

Terms of Reference for End term Evaluation for the Turkana 4Resilliance Project

‘Consultancy services to carry out Turkana4Resilience project endline Evaluation, Lokichoggio Sub County, Turkana County’.

Solicitation Reference No.	“RFP/AICHM/ERIKS/Turkana4Resilience endline Evaluation/ 27012025”
Title of Solicitation	Consultancy services to carry out Turkana4Resilience project endline Evaluation, Lokichoggio Sub County, Turkana County’.
Issuing Office & Address	AIC HEALTH MINISTRIES(AICHM) Website: www.aichm.org
Point of contact for clarifications, questions and amendments	AICHM Inquiry, inquiry@aichm.org
Email Address for submission of Proposals/Quotes	AICHM Procurement Unit, Procurement@aichm.org
Solicitation Issue Date	5 th February 2025 East African Time.
Deadline for submission of questions and clarifications	10 th February 2025, 1700, Hrs, East African Time.
Deadline for Answering questions and clarifications	12 th February 2025, 1700, Hrs, East African Time. <i>(Answers will be provided on a rolling basis)</i>
Deadline for Submission of Proposals	18 th February 2025, 1700, Hrs, East African Time. Please include the subject line “RFP/AICHM/ERIKS/Turkana4Resilience endline Evaluation/ 27012025
Anticipated Award Type	CONSULTANCY AGREEMENT

Terms of Reference

This Consultancy Services' Terms of Reference (ToR) Turkana4Resilience **plus** project in Turkana County, Kenya Project serves as a request for applications from individual consultants or consultancy firms which meet the criteria and who are interested in conducting the an end of project evaluation for African Inland Church Health Ministries (AICHM) and ERIKS Development partner in Lokichoggio Sub County, Turkana County in Kenya where the project has been implemented from **2020-2024 December**.

I. Background and Rational

Africa Inland Church Health Ministries (AICHM) is a department of the Africa Inland Church, which is responsible for the Health Services and related programs within the Africa Inland Church. AICHM aims to provide preventive and curative healthcare services, community health education for healthcare providers, and rehabilitative care for children with disabilities, disaster, relief and emergency response. Currently AICHM manages 5 hospitals, 52 dispensaries and 3 medical training schools nationally. AICHM runs programs at the secretariat level ranging from health, food security to disaster/emergency response.

AIC Health Ministries has been cooperating with ERIKs Development Partner in the project region for last 5 years promoting capacities in different areas, such as project planning, reporting and financial management. Through close monitoring of previous projects, the cooperation in the field has been characterized by mutual trust between AICHM, ERIKS Development Partner, county team and all partners.

AICHM is an established organization and recognized in the project region for decades and has employees with comprehensive local capacities, who are well connected with the organizations and institutions working in the project region. Over the last 5 years AIC Health Ministries in collaboration with ERIK's development Partner has implemented maternal child health project dubbed ABU Project (Afya Bora Kwa Uzazi/Good Health for the family) and Drought response project in Turkana West Region reaching out to the most vulnerable mobile population including women and children.

Turkana 4 resilience **plus** project builds on the success of the ABU and Drought response Project Funded by ERIK's development partner over the last 5 years and the AICHM food security resilience program implemented in Nasinyono in Turkana County in collaboration with Johanniter International Assistance and the county government of Turkana. Turkana 4 resilience project will build the resilience of the most vulnerable mobile Turkana population in Nanam, Lokichoggio, Songot & Kalobeyei ward to a number of general Hazards-Threat to under 5 and maternal health & variable stress, children abuse, exploitation and Food insecurity working at several different levels to try and reduce households' vulnerability to these risks directly with local communities, as well as with county-level authorities.

The proposed Turkana 4 Resilient project design is informed by the resilience work carried out by AIC Health Ministries in Turkana (Nasinyono project) since 2011 to date and in cooperation with Johanniter. AICHM implemented a drought relief project to assist 11,000 drought affected people in Turkana West with food and medical services. The emergency assistance was afterwards transferred into a longer-term livelihood project, aiming to diversify the livelihoods of pastoral families through the introduction of small-scale sorghum cultivation.

The proposed Turkana 4 Resilient Project has also been informed by Lutheran World Reliefs approaches to resilience framework that refers to resilience as the capacity of a system (e.g. a community) to absorb the impacts of shocks and stressors, to adapt to change, and to potentially transform, in a manner that enables the achievement of development results (e.g. sustainable livelihoods, well-being, poverty alleviation) Pisano, U (2012)

The project has also been designed in line with Kenya development vision 2030 for ASAL regions, which highlight adaptation to climate change as well as the strengthening of peoples' resilience towards the recurring weather events as a national priority, and the County Integrated Development Plan (CIDP) 2018-2022 that outlines Turkana County Major investment areas. This is also in line with The Sustainable Development Goals (SDGs), adopted by all United Nations Member States in 2015 as a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030. This project will work in the Four remote areas/wards in Turkana West, Turkana County along the Border of Kenya & South Sudan where 60% of the mostly pastoralist communities live below the poverty line.

2. RATIONALE OF ENDLINE EVALUATION:

AIC Health Ministries and ERIKS development Partner emphasizes on result-based project framework. Turkana 4 resilience project has defined set of project goal, outcome and outputs stated in log frame with indicators. This will be through comparison between evaluation survey findings and endline evaluation. Thus, the endline evaluation is to establish the status of the various indicators by the end of project. The evaluation will further help to document best practices and lessons learnt as well as entrench the gains made in sustainability of the interventions

- **OVERALL GOAL: To contribute towards Increased resilience in health, Child Protection and food security to the impact of drought in Turkana west Sub- County, Turkana County by March 2022 and extension to December 2024**

Turkana4Relience project Objectives

1. Increasing access and utilisation of quality MNCH services by 10 % from 70%-80% of pregnant women, new-borns and children under 5 years in Nanam, Lokichoggio & Kalobeyei ward by March 2022 -with extension to December 2024
2. Strengthened Informal and formal community-based child protection mechanisms resulting to 10 % reduction in patterns of abuse, neglect or exploitation of children, as well as improved care and protection children who have experienced abuse, neglect or exploitation in Nanam, Lokichoggio & Songot wards by March 2022 -with extension to December 2024
3. Reduced vulnerability of 300 Household to shocks and stresses in Nanam ward by March 2022-with extension to December 2024

Key Performance Indicators:

- I. % (percentage) reduction in maternal, neonatal and child health morbidity and mortalities
- II. ii. % reduction in child abuse practices.
- III. I.a. % improvement in MNC indicators at the Facility, Sub County & County level

The project has thirteen (13) outputs as listed below:

- 1.1 Increased utilization of maternal, newborn and child health services by skilled health Professionals in line with MOH guidelines
- 1.2 Increased capacity of health care workers to provide quality maternal, new-born and child health services
- 1.3 Improved Quality, Responsive and acceptable MNCH services to users at community level
- 1.4 Strengthened health System at the facility, ward & Sub County Level

2.1 Local community groups/ duty bearers are mobilized and have the capacity to coordinate and support child protection efforts.

2.2 Community members are educated on child protection & use the reporting and referral mechanisms for child protection incidences

2.3 Local Groups & children especially the most vulnerable have the opportunities to participate in decision making

3.1 Community dialogue and consultation workshops for selection of appropriate activities and participatory community asset management arrangements

3.2 Agricultural Governance and extension services strengthened

3.3 Farmer associations and cooperatives are strengthened.

3.4 Targeted Households and communities have access to knowledge, support services for productive activities

3.5 Improve income by 10% from selected patrols for 300 targeted HHs by 2022 with extension to December 2024

3.6 Construction and rehabilitation of rural infrastructure to withstand long-term climate shocks (irrigation and water harvesting systems, drinking water access points and post-harvest storage facilities);

1. Evaluation Purpose, Objectives and Use

Key purpose of the Turkana4Resilience plus project end line evaluation:

The key purpose of the end of project endline evaluation is to comprehensively assess the impact of the project and provide insights into the program's outcomes aspects of its effectiveness while identifying lessons learned, best practices, and areas for future improvement. Additionally, to assess the success within the context of the project objectives, the endline evaluation to determine project's relevance, effectiveness, efficiency, coherence, impact, and sustainability to build an evidence base that enables AICHM, and its development partners align with the project objective.

The detailed purpose of the evaluation is as elucidated below:

1. Assess the outcomes of the project activities underneath each project objective, including both intended and unintended outcomes, both positive and negative
2. Assess and identify critical internal and external factors that have contributed to, affected, or impeded project achievements, including how AICHM has managed these factors
3. Identify and articulate lessons learned, good practices, and concrete recommendations to inform future program design for similar projects in this context

The key criteria for undertaking project endline evaluation

Scope of Turkana4 Resilience plus endline evaluation consultancy: To contribute towards Increased resilience in health, Child Protection and food security to the impact of drought in Turkana west Sub-County, Turkana County by March 2022 with extension up to December 2024

The consultancy will entail conducting a comprehensive gender analysis that examines how gender dynamics influence the implementation, outcomes & impact of the project. Key areas of focus include:

- a) *Evaluate the impact of the project on in health, Child protection and food security initiatives, women's empowerment, and the well-being of adolescent girls and young mothers within the targeted communities.*
- b) *Assess the extent to which the project contributed to increasing Agricultural production (food security) and reducing malnutrition among children.*
- c) *Identify and analyse the key project-related constraints, opportunities, and contextual factors that have influenced the implementation, effectiveness and outcomes.*
- d) *Examine the changes in social norms, decision-making dynamics, and household relationships resulting from the project's interventions, particularly focusing on the empowerment and agency of adolescent girls and young mothers.*
- e) *Document the lessons learned, successful strategies, and challenges encountered in considerations into the design and implementation of the project, to inform future initiatives and policy recommendations.*
- f) *Provide actionable recommendations for sustaining and enhancing the health, child protection and food security impacts of similar projects*

Criteria for undertaking the endline evaluation

Relevance/Appropriateness and quality of design.

This measures the extent to which the project was suited to the priorities and policies of the target group, including changes over time. This should also include a review of the project and its implementation, including strategies developed, interventions applied, and methods designed to test those approaches. Were the original objectives valid? Were these achievable and did they meet the needs and priorities of the target groups? If not, has the project been able to adapt them in an appropriate way?

Coherence

If you think that the criteria Coherence is relevant for the project to be assessed, it would be important to include assessment questions concerning coherence.

Effectiveness

To assess the effectiveness of the project in achieving the desired change and results, including the nature and extent of impact on the target communities and populations with focus to Children and any barriers to the achievement of the desired change.

- a) *Did AICHM/Eriks achieve the set purpose? Was the approach suitable?*
- b) *Have project activities generated the planned outputs, and have they been delivered on time? If not, what have been the reasons for this? Were the reasons valid?*
- c) *What significant achievements has the project made? What significant changes has the project brought about? Where has it performed particularly well and where has its performance been weakest?*
- d) *Assess management practices that derailed the project or promoted the project? What could be done differently, continued, or stopped to ensure future achievement of project intentions?*
- e) *Assess the extent to which all mapped project stakeholders collaborated to ensure achievement of proposed project results?*
- f) *Assess the risks/factors that hampered the project from achieving set outcome(s)*
- g) *Assess the major factors that influenced the likely achievement or non-achievement of the objectives/ results.*

Efficiency or cost-effectiveness (of planning and of implementation)

Whether the most efficient process was adopted in achieving the outputs in relation to the inputs (costs, both financial, staffing, time) and whether funds were being invested in the least costly way to achieve the desired results.

- a) Ascertain and provide rationale for resources needed that delivered the proposed interventions.
- b) Assess if the stated objectives were achieved within the given time frame.
- c) Have work plans been adapted during the life cycle of the project? Were these adaptations appropriate?
- d) Have the project activities represented good value for money?
- e) Assess if the Project was designed in the most efficient way compared to alternatives.
- f) Make recommendations for ensuring efficiency of future project implementation.

Impact - Contribution to change

Assesses the positive and negative consequences of the project activities, direct and indirect, intended and unintended.

- a) Assess how the project contributed towards development goals for host community with focus to MNCH, child projection, food basket and Turkana County government.
- b) Assess the likelihood proposed actions brought about transformation in target population.
- c) Quantify and qualify the likely life changes to target population that was attributable to the project, or the project contributed to
- d) Ascertain the likely positive and negative, intended, or unintended, political, socio-economic and environmental effects that was associated with the project.

Sustainability

How the intervention will continue to deliver benefits for an extended period after completion. The project needed to be environmentally as well as financially and socially sustainable.

- a) How will the results of the project be maintained after project end?
- b) Assess the sustainability strategy and the extent to which it ensures project continuity (structural, economic, social, ecological) in the obtaining context and under the prevailing circumstances
- c) Assess how the provision of capacity building will contribute towards sustainability?
- d) Identify opportunities for system strengthening of community structures, that were inclusive in a sustainable way.
- e) Ascertain the possibility of scaling up and out scaling the project.
- f) Assess what risks (personnel risks for the implementing partner, institutional and reputational risks, context risks) existed during project implementation and how can they be minimized?
- g) Assess the extent to which technical, financial, social sustainability was assured beyond project life cycle.
- h) Establish the major factors that influenced the achievement or non-achievement of sustainability of the project.

Child Safeguarding

The Consultant should adhere to child safeguarding ethics during the entire evaluation process where children are involved. Assess the extent to which safeguarding aspects are considered in the project. Especially assessing interventions related to child projection and MNCH.

- a) Assess which safeguarding mechanisms were considered and propose ways safeguarding could be strengthened.
- b) Assess feedback and complaints systems that arose during project implementation.

Use of the findings:

Primary Objective

The primary objective of the evaluation is to inform the implementing organization, AICHM and the key stakeholders about the MNCH, Child projection specific outcomes and impacts of the food security project. This includes using the findings to assess the effectiveness of the project in achieving its intended objectives, enhancing the well-being of children safeguarding, and enhancing food security. The evaluation will directly inform decision-making processes, future project design, and resource allocation within the organization

Secondary Objective

The secondary objectives of the evaluation findings will be to document and share the knowledge, insights, and recommendations derived from the analysis, with the beneficiaries, external stakeholders and partners. This will include sharing best practices, lessons learned and recommendations with other organizations working in the fields of child projection, health, and Agriculture, Additionally, the evaluation findings will contribute to broader knowledge sharing, advocacy efforts and policy discussions related to child projection inclusive in all sectors. The findings will also contribute to wider research efforts and academic discourse on child wellbeing.

2. Scope of the evaluation, approach, and methods

Scope of the evaluation

The endline evaluation will encompass a multi-dimensional assessment of the MNCH, child projection and food security projects impact on child wellbeing; recognizing intersectional identities; accounting for context; challenging existing knowledge and conventions on child protection.

Approach:

The approach to the endline evaluation will be participatory and inclusive, engaging the perspectives, experiences, and voices of diverse stakeholders, including those of, men, adolescent girls and young mothers, gate keepers, and child projection department. The approach will include child protection frameworks¹ MNCH National framework and CIDP. participatory rural appraisal techniques, case studies, storytelling approaches, and other evaluation methods participatory activities, and disaggregated data analysis. The engagement of community members, project participants, local leaders and relevant service providers to be integral to the approach, ensuring a holistic understanding of the project's impacts.

Methodology

The methodology for this end of project endline Evaluation will integrate participatory research methods, applying a mix of tools for data collection and analysis. This will involve both qualitative and quantitative methods, including surveys, interviews, focus group discussions. Data triangulation and comparative analysis will be employed to validate findings and ensure the robustness of the analysis. Additionally, child protection indicators and intersectional perspectives will be integrated into the methodology.

¹ [The Framework for the National Child Protection System for Kenya | Save the Children's Resource Centre](#)

Process and timeline: *(below mentioned activities are only an example and can be modified as per the context and evaluation requirement)*

Phase I: Preparation and Planning

Inception meeting and discussions with AICHM and ERIKS to clarify expectations, objectives, and scope of the endline evaluation.

Review of project documents, data, and relevant literature to understand the project context.

Phase 2: Tool Development, Pre-Testing and Training

Development of data collection tools, in consultation with AICHM and ERIKS staff.

Training sessions for enumerators on data collection and analysis methods.

Phase 3: Data Collection and Analysis

Field data collection, including observation, surveys, interviews (KIs) and focus group discussions with program participants and stakeholders.

Data analysis, synthesis, and interpretation to generate key findings and insights.

Phase 4: Report Preparation and Presentation

Drafting the end of project evaluation report, incorporating findings, recommendations, and lessons learned.

Presentation of the report to AICHM and ERIKS, emphasizing the importance of child project programming and policy.

Phase 5: Follow-up Support and Technical Assistance

Provide guidance to AICHM and ERIKS and on integrating child protection considerations into program planning and implementation.

Consultancy phases	Days required ## days suggested)
Phase I: On-boarding and Document Review	
Inception meeting on the project and gender-specific objectives	
Review of secondary data, context analysis, project documents, gender strategy,	
Phase II: Field Work	
Development of endline evaluation specific data collection tools	
Travel days	

Preparatory meetings with local stakeholders and community members	
Training and pretesting the tools	
Data collection through observation, surveys, interviews and focus group discussions	
Interviews with adolescent girls and young mothers	
Phase III: Analysis and Report	
Data cleaning and processing	
Quantitative and Qualitative data Analysis	
Drafting the report: validating findings with partners (and project participants) – details to be discussed with the selected candidate	
Presentation of the draft report to AICHM and ERIKS	
Review of comments and finalization of the draft report	

3. Products to be delivered by the consultant.

The consultant shall deliver, within the time schedule presented on assignment timeline, the following products:

- **Inception meeting**

This will mark the beginning of engagement. AICHM -ERIKS and the consultant will come together to align on the project's objectives, scope, and plans of action. Here's an outline of what will happen during an inception meeting:

1. **Project Overview:** ERIKS and AICHM team provides an overview of the project, including its objectives, goals, and expected outcomes. This sets the context for the discussion and ensures that everyone understands the purpose of the engagement.
2. **Scope and Deliverables:** The scope of the project is discussed in detail, including the specific deliverables that will be produced. This helps to manage expectations and ensures that both the consultancy team and the AICHM-ERIKS are aligned on what will be delivered.
3. **Timeline and Milestones:** A preliminary timeline with key milestones is presented and discussed. This helps to establish a timeline for the project and provides a framework for tracking progress.
4. **Roles and Responsibilities:** The roles and responsibilities of both the consultancy team and the client are clarified. This includes defining who will be responsible for various tasks and decision-making throughout the project.

5. **Communication Plan:** A communication plan is developed to ensure effective communication between the consultancy team and ERIKS and AICHM throughout the project. This includes determining the frequency and format of meetings, as well as the channels for communication.
6. **Next Steps:** The meeting concludes with a discussion of next steps and action items. This includes assigning tasks to team members and setting deadlines for completion.

- **Endline Evaluation Framework and Methodology**

Detailed documentation framework and methodology employed, outlining the approach, tools, and techniques utilized during the appraisal process.

- **Develop Data Collection Tools**

Developed tools for data collection, including surveys, interview guides, and participatory activities aimed at capturing the experiences and perspectives of community on child protection, health and food security

- **Presentation of Findings**

A presentation summarizing the key findings, insights, and recommendations from the Turkana4 resilience endline evaluation to be delivered to project implementers.

- **End of Project Analysis Report**

Comprehensive report detailing the findings of the Turkana4 resilience end of project assessment, including key insights, challenges, and opportunities related to the health, child protection and food security.

Summary of project specific outcomes and recommendations for enhancing the program's effectiveness in promoting child protection.

4. Responsibility

Roles and responsibilities of the consultant or consulting firm:

- a) Conducting a comprehensive endline evaluation of the project.
- b) Developing sensitive data collection tools and methodologies tailored to the local context.
- c) Facilitating training sessions for enumerators on gender-sensitive data collection and analysis methods.
- d) Producing an end of project analysis report with key findings, insights, and recommendations for program enhancement.
- e) Presenting the findings and recommendations to stakeholders and project staff.
- f) Providing support and technical assistance to AICHM and ERIKS on integrating gender considerations into program planning and implementation.

Roles and responsibilities of AICHM and ERIKS

- a) Facilitating access to project documents, monitoring data, and key stakeholders for the consultant's review and assessment.
- b) Participating in orientation sessions and providing necessary information and context related to the Turkana4Resilience **plus** project and the specific objectives.
- c) Collaborating with the consultant in the development of sensitive data collection tools and ensuring their alignment with project objectives.
- d) Actively engaging in supporting the recruitment of participants for surveys, interviews, and focus group discussions.
- e) Supportive observation enumerator training to be conducted by the consultant
- f) Reviewing and providing feedback on the analysis report and actively engaging in the dissemination and utilization of the report's findings and recommendations within their respective organizations.
- g) AICHM will not bear the cost implications of logistic support during field work. The consultant shall organize for their own logistics.

5. Intellectual property and data protection

All intellectual property generated by the consultancy will be owned by AICHM and ERIKS, who will retain the rights to disseminate and publish the final report. The Consultant (s) will follow the data protection policy of ERIKS and AICHM while collecting, processing, and storing the program related data.

6. Essential experience of the consultant

- a) The minimum academic qualification required is a Master's in gender studies or related field.
- b) Minimum of five years of relevant professional work experience in conducting gender related work including conducting child projection or food security studies and other social and anthropological research.
- c) Proven knowledge of social, economic, political, and legal context of four study areas in child projection related including knowledge of protection related policies and human rights issues as well as Agricultural and nutrition/WASH in ASAL area.
- d) Proven experience in designing and leading research
- e) A good knowledge of socio-economic factors in the Turkana Region including specific conditions affecting women and men, boys and girls and intersection with ethnic, class or age factors.
- f) Ability to produce well-written reports, using excellent English (no mistakes) and demonstrating excellent analytical skills.
- g) Ability to manage the available time and resources and to work with tight deadline scheduled.

The independent consultant/consultancy firm/team of experts must demonstrate the following skills and experience:

- a) **Expertise:** Demonstrated proficiency in conducting analyses in the context of international development, health, protection and agricultural Project. Proven experience working on health, child protection agricultural project, particularly in the areas of poverty reduction, economic empowerment, and sustainable development.
- b) **Data Collection and Analysis Skills:** Strong expertise in qualitative and quantitative data collection methods, including experience with surveys, interviews, and focus group discussions. Proficiency in data analysis using statistical software and qualitative analysis techniques is crucial.
- c) **Stakeholder Engagement:** Demonstrated ability to engage effectively with diverse stakeholders, including project participants, community members, local government officials, and implementing partner staff. Strong interpersonal and communication skills are essential for building trust and rapport with stakeholders.

- d) **Reporting and Communication:** Proven track record of producing high-quality, clear, and actionable analysis reports and presentations. The ability to effectively communicate complex protection-related concepts to non-specialist audiences is crucial.
- e) **Cultural Sensitivity:** Awareness of and sensitivity to cultural nuances and dynamics within the specific cultural context. Experience working in diverse cultural settings and with marginalized or vulnerable populations is highly valued.
- f) **Project Management and Timely Delivery:** Demonstrated ability to manage projects effectively, meet deadlines, and deliver high-quality outputs within the agreed-upon timeframe. Strong organizational and time management skills are essential for successful project completion.
- g) **Collaboration and Teamwork:** Experience working collaboratively with multidisciplinary teams and the ability to foster a collaborative working environment with the partner, implementing partner, and other stakeholders involved in the health, protection and food security.
- h) **Ethical Considerations:** Commitment to upholding ethical standards in research and data collection, including informed consent, privacy protection, and respectful engagement with study participants.
- i)

7. Application and selection process:

The proposals will be evaluated according to the following criteria.

Administrative Evaluation

- 8.1 Legal Company Registration documents (Registration Certificates, Memorandum and Articles of Association clearly showing the company shareholders.)
- 8.2 Profile of the consultancy firm if not an individual.
- 8.3 Tax registration and clearance certificates including exemption certificates where applicable.
- 8.4 Valid Trading License (for Companies)
- 8.5 Technical proposal
- 8.6 CVs of lead consultant(s).
- 8.9 Financial proposal
- 8.10 Detailed Work plan
- 8.11 At least Three (3) traceable references in the last five (5) years for similar works conducted.
- 8.11. Bank Statement for at least the last six months and Audited Accounts for the past 12 months. (for companies)
- 8.12 Banking details.
- 8.13 Duly signed and stamped copy of the declaration of suppliers.
- 8.14 Duly signed and stamped copy of TOR.
- 8.15. Appropriate methodology - Candidates should clearly outline the technical approach to achieve the assignment and mitigate project risks (qualitative and/or quantitative approaches).
- 8.16 Demonstrated clarity and understanding of the assignment/interpretation of the ToR.

Technical Evaluation (100%).

- a) Proposed personnel for the assignment. (10%)

Lead Consultant(s)/ Team of Consultants have qualifications (PhD or Master's degree) aligned to thematic sectors of the project or any relevant qualification (Health, WASH, Nutrition, Community Development, or developmental studies, Social Sciences) or any other relevant academic qualification.

- b) Demonstrated minimum of five years of relevant professional work experience in conducting related work including conducting MNCH, livelihood studies and other social and anthropological research. (20%)
- c) Samples of previous works demonstrating expertise in designing and writing high quality documents for publication (where the publications cannot be shared, please share a list of works and the organizations worked for, with a contact person) (10%).
- d) Contactable references in evaluation of Analysis project in Humanitarian Response. (10%).
- e) Consultant Teams have demonstrated ability to complete the assignment. (Please attach authentic completion certificates in the most recent five (5) years in similar practical work experience. (10%).
- (f) Length of the assignment. (10%).
- g) Methodology and techniques applications. The consultants demonstrate experience in the use of qualitative data collection application techniques and quantitative data analysis and specify the application to be used during this assignment. (30%)

Financial Evaluation :

The consultant will develop a detailed budget and work plan based on the details in the TOR and should include the consultants' professional fees and logistics costs. The Consultancy fees should be inclusive of all relevant taxes.

Interested applicants should submit.

- Cover letter- with the name, position, phone number, email and address of the company.
- Full Technical proposal. This includes detailed budget, activities, time frame, human resources, and methodologies.
- CV of all suggested team members
- Sample reports- Please include recent two similar reports as sample work, completed by the consultant.
- Tender Declaration Form - with signature
- Dates of availability for fieldwork.
- All the required legal documents including VAT registration certificate.
- Completed budget template below.

8. Payment for the service

The AICHM will pay the project consultant in Kenya shillings less than 5% withholding tax. Payment will be made on delivery and approval of the Key deliverables to AICHM.

- 20% of the fees will be paid upon submission of a satisfactory inception report.
- 30% upon completion and submission of the first draft.
- 50% will be paid after submission and acceptance of the final report.

9. Rights to copyright

All reports shall be the absolute property of AICHM and ERIKS and ownership shall automatically vest in AICHM and ERIKS, so all the copyright will be with AICHM and ERIKS, Materials collected during the field trip cannot be used by any other parties other than AICHM and ERIKS. The lead Turkana4Resilience Endline Evaluation irrevocably and unconditionally waives in favour of AICHM and ERIKS. Any moral rights that may exist in any of the works or materials, provided that AICHM and ERIKS uses all reasonable endeavours to ensure that the Consultant is credited in all appropriate uses of production provided as part of the service, provided that AICHM and shall not be in breach of contract if credit(s) is accidentally omitted.

10. How to apply

Applications should be submitted electronically to AICHM's procurement department using the following e-mail address: procurement@aichm.org citing **'RFP/AICHM/ERIKS/Turkana4Resilience endline Evaluation/ 27012025'**; in the subject line of the email. on or before **18th February 2025 at 5pm East African Time.**

No applications shall be accepted after this deadline. Incomplete applications will not be considered. The proposal must be provided in English Language.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

Annexes

The annexes of the report should contain (but not be limited to):

- Evaluation report
- Declaration of supplier form
- The evaluation Terms of Reference
- Inception report
- Maps
- List of interviewed people, with affiliation, contact details and bibliography
- Raw collected data and the data base on SPSS, STATA, Excel as an attached file
- Research Tools

Disclaimer

AICHM reserves the right to determine the structure of the process, the number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.

Finally, please note that only short-listed candidates will be contacted. Thank you!