

TERMS OF REFERENCE

Consultancy for Design, Monitoring & Evaluation (DME) expert for KFW funded Project in South Darfur, Sudan

I. Introduction

The Federal Ministry of Economic Cooperation and Development (Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung – BMZ) through German Development Bank (Kreditanstalt für Wiederaufbau - KfW) awarded a grant to World Vision Germany for the implementation of a three-year project in Sudan titled “The South Darfur Livelihoods and Agricultural Infrastructure Development Project” (LAID). The aim of the project is to contribute to increased stability and economic well-being of 36,838 conflict affected Households and vulnerable communities in South Darfur State of Sudan by providing alternative livelihoods options and improving agricultural infrastructure. World Vision Germany, the Project Executing Agency (PEA), is accountable for achieving the Project results in compliance with the Financing Agreement between KfW and World Vision Germany. World Vision Sudan is responsible for implementing the Project under the supervision and with technical support (backstopping) of World Vision Germany.

In the implementation of the Project the key stakeholders- BMZ, KfW, World Vision Germany and World Vision Sudan-put great emphasis on impact monitoring. In doing so, the partners in this Project aim to:

- Gather data on the effectiveness of the planned activities, which is complemented by relevance, effectiveness, efficiency and sustainability;
- Rigorously monitor the progress towards achieving the aspired project impact;
- Reflect on changes to promote learning processes, especially among beneficiaries and partners, but also at World Vision. This learning has as an aim to allow adaptations to the intervention;
- Strengthen accountability mechanism to the target population, donors and the public;
- Significantly strengthen the partners' and the target groups' ability to act. The more the actors are involved in data gathering and analysis processes, the more they are empowered to shape their own environment.

To monitor the progress towards achieving the project impact, World Vision Germany is seeking an independent Expert to provide consulting services during the Project’s initial life cycle to strengthen the design, monitoring and evaluation of the Project.

II. Background and description of the project

The three-year intervention will strengthen livelihoods at household level through increased and diversified market-oriented production, aimed at increasing household income and employment creation through agro-processing activities. To that effect, milk and honey production and processing centres as well as veterinary services and construction of productive agricultural infrastructure such as micro-irrigation schemes will be done within some of the selected localities. The construction of water sources is to “Reduce dependency on rain-fed agriculture” so the construction of water harvesting is an alternative source of water in addition to rain fed agriculture aimed at benefiting agro-pastoralists populations of South Darfur. The construction of feeder road and river crossings support the marketing opportunities of crop and livestock production in the project region.

Project Summary-Sector and Target Group:

Key project intervention component	Primary Target group	Target Locality	# of direct target groups HHs
<u>Rural agricultural livelihoods support:</u> Production, processing and marketing of selected high-market value agricultural products (Dairy and Honey farming); Processing & marketing <u>centers/facilities construction</u>	Agro-pastoralist, Women, Youth	Kass, Kubum, Ed El Fursan, Nyala	4,800
<u>Feeder road construction:</u> Feeder road construction to facilitate agricultural marketing network	Agro-pastoralist, Women, Youth	Kubum, Ed El Fursan	
<u>Provision of agricultural infrastructure:</u> Construction of <u>water harvesting structure</u> for livestock watering; Facilitation of inter-community dialogue sessions to promote equal share of resources	Agro-pastoralist, Pastoralist	Kubum, Ed El Fursan, Rahed El Birdi	9,800
<u>Strengthening and diversifying on-farm livelihoods:</u> Installation of <u>irrigation infrastructure</u> ; Marketing/commercialization of high-market value agricultural production (selected vegetables)	Women, Youth	Kubum, Ed El Fursan, Rahed El Birdi	1,800
<u>Provision of basic livestock health care service infrastructure:</u> Construction and equipping of <u>veterinary clinics</u> ; Local capacity building of CAHWs; Livestock productivity/milk yield improvement support (AI support)	Agro-pastoralists, Pastoralists	Kass, Ed El Fursan, Rahed El Birdi	20,438
<u>Total</u>			36,838

Project Summary-key outcomes:

Project Goal	Contribute to increased stability and economic well-being of 44,425 HHs who are conflict affected and vulnerable in South Darfur State
Project Outcome	<u>Outcome 1:</u> Improved HHs economic status through increased access to diversified sources of LHS and creation of short-term labour intensive employment <u>Outcome 2:</u> Improved basic services providing infrastructure for agriculture and livestock production
Outputs	<u>Output 1.1</u> Increased production of high-market value livestock products (honey & dairy) at HHS level <u>Output 1.2</u> Increased commercialization through access to markets <u>Output 2.1</u> Increased water points and water harvesting structure for livestock <u>Output 2.2</u> Increase use of micro irrigation schemes (MIS) for diversified market food production <u>Output 2.3</u> Increase number of farmers accessing basic services for livestock production including vet and artificial insemination services

III. The Purpose and Deliverables of the DME Consultancy

The objective of the DME Consultancy is to provide World Vision Germany, the primary recipient of the KFW project funding for the Implementation of the Intervention in South Darfur, with extended technical support (backstopping) in the area of Design, Monitoring and Evaluation with consideration of World Vision and international development M&E principles and standards. In doing so, the Consultant will work closely with the Sudan Portfolio Manager in Germany and the extended Project Management Team in Sudan, in developing conceptually and technically outputs and impact monitoring systems and tools for the Project and developing recommendations for improved implementation based on the monitoring results. It is expected that the consultant is familiar with SPHERE and the Core Humanitarian Standard. Key principles related to Monitoring and Evaluation should be considered.

TASK 1 Drafting of Terms of References (TORs) for the Baseline Study for the project. To begin with, the DME Consultancy will oversee the drafting of TORs for Baseline Study for the Project. The Baseline Study will have as an aim to establish the Project starting points and benchmarks/indicators that will form the basis for developing a strong monitoring and evaluation framework and will lay a critical foundation for measuring impact, understanding the project's contribution to achieving the impact, and drawing lessons for future direction and project development. In developing the TORs, the Consultant will have to consider the typical components of such TORs including, but not limited to:

- Baseline Purpose and Objectives,
- Baseline Target Audience,
- Baseline Methodology,
- Duration of DME Consultancy,
- Budget,
- Selection Criteria of Consultant should also be considered as a critical component of the TORs,
- The TORs for the Study will follow World Vision templates in line with KFW procurement standards.

TASK 2 Supervising the technical evaluation of bidders and selection of Consultants for the Baseline Study. Once the TOR for the Baseline Study have been approved by World Vision and the KFW, the DME Consultancy will, in consultation with World Vision Germany Portfolio Manager for Sudan and World Vision Germany KFW Tender Expert, supervise the technical evaluation of bidders based on pre-defined selection criteria (TASK 1). The evaluation and selection of the Consultants for the Baseline Study will take place remotely through a desk review of bidding documents and telephone/skype interviews.

TASK 3 Supervise the development of an Inception Reports for the Baseline Study and the execution of the Study. In coordination with World Vision Germany Portfolio Manager for Sudan and the Project Management Team in Sudan, the DME Consultancy will provide technical supervision (*remotely*) of the Consultant who has been selected for the execution of the Baseline (TASK 2) during a) the drafting of Inception Report and b) during data collection in the field and its analysis. The purpose of the Inception Report will be to provide World Vision with a detailed Study design, including proposed methodology for qualitative and quantitative enquiry, data collection and quality assurance methodologies, data collection and management tools and proposed process for the validation and reflection by stakeholders. Once the inception report is finalized, the DME Consultancy will provide technical support, in a form of backstopping, to the Consultant during data collection in the field and its analysis. The backstopping may be affected in a form of written inquiries via email and/or skype consultation etc.

TASK 4 Provide advice on redesign needs of the Project based on the Baseline findings and other feasibility studies. Considering the aspiring impact of the project, the resources (budget), the baseline findings and findings of other relevant project reports and studies that World Vision has contracted and/or completed to date¹, the DME Consultancy will provide advise to World Vision Germany Portfolio Manager and the Project Management Team in Sudan on re-design needs of the Project. The expectation is that this advise will take place remotely, via skype/webex calls. However, if a physical re-design workshop in Khartoum is found to be necessary (following the findings of the

¹ Other studies and reports include detailed inception report for the project, pre-feasibility studies for key infrastructure components, initial environmental and social impact assessment, others

studies/reports), it may be considered as an option. In redesigning stage of the DME Consultancy, the following key deliverables are expected:

- Updated project's Theory of Change and/r logframe including potential refinement and definition of outcome and output indicators
- Cross reading of feasibility studies of infrastructure works, such as water structures and road construction

TASK 5 Provide technical support to the Project Management Team in the development of project monitoring framework for progress and impact monitoring. Based on the finalized redesigned Logframe Matrix, the DME Consultancy will work closely (but remotely) with the World Vision Germany Portfolio Manager for Sudan and the Project Management Team in Sudan in finalizing monitoring framework for the Project, especially for activities and outputs monitoring. This will include but is not limited to finalizing a performance monitoring plan for the project including detailed implementation plan, responsibilities, indicators, data collection method, source and frequency and in consideration of reporting requirements to KfW.

TASK 6 Ensure compliance of TASKS 1-5 and the project implementation with KfW sustainability standards. Compliance with relevant national laws and KfW environmental and social impact assessment (ESIA) requirements² is a prerequisite for financial engagement with the KfW and World Vision Germany is accountable to apply these during planning and in the implementation of the LAID Project. The DME Consultancy will have as a task to advise World Vision Germany Portfolio Manager for Sudan and the Project Management Team in Sudan on conformity of TASKS 1-5 with the ESIA requirements and throughout the project cycle thereafter. The advice will take form of technical backstopping by reviewing (remotely) documents and project plans in consideration of KfW ESIA requirements as a cross-cutting issue.

IV. Timeline for the DME Consultancy

TASKS	Timeline and estimated consulting days ³
TASK 1 Drafting of Terms of References (TORs) for the Baseline Study for the project.	2 days from-April 15, 2019
TASK 2 Supervising the technical evaluation of bidders and selection of Consultants for the Baseline Study.	3days by the end of 30 April, 2019
TASK 3 Supervise the development of an Inception Reports for the Baseline Study and the execution of the Study.	5 days by the end of 31 May, 2019
TASK 4 Provide advice on redesign needs of the Project based on the Baseline findings and other feasibility studies.	10 days by June 15, 2019
TASK 5 Provide technical support to the Project Management Team in the development of project monitoring framework for progress monitoring.	5 days by 31 July, 2019
TASK 6 Ensure compliance of TASKS 1-5 with KfW sustainability standards. (For instance, review and feedback of continuous reporting).	15 days backstopping during the entire project cycle until 31. December 2022

² Environmental and Social Impact Assessment (ESIA) at KfW Development Bank, KfW IPEX-Bank and DEG https://www.kfw.de/nachhaltigkeit/PDF/Nachhaltigkeit/ESIA_KfW-Development-Bank_KfW-IPEX-Bank_DEG_2016-06.pdf

³ These are indicative estimation and the number of days may change between the tasks. The total number of consulting days is fixed.

V. Budget

Offers should include a proposed budget for the entire DME Consultancy, covering all the Consultancy fees and additional costs. The budget should present DME Consultancy fees according to the total number of expected working days over the entire period.

It is anticipated that the Consultancy will last 35-40 working days.

VI. Qualification of the Consultant/Team

- **Experience in multi-methodological and interdisciplinary approaches and data collection and analysis techniques in evaluation of development programmes**
- Demonstrable experience (at least 10 years) in research/evaluation of complex programs related to the sectors, research and analysis
- Demonstrable experience in project management in a development cooperation context in Eastern Africa preferable
- Ability to conduct high quality research, meet deadlines and respond to requests and feedback provided timely and appropriately
- Excellent track record in designing and conducting quantitative and qualitative research, analysis and evaluation
- Experience in undertaking research with remote and marginalized communities
- Familiarity with international quality and accountability standards applied in emergencies (SPHERE and CHS)
- **Experience in design, monitoring and evaluation of KFW/World Bank funded project is required; Experience with KFW/World Bank ESIA requirements is also necessary**
- Strong analytical and conceptual skills to clearly synthesize and present findings, draw practical conclusions, make recommendations and to prepare well-written reports in a timely manner
- Excellent oral and written communication skills in English (particularly report writing). Knowledge of German language will be considered an asset
- Demonstrated capacity to work both independently and as a team

VII. Tender

Tenders/offers will be accepted by consultants as well as from commercial companies, NGOs or academics.

Tender documents should include:

- Up to date CVs, at least two references for all evaluators involved and work samples of at least one evaluation report of a recent evaluation, baseline or M&E approach for a specific project in a fragile context. The annex provides a sample format for the CV.
- Covering letter explaining interest, ideas (Methods, Instruments and Process) and suitability for this position (max. 1 page).
- Offers should include a proposed budget covering all DME Consultancy fees and additional costs. The budget should present DME Consultancy fees according to the total number of expected working days over the entire period.

The final decision on tenders will be taken by World Vision Germany.

VIII. Deadline for CVs, references and work samples:

Forward CVs, references and work samples **electronically** to Uwe Mueller World Vision Germany (uwe.mueller@wveu.org) and Thorsten Baer World Vision Germany (thorsten.baer@wveu.org) by **15.04.2019**

Annex:

Presentation of Curricula Vitae

Proposed position in the project:

The comprehensive Curricula Vitae of the definitely assigned personnel shall be presented in the form as shown below (EU-Format):

1. Family name:
2. First names:
3. Date of birth:
4. Nationality:
5. Civil status:
6. Education:

Institution	
Date: from (month/year) to (month/year)	
Degree(s) or Diploma(s) obtained	

7. Language skills, mark 1 (worst) to 5 (best) for competence:

Language	Reading	Speaking	Writing

8. Membership of professional bodies:
9. Other skills:
10. Present position:
11. Years within the firm:
12. Key qualifications (relevant to the project):
13. Specific country experience:

Country	Date: from (month/year) to (month/year)

14. Professional experience record (projects):

Date: from - to (month/year)	
Location	
Company	
Position	
Description	

add more projects

15. Others (e.g. publications):