**Terms of reference**

**External evaluation of the Appeal HTI211 “Humanitarian Response to communities affected by the Earthquake in Haiti”.**

* **Consultancy for:** External evaluation of the Appeal HTI211 “Humanitarian Response to communities affected by the Earthquake in Haiti”.
* **Location**:  Haiti (Grand’Anse, Nippes, Sud)
* **Experience required**: 4 years
* **Travel % :** 50%
* **Languages required**:  Proficient in French and English and can conduct interviews in Haitian Creole (Kreyòl Ayisyen).
* **Consultancy start target date:** 2nd of May 2024.
* **Duration of contract:** 5 weeks
* **Application deadline:** 18th of April 2024

1. **BACKGROUND**

On August 14, 2021, a 7.2 magnitude earthquake struck Haiti, causing widespread damage and loss of life. The quake was felt in the capital of Port-au-Prince and had a severe impact on the Tiburon peninsula. According to [OCHA SitRep No. 7](file:///C:\Users\WFevrin\Downloads\2021-10-07_Haiti%20Earthquake%20SitRep%20No.%207.pdf), the earthquake resulted in at least 2,240 deaths and over 12,700 injuries in the affected departments of Sud (South), Grand’Anse and Nippes, with 329 people still missing as of September 7. Over 137,500 houses were severely damaged or destroyed in these departments, and an estimated 38,777 people are internally displaced there. In addition, 221 schools were destroyed and 704 partially damaged, and more than 60 health facilities suffered damage.

The disaster was compounded by the Tropical Depression Grace, reaching the same regions, two days after the earthquake, which caused further flooding and landslides. This led to an increase in the number of people facing acute food insecurity, with over 800,000 people affected in the affected departments of Grand'Anse, Sud, and Nippes. The most pressing needs after the disaster were for medical aid and search and rescue efforts, as well as access to food, water, and shelter. Access to affected areas was limited due to damaged infrastructure and security issues, and most aid has primarily reached larger city centers, leaving remote areas in the affected departments with high needs and little assistance.

The earthquake has added to Haiti's already fragile humanitarian situation, which includes recurring natural disasters, poverty, armed gang violence, and food insecurity. The consequences of the earthquake will be felt for years to come, with 4.3 million people currently suffering from acute food insecurity and 4.6 million projected to require urgent assistance in the next few years.

Based in their experience in the affected communities, ACT Haiti Forum members planned to help a total of 84,489 persons (including 46,036 females and 38,453 males) affected by the earthquake meet their individual basic needs concerning their priorities. To ensure an effective response, ACT Haiti Forum members are committed to considering the emergency response plan (ERP) designed by the DGPC (Direction Générale de la Protection Civile) – supported by OCHA, in their actions. Thus, members have engaged in multi-sectoral and inter-agency coordination working groups and efforts necessary for focusing the ongoing response both geographically and sector-wise, which is reflected in this full appeal (See Table 1: Project/Appel Summary, page 2/8).

The magnitude and complexity of the crisis in southern Haiti aftermath of the earthquake, exacerbated by insecurity, roadblocks, the inflation rate, scarcity, and the rise of fuel prices, led humanitarian actors to be adaptive and innovative to reach the targeted population due to numerous constraints and challenges encountered throughout the implementation of the ACT Response[[1]](#footnote-2).

Despite the challenges and delay encountered, the ACT Appeal has been implemented successfully. The scale of the ACT humanitarian response and requirements from back donors, call for an external evaluation of this appeal HTI211. This End of Appeal Evaluation is expected to be carried out during the period between mid-March and April 2023.

| **Table 1: PROJECT/ APPEAL SUMMARY** | |
| --- | --- |
| **Project Title** | Humanitarian Response to communities affected by the Earthquake, HTI211 |
| **Project Goal** | Vulnerable people affected by the earthquake can meet their individual basic needs in relation to their priorities |
| **Project (thematic areas and~) Outcomes** | **WASH**   * Communities affected by the crisis demonstrate improved hygiene practices and have access to life-saving WASH services and items appropriate and relevant to their immediate needs.   **Shelter and settlement / Non-food items**   * Vulnerable households who have lost their homes due to the earthquake have a temporary shelter solution. * Vulnerable households have met their needs of households, NFI. * Vulnerable households and schools with shelters damaged/destroyed by the earthquake have access to dignified and safe permanent shelter.   **Agricultural Programming & Food Security**   * Reinforcement of livelihoods improves the economic situation of affected families. * Improved food consumption of farmer-participants working in individual farm plots.   **SCLR / Cash Grants for multisectoral purposes**   * Basic and immediate needs of earthquake-affected community members in targeted areas are met. * Targeted crisis-affected people have access to individual cash and voucher assistance to meet their own basic needs.   **Psychosocial support**   * The well-being and coping capacity of affected people is increased.   **Emergency Preparedness / Resilience**   * Targeted Civil Protection committee members in targeted communities have improved their knowledge and skills to prepare and respond to disasters.   **Health / Nutrition**   * Affected families with children from 0-12 months have access to Improved food and health support. |
| **Target beneficiaries** | 84,489 (Female: 46,036; Male: 38,453) |
| **Cost of the Appeal** | (USD) 3,615,859[[2]](#footnote-3) |
| **Area of intervention** | Grand’Anse, Nippes, Sud |
| **Requesting members** | * Service Chrétien d´Haïti (SCH) * Christian Aid (CA) * Church World Service (CWS) * Diakonie Katastrophenhilfe (DKH) * Lutheran World Federation/Norwegian Church Aid (LWF/ NCA) * World Renew |
| **Local Implementing Partners** | * Association Haïtienne d’Assistance Agricole Médicale Éducative et Sociale (AHAAMES) * Fondation Nouvelle Grand'anse (FNGA) * Haïti Survie * Konbit pou chanjman lakay (KOCHALA) * Konbit pou Ranfòse Aksyon Lakay (KORAL) * Koperativ Plantè Gojèt (KPG) * Organisation Wozo Haiti (OWHA) * Réseau des Organisations pour le Développement des Palmes (RODEP) * Solidarité de femmes engagés pour l’avancement de Pestel (SOFENAP) * Service Jésuites aux Migrants (SJM) |

1. **PURPOSE OF THE MISSION**

**Purpose:** This evaluation is intended to review the programme implementation of the ACT HTI211 Appeal and especially the implementation of the CHS (Core Humanitarian Standard) for Humanitarian Assistance, and ACT Alliance Policies. ACT Haiti Forum Members will incorporate learnings from this exercise into the designs and implementation of other similar projects/programmes.

**Specific Objectives**

The specific objectives of the evaluation are:

* Assess the relevance of the project, achievements, and Impacts against DAC criteria and CHS, considering the environment under which the project was implemented.
* Assess the project's alignment to CHS and other standards by examining the integration of gender, age, and disability considerations throughout the project cycle. This involves reviewing the use of feedback mechanisms and ensuring that community comments are properly addressed and integrated into project activities.
* Review the management system and identify constraints if any in the coordination of the process.
* Identify challenges encountered during the implementation of the project, draw lessons learned, and establish recommendations based on these lessons.

1. **PROPOSED METHODOLOGY**

The Forum proposes a methodological approach including the following points:

* Desk Review:
  + Review project documents such as project proposals, log frames, and implementation plans.
  + Review reports, agreements, distribution lists, procurement procedures, and conducted trainings at partner offices.
* Field Level Assessment:
  + Conduct Key Informant Interviews (KII) with Requesting Members’ Staff, Implementation Partners’ Staff, and ACT Secretariat staff.
  + Facilitate focus group discussions to understand beneficiaries’ perspectives.
  + Conduct individual interviews to gather case stories as appropriate.
  + Perform a SWOT analysis of various Forum members, including a review of the Forum coordination mechanism.

Additionally, the evaluation design and methodology will incorporate the following considerations:

* Ensuring the adequacy of the evaluation design, methodology, data collection, and analyses to capture the situations and experiences of people identifying with all genders through gender analysis methodologies and tools.
* Collection of sex-disaggregated data to ensure gender sensitivity throughout all stages of the evaluation.
* Utilization of participatory and mixed methods approaches to ensure inclusivity and comprehensive understanding.
* Submission of an indicative plan in the form of a technical proposal, aligning with the TOR criteria.

This integrated methodology aims to provide a thorough and gender-sensitive evaluation that values local knowledge and perceptions while utilizing a participatory and mixed-methods approach.

*NB: The assessment must be conducted in full compliance with the Core Humanitarian Standard (CHS), as per the commitment of ACT Haiti Forum to benchmark these standards in humanitarian responses.*

1. **EXPECTED OUTPUTS**

Based on the understanding of this ToR, the evaluation team will propose in the **inception report** the approach, design, methods, and data collection strategies to be adopted for conducting the evaluation. The inception report should be submitted for approval before actual evaluation.

The team should triangulate and validate information and assess and describe data quality transparently. Data gaps and shortfalls in evaluation design should also be highlighted in the **evaluation report**. ACT guidelines for evaluation reports shall be used for reporting.

While the evaluation is intended to promote learning and establish our commitment to accountability, to benefit from the many lessons learned and positive experience of the ACT Haiti Forum in responding to the 2021 earthquake, the consultant (s) will have the task to specifically identifying lessons and good practices for documentation and **facilitate lessons learned workshop for the ACT Forum members. A briefing meeting** will be organized by the forum on day one of the evaluation and a **debriefing** on the final day or during the Forum scheduled monthly meeting.

Based on the lessons learned discussed during the workshop, requesting members will jointly prepare an action plan outlining the actions they will implement to put the lessons learned into practice in the follow-up appeal HTI211, and the time planning thereof. The results, successes, and challenges will be presented and discussed in a workshop 1 day after the start of the action plan and/or serve as input to an external evaluation in the future.

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's future programmatic strategy, with agreed action points, deadlines, coordination structure, and communication flow.
* A brief assessment of each implementing member’s performance against the evaluation criteria

1. **KEY EVALUATION DATES/SCHEDULE**

**Table 2: Evaluation Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key items** | **Dates** | | | | |
| **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** |
| 1. Consultancy contract signature |  |  |  |  |  |
| 1. Presentation to the ACT Forum of the methodology and tools for the final evaluation by the consultant(s). |  |  |  |  |  |
| 1. Data collection and analysis |  |  |  |  |  |
| 1. Submission of the preliminary report for feedback |  |  |  |  |  |
| 1. Lessons learned workshop |  |  |  |  |  |
| 1. Submission of the final evaluation report and all other relevant documents |  |  |  |  |  |

1. **EVALUATION CONSULTANT PROFILE**

**Qualifications and Expertise**

The consultancy is open for individual consultants or teams and companies.

The candidate:

* Preferably holds a postgraduate degree in social sciences, humanitarian and development studies, research studies, or a related field and/or has at least three years of experience working with NGOs, in particular ACT Alliance members, with familiarity in Emergencies.
* Preferably has at least 4-year experience in conducting similar project evaluations in Haiti.
* Must have proven experience in conducting evaluations (or similar research) under Core Humanitarian Standards (CHS)
* Possesses excellent skills in research, data collection and analysis.
* Can work both independently and as part of a team.
* Proficient in French and English.
* Can conduct interviews in Haitian Creole (Kreyòl Ayisyen).
* Knowledgeable about the social, political, economic, and cultural rural context in Haiti.
* Willing and available to travel around Haiti.
* Has solid knowledge and experience of research and quantitative and qualitative evaluation methods (Interviews, FGDs, Surveys, Desk Study Review, Reflection Sessions, etc.).
* Attentive to detail and able to meet tight deadlines.

**Required application documents.**

All interested and qualified candidates are invited to submit the following 7 documents (in separate files):

* CV (resume and list of previous consultancies).
* Brief narrative technical proposal (tasks, timeline, methodology, deliverables, the outcome of those deliverables, etc.) including an understanding of the present terms of reference.
* Brief financial proposal (tentative budget).
* Letter of interest, clearly explaining how their experience meets desired qualifications.
* 1- 2 examples of previous evaluation work.
* Signed statement of integrity.
* Bank details.
* Copy of a valid national ID or passport.

1. **EXPECTED DELIVERABLES THROUGH THIS ASSIGNMENT**

The ACT forum describes the expected deliverables as the following:

* **An Overall Final Evaluation Report** (maximum 30 pages) submitted in English, including the points referenced in paragraph (Objectives of the mission). The overall Final Evaluation must include An **Executive Summary** (3 to 4 pages, both in French and English) which provides an overview of the essential elements of the report. This summary can be read and used independently as long as it is complete and concise. This includes:
* An overview of the purpose of the evaluation
* The objectives of the evaluation
* The evaluation methodology
* The most relevant results and conclusions
* The main recommendations.
* **Other relevant documents**
* A “**Lessons Learned and Good Practices**” document.
* **A Highlight of the Critical Issues which may be of interest to the ACT Haiti Forum**
* **Key Recommendations, which shall be divided in two categories:**
* **Recommendations for further projects/programs/ACT Appeal, etc.**
* As a result of the SWOT Analysis of all stakeholders (from the design to the closure of the ACT HTI211), **recommendations** **(Actions and key performance indicators)** **for the ACT Haiti Forum members** and local partners to address identified gaps and to strengthen their capacities to overcome future challenges.
* **Joint Action Plan Workshop**

The consultant must conduct a Joint Action Plan Workshopwith the requesting members. In this workshop, ACT Haiti Forum expectations include:

* A common understanding of highlights of lessons learned and recommendations.
* An overview of the methodology/approach adopted in collecting lessons learned.
* The reception by the members of the Forum of the tools used during the animation of the said workshop (Facilitation guide, PowerPoint presentation, and all other documents related to the workshop).

1. **TERMS OF PAYMENT**

The consultant(s) will be paid in USD. 30% of the payment will be made upon signing the contract and the remaining 70% will be paid upon approval of the final evaluation report.

1. **ANNEXES**

The ACT Forum Coordination in Haiti shall provide to the selected consultant at a minimum the list of documents indicated below to undertake the Earthquake ACT Appeal Final Evaluation:

1. ACT [guidelines for evaluation](https://www.alnap.org/system/files/content/resource/files/main/act-evaluation-policy-guidelines-final-apprgb-may2012.pdf) reports – which shall be used for reporting;
2. ACT Appeal proposal, including the log frame and Indicators Performance Tracking Table
3. Final consolidated narrative report and/or from each ACT member.
4. The Final Evaluation Report Format
5. Lessons Learned and Good Practices report format.
6. **CONTACT**

Please send all four components of the application as a single PDF to [anyi.morales@actalliance.org](mailto:anyi.morales@actalliance.org)

Kindly use "Appeal HTI211 external evaluation" as the subject line of your email.

**ANNEX 1 – Award criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Criteria** | **Indicators** | **Weighting** |
| 1 | Proven record of delivery of final evaluation services, preferably in the humanitarian sector | 1-2 samples of a final evaluation report, involving the same person(s) as the ones in the application | 15% |
| 2 | Technical skills, knowledge, and experience of the applicant (s) | CVs of the person (s) that will be directly involved in the evaluation | 25% |
| 3 | Brief narrative technical proposal | Proposed research evaluation document  Feasibility of the suggested plan | 30% |
| 4 | Brief financial proposal | Required resources and cost-effectiveness | 30% |

**ANNEX 2 – Key evaluation questions**

Relevance:

1. How relevant and timely has the ACT Alliance response through the HTI211 appeal to the identified population needs and expectations?
2. How the affected populations have been engaged during the 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 marginalized, sought and used to guide programme design and implementation?
4. Were the activities and outputs of the overall programme consistent with the HTI211 intended impact and the attainment of its objectives?

Coherence:

1. To what extent did the HTI211-supported projects complement the work among different organizations and coordinate with each other?
2. Was programme’s implementation among the fund recipients done coherently and jointly?

Effectiveness:

1. To what extent did the programme achieve its intended objectives and contribute to the HTI211 appeal’s strategic vision?
2. What factors have contributed to achieving or not achieving the intended HTI211 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 concerning other vulnerability and inclusion dimensions?
3. What has been the added value of the HTI211 appeal funding and coordination scheme in terms of maximizing impact?

Sustainability:

1. What are the measures in place for programmes’ 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 the 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 impacts in the future?
5. Was the project financially and/or programmatically catalytic?

1. [Humanitarian Access in Haiti](https://haiti.un.org/sites/default/files/2022-07/20220708_Humanitarian%20Access%20in%20Haiti.pdf) [↑](#footnote-ref-2)
2. https://actalliance.org/wp-content/uploads/2021/11/HTI211-Haiti-Earthquake-Appeal\_Revised\_20220725.pdf [↑](#footnote-ref-3)