Ref: Notice of Open Tender for Final Project Evaluation

Dear Sir / Madam,

Caritas Switzerland (CACH) is implementing the PAMANA project, "Building Peace Through Sustainable Access to and Management of Natural Resources in West Nile (WN) and Central Equatoria State (CES)," co-funded by the Austrian Development Agency (ADA).

The project is executed by a consortium comprising Caritas Switzerland (CACH), the Agency for Accelerated Regional Development (AFARD), the Organic Farming and Advisory Organization (OFAO), and the Community Development Centre (CDC).

The overall objective of PAMANA is to reduce conflict over and pressure on natural resources in West Nile (Uganda) and Central Equatoria State (South Sudan). This is achieved by building local capacities to support the most vulnerable groups among host, refugee, and internally displaced persons (IDP) communities, with a focus on women. The project aims to meet immediate needs and secure sustainable livelihoods, promoting peace, stability, and gender equality. Using the Humanitarian, Development, Peace (HDP) Nexus, the project integrates humanitarian assistance, development support, and peacebuilding components.

CACH invites applications from competent firms, organizations, and individual consultants to conduct the final evaluation of the PAMANA project, as detailed in the Terms of Reference.

Tenderers must review and comply with all instructions, forms, and specifications in this dossier. Incomplete submissions may be disqualified. All tenders and related documents must be in English.

All costs incurred in preparing and submitting tenders are non-reimbursable and must be borne by the tenderers.

Content of Submissions

- A narrative proposal (as PDF)
- A financial proposal (as Excel; Currency: EUR)
- Tender Form for a Service Contract

The schedule, subject to possible change, is as follows:

01/08/2024	Invitation to submit tenders Note: The ToRs and annexes can be accessed via this Google Drive link.
12/08/2024	Deadline for requesting any clarifications. Note: Questions are only accepted via email to cachuganda@caritas.ch
14/08/2024	Response to Questions to all Bidders
26/08/2024	Deadline for submission of tenders Note: Complete tenders must be submitted via email to the following address: cachuganda@caritas.ch Subject: PAMANA END-TERM EVALUATION
27/08/2024	Opening of tenders, administrative checks, evaluation of submissions
03/09/2024	Notification of decision to applicants
06/09/2024	Contract award & Start date of assignment
17/12/2024	End of assignment

Brigit Zuber
Programme Director

Terms of Reference (ToRs)

for the

End-Term Evaluation of the PAMANA Project:

Building Peace Through Sustainable Access to and Management of Natural Resources in West Nile (WN), Uganda, and Central Equatoria State (CES), South Sudan

(ADA Project No. 2626-03/2021)

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1.0 Context and Background

1.1. PAMANA in a nutshell

Project Overview: PAMANA	
Project Title:	Building Peace Through Sustainable Access to and Management of Natural Resources in West Nile (WN) and Central Equatoria State (CES) (PAMANA)
Duration:	01st December 2021 – 30th November 2024
Geographical Focus:	**The project operates across borders in Uganda and South Sudan:** ➢ **Project locations in Uganda**: Koboko and Yumbe Districts in the West Nile (WN) sub-region. ➢ **Project locations in South Sudan**: Lainya and Yei Counties in Central Equatoria State (CES)
Implementing Consortium:	**Lead / Steering Entity:** ➢ **Caritas Switzerland** in Uganda. Caritas Switzerland operates and maintains offices in both Uganda and South Sudan. **Partners:** ➢ **AFARD** = Agency for Accelerated Regional Development (AFARD) (based in Uganda), ➢ **CDC** = Community Development Centre (based in Uganda and South Sudan), ➢ **OFAO** = Organic Farming and Advisory Organization (based in South Sudan) **Backstopping partners:** ➢ The BOMA Project ➢ Swisspeace
Project Goal & objectives	**Project Goal:** The PAMANA project aims to significantly reduce conflict over and pressure on natural resources (NR) in West Nile (WN), Uganda, and Central Equatoria State (CES), South Sudan. This will be achieved by building local capacities to support the most vulnerable groups, including host, refugee, and IDP communities, with a special focus on women. The project seeks to meet their immediate needs and secure sustainable livelihoods in ways that promote peace, stability, and gender equality. **Project Objectives**: ➢ Address the immediate needs of the most vulnerable groups in WN and CES. ➢ Foster sustainable medium and long-term change through livelihood support. ➢ Enhance information sharing to empower communities. ➢ Implement conflict prevention strategies to ensure peace and stability.
Donors	Funded by the Austrian Development Agency (ADA), the Swiss Development Cooperation (SDC), and other sources.

1.2. Context and Problem Analysis

East Africa experiences complex conflicts, both regional and local, primarily driven by access to and control over natural resources (NR) and poor Natural Resources Management (NRM). These conflicts are exacerbated by extreme climate patterns, such as droughts and floods, poorly managed due to weak governance. These factors have led to large-scale displacement, with Uganda hosting over 1.6 million refugees as of May 2024, including over 260,000 new arrivals since January 2022. The majority are from South Sudan (940,000) and the Democratic Republic of the Congo (520,000). West Nile (WN) alone hosts 52% of Uganda's refugee population, with significant concentrations in Adjumani, Arua, Koboko, Obongi, and Yumbe. This region shares linguistic, cultural, and historical ties with its neighbours, explaining the high refugee influx. The demand for fuel, mainly firewood, has also led to deforestation around the settlements.

Despite Uganda's overall economic progress, WN remains economically challenged, with 74% of refugees and 35% of host communities living below the poverty line. Both groups face livelihood challenges linked to NR overuse, climate change, lack of resources, and weak governance. Refugees face additional issues such as acceptance by host communities, weakened socio-cultural networks, and limited access to essential services and land. Recent reductions in food assistance have exacerbated these issues.

In South Sudan, decades of conflict have caused severe human rights and humanitarian crises, with ongoing violence and instability leading to deaths, injuries, and displacement. The situation worsened due to compounded effects of conflict, intercommunal violence, food insecurity, climate crises, and the April conflict outbreak in Sudan. Yei River and Lainya Counties in Central Equatoria State face significant security and governance challenges, driving residents, mainly small-scale farmers and pastoralists, to seek refuge in Uganda's West Nile sub-region.

Environmental degradation in Uganda and South Sudan is alarming, with high deforestation and land degradation rates. In WN, both refugees and host communities rely heavily on NR for basic needs such as cooking fuel, shelter materials, and agricultural land. The project supports sustainable livelihoods in WN and CES to help communities meet immediate and future needs peacefully, thereby reducing conflicts and pressure on NR.

Intervention logic

The logic of this intervention is that by supporting the immediate needs of the most vulnerable in West Nile (WN) and Central Equatoria State (CES), reducing conflict over natural resources (NR), and improving equitable access to and sustainable management of NR, as well as providing sustainable livelihood opportunities through HDP Nexus strategies, diverse actors, individuals, and communities in both regions will be better equipped to meet current and future challenges in non-violent, sustainable, and productive ways. This will reduce pressure on NR and promote peace and stability in communities (see also **Theory of Change** below).

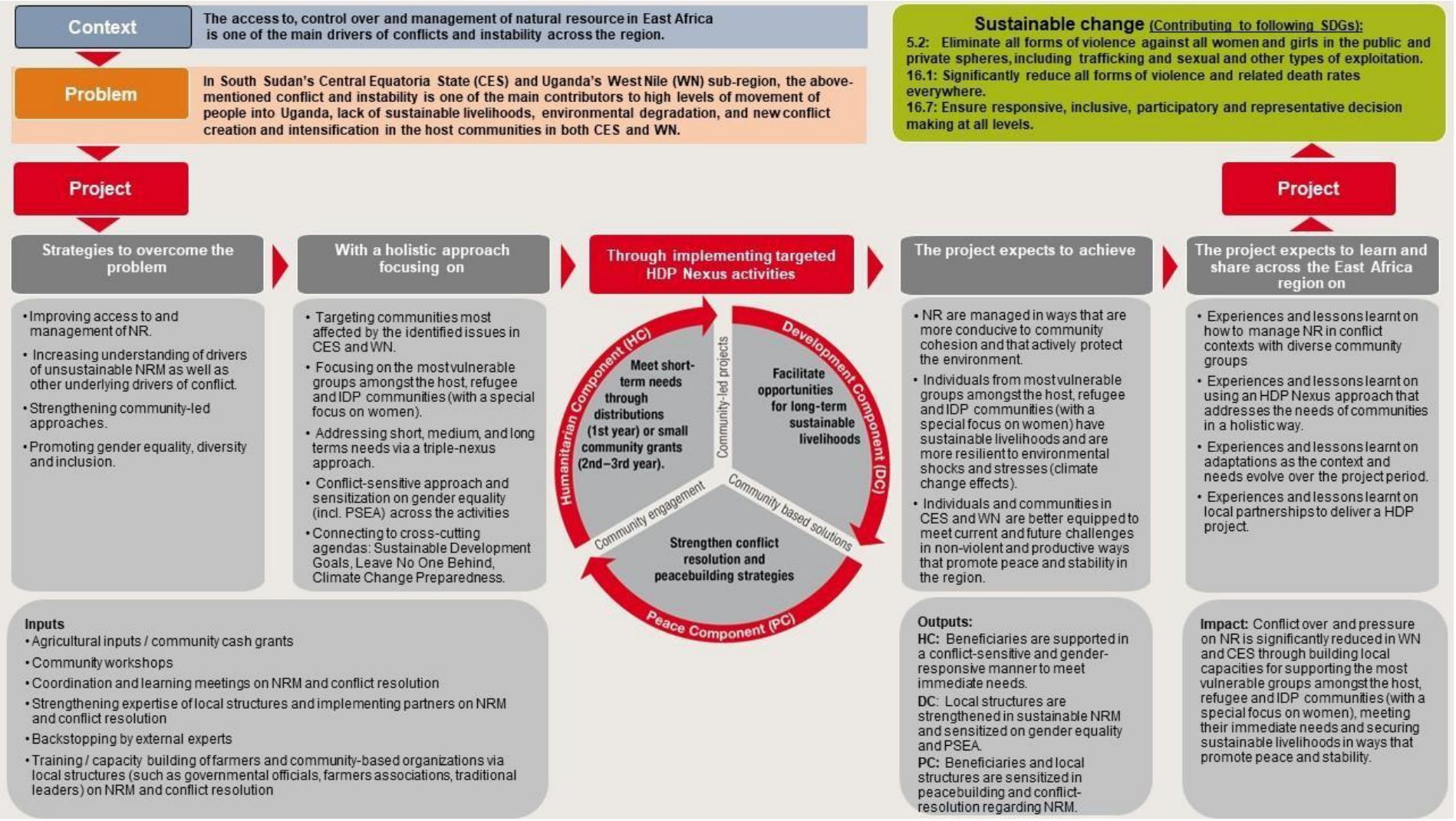
The **goal** of the project is to significantly reduce conflict over and pressure on natural resources (NR) in the target areas by building local capacities to support the most vulnerable groups, meeting their immediate needs, and securing sustainable livelihoods in ways that promote peace, stability, and gender equality.

Outcome 1 - Humanitarian: The humanitarian outcome ensures that the immediate needs of the most vulnerable groups among the host, refugee, and IDP communities are better met through conflict-sensitive and gender-sensitive humanitarian assistance.

Outcome 2 - Development: Local capacities are developed and strengthened to create opportunities for medium- and long-term livelihoods based on sustainable NRM practices, fostering self-reliance, resilience, and peaceful coexistence.

Outcome 3 - Peacebuilding: Understanding of conflict causes, especially related to natural resource management (NRM), is increased, and the capacities of target groups and beneficiaries are strengthened to facilitate dialogue and manage tensions. This promotes sustainable NRM and climate change adaptation in peace-conducive ways.

Figure 1: PAMANA Theory of Change



2.0. Purpose and Objectives of the Evaluation

2.1. Purpose

The purpose of the End-Term Evaluation for the PAMANA project is to assess the project's progress towards its objectives, ensuring accountability to the donors and stakeholders. This evaluation aims to provide credible and reliable findings to support evidence-based decision-making for strategic and future interventions

2.1.1. Key Objectives

- To evaluate the project's relevance, effectiveness and prospects for sustainability, on reducing conflict over natural resources and promoting sustainable livelihoods.
- To assess how gender equality, conflict sensitivity as well as the Triple Nexus (Humanitarian-Development-Peacebuilding/HDP Nexus) have been incorporated in project design, implementation and monitoring and how this has affected relevance, effectiveness and prospects for sustainability.
- To document good practice, success stories, lessons learned, and challenges encountered,
- To provide evidence-based actionable recommendations for future interventions.

2.1.2. Intended users

The intended users of the evaluation report are Caritas Switzerland (CACH) and its implementing partners (AFARD, CDC, OFAO), as well as the Austrian Development Agency (ADA) and other donors. Additionally, relevant local/administration government bodies, local partner CBOs in Uganda and South Sudan, and other PAMANA stakeholders will use the findings to evaluate the project's success in implementation, and to inform strategic decisions and future interventions.

3.0. Scope of the Evaluation

Time Scope: The End-Term Evaluation will cover the project period from 1st December 2021 to 30th October 2024.

Evaluation Focus: This final evaluation will assess the OECD/DAC evaluation criteria relevance, effectiveness and prospects for sustainability by answering the evaluation questions selected (see chapter 4.0). Part of this assessment will also be the evaluation of how gender equality, conflict sensitivity and the HDP nexus have been applied (see evaluation objectives).

Geographical Scope: The evaluation will encompass the project's operational areas in West Nile (WN), Uganda, and Central Equatoria State (CES), South Sudan. The evaluation team will conduct field data collection in implementation areas in both Uganda and South Sudan as specified below:

Uganda (West Nile):

- **Yumbe District**:
  - Bidibidi refugee settlement (Zone 3)
  - Host community sub-counties: Kululu, Bijo, and Londonga
- **Koboko District**:
  - Lobule refugee settlement (Zones A and B)
  - Lobule sub-county

South Sudan (Central Equatoria State):

- **Yei River County**:
  - Yei Town Payam
- **Lainya County**:
  - Kupera Payam
  - Mukaya Payam

Selected parts of the assignment will analyses shorter or longer time periods as appropriate to address specific evaluation questions. The exact timeframes will be detailed in the inception report.

ADA Evaluation Guidelines: The evaluation must adhere to the standards and procedures established by ADA, as specified in the ADA Evaluation Guidelines. Both the Inception Report (IR) and the Evaluation Report (ER) must comply with the quality criteria detailed in the Guidelines' Quality Checklist for IR and ER (Annex 5 and Annex 6, respectively).

4.0. Evaluation Questions

Relevance

1. **Relevance of the Triple Nexus Approach for Target Groups**: How appropriately have the Humanitarian, Development, and Peace (HDP) elements of the Triple Nexus Approach been integrated and applied to address the needs of the target groups in West Nile (WN) and Central Equatoria State (CES)? What have been key hindering and facilitating factors? How can the approach be refined to enhance its relevance for the target communities in future interventions?
2. **Humanitarian**: Was the project relevant to the needs and priorities of the target groups/beneficiaries? How were they involved in the implementation of the project? What were key hindering and facilitating factors?

Effectiveness

3. **Development:** To what extent have the project interventions contributed to more effective natural resource management (NRM) and improved communities' resilience to climate-related shocks? What can be done to enhance this?
4. **Peacebuilding**: To what extent have the project interventions contributed to strengthening conflict resolution, and peaceful coexistence around sustainable use of natural resources? What were key hindering and facilitating factors?
5. **Collaboration and Stakeholder Engagement**: How effective has the collaboration been between Caritas, local partners (AFARD, CDC, OFAO), and other stakeholders (e.g., local government, community leaders) to achieve project's objectives? What improvements can be made for future interventions?
6. **Integration of Conflict- and Gender Sensitivity**: How effectively has the project incorporated conflict- and gender-sensitive approaches into its development and peacebuilding activities? What tangible changes have been observed in women's participation in decision-making processes related to natural resource management (NRM) and in conflict resolution? What improvements can be made for future interventions?

Sustainability

7. **Preparedness for Independent Continuation**: How likely are the local partners and communities to sustain (a) community-led conflict resolution interventions (e.g., PSEA, gender sessions, community-led conflict resolution) and (b) sustainable natural resource management (NRM) practices independently? What have been key facilitating and hinder factors for sustainability and how could sustainability be enhanced?
8. **Sustainability:** What have been key facilitating and hinder factors for sustainability of this project and how could it be enhanced?

5.0. Design and Approach

The evaluation will employ a non-experimental design, utilizing both quantitative and qualitative methods to collect and analyse data. This mixed-method approach will provide a holistic understanding of the project's results.

Methodological Approach:

The methodological approach will employ a diverse set of qualitative and quantitative methods to ensure a comprehensive and robust assessment:

- **Document Analysis:** Review of relevant project documents, including baseline and endline assessment, progress reports, and monitoring data (refer to chapter 10
- **Key informant interviews (KII) and Focus Group Discussions (FDGs):** Engaging various stakeholders to collect diverse perspectives. This will include, implementing partners, Caritas project coordination team, technical back stoppers (BOMA and Swisspeace), Local structures leadership and government technical staff in operating administrative units in WN and CES
- **Context analysis:** The context analysis will include a review of relevant literature and evaluative evidence and potential implications and effects of this context for project

Data collection and Analysis:

Data Collection and Analysis Tools: Provide a detailed description of the tools and techniques to be used for data collection and analysis. Include information on the types of data to be collected (both quantitative and qualitative) and their sources. Data collection will utilize well-established tools to ensure reliability and validity. These tools will be designed to capture data that can be disaggregated by gender, disability status, age, and origin (host community, returnee, IDP, and refugee). Such disaggregation is crucial for understanding changes across different groups and ensuring inclusivity.

Triangulation and Quality Control: Data triangulation will be a key feature, drawing on multiple sources and methods to validate findings and ensure robustness. Quality control measures will be implemented throughout the evaluation process to maintain high standards of data integrity.

- **Human Rights and Cross-Cutting Issues:** The evaluation will incorporate the Human Rights-Based Approach (HRBA) and address cross-cutting issues such as gender equality, environmental sustainability, and social inclusion. These elements are integral to assessing how well the project aligns with ADA's core principles and quality standards.
- **Ethical Considerations**: The evaluation will follow ADC and OECD/DAC norms and standards, as well as ethical guidelines for evaluations. This includes ensuring informed consent, maintaining confidentiality and anonymity of participants, and safeguarding the rights and well-being of vulnerable populations involved in the evaluation process.

6.0. Evaluation Timeline, Tasks and Deliverables

The assignment is expected to commence in September 2024 and end in December 2024, involving at least 96 person-days of work by the evaluation team. Activities and deliverables from CACH are in blue font, while the consultant's inputs are shown in black font.

Task per phase	Timeline	Working days	Deliverable
Stage 1: Inception Phase Propose a detailed methodology, conduct desk research, identify key informants, plan the data collection process, organize logistics, and prepare a field visit schedule. Submit and secure approval for the refined evaluation design and methodology in an **Inception Report**.	**Sept / Oct**	**30**	
Kick-off meeting for introduction, clarifying roles, and determining information requirements	September 2024	2	
Review PAMANA documents and conduct preliminary interviews with the implementation team to finalize methodology, field visit plans, and stakeholder list. Prepare an inception report detailing the timeline, key evaluation questions, report format, and field visit framework.	September	20	Submit End-Term evaluation inception reports with methodology to CACH
Review and comment on the end-term inception report	September to October	14	Feedback matrix shared with evaluator
Finalize inception reports based on the received comments	October	6	Finalized End-Term evaluation inception reports
Organize field missions in Uganda and South Sudan	October	2	
Stage 2: Field Work Collect data as per the agreed methodology and tools and conduct preliminary data analysis. The field work phase will involve gathering information directly from the project sites through various data collection methods including interviews, surveys, and focus groups.	October	**36**	
Collect data as per the agreed methodology	October	36	Collection of data as per the agreed methodology and tools.

Stage 3: Detailed Analysis, Report Writing, and Submission Submit a **Draft Report**, including **updated Logframe, a Summary of Findings** and **Results Assessment Form (RAF)** Revise the report based on feedback and submit the **Final Report** Present the End-Term evaluation results in a **PowerPoint Presentation** to the PAMANA project management team.	**October - December**	**27**	
Data analysis and processing	October to November	6	
Draft evaluation report		14	Submit draft reports, Results Assessment Form (RAF)
Review and comment on the draft report by project team and ADA	November	12	Submit feedback to Evaluator
Incorporate and streamline feedback from the PAMANA implementation team to finalize the evaluation report's final version	November to December	6	Submit the final version of the report
Dissemination meeting with the PAMANA project management team and ADA	December	1	Presentation of End-Term evaluation results (ppt)
Stage 4: Dissemination of Evaluation Findings Organize and conduct **2 workshops for key stakeholders** to present the evaluation findings and discuss the outcomes and implications	**December**	**3**	
Prepare materials and agenda for dissemination workshops to facilitate learning and exchange	December	1	Prepared presentation and workshop materials
Conduct workshops with stakeholders in WN and CES to discuss findings, recommendations, and the way forward	December 2024	2	Interactive workshops focusing on lessons learned and future planning
Minimum total person-days of work input by evaluation team		**96**	

6.1. Deliverables

6.1.1. Inception Report

The evaluator will prepare an inception report, not exceeding 20 pages. This report serves as a crucial planning document that sets the foundation for the entire evaluation process. It should provide a clear and detailed outline of how the evaluation will be conducted, ensuring all stakeholders have a shared understanding of the methodology, approach, and schedule.

For more details, the ADA Guidelines for Programme and Project Evaluations, refer to the Annex 5 Checklist for Inception Report.

By providing a comprehensive plan for the evaluation, the inception report ensures that all stakeholders have a clear understanding of the evaluation's objectives, methods, and timeline. This helps in achieving a coordinated and effective evaluation process.

6.1.2. Final report (max. 30-35 pages, excluding annexes)

The evaluator will prepare both a draft and a final report. The final evaluation report must be structured and meet the requirements outlined the Quality Checklist for ER in the ADA Guidelines for Programme and Project Evaluation. Refer to Annex 6 of the Guidelines.

6.1.3. Final Presentation to the Management Team and Stakeholders

The final presentations will effectively communicate the End-Term evaluation results to the management team and key stakeholders, ensuring a comprehensive understanding of the findings, recommendations, and lessons learned to inform future decision-making and project planning.

Means: A PowerPoint presentation will serve as the basis for disseminating the End-Term evaluation results. This presentation will be concise, clear, and engaging, ensuring that all important information is conveyed efficiently.

The **management team presentation** on 4th December 2024 will provide an overview of the evaluation, highlight key findings, and discuss actionable recommendations and lessons learned, with time allocated for feedback and discussion.

The **stakeholder presentations** in West Nile on 17th December 2024 and Central Equatoria State on 10th December 2024 will share the evaluation results in a transparent and accessible manner, tailored to the audience, and will include practical recommendations and a Q&A session to gather input and foster support for future improvements.

7.0. Evaluation Management Arrangements

The Consultant team is expected to:

- **Assignment Execution**: Undertake the assignment as outlined in the ToR and complete the tasks within the allocated time.
- **Communication and Liaison**: Update project stakeholders regularly on progress and liaise with the CACH PAMANA coordination team for information sharing and meetings with other CSOs, government, and local community structures.
- **Logistics**: Arrange their own means of transport and accommodation. This includes coordinating travel to and from field sites, securing appropriate lodging, and ensuring that all logistical arrangements support the efficient and effective execution of the evaluation activities.
- **Data and Reporting**: Hand over all datasets as part of the deliverables as all data collected and reports delivered under this assignment are property of CACH. Ensure strict data protection measures are in place, including secure storage, handling, and transfer of all collected data, in compliance with applicable data protection laws and guidelines.

- **Code of Conduct**: Sign and observe the CACH Code of Conduct during the evaluation process. The consultant(s) must adhere to high standards of ethical behaviour, including honesty, integrity, and respect for all participants. They should avoid any conflicts of interest, maintain professional boundaries, and ensure that all interactions are conducted in a fair and impartial manner.
- **Confidentiality**: Guarantee the confidentiality and anonymity of participants in the evaluation process.
- **Cost Management**: Handle all costs associated with the evaluation process.

The CACH team is expected to:

- **Evaluation Oversight**: Assess the evaluation bids, validate the proposed research design, and provide necessary advice. Manage contractual oversight.
- **Information**: Ensure the evaluation team has access to all necessary information, including project documents.
- **Access and Support**: Facilitate the smooth realization of the evaluation by providing logistical advice, including recommendations on suitable accommodations or locations for training field teams. Assist with the mobilization of selected respondents and ensure local support during field missions. Facilitate liaison with key stakeholders, including implementing organizations, CSOs, government, and local community structures. Organize the workshops as specified in the timeline.
- **Feedback and Reporting**: Discuss and comment on reports delivered by the consultant(s) at each stage, and assist in providing feedback on the findings, conclusions, and recommendations.

8.0. Requirements for the Evaluator Team

The evaluation team must possess a combination of experiences, skills, and local expertise to effectively carry out the PAMANA project evaluation:

- **Experience in Evaluation**: At least 5 years of consultancy experience, previous experience undertaking similar works, and experience in Uganda, South Sudan, or East Africa. Evaluating ADA-funded projects is desirable.
- **Sector-Specific Knowledge**: In-depth knowledge and experience relevant to the PAMANA project's thematic areas, including the Humanitarian-Development-Peace (HDP) Nexus, conflict sensitivity, and gender responsiveness.
- **Diverse Team Composition and Local Expertise**: The evaluation team is gender-diverse and includes local experts to provide culturally sensitive and contextually relevant data collection and analysis. The team must include at least one national from each of the countries under evaluation (Uganda and South Sudan) and have proficiency in the local languages.
- **MEAL**: Extensive experience in monitoring, evaluation, and learning (MEAL) in fields such as climate change, livelihoods, and natural resource management. The team should possess strong expertise and experience in developing and implementing both qualitative and quantitative evaluation methods.
- **Outstanding Report Preparation:** Demonstrated ability to produce high-quality, comprehensive, and well-organized evaluation reports, presenting findings, conclusions, and recommendations in a clear and actionable manner.
- **Outcome Harvesting Methodology**: Prior experience in employing outcome harvesting methodology to assess advocacy and policy-influencing interventions.

To ensure impartiality, the evaluator(s) must not have been involved in the design or implementation of the PAMANA project.

8.1. Eligibility

This bid is open to all national and international suppliers (independent consultants or companies) who are legally constituted and can provide the requested services.

Before the award of the contract, CACH will complete an Anti-Terrorism Safeguarding Risk Assessment to evaluate the level of risk to potential participants.

9.0. Specifications for the submissions of the offers

All documents must be submitted in English.

The Technical and Financial should be submitted as separate documents.

Technical Proposal: The Technical Proposal (not exceeding 15 pages, excluding annexes) must detail how the evaluation will be conducted using a non-experimental design, employing mixed-method and participatory approaches, with clear methodologies for data collection and analysis. It should address relevant indicators, demonstrate an understanding of the TOR, provide a detailed work plan, and include information on the team's qualifications and experience.

Financial Proposal: The financial proposal should be in Euros and cover all costs related to the bid, including consultancy fees, travel expenses, operational costs, logistics, administrative costs, and any other necessary expenses. The total **net budget should be EUR 33,000 to 37,000**. Please note the following important points:

- **Net Assignment Value**: The net assignment value should be provided, excluding VAT and other taxes.
- **VAT Consideration**: VAT is not part of the assessment of offers and should be clearly stated separately. The gross budget, including VAT and other taxes, should not exceed EUR 37,000.
- **Cost Feasibility and Allocation**: The proposed budget must be reasonable and feasible within the specified cost ceiling. Ensure a clear and appropriate distribution of all costs related to the execution of the evaluation, including professional fees, travel, accommodation, administrative costs, and any other necessary expenses. All costs should be clearly itemized and justified in the budget proposal.
- **Number of Days:** Clearly indicate the number of days of work for all team members in the financial proposal. Provide detailed information on the costs for the lead consultant(s) and researchers, including daily rates and the number of days allocated for each member.

9.1. Bid evaluation criteria

Proposals will first undergo administrative compliance checks; only those passing these checks will be evaluated for technical quality and financial merit.

The evaluation of proposals will be based on a comprehensive approach with a maximum score of 100 points, ensuring a thorough assessment of both technical and financial aspects. The Quality and Cost-Based Selection method will be used, with 80% weight on technical expertise and 20% on the financial proposal. The proposal offering the best overall value in terms of technical merit and price will be considered for approval.

Bidders may be asked to provide additional information through virtual presentations or phone interviews.

Criteria	Maximum Score
Technical proposal	**80**
Quality of Submitted Bids: Overall quality and professionalism of both the technical and financial proposals, including clarity, coherence, organization,	30

completeness, and adherence to submission guidelines. Demonstrate a thorough understanding of the Terms of Reference, including the project's objectives, scope, methodology, and expected outcomes.	
Quality of Methodology: Detailed data collection methodology for each outcome indicator, proposed approaches, sampling strategy and size, work plan, ethical considerations, clear focus on gender and conflict sensitivity in the evaluation process, and a realistic timetable/work plan that meets project needs.	30
Experience and Relevant Qualifications of Evaluation Team: The evaluation team must possess a combination of at least 5 years of evaluation experience, sector-specific knowledge in HDP Nexus, conflict sensitivity, and gender responsiveness, diverse team composition, extensive MEAL expertise, local expertise in Uganda and South Sudan, excellent communication skills, capacity-building abilities, and experience with outcome harvesting methodology.	20
Financial Proposal:	**20**
Cost Feasibility: The proposed budget must be reasonable and feasible, adhering to the budget range of EUR 40'000 - 45'000 (net).	10
Cost Allocation: Clear and appropriate distribution of costs, including professional fees versus operational/reimbursable costs, ensuring that the budget is well-balanced and aligns with project requirements.	10
Total	**100**

9.2. Bid submission

Complete tenders must be submitted via email to cachuganda@caritas.ch by **26th August 2024**, with the subject line: **PAMANA END-TERM EVALUATION**.

The Technical and Financial should be submitted as separate documents.

Required Documents:

1. **Technical Proposal** (submitted as PDF)
2. **Financial Proposal** (submitted as Excel; currency: EUR)
3. **Tender Form for a Service Contract**, including Tenderer Declaration
   - Attach company-related information as instructed in the Tender Form

Info:

- **Accessing the ToRs and Annexes**: The Terms of Reference and all annexes can be accessed via the following **Google Drive link**. Please review these documents thoroughly to ensure your proposal aligns with the outlined requirements and specifications.
- **Clarifications**: All requests for clarifications should be directed via email to cachuganda@caritas.ch. The deadline for requesting clarifications is 12th August 2024. Responses to all questions will be provided latest by 14th August 2024.

9.3. Modification and withdrawal of bids

Proposals may be withdrawn on written request before the closing date of this invitation. Any corrections or changes must be received before the closing date. Changes must be clearly stated in comparison with the original proposal. Failure to do so will be at the bidder's own risk and disadvantage.

Please note: The evaluation must be conducted according to the guidance, rules, and procedures established by ADA as reflected in the Guidelines for programme and project evaluations. Should there

be any indications in these ToRs, that seem contradictory to the ADA guidelines, or seem ambiguous, the content of the ADA guidelines prevails.

10. Background documents

In addition to the documents listed under "11. Annexes", the contracted consultant will be provided with the following documents to support and guide the evaluation process:

Project implementation documents:

- Project proposal
- ADA submitted Biannual Reports
- Annual Workplans
- Budget

MEAL Documents:

- Logframe
- Project indicators performance tracking tool
- WN and CES final beneficiary and target structures profile lists MEAL plan
- baseline report
- mid-term evaluation report
- Set of baseline assessment interview questions and other tools applied during the baseline assessment and the mid-term evaluation

Additional documents may be provided upon discussion as needed.

11. Annexes

The following annexes can be accessed in the Google Drive folder:

Annex 1: **Tender Form for a Service Contract**

Annex 2: **ADA Guidelines for programme and project evaluations**

Annex 3: **ADA Quality Checklist for Inception Report**

Annex 4: **ADA Quality Checklist for Evaluation Report**

Annex 5: **Project brief**