

Request for Proposals on Consultancy Services for “End Term Project Evaluation”

1. Introduction:

Help In Need (HIN) is seeking an experienced Pakistani National (both individual and firm) as Consultant, to conduct project end term evaluation against project objectives and pre designed indicators. The target area includes 15 villages of 3 union councils i.e. Dehrai, Pirabad and Pirkhana of Tehsil Alpuri, District Shangla.

2. Background

Help In Need (HIN) is not-for-profit social Philanthropy engaged in helping and improving lives of deprived people of Pakistan since 2003. It is duly registered with Security Exchange Commission of Pakistan (SECP) and is certified by Pakistan Centre of Philanthropy (PCP) for sound internal governance, transparent & efficient financial management and effective program delivery. Under the able leadership of a board of directors consisting of well qualified, professional and committed Philanthropists, HIN grew steadily since its inception and has been able to make interventions in all the provinces of Pakistan and AJ&K.

Help In Need (HIN) with the financial support of Diakonie Katastrophenhilfe (DKH) launched two years integrated project titled “ **Support Participatory Resilience Building of At Risk Communities in Shangla, District of KPK**” to strengthen the resilience of most vulnerable communities in 03 union councils of District, Shangla-KPK, Pakistan”. 15 villages have been selected for project interventions in these 03 union councils. The targeted villages in these union councils include Dehrai, Dawlatkalay, Pitaow, Banjar, Banr, Pirabad, Chakat, Larai, Charai, Shuniyal, Kuzganshal, Barganshal, Smastay, Lowdar and Zara.

The overall goal of project is to contribute to resilience building of most vulnerable communities against the consequences of natural disasters. While the project has one specific objective:

- Targeted communities are empowered, organised, have increased capacity to cope with the negative effects of natural disasters in a positive manner

3. End term evaluation Objectives:

Following are key objective of this evaluation study:

1. To assess the project according to DAC Criteria (effectiveness, relevance, efficiency, sustainability, and impact) based on program objectives, results and indicators;
2. To inform future projects and formulate clear recommendations regarding selection and type of activities and selection process as well as criteria; based on lessons learnt.

4. Scope of work:

The evaluation is intended to cover project titled Support participatory resilience building of at risk communities in Shangla, District of KPK, Implemented from May 1, 2016 to June 30, 2018. The geographical coverage of the evaluation is 15 selected villages of the 03 mentioned Union councils located in tehsil Alpuri of District Shangla, KPK, Pakistan.

The evaluation will focus on the project activities and approach completed during the project lifetime with special focus on:

- Beneficiaries level of satisfaction and impact on their lives from project interventions.
- Progress made toward the achievement of results at the outcome and output levels;
- Identify lessons learned and formulate recommendations to improve sustainability of the project and future planning.

- Document unintended impacts of the project and its interventions

The evaluator should provide general conclusions about project result by measuring the progress against each indicators keeping in view the principle of effectiveness, efficiency, and relevance.

Results 1: The food security and nutrition status of most vulnerable households is improved

Indicators:

1: At least 70% of the most at risk targeted households, benefit from functioning existing water sources

2: By the end of the project approximately 70% of the surveyed stakeholders are using the increased awareness and knowledge of DRR practices (Pro-and Post KAPs survey tool used)

3: Approximately 70% of the community members accept and embraces the early warning mechanism and evacuation plans of their respective area

Gender indicator for SO:

4: By the end of project 40% women community members increased knowledge on epidemics and water born diseases in relation to natural disasters

Results:

1. The DMCs enabled and strengthened to support and continue DRR initiatives in their respective areas
2. The Disaster management committees have strong coordination with district local government and line departments for effective implementation of DRR initiatives
3. District Disaster Management Unit is strengthened to support community vulnerabilities reduction process through effective and timely communication and actions
4. Enhance knowledge, raise awareness of the general public on disaster risk management
5. The community vulnerabilities and disaster risk reduced through implementation of CBDRM plans/ structural measures in flood prone areas taking into account comprehensive and integrated flood management plans
6. Strengthen early warning dissemination and evacuation system
7. Women community members are supporting to reduce risk of epidemics and water borne diseases

8. Methodology:

The evaluation team will apply a mix of both qualitative & quantitative methodology during the project end term evaluation, based on primary and secondary data using mixed research methods. The evaluation team would ensure that evaluation is realized in line with project design and available project documents. The sample size technique must be relevant and technically defined to conduct this evaluation. Following methods and tools could be used to conduct evaluation study, however this is not an exhaustive list and evaluator may propose tools other than below mentioned;

- Desk review of project documents (Project Proposal, LFA, Budget, Procurement Plan, Monitoring and Evaluation Plan, Activity Completion Reports, Monitoring Reports etc.)
- Household Questionnaire for impact, relevancy and effectiveness (DAC)
- General observation/Physical site visits
- Focus group discussions with women and men beneficiaries
- Key Informant Interviews with key stakeholders.
- The evaluator will ensure inclusion aspect while collecting field data

Sample size

Confidence Level: 95% at least

Confidence Interval: 10 at least

Population: 5438 households, 36185 individuals including 18447 men and 17738 women

9. Deliverables:

The project related data and information would be provided by the HIN for review, data collection and tool designing. The evaluation team will work in close coordination with DKH Pakistan Representative for Programs, Mr. Imran Masih and Project Manager HIN, Mr. Hamza Tariq. The deliverables of the evaluation team are expected as per the following:

- Developed and agreed upon data collection tools
- Inception meeting
- A debrief session at the end of the field work will be held to provide initial feedback on findings and recommendations. This debrief will be used to guide the development of the final report.
- Draft report for feedbacks
- Two copies of final Evaluation report both in soft and hard form.

10. Ethical Considerations

The evaluation team would ensure ethical and cultural consideration during the course of the assignment/consultancy.

Informed Consent and Voluntary Participation

- Recruitment of participants will be only after describing the study procedures and obtaining informed consent. Participation will be voluntary and that non-participation would have no negative consequences in terms of access to programs or services.

Confidentiality

- Confidentiality of participants will be maintained. This includes non-disclosure of participants' identity and the use of a non-identifying coding system to track and link study data.

11. General tender conditions:

Transportation and boarding and lodging:

All travel, boarding and lodging expenditure of consultant should be covered in the total cost of consultancy, the consultant/ firm will carry full responsibility for all those arrangements in the quoted prices.

Payment and Invoicing:

All the payments will be made through cross cheque in the name of company/consultant while, detail terms and conditions for payments will agreed during contract agreement signing between both parties

Consignee:

All the documents mention in Para 11 must reach to Manager Operations HIN, through courier by **June 22, 2018 COB** on below mentioned address, documents received late from mentioned date and time will not be considered.

Street Address: First Floor, Minhas Plaza, Plot# 39, I & T Center, Street 22, G-8/4, Islamabad
T +92 (0) 51-2250139

Tender Opening:

The non-public tender opening ceremony will be held in HIN head office on June **25, 2018 at 10:00 AM**. Only short listed candidates will be called on for detail interview. Interview will be conducted on 27 & 28 June 2018.

12. Required capacities of the Consultant

- Master Degree in Social Sciences
- Demonstrated experience and good track record in conducting similar nature evaluation study of projects related to CBDRM, DRR, infrastructure
- Experience in engaging diverse stakeholders
- Can communicate with stakeholders
- Having team of both men and women facilitators for data collection in target communities.
- Demonstrated Computer and report writing skills

13. Timeframe

Assignment has to be completed till **July 15th, 2018**; however, the final timeframe will be agreed before contract signing with selected consultant.

14. Application Procedure

Interested consultants are invited to submit a detail proposal through courier by **June 22nd, 2018 COB**. The proposal should include the following key documents:

- Letter of motivation address to the Executive Director outlining how your experience, skills, qualifications and professional networks fit with the required deliverables (one-page maximum)
- Technical and financial proposal along with motivation letter under Single stage – two envelope rules of KPPRA
- Detail profile of the firm or CV of individual consultant.
- Profiles of the potential resource persons whom will be conducting the study
- Detail work plan of the assignment
- Two references along with detail contacts phone and email of the organizations for whom similar nature services provided in the recent past.

15. Contact info for further needed information regarding the consultancy.

To: hamza@helpinneed.org

CC nisar@helpinneed.org, zahid@helpinneed.org