

INVITATION TO TENDER

Humanitarian Aid for Syria – External Evaluation Our Ref. SYR1047 –TND–015 / RFT216742

Gaziantep, 04/07/2019

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 external evaluation 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

Please see attached Terms of Reference.

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:

- a) Written quotation in EUR currency included of prices as indicated in the paragraph 7. (Prices of this document on supplier official letter head (duly stamped and signed in a PDF format)
- b) 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)
- c) Company profile (applicable for suppliers who we did not work with)
- d) Reference list (applicable for suppliers who we did not work with)
- e) Pre-qualification of suppliers (refer to Annex I)
- f) Technical proposals and sample reports and CV of evaluator that must conform to the requirements mentioned in ToR

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.

11. Selection Criteria

Welthungerhilfe will prioritize the quotations as follows:

- **Tenderers not providing the requested quotation 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:

1. 60% technical
2. 40% financial (price)

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 the technical proposal, sample report/s and previous experience about evaluation and the team. Unless the applicants can get satisfactory score, their financial offer shall not be evaluated.

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.

12. 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.

13. Termination

The Company 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 Company 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. 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/>

15. Offer Condition:

Quotations should be valid for 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 25th 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 216742, and the tender reference is SYR1047-TND-015.

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 **22th 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 SYR-1047-TND-015)

This tender invitation is valid without signatures!

Terms of Reference

1. Introduction

Country:	Turkey
Project Title:	Food aid for Syrian civil war victims in Syria and establishment of a mechanism for the relief of internally displaced persons (IDPs) in Northern Syria from Idleb and Aleppo
Project No.:	SYR1047
Project Holder:	Welthungerhilfe
Project Implementation Partners:	Masar and Silkroad and Ihsan Relief and Development
Project Overall Objective:	Improvement of the living situation of Syrian civil war victims
Project Objective:	Ensuring that IDP have access to food and reducing the pressure on receiving communities
Project Period:	01.05.2017-31.03.2020

Welthungerhilfe (WHH) has been officially registered since 2013 in Turkey. Initially, we provided emergency assistance through for example aid packages including items such as blankets, clothes, mattresses and heating material during the cold winter. As the conflict in Syria continued and the humanitarian crisis worsened, WHH has adapted a more comprehensive approach, which aims to strengthen the resilience of people affected by the conflict. We support Syrians under Temporary Protection by providing cash assistance, individual help through case management and we support community centres with the aim to ease tensions, improve integration and strengthen social cohesion between Syrian and Turkish communities. In Syria, where we have worked in Hama, Idlib and Aleppo governorate we support Internally Displaced People (IDPs) and host communities with project activities focusing on increasing food security through cash assistance and small-scale agricultural activities as well as the rehabilitation of water infrastructure. We coordinate our assistance inside Syria with AFAD as well as the Turkish Red Crescent and implement project activities through local partners. In Lebanon, WHH focuses on the improvement of access to clean water, life skills training and psycho-social support for Syrians and Lebanese host communities.

Silk Road Organization is established in Aleppo in 2015 and registered in Turkey as "İpek Yolu Suriye Derneği" in 2016. Since 2015, SilkRoad has intervened in a variety of sectors in Syria such as education, food security, shelter. The headquarter is in Erbil, Iraq and Gaziantep office is responsible from the management of the activities inside Syria. SilkRoad is a partner organization of OCHA, TRC, IOM and Mercy-USA. The partnership with WHH started on February 2019 and focusing on food security by distributing food vouchers.

MASAR is a civil, non-governmental and a non-profit organization which was registered in Turkey and working for the self-sufficiency and overall development inside Syria. Since the beginning, MASAR has carried out many researches, activities, educational, development, relief and capacity building projects that have had a significant impact on the beneficiaries inside Syria through successful partnerships with donors and coordination with local civil authorities and stakeholders. Partnership with WHH started on February 2019 and Masar is distributing food vouchers in Idleb, Saraqib.

The Syrian NGO IHSAN has been implementing cross-border programs from Gaziantep for four years and is already active in many of the areas in Syria. IHSAN is implementing UN aid funds from the HPF OCHA Turkey (cross-border) projects covering the sectors of education, FSL and protection in opposition-controlled areas (Idleb, Aleppo, Homs, Rural Damascus) and serves as implementation partner for INGOs. Employees are largely from North Syria and are always very well-informed about the local situation. Ihsan RD has been a partner since the beginning of the WHH project. As a result of this long-term cooperation, both parties decided on implementing a pilot e-voucher activity together in Maret Alnouman.

The primary objective of the evaluation is to provide an assessment of the impact of the project activities. The secondary purpose is to assess the efficiency of the project processes during the implementation phase. Conclusions should be reached, and recommendations formed by analysing the design of the project, effectiveness and efficiency of the project implementation and the impact (both short and long-term) of the activities conducted by all implementing partners within the agreed contractual conditions, timeframe, work-plan, and budget of the project proposal. Evaluation is majorly targeted for the whole activities of the project, but it can be restricted to some of the activities per se. The primary target group of the evaluation are WHH Turkey staff together with implementation partners.

The results of the evaluation shall be used for either for improving the processes of the ongoing project or designing of a new project.

2. Task descriptions

The main tasks for the evaluation team are drafted below. The suggested structure of the report is attached as an annex.

Expected tasks from the evaluator are detailed below:

- 1- Distribution of food vouchers by SilkRoad (from April 2019 until August 2019- Harim/ Termanin/ Maret Misrin)
 - 2- Distribution of food vouchers by MASAR (from March 2019 until May 2019-Idleb/Saraqeb, Western Aleppo/Atareb)
 - 3- Distribution of e-vouchers for food by Ihsan RD (from April 2019 until June 2019 – Idleb/Maret Alnouman)
- Welthungerhilfe will be available for feedback and support throughout all stages of the project evaluation process.
 - Welthungerhilfe will ensure necessary coordination between the evaluator and the implementing partners for the service provider to carry out required tasks appropriately during the course of the operation.
 - The evaluator will make sure not to hinder the operational flow of the implementing partners while carrying out the tasks.

2.1 Questions of specific interest for Welthungerhilfe and its partners

- To what extent is the project suited to the priorities and needs of the target groups.
- To what extent is the project suited to the contexts of Idleb and Western Aleppo.
- To what extent has the project been successful in adapting to the changing context?
- To what extent has the project achieved its stated project objective and outcomes?
- To what extent has the project been implemented in the most efficient way (time, materials, resources)?
- To what extent has the project been implemented in regard to visibility?
- To what extent have the implementation partners raise the awareness within the implementation area?
- To what extent have the gender and vulnerability considerations been mainstreamed into activities?
- What were the positive and negative changes produced by the project, directly or indirectly, intended or unintended?
- What recommendations for future programme can be made on the basis of the “lessons learnt” and “good practices?”
- What were the positive and negative sides of the e-voucher system comparing to the paper vouchers?
- What were the main challenges during the implementation of the project?

- Whether the benefits of the project activities are likely to continue after donor funding has been withdrawn.
- To what extent are the selected Partners suitable to implement project activities as outlined in the proposal?
- To what extent has Welthungerhilfe achieved its objective towards supporting the capacity building of partners?
- Did Partners use the resources (human and materials) available to them efficiently to reach the objectives?
- To what extent have the Partners been influenced and changed (positively and negatively) by the support of Welthungerhilfe
- Will any observed benefits of WHH's support to Partners continue after donor funding has been withdrawn?
- What recommendations for future partnership working can be made?

Note to the evaluator: In the report, these specific questions might be integrated into the sections on the OECD/DAC criteria or/and the chapter conclusions.

2.2 Criteria for the assessment of the project

For assessment of the project, the evaluation team uses the OECD/DAC criteria of relevance, effectiveness, efficiency, impact and sustainability. Further explanations of the content and guiding questions are attached as annex 4.

2.3 Description of context and project

With regard to questions and criteria the evaluation team describes the following: context, status quo of the relevant professional discourse, important actors, the project, experiences of similar projects on the country or international level. This chapter provides information for the analysis in the chapter "relevance."

2.4 Evaluation design and methodology

The evaluation team designs an adequate process and methodological approach for the evaluation. In general, participatory methods that include the project's target group, a mix of quantitative and qualitative methods, triangulation (of important findings) and a gender sensitive approach are recommended. A critical assessment and discussion of the project's strengths and challenges is welcome. Welthungerhilfe is ready to learn from mistakes. The study design should follow international standards concerning accuracy and reliability of data.

2.5 Reporting and documentation

- a) Inception report, after the kick-off meeting, 3-5 pages
- b) Minutes of the kick-off meeting, documenting decisions, specifications, agreed dates for field visits, reporting etc. emerging from the meeting.
- c) Debriefing paper, at the end of the field mission that outlines the most important findings of the evaluation, 1-2 pages
- d) Evaluation report, at the latest four weeks after the field mission, 30-40 pages maximum, including annexes.
- e) Draft management response; integration of the recommendations into Welthungerhilfe's "management response" form, together with the final version of the evaluation report.

Details of the reports and documentations are included as Annex 2.

3. Timetable and phases of the evaluation

The foreseen period of the evaluation is from 2019 March to 2019 August. Please check the tentative timetable for the evaluation:

Preparation:	3 days	23 - 25 September 2019
Field visits:	14 days	06 - 20 October 2019
Report writing:	7 days	21 - 28 October 2019

Reporting timeframe

Draft report:	08 November 2019
Discussion and review:	18-22 November 2019
Final report:	27 November 2019

Amendments to above mentioned timetable could be made when the related parties agree on.

4. Profile of the evaluation team

Desired team members profile

The Evaluation Team should have an appropriate balance of evaluation experience and expertise in two or more of the following areas:

- In-depth experience in emergency relief assistance and food security and nutrition;
- 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 Evaluation Team Members

- Advanced degree in relevant disciplines;
- At least 7 years of professional experience in evaluation;
- Proven expertise in two or more subject matters and areas highlighted above;
- Relevant evaluation experience (the team should provide the previous evaluation reports);
- 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.

5. Quality Check of the evaluation report

Welthungerhilfe will check the quality of the evaluation report. The applied grid is documented as an annex.

The evaluation team should also share a sample report along with the other necessary documents for the technical proposal with WHH. The information like names, numbers or locations in the sample report should be changed or deleted in terms of protecting the privacy.

6. Proposal Content

The proposal submitted by the company 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

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

- a) Methodology: detail of the following should be presented
 - Type of study design
 - Sampling technique
 - Data collection technique
 - Methods of data compilation, analysing and interpreting
 - Evaluation tools
- 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) Composition of the whole evaluation team including data collectors and supervisors
- g) Sample report

6.2 Financial part

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.

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	

Welthungerhilfe Supplier Qualification Form

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2. Policy Statement of Welthungerhilfe

a. 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](#).

Human Rights

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

Labour

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

Environment

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

Anti-Corruption

- [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>

b. Welthungerhilfe (WHH) renounces all forms of terrorism and money laundering

Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373(2001) and the European Union, Welthungerhilfe is firmly committed to the international fight against terrorism and in particular against the financing of terrorism. It is the policy of Welthungerhilfe to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, Welthungerhilfe will match their suppliers and Service providers against the Sanctions lists on a regular basis. By submitting an offer, suppliers and service providers agree to this.

Welthungerhilfe Supplier Qualification Form

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3. Supplier Declaration

We, _____ (name of company) hereby declare that

- a) 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,
- b) we have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,
- c) 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. We assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation and occupational safety and health.
- d) 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 International Humanitarian Aid Community,
- e) 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 International Humanitarian Aid Community,
- f) we are providing you with all the information required in connection with participation in a tender,
- g) 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,
- h) we have not been excluded as a contract partner by the European Community due to ethical issues,
- i) 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,
- j) we respect basic social rights and condemn child labor,
- k) we are informed that Welthungerhilfe will conduct a check to ensure that partners/suppliers do not appear on official sanctions lists of UN and the European Union.

Date, Company Name, Signature of Owner of CEO, Name in Block letters, 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?