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**External Evaluation Pre-qualification ToR**

## Acted worldwide

Acted is a non-governmental organization with headquarters in Paris, founded in 1993. Independent, private and not-for-profit, Acted respects a strict political and religious impartiality and operates according to principles of non-discrimination and transparency.

Acted endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

Acted’s mission is to save lives and support people in meeting their needs in hard-to-reach areas. Acted develops and implements programs that target the most vulnerable amongst populations that have suffered from conflict, natural disaster, or socio-economic hardship.

Acted’s approach looks beyond the immediate emergency towards opportunities for longer term livelihoods reconstruction and sustainable development.

As of 2022, Acted was present in four continents and our teams intervene in 42 countries towards 26 million people, responding to emergency situations, supporting rehabilitation projects and accompanying the dynamics of development.

## Acted in Afghanistan

Founded in Afghanistan in 1993, Acted is committed to immediate humanitarian relief to support those in urgent need and protect people’s dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people’s potential. Through its long-standing presence in Afghanistan (currently 18 provinces), Acted has built a long-term legacy of community access and acceptance and has extensive experience in the country, especially in the North, West and East. Acted has implemented projects for multiple donors, including EuropeAid, UNICEF, ECHO, FAO, AHF, BHA, and the Norwegian Ministry of Foreign Affairs. Currently projects are focused on food security, WASH, shelter, and livelihood among others.

1. **EVALUATION FRAMEWORK**

Acted’s Monitoring, Evaluation, Accountability and Learning (MEAL) unit is responsible for monitoring and evaluation activities of Acted’s programming. As such, MEAL will be conducting at least 2 evaluations per year, either mid-term or final evaluations, for several ongoing projects funded by Norwegian Ministry of Foreign Affairs (NMOFA), EuropeAid, PATRIP and BHA, on multiple sectors of Shelter, WASH, protection, Agriculture, Livelihood, Economic development, emergency assistance, etc. It is anticipated for 2024 to conduct 2 mid-term evaluations by end of December, and 4 endline evaluations for 2025, 1 evaluation by April 1 by October, and 2 by November.

Each evaluation will be accompanied by specific ToR detailing the dedicated objectives and requirements before the start of the evaluation. A separate service contract will be established for the specific purpose of the mid/final project evaluations to be requested.

## 3.1 EVALUATION CRITERIA

Acted will utilize the OECD Development Assistance Committee (DAC) principles for the planned evaluations. These principles were refined into six criteria that have been widely used in the evaluation of development initiatives – relevance, efficiency, effectiveness, impact, coherence, and sustainability. The DAC criteria aim to be a comprehensive set of measures against which interventions can be evaluated. Acted may use some or all of such criteria in its upcoming evaluations. A description of each criterion is as follows:

* **Relevance:** The appropriateness of project objectives to the problems that it was supposed to address, and to the physical and policy environment within which it operated. It should include an assessment of the quality of project preparation and design – i.e., the logic and completeness of the project planning process, and the internal logic and coherence of the project design.
* **Effectiveness:** An assessment of the contribution made by results to achievement of the project purpose, and how assumptions have affected project achievements. This should include specific assessment of the benefits accruing to target groups.
* **Efficiency:** The fact that the project results have been achieved at reasonable cost, i.e., how well inputs/means have been converted into activities, in terms of quality, quantity and time, and the quality of the results achieved. This requires comparing alternative approaches to achieving the same results, to see whether the most efficient process has been adopted.
* **Impact:** The effect of the project on its wider environment, and its contribution to the wider policy or sector objectives (as summarized in the project’s overall objective). Note that impact can often only be seen well beyond the project end date. However, evaluations usually need to be completed in the eligibility / liquidation period of the project, which places a practical limitation on how well the evaluation can capture outcome and impact. This is a structural weakness of the aid system and is therefore difficult for Acted to challenge/address.
* **Sustainability:** An assessment of the likelihood of benefits produced by the project to continue to flow after external funding has ended (probability of continued long-term benefits).
* **Coherence:** The compatibility of the intervention with other interventions in a country, sector or institution, as well as with governmental policies and priorities, and with Acted’s global and national principles and programme strategies. Evaluation methodology

While Acted suggests consideration of the following mixed-methods methodology in order to collect the relevant data, the consultant is expected to determine the final methodological approach for presentation and approval during the inception phase. Final approval will be made by Acted’s focal point.

The evaluation is expected to be based on the findings and factual statements identified from review of relevant documents including the project document (English), ad-hoc, monthly, quarterly and interim reports to the donor (English), monthly Project Manager reports (English), in addition to the technical reports (English) produced by the project, the MEAL surveys (reports and databases) produced for these projects. Acted will provide the external expert with all available project documentation at the beginning of the consultancy. Project specific context shall also be taken into account.

The consultant will also undertake field visits and interview the stakeholders including the target beneficiaries, government officials, etc. Participation of stakeholders in the evaluation should be maintained at all times, reflecting opinions, expectations and vision about the contribution of the project towards the achievement of its objectives. The following persons (not limited to) should be visited and interviewed:

* Direct beneficiaries
* Non-direct beneficiaries
* Acted – program and other relevant departments
* Partner(s) – program and other relevant departments
* Local authorities
* Community leaders / stakeholders

The methodology must consider participants’ safety throughout the evaluation (including recruitment and training of research staff, data collection / analysis and report writing) as well as research ethics (confidentiality of those participating in the evaluation, data protection, age and ability-appropriate assent processes) and quality assurance (tools piloting, enumerators training, data cleaning).

The above-described methodology is indicative, the consultant is expected to provide a detailed methodology and work plan. He/she will also be free to collect additional data in order to reply to all the research questions.

# Deliverables

The following deliverables should be provided to Acted’s representative in Kabul, as per the requested task:

* Reports, that are supported with pictures
* Assessment dataset (in English)
* List of secondary data sources consulted
* Other technical annexes (e.g., statistical analyses and other pertinent elements, graphs, etc.)

1. **Pre-selection criteria**

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| **Requirement** | **Scoring** |
| Valid registration in Afghanistan | Required |
| The ability of the team members/ enumerators to speak Dari or Pashto | Required |
| 4-5 years' experience designing, planning, and conducting evaluations (including baseline, midline, endline and Impact) using mixed methods design approaches in the international development and humanitarian sectors | Required |
| Possess post-graduate qualifications in the fields of development, humanitarian studies, or a related field. | 10 pt |
| Excellent organizing, facilitating, presentation, and communication skills, including good report writing in English | 10 pt |
| Knowledge and skills in evaluation principles, methodology and best practice, mixed methods and evidence synthesis | 10 pt |
| Experience in multi-sector evaluation missions in the relevant sectors (Shelter, WASH, Protection, Agriculture, Education, Emergency Assistance, Cash, Livelihood, Economic Development, MSMEs, child and Youth) | 10 pt |
| Strong and proven experience in collecting and using both qualitative and quantitative data for evaluations | 10 pt |
| Excellent analytical skills and the ability to clearly synthesize and present findings both quantitative and qualitative findings | 10 pt |
| Previous experience doing evaluations for INGOs | 10 pt |
| Access to areas of intervention of Acted’s projects (Balkh, Samangan, Faryab, Jawzjan, Kunduz, Badakhshan, Herat, Nangarhar) amongst others. | 10 pt |
| Proven understanding of the Core Humanitarian Standards | 10 pt |
| Experience in using mobile data collection systems such as KoBo Collect | 5 pt |
| Specialized staff in Protection and Gender | 5 pt |