



Islamic Relief  
Kenya

## **Terms of Reference**

External Endline Evaluation Consultancy Livelihood Diversification Project (LDP) Phase 2  
Kilifi County.

IRK/IRWS/KLF/LDP/001/03/2025

**March, 2025**

<b>Project:</b>	<b>Livelihood Diversification Project (LDP) Phase 2</b>
<b>Activity:</b>	<b>External Endline Evaluation for Livelihood Diversification Project (LDP) Phase 2 In Kilifi County, Kenya IR Switzerland Co-Fund</b>
<b>Location:</b>	<b>Kilifi County</b>
<b>Duration:</b>	<b>28 days</b>

## **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 end line evaluation study for the LDP project in the specific areas of the project interventions to help in documenting intended and unintended changes that have been realized that can be attributed to the project.

## **2.0 PROJECT SUMMARY**

Building upon the success of a previous initiative in Kilifi County that aimed at addressing the critical challenges posed by global warming and climate variability in the region, this project is dedicated to enhancing the resilience, diversity, and integration of livelihoods among 2,500 households. It is a continuation of previous efforts, seeking to uplift the livelihoods, purchasing power, and overall well-being of the target communities in Kilifi County through a combination of sustainable agricultural practices, enhanced water access, and diversified income sources.

The project's core objectives revolve around improving household income, securing access to safe drinking water, and distributing drought-resistant seeds and farming inputs. These efforts are aimed at significantly bolstering food security in the region.

To achieve these objectives, the project hopes to adopt a holistic approach by encouraging the adoption of climate-smart, resilient practices. These include the promotion of apiculture (beekeeping) for commercial purposes, the provision of drought-tolerant seeds, the enhancement of poultry rearing through improved breeds, the development of goat breeds suitable for meat and milk production, and the introduction of kitchen garden technologies to boost household nutritional status. Additionally, the project is committed to increasing access to clean, potable water, particularly in the most arid areas of Kilifi County.

**Project goal/impact:** Improved resilience and hygiene among vulnerable famers households in Kilifi County.

**Project outcomes:**

**Outcome 1:** Improved food security and income for 2500 vulnerable households

**Outcome 2:** Increased access to water for domestic, agriculture, livestock, and community social amenities

**Project outputs:**

**Output 1.1:** Increased adoption of climate-resilient livelihood coping strategies for 815 households

**Output 1.2:** Improved farm and animal production

**Output 1.3:** Small- scale farmers gain skills in entrepreneurship

**Output 2.1:** Increased access to potable water for households and local schools (2500hh)

### **3.0 Purpose and Scope of The Endline Evaluation**

IRK seeks to engage a qualified consultant/consultancy firm to conduct an endline evaluation of the project “Livelihood Diversification Project (LDP) Phase 2”. This project was implemented in Kilifi County, Kaloleni Sub County. The endline evaluation aims to assess the outcome of the Livelihood Diversification Project. The consultant, therefore, will be expected to conduct field visits to the target counties and gather data from relevant stakeholders to harvest project outcomes and lessons learnt during the implementation period. The consultant will also review relevant documents including the needs assessment/baseline reports and project documents to gather enough background upon which the evaluation will be conducted.

#### **3.1. *Intended Outcome***

The intended outcome of this endline evaluation is to assess **the achievement of the project results against project targets, relevance, effectiveness, efficiency, impact, coherence, community engagement and accountability and sustainability of the project initiatives**. Further, the evaluation should document the broad programming challenges/gaps, lessons for broader organizational learning, and recommendations drawn during the implementation period for consideration in future programming. The evaluation should not only assess how well the initiative has performed but also seeks to answer the ‘why’ question by identifying factors contributing to (or inhibiting) the successful delivery of the results. The evaluation should compare with baseline conditions and assess change.

### **4.0 Methodology**

The consultants will propose the most suitable study design, sampling methods and approach, sample size, data collection, and analysis approaches that are suitable for this project during the end-line. This should be clearly outlined in the bidding document/proposal and if qualified to the interview stage to have further discussion with the evaluation management team. The consulting team should propose respondents’ interview or data sources that can answer the log frame indicators and provide comparable statistics (meaningful comparison between baseline/needs assessment and end-line) to document any changes.

## 5.0 Expected Deliverables

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 consultants 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

The consultant will report to the MEAL Coordinator and works closely with IRK Malindi field office -Field Coordinator, MEAL Officer and other project staff. The Project 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 preparing for fieldwork	2	
Conduct data collection	6	
Data cleaning, analysis and submission of data tables and syntax files	2	
Developing 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	
<b>TOTAL</b>	<b>28</b>	

### 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
- Experience 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 Evaluation Criteria

The evaluation committee shall evaluate the proposals based on their responsiveness to the Terms of Reference, through the following stages:

- Preliminary/mandatory evaluation
- Technical evaluation
- Financial evaluation

### ***Preliminary/mandatory evaluation***

The following shall form the basis for preliminary evaluation. Interested bidders MUST attach the following.

- Certificate of registration (applicable to consultancy firms – CR12) and ID of proprietor or ID for individual consultant.
- Copy of VAT/PIN certificate from KRA.
- Valid Tax compliance certificate
- Should be a firm/individual consultant with office/operational establishments within Kenya (attach business permit).

A proposal shall be rejected at this stage if it does not have all the valid preliminary/mandatory documentation.

### ***Technical evaluation.***

The evaluation committee shall evaluate the proposals based on their responsiveness to the Terms of Reference, with keen interest in the following:

1. Experience in conducting similar services within the last five years. Attach contracts, LPOs, or recommendations, etc. - 20 points  
Demonstratable consultancy experience working in similar assessments with NGOs focus on livelihoods, WASH and Education development sectors. - 10 points  
**Maximum points 30**
2. The lead consultant must have a minimum of 5 years' experience in conducting evaluations, development of strategic plans, Outcome harvesting, etc. with international NGOs preferably with a broad understanding of livelihoods, WASH and Education development sectors. - 20 points  
The lead consultant/applicant must have a Master's Degree in Project Planning and Management, Development Studies, or other Social Sciences fields. (Attach academic certification and CV). -10 points  
**Maximum points 30**
3. Adequacy of methodology in responding to the terms of reference and Proposed Work-plan. (20 points will be awarded for an adequate methodology and 10 points for an adequate work plan)  
**Maximum points 30**
4. Attach at least two samples of similar work done, preferably for an international non-governmental organization with programming around livelihoods, WASH and Education development sectors, etc. will be an added advantage.

### **Maximum points 10**

Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve **the minimum technical score of 70%**.

### **Financial evaluation**

Bids determined to be substantially responsive to the requirements of the terms of reference shall be subjected to financial evaluation.

#### **12.0 Submission of interest**

Interested candidate/s who fully meet the above criteria are invited to download the bid documents from Islamic relief website <https://islamic-relief.or.ke>

Point of contact for clarifications, questions and amendments [procurement.irk@islamic-relief.or.ke](mailto:procurement.irk@islamic-relief.or.ke)

Email Address for submission of Proposals/ Quotes [tenders@islamic-relief.or.ke](mailto:tenders@islamic-relief.or.ke)

The subject of the email should read **EOI: LDP PHASE 2 (IR SWISS) PROJECT ENDLINE EVALUATION CONSULTANCY – KILIFI COUNTY**

#### **13.0 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.

It should be submitted on or before **Thursday on 10<sup>th</sup> April 2025 at 11:00am** The subject of the application letter should read **EOI: LDP PHASE 2 (IR SWISS) PROJECT ENDLINE EVALUATION CONSULTANCY - KILIFI COUNTY** and should be addressed to:

The Country Director  
Islamic Relief Kenya  
Kirichwa Road, off Ngong Road  
P.O Box 417-002032 (KNH)  
Nairobi, Kenya

**Note: Only electronic applications will be accepted. Incomplete applications will not be considered, and only successful candidates will be contacted. Any form of canvassing will lead to automatic disqualification.**