**REQUEST FOR QUOTATION**

From:

|  |  |
| --- | --- |
| **NRC Addis Ababa Country Office**3rd FloorIsaac TowerAirport Road (Between Ethio Supermarket & Shoa Supermarket)Bole JapanAddis AbabaPO Box 25612/1000Ethiopia<https://goo.gl/maps/C45nQBS81UfxY625A>  |  |

Date: **23 April 2021**

**Subject: End of Project Evaluation**

NRC Ethiopia wishes to contract qualified conultantes to under take **End of Project Evaluation**

**Manner of Submission:**

Please submit your quotation by hand to the address listed above in a **sealed envelope** or to et.tenders@nrc.no before the deadline listed below.

Deadline for submission of quotations is **10 May 2021** before 16:30 promptly. **Companies who do not submit their quotation by this deadline will not be considered**. All bids delivered to NRC **MUST** be registered on submission. Your quotation should clearly indicate the following:

* Net price after deduction of discounts.
* Validity of the offer (3 months preferred)
* Lead time in days for requesting the service.

**Documents to be submitted with the bid:**

1. This RFQ completed, signed, dated and stamped/ signed on every page
	1. Requirements
		1. Technical specifications
		2. Quantities
	2. Financial offer
	3. Conditions of quotation
	4. Ethical standards
	5. Bidding form and declaration
2. Business license registration certificate (Commercial registration)
3. Tax Identification Number (TIN) registration certificate (Tax registration)
4. Value Added Tax (VAT) registration certificate (if VAT is to be charged)

**REQUIREMENTS**

The office of the Norwegian Refugee Council invites your company to make a firm offer for the following services/ goods:

**Quantities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Item** | **Quantity** | **UoM** | **Delivery to** |
| **1** | **End of Project Evaluation** | **1** | **Lump sum**  | Tigray and Gambella regions of Ethiopia  |

may and will vary depend on the actual requirements

**Technical specifications**

|  |  |  |
| --- | --- | --- |
| **#** | **Item** | **Specification** |
| 1 | **End of Project Evaluation** | See the attached TOR below  |

**FINANCIAL OFFER**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Item** | **Specification** | **Quantity** | **UoM** | **Lead time (days)** | **Unit price (ETB) Excl. VAT** | **VAT rate** | **Unit price (ETB) Incl. VAT** | **Total (ETB) Incl. VAT** |
| 1 | **End of Project Evaluation** | Please Refer the attached TOR below  | **1** | **Lump sum**  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |  |

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| --- |
| Notes |
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**Quote validity \_\_\_\_\_\_\_\_\_\_\_ months** (3 months preferred)

**CONDITIONS OF QUOTATION**

Payment will be made within 30 days of receipt of goods, by bank transfer/cheque only.

Suppliers must be able to provide NRC with formal invoices and pre-numbered receipts. If the supplier is exempt from this requirement for any reason they are required to submit the relevant exemption documentation formally recognised from the relevant authorities.

All suppliers doing business with NRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

Vendors doing business with NRC will be screened on anti-corruption due diligence before NRC confirms an order or contract.

NRC aims to purchase products and services that the minimum environmental impact. Environmental considerations form part of the NRC selection criteria, and NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

NRC reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.

Shortlisted suppliers will be required to allow NRC to inspect goods for suitability before contracting.

**ETHICAL STANDARDS**

NRC as a humanitarian organization expects the suppliers and contractors to have high ethical standards. Any organization supplying goods to NRC valued at over USD$10 000 in one year must sign this declaration. This declaration will be kept on file for a period of 10 years and should be updated every year or more often as appropriate.

NRC staff may perform checks to verify that these standards are adhered to. Should NRC deem that the supplier fails to meet or is not taking appropriate steps to meet these standards, any and all contracts and agreements with NRC may be terminated.

Anyone doing business with Norwegian Refugee Council shall as a minimum;

1. Comply with all laws and regulations in effect in the country or countries of business, AND;
2. Meet the ethical standards as listed below, OR;
3. Positively agree to the standards and be willing to implement changes in their organization.
4. **ANTI-CORRUPTION AND COMPLIANCE WITH LAWS AND REGULATIONS:**
	1. The supplier confirms that it is not involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organization or other illegal activity.
	2. Where any potential conflict of interest exists between the supplier or any of the suppliers’ staff members with any NRC staff member, the supplier shall notify NRC in writing of the potential conflict. NRC shall then determine whether action is required. A conflict of interest can be due to a relationship with a staff member such as close family etc.
	3. The supplier will immediately notify senior NRC management if exposed for alleged corruption by representatives of NRC.
	4. The supplier shall be registered with the relevant government authority with regard to taxation.
	5. The supplier shall pay taxes according to all applicable national laws and regulations.
	6. The supplier warrants that it is not involved in the production or sale of any weapons including anti-personnel mines.
5. **CONDITIONS RELATED TO EMPLOYEES:**
	1. No workers in our company will be forced, bonded or involuntary prison workers.
	2. Workers shall not be required to lodge “deposits” or identity papers with their employer and shall be free to leave their employer after reasonable notice.
	3. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.
	4. Persons under the age of 18 shall not be engaged in work which is hazardous to their health or safety, including night work.
	5. Employers of persons under the age of 18 must ensure that the working hours and nature of the work does not interfere with the child’s opportunity to complete his/ her education.
	6. There shall be no discrimination at the work place based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
	7. Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
	8. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, shall be prohibited.
	9. Steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
	10. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs.
	11. Working hours shall comply with national laws and benchmark industry standards, whichever affords greater protection. It is recommended that working hours do not exceed 48 hours per week (8 hours per day).
	12. Workers shall be provided with at least one day off for every 7-day period.
	13. All workers are entitled to a contract of employment that shall be written in a language they understand.
	14. Workers shall receive regular and documented health and safety training, and such training shall be repeated for new workers.
	15. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
	16. Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.
	17. No Deductions from wages shall be made as a disciplinary measure.
6. **ENVIRONMENTAL CONDITIONS:**
	1. Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
	2. Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.
	3. National and international environmental legislation and regulations shall be respected.
	4. Hazardous chemicals and other substances shall be carefully managed in accordance with documented safety procedures.

# BIDDING FORM & DECLARATION

To: Norwegian Refugee Council

Sir / Madam,

We offer to execute the Services in accordance with all requirements of the current Request for Quotation, Conditions of Contract and any other Binding requirements accompanying this Bid. We, the undersigned, verify that we are in compliance with all applicable laws and regulations, and meet the ethical standards as listed above or positively agree to these ethical standards and are willing to implement necessary changes in the organization.

This Bid signed by our authentic representative and your written award of it shall constitute the formation of a binding contract between us.

**We understand that you are not bound to accept the lowest or any bid received.**

|  |  |
| --- | --- |
| Name of Signatory: | Date of Signing: |
| Title of Signatory: | Name of Bidder: |
| Signature & stamp: | Email of Bidder: |
| Tel N°: |
| Address: |

|  |  |
| --- | --- |
| Bank name (to be used for this contract) |  |
| Account number |  |

1. **ELIGIBILITY REQUIREMENTS**

**To be considered eligible – it is compulsory to submit the following document with your bid;**

* 1. Business license registration certificate (Commercial registration)
	2. Tax Identification Number (TIN) registration certificate (Tax registration)
	3. Value Added Tax (VAT) registration certificate (if VAT is to be charged)





**Terms of reference Final External Evaluation**

**Youth Education Pack (YEP) and Access to Quality Basic Education, including Accelerated Education Programme (AEP) for Eritrean and Host Communities in the Tigray Region.**

**And**

**Non-formal basic education and vocational youth training in Nguenyyiel refugee camp, Gambella region.**

|  |  |
| --- | --- |
| **DONOR** | Norwegian Embassy, Addis Ababa  |
| **PROJECT DURATION** | 01 March 2018 to 30May 2021 |
| **LOCATIONS**  | Tigray and Gambella regions of Ethiopia  |
| **OBJECTIVES OF THE EVALUATION** | Overall objective:* To provide an external opinion on the relevance and performance of NRC’s projects/intervention in Tigray and Gambella regions compared to the project documents and with a strong focus on results and impact.
* To highlight key lessons learned, best practices, and recommendations to feedback into the current and future NRC’s programming in the same sectoral areas and using similar approaches to meeting their objectives.
 |
| **OVERVIEW OF THE METHODOLOGY FOR THE EVALUATION** | The external expert will assess the projects/intervention according to six DAC criteria (relevance, efficiency, effectiveness, sustainability, impact, coherence[[1]](#footnote-2)). Cross-cutting issues such as gender, environment, accountability, and do no harm will also be part of the analysis. The methodology for data collection is to be determined by the consultant with NRC approval. However, the consultant is expected to conduct field missions to obtain the necessary qualitative and quantitative data that provides evidence of the impact of the response with members of communities targeted by the project. The evaluation should be conducted mainly through secondary data review, focus group discussions, key informant interviews, household-level interviews with a broad range of project stakeholders, including beneficiaries, and direct observations. |
| **EVALUATION DATES** | May 24th 2021 – June 24th 2021 (tentative) |

# Background

# About NRC

The Norwegian Refugee Council (NRC) is an independent humanitarian organization helping people forced to flee. We work in crises across more than 30 countries, where we help save lives and rebuild futures. NRC has been operational in Ethiopia since 2011 and is recognized as a key partner of the government at National, Regional, Zonal, Woreda, Kebele, and Camp levels. NRC has Area Offices in Addis Ababa, Gambella, Asossa, Dollo Addo, Shire, Jijiga and Bule Hora. All these are supported by the country office located in Addis Ababa under the East Africa and Yemen regional office. NRC specializes in Education; Shelter; Water, Sanitation and Hygiene (WASH), Livelihood and Food Security (LFS Information Counselling and Legal Assistance (ICLA),) and child protection.

In Tigray region, NRC has been present since 2011 providing humanitarian assistance through implementation of different programmes- Shelter, Information Counselling and Legal Assistance (ICLA), Child Protection, Livelihoods and Food Security, WASH and Education in Shemelba, Hitsats, Adi-Harush and Mai-Ayni refugee camps to Eritrean Refugees and the hosting communities. Due to the current Tigray crisis, NRC has expanded its services to the internally displaced persons.

In Gambella, NRC has been present since 2013 and implements mainly Education, Shelter/NFIs, WASH and Information Counselling and Legal Assistance (ICLA), in the refugee camps of Jewi, Nguenyyiel, Tierkidi, Kule, Pinyudo 1 and Pinyudo 2 and the neighboring host communities especially in the Woredas of Abobo, Itang, Jikawo, Lare, Gambella Zuria, Wanthoa, and Makuey.

For more information about NRC’s work in Ethiopia and around the world, please visit; <https://www.nrc.no>

# Norwegian Embassy in Ethiopia funded projects in Gambella and Tigray regions

In May 2018, the Norwegian Embassy in Ethiopia provided funding to NRC to implement a 3-year education project:

1. Non-formal basic education and vocational youth training in Nguenyyiel, Gambella regional state and
2. Youth Education Pack (YEP), and Access to Quality Basic Education, including Accelerated Education Programme (AEP) for Eritrean- and Host Communities in the Tigray Region

**Gambella Regional State**

In the Gambella region, the project aims to respond to immediate and projected education needs in the Nguenyyiel refugee camp and host communities in the Gambella region of Ethiopia. It addresses formal and non-formal basic education and skills training for youth. The three-year project progressively strengthens the education system in readiness for increased government management of the education of refugees. It also takes a much-needed long-term approach to improving learning outcomes through teachers and other education professionals' continuous professional development. The project, which ends on June 30, 2021, is intended to reach the following beneficiaries;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Beneficiary** | **Year 1** | **Year 2** | **Year 3** | **3 Year Total** | **Notes** |
| **Fem.** | **Male** | **Fem.** | **Male** | **Fem.** | **Male** |
| AEP learners aged 10-24 |  |  | 675 | 1,575 | 675 | 1,575 | **4,500** | Nguenyyiel zone A, zone B existing centers in year 2 and in zone A,B and new center in year 2&3 |
| YEP learners aged 15-24 | -  | -  | 40 | 40 | 40 | 40 | **160** | In a year 2&3 as an afternoon class in new center |
| Host community primary school students  | - | - | - | - | 1,368 | 1,542 | **2,910** | Students in 5 host community supported schools in Abobo, Gambella Zuria and Itang Special Woredas  |
| Total students |  |  | **715** | **1,615** | **2,083** | **3,157** | **7,570** | **Total without double counting** |
| AEP teachers (camp) |  |  | 5 | 12 | 5 | 12 | **17** | 16 refugee teachers (without double counting)+ 1 head teacher |
| Primary teachers (host community) |  |  | 5 | 10 | 5 | 10 | **15** | 15 host community teachers (without double counting) |
| YEP teachers | -  |  - | 2 | 8 | 2 | 8 | **20** | TVET outsourced trainers, incentive trainers, life skill trainers |
| PTSCs members |  |  | 30 | 15 | 30 | 15 | **90** | Year 2 and 3 – 45x2 PTSCs |
| **Total Education professionals** |  |  | **42** | **45** | **42** | **45** | **142** |  |
| **Total:** |  |  | **757** | **1660** | **2,125** | **3,202** | **7,712** | **Total without double counting** |

The project targeted the attainment of three (3) outcomes;

* Outcome 1: Increased access to quality, inclusive, basic education for children and youth.
* Outcome 2: Youth are equipped with knowledge and skills for gainful livelihood, self-reliance, and social integration
* Outcome 3: Improved quality of teaching and learning in AEP and youth programme.

**Tigray regional state**

In the Tigray region, the project is a supplement to the education project in Shire titled ‘Youth Education Pack (YEP) and Access to Quality Basic Education including Accelerated Learning Programme (ALP) for Eritrean and Host Communities in the Tigray Region.’ Norwegian Refugee Council (NRC) was implementing the project since November 2015, and it came to an end in July 2017. The supplement included an amendment to the results frame, including targets and extending the project period from March 1, 2018, to June 30, 2021.  The project, which ends in June 30, 2021, is intended to reach the following beneficiaries;

|  |  |  |  |
| --- | --- | --- | --- |
| **Core Competency**  | **Project Type****( Sub CC)**  | **# beneficiaries** | **Location**  |
| **2018** | **2019** | **2020/21** |  |  |
| **M** | **F** | **T** | **M** | **F** | **T** | **M** | **F** | **T** | **TOTAL** |  |
| Education  | Youth Education Pack (YEP) target group 70% refugee and 30% host community | 1280 | 720 | **1945** | 1321 | 744 | **2065** | 1280 | 720 | **2000** | 6,000 | Adi Harush, Mai Ayni, Hitsats  |
| Catch-up classes for refugee children target group 100% refugee | 854 | 480 | **1334** | 853 | 480 | **1333** | 853 | 480 | **1333** | 4,000 | Adi Harush, Mai Ayni, and Hitsats  |
| Strengthening school system for primary education both in the refugee and host community schools target 70% for host community and 30% for refugee schools | 2000 | 2000 | **4000** | 2000 | 2000 | **4000** | 2000 | 2000 | **4000** | 12,000 | Adi Harush, Mai Ayni, Hitsats  |
|  | Total | 4134 | 3200 | **7334** | 4174 | 3224 | **7398** | 4133 | 3200 | **7333** | **22,000** |  |

The project targeted the attainment of three (3) outcomes;

* **Outcome 1: provision of vocational skill training for Youth are equipped with knowledge and skills for gainful livelihood, self-reliance, and social integration**
* **Outcome 2: Improved quality of teaching and learning in AEP and youth programme.**
* **Outcome 3: Increased access to quality, inclusive, basic education for children and Youth.**

# Scope and purpose of the evaluation

This evaluation's main objective is to provide NRC and the donor with an assessment of the project, its design, implementation, and results. The aim is to determine the relevance and fulfilment of objectives, efficiency, effectiveness, impact, and sustainability. The evaluation should provide evidence-based, credible, and useful information, enabling incorporating lessons learned into the future decision-making processes of NRC and the donor.

# Evaluation objectives, criteria and questions

The evaluation shall use all six of the following DAC criteria and related questions. The consultant will review and revise the questions (not the criteria) in consultation with the NRC country office and area office team, as part of the inception phase of the evaluation and as relevant.

**Objective 1: Undertake an evaluation to assess the project’s:**

1. RELEVANCE

The appropriateness of project objectives to the problems it was supposed to address and the physical and policy environment within which it operated. It should include assessing the quality of project preparation and design – i.e., the logic and completeness of the project planning process and the project design's internal logic and coherence.

The following questions should be answered:

* 1. Was the action adequately designed to respond to the needs of the direct beneficiaries?
	2. Were the project methodologies and activities relevant to achieve the project objectives?
	3. How has implementation of project activities been carried out at the technical/programmatic, organizational and contractual levels?
	4. How can future similar project improve their planning processes to address internal and external challenges and constraints?
1. EFFICIENCY

The project results have been achieved at a reasonable cost, i.e., how well inputs/means have been converted into activities, quality, quantity, time, and the results' quality. This requires comparing alternative approaches to achieving the same results to see whether the most efficient process has been adopted. The following questions should be answered:

* 1. Was the project managed in a cost-efficient manner (in terms of human, financial, and other resources versus the results)?
	2. Were synergies capitalized on with other actors (local and international) involved in similar projects?
	3. Have project resources and activities been delivered in a timely manner

The consultant shall analyse the efficiency of project management arrangements and duly justify any issue. Factual statements on the quality and quantity of inputs shall be provided, and delays should be measured utilizing comparison with the latest update of the planning. Any significant deviations shall be analysed. Conclusions on the cost efficiency of outputs shall be drawn.

1. EFFECTIVENESS

An assessment of the contribution made by results to the project's achievement and how assumptions have affected project achievements. This should include a specific assessment of the benefits accruing to target groups. The following questions should be answered:

* 1. Were the expected results realized?
	2. Did the achievement of the results conduct to the achievement of the project specific objective? What were the major factors influencing the achievement or non-achievement of set objective? If there is a gap between the benefits brought by the activities and the objective of the project, how can it be explained?
	3. During the project, how well did NRC provide information to communities and people affected by crisis about the organization, the principles it adheres to, how it expects its staff to behave, the project and what they intend to deliver?

The consultant's focus should be on outputs' and outcomes' delivery and quality (not activities); he/she is expected to explain any causes of deviations and the implications thereof. The level of achievement of results should be assessed and quantitatively measured with the required disaggregates as reflected by indicators in the log frame covering the specific objective (outcome), providing a transparent chain of arguments.

IMPACT

The effect of the project on its wider environment and its contribution to the wider policy or sector objectives (as summarized in the project’s overall objective). The following questions should be answered:

* 1. What evidence is there that the project contributed to the achievement of its overall objective?
	2. What, if any, were the unintended impacts of the project intervention, both positive and negative? Was the project able to monitor, mitigate and respond to any unintended negative effects?
1. SUSTAINABILITY

An assessment of the likelihood of benefits produced by the project to continue to flow after external funding has ended (probability of continued long-term benefits). The following questions should be answered:

* 1. What evidence is there to suggest the project’s interventions and/or results will be sustained after the project end?
	2. What are the possibilities for replication and extension of the project’s outcomes?

Human, organizational (including policies and institutions) and financial factors, as well as environmental and gender viability, are the main sustainability factors.

1. COHERENCE

The following questions should be answered:

* 1. To what extent were context factors (area context, population movements etc.) considered in the design and delivery of the intervention?
	2. To what extent were the project interventions coherent with key strategies and programme of other government priorities/operating within the same context (Refugee and Host)?
	3. To what extent was the overall intervention design and delivery aligned with humanitarian principles?
1. Cross-cutting issues:

The following questions should be answered:

* 1. To what extent was the project aligned with the differing needs and priorities of men, women and other key stakeholders
	2. To what extent will the gender sensitive approach impact the differing needs and priorities of gender groups
	3. What is the likelihood of increased gender equality beyond project end?
	4. Were the results achieved equitably distributed among the targeted stakeholder groups?
	5. What capacities existed (with in project, project partners and project context) to deal with risks that could affect project effectiveness (natural disasters, climate change etc)
	6. To what extent and how are we delivering appropriate and effective programming for persons with disability?

**Objective 2: Provide recommendations for continued project interventions and scale-up.**

As mentioned above, this evaluation's learning should feed into plans for expansion and scale-up of this project. Learning will also be applied to inform other projects and programs across NRC Ethiopia. The evaluation should be strongly focused on recommendations for improvement relating to the central questions outlined above, particularly if and how activities could be adapted to meet the target beneficiaries' needs better.

# Evaluation Methodology

The evaluation should consist of:

* + 1. **Review of project documentation:** Review of archived material related to the project. This could include but is not restricted to: annual and quarterly reports, communications between NRC and Norwegian Embassy, the original project proposal document, the basic ‘theory of change,’ all relevant project data stored in NRC’s GORS, training materials, etc. This information will be provided to the evaluator by NRC. The evaluator should also review any other relevant statistics and secondary sources.
		2. **Development of an evaluation approach and data collection tools/methods:** this should include;
* Detailed timeline and work plan
* Outline of any proposed changes to the scope of the evaluation
* Key interview questions
* Proposed sampling framework
* List of stakeholders to be consulted, and
* Development of associated data collection and evaluation tools

NRC welcomes mixed methods and particularly participatory evaluation methods that are fun and engaging for the children, youth and stakeholders participating.

**Sample size:** Based on a target of 27,712 beneficiaries over three years, a sample size of approximately xxx beneficiaries is required for this evaluation; however, the exact sampling framework is to be proposed by the consultant. The proposed approach should be submitted to NRC for approval before the fieldwork.

**Stakeholders to be consulted:**The consultant should plan to include the following groups of stakeholders in the evaluation:

* Direct project beneficiaries in Nguenyyiel, Adi-harush, mai-ayni, Hitsats, Shemelba refugee camps and host communities (potentially disaggregated by those who attended different parts of the project (as outlined in the project summary above)
* NRC implementing staff
* Woreda education office
* NRC monitoring and evaluation staff
* Micro finance
* School directors
* YEP graduates in the market centres
* Incentive teachers
* NRC logistic staff
* VSO relevant staff
* Incentive Teachers
* Wider stakeholders (NRC will advise at the evaluation design stage) – for example, Regional Education Bureau, ARRA, UNHCR, Openo TVET College, Shire TVET college, COC Shire office and Norwegian Embassy representative.
	+ 1. **Participate in a briefing with NRC.** This should take place immediately before the fieldwork.
		2. **Field visits:** Field visits will occur in the Nguenyyiel, Adi-harush, Mai-ayni, Hitsats, Shemelba refugee camps and host communities, where the project is being implemented and should include the agreed sample of beneficiaries and stakeholders. This is expected to require between 1 – 2 weeks, depending on the exact methodology. This should also include time spent with project staff in NRC’s Country Office in Addis and interviews with relevant members of the NRC team in Gambella and Tigray region.
		3. **Provide a debrief to NRC-selected staff**using either a draft set of results or a PowerPoint presentation to summarise preliminary findings and recommendations. This should be shortly after the end of the fieldwork.
		4. **Submit a draft evaluation report:** of no more than 25 pages that corresponds to the requirements outlined below in the ‘Deliverables’ section.
		5. **Submit a final evaluation report:**incorporating any relevant feedback from NRC and Norwegian Embassy.

# Deliverables

Deliverables should include the following:

* An evaluation work plan, including planned timeline, methodology/approach, planned stakeholders to be consulted and sampling framework, data collection, and analysis tools, qualitative and quantitative protocols for data collection and analysis
* Any suggested improvements to existing evaluation scope, as outlined in this document Presentation of preliminary findings
* Draft evaluation report written in English that meets the requirements outlined below
* One (1) electronic file of the clean (final) qualitative and quantitative data collected
* Final evaluation report

The final evaluation report should be jargon-free, clear, and simply written. The report's main body should not exceed 25 pages and should include an executive summary, brief project background, and recommendations. Technical information should be included in appendices only. Analysis of project achievements should always be backed up with relevant data regarding the data source. Recommendations should be specific and include relevant details for how they might be implemented.

The structure of the report should cover the following:

* Executive summary (approximately 10% of the final report)
* Brief project background (approximately 5%)
* Main findings relating to the evaluation questions and including detail of any unintended outcomes that are resulting from project activities (At least 40 - 45%)
* Recommendations for future action (At least 40%)

Besides, the final report should contain at least the following annexes:

* Terms of Reference for final evaluation
* Itinerary
* List of meetings attended
* List of persons interviewed
* Details of evaluation methodology
* Summary of field visits
* List of documents reviewed
* Any other relevant material, including data collection tools

# Indicative Schedule of Activities

The evaluation fieldwork is expected to be undertaken by May 10, 2021. The final report must be submitted to NRC by June 18, 2021.

An indicative timeline for the evaluation is provided below:

|  |  |  |
| --- | --- | --- |
| **Key Tasks** | **Timeframe** | **Location** |
| Review of background materials | May 24 - 27, 2021 | Remote |
| Submission of Methodology, Work Plan and Tools | May 31, 2021 | Remote via Email and Zoom |
| NRC Feedback on Methodology, Work plan and tools | June 05, 2021 | Remote via Email and Zoom |
| Detailed briefing with NRC; interviews with NRC staff; field visits; debrief on findings with NRC | Week commencing June 15 (up to 10 working days) | Addis AbabaGambellaTigray |
| Draft Report Submitted | 20 June, 2021 | Remote via Email and Zoom |
| Feedback from NRC on draft report | 24 June, 2021 | Remote via Email and Zoom |
| Final report submitted to NRC | 30 June, 2021 | Remote via Email |

# Contract and reporting details

**Type of contract:** The consultant will be offered a fixed-price contract to include all the activities and deliverables listed above.

**Reporting:** The consultant will report to the Monitoring and evaluation Manager for all issues related to the program and fieldwork, including in-country logistics.

# Protection of human subject

NRC protects human subjects very seriously in conducting studies and will hold the study consultant to the same standard. All activities will comply with the Policy for Protection of Human Subjects. Actions to protect human subjects will include a clear statement of informed consent with every survey, training for all data collectors on the survey, and research ethics. Access to primary data and analysis will be accessed only by the External Evaluation Consultant Supervisor and NRC.

# Qualifications, experience and Skills of Evaluation team

* Extensive experience (minimum 8+ years) in managing, designing, implementing and evaluating projects with particular experience in refugee and host context, mainly on Education, Youth Empowerment and related programme. Additionally, the lead consultant should have experience in Ethiopia, particularly experience in the targeted regions with refugee and host community population context preferred.
* Proven track records in leading study teams and producing quality reports.
* Proven knowledge and skill in the humanitarian monitoring and evaluation methods and techniques including understanding of data collection, evaluation methodology and design.
* Extensive quantitative research and data analysis experience using statistical software’s (SPSS, Stata, and others).
* Proven ability to work with community and Ethiopian government stakeholders
* Proven consultancy and/or work experience with NGOs, preferably with Norwegian Embassy projects as well as experience with other international and bilateral organizations on refugee and host communities.
* Practical experience on gender issues and gender integration analysis
* Experience using mobile devices to collect quantitative data.
* Excellent writing and presentation skills.
* English language is required, Amharic, Tigray and other local languages is an added advantage.

# Application process and requirement

The Technical Proposal must be submitted in English, should be limited to ten (15) pages, excluding the supporting documents, and must contain the following:

* A capacity statement describing how they meet required qualifications and competencies including summary of similar studies previously conducted
* An expression of interest detailing their understanding of consultancy assignment
* Description of methodology, sampling strategy, approach to primary data collection and Plan for data analysis and approach to data quality management
* Include a timeline of activities and level of effort required for each activity in tabular summary
* A detailed financial proposal that includes professional fees and all logistics expenses.
* Team Composition and Roles, including key members list with core qualifications and their role in evaluation (Attach the CVs of these key team members involved in the evaluation)
* Minimum of two samples of study or evaluation reports that have been produced by the applicant in soft copies (this will be treated as confidential and only used for the purposes of quality assurance)

The consultant must submit both technical and detailed financial proposals separately sealed to NRC in ten working days from the date the announcement. All applications shall be submitted in hard-copy to NRC Ethiopia Country office, Addis Ababa latest by **10/05/2021**.

1. https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm [↑](#footnote-ref-2)