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| **Terms of Reference – End of Project Evaluation** |

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# Background information

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| Background on the context |
| **Introduction**  This Terms of Reference (ToR) outlines the framework for the GIZ-funded project end of evaluation titled “Building Sustainable Livelihoods to Promote Social Cohesion and Peaceful Co-Existence of Vulnerable Populations in Plateau State, Nigeria” implemented through the Norwegian Refugee Council (NRC). The project started in December 2023 and will end in November 2025. This ToR sets out the expectations for the evaluation, which will be carried out from September to November 2025.  **About NRC**  The Norwegian Refugee Council (NRC) has been operating in Nigeria a presence in with a presence in Borno, Adamawa, and Plateau states. since 2015 with the aim of supporting communities affected by displacement by addressing their basic needs, enhancing their resilience to future shocks, and improving their access to essential services through our six core competencies: WASH, Shelter, Education, ICLA (Information, Counselling and Legal Assistance), LFS (Livelihood and Food Security), Camp Management, and Protection from Violence. In times of emergencies, NRC provides immediate assistance through the rapid response mechanism (RRM). With a staff of 370 and a presence in crucial locations such as Maiduguri, Yola, and Jos, NRC is able to respond to the needs of those affected by conflict in the North-East and North Central regions of Nigeria. In Plateau State, where the project is being implemented, NRC has been operational since 2021, delivering Education, Food Security, and ICLA activities in the Bassa, Bokkos, Riyom, Mangu, Wase, and Shendam Local Government Areas (LGAs). The Area Office is currently implementing an innovative program that focuses on conflict resolution, peace education, conflict management, access to housing, property, and land rights, while also providing livelihoods support and education for vulnerable communities.  **Project Context**  Plateau State is in the central region of Nigeria and is known for its diverse ethnic composition, scenic landscapes and agricultural potential. However, the state has experienced a range of humanitarian challenges over the years. Plateau State faces a complex humanitarian context characterised by ongoing conflict, displacement, protection concerns and a range of unmet basic needs.  Since the early 2000s—with major violent outbreaks in 2001, 2004, 2008, 2010, and 2015—protracted conflict has significantly impacted communities, resulting in displacement, protection risks, and disrupted livelihoods. Farming activities have been severely affected due to insecurity and limited access to farmland, leading to widespread food insecurity. The conflict has also weakened household income, especially among those reliant on agriculture and trade, exacerbating poverty and vulnerability.  Further compounding these challenges, many education facilities have been damaged or shut down, limiting access to learning, while inadequate Water, Sanitation, and Hygiene (WASH) services have affected health and dignity. Displaced populations—particularly women and children—face increased risks of exploitation, abuse, and violence, making protection services essential.  **Description of the project being** **evaluated**  The project, funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented with the support of Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), aims to improve living standards among displacement-affected populations in Plateau State, Nigeria. It focuses on strengthening livelihoods, enhancing protection, and building community resilience. With a total budget of three million euros (EUR 3,000,000), the project spans 24 months, from December 2023 to November 2025. Its overarching objective is to enhance the well-being and socio-economic stability of returnees, internally displaced persons (IDPs), and host communities through the following key initiatives:   1. Increased resilience of displacement and conflict-affected populations through diversified livelihoods and access to reliable self-employment opportunities 2. Increased and sustained productivity for vulnerable farmers and herders through enhanced livelihoods infrastructures 3. Increased access to HLP, legal assistance and economic opportunities for adolescent girls, boys and young women and men through improved knowledge and capacity   **Summary of the project intervention logic** |
| NRC’s activities and presence |
| The NRC activities are categorized into core competencies (CC) and are being implemented in six (6) LGAs of Plateau State, namely Bassa, Bokkos, Riyom, Wase, Shendam, and Mangu.  **LFS:**   1. 402 women targeted for Income Generation Activities (IGAs) start-up Capital/kits 2. 402 benefit from access to financial services through VSALs approach 3. 120 Seed Producers receive Agricultural inputs and training 4. 600 HH receive Agricultural inputs kits for wet season Agricultural 5. 600 HH receive Agricultural inputs kits for dry season agriculture 6. 400 HH receive agriculture inputs kits through Seed Fairs 7. 12Agro-dealers receive Capital grants & training 8. 6,000 HH benefit from mass livestock vaccination campaigns 9. 600 HH benefit from fodder production inputs kits and training 10. 48 trained as Community Animal Health Workers (CAHWs) and receive kits   **EDUCATION:**   1. 440 (220F, 220M) youth, aged 15-24 years to benefit from the proposed Youth Education and Training Programme   **WASH:**   1. 5,000 (2,750F, 2,250M) individuals benefit from Through rainwater harvesting by constructing underground dams for water collection for agricultural needs. 2. 10,000 (5,500F, 4,500M) individuals receiving hygiene information and awareness sessions. 3. 1,000 (550F, 450M) individuals receiving sanitation kits for wastewater and organic waste management 4. 480 (264F, 216M) individuals benefitting from communal latrines/ toilets provided. 5. 30 (15F, 15M) individuals receiving hygiene promotion training (15F, 15M) 6. 20 ( 10F, 10M) individuals Identified and trained on community water governance.   **ICLA:**   1. 2,000 (1,000 M, 1,000 F) individual receiving information on HLP. 2. 1,000 (500 M 500) individual receiving counselling on HLP. 3. 150 (75 M 75 F) receiving legal assistance on HLP. 4. 2,000 (1,000 M 1,000 F) receiving information on legal identity. 5. 2,000 (1,000 M, 1,000 f) receiving counselling on legal identity. 6. 2,000 (1,000 M 1,000 F) receiving legal assistance on legal identity. 7. 2,000 (1,000 M, 1,000 F) individual receiving information on employment law and procedure. 8. 400 (200 M, 200 F) receiving counselling on employment law and procedure. 9. 200 (100 M, 100 F) receiving legal assistance on employment law and procedure. 10. 200 (100 M, 100 F) receiving training on HLP rights. |
| NRC’s intervention specific to the evaluation |
| NRC is implementing this project across six Local Government Areas (LGAs) in Plateau State: Bassa, Bokkos, Riyom, Mangu, Shendam, and Wase. NRC's core competencies (CC) and activities include:   * **Livelihoods and Food Security (LFS**): Targeted beneficiaries include women entrepreneurs, farmers, agro-dealers, and households engaged in livestock farming and agriculture. * **Education**: 440 youth aged 15-24 will benefit from youth education and training. * **WASH**: Beneficiaries will access improved water sources, sanitation facilities, and hygiene training. * **ICLA**: Providing critical information, counselling, and legal assistance to individuals in relation to Housing, Land, and Property (HLP) rights, legal identity, and employment rights. |

# Purpose of the evaluation and intended use

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| Overarching purpose |
| The main purpose of the endline evaluation will be to appraise the project's impact, relevance, effectiveness, efficiency, sustainability, and overall progress toward achieving its objectives. The information gathered will be used to assess the extent to which the project will have achieved its expected results or fallen short, while also capturing lessons learned to inform future programming and interventions. The evaluation will also serve as an accountability mechanism, providing evidence-based reporting to GIZ and other project stakeholders and partners.  **2.1.1 Specific Objectives of the Evaluation**  To achieve the overarching purpose, the evaluation will aim to:  Assess the relevance, coherence, effectiveness, efficiency, impact and sustainability of the project;  Examine the extent to which the project will have contributed to humanitarian and broader development outcomes, and identify lessons that could enable the replication and scaling up of similar interventions;  Develop operational recommendations and distil key lessons learned to improve and enhance interventions and strategies—based on an analysis of factors contributing to the project's success or shortcomings. |
| How will the evaluation be used? |
| The evaluation findings will guide evidence-based adjustments to enhance program design, implementation, and impact.  Results will be shared with donors, partners, and communities to demonstrate transparency, effectiveness, and value for money.  Lessons learned will inform future programming and contribute to sector-wide learning through reports, presentations, or publications.  Insights from the evaluation will help in setting priorities, scaling effective interventions, and designing future projects.  Compelling evidence from the evaluation may support funding proposals and policy advocacy efforts. |
| Who will it be used by? |
| The findings of the evaluation will be used by NRC project staff, implementing partners, government, policy experts and beneficiaries. |

# Scope and lines of inquiry

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| Scope |
| This endline evaluation is intended to assess the GIZ project implemented in six Local Government Areas (LGAs): Bassa, Riyom, Bokkos, Mangu, Shendam, and Wase. The evaluation will cover the entire implementation period, from the signing of the agreement in December 2023 until the project's closure in November 2025. The evaluation will examine the project implementation processes and management, involving consultations with both direct and indirect beneficiaries. It will focus exclusively on the project's achievements across all outcome areas, paying close attention to the detailed descriptions provided in the project results framework. The evaluation will be guided by the OECD/DAC guidelines. |
| Lines of inquiry |
| NRC evaluation strategic focus question This section outlines the **key evaluation criteria and questions** that will guide the assessment of the project. The evaluation will be structured around the following focus areas:  Relevance: 1. Was the project relevant to the identified needs of the target beneficiaries and the context? 2. To what extent do achieved results (project goal, outcomes and outputs) continue to be relevant to the needs of the affected project participants?  Coherence: 1. Are the components of the program (e.g., objectives, activities, resources, outputs) logically connected and mutually reinforcing? 2. Is there alignment between the program’s theory of change and its implementation?  Effectiveness: 1. To what extent were the planned objectives and outcomes achieved? 2. Do the outcomes meet the needs or solve the problems they were designed to address? 3. What internal and external factors influenced the achievement (or non-achievement) of outcomes?  Efficiency: 1. How far the results achieved did justified the cost incurred - were the resources effectively utilized? 2. Did project activities overlap and duplicate other similar interventions and /or by other donors? 3. Are there more efficient ways and means of delivering more and better results (outputs and outcomes) with the available inputs? 4. Could a different approach have produced better results? 5. How efficient and timely has this project been implemented and managed in accordance with the Project proposal?  Impact: 1. Are there any plans and or strategies to sustain the gains made after the project? 2. How effective were the exit strategies, and approaches to phase out assistance provided by the project? 3. What are the key factors/areas that will require addition support/attention to improve prospects of sustainability of the project outcomes and the potential for replication of this approach? 4. What are the recommendations for similar support in future.  Sustainability: 1. Are there any plans and or strategies to sustain the gains made after the project? 2. How effective were the exit strategies, and approaches to phase out assistance provided by the project? 3. What are the key factors/areas that will require addition support/attention to improve prospects of sustainability of the project outcomes and the potential for replication of this approach? 4. What are the recommendations for similar support in future Gender integration  1. How well is the project addressing gender equality? 2. What is the % of women taking part in activities compared to men? 3. What gender equality outcomes are being achieved? |

# Methodology

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| The evaluation will combine qualitative and quantitative data collection and evaluation techniques using the following methods:  Desk-base review: The evaluation will review relevant project documents and content produced before and during project implementation including the project proposal, annual and quarterly work plans, project progress reports, annual project reports and other documents produced by or associated with the project.  ✓ Interviews with Project stakeholders/partners: In addition to the desk review, the evaluation will also conduct interviews with key project stakeholders using a structured methodology developed by the consultant in collaboration with the MEL team.  ✓ Key Informant Interviews (KIIs): A set of KIIs will also be conducted with selected relevant key informants and institutions (a list of key informants and institutions etc., will be agreed between the evaluator and the project AMT).  ✓ Focus Group Discussions: Data will also be collected using focus groups discussion with project beneficiaries and other project stakeholders using a pre-designed focus group discussion guide. ✓ Survey: Where applicable, sample surveys will be conducted in select locations to gauge the perception of the population about the outcome and impact of the project. |

# Evaluation follow up and learning

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| The NRC **Monitoring, Evaluation, and Learning (MEL)** team will ensure follow-up on the evaluation findings. The MEL team will work with project managers to integrate recommendations into ongoing activities and future interventions. |

# Management of the evaluation

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| Standard text:  The person responsible for ensuring that this evaluation/ review takes place the Evaluation Manager. An evaluation manager has been appointed to internally coordinate the process and will be the evaluation team’s main focal point. An evaluation Steering Committee (SC) will be established by NRC, with the following members:   1. Steering Committee chair 2. Evaluation Manager 3. Steering committee members – 3 members 4. The Steering Committee will oversee administration and overall coordination, including monitoring progress. The main functions of the Steering committee will be: 5. Establish the Terms of Reference of the evaluation; 6. Select evaluator(s); 7. Review and comment on the inception report and approve the proposed evaluation strategy; 8. Review and comment on the draft evaluation report; 9. Establish a dissemination and utilization strategy. 10. Follow up on the management actions for the evaluation |

# Deliverables and reporting deadlines

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| Guidance:   * + - 1. Clearly state expected deliverables (written and other reporting formats and presentations/learning activities).  |  |  | | --- | --- | | Deliverable | Description | | Inception Report | The Inception Report will outline the evaluation methodology, a detailed work plan, and any adjustments made to the Terms of Reference (ToR). It will also include the final versions of the data collection tools (survey questionnaires, FGD guides, etc.). | | Data Collection Tools | Finalized tools for household surveys, Focus Group Discussions (FGDs), and Key Informant Interviews (KIIs), including a pre-testing report with necessary modifications based on the pre-test. | | Data Collection | Completion of all household surveys, FGDs, and KIIs across the six Local Government Areas (LGAs) in Plateau State, ensuring data quality and integrity through real-time monitoring and adherence to ethical guidelines. | | Data analysis | The consultant will present the findings of the household survey to NRC before creating the initial report. | | Draft Mid-Term Review Report | The first comprehensive draft of the Mid-Term Review Report, including an executive summary, background, methodology, results, analysis, conclusions, and recommendations for the remaining implementation period. | | Final Mid-Term Review Report | The finalized version of the Mid-Term Review Report, incorporating feedback from NRC. The report should include all required annexes (data collection tools, raw data, list of consulted stakeholders, etc.). | | Presentation of Final Report | A formal presentation of the final findings, conclusions, and recommendations to NRC | |

# Timeframe

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| **Timelines**  The assessment will start the 11th of August 2025 to 31st October 2025, and the estimated number is 72 calendar days to complete the evaluation. |

# Evaluation consultant team

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| NRC seeks expressions of interest from people with the following skills/qualifications.   1. Advanced university degree or equivalent in Education, Humanitarian/Development Studies, Social Sciences, statistics, or other fields related to the provision of humanitarian assistance in Food security and livelihood, education, WaSH and ICLA. 2. At least 7-10 years of relevant experience and proven expertise in the humanitarian sector with at least five years in evaluation. 3. Qualified university research teams are particularly encouraged to submit expressions of interest. 4. Significant experience in conducting assessment, data analysis, research and/or evaluation – including prior experience in project and programme reviews and evaluations 5. Strong quantitative and qualitative research skills. 6. Knowledge of the status of education, livelihood and food security, WASH with vast experience focused assessments/studies. Familiarity with Nigeria/West Africa emergency response preferred. 7. Ability to work independently and achieve quality results with limited supervision. 8. Strong analytical, synthesis, and writing skills. 9. Excellent command in written and spoken English. 10. Experience of designing quantitative and qualitative data collection methods and of managing   Participatory and learning focused evaluations.   1. Excellent team working and communication skills, flexibility, and good organization skills.   **Ethical Considerations**  The assessment must respect the rights of the people interviewed by guaranteeing confidentiality and security. Respondents  should not be exposed to any risks and discomfort. As such data collection tools will be pre-tested and evaluation activities  will provide a safe, creative space where respondents feel that their thoughts and ideas are important. All staff involved,  evaluator(s) and enumerators are expected to be briefed on NRC’s Safeguarding Policy and Code of Conduct with which they  must comply. The data collection plan must state how NRC and the evaluator(s) will file the data and keep it secure.  Enumerators (male and female) will be trained on ethical data collection techniques.  **Payment Schedule**  Payment to the Consultant/Consulting firm shall be made in accordance with normal procedures of NRC. In principle however, Consultant/Consulting firm fees will be paid upon the satisfactory report of performance. The payment schedule will be as follows:   1. 1st payment: after successful submission and approval of the inception report and tools, digitalizing of tools and uploading of all materials into the cloud-based platform; recruitment of enumerators; and submission of implementation schedule, the Consultant/Consulting firm will be paid 30% of total payment. 2. 2nd payment: upon successful completion of training and data collection across project locations, the Consultant/Consulting firm will be paid 40% of total payment. 3. 3rd and final payment: upon submission of the final cleaned transcripts, data sets, process report and final study report to NRC, the Consultant/Consulting firm will be paid the final 30% of the total payment. 4. NRC reserves the right to withhold payment if deliverables do not meet the requirements outlined in these Terms of Reference.   **Application process and requirements**   * The technical and financial proposals of up to 6 pages maximum (excluding annexes) should include the following: * Proposed methodology, including a tentative work plan. * Composition of the assessment team. * CV of the member(s) of the assessment team including references. * Detailed budget of the offer (consultant will cover the costs for local travel, food, accommodation, etc.) * An extract (3-5 pages) from reports written for similar missions. * A cover letter with the following information: a description of how their skills, qualifications and experience is relevant to the requirements of the assignment, a list of previous evaluations that are relevant to the context and subject of this assignment, a statement confirming their availability to conduct the assignment and the budget (please indicate currency of amount), a statement confirming that the candidate has no previous involvement in the delivery of the project or any personal relationship with anyone engaged in it.   Applications are accepted in English at the following address [ng.tenders@nrc.no](mailto:ng.tenders@nrc.no) no later than **6th August 2025**. |

# Application process and requirements

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| Bids must include the following:   * Proposal including outline of evaluation framework and methods, including comments on the TOR, proposed time frame and work plan (bids over 3 pages will be automatically excluded). * Proposed evaluation budget * CVs   For consulting firms, all the above documents must be submitted as part of the application.   * Certified copy of certificate of registration/Incorporation * Certified copy of valid Tax compliance certificate. * Individual consultants must also clearly demonstrate relevant experience in similar assignments   Submit completed bids to **(28/NRC-NAT/NG/2025 – End of Project Evaluation)** |

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