 

**Terms of Reference**

**« Strengthening the resilience of vulnerable high-risk communities to prevent and respond to cholera in Gressier, Haiti »**

**Final Evaluation of GOAL Haiti’s Programme**

**Financed by Irish Aid**

Duration of contract : 19/09/2016 – 14/10/2016

Estimated number of working days : 20 (twenty) days (non-consecutive)

Location : Gressier, Western Department, Haiti

Type of contract : National or international consultant / firm

Deadline for submission of tenders   : 05/09/2016

Applications should be sent to the following address**:** procurementht@ht.goal.ie

# 1. Introduction

## 1.1 Background

**Founded in Ireland in 1977, GOAL is an international humanitarian organization dedicated to alleviating the suffering of the poorest of the poor. Currently working in 14 countries worldwide including Haiti, GOAL finances its projects and programmes with funding from national governments and international institutions like the European Union and the United Nations, and charities, foundations and public donations.**

## 1.2 GOAL’s Programmes in Haiti

**GOAL started working in Haiti immediately after the devastating earthquake of 12 January 2010. Six years after the disaster, GOAL continues to respond to the needs of vulnerable families, improve living conditions and rebuild communities. Currently, GOAL is involved in the metropolitan area of ​​Port-au-Prince and the town of Gressier (15 miles southwest of Port au Prince), implementing the following programmes: urban planning and development (EuropeAid), disaster risk reduction (DipECHO), relocation (ECHO) and cholera prevention and food security (Irish aid).**

# 2. Definitions and Scope

## 2.1 Project Objectives

**«***Strengthening the resilience of vulnerable high-risk communities to prevent and respond to cholera in Gressier, Haiti* **»**

The project aimed to contribute to long-term increased resilience and reduced vulnerability of high-risk communities and households to prevent and respond to cholera outbreaks in Gressier. The project ran from July 2015 to September 2016, and was implemented in partnership with the Ministry of Health and National Potable Water and Sanitation authority (DINEPA).

The project had two expected outcomes:

**Outcome 1:** Reduced vulnerability and exposure to cholera and other water-borne diseases at household level through well-coordinated emergency response and improved access to clean water and quality sanitation facilities.

**1.1:** Community cholera teams in peri-urban areas established, trained and equipped;

**1.2:** Coordinated Emergency response to cholera cases together with community cholera teams, Health and WASH actors, and local authorities;

**1.3:** Targeted WASH solutions provided to households suffering from a cholera case to increase access to clean water, improve sanitation facilities, and develop water safety plans.

**Outcome 2:** Increased community resilience for cholera prevention through improved access to water and sanitation infrastructure in public places and sensitisation campaigns.

**2.1:** Water points rehabilitated and/or constructed to facilitate access to potable water in target communities, including training and provision of materials to water point committees;

**2.2:** WASH facilities (latrines, hand washing stations, water harvesting system) in public places improved and WASH management committees established, trained and equipped to ensure proper use and maintenance;

**2.3:** Sensitization campaigns on cholera response and prevention in vulnerable communities and public places conducted.

As part of the project strategy, these objectives are measured through the following indicators, as well as a number of tracking and counting indicators:

**Outcome 1:** % reduction in # of cholera cases in the target communities.

**1.1:** # of community cholera teams established, equipped and trained;

**1.2:** % of reported cholera cases in GOAL target areas that have been responded to within 48 hours;

**1.3:** % of most vulnerable households suffering from a cholera case who receive a WASH solution.

**Outcome 2**: % of targeted households with access to improved water facilities within a 30 minute walk.

**2.1:** # of rehabilitated/constructed water points;

**2.2:** % of constructed WASH facilities, which are functional AND provide potable water (with 0 E Coli/ 100mls) 12 months post construction/repair;

**2.3:** # of CBOs members, trainers, and market sellers trained, # of cholera awareness-raising activities and events conducted.

## 2.2 Evaluation Purpose

The purpose of this evaluation is to assess, according to OECD evaluation criteria, GOAL’s performance and delivery of the programme *Strengthening the resilience of vulnerable high-risk communities to prevent and respond to cholera in Gressier, Haiti,* funded by Irish Aid (HPP). The evaluation will help GOAL to improve its future programming through lessons learned and best practices generated through this project.

## 2.3 Evaluation Scope

The research project should be organised around OECD evaluation criteria as follows, with suggested research questions provided.

* **Relevance:**
* Does the programme align with national and international priority concerns?
* Were targets in line with international standards in this sector, (if available?) Did this programme effectively reach the most vulnerable households?
* Did the project address the priority needs of the affected population?
* **Effectiveness:**
* Were the monitoring mechanisms effective in providing timely data to inform programming decisions?
* To what extent did the project meet its targets and deliver outputs?
* **Impact:**
* To what extent did this project achieve the intended outcome and impact?
* What was the performance against the stated indicators? Are there any ill effects or unplanned impacts as a result of this project?
* **Efficiency:**
* What evidence is available/can be determined on the cost effectiveness of the intervention? How do intervention costs compare with other modalities?
* What evidence is available that efficiencies were sought in programme design? Were adequate human and financial resources applied to delivering project outcomes?
* Were outputs delivered in a timely fashion?
* Was technology deployed to improve efficiency?
* **Sustainability:**
* To what extent did the programme utilise established institutions/mechanisms to ensure sustainability at the end of the project?
* To what extent were relevant partnerships/capacity developed to ensure sustainability?
* Was an exit strategy developed to ensure sustainability?

## 2.4 Evaluation Project Tasks

1. Refine the evaluation objectives and primary research questions in consultation with GOAL’s technical and management teams
2. Incorporate specific research questions regarding strategic programme areas and pilot activities undertaken during the programme including WASH infrastructure constructed and/or rehabilitated, community – based cholera response by GOAL, establishment of community cholera response teams, etc.
3. Devise and test a methodology and evaluation tools to address the specific objectives and individual research questions of the evaluation
4. Conduct secondary data collection and research including using GOAL’s existing project monitoring data, to identify gaps in data coverage and knowledge
5. Collect primary data within targeted areas to establish and quantify GOAL’s performance against selected programme indicators and criteria outlined above
6. Provide a draft report to programme management that will be incorporated into ongoing programme planning and evaluation, as well as recommendations for maximising social impact
7. Facilitate a workshop to validate the findings of the evaluation with GOAL and partner staff and other stakeholders
8. Incorporate GOAL feedback into a draft report and prepare a final report. The final report should both describe the results of the evaluation, and provide actionable recommendations for improving GOAL’s programme

# 3. Methodology

A recommended methodology is outlined below, but the final methodology and tools to be used is to be determined by the evaluation team and will be contingent on the above tasks. GOAL recommends a mixed methods approach that can quantify impact and achievement against targets and indicators.

## 3.1 Planning

Before arriving in country the evaluation team will do the following:

* Review key internal and external documents
* In partnership with the GOAL MEAL Coordinator and Assistant Country Director for Programmes, refine and finalise the specific evaluation questions to be explored from the scope described above
* Propose to the MEAL Coordinator and programme team the appropriate methodology to be developed for the context to evaluate the project and address the OECD evaluation criteria
* Prepare an outline of the data collection methods that are required and the relevant survey templates and participatory data collection guides to be used for data collection
* Develop a work plan consisting of key milestones required for data collection in order for logistics to be arranged by the MEAL Coordinator

On arrival in-country, the evaluation team will:

* Hold a short planning meeting with all members of the evaluation team including the MEAL Coordinator and relevant programme teams, to review and amend the questions as needed for the data collection tools
* Liaise with the MEAL Coordinator and MEAL Field Coordinator on the training and recruitment of the data collection staff and the use of mobile data collection for the proposed survey tools and qualitative guides, as primary data collection will be required for the study
* Hold a brief workshop with GOAL local Senior Management Team to communicate evaluation methods, objectives, and outcomes. This will include a short description of the evaluation questions and methods proposed.

Post-site visit

* Data analysis, report development, prepare summary of findings and dissemination

## 3.2 Primary Data Collection

Area/s of primary data collection include the following localities, all located in the commune of Gressier: Merger, Mariani 8, Bord de Mer, Colin, Reserve and Grande Saline. To the greatest extent possible, the evaluation should consider both beneficiaries and non-beneficiaries, examining any potential positive or negative spill over effects.

While quantitative methods such as household surveys, observation checklists, and physical testing are desirable for the measurement of indicators, GOAL expects a balance of quantitative and qualitative methods to better understand the mechanisms that produce certain results or may hinder greater results.

## 3.3 Data Analysis

GOAL expects all quantitative data to be rigorously analysed and representative of the project area within the reasonable limits and constraints of the context. Qualitative data should also be rigorously analysed and should primarily focus on developing a deeper understanding about the relevance of the programme, and providing recommendations for improving or strengthening the effectiveness, efficiency, and sustainability of the results of the programme.

# 4. Expected Results

1. Progress Report (5 pages)

2. PowerPoint presentation of preliminary results (10 pages / slides)

3. Interim Report (30 pages) to be submitted by the 23rd of September - The report must be clear and concise and the following sections must be included as a minimum: Executive Summary, Methodology, Analysis of Findings, Recommendations, Annexes: TORs, a timeline of the response, a list of individuals interviewed, statistical outputs, templates of data collection tools used, a description of the methods employed, a summary of survey results (if appropriate) and any other relevant materials

4. Final Report (30 pages) – to be submitted by the 30th of September

Deliverable 1: Presentation of Key Findings

Deliverable 2: Final Evaluation Report

# 5. Dissemination of Findings

Results and recommendations will be made available externally to interested stakeholders at the discretion of GOAL local senior management. The final report and any primary data collected will be the property of GOAL.

If particular sections of the evaluation are deemed useful or informative for the greater humanitarian community as lessons learned or opportunities to improve programming, GOAL reserves the right to create a separate report with excerpts from the final evaluation report to share with the wider community. At the key findings stage, GOAL may request that the consultant produce such a report along with the final evaluation report.

# 6. Ethical Considerations

The evaluation team will make clear to all participating stakeholders that they are under no obligation to participate in the evaluation study. All participants will be assured that there will be no negative consequences if they choose not to participate. The evaluation team will obtain informed consent from the participants. The research team will ensure prior permission is received for taking and use of visual still/ moving images for specific purposes, i.e., ‘for research report and presentations’. The evaluation team will assure the participants’ anonymity and confidentiality and will ensure the visual data is protected and used for agreed purposes only. In particular, the evaluation team will employ robust data security measures to further ensure participants’ confidentiality and anonymity. The evaluation team is responsible for determining whether or not their proposed methodology would require Institutional Review Board (IRB) clearance, and will be responsible for clearing the process and training if such approval is required.

# 7. Assumptions and Requirements

* Evaluators will have access to all documentation and can take part in relevant meetings and field trips in Port au Prince and Gressier.
* Evaluators will have access to key staff in the responding GOAL offices in Port au Prince and Gressier and partner offices to obtain adequate information provided.
* The evaluation team will have access to members of the affected population for conducting interviews.
* Evaluators will take confidentiality and objectivity into consideration during the process.
* Security concerns could impact the timing and the scope of the evaluation. It is important for the team to remain flexible. They must be open to making changes to the schedule and itinerary such as visiting alternate sites, conducting remote reviews and interviews, etc.
* GOAL will provide transportation to Gressier and within targeted areas and also provide accommodation in Haiti if required.

#  8. Consultant Profile

For the purposes of this evaluation, GOAL welcomes international and national evaluators to apply.

The profile of the lead consultant is:

* Academic and/or technical background in water and sanitation engineering and/or social sciences and research methods, development studies, or other related fields
* Extensive experience of conducting evaluations along DAC OECD evaluation criteria, ideally leading an evaluation team and experience of designing evaluation methodology / tools, data analysis etc.
* Experience of working in humanitarian contexts and good understanding of humanitarian response work, especially in WASH and water-borne diseases response programs – both in programmes and operations
* In-depth knowledge of quantitative and qualitative research methods
* Competent in using statistical packages for quantitative and qualitative analyses
* Excellent presentation and writing skills
* Capacity to work collaboratively with multiple stakeholders
* Excellent analytical and writing in English and French preferred

# 9. Documents to be Included in the Tender

* A curriculum vitae including detailing relevant experience in evaluating humanitarian and / or development projects;
* If necessary - a brief description of the team assembled to conduct the evaluation, as well as the CVs of the team members;
* A technical proposal in **English AND French** (15 pages) including elements of:
* Understanding the context and key issues of the project and evaluation;
* The methodology, an evaluation matrix as well as information on the main tools used to conduct the evaluation;
* A detailed work plan;
* For domestic or foreign consultants residing in Haiti - also provide copies of documents proving the Haitian tax status of consultant, to confirm the application of the correct rate of tax to be paid by Goal to Haiti DGI:
* For a company: valid patent
* For an individual: a Haitian national identity card or valid residence permit
* A financial proposal in euros in the model below, including desired currency by the consultant, as well as exchange rate to be applied for payment:

|  |  |  |
| --- | --- | --- |
| **Designation (euros)** | **Number / Quantity** | **Amount (euros)** |
| Fees (VAT excluded) |  |  |
| Fees (TTC)[[1]](#footnote-1) |  |  |
| Living expenses  |  |  |
| Transportation costs (Flight A/R) |  |  |
| Production costs of paper, printing supplies |  |  |
| Other (vehicle rental, fuel, meeting space rental, etc.) |  |  |
| **Total** |  |  |

# 10. Evaluation of Tenders Received

The contract will be awarded to the candidate with the highest number of points based on the following scale:

|  |
| --- |
| **Step 1- Analysis of the financial offer (5 points / ratio \*2)[[2]](#footnote-2)** |
| Percentage change with the GOAL budget  | 3 |
| Presentation of the financial offer | 2 |
| **Step 2- Analysis of the technical proposal (20 points / ration \*4.5)** |
| *Criteria #1 – Evaluator or team profile and relevant experience(10 points)* |
| Academic profile / Technical background | 2 |
| Programme evaluation experience  | 3 |
| Experience in managing / coordinating WASH and / or cholera response projects  | 2 |
| Knowledge and understanding of context (national and local) | 2 |
| Experience of programmes funded by Irish Aid | 1 |
| *Criteria # 2 - Methodology, understanding of TDR, presentation skills and written expression (5 points)* |
| Quality, relevance and accuracy of the proposed methodology  | 2 |
| Understanding TDR and evaluation issues  | 2 |
| Presentation / writing skills  | 1 |
| *Criteria # 3 - References (5 points)* |
| Reputation / References presented or obtained  | 3 |
| Previous work experience with GOAL  | 2 |
| **Total score** (after application of the coefficients)  | 100 |

# 11. Payment Process and Approval of Performance

Transport and living expenses will be paid upon signing the contract. Concerning the fees, they will be paid as follows:

* 25% upon delivery of key findings and recommendations;
* 75% after the submission and validation of the final report.

For the approval process, the supervisor and the GOAL reference group will evaluate the work and performance of the consultant. They will validate the quality of work and approve the payment.

1. The tax rate for international consultancies is 15%; the tax rate for national consultancies is 2%. Note that for international consultancies, fees (TTC) are calculated as follows: Fees (TTC) = Fees (VAT excluded)/0.85. For national consultancies, fees (TTC) are calculated as follows: Fees (TTC) = Fees (VAT excluded)/0.98. » [↑](#footnote-ref-1)
2. This first step is to retain the offers corresponding to the budget available for the evaluation (offers which will not exceed 50% of the available budget). The scores awarded are then calculated and recognized in the final scoring of the bids. [↑](#footnote-ref-2)