

**Call for consultancy tenders:**

**ACTION BY CHURCHES TOGETHER ALLIANCE (ACT)**

**UKR221 Appeal – External Evaluation**

<b>Location:</b>	Remotely, with travel in selected countries
<b>Type of contract:</b>	Consultancy
<b>Languages required:</b>	English
<b>Experience required:</b>	5 years in external evaluation of humanitarian/emergency programmes
<b>Consultancy start target date:</b>	26/10/2023
<b>Duration of Contract:</b>	3 months
<b>Application deadline:</b>	<b>25/09/2023 (23h59 CET)</b>

**About ACT Alliance**

ACT Alliance is one of the world's largest coalition of churches and church-related organisations engaged in humanitarian, development and advocacy work. It consists of 148 members working together in over 120 countries, with headquarters in 73 countries, whose aim is to create a positive and sustainable change in the lives of poor and marginalised people regardless of their religion, politics, gender, sexual orientation, race or nationality in keeping with the highest international codes and standards. 64% of our members are headquartered in the Global South, 30% in the Global North, and 6% are Global members. For more details about the general work of ACT, please refer to <http://www.actalliance.org/>.

**Terms of reference**

ACT Alliance would like to engage an expert or a team of experts to conduct a formative evaluation of the UKR221 appeal programme, launched as a response to the war in Ukraine, supported by ACT Alliance secretariat staff. The period of the work is expected to take place from October 2023 to January 2024. The Terms of Reference document sets out the evaluation criteria and expected outputs.

**A. Background and context**

The Russian Federation launched a military offensive against Ukraine on 24 February 2022. According to the UNCHR, the total number of refugees from Ukraine recorded globally is 6,331,100 of which 5,967,100 are recorded in Europe. The total border crossing from Ukraine since the beginning of the war is 23,604,845 while the border crossing to Ukraine is 14,427,070.

According to the IOM a further 5 million people have been displaced internally within Ukraine. The massive devastation in urban centres, and the destruction of civilian infrastructure, have made life unbearable for Ukrainians. Health services – already massively weakened by the cumulative effects of years of conflict as well as the multiple waves of COVID-19 – have also deteriorated rapidly due to shortages of medical supplies and personnel. As of 18 June 2023, the Office of the UN High Commissioner for Human Rights (OHCHR) recorded 24,862 civilian casualties in Ukraine, 9,083 killed and 15,779 injured.

ACT Alliance members, under the coordination of the ACT Europe Forum and the secretariat are responding in Ukraine, Hungary, Moldova, Romania, Poland, and Slovakia, as part of an overall programme, funded through the UKR221 appeal funding mechanism. The appeal was launched in March 2022 and has been revised respectively according to needs assessments with a standing budget of USD46,747,481 until end of February 2024. The standing revision document can be accessed here: <https://actalliance.org/appeals-rapid->

[response-funds/ukraine-emergency-response-for-communities-affected-by-ukraine-conflict-ukr221-revision-3](#).

The programme's objectives are:

1. To provide immediate life-saving multi-sectoral emergency support for IDPs and conflict affected population in Ukraine and refugees in Hungary, Moldova, Poland, Romania and Slovakia.
2. To enable access to and restoration of basic services for conflict affected people in Ukraine and refugees in Hungary, Moldova, Poland, Romania, and Slovakia.
3. To strengthen the resilience of host communities and build social cohesion with IDPs and crisis affected population in Ukraine and refugees in Hungary, Moldova, Poland, Romania, and Slovakia.

The organisations implementing activities under the UKR221 appeal are the Ecumenical Association of Churches in Romania (AIDRom), Church World Service (CWS), Hungarian Inter-church Aid (HIA), Swiss Church Aid (HEKS/EPER), Lutheran World Federation (LWF), and Christian Aid (CA) in a number of sectors including protection, food security, multipurpose voucher programming, livelihoods and education.

## B. Evaluation Scope and Objectives

The purpose of this evaluation is to assess UKR221 appeal overall programme performance and delivery, against OECD and reflecting CHS evaluation criteria. The evaluation should have a **strong learning objective**, reflecting what has worked and what has not worked so well and identify lessons and ways to enhance the project relevance, effectiveness, and impact. The evaluation will help ACT improve its future programming and identify the impact of the UKR221 appeal performance, based on lessons learned and best practices generated through the projects funded under the UKR221 appeal.

The evaluation objectives are:

1. To assess the programme's relevance, coherence, effectiveness, impact, efficiency, and sustainability against the OECD evaluation and CHS humanitarian criteria, with a specific interest for accountability to affected populations.
2. To assess to what extent the expected results, as outlined in the UKR221 appeal were achieved, considering the gender performance and the localization dimensions of the project.
3. To assess the effectiveness of the UKR221 appeal model and the added value of the ACT secretariat and ACT Europe forum.
4. To capture knowledge that will improve ACT Alliance future programming in the area.

Indicative key questions that are expected to be addressed are listed as an annex; the consultant is expected to provide a detailed methodology and work plan, at proposal and inception stages.

## C. Evaluation Tasks

Evaluation and study design, methodology, data collection and analyses should adequately capture the situations and experiences of people identifying with all genders, through adequate gender analysis methodologies and tools. The Consultant/evaluation team should collect appropriate sex-disaggregated data and ensure that the evaluation, throughout all its stages is gender-sensitive and values local knowledge and perceptions.

The evaluation is expected to use a participatory and mixed methods approach; applicants are invited to submit an indicative plan, responding to the present ToR criteria, in the form of a technical proposal.

The selected applicant(s) will subsequently develop and submit an inception report based on their desk review of key documents, updating and refining their suggested approach and methodology, and proposed sample of areas of work and communities, in cooperation with the PMER officer.

The final methodology will be a combination of quantitative data and qualitative data reviews, including focus group discussions, key informant interviews, and observations, indicatively involving among others:

- Interviews and discussions and de-briefing sessions with ACT Alliance staff and members involved in the UKR221 appeal.
- Key informant interviews and focus group discussions with a sample of direct beneficiaries, taking into account age, gender and other diversity and inclusion parameters.
- Direct observations through visits to project and partner sites, where security and access permits or remote communication.
- Interviews with other key actors in the response, such as local government, faith leaders, International organisations and UN agencies.
- Online surveys.

The evaluation study design will be developed in coordination with ACT Alliance staff; all data collection tools must be validated by ACT Alliance staff.

#### D. Deliverables

The consultant (s) will provide:

- a. An Inception Report, reflecting an informed version of the evaluation approach and methodology to be implemented, in consultation with ACT Alliance secretariat.
- b. A Draft Evaluation Report and executive summary submitted to the PMER officer for feedback and comments within two weeks after conclusion of data collection, expecting two rounds of review.
- c. A final Evaluation Report of no longer than 30 pages.
- d. A presentation session with relevant ACT Alliance staff to present findings and get feedback, conducted remotely.

The findings of the final evaluation to be shared with ACT Alliance are expected to include at least:

- An overview assessment against all DAC OECD and CHS criteria.
- Agreed lessons learned and best practices that can be incorporated into the relevant sectors' programming.
- Agreed recommendations that will inform and improve ACT Alliance future programmatic strategy, with agreed action points and deadlines.
- A brief assessment of each implementing member's performance against the evaluation criteria.

#### *Indicative provisional timeline*

<b>Activity</b>	<b>Provisional deadline</b>
Announcement to the selected applicant	13 October 2023
Contract signed	25 October 2023
Submission of draft inception Report	08 November 2023
Feedback on draft inception report	13 November 2023
Final Inception Report	18 November 2023
Data collection	25 November-18 December 2023
Data analysis and report writing	19 December 2023-08 January 2024
Draft evaluation Report	09 January 2024
Comments on Evaluation Report	15 January 2024
Final Evaluation Report	21 January 2024
Presentation of key findings	26 January 2024

## E. Tender process

The tender of external final evaluation seeks officially registered individuals or firms with a solid social research and humanitarian evaluation background, with extended experience in humanitarian aid, research methods, development studies, or other related fields. Preference will be given to consultants with protection and livelihoods evaluation experience and a demonstrable experience in using gender responsive methodologies and approaches.

The applicant(s) should have:

- Extensive experience (at least 5 years) of conducting evaluations against DAC OECD evaluation criteria, ideally leading an evaluation team and experience of designing evaluation methodology/tools, data analysis, etc.
- Excellent report writing and presentation skills.
- Excellent interpersonal skills; diplomacy and tact in communication.
- Participatory style of working to ensure effective engagement with key resource people.
- High level of operational experience in humanitarian interventions; experience and respect for faith-based organizations.
- Excellent working knowledge in English.
- Knowledge of the Ukraine emergency and the region.
- Sound knowledge of humanitarian principles, HAP or CHS frameworks, and humanitarian accountability mechanism.

Qualified candidates are invited to send their application documents to [recruitment@actalliance.org](mailto:recruitment@actalliance.org), indicating “**UKR221 final evaluation application**” in the subject of the email.

In your tender, please include the following documents as separate attachments:

- a. CVs of the evaluator or the team of evaluators, highlighting the relevant work experience, merged in one single PDF document, and the contact details of two references.
- b. One sample report of a final evaluation that you have conducted for an INGO, working in the humanitarian or development field, preferably using DAC OECD evaluation criteria, in PDF format.
- c. One technical proposal, with an indicative plan of the final evaluation approach and activities based on the present ToR, of no longer than 8 pages in PDF format, including:
  - The research methods that will be used corresponding to each evaluation question/objective.
  - Sufficient detail of how the applicant(s) will approach remote work in 5 countries, including Ukraine.
  - A section explaining data protection measures, safety, gender and ethical considerations.
- d. Financial offer: overall budget and gross daily rate for the consultancy in USD, EURO or CHF –including administrative overheads, taxes and charges.
- e. Justification of consultancy or company registration.
- f. List of 2 professional reference persons.

**Questions and inquiries** may be submitted to [recruitment@actalliance.org](mailto:recruitment@actalliance.org), by **September 20<sup>th</sup>, 2023**, 23h59 CET the latest, indicating “UKR221 external evaluation question” in the subject of the email and will be answered in the relevant FAQ section of this publication, on September 23<sup>rd</sup>.

All applications **must be submitted by September, 25<sup>th</sup> 2023, 23h59 CET.**

**Shortlisted applicant(s) may be requested to attend an interview within the week of October 9<sup>th</sup>, 2023.**

**All personal data, collected through this application is used for the purpose of recruitment, and, in the case of successful applications, for the satisfactory administration of their employment, and for no other purpose.** It is ACT Alliance’s policy to protect, and keep secure, all personal data collected. Unless you direct otherwise (for example if you would like the application kept on file for future vacancies), the application and

the documents shared as annexes by unsuccessful applicants, will be destroyed immediately after the conclusion of the selection process.

**Kindly note that if you do not hear from us within four weeks of the vacancy deadline, you should please consider that your application has not been retained.**

#### Award criteria

#	Criteria	Indicators	Weighting
1	Proven record of delivery of final evaluation services, preferably in the humanitarian sector.	One sample of final evaluation report, involving the same person(s) as the ones in the application. Two external references from previous evaluation work, to be validated by ACT Alliance.	15%
2	Technical skills, knowledge, and experience of the applicant (s).	CVs of person (s) that will be directly involved in the evaluation.	25%
3	Quality of the proposed methodology as presented in the technical proposal.	Proposed research evaluation document. Feasibility of the suggested plan.	30%
4	Financial offer.	Required resources and cost effectiveness.	30%

#### ANNEX – Indicative key evaluation questions

##### Relevance:

1. How relevant and timely has the ACT Alliance response through the UKR221 appeal been to the identified population needs and expectations?
2. How the affected populations have been engaged during design and implementation of the programme? How have partners adjusted their feedback and accountability practices throughout the programme?
3. Are affected people’s views, including those of the most vulnerable and marginalised, sought and used to guide programme design and implementation?
4. Were the activities and outputs of the overall programme consistent with the UKR221 intended impact and the attainment of its objectives?

##### Coherence:

1. To what extent did the UKR221 supported projects complement the work among different organisations and coordinate with each other?
2. Was programme’s implementation among the fund recipients done in a coherent and joint manner?

##### Effectiveness:

1. To what extent did the programme achieve its intended objectives and contribute to the UKR221 appeal’s strategic vision?
2. What factors have contributed to achieving or not achieving the intended UKR221 appeal outputs and outcomes?
3. What was the programme’s outcome in saving and protecting lives, assisting affected populations’ livelihoods and reducing future vulnerability?
4. To what extent did the project activities considerably streamline a gender perspective, taking into consideration power dynamics?

##### Efficiency:

1. To what extent have the programme implementation strategy and execution been efficient and cost-effective?

2. Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve the expected outcomes?
3. How are the involved organizations addressing the issue of coordination and what leadership has been demonstrated to address needs and challenges?

**Impact:**

1. What are the intended and unintended results of the appeal? What are the positive and negative results of the implemented projects?
2. What measurable changes has the programme achieved for women, girls, boys and men in relation to other vulnerability and inclusion dimensions?
3. What has been the added value of the UKR221 appeal funding and coordination scheme in terms of maximizing impact?

**Sustainability:**

1. What are the measures in place for programme results to be sustained? To what extent will the resources be available to sustain the benefits achieved by the programme after the programme's closure?
2. Are programmes' components and/or advocacy recommendations endorsed by competent authorities?
3. Are there any social or political risks that may jeopardize sustainability of programmatic outputs and the projects' contributions to overall response programme outputs and outcomes?
4. Which programmatic activities are more likely to have long-term sustainable impact in the future?
5. Was the project financially and/or programmatically catalytic?