



TERMS OF REFERENCE FOR EXTERNAL EVALUATION OF THE CONVENIO

Build resilience in rural Ethiopia in the face of natural and/or human-made disasters, promoting sustainable rural development, with gender equity and strengthening community fabric in the Somali Region, highly vulnerable to famine

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1. INTRODUCTION

The Object of the Evaluation is the Convenio " Build resilience in rural Ethiopia in the face of natural and/or human-made disasters, promoting sustainable rural development, with gender equity and strengthening community fabric in the Somali Region, highly vulnerable to famine." which are carrying out the Fundación Promoción Social (FPS), RESCATE, ECC-SDOCOH and HAVOYOCO with funding from the Spanish Agency for International Development Cooperation (AECID).

The basic reasons for this final evaluation are:

- Comply with the regulations contained in Law 38/2003, of November 17, General of Subsidies, and RD 887/2006, of July 21, as well as Order AUC / 286/2022, of April 6, in which establishes the obligation to carry out a final evaluation in the Development Agreements financed by the AECID.
- Be budgeted in the formulation of the agreement in question and be considered relevant by the OTC of Ethiopia and the organizations consortium members.
- Open learning processes that allow useful conclusions to be drawn for the improvement of methodologies.
- Study the management of the intervention through systematic and in-depth analysis of the objectives and results expected and achieved.
- Consolidate information channels among local partners, RESCATE, FPS and the AECID, encouraging participation and transparency of the intervention

It also considers the need to be able to assess the extent to which the intervention is approaching the general objective of development aid: the fight against poverty and, in particular, the achievement of the United Nations Sustainable Development Goals with which it is interrelated. the Convenio (ODS 1, 2, 5, 6, 13) in Fafan zone, Somali region.

Another purpose of the evaluation focuses on the value of evaluation as a process of learning and knowledge management, as well as its contribution to accountability and transparency among all actors, including the target group, as the right holder and active subject that participates in the achievement of development results.

In order to ensure the participation of the target group and ensure the adequacy of the actions taken and open processes of appropriation of the dynamics of change taken as an essential multiplying agent that enhances the viability of the agreement once the external aid ends.

In this perspective, the final evaluation should be approached from different perspectives in order to offer an analysis that integrates the interests and needs of each of the key actors of the intervention.

The general objectives of the evaluation are:



- Evaluate, after the elapsed execution period, the relevance of the intervention and its objectives in relation to the problems and vulnerabilities identified in the Agreement, within the framework of the sectoral strategy on Rural Development of Spanish Cooperation.
- Value the design and execution of the intervention. The coherence between the expected results and the achievement of the objectives, as well as their scope in the evaluated period, reorienting them if necessary.
- Value the activities carried out, their contribution to the achievement of the results and the optimization of the resources used to carry them out.
- Analyze at this moment the foreseeable impact of the intervention.
- Establish a qualitative and quantitative measurement of the indicators with respect to the different baseline studies conducted and the indicators constructed in the agreement's planning matrix.

Regarding the usefulness of this evaluation, it is expected to obtain recommendations regarding key elements of the intervention of both organizations, referring both to its design and planning and to its management and execution. Thus, some of the specific areas from which lessons could be learned and recommendations could be:

- 1) Analysis of ECC-SDOCH and HAVOYOCO as holders of responsibilities with respect to the actions linked to the agreement and its relationship with the target group, assessing their strengths and weaknesses, as well as possible opportunities for improvement.
- 2) Analyze how these NGOs have positioned themselves and added value in response to both national development needs and others not considered at the time of their formulation.
- 3) Identify successful lines of action and opportunities.
- 4) Identify challenges faced with respect to the time of formulation (especially the context caused by the COVID-19 pandemic, Locust invasion, civil war, drought).
- 5) Evaluate the strengths, weaknesses and capacities of the intervention in relation to opportunities for cooperation in Fafan zone, somali region.
- 6) Offer guidance for the definition of strategies for the medium and long-term.



2. BACKGROUND

The four years Programme (18-CO1-940), implemented by a consortium of FPS, Rescate, ECC-SADCOH and Havoyoco, started in 2019 and is aimed to increase the capacities of the population, especially women, to generate resilience to face the shocks caused by the effects of climate change, as a means to contribute to the reduction of poverty. The overall objective of the framework agreement is to contribute to the reduction of poverty in the Fafan area of the Somali region in Ethiopia by strengthening the access of rights holders to resilient and sustainable livelihoods, and the reduction of gender inequalities.

The framework agreement seeks to contribute to the availability of productive resources and sustainable management of them, by:

- 1) Provision of catchment infrastructure, distribution (irrigation) and storage of rainwater and groundwater for agricultural use.
- 2) Training in the use of efficient and sustainable agricultural production techniques (intercropping, agroforestry), provision of quality inputs (improved seeds...) and adapted agricultural machinery and
- 3) Introduction of animal species, improvement of animal health, conservation of pastures and forage banks, for the increase of livestock and dairy production.

Work is also being carried out for the sustainable recovery of the local environment from the impacts of climate change and natural disasters, by:

- 1) Reduction of erosion through physical, biological and mechanical measures.
- 2) Recovery of degraded areas through reforestation campaigns with autochthonous species and other techniques.
- 3) Increase biodiversity through the reintroduction of adapted species through the creation of a nursery and a seed bank.

Likewise, work will be done to strengthen the community fabric by improving their management capacities and greater sensitivity in environmental matters:

- 1) Strengthening and / or creation of community management committees.
- 2) Improvement of the capacities in management for cooperatives and committees, and facilitation of resources.
- 3) Exchange of experiences among woredas to share lessons learned.
- 4) Sensitization in sustainable management of the environment.

Finally, it will contribute to the accessibility of women to productive resources and greater participation in decision-making:

- 1) Access to productive resources and training.
- 2) Support for the incorporation of women into local committees and cooperatives.
- 3) Sensitization in gender in the communities.

The project foresees 3 specific objectives:

1. Improve agricultural production and productivity under a sustainability approach and with special attention to women.
2. Strengthen Right holders' capacities to manage the effects on farmland and rangeland caused by climate change.
3. Participation and empowerment of women to ensure their social, economic and participation rights.

The project planned to directly address 10.561 Right holders (which 51% are women) in the targeted area: Tuluguleed, North Jijiga, South Jijiga, Qebribeya and Gursum Woredas woredas in Fafan Zone, Somali Region



3. OBJECTIVE AND STUDY SCOPE

With regard to the scope of the present evaluation, this will include all the components of the Convenio referred to in point 2 and convenio logframe, executed in fafan zone, somali regional state.

The study will include three main areas of analysis referred exclusively to the evaluated period:

- a. Design of the intervention. The design of the Convenio as a whole will be evaluated, considering the coherence and relevance of its objectives and the actions that comprise it.
- b. Management of the intervention. It will analyze the institutional structure-planning, management, adaptation of human and technical resources, effective participation of the different actors, etc.
- c. Evaluation of results. It will be evaluated to what extent the actions have achieved their results and objectives, as well as their contribution to the fulfillment of the objectives of the Spanish Cooperation. It will also be useful to determine the relative importance of forecasting the impacts, expressing them in terms of breadth and sustainability, the effects on the physical or socioeconomic environment, and the degree of involvement of national, local and community institutions where the impacts are located. Also to find out good practices, highlighting the weaknesses and strengths as well as impacts, developing recommendations for further improvement. Useful conclusions and recommendations should be included in order to incorporate them in the new rural development program that will be implemented in the next four years. This area will be a priority within the evaluation.

For the evaluation, the indicators designed in the formulation and in the baselines carried out throughout the Convenio will be used. If necessary, the evaluator should design other unforeseen new indicators to measure progress.

The period of time that the evaluation will cover will be the period from the identification period of the Agreement, between October 15, 2018, and January 31, 2018, and the execution period, which began on February 1, 2019 until June 2023.

As for the actors involved in the evaluation process, they will be the following:

- Evaluation team (preferably local a mixed team of international and local evaluators.)
- Responsible for the Convenio at the FPS and RESCATE headquarters
- Delegates of the FPS and RESCATE in the territory of execution of the Convenio
- Local partner HAVOYOCO
- Local partner ECC-SDOCOH
- Local Committees
- People who have directly participated in activities such as RH
- Local government authorities (kebele, woreda, zone, region)
- OTC of the Spanish Cooperation in the territory of execution (Ethiopia)

An evaluation monitoring committee will be formed whose functions will be: to validate the present terms of reference, to approve the planning documents designed, to facilitate the work and access to the sources of information to the evaluators, to approve and complement, if necessary, the documents of



work to be carried out, as well as the approval of the final conclusions. This Follow-up Commission will be operational from the initial phase to the end of the evaluation.

The evaluation monitoring committee will be composed of:

- A representative of the headquarters of the FPS and RESCATE
- The Delegates of the FPS and RESCATE in the country of execution of the Convenio
- The Convenio Coordinators appointed by the local partners.

The basic documentation on which the evaluation should be supported and to be used by the evaluators will be:

Document	Location
Formulation of the intervention Annual technical Program Report (four) Identification assessments / base line / Annual Financial reports Convenio final report.	FPS/RESCATE
Spanish Cooperation thematic guidelines (Gender Mainstreaming Guideline)	FPS/RESCATE
Spanish Cooperation Country Agreement	FPS/RESCATE
Sectoral Strategy Document of the Spanish Cooperation	FPS/RESCATE/AECID
AVANZIA Gender study	FPS/RESCATE



4. QUESTIONS AND LEVELS OF ANALYSIS OF THE EVALUATION

The Final Evaluation of the Convenio consists of an evaluation of the design, process, and results of the agreement in execution. Levels of analysis:

a) **PROCESS PERSPECTIVE:** the evaluation of the design of the cooperation policy of the NGO in the country, centered mainly on two aspects: the planning and organization framework and execution of the intervention. In addition, the evaluation of the process of implementation and management examining, among other aspects, the operational structure of the NGO in the country and the process of pre-selection and final selection taking into account the vulnerability criteria.

b) **CONTEXT PERSPECTIVE:** the evaluation of the political, social and economic environment in which the intervention is inscribed and how it relates to that environment.

c) **PERSPECTIVE OF OBJECTIVES:** Finally, the evaluation of results and objectives achieved with the action, which will be specified in an analysis of the selected interventions in each selected country.

The project cycle of the intervention will be examined, assessing, among other elements, its impact on the promotion of gender equality, environmental sustainability and cultural diversity and its coherence with sectoral strategies in rural development in Ethiopia. A quantitative and, where appropriate, qualitative measurement of the indicators of achievement will be made to measure the results taking as a starting point the baseline study of the Convenio.

Depending on the context and the intervention framework, the evaluation will assess the quality and coherence of the Convenio, the alignment, and adaptation to the development context of the country and the priorities of the Spanish Cooperation, the internal harmonization, the coherence of the instruments used with the prioritized geographical areas.

Based on the analysis, the evaluation team will identify the main strengths and weaknesses of the intervention and will offer recommendations that will serve to improve future actions, mainly oriented to strategic design, operational management, and the instruments used and the results obtained, in each of the evaluated actions.

The questions can be prioritized by the evaluation team attending to the interests of the parties and conditions of the evaluation, the most important being those related to the results and objectives achieved as well as the execution and management process



5. EVALUATION CRITERIA

This evaluation will consider the evaluation criteria of the Spanish Cooperation and OECD DAC-Relevance, effectiveness, efficiency, sustainability, coherence, appropriation and impact-, evaluating its degree of compliance.

Taking into account these criteria, and their interrelation, the information needs that have to be covered throughout the analysis have been determined, and some of the fundamental evaluation questions have been defined, to which the evaluation team must respond. The questions listed below are to be conceived as guiding questions only and the evaluation team is not limited to them. The refining and further elaboration of the questions should be done by the evaluation team. The evaluator will complement them with those others considered necessary with consultation with Convenio members.

Relevance

Adaptation of the intervention to the context, the problems detected and priorities established by the beneficiaries, public administrations and the donor community. In the analysis, the Alignment criteria will be taken into account in relation to the public policies developed in the country and the Harmonization with other donors and NGOs that are operating in the area.

Evaluation questions:

Does the intervention fit the needs and priorities of the population participating in the Convenio?

Have the priorities of the target groups changed since the beginning of the Convenio?

Are the Convenio lines consistent with the guidelines established in the sectoral strategy documents that concern them and with the corresponding country strategy documents?

Are the principles of action of the NGDO consistent with the public policies that affect the country?

Has there been consultation and agreement with the competent public authorities as holders of obligations throughout the identification, formulation, and execution of the Convenio?

Do the objectives of the strategy of this intervention present synergies with other policies and programs in execution?

Effectiveness

A degree of compliance with the objectives set by the NGDO, at a strategic and operational level. The coverage of the Convenio in relation to the target group will be specifically assessed. The costs of the intervention will be weighted.

Evaluation questions:

To what extent did the project achieve its overall objective? Have the specific objectives been achieved?



What and how much progress has been made towards achieving the results of the project (including contributing factors and constraints)?

Have the planned activities been carried out and have they been sufficient and necessary for the achievement of the results?

Have the expected results been achieved? What factors-internal or external-have influenced the scope of results?

Have the results/objectives achieved benefited to women and men equally?

How is the women's perception on their level of their participation and benefits of the Convenio?

How has the Convenio integrated the mainstream approaches of gender, human rights and environmental?

Efficiency

Measurement of the scope, and results in relation to resources (financial, material and human) and the time spent by the intervention. It is about showing how the available resources are transformed into results.

Evaluation questions:

Have the funds been available in the foreseen times? Have there been variations regarding the formulation?

Was the profile of the managers adequate to the intervention and its objectives? How the monitoring mechanisms helped to improve the Convenio implementation?

Are the material resources directly related to the achievement of results? What are the indirect investments for these achievements?

Have the times foreseen in the formulation been fulfilled? What external and/or internal factors have influenced the eventual delays?

Impact

The impact is understood as the visualization of the positive and negative global effects caused by the intervention. The elements of the planning matrix under study for this criterion will be the specific objective and the general objective and its causal relationships.

Evaluation questions:



What positive changes are observed in the lives of the target group as a result of the implementation of the Convenio?

Did the Convenio reduce future vulnerabilities and generate resilience?

To what extent did the intervention improve the wellbeing of communities?

How satisfied are the communities with the response?

What expected long-term effects of the Convenio have been achieved or is it likely to be achieved?

Are there any improvements in women life's conditions after the intervention? Which ones?

In which level has the Convenio contributed to the transformation of gender roles, gender norms and power relationships between men and women among the right holders and general population?

How the women's increased/strengthened their capacities to influence in their household and communities?

Are there groups of people harmed by the Convenio? Has anything been done to minimize the negative effects?

Sustainability

To what extent are the benefits of the project likely to be sustained and can be scaled up?

What is the likelihood of continuation and sustainability of project outcomes and benefits thereafter?

How effective were the exit strategies, and approaches to phase out assistance provided by the project including contributing factors and constraints?

What are the key factors that will require attention in order to improve prospects of sustainability of project outcomes and the potential for replication of the approach?

What are the main lessons that have emerged?

have the Convenio installed the capabilities in the public institutions to maintain and improve the results after the project?

What are the recommendations for similar support in future?

Coherence

To what extent were context factors (political instability, conflicts, population movements, covid, drought, locust etc.) considered in the design and delivery of the intervention?



To what extent was the Convenio intervention coherent with policies and programs of other partners operating within the same context?

What have been the synergies between the intervention and other NGOs/Government interventions?



6. METHODOLOGY AND WORK PLAN

The consultancy process should be impartial, independent and it must be as open as possible with respect to the results achieved. Methodological rigour in the assessment design will be valued, in order to enable:

1. Ensuring application of techniques addressing the validity and reliability of social research.
2. A methodological approach suitable to validate all four levels of assessment analysis: findings, interpretative analysis based on data, facts and information found, final judgments (conclusions) and recommendations.
3. A standard interpretation to be made, taking into account all the intervention dimensions (design, structure, resources, processes and results) and interpretation of causes and influential factors.

The consultancy team should consider a retrospective and prospective approach in the process of engaging targeted respondents and we recommend the use of quantitative and qualitative techniques such as open and semi-structured interviews, focus group discussion, visits and direct observation.

The research must involve the beneficiaries, partners, donors and all the stakeholders (right holders, duties bearers and responsibility holders, with emphasis in applying throughout the process a Gender and a human right based approach.

Interviews and/or research participatory workshops with key informants (gender experts from local partners, representatives from the Women Bureau/other relevant Bureaus at Woreda level representatives of CSO involved in the intervention, other Spanish Cooperation actors) will be desirable as well.

It is expected to conduct meetings along the whole process for exchange and comparison of information with the Evaluation Committee. During the planning phase the assessment team should submit its final work plan, together with an assessment matrix and a preliminary proposal of methodologies and tools to be used.

The consultancy team should provide feedback to the Evaluation Committee and the local partners on the preliminary results before completing the field work phase.

The consultancy team is expected to present a draft report to the Evaluation Committee for submitting comments.

The evaluation will have three phases, apart from the preparatory activities, with an estimated duration from the signing of the contract:

Phase I: Desk/cabinet study

Phase II: Field work

Phase III: Preparation and presentation of the Final report

Phase I. Cabinet study (estimated duration: 4 weeks from the validation of the work program):



- Analysis of the available documentation regarding the performance of the NGOs in the country of execution.
- Identification and examination of documentation referring to the context of national, regional and local actors.
- Identification key actors at HQ level (desk officer responsible for country, head of department, regional director, officer responsible for relations with AECID, etc.) and in the field (OTC/AECID, Delegation of FPS and RESCATE in Ethiopia, HAVOYOCO and ECC-SDOCH)
- Conduct interviews with key actors at HQ
- Request and examination of any additional information
- Design of the methodological tools for the collection, processing and analysis of information, that will ensure the reliability of the sources and accuracy of processing and analysis in the field. (

Phase II: Field work (duration estimated: 4 weeks)

- Questionnaire, pre-test and amendment option. Enumerator training with sufficient time. Evaluation committee training and consensus building
- Conducting interviews with key actors in the country, and request of any additional information to other organizations and actors institutional and/or international (these interviews with key actors, include all the actors involved, previously listed, as well as others not included that the evaluator might consider relevant)
- Use of the methodological tools designed for the collection of information available
- Realization of a number of surveys to provide an overview of the performance of the NGOs within a certain temporal and geographical context
- Analysis of results and impacts obtained
- Drafting of a Preliminary Field Report which will include a report of the activities carried out in the field work
- Visual inspections of the interventions and infrastructures built in the framework of the action

Product of Phase II will be a Preliminary Field Report

Phase III: Preparation and presentation of the Final Report (estimated 5 weeks duration):

The evaluating team will proceed with the drafting of the Final Report which will integrate the assessment of different levels of analysis.

Product of Phase III will be the Final Report

The final evaluation will include the 3 above-mentioned levels of analysis integrated and interrelated.

The Preliminary Field Report will come as an annex the Final Report.

Once the Final Report has been finalized, the evaluation team may participate in the activities of presentation of results.

In any case, the team will maintain its independent criteria and must not agree on the terms of the report with people outside of it. The use of the Spanish Cooperation Evaluation Methodology (2001) and the review of the Spanish Cooperation Evaluation Management Manual (2007) is recommended, as well as the Guide for the evaluation of development cooperation agreements, projects and actions. of AECID (2019)



7. STRUCTURE AND PRESENTATION OF THE EVALUATION REPORTS

Regarding the Preliminary Field Report, it should pick up a memory of activities (interviews, meetings, visits to project, surveys or working groups with beneficiaries, etc.).

It is appropriate that the Final Report be structured according to the following scheme:

1. Introduction:
 - a) Structure of the presented documentation
 - b) Background and objective of the evaluation
 - c) Methodology used in the evaluation
 - d) Factors and limits of the study
 - e) Presentation of the evaluation team
2. Questions and evaluation criteria.
3. Process analysis (first level): design of the cooperation policy of the NGO and management process and implementation of the cooperation agreement to the development in the country.
4. Context analysis (second level): political, social and economic environment in which register the intervention and as it relates to such an environment
5. Analysis of objectives (third level): results of the interventions under study (sectoral, temporal and geographical scope).
6. Conclusions of the evaluation.
7. Recommendations and lessons learnt.
8. Annexes shall contain the primary information generated in the field phase.

The Final Report shall not exceed 50 pages and will be accompanied by an Executive Summary of a maximum of 10 pages, as well as an Evaluation Summary Sheet following the format established by the OECD/DAC for the inventory of evaluations of this institution.

Requirements for the presentation of the final products:

- A Final Report of maximum 50 pages, plus annexes.
- The Final report must include an executive summary of max. 10 pages.
- The report should be delivered in both Spanish and English languages. The consultants are responsible for obtaining the relevant translations, the costs of which may be included in the assessment budget.
- A PowerPoint presentation or similar friendly format is required, setting out the main conclusions and recommendations presented at the Final Report, max. 20 slides.
- Two hard (paper) copies and one electronic copy to be delivered in each language



The final evaluation document is expected to include a section explaining the methodology used, as well as a section of analysis explaining evidences found; inclusion of case studies or testimonies from direct program participants will be highly valued.

The report should be focused on establishing well-funded conclusions and offering specific and feasible recommendations, if possible, even addressing those recommendations to the relevant stakeholders



8. EVALUATION TEAM

The study is expected to be led by a consultant with appropriate experience in program evaluations and/or assessments, deep knowledge in human rights approach and gender perspective, as well as deep knowledge and experience in the framework of actions addressing gender rights violations, barriers that disempower women skills in rural and urban areas. The composition of the team of experts should be balanced to enable complete coverage of the different aspects of study.

The team must assure the following objectives:

- Quality of the assessment in terms of methodology.
- Quality of technical conclusions and, by extension, technical knowledge of the main topic.
- Credibility and legitimacy of the conclusions drawn and recommendations made.
- Independence of the analysis and conclusions with regard to the Ethiopian government, the donor, Spanish NGOs and local partner’s organizations, and beneficiaries.
- Knowledge of the local context, customs, traditions, legal framework, etc.

Taking into account the objectives, a team of at least two people is proposed; highly desirable gender-balanced and at least one person must be a gender expert (ideally a woman) to allow profiles to be combined and the analysis of the information to be triangulated.

Details of the profile sought for the assessment team are as follows:

CONSULTANT TEAM MEMBERS	PROFILE
<p>International, national, or mixed consultant team</p>	<p>Broad experience in project and programs assessments and/or evaluations</p> <p>Extensive knowledge of the topics: rural development, livelihoods, natural resource management and gender inequality, gender in development and gender mainstreaming</p> <p>English-language skills.</p> <p>Extensive knowledge of qualitative and quantitative research methods and techniques.</p> <p>English-language skills.</p> <p>Will be highly valued:</p> <ul style="list-style-type: none"> • At least one gender expert (preferably a woman) with proven qualifications and experience in social research and rural contexts in Ethiopia. • At least one person with proven qualifications on Somali language and experience in social research in Somali region. • Knowledge of Spanish. • Experience in working with non-for-profit entities and knowledge of Spanish Aid policy.



Any changes in the composition of the team proposed must be communicated in advance to the Evaluation Committee.

The proposals received will be analyzed following the following evaluation table:

	Maximum score
Technical proposal according to the ToF:	
Evaluation tools	12
Participatory approach	10
Incorporation of transversal approaches	12
Gender approach	10
Evaluation team:	
Experience in evaluation of cooperation projects	10
Knowledge of intervention sectors	10
Joint experience of the evaluation team members	6
Economic proposal:	
Economic proposal	30
Total	100

Total budget in euros available (all taxes included): 26.000 euros

**Form of payment: 40% at the signing of the contract
60% upon presentation and approval of the Final Report**

9. PREMISES FOR ASSESSMENT AND DISSEMINATION

The following basic premises are required for ethical, professional behavior by the consultancy team:

- **Anonymity and confidentiality:** The assessment must uphold people's right to provide information anonymously and in confidence.
- **Responsibility:** Any disagreement or difference of opinion that may arise among the members of the group or between them and those in charge of the intervention regarding the conclusions or recommendations should be mentioned in the report. Any claims made must be sustained by the team and any disagreement reported.
- **Integrity:** The assessment team will be expected to cover any issues not specifically mentioned in the ToR, if doing so will help a fuller analysis of the interventions to be arrived at.
- **Independence:** The team must assure its independence from the interventions under assessment, having no links with their management or any of their component parts.
- **Data protection:** The Consulting firm undertakes to maintain the strictest professional secrecy and confidentiality in respect of any personal data to which it has access in consequence of the assessment carried out and to duly comply with the duty of custody of such data required under the Personal Data Protection Act 1999 (15/99, of 13 December). This requirement shall apply to the consultancy firm throughout the terms of the service contract and subsequent to its expiry for any related cause. The consultancy firm further expressly undertakes to take the necessary technical and organizational steps to protect the security of any personal data to which it has access and to prevent any alteration, loss, unauthorized processing of or access to such data, taking into account the current technology available, the nature of the data stored and the risks to which it is exposed, whether from human action or from the physical or natural environment, complying in this respect with the relevant provisions of the Personal Data Protection Act 1999 at all times.
- **Verification of information:** The assessment team is responsible for assuring the accuracy of the information compiled for the preparation of its reports and shall be responsible in the last instance for the information presented in the final report.
- **Incidents:** Any problems arising during the field work or at any other stage of the assessment must be communicated immediately to the NGOs, which at its own discretion will forward the relevant information to the funding agency. Otherwise, the existence of any such problems may not be used to justify any failure to obtain the results established by the NGOs under these ToR.
- **Copyright and dissemination:** It should be clear that all copyright corresponds to the entities contracting the assessment. The dissemination of the information compiled and the final report remains the prerogative of the NGOs. However, the Spanish Cooperation offices reserve the right to reproduce, distribute or communicate the assessment report publicly without the need for prior agreement with said entities, when it requires the correct development of administrative procedures and will do so with prior authorization from themselves, when required for other reasons.



- **Penalty arrangements:** In the event of any delay in the delivery of reports or if the quality of the reports delivered is manifestly lower than what was agreed with the contracting NGDOs, the penalties and arbitration measures established by the contracting entities under the official terms and conditions of the contract entered into with the consultancy firm shall apply.



10. SCHEDULE

The minimum estimated time required for Evaluation is six months, however the consultancy team must propose a realistic schedule based on the complexity of the study taking into account the Program in order to assure the fulfilment of the expected results as well as the desired quality. Proposed timeline should show in detail the duration of each activity included within the methodology.

The deadlines will be formally fixed in the contract entered into with the consultancy team, together with the delivery dates for the products for each of the phases. A tentative start date may be around June 2023.

The provision schedule would be as follows:

- 1) Submission of proposals: until 24 March , 2023
- 2) Selection of evaluating company: March 29, 2023
- 3) Presentation of the evaluating company to AECID: March 31, 2023
- 4) Phase I: 3 weeks from signature of contract
Deadline, June 20, 2023
- 5) Phase II: Field work: 4 additional weeks
Deadline, July 20, 2023
- 6) Phase III: Presentation of the draft Final Report: 5 additional weeks
Deadline, September 1, 2023
- 7) Discussion of the draft Final Report and elaboration of the Final Report: from the submission of the Evaluation Team to the submission of the Final Report to AECID.
Deadline, October 20, 2023
- 8) Submission of the Final Report: before October 31, 2023.



11. SUBMISSION OF THE TECHNICAL AND FINANCIAL BID

Proposals and Budget:

In order to participate in the tender process, the tenderer/s must submit its **proposal in digital format, ideally in Spanish and English language within 10 calendar days following its publication (up to 24 March 2023)**. The technical proposal should include a work schedule setting out the milestones ~~proposed~~ by the firm for the various tasks, as well as a schedule setting the duration. **The maximum budget available is 26.000,00 EUR, VAT/taxes included.**

The technical proposal should have the following characteristics:

1. Cover indicating:

- Company name, person, assessment team, etc.
- Title of the assessment
- Contact details for the firm, independent consultant, etc

2. Technical bid, to include:

- The firm's detailed CV (as appropriate)
- Detailed CVs of the members of the team who will carry out the assessment.

3. Remit and working methodology, to include:

- Objectives of the assessment.
- Scope of the assessment.
- Preliminary proposal for participatory methodologies, focusing on rights, gender issues, etc.
- Preliminary proposal for information sources (documentary, key informants, beneficiaries, other stakeholders, etc.)

4. Work schedule, to include:

- Assessment tasks.
- Time planning for the review and reporting deadlines (detailed schedule).

5. Proposal for the report, giving details of its main features.

6. Budget, to include:

- All expenses incurred in carrying-out the assessment.
- Financial bid, broken down into as much detail as possible.
- Including VAT and/or deductible taxes.



In order for the bids submitted to qualify for valuation, evaluation firms/independent assessors must accredit their experience, citing any similar work done over the last three years.

Bidders will be informed of their exclusion or success within 15 calendar days from the opening of proposals received, around 13th of March 2023.



Contract and payment details:

The corresponding contract will be signed within 30 days following receipt of the final-award notice. The contract will be signed by Fundación Promoción Social as a leading partner in Convenio. A 2-payments schedule will be set, thus the awarded consultant(s) must invoice partially the total fee. For such purpose, the payment schedule will be linked to the completion of milestones or tasks, to be determined at the contract signature as per the information provided above.

The successful bidder undertakes to execute the contract in its own right, as any third-party assignment or subcontracting is prohibited, unless specifically authorized by the contracting entities.

Furthermore, the contractor shall be liable for any consequences derived from any inaccuracies in statements made in respect of compliance with the obligations under these TOR and the subsequent contract entered into.

Staff responsible for receiving tenders (send to all):

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Submission method

The submission method is in digital form.