

ANNEX A - SHORT-TERM CONSULTANCY FOR FINAL PROJECT EVALUATION

ACTED IN UKRAINE

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.

Present in Ukraine since 2015, ACTED develops and implements programmes that target the most vulnerable amongst populations that have suffered from conflict, natural disaster, or socio-economic hardship.

SCOPE AND PURPOSE OF THE ROLE

ACTED is looking for an experienced evaluator to lead an external final project evaluation jointly or with support of ACTED's in-country Appraisal, Monitoring and Evaluation team.

The main objective of this evaluation is to provide ACTED and the donor with an assessment of the project, its design, implementation and results. The aim is to determine the relevance and fulfillment of objectives, efficiency and effectiveness of the project. The evaluation should provide information that is evidence-based, credible and useful, enabling the incorporation of lessons learned into the future decision-making processes of ACTED and the donor.

The evaluation will specifically:

1. Assess the extent to which the project met planned outputs and outcomes;
2. Highlight lessons learnt, best practices and recommendations for improvements to feed back into current and future ACTED programming in the same sectoral areas and using similar approaches to be meeting their objectives.

EXPERTISE REQUIREMENTS

The consultant should have the following background:

- Post-graduate qualifications in development studies or relevant area
- Experience in monitoring and evaluation of Disaster Risk Management projects
- Strong knowledge and/or demonstrated experience in designing and conducting similar monitoring and evaluation activities in insecure contexts is required
- Strong knowledge of Core Humanitarian Standards
- Strong analytical skills and ability to clearly synthesize and present findings
- Excellent written and oral English essential
- Excellent written and oral Russian/Ukrainian is desired
- Good knowledge of the Ukrainian context of the area is an advantage
- Good knowledge on industrial and environmental risks is desired

The consultant shall identify a focal point for communication and reporting purposes, with appropriate skills and experience. At the briefing session, the focal point should submit a full contact list of all those involved in the evaluation.

APPLICATION

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
- Sample from previous work (max. 10-20 pages) from at least 2 separate projects; description of similar experience, including description of the evaluation criteria, project, area of intervention, and total budget
- Technical Proposal including a detailed methodology and work plan.
- Detailed Financial Proposal (cost effective and showing unit costs)

Please note that the consultant or firm will have to comply with all government rules and will be responsible for government taxes.

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 times ACTED's Security Plan and Code of Conduct.

All data collected as part of this evaluation will remain ACTED's property. By the end of the final evaluation, the external evaluator shall submit all ACTED-/project-related documentation back to ACTED management. The Final External Evaluation Report produced under the present contract shall not be shared externally without ACTED's prior written approval.

ACTED will not take the responsibility of the transportation, access, accommodation and food-related expenses. It is the sole responsibility of the evaluator to take the appropriate measure to ensure access and lodging of the team on the field. However, ACTED will support the Consultant with the logistical, organizational and coordination issues (finding a hotel, reserving train tickets, organizing appointments, coordinating tasks, etc.).

To ensure equal treatment of applicants, ACTED cannot give a prior opinion on the eligibility and selection of bidders. ACTED has no obligation to provide clarifications on the call for tender; should ACTED decide to provide additional information, it will be published to be available to all potential bidders.

The selection process will include the following:

- a) Application review
- b) Interview (more than one if required)

Application deadline: October 16, 2020.

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: