



## INTERNATIONAL CALL FOR TENDER- Instructions to bidders ACTED *Turkey*

Date: 13/07/2018

Tender N°: T/16DDC/1FEME/ANT/COO/13-07-2018/001

ACTED is requesting through this tender a company to provide detailed written quotations for the supply of the following consultancy services:

### PRODUCT SPECIFICATIONS:

1. Description: **External Project Evaluation**
2. Product class / category: **Consultancy services**
3. Made in (product origin): **International**
4. INCOTERM (delivery conditions): **Antakya, Turkey (Field visits will need to be conducted in NW Syria)**
5. Quantity/unit: **25 working days**

### RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: **Expected period of evaluation will commence 1<sup>st</sup> of August and end not later than 25<sup>th</sup> of August 2018 in ACTED's Antakya Office, Turkey. Offers that do not comply to the overall length and deadline of the assignment will be disqualified**
2. Validity of the offer: **3 months minimum**

### GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **26/07/2018 at 17:00 local time** in ACTED office at the following address : **Haraparası Mah. 119. Sok. No:20 Zehide İş Merkezi Antakya 31120 Hatay, Turkey.**
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. The offer to the call for tender will not result in the award of a contract and ACTED will not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and submission of their bids to ACTED.
4. Unsealed envelope and late offers will not be considered.
5. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor."

### SPECIFIC CONDITIONS:

1. The answers to this tender should include the following elements:
  - **Technical Offer (Envelope 1 out of 2)** must be clearly marked "**Technical Offer – not to be opened before 27/07/2018**", and include the following documentation;
    - The project proposal. Proposal should include the following elements;



- CV(s) of the personnel deployed (including field team)
  - Organogram of the team structure
  - Sample from previous work (10-20 pages) from at least 2 separate projects
  - Past experience including description of the project, area of intervention, and total budget
  - Technical Proposal including a detailed Methodology/Work plan
- A completed, signed and stamped instructions to bidders, bidder's ethical declaration, bidder's questionnaire and Terms of Reference (Annex A) according to ACTED's format.
  - A copy of the legal representative Passport & ID and company registration document.
- **Financial Offer (Envelope 2 out of 2)** must be clearly marked "**Financial Offer – not to be opened before 28/07/2018**", and include the following documentation;
- Signed and stamped financial proposal
  - A signed and stamped instructions to bidders.
  - A copy of the legal representative ID and company registration document.
2. Accommodation in 3 star hotel and transportation in Turkey will be provided by ACTED. Other subsistence expenses (meals, sundry items, etc) and flights should be included in a proposal cost.
3. ACTED security guidelines will have to be sticktly followed the whole consultancy in Turkey.

#### **EXPERTISE REQUIREMENTS**

1. Post graduate qualifications in Agriculture, Agronomy, Wash or related field;
2. At least 5 years' experience in conducting studies, collecting data and producing quality baseline/midterm/end line study reports, preferably for international non-governmental organizations or multilateral agencies;
3. Sectoral expertise and experience in agriculture and food security related projects;
4. Knowledge of the Syrian context and previous experience in the MENA region is a strong advantage;
5. Strong analytical skills and ability to clearly synthesize and present findings;
6. Good written and oral English essential;
7. Knowledge of Arabic an advantage.

#### **EVALUATION CRITERIA:**

- Technical proposal (70%)
  - Personnel deployed (CVs, Organogram) (20%)
  - Experience in similar projects (similarity to the project and covered area will be scored equally) (20%)
  - Context specificity /relevance of Methodology and work plan (20%)
  - Sample from previous work (10%)
- Financial proposal (30%)

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_



**ACTED**



**USAID**  
FROM THE AMERICAN PEOPLE

T/16DDC/1FEME/ANT/COO/13-07-2018/001

# Technical Offer (Envelope 1 out of 2)

## PROJECT PROPOSAL

- *Technical proposal **MUST** be submitted in a separate envelope/file from the financial proposal.*
- *All scores will be calculated proportionally (the maximum number of scores will be awarded to a bidder providing the most of the experience/ the strongest proposal / most experienced staff / and/or best price. All other bidders will be scored proportionally).*

### 1- Personnel deployed

- i) Please include organogram of the team structure

- ii) Please provide CVs of the personnel deployed (including field team), (CVs should be submitted as separate documents)

*Up to 20 points will be awarded based on the skills/qualifications of the consultant(s) and organogram of the team structure*

**2- Previous experience** Please list relevant contracts awarded by your company or organisation since 2014, to demonstrate experience in designing, developing and conducting a similar type of evaluations. If needed please provide a separate list and/or documentation.

Project Description	Location	Duration	Project Cost (USD)	Client	Contact Details (Name, phone, email)



**ACTED**



**USAID**  
FROM THE AMERICAN PEOPLE

T/16DDC/1FEME/ANT/COO/13-07-2018/001


*Up to 20 points will be awarded for previous experience (similarity to the project and covered area will be scored equally)*

### **3 - Methodology and work plan**

Provide a details description of methodology and workplan.

*Up to 20 points will be awarded based on the quality, context specificity and relevance of methodology and workplan.*

### **4 - Sample from previous work,**

Please include samples from previous work (10 – 20 pages) from at least 2 separate projects.

*Up to 10 points will be awarded based on the quality of the samples provided.*

**ACTED****USAID**  
FROM THE AMERICAN PEOPLE

T/16DDC/1FEME/ANT/COO/13-07-2018/001

Form PRO-06-01 Version 1.3

**BIDDER'S QUESTIONNAIRE ACTED TURKEY**

Date:

Tender N°: T/16DDC/1FEME/ANT/COO/13-07-2018/001

**A. Company Name:****B. Company Owner(s) / Partners full names:**1  
2  
3  
4**C. Company Legal Authorized Representative for this Tender:**

Complete Name: \_\_\_\_\_

Position in the Company: \_\_\_\_\_

Signature: \_\_\_\_\_

**D. Additional Information about the Company:**

1 Official Date of Registration: \_\_\_\_\_

2 Company Type / Profession as per Registration: \_\_\_\_\_

3 Full Name of the Three Company Representatives:

Name	Position	Location	Mobile Number

4 Total number of full time employees:

5 Company Telephone Number:

6 Company Fax Number:

7 Email Address:

8 Have you worked with NGOs before? If Yes, please list them with detailed information:

•  
•  
•

9 Have you worked on similar types of projects before? If Yes, please list them below with detailed information (if needed please provide separate list):

•  
•  
•

10 Bank Accounts:

(Please mention yes or no only)

In [Country]	In Europe	Other

**ACTED****USAID**  
FROM THE AMERICAN PEOPLE

T/16DDC/1FEME/ANT/COO/13-07-2018/001

**E. Past Performances:****1 Contract Award History***Please list the last supply contracts awarded by your company since 2009 up to now*

No	Project Description	Location	Partner Name	Duration	Project Cost (USD)
1					
2					
3					
4					
5					

**2 Company Assets as of January 1<sup>st</sup> 2016:***Please list your Company main assets (machine, equipment, premises & warehouses, trucks & heavy machines, production center, etc)*

No	Description	Location/Address	Quantity
1			
2			
3			
4			
5			

I undersigned, certify that I am the designated legal representative of this Company, that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information.

I declare and certify that the information above is true and accurate to the best of my knowledge. I understand and accept any false or inaccurate information may result in the cancellation of any offer made by the Bidder, even if discovered later.

Name \_\_\_\_\_

Position: \_\_\_\_\_

Signature &amp; Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**BIDDER'S ETHICAL DECLARATION**

Date:

Tender N°: T/16DDC/1FEME/ANT/COO/13-07-2018/001

Tenderer's name: \_\_\_\_\_

Tenderer's address: \_\_\_\_\_

**CODE OF CONDUCT:**

**1. Labour Standards**

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labour shall not be used*

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

- *Living wages are paid*



Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practised*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

## **B. Environmental Standards**

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

- ***Safety precautions for transport and cargo handling***

All transport and cargo handling processes are based on the need to maximise safety precautions and to minimise potential injuries to ACTED beneficiaries and staff as well as the suppliers's employees or those of its subcontractors.

### **C. Business Behaviour**

The conduct of the supplier should not violate the basic rights of ACTED's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

### **D. ACTED procurement rules and regulations**

Suppliers should comply with ACTED procurement rules and regulations outlines in ACTED Logistics Manual Version 1.2. or above. In particular, ACTED's procurement policy set out in Section 2.1 and 2.4. (contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

### **Operating Principles**

The implementation of the Code of Conduct will be a shared responsibility between ACTED and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

ACTED will:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximise the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritising the most likely locations of non-compliance.

ACTED expects suppliers to:



**USAID**  
FROM THE AMERICAN PEOPLE

T/16DDC/1FEME/ANT/COO/13-07-2018/001

1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to ACTED.

Both parties will

1. require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. seek arbitration in the case of unresolved disputes.

#### **Qualifications To The Policy Statement**

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, ACTED will purchase necessary goods and services from the most appropriate available source.

ACTED can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned \_\_\_\_\_, agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

Name & Position of Tenderer's authorized representative \_\_\_\_\_

Authorized signature \_\_\_\_\_

**ACTED****USAID**  
FROM THE AMERICAN PEOPLE

T/16DDC/1FEME/ANT/COO/13-07-2018/001

Form PRO-06-03 Version1.3

**BIDDER'S CHECK LIST ACTED TURKEY**

Date:

Tender N°: T/16DDC/1FEME/ANT/COO/13-07-2018/001

**BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :**

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)			
	Included		Present		Comments	
	Yes	No	Yes	No		
<b>Technical Offer</b>						
1.An original of the bid have been provided						
2. (form PRO-05) – Instructions to Bidders is attached, signed and stamped by the supplier. <b>(compulsory)</b>						
3. Technical proposal; past performance, CV(s) of the personnel, organogram of the team structure, methodology/ work plan, sample from previous work. <b>(compulsory)</b>						
4. (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>						
5.(form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>						
6. The Bidding documents are filled in English.						
7.A Copy of Company registration documents and license are included, ID & Passport of the legal representative of the company						
8.Terms of Reference signed by the bidder						
<b>Financial Offer</b>						
1.An original of the bid have been provided						
2.(form PRO-05) – Instructions to Bidders is attached, signed and stamped by the supplier. <b>(compulsory)</b>						
3. (form PRO-06) <b>Financial Offer</b> , filled, signed and stamped by the supplier. <b>(compulsory)</b>						
4. The prices in the Offer Form are in USD <b>(compulsory)</b>						

Name &amp; Position of Bidder's authorized representative \_\_\_\_\_

Authorized signature \_\_\_\_\_

**Terms of Reference**  
**Final Project Evaluation**  
**“Supporting conflict-affected men, women, boys and girls in Syria with both life-saving and resilience building assistance whilst also improving humanitarian information management”**

Donor:	USAID Office of U.S. Foreign Disaster Assistance (USAID/OFDA)
Project Title:	Supporting conflict-affected men, women, boys and girls in Syria with both life-saving and resilience building assistance whilst also improving humanitarian information management
Project Duration:	12 months, 1 September 2017 – 31 August 2018
Geographic districts(s):	<b>Syria:</b> <b>For WASH:</b> Idleb governorate: Harim and Jisr Ash Shugur, <b>For AFS:</b> Idleb governorate: Ariha, Harim, and Idleb.

**ACTED:**

ACTED is a non-governmental organization with headquarters in Paris, founded in 1993. Independent, private and not-for-profit, ACTED respects a strict political and religious impartiality and operates according to principles of non-discrimination and transparency.

ACTED’s vocation is to support vulnerable populations affected by wars, natural disasters and/or economic and social crises, and to accompany them in building a better future. The programs implemented by ACTED are in 35 countries in Africa, Asia, the Middle East, Latin America and the Caribbean seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context.

**Background of the Project**

On September 1<sup>st</sup> 2017, ACTED started a 12 months USAID/OFDA-funded project that aimed to provide life-saving assistance to displaced boys, girls, men and women, enhance resilience by promoting early recovery whilst also increasing aid effectiveness.

ACTED and its partners Ihsan for Relief and Development (hereinafter called Ihsan) (which jointly with ACTED conducted all FSL & NFI activities) to achieve this through the following:

- Ensuring regular Water, Sanitation and Hygiene services for 143,584<sup>1</sup> people living in 159 camps and informal settlements across eight camp clusters in Idleb governorate; this includes water trucking, construction and maintenance of WATSAN infrastructure, desludging, garbage collection, hygiene promotion and hygiene voucher as well as in-kind distributions.
- Enhancing economic recovery of 3,500 mid-size farmers and 2,450 orchard farmers in communities across Idleb governorate;
- Increasing food security and diversifying the diet of 6,000 individuals through home gardening support in Idleb governorate;
- Providing immediate relief to 18,000 newly internally displaced persons, and 2,500 displaced infants, through Non-food Item support in Idleb governorate;

<sup>1</sup> Camp population in all eight ACTED camp clusters in May 2018.

ACTED and its partners have designed this intervention on the basis of needs identified in the field and successful experiences in implementing similar activities in northern Syria over the past four years. The activities aim to address prevalent difficulties internally displaced persons (IDPs) and host communities face with regards to a lack of access to clean water, unsanitary conditions, and difficulties in accessing basic relief items, and agricultural inputs for production or household-level consumption. Furthermore, the project aims to address the challenges humanitarian organizations face in accessing information and data to effectively plan and implement a humanitarian response.

### Key Project Stakeholders

---

In order to ensure the sustainability of the project, ACTED has involved many stakeholders in the implementation of the project, as follows:

- ✚ **Camps' Beneficiaries (WASH sector)**
- ✚ **Camps' Management (WASH sector)**
- ✚ **WASH Service Providers (WASH sector)**
- ✚ **Maktab Ihsaa (WASH sector)**
- ✚ **ACTED Staff (WASH/ FSL/ NFI sectors)**
- ✚ **Ihsan for Relief and Development (FSL/NFI sectors)**
- ✚ **Local Councils (AFS/ NFI sectors)**
- ✚ **Farmers (Mid-size Orchard, Mid-size crop farmers, Home garden beneficiaries) (FSL sector)**
- ✚ **Vulnerable households (FSL/NFI sectors)**

### Objective of the Evaluation:

---

The main objective of this final evaluation is to provide ACTED and USAID/OFDA with a review of the status, relevance and performance of the activities implemented under the **Water, Sanitation, and Hygiene (WASH) (Sector 1)** and **Agriculture and Food Security (Sector 2)**, components of the project, as compared to the project document. The evaluation aims also to assess their results and impacts and will be driven by the following Research Questions:

- 1 What impact has the project had on target populations?
- 2 How relevant, effective, efficient and sustainable are the project activities?
- 3 What lessons and good practices (in terms of activities, project design, M&E, etc.) can be drawn from the project that can be replicated for future projects?

The evaluation results are envisaged to identify and describe the lessons learned, through measurements of the changes in the set indicators, summarize the experiences gained, technically and managerially, and recommend the approaches and methodologies for their further dissemination.

### Key Components of the Final Evaluation

---

The main objective of this evaluation is to provide ACTED and OFDA with an assessment of the project, its design, implementation and results. The aim is to determine the relevance and fulfillment of objectives, developmental efficiency, effectiveness, impact and sustainability. The evaluation should provide information that is credible and useful, enabling the incorporation of lessons learned into the decision-making process of both ACTED and USAID/OFDA.

The evaluation shall follow the criteria of the Development Assistance Committee (DAC) as following:

1. **Relevance:** The appropriateness of project objectives to the problems that it was supposed to address, and to the physical and policy environment within which it operated. It should include an assessment of the quality of project preparation and design – i.e. the logic and completeness of the project planning process, and the internal logic and coherence of the project design.



The following questions should be answered:

- Was the selection of target areas appropriate for reaching the most vulnerable in need of assistance?
- Were the project interventions (methodologies and activities) relevant to achieve the project objectives?
- Did the project adequately adjust to changing situations or contexts?

2. **Efficiency:** The fact that the project results have been achieved at reasonable cost, i.e. how well inputs/means have been converted into activities, in terms of quality, quantity and time, and the quality of the results achieved. 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:

- Was the project managed efficiently, in terms of human capital, staff, financial and other resources versus the results?
- Were ACTED's implementation structures appropriate?
- Were beneficiaries sufficiently involved in the project implementation? Was there feedback from beneficiaries to project implementers?
- What were the external constraints to achieving better efficiency and how well were they mitigated?
- Were synergies capitalised on with other actors (local and international) involved in similar projects?
- What evidence is there (if any) that learning (M&E), from this project or previous projects, were incorporated into the project's implementation strategies?
- How has the relationship been between ACTED and local authorities?

3. **Effectiveness:** An assessment of the contribution made by results to achievement of the project purpose, and how assumptions have affected project achievements. This should include specific assessment of the benefits accruing to target groups.

The following questions should be answered:

- To what extent did the project achieve its specific objective "To enhance access to clean water, increase access to sanitation infrastructure, ensure a waste free environment and promote hygiene and sanitation best practices for conflict affected boys, girls, men and women in Syria."?
- Were the expected results in the following sub-component realised:
  - Approximately 143,000 camp residents from the water supply infrastructure program, (provided by 25 to 30 liters of water during the winter months and 40 liters of water during the summer months)
  - Three new water systems have been constructed.
  - New solar powered lightening for main and crucial roads/ rehabilitate or provide new parts to existing lighting structures.
  - 40 blocks of sanitation facilities constructed across the eight camp clusters gender-specified and include locks and menstrual hygiene bins (female latrines) in each cubicle, and hand washing stations, soap dispensers and solar lights in each latrine block.
  - 400 household level private latrines constructed for extremely vulnerable beneficiaries fitting at least one of the following criteria: female headed; elderly headed; or disabled/chronically ill family members in the household.
  - 320 in-kind comprehensive hygiene kits distributed in the western camps (Khrbet al joz camps, KAJ), and 870 in the northern camps (Qah camps).
  - 20,250 consumable hygiene kits distributed in the western camps (Khrbet al joz camps, KAJ) and 55,050 vouchers in the northern camps (Qah camps).
  - 1,000 garbage bins (capacity 100 liters) distributed within the camp clusters.
  - 1,650 in-kind consumable baby kits distributed in the western camps (Khrbet al joz camps, KAJ), and 5,850 baby items voucher in the northern camps (Qah camps).





- To what extent did the project achieve its specific objective “To improve the ability of men and women in Syria to meet their own food needs through the restoration of livelihood opportunities.”?
  - Were the expected results in the following sub-components realised:
    - 4,000 mid-size crop farmers in Maaret Tamsrin, Taftanaz, Idleb, Saraqab, Bennsh Sarmin, Mhambal and Armanaz (Idleb governorate) have received an agricultural voucher for seeds and/or fertilizers.
    - 534 mid-size orchard farmers in Sarmin, Bennsh, Maaret Tamsrin, Taftanaz, Idleb, Saraqab, Armanaz (Idleb governorate), have received vouchers for fertilizer and tools.
    - 1,000 home garden beneficiaries in Maaret Tamsrin, Taftanaz, Saraqab, Armanaz, Mhambel, Idleb, Bennsh and Sarmin (Idleb governorate) have received vouchers for winter home garden inputs and summer home garden inputs. And got small scale drip irrigations systems in-kind.
    - Home gardens’ beneficiaries’ and Mid-size crop and orchard farmers’ capacities to apply improved agricultural practices are built, and vulnerable households have received basic agricultural sensitization programming.
4. **Impact:** The effect of the project on its wider environment, and its contribution to the wider sector objectives (as summarized in the project’s overall objective). In particular, the following questions should be answered:

**For AFS sectors,**

- Did the “Agriculture and Food Security” component of the project ultimately contribute to the overall objective stated at the outset? i.e. “To enhance the resilience of Syrians and promote early recovery where the security and humanitarian situation allows”
- What were, if any, the innovative and successful approaches that are of relevance to other actors active in the Agriculture and Food Security sector in the Syrian context?
- What, if any, were the unintended impacts of the Agriculture and Food Security sector intervention, both positive and negative?
- To what extent did inputs to the orchard farmers enhance the livelihoods of households targeted?
- To what extent did inputs to the mid-sized crop farmers enhance the livelihoods of households targeted?
- To what extent did inputs to the home garden beneficiaries enhance their food security outcomes?
- What were the external constraints to achieving better effectiveness on the FSL and how well were they mitigated?
- Are the apparent impacts attributable to the project’s interventions?

**For WASH sector:**

- Has there been improved access to sustainable sources of clean water to targeted beneficiaries in the following clusters: Al Karama/ Al Salam/ Darkoush?
- What, if any, were the unintended impacts of the project intervention, both positive and negative on the host community regarding Water Sources and sanitation activities?
- Did the sanitation/ waste environment situation has overall improved in camps?
- Did the Hygiene/ Vouchers/Kits had negative impacts on the local markets regarding sales and prices?
- Did the access to sanitation facilities improve in camps?
- Did the maintenance/ construction activities have a positive/ negative impact on protection situation in camps?



- Did the project have a positive/ negative impact on the number of cases of water/ vector borne diseases in targeted areas?
5. **Sustainability:** An assessment of the likelihood of benefits and knowledge produced by the project to continue to flow after external funding has ended, and with particular reference to the following factors:
- Financial sustainability;
  - Institutional sustainability;
  - Policy level sustainability;
  - Technical level sustainability.

The following questions should be answered:

- To what extent were the risk mitigation and sustainability plans in the project proposal, in addition to unforeseen risks, addressed during project implementation? How realistic were these?
- What evidence is there to suggest the project's interventions and/or results will be sustained after the project end?
- What are the possibilities for replication and extension of the project's outcomes?
- Was an exit strategy included during project planning stages?
- 

### Methodology of the Final Evaluation

The evaluation will be based on the findings and factual statements identified from review of relevant documents including the contractual project package, semi-annual program performance report to the donor, baseline report, post-distribution reports, monthly report, in addition to the technical reports produced by the project and the different promotional materials. A list of the above reports will be shared with the evaluator before the beginning of the mission. The mission will also undertake field visits and interview the stakeholders including the target beneficiaries, government officials, etc. Participation of stakeholders in the evaluation should be maintained at all the times, reflecting opinions, expectations and vision about the contribution of the project towards the achievement of its objectives.

### Detailed Outputs of the Assignment/Deliverables

The evaluator shall provide ACTED's representative office in Turkey with the following deliverables:

1. **Inception Report** in the English language outlining:
  - Review design and methodology (review tools, data collection, organization and data analysis etc.)
  - A detailed plan activity
2. **Final report** in the English language including the following elements

<b>Executive Summary</b>	It should be tightly drafted, and usable as a free-standing document. It should be short, not more than five pages. It should focus on the main analytical points, indicate the main conclusions, lessons learned and specific recommendations. Cross-references should be made to the corresponding page or paragraph numbers in the main text that follows.
<b>Methodology</b>	The methodology section should detail the tools used in the evaluation, the locations, the sampling, limitations; the dates, the team composition, and other pertinent facts.
<b>Findings</b>	The findings section should present the results of the evaluation in an objective and non-judgmental way that gives an honest portrayal of the project as a whole. Included in the findings should be a discussion of how well the project achieved each of the five DAC criteria: relevance, effectiveness, efficiency, impact, and sustainability.

<b>Conclusions, Lessons Learned, Best Practices, and Recommendations</b>	These should be presented as a separate final chapter. Wherever possible, for each key conclusion there should be a corresponding recommendation. Recommendations should be as realistic, operational and pragmatic as possible.
<b>Annexes</b>	<ul style="list-style-type: none"> <li>• Terms of Reference of the evaluation</li> <li>• Names of the evaluators and their companies</li> <li>• Logical Framework matrices (original and improved/updated)</li> <li>• Map of project area, if relevant</li> <li>• List of persons/organizations consulted</li> <li>• Literature and documentation consulted</li> <li>• Other technical annexes (e.g. statistical analyses, data collected, interview minutes etc.)</li> </ul>

**Please note that both inception and final reports are subject to ACTED approval before they are considered as final deliverables. All ACTED comments should be addressed before the two reports are considered completed.**

#### **Duration**

This assignment is planned to be accomplished within 25 working days and is expected to commence by the last week of July 2017 and end not later than the 31<sup>st</sup> of August 2018. Offers that did not comply to the overall length and deadline of the assignment will be disqualified.

The following schedule and deliverables are suggested:

<b>Deliverables</b>	<b>Estimated Schedule</b>
Review of program activities, implementation policies and reporting mechanisms	3 Days
Deliver and present Inception Report to all relative departments (Inception Report)	2 Days
Collection of program data for analysis	10 Days
Analysis of gaps, priorities and program performance (Draft Assessment Report)	3 Days
Deliver Final Assessment Report and presentation to all relative departments (Final Assessment Report in English)	7 Days

The leading consultant will be expected to meet on a weekly basis with ACTED management staff to provide updates on the evaluation timeframe.

By undertaking this assessment, consultants are expected to abide to humanitarian principles and to ensure the confidentiality of the data collected. It is also demanded that consultants follow at all time ACTED's Security Plan and Code of Conduct.

All data collected as part of this evaluation will remain ACTED's property.

#### **Expertise requirements**

The leading consultant should have the following background:

- Post graduate qualifications in social sciences, civil or mechanical engineering, monitoring and evaluation or related field;
- At least 5 years' experience in conducting studies, collecting data and producing quality baseline/midterm/end line study reports, preferably for international non-governmental organizations or multilateral agencies;
- Sectoral expertise and experience in WASH, AFS or emergency related projects;
- Knowledge of the Syrian context and previous experience in the MENA region is a strong advantage;
- Strong analytical skills and ability to clearly synthesize and present findings;

- Good written and oral English essential;
- Knowledge of Arabic an advantage.

### Application Process

Leading consultant is requested to include the following in the application:

- CV(s) of the personnel deployed (including field team)
- Organogram of the team structure including all daily workers
- Sample from previous work (10-20 pages) from at least 2 separate projects
- Past experience including description of the project, area of intervention, and total budget
- Technical Proposal including a detailed Methodology/Work plan
- Financial Proposal

Any missing document will lead to the direct disqualification of the applicant. Delayed applications will be automatically rejected.

Insurance coverage copy for all experts including professional liability applicable to the project areas. Please note that the consultancy firm will have to comply with all government rules and will be responsible for government taxes.

### Applications' scoring

Applications will be scored on the following criteria:

<b>I. Technical Proposal</b>		<b>70 %</b>
a.	Personnel deployed (CVs, Organogram)	20 %
b.	Experience in similar projects (similarity to the project and covered area will be scored equally)	20 %
c.	Context specificity /relevance of Methodology and work plan	20 %
d.	Sample from previous work	10 %
<b>II. Financial Proposal</b>		<b>30 %</b>

Name & Position of Bidder's authorized representative \_\_\_\_\_

Authorized signature \_\_\_\_\_