

Terms of reference

Final External Evaluation

Addressing Food Insecurity through a Multisectoral Response and Strengthening Intersectoral & Food Security and Nutrition Evidence-Based Analysis, Planning & Response in DRC

DONOR – AWARD NUMBER	BHA - 720BHA23GR00094
PROJECT DURATION	01/04/2023 – 31/03/2025
LOCATIONS	Provinces of North Ubangi, South Ubangi, Bas Uélé, South Kivu, Maniema, and Tshopo, Democratic Republic of the Congo (DRC)
PARTNERS (IF ANY)	NA
MAIN PROJECT OBJECTIVE	Contribute to improving assistance to the emergency needs of vulnerable populations affected by the crisis context in Eastern DRC and CAR.
OBJECTIVES OF THE EVALUATION	<p>Overall objective:</p> <ul style="list-style-type: none"> - To provide an external opinion on the relevance and performance of the project, as compared to the project document and with a strong focus on results. - To highlight key lessons learnt, best practices and recommendations to feed back into current and future Acted programming in the same sectoral areas and using similar approaches to meeting their objectives.
OVERVIEW OF THE METHODOLOGY FOR THE EVALUATION	<p>The external expert will assess the project according to the following DAC criteria: relevance, efficiency, coherence, effectiveness, sustainability, impact. Cross-cutting issues such as gender, environment, accountability and do no harm will also be part of the analysis.</p> <p>The methodology for data collection is to be determined by the consultant with Acted approval. The consultant is however 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 and household-level interviews with a broad range of project stakeholders, including beneficiaries, as well as direct observations.</p>
EVALUATION DATES	20/02/2025 – 10/05/2025

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¹ Based on the European Union's ROM Handbook and guidance for final evaluations.

ACTED

ACTED WORLDWIDE

Acted is a non-governmental organization with headquarters in Paris, founded in 1993. Independent, private and not-for-profit, Acted respects strict political and religious impartiality and operates according to principles of non-discrimination and transparency. Acted endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

Acted's mission is to save lives and support people in meeting their needs in hard-to-reach areas. Acted develops and implements programmes that target the most vulnerable amongst populations that have suffered from conflict, natural disaster, or socio-economic hardship. Acted's approach looks beyond the immediate emergency towards opportunities for longer term livelihoods reconstruction and sustainable development. As of 2023, Acted was present in four continents and our teams intervene in 43 countries towards 27.1 million people, responding to emergency situations, supporting rehabilitation projects and accompanying the dynamics of development.

ACTED IN THE DEMOCRATIC REPUBLIC OF CONGO

Acted has been active in the Democratic Republic of Congo since 2003, operating in 10 provinces through 12 offices. In 2023, with a budget of 35 million USD and 680 staff members, Acted assisted 2.2 million people, including 672,000 with emergency food aid, 559,000 through water, hygiene, and sanitation initiatives, and 674,000 by providing access to basic services. Acted addresses the urgent needs of vulnerable populations, focusing on food security, WASH, housing, and protection, while also engaging in long-term efforts like infrastructure rehabilitation and agricultural revitalization.

PROJECT BACKGROUND

BACKGROUND AND RATIONALE OF THE PROJECT

The Democratic Republic of the Congo (DRC) has long been at the center of one of the most complex and prolonged humanitarian crises in the world. For over two decades, the Congolese population has faced the dire consequences of persistent armed conflict in the eastern regions and the political instability of neighboring countries. By December 2023, the Integrated Food Security Phase Classification (IPC) reported that approximately 25.4 million people in the DRC were in a state of acute food insecurity, making the country the one with the highest number of food-insecure individuals globally.

In this challenging context, Acted initiated a 24-month project aimed at addressing the urgent humanitarian needs of internally displaced persons (IDPs), refugees, returnees, and host communities in Eastern DRC, as well as those affected by the spillover of the Central African Republic (CAR) crisis in Northern provinces of DRC. Additionally, the project included an emergency response to recurring heavy flooding in Northern and Eastern provinces, aiming to assist households severely impacted by these natural disasters. The project leveraged lessons learned from previous BHA-funded programs to enhance outcome delivery through a comprehensive four-pillar response.

First Pillar: Strengthening Humanitarian Coordination

The first pillar of the project focused on strengthening humanitarian coordination through intersectoral food security and nutrition analysis. Acted, in partnership with IMPACT Initiatives' REACH program, implemented data collection, analysis, and coordination support activities to bolster the OCHA-led humanitarian efforts in DRC. This pillar was designed based on a thorough analysis of existing information gaps and successful experiences from previous projects in DRC. The activities under this pillar aimed to address critical gaps in the humanitarian coordination system, particularly in accessing and utilizing data effectively to identify needs, plan interventions, and implement an evidence-based response. The 24-month duration of the project allowed REACH activities to be fully integrated into key inter-agency planning milestones, such as the humanitarian planning cycle (HPC), thereby influencing high-level strategies that impact aid delivery across the country.

Second and Third Pillars: Rapid Multi-Sectoral Response and Agricultural Recovery

The second and third pillars of the program were dedicated to providing a rapid multi-sectoral response to newly displaced populations in Eastern provinces and addressing the immediate needs of communities affected by the CAR crisis in Northern provinces. These pillars included interventions in food security, WASH (Water, Sanitation, and Hygiene), NFI (Non-Food Items), shelter, and agriculture. The program was designed to be reactive and comprehensive, considering the scale and recurrence of displacements in these regions. The 24-month implementation period allowed Acted to ensure sustained humanitarian assistance, which was crucial given the increasing level of humanitarian needs in recent years. This approach also enhanced operational efficiency, particularly in overcoming constraints related to recruitment and procurement processes. By maintaining continuity in humanitarian aid, the project aimed to achieve a significant and inclusive impact on the targeted communities, ensuring that the most vulnerable populations received timely and effective support.

The long project timeframe also provided Acted with the flexibility to adapt its operations in response to the evolving security landscape, particularly in volatile areas such as Kivu, Maniema, and Bas-Uélé. Additionally, the project incorporated lessons learned from previous years to further improve fraud prevention and adaptive management strategies, which in turn minimized the risks of aid diversion.

Fourth Pillar: Emergency Response to Flooding

The fourth pillar of the program addressed the needs of households affected by recurring climate shocks, particularly flooding, in Northern and Eastern DRC. This pillar's activities were designed to provide immediate and multisectoral assistance to flood victims, aiming to mitigate the impact of such disasters on affected populations as quickly and efficiently as possible. The rapid response strategy under this pillar was critical in reducing the vulnerability of communities to these recurring shocks and enhancing their resilience over time.

Project Goal and Impact

The overarching goal of the project was to contribute to improving emergency assistance for vulnerable populations affected by instability in CAR, the conflicts in Eastern DRC, and flooding in Northern and Eastern DRC. The project aimed to reduce the needs of food-insecure, displaced, and flood-affected communities while increasing their resilience to future shocks.

Geographical Scope and Beneficiaries

The project was implemented across Eastern and Northern provinces of DRC, with a focus on regions most affected by conflict, displacement, and flooding. The project runs from April 1, 2023, to March 31, 2025, and targets the following beneficiary groups: food assistance for 54,500 households, WASH services for 29,350 households, shelter and settlement assistance for 29,350 households, and agricultural support for 12,000 households. These efforts are aimed at ensuring that the most vulnerable populations received the necessary support to improve their living conditions and build resilience against future crises.

ACTIVITIES OF THE PROJECT

Purpose 1. Equip humanitarian actors with intersectoral & food security and nutrition analysis and information tools to contribute to increased evidence-based response planning

Sub purpose 1.1. Provide the humanitarian community with timely and accurate information about humanitarian needs

- Activity 1.1.1 Multisector Needs Assessment (MSNA)

Sub purpose 1.2. Provide the humanitarian community with information management services through the publication of intersectoral and sectoral information products

- Activity 1.2.1 Humanitarian Situation Monitoring
- Activity 1.2.2. Activities supporting coordination
- Activity 1.2.3. Support to Cash Working Group through the Joint Market Monitoring Initiative
- Activity 1.2.4. SMART surveys in support of nutrition response actors, Nutrition cluster & IPC in DRC
- Activity 1.2.5: IM & Analysis supporting the flood response in DRC through standing mapping capacity and detailed pilot geospatial analysis in Kinshasa to inform preparedness work

Sub purpose 1.3. Strengthen humanitarian coordination in DRC through the support to humanitarian coordination platforms

- Activity 1.3.1 Contribution to the coordination cluster

Purpose 2. Address conflict-related and flooding-related food needs in Eastern and Northern DRC

Sub-purpose 2.1. To provide emergency, food assistance to vulnerable households affected by displacements in Eastern and Northern DRC, and by floodings in Tshopo and North Ubangi provinces

2.1.1. Emergency food assistance to vulnerable households affected by displacements in Eastern and Northern DRC

Eastern DRC

- Activity 2.1.1.1 Preliminary analysis
- Activity 2.1.1.2 Beneficiary identification
- Activity 2.1.1.3 Rapid Response distributions
- Activity 2.1.1.4. Protection ration distributions

Northern DRC

- Activity 2.1.1.5 Area Identification

- Activity 2.1.1.6 Preliminary analysis
- Activity 2.1.1.7 Beneficiary Identification
- Activity 2.1.1.8 Food distributions

Eastern and Northern DRC

- Activity 2.1.1.9 Sensitization for all distribution

2.1.2. Flooding response

- Activity 2.1.2.1 Preliminary analysis and area identification
- Activity 2.1.2.2. Beneficiaries identification
- Activity 2.1.2.3. Emergency Distributions
- Activity 2.1.2.4. Awareness raising sessions

Sub-purpose 2.2: To allow the most vulnerable individuals with focus on host communities in area affected by the CAR refugee crisis to strengthen their food security through the cash for work assistance

- Activity 2.2.1 Cash for Work Activity Identification
- Activity 2.2.2 Beneficiaries Selection
- Activity 2.2.3 Cash for Work

Purpose 3. To provide alert-based rapid, emergency, WASH NFI assistance to vulnerable households affected by displacements in Eastern DRC, and by flooding in Tshopo and North Ubangi provinces

Sub-purpose 3.1: To improve access to essential WASH NFIs to vulnerable HH affected by displacements in South Kivu and Maniema, and to HH affected by flooding in North Ubangi and Tshopo provinces

3.1.1 Assistance in WASH NFIs to vulnerable HH in South Kivu and Maniema

- Activity 3.1.1.1 Preliminary analysis
- Activity 3.1.1.2 Beneficiary identification
- Activity 3.1.1.3 Emergency distribution

3.1.2 – WASH NFIs assistance to HH affected by flooding in North Ubangi and Tshopo provinces

- Activity 3.1.2.1 Preliminary analysis and area identification
- Activity 3.1.2.2 Beneficiaries identification
- Activity 3.1.2.3 Emergency distributions
- Activity 3.2. Sensitization on hygiene practices
- 3.2.1 Sensitization on hygiene practices in Maniema and South Kivu
- 3.2.2 Sensitization on hygiene to HHs affected by floods in Tshopo and North Ubangi

Purpose 4: To provide alert-based rapid, emergency, S&S NFI assistance and CCCM services to

vulnerable households affected by displacements in Eastern DRC and by flooding in Tshopo and North Ubangi provinces

Sub-purpose 4.1: To improve access to essential S&S NFIs to vulnerable HH affected by displacements in South Kivu and Maniema, and by flooding in North Ubangi and Tshopo provinces

4.1.1 Assistance in S&S NFIs to vulnerable HH affected by displacements in South Kivu and Maniema

- Activity 4.1.1.1 Preliminary analysis
- Activity 4.1.1.2. Beneficiary identification
- Activity 4.1.1.3: Rapid response distribution of S&S NFIs

4.1.2 Assistance in S&S NFIs to vulnerable HH affected by flooding in North Ubangi and Tshopo provinces

- Activity 4.1.2.1. Preliminary analysis and area identification
- Activity 4.1.2.2. Beneficiaries' identification
- Activity 4.1.2.3. Rapid response distribution of S&S NFIs.
- Activity 4.1.2.4. Awareness raising sessions

Sub-purpose 4.2: To provide CCCM services to communities affected by displacements, for an improved, more efficient, qualitative and locally led displacement management and response in Eastern DRC

- Activity 4.2.1. In-depth assessments and feasibility studies
- Activity 4.2.2 Coordination and information management
- Activity 4.2.3. Capacity-building of governance structures
- Activity 4.2.4. Communication and community engagement
- Activity 4.2.5. Site care and maintenance

Purpose 5: To provide agricultural support to enhance food security and early recovery in Eastern DRC and areas affected by the CAR refugee crisis

Sub-purpose 5.1: To support the recovery capacities of the most vulnerable households affected by the refugee crisis and conflicts in Eastern and Northern DRC through the distribution of agricultural inputs and the implementation of Farmers Field School (FFS)

- Activity 5.1.1 Preliminary analysis
- Activity 5.1.2 Beneficiary identification
- Activity 5.1.3 Seeds and tools distribution
- Activity 5.1.4: Farmers Field School (FFS)

KEY PROJECT STAKEHOLDERS

Different stakeholders were involved in the course of this project:

- Acted: implementing the project's activities.
- BHA: funding the project's activities.

- Other humanitarian actors, such as Caritas, present in the intervention areas with whom Acted coordinates its activities through OCHA in order to create synergies and integrated interventions and avoid duplication.
- Food Security and CCCM Clusters in which Acted is highly engaged. Acted co-leads the Food Security Cluster in South Kivu, organizing coordination meetings in response to crises. Additionally, Acted has dedicated staff for the national food security cluster and for the Shelter/NFI cluster. Acted is also active in the CCCM sub-cluster in South Kivu, where it holds a co-lead role.
- State Agents (IPAGRI, SENASEM): Mobilized in agricultural activities. IPAGRI supports the establishment and strengthening of Farmer Field Schools and supports Acted with technical agricultural training. SENASEM ensures the quality of seeds before distribution and provides insights on agricultural needs and specifics.
- Direct and indirect beneficiaries in target areas, including the communities in intervention locations that are engaged through waves of sensitization
- Local authorities (village chiefs, chiefs of groupings, territory administrators), civil society, and community leaders: Effective communication and strong support from local authorities are vital for successful project implementation at multiple levels. Their cooperation is key to ensuring the security conditions necessary for the project's execution. These actors were actively consulted during needs assessments through focus group discussions and key informant interviews. Additionally, they played a crucial role in validating beneficiaries' identities, particularly in cases where official identification was lacking.

SCOPE AND PURPOSE OF THE EVALUATION

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, coherence, efficiency, effectiveness, impact and sustainability 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 is intended to be summative, as it will intervene at the end of the award, to evaluate the project intended outcomes in a way that should inform its continuity and/or replication.

The evaluation will specifically:

1. Assess the extent to which the project met planned 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 meeting their objectives.

Evaluation Focus and Strategic Prioritization

Given the scope of sectors, activities, and locations involved, and considering the limited time and financial resources, as well as the challenging access to many areas, the evaluator is advised to concentrate their attention on the prioritized sectors and locations mentioned below. The project is stretched across two distant and difficult-to-reach areas, making it impractical to cover every single

location comprehensively. By focusing on the key areas below mentioned below, the evaluator shall aim to ensure that the evaluation delivers in-depth, high-quality insights rather than a broad but superficial overview, aligning with our commitment to quality over quantity.

In Eastern DRC, the focus shall be on the CCCM interventions in Mwenga, Fizi and Minova, chosen for their strategic evolution during the project cycle and the need for feedback on our distinct approach in these locations. The second agricultural intervention should also specifically be included to showcase improvements following earlier results, emphasizing our commitment to learning and adaptation. The RRM intervention in the Muzinga-Mushinyi axis shall be included due to its innovative mixed modality and the substantial logistical and protection efforts involved, aiming to offer rich lessons for future interventions.

In the North, the evaluator should aim to assess at least one intervention per province. This approach ensures that the evaluation captures a diverse range of contexts and challenges, providing a comprehensive understanding of the project's impact across the region. The evaluator is encouraged to select the provinces of intervention based on their judgment and capacities, while considering that evaluating interventions across different provinces will help identify and address any regional variations in the effectiveness and implementation of our strategies. The evaluator is advised to evaluate Acted's agricultural activities in the Nzakara axis, chosen due to its significance in addressing food security challenges in the region and its representative nature of our broader agricultural interventions. The accessibility of this axis allows for a thorough evaluation, ensuring that the insights gained will be applicable to similar contexts. By focusing on Nzakara, we aim to assess the effectiveness of our agricultural strategies in a setting that reflects the realities faced across the region, providing valuable lessons that can inform future interventions.

By focusing on these specific areas, the consultant should aim to provide a comprehensive and meaningful evaluation that contributes to obtaining valuable insights for our ongoing and future projects. However, while these focus areas will be prioritized, the evaluator shall still aim to provide an overview of representative sample of interventions where possible, ensuring a comprehensive understanding of the project's overall impact.

The findings of the evaluation will be used to capitalize in future programming as Acted hopes to continue its activities in the same areas of intervention, as well as in new areas. Findings might lead to the adaptation of certain processes and practices. It might also help foster more dialogue with local stakeholders in the perspective that only the consultant could gather, being external to the activities conducted. Overall, findings are expected to challenge and better Acted approach in its areas of intervention.

Finally, the evaluation findings will be shared with all stakeholders either through email, or they will be discussed at field level with local stakeholders during the anticipated project extension kick-off, as a supporting document to discuss ways to improve programme quality.

RESEARCH CRITERIA AND QUESTIONS

The evaluation shall use the following DAC criteria and corresponding questions. The consultant will be able to review and revise the questions (not the criteria) in consultation with Acted country office MEAL team, as part of the inception phase of the evaluation, and as relevant.

1/ RELEVANCE²

The extent to which the intervention objectives and design respond to beneficiaries', global, country, and partner/institution needs, policies, and priorities, and continue to do so if circumstances change.

Note: "Respond to" means that the objectives and design of the intervention are sensitive to the economic, environmental, equity, social, political economy, and capacity conditions in which it takes place. "Partner/institution" includes government (national, regional, local), civil society organisations, private entities and international bodies involved in funding, implementing and/or overseeing the intervention. Relevance assessment involves looking at differences and trade-offs between different priorities or needs. It requires analysing any changes in the context to assess the extent to which the intervention can be (or has been) adapted to remain relevant.

The following question should be answered:

Was the action adequately designed to respond to the needs of the direct beneficiaries?

2/ COHERENCE

The compatibility of the intervention with other interventions in a country, sector or institution.

Note: The extent to which other interventions (particularly policies) support or undermine the intervention, and vice versa. Internal coherence addresses the synergies and interlinkages between the intervention and other interventions carried out by Acted, as well as the consistency of the intervention with the relevant international norms and standards to which Acted adheres. External coherence considers the consistency of the intervention with other actors' interventions in the same context. This includes complementarity, harmonisation and co-ordination with others, and the extent to which the intervention is adding value while avoiding duplication of effort.

The following question should be answered:

Were there complementarities, harmonisation and coordination between this project and other similar projects carried out by other actors in the same area (including avoiding duplication of efforts)?

3/ EFFICIENCY

The extent to which the intervention delivers, or is likely to deliver, results in an economic and timely way.

Note: "Economic" is the conversion of inputs (funds, expertise, natural resources, time, etc.) into outputs, outcomes and impacts, in the most cost-effective way possible, as compared to feasible alternatives in the context. "Timely" delivery is within the intended timeframe, or a timeframe reasonably adjusted to the demands of the evolving context. This may include assessing operational efficiency (how well the intervention was managed).

The following question should be answered:

Was the project managed in a cost-efficient manner (in terms of human, financial and other resources versus the results)?

The consultant shall analyze the efficiency of project management arrangements and duly justify any issue. Factual statements on the quality and quantity of inputs shall be provided, delays should be

² All criteria definitions are extracted from the document titled "Better Criteria for Better Evaluation", released by the DAC Network on Development Evaluation in December 2019.

measured by means of comparison with the latest update of the planning. Any significant deviations shall be analyzed. Conclusions on cost efficiency of outputs shall be drawn.

4/ EFFECTIVENESS

The extent to which the intervention achieved, or is expected to achieve, its objectives, and its results, including any differential results across groups.

Note: Analysis of effectiveness involves taking account of the relative importance of the objectives or results.

The following question should be answered:

Were the expected results realized?

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 as reflected by indicators covering the specific objective (outcome), providing a transparent chain of arguments.

5/ IMPACT

The extent to which the intervention has generated or is expected to generate significant positive or negative, intended or unintended, higher-level effects.

Note: Impact addresses the ultimate significance and potentially transformative effects of the intervention. It seeks to identify social, environmental and economic effects of the intervention that are longer term or broader in scope than those already captured under the effectiveness criteria. Beyond the immediate results, this criterion seeks to capture the indirect, secondary and potential consequences of the intervention. It does so by examining holistic and enduring changes in systems or norms, and potential effects on people's well-being, human rights, gender equality, and the environment.

The following question should be answered:

What evidence is there that the project contributed to the achievement of its overall objective?

6/ SUSTAINABILITY

The extent to which the net benefits of the intervention continue or are likely to continue.

Note: Includes an examination of the financial, economic, social, environmental, and institutional capacities needed to sustain net benefits over time. Involves analysis of resilience, risks and potential trade-offs. Depending on the timing of the evaluation, this may involve analysing the actual flow of net benefits or estimating the likelihood of net benefits continuing over the medium and long-term.

The following questions should be answered:

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?

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

EVALUATION METHODOLOGY

While Acted suggests consideration of the following mixed-methods methodology in order to collect the relevant data, the consultant is expected to determine the final methodological approach for presentation and approval during the inception phase. Final approval will be made by Acted's focal point.

The evaluation is expected to be based on the findings and factual statements identified from review of relevant documents including the project document (English), ad-hoc, monthly, quarterly and interim reports to the donor (English), monthly Project Manager reports (French), in addition to the technical reports (French) produced by the project.

As part of the project's result-oriented monitoring and evaluation plan³ as well as its own quality and accountability processes, Acted's MEAL Unit has already collected relevant data in a regular manner. As such, in order to make an efficient use of resources and avoid imposing assessment fatigue upon project stakeholders, it is expected that corresponding data and reports will be used as part of the desk review for the final evaluation. The table below describes the monitoring and evaluation activities already conducted / planned by Acted's MEAL unit. Acted will provide the external expert with all available project documentation at the beginning of the consultancy. Project specific context should also be considered.

The consultant will also undertake field visits and interview the stakeholders including the target beneficiaries, government officials, etc. Participation of stakeholders in the evaluation should be always maintained, reflecting opinions, expectations and vision about the contribution of the project towards the achievement of its objectives. The following persons should be visited and interviewed:

- Project Managers (PMs): Interviewed to provide detailed insights into project implementation, including challenges faced, decisions made, and strategies employed
- Acted Monitoring and Evaluation Manager (MEAL), Project Development Manager (PDM), Country Finance Manager (CFM), Country Logistics Manager (CLM) and Area Coordinators (ACs), Technical Protection Coordinator, Deputy Country Director (DCD) whenever possible;
- Chief of the village, community leaders and other community representatives for their reflections, feedback, recommendations and lesson learnt about their cooperation with Acted;
- Territorial Administrators for their reflections, feedback, recommendations and lesson learnt about their cooperation with Acted;
- Humanitarian coordination actors in the project provinces which are relevant to the project;
- A representative sample of beneficiaries will be interviewed based on their displacement status, gender and specific vulnerability. Number of locations to be visited will be defined by the consultant at a later stage but a minimum of 2-3 locations per project zone (Eastern and Northern DRC) is required.
- A sample of non-beneficiaries will be interviewed.

³ Please refer to the approved project's M&E plan for more information on each data collection methodology

The methodology must consider participants' safety throughout the evaluation (including recruitment and training of research staff, data collection / analysis and report writing) as well as research ethics (confidentiality of those participating in the evaluation, data protection, age and ability-appropriate assent processes) and quality assurance (tools piloting, enumerators training, data cleaning). **It is expected that the consultant will implement various quality control measures such as:**

- **The sharing of tools and data collection with Acted to make sure those are relevant and adapted to the context of intervention ;**
- **Data collection tools that are peer reviewed and tested by different people ;**
- **The selection of experienced enumerators as recommended by Acted or other actors in the areas of intervention ;**
- **The planification of a full day training to make sure enumerators become familiar with the data collection tools, test all skip logics, and review each tool in local languages to make sure enumerators use the right translation when in the field ;**
- **When made possible, the daily review of findings as the data collection progresses, in order to guide enumerators better ;**
- **Data quality checks during cleaning and analysis of findings, such as quality checks per enumerator (average number of surveys collected, average time spent on each survey etc) ;**
- **The triangulation of findings from various source of information.**

Moreover, the consultant is expected to be inclusive of minority and vulnerable groups in making sure they are represented in the data collection, through clear disaggregation in data collection tools, and also through dedicated focus groups for example.

The above-described methodology is indicative, the consultant is expected to provide a detailed methodology and work plan. He/she will also be free to collect additional data in order to reply to all the research questions.

The MEAL department aims to improve the quality, effectiveness, and accountability of Acted programmes, and to strengthen Project Cycle Management. Thanks to MEAL activities, Acted has a support in positioning and decision-making. The quality of activities is ensured by monitoring output and measuring the outcomes and impact of Acted's work. Please find below a comprehensive list of the MEAL activities to know what has been completed, to support and guide the awaited methodology and work plan.

MEALU Activities	Data collection period
Multi-Sectorial Needs Assessment and market analysis	<p>Eastern DRC:</p> <p>1st intervention: Mananasi-Kayembe-Mwasadi - 05/05/2023 - 16/05/2023</p> <p>2nd intervention: Mulanga-Chowe-Kangola - 13/06/2023 – 22/06/2023</p> <p>3rd intervention Kisangani-Makiso-Tshopo (Flood response) - 26/01/2024 – 08/02/2024</p> <p>4th intervention Banalia-Tshopo (Flood response) - 05/02/2024 – 06/02/2024</p> <p>5th intervention Axis Makengere-Makelele - 15/01/2024 – 23/01/2024</p> <p>6th intervention Axis Musinga-Mushinyi-Cigera - 15/05/2024 – 15/06/2024</p> <p><i>Other interventions: TBC</i></p> <p>Northern DRC:</p> <p>1st intervention: Kota-Koli/Limassa - 08/06/2023 – 18/06/2023</p> <p>2nd intervention: Wenze - 08/05/2023 – 24/05/2023</p> <p>3rd intervention: Ango/Gwane/Sokadi/Digba - 14/06/2023 – 26/06/2023</p> <p>4th intervention: Monga/Goya/Yabongo/Ndu - 04/09/2023 – 05/10/2023</p> <p>5th intervention: Nzakara/Nganzato - 27/09/2023 – 17/10/2023</p> <p>6th intervention: Zapay/Dikpoto - 16/10/2023 – 21/10/2023</p> <p>7th intervention: Kanzawi/Nzongbo - 01/11/2023 – 11/11/2023</p> <p>Yakoma Health Zone (Flood response) - 24/01/2024 – 29/01/2024</p> <p><i>Other interventions: TBC</i></p>
Participation to beneficiaries' targeting and vulnerability assessment with the project team and Initial KAP (Knowledge, Attitudes and Practices) survey	<p>Eastern DRC:</p> <p>1st intervention: Mananasi-Kayembe-Mwasadi - 29/05/2023 - 19/06/2023</p> <p>2nd intervention: Mulanga-Chowe-Kangola - 26/07/2023 - 01/08/2023</p> <p>3rd intervention Kisangani-Makiso-Tshopo (Flood response) - 12/02/2024 – 17/02/2024</p> <p>4th intervention Banalia-Tshopo (Flood response)</p>

	<ul style="list-style-type: none"> - 07/03/2024 – 10/03/2024 <p>5th intervention Axis Makengere-Makelele</p> <ul style="list-style-type: none"> - 12/02/2024 – 28/02/2024 <p>6th intervention Axis Musinga-Mushinyi-Cigera</p> <ul style="list-style-type: none"> - 20/06/2024 – 01/07/2024 <p><i>Other interventions: TBC</i></p> <p>Northern DRC:</p> <p>1st intervention: Kota-Koli/Limassa</p> <ul style="list-style-type: none"> - 08/07/2023 – 19/07/2024 <p>2nd intervention: Wenze</p> <ul style="list-style-type: none"> - 09/06/2023 – 20/06/2023 <p>3rd intervention: Ango/Gwane/Sokadi/Digba</p> <ul style="list-style-type: none"> - 20/07/2023 – 09/08/2023 <p>4th intervention: Monga/Goya/Yabongo/Ndu</p> <ul style="list-style-type: none"> - 19/08/2023 – 04/09/2023 <p>5th intervention: Nzakara/Nganzato</p> <ul style="list-style-type: none"> - 08/11/2023 – 18/11/2023 <p>6th intervention: Zapay/Dikpoto</p> <ul style="list-style-type: none"> - 24/01/2024 – 12/02/2024 <p>7th intervention: Kanzawi/Nzongbo</p> <ul style="list-style-type: none"> - 20/01/2024 – 27/01/2024 <p>Yakoma Health Zone (Flood response)</p> <ul style="list-style-type: none"> - 16/02/2024 – 04/03/2024 <p><i>Other interventions: TBC</i></p>
On-site monitoring and satisfaction surveys (multi-sectoral rapid response assistance, Eastern DRC)	<p>1st intervention: Mananasi-Kayembe-Mwasadi, Kabambare</p> <ul style="list-style-type: none"> - Round 1 (Food): 26/08/2023 - 06/09/2023 - Round 2&3 (Food + NFI + hygiene kits): 16/09/2023 - 27/09/2023 <p>2nd intervention: Mulanga-Chowe-Kangola, Mwenga</p> <ul style="list-style-type: none"> - Round 1 (Food): 28/09/2023 - 09/10/2023 - Round 2 (Food + NFI + hygiene kits): 01/11/2023 - 12/11/2023 - Round 3 (Food): 08/12/2023 - 14/12/2024 <p>3rd intervention Kisangani-Makiso-Tshopo (Flood response)</p> <ul style="list-style-type: none"> - One Round (Cash): 29/02/2024 – 24/03/2024 <p>4th intervention Banalia-Tshopo (Flood response)</p> <ul style="list-style-type: none"> - One Round (Cash): 29/02/2024 – 24/03/2024 <p>5th intervention Makengere-Makelele, Kalehe</p> <ul style="list-style-type: none"> - Round 1: 27/03/2024 - 11/04/2024 - Round 2&3: 22/04/2024 – 04/05/2024 <p>6th intervention Musinga-Mushinyi-Cigera</p>

	<ul style="list-style-type: none"> - Round 1: 13/08/2024 – 19/08/2024 - Round 2: Date tbc - Round 3: Date tbc <p><i>Other interventions: TBC</i></p>
On-site monitoring and satisfaction surveys (Emergency food assistance, Northern DRC)	<p>1st intervention: Kota-Koli/Limassa</p> <ul style="list-style-type: none"> - Round 1: 22/01/2024 - 26/01/2024 - Round 2: 03/04/2024 - 08/04/2024 - Round 3: 17/06/2024 - 21/06/2024 - Distribution 4: 25/07/2024 - 28/07/2024 <p>2nd intervention: Wenze</p> <ul style="list-style-type: none"> - Round 1: 11/09/2023 - 15/09/2023 - Round 2: 23/10/2023 - 27/10/2023 - Round 3: 06/12/2023 - 11/12/2023 <p>3rd intervention: Ango/Gwane/Sokadi/Digba</p> <ul style="list-style-type: none"> - Round 1: 06/05/2024 - 17/05/2024 - Round 2: 16/07/2024 – 29/07/2024 - Round 3: TBC <p>4th intervention: Monga/Goya/Yabongo/Ndu</p> <ul style="list-style-type: none"> - Round 1: 11/03/2024 - 28/03/2024 - Round 2: 15/05/2024 - 30/05/2024 - Round 3: 10/07/2027 - 26/07/2024 <p>5th intervention: Nzakara/Nganzato</p> <ul style="list-style-type: none"> - Round 1: 08/03/2024 - 18/03/2024 - Round 2: 29/04/2024 - 07/05/2024 - Round 3: 29/05/2024 - 06/06/2024 <p>6th intervention: Zapay/Dikpoto</p> <ul style="list-style-type: none"> - TBC <p>7th intervention: Kanzawi/Nzongbo</p> <ul style="list-style-type: none"> - TBC <p>Yakoma Health Zone (Flood response) 24/03/2024 – 29/03/2024</p> <p><i>Other interventions: TBC</i></p>
On-site monitoring and satisfaction surveys (multi-sectoral assistance) (Agricultural Recovery)	<p>Eastern DRC</p> <p>1st intervention: Mulanga-Chowe-Kangola, Mwenga</p> <ul style="list-style-type: none"> - 16/11/2021 – 18/11/2021 <p>2nd intervention: Mabingu-Bungarane-Mantu, Kalehe</p> <ul style="list-style-type: none"> - TBC

	<p>Northern DRC</p> <p>1st intervention: Kota-Koli/Limassa</p> <ul style="list-style-type: none"> - Distribution 1: 22/01/2024 - 26/01/2024 - Distribution 2: 17/06/2024 - 21/06/2024 <p>2nd intervention: Wenze</p> <ul style="list-style-type: none"> - 11/09/2023 - 15/09/2023 <p>3rd intervention: Ango/Gwane/Sokadi/Digba</p> <ul style="list-style-type: none"> - 06/05/2024 - 17/05/2024 <p>4th intervention: Monga/Goya/Yabongo/Ndu</p> <ul style="list-style-type: none"> - Distribution 1: 15/05/2024 - 30/05/2024 - Distribution 2: 10/07/2027 - 26/07/2024 <p>5th intervention: Nzakara/Nganzato</p> <ul style="list-style-type: none"> - Distribution 1: 08/03/2024 - 18/03/2024 - Distribution 2: 29/05/2024 - 06/06/2024 - Distribution 3: 09/07/2024 - 11/07/2024 <p>6th intervention: Zapay/Dikpoto</p> <ul style="list-style-type: none"> - TBC <p>7th intervention: Kanzawi/Nzongbo</p> <ul style="list-style-type: none"> - TBC <p><i>Other interventions: TBC</i></p>
Post-Distribution Monitoring (PDM) (multi-sectoral rapid response assistance and emergency food assistance)	<p>Eastern DRC</p> <p>1st intervention: Mananasi-Kayembe-Mwasadi</p> <ul style="list-style-type: none"> - PDM (Food + NFI + hygiene kits): 14/10/2023 – 23/10/2023 <p>2nd intervention: Mulanga-Chowe-Kangola</p> <ul style="list-style-type: none"> - PDM1 (Food): 19/10/2023 – 24/10/2024 - PDM2 (Food + NFI + hygiene kits): 09/01/2024 – 18/01/2024 <p>3rd intervention Kisangani-Makiso-Tshopo (Flood response)</p> <ul style="list-style-type: none"> - PDM (Flood response): 14/03/2024 – 18/03/2024 <p>4th intervention Banalia-Tshopo (Flood response)</p> <ul style="list-style-type: none"> - PDM (Flood response): 29/03/2024 – 02/04/2024 <p>5th intervention Makengere-Makelele,Kalehe</p> <ul style="list-style-type: none"> - PDM (Food + NFI + hygiene kits): 24/05/2024 – 29/05/2024 <p>6th intervention Musinga-Mushinyi-Cigera (RRM)</p> <ul style="list-style-type: none"> - PDM1: TBC - PDM2: TBC <p>Northern DRC</p> <p>1st intervention: Kota-Koli/Limassa</p>

	<ul style="list-style-type: none"> - PDM1: 14/02/2024 - 22/02 2024 - PDM2: 15/07/2024 – 23/07/2024 <p>2nd intervention: Wenze</p> <ul style="list-style-type: none"> - PDM1: 04/10/2024 – 10/10/2024 - PDM2: 22/01/2024 – 03/02/2024 <p>3rd intervention: Ango/Gwane/Sokadi/Digba</p> <ul style="list-style-type: none"> - PDM1: 05/06/2024 – 21/06/2024 - PDM2: TBC <p>4th intervention: Monga/Goya/Yabongo/Ndu</p> <ul style="list-style-type: none"> - PDM1: 18/04/2024 – 02/05/2024 - PDM2: TBC <p>5th intervention: Nzakara/Nganzato</p> <ul style="list-style-type: none"> - PDM1: 10/04/2024 – 22/04/2024 - PDM2: TBC <p>6th intervention: Zapay/Dikpoto</p> <ul style="list-style-type: none"> - PDM1: TBC - PDM2: TBC <p>7th intervention: Kanzawi/Nzongbo</p> <ul style="list-style-type: none"> - PDM1: TBC - PDM2: TBC <p><i>Other interventions: TBC</i></p>
Final KAP survey (Food assistance)	<p>Eastern DRC</p> <p>1st intervention: Mananasi-Kayembe-Mwasadi</p> <ul style="list-style-type: none"> - 25/10/2024 – 01/11/2024 <p>2nd intervention: Mulanga-Chowe-Kangola</p> <ul style="list-style-type: none"> - 24/01/2024 – 30/01/2024 <p>3rd intervention Kisangani-Makiso-Tshopo (Flood response)</p> <ul style="list-style-type: none"> - 14/03/2024 – 18/03/2024 <p>4th intervention Banalia-Tshopo (Flood response)</p> <ul style="list-style-type: none"> - 29/03/2024 – 02/04/2024 <p>5th intervention Makengere-Makelele,Kalehe</p> <ul style="list-style-type: none"> - 31/05/2024 – 03/06/2024 <p>6th intervention Musinga-Mushinyi-Cigera (RRM)</p> <ul style="list-style-type: none"> - TBC <p>Northern DRC</p> <p>1st intervention: Kota-Koli/Limassa</p> <ul style="list-style-type: none"> - 05/08/2024 – 14/08/2024 <p>2nd intervention: Wenze</p>

	<ul style="list-style-type: none"> - 10/02/2024 – 14/02/2024 <p>3rd intervention: Ango/Gwane/Sokadi/Digba</p> <ul style="list-style-type: none"> - TBC <p>4th intervention: Monga/Goya/Yabongo/Ndu</p> <ul style="list-style-type: none"> - TBC <p>5th intervention: Nzakara/Nganzato</p> <ul style="list-style-type: none"> - 15/07/2024 – 22/07/2024 <p>6th intervention: Zapay/Dikpoto</p> <ul style="list-style-type: none"> - TBC <p>7th intervention: Kanzawi/Nzongbo</p> <p>TBC</p> <p><i>Other interventions: TBC</i></p>
Post-Distribution Monitoring (PDM) (Agricultural Recovery)	<p>Eastern DRC</p> <p>1st intervention: Mulanga-Chowe-Kangola, Mwenga</p> <ul style="list-style-type: none"> - 11/01/2024 – 16/01/2024 <p>2nd intervention: Mabingu-Bungarane-Mantu, Kalehe</p> <ul style="list-style-type: none"> - TBC <p>Northern DRC</p> <p>1st intervention: Kota-Koli/Limassa</p> <ul style="list-style-type: none"> - 14/02/2024 - 22/02 2024 <p>2nd intervention: Wenze</p> <ul style="list-style-type: none"> - 22/01/2024 – 03/02/2024 <p>3rd intervention: Ango/Gwane/Sokadi/Digba</p> <ul style="list-style-type: none"> - TBC <p>4th intervention: Monga/Goya/Yabongo/Ndu</p> <ul style="list-style-type: none"> - 18/04/2024 – 01/05/2024 <p>5th intervention: Nzakara/Nganzato</p> <ul style="list-style-type: none"> - 26/06/2024 – 09/07/2024 <p>6th intervention: Zapay/Dikpoto</p> <ul style="list-style-type: none"> - TBC <p>7th intervention: Kanzawi/Nzongbo</p> <ul style="list-style-type: none"> - TBC
Post-Harvest Survey (Agricultural Recovery)	<p>Eastern DRC</p> <p>1st intervention: Mulanga-Chowe-Kangola, Mwenga</p> <ul style="list-style-type: none"> - 22/04/2024 – 02/05/2024 <p>2nd intervention: Mabingu-Bungarane-Mantu, Kalehe</p> <ul style="list-style-type: none"> - TBC

	Northern DRC 1 st intervention: Kota-Koli/Limassa - 15/07/2024 – 23/07/2024 2 nd intervention: Wenze - 09/04/2024 – 17/04/2024 3 rd intervention: Ango/Gwane/Sokadi/Digba - TBC 4 th intervention: Monga/Goya/Yabongo/Ndu - TBC 5 th intervention: Nzakara/Nganzato - TBC 6 th intervention: Zapay/Dikpoto - TBC 7 th intervention: Kanzawi/Nzongbo TBC
Impact Survey (Cash for work activities) Northern DRC	1 st intervention: Kota-Koli/Limassa - TBC 2 nd intervention: Monga/Goya/Yabongo/Ndu - TBC 3 rd intervention: Ango/Gwane/Sokadi/Digba - TBC 4 th intervention: Kanzawi/Nzongbo - TBC 5 th intervention: Zapay/Dikpoto - TBC
Endline Survey (CCCM activities) Eastern DRC	Eastern DRC 1 st intervention: Mulanga-Chowe-Kangola, Mwenga - 24/04/2024 - 29/04/2024 2 nd intervention: Katalukulu-Sebele-Kikonde - TBC

SCHEDULE

This assignment is expected to begin by the 20th of February 2025 and shall be accomplished no later than the 10th of May. Bidders should provide an evaluation workplan detailing the number of working days required per evaluation activity (see below table).

Evaluation activities	Suggested Schedule
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Review of program activities, implementation policies and reporting mechanisms, based on available documentation	To be filled by bidders
Development of an Inception Report, outlining the methodology for data collection and analysis	To be filled by bidders
Data collection	To be filled by bidders
Analysis of program performance based on the above-listed DAC criteria and the corresponding research questions listed above	To be filled by bidders
Drafting of the Final Evaluation Report	To be filled by bidders
Finalization of the Final Evaluation Report, taking into account Acted comments on its quality and accuracy.	10 days

The consultant will be expected to meet weekly with Acted management staff to provide updates on the evaluation timeframe. This can be done either by phone or in person. Once the final evaluation report is submitted, Acted DRC will organize a workshop to share the results and implement best practices on the next projects.

DELIVERABLES

The following deliverables should be provided to Acted representative in DRC, Kinshasa, who will then circulate them to the relevant Acted departments and partners for feedback.

All deliverables should be in electronic version, Word/Windows compatible format and in English or in French⁴.

Deliverables	Deadline
Inception Report	To be delivered no later than 06/03/2025
Draft Final Evaluation Report	To be delivered no later than 15/04/2025
Final version of the Final Evaluation Report	To be delivered no later than 10/05/2025

For all deliverables, the external expert is expected to underline factual statements using evidence, and to comment on any deviation.

⁴ If the selected consultant(s) show/s good level of English, the final report will be produced in English. Only if no appropriate applications are received with a sufficient level of English, the report will be produced in French and a translated version will be provided to the donor.

INCEPTION REPORT

The inception report shall include the following elements:

- Detailed description of the methodology for the evaluation
 - o Data collection methods
 - o Data collection tools
 - o Sampling
 - o Approach to quality control
- Data analysis methods
- Justification for revising the Evaluation Questions (if relevant)
- Detailed workplan
- Analysis of anticipated limitations and mitigation measures

FINAL EVALUATION REPORT

The consultant shall use Acted's Final Evaluation Report template (to be provided at the beginning of the evaluation), including the following elements:

Executive summary <i>(2 pages max)</i>	It should be tightly drafted, and usable as a free-standing document. It should be short, not more than 2 pages. It should focus on the main analytical points, indicate the main conclusions, lessons learned and specific recommendations. Specific guidance on how to develop the Executive Summary will be provided at the beginning of the evaluation. Note that this section of the template also contains an overview scoring table that should be filled by the consultant in a consistent and sound manner.
Project synopsis <i>(this section should not exceed 1 page in length)</i>	The project synopsis serves as an introduction and provides background information. It therefore includes a short text on the objectives of the project and issues to be addressed by it, a description of the target groups and a summary of its intervention logic, including the indicators at the three levels of the intervention logic: overall objective/impact, specific objective/outcome, outputs. The synopsis does not include appreciations and observations on issues related to the project implementation.
Methodology <i>(this section should not exceed 1 page in length)</i>	The methodology section should detail the tools used in the evaluation; locations, sample sizes, sampling methodology, tools used, dates, team composition, limitations faced and other pertinent facts.
Findings <i>(max. 2 pages per DAC criteria)</i>	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. Included in the findings should be a discussion of how well the project achieved each of the above-listed DAC criteria. The consultant shall highlight the most important findings relating to the performance of the project and elaborate on them in detail while also pointing out any critical issues and/or serious deficiencies. Findings shall

	<p>be accurate, concise and direct. They must be based on and coherent with their answers to the evaluation questions.</p> <p>The consultant is expected to provide a self-sustaining explanation of their assessment which must be understandable by any person unfamiliar with the project while at the same time providing useful elements of information to the stakeholders. The consultant should avoid the following weaknesses: not evidence based, lack of technical content (e.g. experts provide an analysis which does not take into account the state of the art of knowledge in a given sector or topic).</p> <p>Full source details (including file name, page numbers...) are always to be included.</p>
<p>Conclusions, Lessons Learned, Best Practices, and Recommendations</p> <p><i>(max.3 pages)</i></p>	<p>These should be presented as a separate final chapter. Wherever possible and relevant, for each key conclusion there should be a corresponding recommendation. The consultant shall set out the main conclusions and recommendations based on the answers given to the evaluation questions which are summarized in the findings section.</p> <p>Recommendations should be as realistic, operational and pragmatic as possible and drafted in a way that the stakeholders to whom they relate are clearly identified. Recommendations are derived from the conclusions and address issues of major importance to the performance of the project. They must take in consideration applicable rules and other constraints, related for example to the context in which the project is implemented. They must not be phrased in general terms but constitute clear proposals for solutions and they target the most important issues rather than minor or less relevant aspects of a project.</p> <p>Through conclusions, lessons learned, best practices and recommendations, the evaluation will generate knowledge and support accountability to beneficiaries, the donor, Acted and the overall humanitarian community. It will provide information on the processes or activities that Acted implemented to develop insights, knowledge, and lessons from past experiences so as to improve current and future performance.</p>
Annexes	<ul style="list-style-type: none"> • Terms of Reference of the evaluation • Assessment tools used (questionnaires, checklists, scoring grids, etc.) • List of persons (job titles only, no names)/organizations consulted • List of literature and documentation consulted • Other technical annexes (e.g. statistical analyses and other pertinent elements, graphs, etc.)

For consortium and/or multi-country projects, a single project-wide report should still be produced, with agency-specific and/or country-specific findings clearly identified.

FEEDBACK ON DELIVERABLES

Please note that both inception and final reports are subject to Acted approval before they are considered as final deliverables and corresponding milestones payment can be released.

Upon submission of the draft inception report / draft final evaluation report by the consultant, Acted will formulate comments as well as indicate any factual errors, within five working days of reception.

Comments will be formulated on the basis of the Inception Report and Final Evaluation Report Quality Control Checklists that will be provided to the consultant at the beginning of the evaluation.

For the draft final evaluation report, consultants are informed that Acted will provide an opinion on the quality of the evaluation report and each of its components (synopsis, methodology, findings, conclusions and recommendations, and annexes), which should be taken into account by the consultant. For each recommendation, Acted will also state to what extent (Yes, Partially, No) it agrees with the recommendation and accurately reports the opinion of the consulted stakeholders.

All comments should be considered by the consultant before the two reports are considered completed. The consultant shall take note of these comments and decide whether or not to revise the reports and, where appropriate, succinctly explain why comments cannot be taken into account. The consultant submits a revised version of the report to Acted, within five days (Inception Report) / five days (Final Evaluation Report) of receipt of Acted comments. The revised version should clearly highlight all changes made.

EXPERTISE REQUIREMENTS

The consultant should have the following background:

- Post- graduate qualifications in development/humanitarian studies or relevant area
- Experience in project Monitoring and Evaluation, in managing final external project evaluations, in particular food security and emergency projects;
- Strong knowledge and/or demonstrated experience in designing and conducting similar monitoring and evaluation activities in insecure contexts is required
- Excellent knowledge of the DRC context, especially in terms of security, and culture is required;
- Strong knowledge of Core Humanitarian Standards
- Strong analytical skills and ability to clearly synthesize and present findings
- Excellent written and oral French and English is essential, Swahili and Lingala is a plus;
- Good knowledge of the east and north of DRC context of the area is an advantage.

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 PROCESS

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

- CV(s) of the personnel deployed (including field team)
- Organigram of the team structure

- Sample from previous work (max. 10-20 pages, ideally in DRC) from at least 2 separate projects; description of similar past 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 consultancy 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.

It is the responsibility of the consultant to budget for a translator (if required), as well as a medical / health / repatriation insurance.

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 insure access and lodging of the team on the field.

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.

APPLICATIONS' SCORING

Applications will be scored on the following criteria:

I. Technical Proposal		70pts
a.	Technical skills of personnel deployed (CVs, organizational structure of the team, experience in conducting similar final evaluations - similarity to the evaluation criteria, project and covered area will be scored equally)	35pts
b.	Context specificity /relevance of Methodology and work plan	20pts
c.	Sample from previous work	15pts
II. Financial Proposal		30pts
TOTAL		100pts

Any offer submitted after the deadline will be automatically rejected. Any missing document will lead to the direct disqualification of the applicant.

Offers that do not comply with the overall length and deadline of the assignment (as provided above), do not include field visits and/or do not plan to assess each of the above-listed DAC criteria will be disqualified.

Any error or major discrepancy related to the instructions listed in the Terms of Reference may lead to the rejection of the bid.

Clarifications will only be requested by Acted to bidders when information provided is not sufficient to conduct an objective assessment of the submitted offer.