

INVITATION TO TENDER

Humanitarian Aid for Syria –Third Party Monitoring Our Ref. SYR1047–TND–014 / RFT 215900

Gaziantep, 26/06/2019

Welthungerhilfe (WHH) was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. Non-profit-seeking, non-partisan and non-denominational. Donations from the population at large fund our work in Africa, Asia and Latin America. In addition, Welthungerhilfe receives grants from the German Federal Foreign Office, the European Union, USAID/OFDA, the United Nations and many other worldwide recognized donors.

Today we are in the market for the acquisition of third-party monitoring (TPM) service for our humanitarian aid activities in Syria.

1. General remarks and special condition

The required service must be in accordance to our specification mentioned in the attached terms of reference.

2. Specification / Quantity

The scope of the service as per attached terms of reference.

3. Delivery conditions

The generated reports must be submitted to WHH in paper form, PDF and Microsoft Word form.

4. Delivery schedule

Final narrative report at the end of activity by the end of August 2019.

5. Prices

All offered prices must be indicated in the EURO (€, Euro) currency only. Quotations stated in other currencies will not be considered during the awarding process. Prices must include, transportation, Value added Tax VAT, Stamp tax, and all applicable taxes (local price). Transport prices must also include all relevant transport taxes.

6. Ordering Party

Welthungerhilfe Turkey
Binevler Mh. 23. Sk. No.8
Sehitkamil / Gaziantep
Turkey

7. Consignee

Welthungerhilfe Turkey
Binevler Mh. 23. Sk. No.8
Sehitkamil / Gaziantep
Turkey

Deutsche Welthungerhilfe e.V.
Binevler Mh. 23. Sk. No.8
Gaziantep
Turkey
Tel. +90 (342) 336 02 09
www.welthungerhilfe.de

Procurement Department
procurement.turkey@welthungerhilfe.de

Patron:
Federal President Frank-Walter Steinmeier

Supervisory Board (honorary):
Bärbel Dieckmann, President
Prof. Dr. Joachim von Braun, Vice-President
Norbert Geisler, Chairman of the
Finance Committee
Amadou Diallo
Rita Lanius-Heck
Prof. Dr. Conrad Justus Schetter
Dr. Tobias Schulz-Isenbeck

Chief Executive Officer:
Mathias Mogge

Donations account:
Sparkasse KölnBonn
IBAN: DE15 3705 0198 0000 0011 15
BIC: COLSDE33

Member of Alliance 2015,
International NGO Network



8. Documents

Following documents must be submitted before tender closing:

- Written quotation in EUR currency included of prices as indicated in the paragraph 7. (Prices) of this document on indicated quotation form Annex II (duly stamped and signed in a PDF format
- Copy of VAT (updated) and registration form (commercial registry gazette, chamber of commerce registration, list of authorized signatures, company's owners identity information,... vs) or similar (applicable for suppliers who we did not work with)
- Company profile (applicable for suppliers who we did not work with)
- Reference list (applicable for suppliers who we did not work with)
- Pre-qualification of suppliers (refer to Annex 1)
- As mentioned in ToR and Structure of reports and document (Annex II), Information about DAC Criteria (Annex III), Core Humanitarian Standard (Annex IV), Anti-Terrorism Policy (Annex V)

Following document will be requested from the Seller after firm order:

Original Commercial Invoice (addressed to Welthungerhilfe, Turkey)

9. Payment Conditions

The payment will be done upon receiving the final narrative monitoring report. The payment will be arranged by bank transfer within 10 days upon the reception of the invoice.

(1) Payment of submitted invoices by WHH does not imply acceptance of Goods or Services or any related work under the Contract. Unless otherwise specified in the Contract, the following provisions will apply concerning payment and supporting documents.

(2) WHH shall generally make payment through banking channels to Contractor within 30 days upon receipt of the following documents and any other documents/reports that may be specified in the Contract, to be sent directly to Welthungerhilfe Turkey, Binevler Mh. 23. Sk. No.8, Şahinbey/ Gaziantep.

- (a) remaining negotiable & non-negotiable copies of the bill of lading or airwaybill;
- (b) commercial invoice with valid banking instructions;
- (c) copy of the consular or legalised invoice, if required by the Contract;
- (d) copy of the certificate of origin;
- (e) copy of the packing list;
- (f) Copy of the Certificate of Insurance, if Contractor has been requested to provide insurance.

(3) In case of installation of Goods by the Contractor the payment terms will negotiated case by case.

(4) WHH will make payment to the bank account indicated by Contractor in its invoice, providing that the bank account is in the name of Contractor and located in its country of residence. Any request for payment to a bank account other than that of Contractor or to a bank other than one located in Contractor's country of residence must be specified and justified by Contractor at the time of making its offer.

(5) WHH may withhold payment, in whole or in part, without liability and without prejudice to any other of its rights or remedies under the Contract, should Contractor fail to provide the documents required by this Article 26 of the Welthungerhilfe Terms and Conditions for International Procurement of Goods and Services or as otherwise specified in the Contract or in the event that Contractor fails to perform or comply with its obligations under the Contract, including without limitation the warranties for the Goods set forth in Article 10 of the said terms and conditions.

10. Penalties

(1) The Contractor shall be liable according to statutory legal provisions, especially for its own negligent breach of duty and negligent breach of duty by its legal representatives or vicarious agents.

(2) Contractor recognizes that the Contract concerns the delivery of Goods and/or provision of Services where "time is of the essence" and that failure to deliver the Goods and/or provide the Services by the scheduled date(s) or in accordance with the quantities and/or quality specified in the Contract may cause irreparable harm to WHH.

(3) Therefore, if the Contractor culpably defaults in remedying a defect or making a delivery – fully and timely -, WHH shall have the right to request lump-sum damages due to default for the defective resp. Late delivery without further proof of damage, of 0.2 % of the net remuneration agreed for the defective resp. Late delivery and/or service for each period of default of 1 working day (Monday to Saturday) but at most 5 % of the agreed net remuneration for the defective resp. Late delivery and/or service. The Contractor shall, however, have the opportunity to prove to WHH that WHH has incurred no damage or materially lesser damage.

(4) The remedy in Article 18 of the said regulation is without prejudice to any other right or remedy that may be available to WHH, including cancellation, for Contractor's non-performance or breach of any term or condition of the Contract. The above lump-sum damages shall however be set off in full against any further damage claim.

(5) WHH may withhold payment, in whole or in part, without liability and without prejudice to any other of its rights or remedies under the Contract, should Contractor fail to provide the documents required by this Article 26 of the Welthungerhilfe Terms and Conditions for International Procurement of Goods and Services or as otherwise specified in the Contract or in the event that Contractor fails to perform or comply with its obligations under the Contract, including without limitation the warranties for the Goods set forth in Article 10 of the said terms and conditions.

11. Force Majeure

Given the volatile situation in the region, the report submission might be cancelled or delayed due to the event of force majeure like changes in rules and regulations of Turkey, military operations, natural disasters etc. In such case, it is Welthungerhilfe's right to cancel/ terminate the contract or suspend.

12. Selection Criteria

Welthungerhilfe will prioritize the quotations as follows:

- **Tenderers not providing the requested quotation included of prices as indicated in the paragraph 5 (Prices) of this document duly signed and stamped with the other documentation as listed in the article "8. Documents" as requested will be by automatism excluded from this competition.**

The following ranking criteria's will be considered for the contract granting:

The evaluation of proposal shall be done in two stages. During the first stage, the technical part of the proposal will be evaluated and rated. The technical part shall be evaluated based on sample report/s, previous experience about monitoring and the team. Unless the applicants can get satisfactory score, their financial offer shall not be evaluated.

- 60% technical part
- 40% financial part

The assigned points per listed criteria will be calculated in reference to the obtained proportion from the best offers criteria's results in comparison to the offered value per criteria multiplied by 10 in order to obtain a grading scale per criteria in between 1 to 10 points per ranking criteria.

13.Termination

The Consultant must act in accordance with the Core Humanitarian Standard (Annex 4) and Anti-Terrorism Policy (Annex 5) and the laws of the country of operation (Turkey). If Welthungerhilfe finds that the Consultant is not discharging its duties according to the above-mentioned standards and to this term of reference; it may at any time unilaterally terminate the contract and holds the consultants liable for all damages, financial and otherwise including advance payments.

14.Reimbursement and support for proposal preparation:

The cost of preparation of the financial and technical proposals is neither reimbursable nor can be considered as a direct cost of the project.

15. Terms and Conditions of Contract / Purchase Order

The granted contract/purchase order for the procurement of the stipulated goods is supposed to involve the application of the **“Welthungerhilfe Terms and Conditions for International Procurement of Goods and Services.”**

For more information, the said document can be found at the following web link:

<https://www.welthungerhilfe.org/news/publications/detail/terms-and-conditions-for-international-procurement-of-goods-and-services/>

16.Offer Conditions

The quotations should be valid at least three (3) months.

Quotations must specify all details according to the tender text. Suppliers who do not receive a written feedback three week after the deadline for the bid submission will have to consider their bid being unsuccessful.

Application must be performed online through the following web tendering portal not **later than the 15th of July 2019, 10:00 am CET** that is accessible through the following thread:

<https://eu.eu-supply.com/ctm/supplier/publictenders>

The related EU-Supply RFT id reference of the tender invitation is 215900, and the tender reference is SYR1047-TND-014.

Might you be a new applicant, to be able to use the EU supply web portal and to submit your application through it, you will have to register as new supplier through the following web thread: <https://eu.eu-supply.com/ctm/Company/CompanyRegistration/RegisterCompany>.

In general, all the inquiries about the concerned competition can be submitted through the EU Supply platform directly latest by **10th of July 2019 10:00 am CET time**, but in case of having any additional questions, please contact us on the following email address:

procurement.turkey@welthungerhilfe.de
(with mention: tender SYR1047-TND-014)

This tender invitation is valid without signatures!

Terms of Reference

Welthungerhilfe (WHH) leads a project which aims to improve the living situation of Syrian civil war victims in the governorates of Idleb and Western Aleppo of Syria by carrying out activities to increase IDP's access to food, shelter and WASH services and to reduce the pressure on host communities.

The security and access constraints prevent Welthungerhilfe from establishing direct field presence inside Syria; therefore, programme activities will be implemented through our locally based Syrian partners. Welthungerhilfe's objective, in this remote management context, is to engage services of a third-party monitoring company to monitor and verify the implementation of activities in all intervention areas from an outcome and impact-oriented perspective. The duration of the TPM service will be from July 2019 until August 2019 during the course of project implementation.

1. Project activities within the scope of third-party monitoring:

The required projects to be monitored are composed of seven main activities:

- 1- Installment and maintenance of latrines: In sub-district of Dana, Idleb, WHH together with its partner run a WASH project on latrine maintenance of 32 latrines in four camps. The maintenance includes the dislodgement of septic tank, solar power, cleaning, etc. Additionally, it is planned to install 4 more latrines.
- 2- Provision of flour support to the selected bakeries for free bread distribution: In sub-districts of Dana, Salqin, Harim, Darkush in governorate of Idleb and in Atareb in governorate of Aleppo, approximately 10,000 Households (HH) will receive free bread bags on daily basis in 84 camps.
- 3- Distribution of agricultural vouchers: In Armanaz and Idleb, 885 HHs will receive agricultural vouchers which allow people to get irrigation support, seed, pesticide and fertilizers. The activity also includes training on agricultural practices.
- 4- Multi-purpose emergency assistance (food voucher, NFI support, hygiene kits, bedding unit and kitchen set): In Darret Azza, Idleb and Deir Samaan, Western Aleppo, targeting 270 HHs by providing emergency assistance.
- 5- Distribution of cooked meal: In sub-district of Dana, Idleb, 375 people will receive cooked meal twice a day in orphanages and health centers.
- 6- Shelter assistance: In Maarat Tamsrin, Harim, Bennish, Teftnaz and Sarmada, Al Bawabiyeh in Idleb governorate and Atareb in Aleppo governorate, 81 HHs will receive individual shelter assistance, 81 HHs will receive collective shelter assistance and 162 HHs will receive house repair assistance.
- 7- Rehabilitation of infrastructure projects: In Bennish, Teftnaz and Al Bawabiyeh in Idleb governorate, Atareb in Aleppo governorate infrastructure activities will be conducted in 5 communities where approximately 3,500 HHs will benefit from this assistance.

2. Objectives of the project third-party monitoring:

The activities are designed to achieve the objectives of *improved production capacity of local bakeries, strengthened food security of the most vulnerable households by increasing access to basic food items, Non-Food Items (NFI), improved hygiene conditions, provided basic and safe shelter assistance and reduced dependence on negative coping strategies.*

In order for Welthungerhilfe to evaluate the conformity of the activities to the purpose, requirements and guidelines of the project, outcomes of the third-party monitoring will serve as a tool to:

- 1- Validate implementation of activities as planned
- 2- Assess the quality of the implementing partner (IP)'s service delivery including distribution methodologies, beneficiary selection, assessments etc.
- 3- Assess level of target achievement
- 4- Evaluate the changes occurred in the lives of the target community
- 5- Understand how gender and vulnerability considerations are mainstreamed into activities
- 6- Identify the challenges and lessons learnt during the implementation
- 7- Understand beneficiaries' satisfaction and complaints as well as their needs for future programmatic designs
- 8- Assess the quality of implementation of IP, including distribution methodologies, beneficiary selection, assessments etc.
- 9- Understand local stakeholders' opinions about the project and hear their recommendations.

It is essential to note that TPM exercise will be carried out according to the five OECD evaluation criteria of Relevance, Effectiveness, Efficiency, Impact and Sustainability of the project.

3. Tasks of the third-party monitoring service provider:

Expected tasks from the service provider are detailed below according to the activity plan:

- 1- Installment and maintenance of latrines:
 - Conduct on-site monitoring
 - Conduct focus group discussion with beneficiaries
 - Conduct Key Informant Interviews with camp managements, cleaners, local partner
- 2- Provision of flour support to the selected bakeries for free bread distribution
 - Conduct on-site distribution monitoring in XX number of camps
 - Conduct on-site monitoring
 - Conduct focus group discussion with beneficiaries
 - Conduct Key Informant Interviews with local stakeholders (bakery owners, Local Councils, local partner, distribution workers, camp managements etc.)
 - Conduct price analysis
- 3- Distribution of agricultural vouchers
 - Conduct on-site distribution monitoring
 - Conduct on-site monitoring
 - Conduct Key Informant Interviews with local stakeholders (Shop/vendor owners, Local Councils, local partner, agricultural directorate etc.);
 - Conduct shop visits for price analysis
 - Conduct post-training interview with the selected beneficiaries who received farming training
 - Conduct focus group discussion with beneficiaries who received training from the trainees.
 - Conduct post-distribution monitoring
 - Conduct plot visits and interviews with farmers
- 4- Multi-purpose emergency assistance
 - Conduct on-site distribution monitoring
 - Conduct on-site monitoring
 - Conduct post-distribution monitoring

- Conduct Key Informant Interviews with Local stakeholders (local partner, local councils etc.)
- Conduct focus group discussion with beneficiaries
- Conduct shop visits for price analysis
- Conduct market analysis

5- Distribution of cooked meal

- Conduct on-site distribution monitoring
- Conduct on-site monitoring
- Conduct post-distribution monitoring
- Conduct focus group discussion with beneficiaries
- Conduct Key Informant Interviews with Local stakeholders (local partner, facility managements, workers, Local Council etc.)

6- Shelter assistance

- Conduct on-site distribution monitoring
- Conduct on-site interviews with local population in the catchment area
- Conduct post activity monitoring
- Conduct focus group discussion with beneficiaries
- Conduct Key Informant Interviews with Local stakeholders (local partner, Local Councils etc.)

7- Rehabilitation of infrastructure projects

- Conduct on-site distribution monitoring
- Conduct post activity monitoring
- Conduct focus group discussion with beneficiaries
- Conduct Key Informant Interviews with Local stakeholders (local partner, Local Councils etc.)

- Before the inception report, service provider expected to share all the tools that will be envisaged to be used during TPM process. After reaching a common ground, TPM can commence monitoring activities.
- Document findings are to be collected and compiled together in a report in English submitted to Welthungerhilfe, photos and videos if feasible the latest two weeks after each visit.
- Number of distribution points may slightly differ during phase of the activities.
- For post-distribution monitoring; list of households and survey (in English) will be provided by Welthungerhilfe. The Service provider will translate the survey into Arabic and verify accuracy with Welthungerhilfe.
- Key Informant Interviews will be conducted with non-beneficiaries during the course of the project to yield data of a control group.
- Sampling will be determined jointly by Welthungerhilfe and service provider.
- Focus group discussions of two hours will be conducted with a selected number of representatives of beneficiaries and also local stakeholders to gather lessons learnt.
- Welthungerhilfe will be available for feedback and support throughout all stages of the project monitoring cycle.
- Welthungerhilfe will ensure necessary coordination between the service provider and the implementing partner for the service provider to carry out required tasks appropriately during the course of the operation.
- The Service Provider will make sure not to hinder the operational flow of the implementing partner while carrying out the tasks required for monitoring purposes.

4. Content of the proposal

The proposal submitted by the consultants must fully comply with the Terms of Reference and must contain technical and financial part. The complete proposal document shall be submitted in soft copy. However, hard copy of the documents should be submitted whenever requested from Welthungerhilfe.

The proposal must include the following documents:

- Application letter;
- Financial and technical proposal with schedule;
- Detailed CV of the consulting team;
- Availability in the whole process of evaluation, e.g., field work, data analysing, report writing, presentation, etc.;
- References

The technical proposal for the content of the monitoring must at least contain:

- a) Methodology: The details of the followings should be presented;
 - Type of study design
 - Sampling technique
 - Data collection technique
 - Methods of data compilation, analysing and interpreting
- b) Understanding of the TOR
- c) Organizational experience and capacity to undertake the assignment
- d) The physical input (e.g. computer, printer, fax, telephone and internet access) which would be used by the team of consultant
- e) Work schedule
- f) Sample report
- g) Composition of the whole monitoring team including data collectors and supervisors:

The Monitoring Team should have an appropriate balance of monitoring experience and expertise in two or more of the following areas;

- In-depth experience in emergency relief assistance and food security, nutrition, WASH and shelter;
- Food security and resilient livelihood experience in supporting to the civil war victims;
- In depth experience or knowledge about the catchment areas;
- Gender and Human Rights Based Approach knowledge.

Minimum Requirements for the Monitoring Team Members:

- Advanced degree in relevant disciplines;
- At least 7 years of professional experience in monitoring;
- Proven expertise in two or more subject matters and areas highlighted above;
- Relevant monitoring experience;
- In depth experience or knowledge about the catchment areas;
- Excellent written and verbal communication skills in English and one of the following languages (Turkish or Arabic).

All candidates should adhere to the guiding principles of Deutsche Welthungerhilfe e.V.

The financial proposal for the content of the monitoring must at least contain:

The offer should contain the costs of personnel (lead and assistant consultant, enumerators, supervisors, etc) and inputs (stationary, photocopying, etc). Costs for unforeseen expenses should not be included in the calculation. All the suggested costs should be relevant to evaluation activities.

5. Reporting Requirements:

The following table indicates the time frame of required services:

Monitoring / Reporting		Due Date
Preparation		3 days: 27-29 th of July 2019
Kick-off Meeting		
Field Visits		14 days: 04 – 17 th of August 2019
Report Writing	Inception Report	
	Debriefing Paper	
	Draft Report	4 days: 19 – 22 nd of August 2019
	Discussion & Review	2 days: 23- 24 th of August 2019
	Final Report	Last week of August 2019

- A kick-off meeting shall be conducted by Service Provider and the minutes of the kick-off shall be submitted to Welthungerhilfe which includes documenting decisions, specifications, agreed dates for field visits, reporting, emerging from the meeting, etc.
- Following the kick-off meeting, an inception report will document the initial findings, methodology to be used for monitoring related to each activity listed. The report is expected to be maximum 5 pages without annexes and in English language.
- By the end of field mission, a Debriefing Paper which outlines the most important findings of the monitoring shall be submitted. The report should not exceed 2 pages.
- The Final Narrative Monitoring Report will detail the PDM results, implementing partners' delivery of the project, including an evaluation of the contribution of the project activities towards beneficiaries' living conditions vis-a-vis the control group, results and findings, key observations, lessons, recommendations etc. The report is expected to be a maximum of 20 pages without annexes and in English language. The report should draw on feedback from the tools such as focus group discussions (FGD) to gather lessons learnt along with photos from implementation specified by date, location and description. The integration of the recommendations into Welthungerhilfe's "management response" form should be added together with the final version of the final report, as well. Original surveys shall be submitted to Welthungerhilfe by the end of the project. Final report not exceeding 20 pages with the following format:
 - a. Executive summary
 - b. Background and introduction
 - c. Methodology
 - d. Data gathering proceedings (challenges, issues and concern during data collection)
 - e. Key findings by objective and implications
 - f. Lessons learnt and best practices
 - g. Conclusion and recommendations.
 - h. Annex (pictures, datasets, tools etc.)

i. Timeline

- The report shall be supported with high resolution pictures from the sites showing the implementation of each activity (For example, pictures showing a beneficiary who receives the food voucher or redeems it, vegetables ready to harvest, the state of a shelter/house before and after rehabilitated etc.)
- Debriefing meeting with Welthungerhilfe on the initial key findings 10 days after the final data collection shall take place.

LOCATION OF THE MONITORING SERVICES

The monitoring services will be conducted in Syria, in the Governorates of Aleppo and Idlib. Given the fluid emergency context please be aware that the intervention areas could change at a very short notice.

Annexes

- Annex 1: Welthungerhilfe Supplier Qualification Form
- Annex 2: Structure of reports and documents
- Annex 3: Information about DAC Criteria
- Annex 4: Core Humanitarian Standard
- Annex 5: Anti-terrorism Policy

Annex 1: Welthungerhilfe Supplier Qualification Form

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1. We want some information about your company

Company Name	
Legal Form	
Founded (Year)	
Established in (Country)	
Bank Details (Account Holder, Bank Name, IBAN, BIC, Swift, Currency)	
VAT-Registration Number	
Physical Address	
Name of Chief Executive Officer (CEO)	
Place and Date of Birth of CEO	
Name of Owner	
Place and Date of Birth of Owner (if individual)	
Website	
Sales & Marketing Contact	
Range of Services provided by the Company (Company Portfolio)	

For internal use of WHH only	
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Supplier qualification

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Welthungerhilfe supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with [ten universally accepted principles](#) in the areas of [human rights](#), [labour](#), [environment](#) and [anti-corruption](#). By doing so, business, as a primary driver of globalisation, can help ensure that markets, commerce, technology and finance advance in ways that benefit economies and societies everywhere.

Human Rights

1. [Principle 1](#): Businesses should support and respect the protection of internationally proclaimed human rights; and
2. [Principle 2](#): make sure that they are not complicit in human rights abuses.

Labour

1. [Principle 3](#): Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
2. [Principle 4](#): the elimination of all forms of forced and compulsory labour;
3. [Principle 5](#): the effective abolition of child labour; and
4. [Principle 6](#): the elimination of discrimination in respect of employment and occupation.

Environment

1. [Principle 7](#): Businesses should support a precautionary approach to environmental challenges;
2. [Principle 8](#): undertake initiatives to promote greater environmental responsibility; and
3. [Principle 9](#): encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

4. [Principle 10](#): Businesses should work against corruption in all its forms, including extortion and bribery.

The Global Compact is global and local; private and public; voluntary yet accountable.

Further information is available on this website in different languages:

<https://www.unglobalcompact.org>

Supplier qualification
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We, _____ (name of company) hereby declare that

5. we are not in bankruptcy proceedings, judicial insolvency proceedings or in liquidation, that we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions,
6. we have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,
7. we comply with our duty to pay social insurance contributions, taxes or other levies in accordance with the legal provisions of the state in which we have our office, the state of the consignee, or the state where the contract is performed,
8. we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of the European Communities,
9. no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from the Community budget,
10. we are providing you with all the information required in connection with participation in a tender,
11. in respect of contracts which are ultimately paid for out of European Community funds, no one has accused us of breach of contract due to gross violation of our contractual obligations,
12. we have not been excluded as a contract partner by the European Community due to ethical issues,
13. we assure the European Commission, the European Anti-Corruption Bureau and the auditors of the European Community reasonable access on demand to our business and accounting documents for the purpose of checks and audits,
14. we respect basic social rights and condemn child labor.

We support the goals of the United Nations Global Compact <https://www.unglobalcompact.org>

Date, company name, signature, name in block capitals, company stamp.

Annex 2: Structure of reports and documents

1) Inception report (3-5 pages)

The inception report provides initial feedback on how the evaluation will address the Terms of Reference (ToR). Suggestions can be made here to supplement or restrict the ToR. However, these suggestions have to be approved in writing by Welthungerhilfe CO – in particular if they involve modifications to the evaluation's objectives and crucial questions – as this is an alteration to the original contract.

For the inception report we suggest the following structure:

- a) Cover page / key data of the evaluation: see illustrative example for the evaluation report's cover page.
- b) Feedback/amendment to the ToR: Are all parts of the ToR clear to the evaluation team? Is the focus of the evaluation clearly defined? Suggestions for amendments to the ToR are presented here (in a manner that enables Welthungerhilfe CO to accept or decline them).
- c) Current status of the preparation: Composition of the evaluation team (qualifications, allocation of tasks, who is team leader/coordinator?), estimated timetable and work days for the evaluation team. Report identifying challenges and risks.
- d) Evaluation design and methodology: Report on the chosen qualitative and/or quantitative methods, and further steps on how to implement them in the evaluation (selection of samples, strategies for analysis and data collection, further specific evaluation questions, hypothesis on outcomes and impact, description of planned contacts and visits with explanation). Include measures to be taken to get adequate information for gender analysis.
- e) Tools for data collection and data analysis (e.g. presentation of questionnaires).

2) Minutes of the kick-off meeting (1-2 pages)

This document might replace the inception report. It is a short report (1-2 pages) or a formless e-mail. It is a "lighter" form of documenting further steps of an evaluation than the inception report. In the minutes, the decisions, specifications, agreed dates for field visits and reporting are documented.

3) Debriefing paper (1-2 pages)

For the debriefing, a paper or a PowerPoint presentation (PPT) has to be prepared. In this paper/presentation it is recommended to provide the most important findings concerning the specific questions of interest, the evaluation criteria and recommendations. A hard copy of the PPT also has to be handed over to the participants.

Structure of the evaluation report (30-40 pages maximum plus annex)

Note: The report should be readily understandable to outsiders.

Cover page contains the information found in the following illustrative example:

Evaluation
on behalf of Welthungerhilfe's Regional Office in Nairobi
Project Title: Environmental Conservation and Capacity Building among Community Groups to
Reduce Poverty in Makueni District, Kenya
No.: KEN 1032-04; EC Contract No. ONG-PVD/2005/095-806

Evaluation Team: Peter Petersen and Rodrigo Rodriguez
March 2009

Optional: photo of project activity and/or logo of Welthungerhilfe or relevant donor.

Content of the report:

Table of contents

List of abbreviations and acronyms

List of tables, illustrations, boxes, etc.

Acknowledgements and disclaimer

- 0 Executive summary
(3-4 pages, independent self-explanatory document)
 - 1 Introduction
 - 2 Description of project and context
 - 3 Evaluation – process, methods and data quality
 - 4 Findings – description, analysis and assessment
 - 4.1 Relevance
 - 4.2 Effectiveness
 - 4.3 Efficiency
 - 4.4 Impact
 - 4.5 Sustainability
 - 5 Conclusions and learnings
 - 6 Recommendations
- Annex
- Terms of reference
 - Project planning matrix
 - Travel and work schedule
 - Sources (resource persons, documents, baselines, surveys, etc.)
 - Maps, photos, other
 - Optional: Minutes of the final on-site meeting/ debriefing

Annex 3: Information about DAC Criteria

Source, 12 June 2015: <http://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm>

DAC Criteria for Evaluating Development Assistance

When evaluating programmes and projects it is useful to consider the following criteria.

Relevance

The extent to which the aid activity is suited to the priorities and policies of the target group, recipient and donor. In evaluating the relevance of a programme or a project, it is useful to consider the following questions:

- To what extent are the objectives of the programme still valid?
- Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives?
- Are the activities and outputs of the programme consistent with the intended impacts and effects?

Effectiveness

A measure of the extent to which an aid activity attains its objectives. In evaluating the effectiveness of a programme or a project, it is useful to consider the following questions:

- To what extent were the objectives achieved / are likely to be achieved?
- What were the major factors influencing the achievement or non-achievement of the objectives?

Efficiency

Efficiency measures the outputs -- qualitative and quantitative -- in relation to the inputs. It is an economic term which signifies that the aid uses the least costly resources possible in order to achieve the desired results. This generally requires comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been adopted.

When evaluating the efficiency of a programme or a project, it is useful to consider the following questions:

- Were activities cost-efficient?
- Were objectives achieved on time?
- Was the programme or project implemented in the most efficient way compared to alternatives?

Impact

The positive and negative changes produced by a development intervention, directly or indirectly, intended or unintended. This involves the main impacts and effects resulting from the activity on the local social, economic, environmental and other development indicators. The examination should be concerned with both intended and unintended results and must also include the positive and negative impact of external factors, such as changes in terms of trade and financial conditions. When evaluating the impact of a programme or a project, it is useful to consider the following questions:

- What has happened as a result of the programme or project?
- What real difference has the activity made to the beneficiaries?
- How many people have been affected?

Sustainability

Sustainability is concerned with measuring whether the benefits of an activity are likely to continue after donor funding has been withdrawn. Projects need to be environmentally as well as financially sustainable. When evaluating the sustainability of a programme or a project, it is useful to consider the following questions:

- To what extent did the benefits of a programme or project continue after donor funding ceased?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the programme or project?