

Answers to questions raised about the ToR for the External Evaluation of the UKR221 response programme

Q: We are a registered consultancy firm in a country outside the target area and we are not having any office presence in any of the project country, so can we apply for this consultancy?

A: Yes, it is possible to bid for the UKR221 external evaluation, even if you are not based in the countries where the response takes place. Knowledge of the Ukraine emergency and the region, along with an overall understanding of the local context, figure among the applicant's expected profile elements.

Q: Do we need to have physical presence through our consultants in all of the project countries or we can conduct evaluation as remote consultants?

A: Yes, although remote work is a significant component of the evaluation, it is expected that the consultant (s) include in their suggested methodology field visits to 2-3 of the countries where the programme takes place (to be finalised at inception phase).

Q: Is there any flexibility in the indicated timeline for implementation, especially for the data analysis and report writing phase?

A: All stages of the evaluation (including the presentation) must be concluded by the end of January 2024. The timeline presented in the ToR is indicative, demonstrating the different stages expected and the initially estimated time for their completion. However, the bidders can present differentiated timelines at the submission stage, justified by their methodological approach. The final timeline will be agreed during the inception report phase.

Q: Is there an expected number of days/persons for this consultancy, or a budget threshold we should consider?

A: The timeframe for the completion of the evaluation is 3 months, from October 26th, 2023, to January 26th, 2024. However, it is estimated that the consultant(s) will be engaged in the exercise for 30-35 days. The bidders' approach and number of suggested persons/days is expected to be presented in the financial attachment to the application, reflecting their methodological approach.

Q: Will ACT Alliance and its partners support the consultants for transport/logistics during field data collection?

A: Yes, the ACT alliance team will provide logistical support to the selected bidders throughout the data collection process.

Q: Will ACT Alliance provide questionnaires and interview guides or is the vendor responsible for creating those on their own? Is there a preferred data collection tool ACT Alliance uses? For example, Kobo, Quicktap Survey, etc?

A: As mentioned in the ToR, the evaluation study design will be developed in coordination with ACT Alliance staff; all data collection tools must be validated by ACT Alliance staff. Thus, it is expected that the selected consultant(s) will develop the data collection tools, and ACT Alliance staff will provide feedback and final validation.

Needs analysis are not envisioned within the framework of this evaluation report.

We expect bidders to suggest their methodological approach and suggestion level of analysis for the evaluation, based on the understanding of the programme. The finalisation of technical details will be part of the inception report.

Q: In the methodology it is mentioned that focus group discussions with affected populations and field observations should be expected. What is ACT Alliance's expectation in terms of number of countries to be visited during data collection? Does ACT Alliance envision the majority of data collection to occur in Ukraine or in neighbouring countries?

A: As stated in the ToR document, we expect field visits to take place in 2-3 implementation countries, based on the methodology and factoring in other dimensions, such as security. Based on the size and the nature of the programme, the majority of the in-person data collection is expected to take place outside Ukraine. The final number of countries/locations to be visited will be agreed at the inception phase.

Q: What is the sample size per country for surveys and KIIs, FGDs? Is there a minimum sample to be respected?

A: Your approach to sampling can be part of the suggested methodology. Details on the sample will be decided in the inception phase together with the selected bidder.

Q: It looks like your BNF catchment area is around 325,000 total direct beneficiaries for the entire appeal, Is this correct? If yes, what kind of confidence level interval are you looking to use? For example, with this beneficiary total, a 90% confidence level interval would yield a sample size of 271 surveys, 95% equals 384 surveys and 99% equals 663 surveys.

A: In principle, a confidence level up to 95% is considered acceptable. Yet, this can be part of your suggested methodology, that will be finalized during the inception report phase.