



TERMS OF REFERENCE

PROJECT FINAL EVALUATION

Towards Greater Impact for Anticipatory Action Approaches

01st Jan 2022 – 31st Dec 2024

1. General information

1.1 . About Humanity & Inclusion

Humanity & Inclusion (HI) is an independent and impartial international organization, working in situations of poverty and exclusion, conflict and disaster. Working alongside people with disabilities and vulnerable populations, HI acts and speaks out to meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights in around fifty countries in emergency and development contexts.

The Humanity & Inclusion network comprises a Federation, created in 2009, and eight national member associations: the French association, which founded the network in 1982 and is recognized as a public utility, and the associations that have gradually been set up in Belgium (1986), Switzerland (1996), Luxembourg (1997), Germany (1998), the United Kingdom (1999), Canada (2003) and the United States (2006).

1.2 The missions in Madagascar, Haiti, Philippines

HI has been active in Madagascar since 1987, in Haiti since 2008 and is operating in the Philippines since 1985. In the three countries, HI has been conducting disaster risk reduction projects. In Madagascar and Philippines, there are other anticipatory action initiatives led in parallel to the inclusive Anticipatory Action project (I2A).

2. Context of the evaluation

2.1 Presentation of the project to be evaluated

Project title	Towards Greater Impact for Anticipatory Action Approaches
Implementation dates	01/01/2022 – 31/12/2024
Location/Areas of intervention	<p>Madagascar: the project has been implemented in two regions:</p> <ul style="list-style-type: none">• Diana region, district of Ambilobe, targeting four (4) municipalities (Ambakirano, Antsaravibe, Tanambao Marivorahona, Ambilobe)• Boeny region, district of Ambato-Boeny, targeting three (3) municipalities (Andranomamy, Anjiajia, Ambondromamy) <p>Philippines: The project has been implemented in two (2) regions. In each region the project targeted two (2) municipalities (Tiwi for Bicol and Mother Kabuntalan for BARMM), and worked at the “barangay” level, the smallest administrative division in the Philippines.</p> <ul style="list-style-type: none">• Bicol region (Region V), that comprises the Southern part of Luzon (Albay Province), in 5 barangays: Tigbi, Naga, Nagas, Mayong, Cale.

	<ul style="list-style-type: none"> • BARMM (Bangsamoro Autonomous Region in Muslim Mindanao) located in the Western part of Mindanao region., in 5 barangays: Dadtumeg, Ganta, Lower Taviran, Upper Taviran, Población. <p>Haiti: The project has been implemented in the South Department, more specifically in the four (4) municipalities: Arniquet, les Anglais, Maniche, Port à Piment.</p>
Partners	<p><u>Madagascar:</u></p> <ul style="list-style-type: none"> - Local governments at district and municipal levels - National Disaster Risk Management Office - Bureau National de Gestion des risques de catastrophes (BNGRC) - Met services - National Anticipatory Action Technical Working Group - START Network - Civil Society Organizations (CSOs), Organizations of Persons with Disabilities (OPDs) - National Technical Working Group on Anticipatory Actions - Red Cross - Logistic Cluster <p><u>Philippines:</u></p> <ul style="list-style-type: none"> - Local Government Units - The National Disaster Risk Reduction and Management Council (NDRRMC) - Anticipatory Action Technical Working Group members, - Department of Social Welfare and Development, Office of the Civil Defense, - START Network - Civil Society Organizations (CSOs), Organizations of Persons with Disabilities (OPDs) <p><u>Haiti:</u></p> <ul style="list-style-type: none"> - Local governments at district and municipal level - Office of Civil Defense, La Direction Générale de la Protection Civile (DGPC) - Red Cross - National Anticipatory Action Technical Working Group members: WFP, UN-OCHA, UN-FAO <p><u>Global:</u></p> <ul style="list-style-type: none"> - Anticipation Hub Protection Gender Inclusion Technical Working Group - Start Network
Target Groups	<ul style="list-style-type: none"> - Authorities in charge of Disaster Management and local governments - Humanitarian organizations - People at risk in each project location

	<ul style="list-style-type: none"> - Organizations of Persons with Disabilities <p>Detailed beneficiaries in each country:</p> <ul style="list-style-type: none"> - Haiti: 101 927 persons (47 957 women, 53 970 men) - Madagascar: 329 600 persons (164 841 women, 164 759 men) - The Philippines: 200 885 persons (100 242 women, 100 242 men)
Total Project Budget	<p>1 807 380 €</p> <p>Donors: German Federal Foreign Office, Aktion Deutschland Hilft</p>

Objectives of the project	<p>To enhance positive impact for vulnerable populations most at risk of disaster through better evidence and pilots on Forecast-based Action, with an emphasis on addressing gaps and scaling up good practice for inclusive, people-centred anticipatory approaches</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Number of people reached by the project (disaggregated by age and gender and including data on persons with disabilities) - Number of Anticipatory Action Plans developed and tested - % of key national partners interviewed at the end of the project who can share examples of inclusive anticipatory action practices - % of key national partners interviewed at the end of the project who can share examples of inclusive anticipatory action practices
Expected results	<p>Result 1 Foundational studies and mapping exercises are produced and disseminated to generate evidence on risks and inclusion within anticipatory action models, and inform the development of future Early Action Protocols (EAPs) Decision makers work towards an equitable access to holistic specific and essential services for persons with disabilities</p> <p>The activities put in place to achieve the Result 1 are composed of a comprehensive context analysis (key anticipatory action stakeholders mapping, preliminary studies such as impact-based forecasting study to identify triggers, logistic environment assessment and logistic vulnerability index calculation, KAP survey within the anticipatory action community of practice) and dissemination of findings through workshops and participation in national coordination meetings.</p> <p>Result 2 Early action protocols (EAP) are developed and tested by HI, with an emphasis on enhancing outcomes with reference to inclusion and tailored support</p> <p>The activities proposed through Result 2 consist in conducting the main steps of the design of AA mechanism at district level in a participatory manner: selection of hazard, vulnerability and capacity assessment, definition of the AA and validation of the EAP, development of IEC and provision of readiness support to local partners, development of Sex Age Disability Disaggregated Data registry, simulation exercise.</p>

	<p>Result 3 Capacity-building, knowledge-building and technical assistance activities are carried out to foster local and global uptake of inclusion good practice within the anticipatory action community of practice</p> <p>The proposed activities to build Result 3 consist in developing material on inclusive Anticipatory Action, building capacities at national levels but also through key AA events to disseminate learnings, organize lessons learnt workshop and policy dialogues</p>
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Theory of Change/Logical framework

The proposed project ultimately aims to protect persons the most at risk in the Philippines, Madagascar, and Haiti from disasters by addressing existing gaps and scaling up effective, inclusive anticipatory action approaches. By developing and testing locally led Early Action Protocols (EAPs) based on robust impact-based forecasting models, the project ensures that early actions are timely, inclusive, and responsive to local needs. Additionally, the project focuses on building the capacities of stakeholders and enhancing local coordination mechanisms. Insights and lessons from this pilot will be disseminated at national and global levels to inform broader adoption of these practices.

2.2 Justification of the evaluation

The final evaluation will provide an opportunity to identify key areas and factors of success, lessons learnt and provides insights for future Anticipatory Action interventions. The objective of the final evaluation is to assess the relevance, coherence, effectiveness, efficiency, sustainability, impact, participation pillars of the project and its services and to provide HI and partners with an independent comprehensive review of project performance, processes and results.

3. Objectives of the evaluation

3.1 Overall objectives and expectations of the evaluation

The objective of this final project evaluation is to assess project quality and achievements and identify key areas and factors for success to reflect and guide the way forward for future interventions on Anticipatory Action.

The evaluation results are expected to be used by HI and different stakeholders involved across the different components of the project, including partners. HI will benefit from this exercise to learn about its interventions and its adaptability and ability to respond to the needs, also HI and the donor will potentially use recommendations for future programming needs.

The evaluation should be based on Humanity & Inclusion Project Quality Policy: https://www.hi.org/sn_uploads/document/Project-Quality-Policy-2022-IP06.pdf

And Humanity & Inclusion Quality Standards:

https://www.hi.org/sn_uploads/document/PosterQualityFrameworkHI-PQP-EN.pdf

3.2 Specific objectives

Timeframe:	9 th of December 2024– 15 th March 2025
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Evaluation locations:	<p>Madagascar:</p> <ul style="list-style-type: none"> • Diana region, district of Ambilobe, targeting four (4) communes (Ambakirano, Antsaravibe, Tanambao Marivorahona, Ambilobe) • Boeny region, district of Ambato-Boeny, targeting three (3) communes (Andranomamy, Anjiajia, Ambondromamy) <p>Philippines:</p> <ul style="list-style-type: none"> • Bicol region (Region V), that comprises the Southern part of Luzon (Albay Province), in 5 barangays: Tigbi, Naga, Nagas, Mayong, Cale. • BARMM (Bangsamoro Autonomous Region in Muslim Mindanao) located in the Western part of Mindanao region., in 5 barangays: Dadtumeg, Ganta, Lower Taviran, Upper Taviran, Población <p>Haiti: The four (4) communes: Arniquet, les Anglais, Maniche, Port à Piment in the South Department.</p>
Type of evaluation:	Final comprehensive evaluation.
Evaluation objectives:	<ol style="list-style-type: none"> 1. Evaluate the performance of the project: to which extent the project's outcomes have been achieved - considering the context, the proposal and the monitoring and evaluation framework of the project – in an efficient manner 2. Evaluate to what extent the project has addressed the identified needs and was adapted to the different contexts and proposed mechanisms to sustain the positive effect beyond the project duration 3. Provide strategic and operational recommendations for a potential future phase of the project, reflecting the voices, opinions and experiences of the beneficiaries and stakeholders involved in this project.

3.3 Evaluation criteria and evaluative questions

Criteria	Evaluative question
Performance	
Effectiveness (Results, adjustments, technicality)	<ul style="list-style-type: none"> • To what extent the project's outcomes have been achieved, in reference to the logframe? • Moreover, the final evaluation seeks to evaluate the outcome indicators, including: <ul style="list-style-type: none"> - % of key national partners interviewed at the end of the project who can share examples of inclusive anticipatory action practices - % of humanitarian organizations / AA actors that have declared adapting its strategy/activity based on logistics analysis activities - % of stakeholders trained on EAPs in possible intervention areas that can state the main elements of the plan (disaggregated by age and gender and including data on persons with disabilities) • Have the achieved results contributed to the achievement of the project objective? • Are data disaggregated by disability, gender and age in the analysis, design and monitoring of the project?

Efficiency (Optimisation)	<ul style="list-style-type: none"> To what extent were the resources (human, logistical, financial, technical) adapted to the project 's needs and enabled to achieve the outcomes in a cost-effective manner? To what extent has the project team identified and implemented mitigation measures for project-related risks (for HI and its partners)?
<u>Benefits</u>	
Changes (Effects, Continuity)	<ul style="list-style-type: none"> To what extent has the project produced (positive or negative) effects and what are they? To what extent has the project contributed to empower of stakeholders, organizations of persons with disabilities and target groups? <ul style="list-style-type: none"> Has the significant involvement of the authorities, organizations of persons with disabilities, service providers enabled to tend to more inclusive anticipatory action mechanisms?
Relevance (needs)	<ul style="list-style-type: none"> To what extent was the project adapted to the needs of beneficiaries? Has the project sufficiently adapted its actions to the context of the countries of intervention?
<u>Stakeholders</u>	
Accountability to populations (Information, Participation, expression)	<ul style="list-style-type: none"> To what extent has the project put in place mechanisms to engage and ensure meaningful participation of communities, local civil society organizations and organizations of persons with disabilities?

4. Evaluation methodology and organization of the mission

4.1 Methodology

The evaluation must be based on quantitative and qualitative data collection and analysis methodologies. It is encouraged to use participatory and inclusive methods that are aligned with HI's global standards in data collection, and security and protection (see section 5.2 Ethical measures, highlighting safety and informed consent).

Data collection can include face to face (key informant interview, survey, focus group discussions) and/or remote modality based on context. The sampling method must represent the beneficiaries disaggregated by disability, gender, age, including local government representatives, disaster risk management authorities, Anticipatory Action technical working group members and Anticipation Hub PGI technical working group, community members and implementing partners where relevant.

The evaluator should provide strong and deep analysis for the quantitative and qualitative data in line with the criteria and evaluative questions set out in 3.3. For both types of methods, the evaluation can use different approaches as necessary that range in complexity from simple desk research,

Knowledge, Attitudes, and Practices (KAP) surveys, and lessons learned activities conducted by the project, or collecting external primary data sources if/when necessary, such as surveys, interviews, and focus group discussions.

It is recommended the evaluation team to be composed of international and national evaluators knowing well the implementing contexts.

4.2 Actors involved in the evaluation

Portfolio	Role
HQ HI Program Coordinator I2A	Your day-to-day interlocutor regarding the evaluation process globally, meetings, FGDs etc at country level during field mission
HI Project Managers (I2A) in Philippines, in Haiti, in Madagascar	Your day-to-day interlocutor regarding the evaluation process including field work, meetings, FGDs etc at country level during field mission
Project partners' staff:	DRR and AA Officers where relevant
DRR Specialists in Haiti, Madagascar, Philippines	Responsible for giving technical guidance of the evaluation process including validating the evaluative technical questions and report in each country
Country Managers and Operations Managers	Oversees and monitors all operation aspects of the evaluation alongside the technical team
Country MEAL Managers	Oversees the overall evaluation process and ensure the adherence to guidelines and procedures in each country; Responsible for giving technical guidance of the evaluation process including validating the evaluative questions and report in each country
Any other actors	Cluster Members and AA PGI TWG members globally and in each country

4.3 Organization of the mission

The Evaluation Steering Committee will be responsible for validating the proposed evaluation methodology after the closure of the selection process. In addition, the steering committee approves the inception report and evaluation methodology prior to any fieldwork or any other substantive work. The steering committee will be part of the kick-off meeting, presentation of results meeting and closure of the evaluation.

The final report shall be reviewed and validated by the steering committee before publishing.

The Steering Committee Members are:

- HI HQ Program Coordinator/ DRR Specialist
- HI Country MEAL Managers
- HI Country Project Manager (I2A);
- HI Country or Regional Technical DRR Specialist

5. Principles and values

5.1. Protection and Anti-Corruption Policy

<u>Code of Conduct</u>	<u>Protection of beneficiaries from sexual exploitation, abuse and harassment</u>	<u>Child Protection Policy</u>	<u>Anti-fraud and anti-corruption policy</u>
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5.2. Ethical measures*

As part of each evaluation, HI is committed to upholding certain ethical measures. It is imperative that these measures are taken into account in the technical offer:

- **Guarantee the safety of participants, partners and teams:** the technical offer must specify the risk mitigation measures.
- **Ensuring a person/community-centred approach:** the technical offer must propose methods adapted to the needs of the target population (e.g. tools adapted for illiterate audiences / sign language / child-friendly materials, etc.).
- **Obtain the free and informed consent of the participants:** the technical proposal must explain how the evaluator will obtain the free and informed consent and/or assent of the **participants**.
- **Ensure the security of personal and sensitive data throughout the activity:** the technical offer must propose measures for the protection of personal data.

*These measures may be adapted during the completion of the inception report.

5.3. Others

It is essential that the process of data collection, as well as storage of data, be supported by careful ethical practice, including informed consent, anonymity and confidentiality, do no-harm and protection of data and data storage. Informed consent needs to include awareness of the evaluation data collection process and that the evaluation report may be published and publicly disseminated. Extra precaution must be taken in involving project beneficiaries considering the sensitivity of the thematic issues tackled by this project. To protect the anonymity of communities, partners and stakeholders' names or identifying features of evaluation participants (such as community position or role) will not be made public. Additionally, the evaluator will have to consider reasonable accommodation for beneficiaries with disabilities to be provided together with HI teams.

The evaluator should uphold and respect the following ethical principles:

- HI's protection policies (child protection and protection from sexual exploitation, abuse and harassment ...etc.)
- Integrity (respect of gender sensitivity issues, especially when performing interviews/focus groups, religion and beliefs, and local norms).
- Anonymity and confidentiality.
- Independence and objectivity.
- Veracity of information.
- Coordination spirit.
- Intellectual property of information generated during and by the evaluation (including report and annexes) will be transferred to HI and donor.
- Quality of report and respect for timelines.

6. Expected deliverables and proposed schedule

6.1. Deliverables

- ✓ 1 inception report no more than 10 pages detailing the steps and tools used for the proposed methodology and a detailed action plan; in French and in English
- ✓ A mid-term report presenting key findings and the evaluation progress
- ✓ A powerpoint material presenting the findings results, conclusions and recommendations; in French and in English
- ✓ A presentation to the Steering Committee.
- ✓ A final report (30 to 40 pages maximum) consisting of the following:
 - Table of contents.
 - Abbreviations list
 - Brief on each context at the design and implementation phase.
 - Introduction that includes evaluation objectives, methodology with detailed tools, and limitations of the evaluation where relevant.
 - Presentation of the evaluation analysis and findings, covering the focus areas (Performance, including effectiveness & efficiency; Benefits, including relevance, participation and changes).
 - Specific strategic, technical and operational recommendations
 - Conclusions
 - Report annexes including: the Final Evaluation Term of Reference; the Data collection tools; list of the people interviewed; list of documents and bibliography as well as composition evaluation form.
- ✓ Executive Summary (5 pages), in French and English

6.2. End-of-Evaluation Questionnaire

An end-of-evaluation questionnaire will be given to the evaluator and must be completed by him/her, a member of the Steering Committee and the person in charge of the evaluation.

6.3. Evaluation dates and schedule

It is expected that the evaluation overall process (excluding the hiring) is conducted from December 9th, 2024 to March 15th, 2025. A detailed action plan will be submitted as part of the inception report. The final report should be finalized no later than the 25th of February 2025, and the consolidated report should be finalized and validated by 11th of March 2025.

Deliverable	Proposed schedule
Kick-off of the consultancy	9 th of December 2024
Inception report	16 th of December 2024
Mid-term report	27 th of January 2025
Power point and presentation	18 th of February 2025
Final report (drafted version)	23 rd of February 2025
Final report with integration of feedback Summary	3 th of March 2025

6.4. Expertise sought from the consultant(s)

The evaluation expert (or team of experts) who will undertake this assignment should have the following skills, experience and knowledge:

A. Mandatory qualifications:

- Academic background in Disability (inclusive) Disaster Risk Reduction and/or Climate Change Adaptation, Social Sciences or developmental studies with a minimum of a Master's Degree in the relevant field or Bachelor degree with at least 10 years of experience in the relevant field.
- Experience in project evaluation and related methodologies
- Demonstrated Experience in conducting participatory (qualitative and quantitative) evaluation techniques.
- A wide experience in all aspects of project cycle management.
- Strong analytical and report writing skills.
- Fluency in English and in French.

B. Desirable qualifications:

- Experience in the countries of implementation context
- Experience in project evaluation especially on Anticipatory Action/ DRR/ CCA funded projects.
- Experience working with persons with disabilities in general is an asset.
- Educational background in the field of Disaster Risk Reduction, Inclusive Humanitarian Action, Climate Change Adaptation is desired.
- Practical knowledge of rights-based approaches and Inclusion.
- Good communication in French and English Language.

Qualified persons with disabilities are encouraged to apply!

6.5 Budget allocated to the evaluation

The overall cost of the evaluation including transport costs (international and local), logistics costs, accommodation, and translation costs; with proposals for payment modalities shall be submitted by the evaluator with detailed budget. Ensuring that costs are **tax exempted**

Caution: please note that the last payment is conditional on the satisfactory validation of the final report and not on the sending of the final report. By validation, we mean validation of the quality and under no circumstances of the appreciation of the project evaluated (based on the quality checklist attached, chapter 6).

6.6 Available resources made available to the evaluation team

These resources will be made available to the evaluator once selected and contracted:

- Project Beneficiaries Database
- Project proposals and reports
- Activities reports
- Partnership agreements, MoUs, etc.
- Monitoring Box (PMBox) which include all project activities with the timeframe. In addition, human resource involved.
- Donors annual reports.
- MEAL Plan
- Operational monitoring tools and reports: KAP, satisfaction, technical assessment, etc.

7 Submission of application

Bid should include:

- A detailed technical offer that includes the methodology and evaluation plan, an alternative plan in case the current context doesn't allow for in person interviews/activities and timeframe.
- A detailed financial offer that covers all anticipated costs (taxes, travel, accommodation, transportation, insurance, translation, etc.).
- CV of the consultant (s) and letter of interest
- All prices shall be VAT-exclusive in EUROS (€)
- Valid VAT registration number

Bid must be sent by email to this address: procurement@hi.org

with the title: "Inclusive Anticipatory Action Project Evaluation »

Deadline for submission of application: **November, 28th 2024 @ 8:00 AM (FRENCH Local Time)**

Humanity & Inclusion is committed to protecting the rights of the children and opposes to all forms of child exploitation and child abuse. HI contractors must commit to protecting children against exploitation and abuse.

8 Appendices



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