the draft work plan as outlined in the deliverables below and included in the final report. This study is an end line evaluation, which will involve review of internal document such as project proposal documents, baseline report, progress reports and project data, including the MEAL plan and more. There should be meaningful and safe participation of women, people with disability, children and the most vulnerable groups, ensuring ethical standards for research among the vulnerable groups are followed, including informed consent and assent, ensuring the best interest of the vulnerable groups, confidentiality and adhering to do no harm as aligned in the IRK Policy.

Focus group discussions, key informant interviews, and lessons learned and validation workshops are required.

Sampling Strategy

The target population study will be ICSP project beneficiaries derived from the project sites in Mandera County. The consultant will be required to come up with the appropriate technique for the sample size estimation.

5.0 Expected Deliverables

The consultant is expected to report to the Islamic Relief Kenya MEAL Coordinator. The following are the expected deliverables.

1. Inception report and data collection tools.
2. Draft report to be validated by Islamic Relief Kenya and Islamic Relief Worldwide technical team
3. Final Report after addressing inputs from both IRK and IRW technical teams (the report must be submitted in MS Word and PDF format as well as three printed copies which should be handed to IRK team upon the completion of this activity).
4. Datasets for quantitative data in Excel format and KII and FGD transcripts in word. Beneficiary data is personal data and MUST be protected within the IRK data protection policy which will be shared to the consultant.
5. A PowerPoint presentation which summarises the entire study

In performing the activities related to the evaluation, the consultant is expected to strictly adhere to IRK, **data protection and privacy policy, Child safeguarding, Safeguarding and IRK code of conduct.**

6.0 Roles and Responsibilities

Role/responsibilities of the Consultant

- Develop an inception report, detailing the study design, methodology, indicators, data collection tools, work plan schedule for carrying out the assignment agreed in consultation with MEAL coordinator
- Conduct desk-review of relevant project documents
- Develop quantitative and qualitative data collection tools in consultation with the MEAL Coordinator
- Conduct training for the data collection teams including pre-testing/piloting of tools
- Plan and coordinate quantitative and qualitative data collection
- Work with IR Kenya project team in planning study logistics
- Conduct data quality assurance
- Review, clean and analyze data collected
- Presentation of the preliminary findings for input from IRK team and stakeholders
- Incorporate input from project stakeholders and submit final report
- Produce Endline study report

Role of IRK

- Recruit external consultant for the endline study
- Review and provide input on the consultant's deliverables
- Guide on the engagement with consultant

- Provide consultant with background documents, reports and available secondary data for review
- Provide oversight during data collection
- Ensure smooth flow of consultancy engagement processes including all contractual obligations

Reporting

Lead Consultant Will plan and coordinate data collection, review data, analyze it and prepare a high-quality report

The consultant will report to the MEAL Coordinator and works closely with IRK Mandera field office - Field Coordinator, MEAL Officer and other project staff. Project MEAL Officer will support in coordination of data collection process.

7.0 Duration of the Assignment and logistics

The consultant should describe the evaluation’s overall schedule (i.e., duration, phasing, and timing of different activities), required preparations for work, conditions that might affect data collection, analysis and reporting. However, below are some suggested timelines owed to the urgency of this assignment and open for deliberation.

ITEM	# of days to complete	Suggested dates
Selection of the consultant	-	
Inception meeting between IR Kenya and the consultant to discuss the understanding of the assignment	1	
Review of project documents and submission of inception report including data collection tools	3	
Finalize inception report and data collection tools based on feedback received	3	
Planning & actualization of consultancy logistics	1	
Conduct training for enumerators including pre-testing, and prepare for fieldwork	2	
Conduct data collection	6	
Data cleaning, analysis and submission of data tables and syntax files	2	
Developing of draft evaluation report	6	
Drafting and submission of draft final report after incorporating input on preliminary report and from the validation workshop	2	
Validation workshop with IR Kenya and stakeholders	1	
Incorporation of final report review comments and submission of final report to IR	1	
TOTAL	28	

8.0 Consultants Qualifications, Skills and Experience

The Consultant/s will possess the following minimum skills;

- A minimum master’s degree in social sciences or relevant field
- At least 6 years’ experience undertaking evaluations and/or assessment for Food security, livelihoods, WASH, Education and integrated projects
- Must have led at least two to three similar/assignments in the past 3 years
- Proven skills in research, monitoring and evaluation
- Proven experience in conducting qualitative, quantitative and mixed methods evaluation studies

- Computer proficiency with good knowledge of MS office (Word, Excel, PowerPoint) and SPSS desirable
- Experienced in undertaking evaluations in ASAL areas will be an added advantage
- Excellent analytical and report writing skills
- Excellent written and spoken English
- Excellent time management skills
- Ability to work well both independently and in a team
- Excellent conflict sensitive approaches and able to work in highly sensitive environments

9.0 ETHICAL CONSIDERATIONS

The below ethical considerations will be adhered to during the evaluation survey:

- IRW recognizes the personal dignity and rights of children and vulnerable adults, towards whom it has a special responsibility and duty of care and respect. The consultant is expected to adhere to IRW Safeguarding policy and sign as an appendix to their contract of engagement and agree to conduct themselves in accordance with the provisions of these documents.
- The evaluation will be conducted by an independent and impartial external consultant assisted by IR Kenya MEAL Teams.
- Quantitative data will be obtained from a randomly selected representative population sample.
- Assert that their participation in the survey will be voluntary. and they are aware that they can opt out at any time. (Note that participants may leave or refuse to answer any question at any time and that this will not affect their standing with the organization)
- Anonymity, confidentiality and safeguarding of survey data will be guaranteed.
- There will be no risks and benefits for individual participants
- The culture, norms and traditions of study populations will be respected.
- Consent will be sought prior to commencing data gathering
- Views and opinions of the different survey subjects will be respected.
- For interviews with children, there will be an informed consent process to ensure that all children, their parents/guardians and vulnerable adults are fully aware of all aspects of the evaluation process and voluntarily provide their consent to take part. All caregivers/guardians will be asked to provide informed consent for children's participation in the study, in line with UNCRC's recognition of children's evolving capacities and a parent/guardian's responsibility to ensure a child's well-being and safety.
- All the respondent's data will be kept in a confidential way and shared only with the consent of IR Kenya

10.0 Products rights and ownership

The ownership of the evaluation reports and associated products will belong to IR Kenya and any documents or publications related to this evaluation will not be shared externally except with the consent of the IRK country director

11.0 Submission of interest

Bid Submission Requirements

Interested bidders are advised to read the submission instructions carefully to ensure compliance

Submission Email: To be submitted via email: tenders@islamic-relief.or.ke

Single PDF Document: Each bid must be submitted as a single, consolidated PDF document (**Max 25mb**). Multiple or fragmented submissions will not be accepted.

Bidder Email: Interested bidders may submit their bids **ONLY** from the official email address of the bidder or company.

Direct PDF Attachment Only: Bid documents must be attached directly as PDF files in the submission email. Links to external file-sharing platforms, such as Google Drive or Dropbox, are not permitted and will not be reviewed.

Subject Line Specification: Bidders must include the tender name and reference number in the email subject line to ensure proper filtering and identification of submissions.

Disqualification Notice: Failure to adhere to these submission requirements will result in the disqualification of the bid.

Tender Name: ICSP Project Endline Evaluation Consultancy - Mandera County

Tender Ref No: IRK/ENDLINE/ICSP/MDR/2024

Submission Deadline: Wednesday, 11th December 2024 at 11:00 am

12.0 Application

Fully filled **BID DOCUMENTS** along with the following:

- Capability statement: How the consultant or firm is structured for the assignment, the role each staff will play including the CVs of the key personnel who will take part in the consultancy.
- Technical Proposal: The consultant's understanding and interpretation of the Terms of Reference (TOR), a detailed methodology on how the data collection and analysis will be done and detailed implementation schedule for the study as well as any other proposed approaches the consultant may deem fit for this endline study.
- Financial proposal: Itemized budget proposal that should include the consultancy fees and operational costs.
- References: Names, addresses, telephone numbers of three organizations that you have conducted baseline/evaluations for within the last three years, that will serve as your professional referees.
- List of Evaluation reports done in the past three years: Final reports for the baselines or evaluations conducted for the three reference organizations provided.