

Terms of Reference / Request for Proposal (RFP)  
of the Project End Line Evaluation 2023-68  
For Flood Recovery Assistance for Districts Mirpurkhas and Sanghar in  
Sindh

Muslim Aid Pakistan (MAP)

### Introduction:

- a. Proposals are invited for **End Line Evaluation** of the Flood Recovery Assistance for Districts Mirpurkhas and Sanghar in Sindh according to the conditions as prescribed in the ToRs.
- b. MAP may conduct reference and background checks for selected consultants.
- c. MAP is an equal opportunity employer and requires Consultant to sign its Code of Conduct and Child Safeguarding Policy.
- d. Proposals must be submitted within 10 days from the date of advertisement with the email subject line: **“Proposal for End Evaluation of Flood Recovery Assistance for Districts Mirpurkhas and Sanghar in Sindh”** to this email address: [hrm@muslimaid.org.pk](mailto:hrm@muslimaid.org.pk). Any proposals submitted after the 10-day deadline will not be accepted.

### Background:

Muslim Aid is an international charity organization registered in the UK (Registered Charity Number 1176462). Working since 1985, Muslim Aid has been serving humanity around the globe as one of the largest Muslim development and humanitarian organisations in the U.K.

In Pakistan, Muslim Aid started working in 2005, under the Trust Act with registration no. 24340. Our strategic thematic working areas are improving integrated water resource management, access to education, sustainable livelihoods, health, emergency response and resilience building. Our country programme comprising of dedicated experts is always been striving to alleviate the sufferings of the most marginalised and vulnerable segments of society affected either because of natural calamities or man-induced disasters.

The global organisation currently has presence in seven countries including Bangladesh, Bosnia, Pakistan, Somalia, Sri Lanka, Sudan and Myanmar and eight partner organisations.

Muslim Aid has commitments to:

- ▶ Sustainable Development Goals
- ▶ Core Humanitarian Standards
- ▶ Accountability to affected populations
- ▶ Principles of Partnership

MAP implemented an emergency project for comprehensive Floods Recovery and Rehabilitation Plan, primarily targeting the most vulnerable approximately 1,000 flood-affected HHs and their family members as direct beneficiaries which are 50 individuals in 20 villages, 10 each in main areas of Tehsil Digri and Jam Nawaz Ali, Districts Mirpurkhas and Sanghar, Sindh province. The humanitarian action was designed to address with the aims to support flood 2022 affected populations of both districts of Sindh. In line with the comprehensive Post-Disaster Needs Assessment (PDNA), conducted collaboratively by the Ministry of Planning, Development and Special Initiatives of the Government of Pakistan (GoP), World Bank, Asian Development Bank, European Union and the UN, reveals that Sindh province has the highest overall requirement for post-flood recovery and reconstruction among all the provinces. So, MAP has adopted an integrated approach to Shelter and Food Security and Livelihood (FSL) activities in the flood affected districts of Mirpurkhas and Sanghar, including construction of disaster resilient SMART House (One Room, Kitchen, Veranda and Toilet) for HHs whose houses were fully damaged and have not yet been repaired or rebuilt or are in non-liveable condition and provision of livelihood (poultry) input to the selected beneficiaries. Muslim Aid Pakistan used an approach that focuses on building community capacity for resilience that would aim to bring sustainability. The intervention included preparedness and Disaster Risk Reduction (DRR) actions, considering their vital role in minimizing the adverse impacts of disasters and enhancing resilience within communities.

Moreover, activities for the intervention are directly or indirectly linked to various Sustainable Development Goals (SDGs), the Sendai Framework on Disaster Risk Reduction (DRR), and the Paris Climate Project Proposal 4 Agreement, demonstrating a commitment to comprehensive and sustainable development. The intervention aligns with: SDG 1 – No Poverty, as it seeks to uplift vulnerable communities by alleviating poverty and vulnerability through access to resilient shelters and livelihood opportunities; SDG 2 – Zero Hunger, as it aims to promote sustainable agriculture practices, fostering food security among the beneficiaries; SDGs 5 Gender Equality, SDG 10 Reduced Inequalities and SDG11 – Sustainable Cities and Communities, as the disaster-resilient shelters and disaster risk reduction actions will contribute to building safer, inclusive, and sustainable communities. Furthermore, the plan closely aligns with the principles of the Sendai Framework on DRR, as it focusses on preparedness and disaster risk reduction and aims to minimize the adverse impacts of disasters and enhance the overall resilience of the communities in the region. Lastly, the intervention's commitment to disaster-resilient infrastructure and climate-smart practices is in harmony with the goals of the Paris Climate Agreement, contributing to climate change adaptation and resilience-building.

In total, **6,250 individuals have been** directly benefited through integrated approach Shelter and Food Security and Livelihood (FSL) activities of project. However, the entire population of the targeted area of **both districts 20,000 individuals have been benefitted indirectly** as part of the provision to support public facilities including:

Forming 20 Village organizations in the targeted villages and each village organization has 16 members and total 320 members.

### Project Summary

Office/Organization	Muslim Aid Pakistan (MAP)		
Project Title	Flood Recovery Assistance for Districts Mirpurkhas and Sanghar in Sindh		
Theme	<input type="checkbox"/> Education <input type="checkbox"/> Healthcare <input type="checkbox"/> Livelihoods <input checked="" type="checkbox"/> Emergency <input type="checkbox"/> Seasonal		
Crosscutting Themes	<input checked="" type="checkbox"/> DDR <input type="checkbox"/> WASH <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Protection <input checked="" type="checkbox"/> Older Persons <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Environment <input checked="" type="checkbox"/> Other: [please specify] Smart house		
Duration in Months	15 months	Proposed Project Dates	1 <sup>st</sup> July 2023 to 30 <sup>th</sup> September 2024
# Direct Beneficiaries	1,000 HHs 6,250 Individuals	# Indirect Beneficiaries	20,000 Individuals of
Location of Project	District Mirpurkhas and Sanghar, Sindh, Pakistan		

### Project Goal and Outcomes

**Goal/Aim:** To address the recovery phase of flood affected people in two districts of Mirpurkhas and Sanghar Sindh by providing cohesive support for sustainable livelihoods, protected living condition, and capacity building on DRR to improve wellbeing and resilience in Districts Mirpurkhas and Sanghar, Sindh.

**Outcome 1:** Improved and protected living conditions for 100 floods affected HHs through the provision of SMART House (One Room, Kitchen, Veranda and Toilet) in districts Mirpurkhas and Sanghar Sindh.

**Outcome 2:** Strengthened livelihoods and increased knowledge on resilient agriculture for flood-affected communities in Mirpurkhas and Sanghar.

**Outcome 3:** Strengthened community capacities for early warning, preparedness, mitigation, and response through improved institutional and technical support by Muslim Aid Pakistan.

**Outcome 4:** Improved Organizational Preparedness and response capacities in Pakistan for timely and effective delivery of vital support and services to affected communities during emergencies.

### Purpose and Scope of work:

The purpose of the **End Line Evaluation** is to assess whether the project aim to achieve its objective and outcomes described in the proposal/LFA. And finally, to document of the best practices, lessons learned and recommendations during the process and will guide decisions regarding Response followed by Recovery interventions in the future with a special focus on rapid response and Building Back Better through Resilient Recovery efforts. The end-line project evaluation seeks to determine whether the objectives of the project have been achieved and to provide a learning tool for MAP to enhance decision-making at all levels of future project implementation for the disaster affected communities. It will also identify any emerging issues within project implementation and provide a guideline to effectively address these issues.

It is expected that the work of the consultant shall include, but not be limited to, the following;

Assessment of the Project in terms of the followings:

1. Relevance
2. Effectiveness
3. Efficiency
4. Quick Impact
5. Best practices
6. Sustainability
7. Lessons learnt

### Program relevance:

How well the project addressed the key issues or problems that affected the communities over the project period.

### Program efficiency:

What factors and constraints have affected project implementation including technical, managerial, organizational, institutional and socio-economic policy issues in addition to other external factors unforeseen during the project design. However, the measure of the extent to which the project has used the least possible resources to achieve the required quality of outputs/outcomes.

### Program effectiveness:

[www.muslimaid.org.pk](http://www.muslimaid.org.pk)

An assessment of the effectiveness of the various processes involved (assessment, selection of beneficiaries (segregated gender and age), registration, training, distribution of a Poultry Birds/Fruit trees and emergency response tool kits, delivery of inputs, MAP Complaint Response and Feedback Mechanism) in terms of whether the intervention has achieved what it set out to achieve in its plans. Measure to what extent were cross-cutting issues such as gender, community engagement, and social inclusion addressed in the project and what factors contributed to achieving or not achieving intended results and outputs.

### Quick Impact:

The analysis of Swift Impact, the project brought about in the lives of crisis affected communities in the Districts Mirpurkhas and Sanghar.

### Sustainability:

Guage the sustainability of the project interventions by examining if the benefits are maintained over time and if communities exhibit ownership of the project outcomes.

### Evaluation Major Objectives:

The evaluation will cover the following nine objectives. These objectives will have separate sessions in the evaluation report.

- 1) To assess and provide a separate detail analysis of the relevancy, efficiency, effectiveness, sustainability, timeliness and immediate impact of the project's goal and its four outcomes.
- 2) To assess the impact of the SMART houses approach.
- 3) To undertake an evaluation on the impact and how the project improves Livelihoods and food security resilience and income through the revival and restoration of livelihoods of the flood affected household.
- 4) Undertake an analysis of the identification and the verification of the selection of the HHs that were part of the project.
- 5) To evaluate the impact of the Village Organizations (VOs) in terms of inclusion and empowerment for women, girls and PWD and the strengthen of community's relationships.
- 6) To assess the efficient use of financial resources to achieve its outputs, specifically to determine the optimal use of resources regarding the quality of outputs and project delivery, and the value for money generated by the project.
- 7) To assess the impact and collect the progress information for the following project's indicators:
  - a. *L5 % Of target population who improve their income and/or assets by at least 10%, due to accessing the livelihoods support services by Muslim Aid UK*
  - b. *L2 # of people are able to increase their productive assets (livestock, cash, materials by receiving at least x l2 goats' livestock Vaccination support, Fodder and poultry support*
  - c. *A3 % of individuals in targeted areas with a positive perception regarding the intervention*
- 8) To assess the longer-term impact and sustainability of the actions in terms of Response and Relief Initiatives implemented during the period.

- 9) To document and collect the lessons learned, best practices and provide recommendations for the four project's outcomes.

### Key Evaluation Questions:

The key questions against each Evaluation Major Objective for which we need answers are the following:

- 1) **To assess and provide a separate detail analysis of the relevancy, efficiency, effectiveness, sustainability, timeliness and immediate impact of the project's goal and its four outcomes.**
  - a) *How effectively project's goals and outcomes were aligned with the identified needs and priorities of the target beneficiaries?*
  - b) *Did the interventions effectively achieve its intended outcomes? What aspects work well? If so, for whom, to what extent and in what circumstances?*
  - c) *Were the project activities completed within the planned timeframe? If not what were the causes of the delays*
  - d) *What was the immediate impact of these interventions in the overall livelihoods of households?*
  - e) *How did the beneficiaries perceive the sustainability and long-term impact of the project on their communities?*
- 2) **To assess the impact of the SMART houses approach.**
  - a) *How effectively does the SMART House along with One Room, Kitchen, Veranda and Toilet meet the beneficiaries basic living needs and how safe and secure do the beneficiaries feel in these living conditions? How effectively does the SMART House along with One Room, Kitchen, Veranda, Toilet and plinth level of the structure raised to cope with flood to meet their basic living needs?*
  - b) *The SMART House (one room, kitchen, veranda and Toilet fulfil the requirement of whole family (especially elderly, children and PWD) is constructed by MAP in the perspective of DRR, like is flood resilient structure? If not, what improvements are recommended.*
  - c) *What are the key advantages of smart house technology in terms of convenience and efficiency for everyday living?*
  - d) *How can smart home systems contribute to overall safety and security for residents in term of resilient? Please include specific examples of resiliency features you find beneficial or any areas where resilience could be improved.*
- 3) **To undertake an evaluation on the impact and how the project improves livelihoods and food security resilience and income through the revival and restoration of livelihoods of flood affected households?**
  - a) *How effective was the utilization of through household level plantation, and poultry inputs to enhanced food security resilience?*

- b) What was the impact of the of different trainings provided such as Poultry Management and DRR and Climate Smart Agriculture (CSA) trainings aiming to achieve resilience?*
- c) To what extent did these interventions (agricultural and poultry inputs) impact the economic empowerment of women within households*
- d) How much HHs improved their income and nutritional status through all the project interventions?*
- e) After receiving the training of CSA, how likely the farmers are likely to adopt these practices? What barriers and challenges do the participants anticipate in adopting the CSA from the traditional farming?*

4) **Undertake an analysis of the identification and selection of the verification of the HHs that were part of the project.**

- a. How effectively were households identified and selected in the project, and what criteria were used to determine eligibility?*
- b. Were there any challenges or discrepancies in the identification and selection process?*
- c. What were the face challenges in the inclusion of women/elderly and PWDs beneficiaries?*

5) **To evaluate the impact of the Village Organizations (VOs) in terms of inclusion and empowerment for women, girls and PWD and the strengthen of community's relationships.**

- a) How do VOs collaborate with other community stakeholders to achieve their goals (inclusion of women, girls & PWDs), and what impact have VOs had on community relationships and cohesion?*
- b) What specific initiatives were taken by VOs to promote the inclusion and empowerment of girls, women, and PWD?*
- c) What challenges were faced by VOs in the inclusion and empowerment of girls, women, and PWD and how they addressed these challenges?*
- d) What challenges were faced by VOs in the identification of project most vulnerable beneficiaries?*

6) **To assess the efficient use of financial resources to achieve its outputs, specifically to determine the optimal use of resources regarding the quality of outputs and project delivery, and the value for money generated by the project.**

- a) Were financial resources allocated and utilized optimally to achieve the desired outputs and project deliverables?*
- b) Was the project cost-effective and efficient in terms of the value for money?*
- c) Was the utilization of resources efficient throughout the project's implementation?*

7) To assess the impact and collect the progress information for following project's indicators (Log frame):

- a) *L5 % Of target population who improve their income and/or assets by at least 10%, due to accessing the livelihoods support services by Muslim Aid UK*
- b) *L2 # of people are able to increase their productive assets (livestock, cash, materials by receiving at least x 12 goats' livestock Vaccination support, Fodder and poultry support*
- c) *A3 % of individuals in targeted areas with a positive perception regarding the intervention*

8) To assess the longer-term impact and sustainability of the actions in terms of Response and Relief Initiatives implemented during the period;

- a) *What longer-term impacts have been observed as a result of Response and Relief Initiatives implemented during the project period?*
- b) *How sustainable are Response and Relief Initiatives the initiatives implemented by the project?*

9) To document and collect the lessons learned, best practices and provide recommendations for the four project's outcomes.

- a) *What are the key lessons learned in each outcome?*
- b) *What are the key best practices implemented by the project in each of the outcome?*
- c) *What challenges were faced in obtaining the NOC from District Authorities to access the target communities?*
- d) *Were there any challenges or gaps in addressing the needs and expectations of beneficiaries through the project?*
- e) *What recommendations can be provided for replication, modification, and further effectiveness of similar initiatives, and how relevant are they to stakeholders?*
- f) *What were the specific aspects of the project that were most beneficial or impactful?*

## General

### Methodology:

The overall **End Line Evaluation** process will be based on participatory research techniques involving the beneficiaries, their family members, Govt. Representatives from line departments, MAP staff, and Other Organizations worked/working in that area. Both qualitative and quantitative aspects of the project should be covered and essentially considered.

The following general steps are proposed for conducting the project **End Line Evaluation**:

1. Use triangulation as a validation process that uses multiple sources of information to improve the analysis and interpretation of findings from evaluations, such as surveys, interview, FDGs,



observation, documentation review, etc. The Evaluate the project in the field should applying quantitative and qualitative research tools.

2. Review the proposal and related project documents.
3. Prepare and initiate a report with methodology, checklist, and research tools with input from MAP
4. Conduct interviews with key stakeholders involved
  - Project proposed 10% Target HHs, (as well as Community Organizations representatives. Assuming 95% confidence level, 5% margin of error and 50% response distribution with a gender distribution of 50% males and 50% females, with a 10% flexibility
  - Project proposed 6 FGDs, 3 in each district (mix group)
  - Government line departments (DCs, Livestock, Agriculture Department, Agricultural University and Sindh Housing Recovery and Reconstruction Platform (SHRRP)
  - Concerned MAP staff at the field and at the Country Office
5. Get feedback from MAP
6. Final report
  - a. Executive summary
  - b. Context of **End Line Evaluation** and methodology
  - c. Sampling
  - d. Gender profile
  - e. Key findings
  - f. Recommendations for future projects
  - g. Best Practices
  - h. Lessons learned
  - i. Strengths and Limitations
  - j. Conclusion for each of the end line evaluation objectives

Please note that the above guidelines for the Key evaluations questions and methodology are intended to assist with analysis and report preparation. They do not limit the responsibility of evaluators to exercise their best judgment, to avoid redundancies and repetition, and to focus attention on significant issues.

#### Expected deliverables:

1. One inception report
2. Draft/Final report.
  - a. Report length between 40-60 pages
  - b. Report with images of the evaluation activities and project's beneficiaries
  - c. At least 4 cases studies, one per each outcome and ensuring inclusion
    - i. Case study description between 300 and 500 words
    - ii. 1 picture of the beneficiary per case study
3. Oral presentation of the findings
4. Set of data collection tools (English version if possible)

#### Timeframe:

1. Inception report improves with methodology and research tools (05 days)
2. Evaluation at the field (07 days)
3. Submission of Draft Report after 07 days of the finalization of field evaluation shall cover both qualitative and quantitative aspects arising from the above examinations
4. Dissemination and consultation with key stakeholders (relevant staff and Government officials, etc) (3 days)
5. A copy of the final report to be submitted in spiral binding (along with a softcopy of the database and the report in Word or database format and not a PDF file). All filled-up questionnaires should be submitted and do add pictures from the field.
6. An oral presentation of the findings

The suggested time frame is 30 days with a possible start in the October 2024. The final report must be submitted by the end of October or the first week of November 2024.

However, the consultant will submit a proposed work plan with key milestones within a week of signing the contract, which will be reviewed and approved by MAP. It is anticipated that the first draft of the report will be produced within 20 days of the signing of the contract. The final reports should be submitted within 05 days on receiving feedback. During the whole period, follow-up meetings will be held between the evaluators and MAP.

#### Required Competencies of the Consultant:

The eligibility criteria for participating individuals and organizations are as under:

- Proven track record of conducting participatory reviews/research and **End Line Evaluation** for similar programs and must have successfully completed at least 5 studies/projects of the same nature
- Proven Expertise in quantitative and qualitative study methodology and instruments design and successful experience of data collection through designed tools
- Must have professional expertise of the relevant field
- Must have the infrastructure to undertake the assignment (Office, Team, people's time and expertise, equipment, and Financial Resources)
- Must have valid NTN number

Note: Failing to qualify on any of the above criteria will not be considered for further evaluation

#### Content of the Proposal:

The consultant will be required to submit a detailed proposal for evaluation. The proposal should be divided into two parts, i.e. technical and financial. The technical part will contain the following sections

- Experience in data collection/ **End Line Evaluation**/Impact evaluations
- Experience in relevant field
- Experience in developing of methodologies and design quantitative and qualitative questioners/ scales of similar kind of studies
- Qualification and relative working experience of the staff along with CVs
- Documents of available infrastructure
- Analysis reports prepared in past
- Detailed methodology designed for the evaluation
  - Sampling
  - Data Collection Methods & Tools
  - Field Work

- Data analysis and Management
- Detailed timeframe/ Work plan of evaluation (including dates for submission of the first draft and final report)

The financial part will describe the estimated cost for the evaluation in detail.

### Costing

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

### Income tax, sales tax and other government duties:

All taxes, duties, Sales Taxes and other Govt./ Firm. Charges are responsibilities of the individual/institution. Proposal costing should be inclusive of all taxes.

### Acceptance of Proposals

MAP reserves the right not to accept the lowest or any proposal and to annul the hiring process of consultant without assigning any reasons whatsoever.

### General Terms and Conditions

1. Technical and Financial proposals must be submitted within 10 days from the date of advertisement with the email subject line: **“Proposal for End Evaluation of Flood Recovery Assistance for Districts Mirpurkhas and Sanghar in Sindh”** to this email address: [hrm@muslimaid.org.pk](mailto:hrm@muslimaid.org.pk). Any proposals submitted after the 10-day deadline will not be accepted.
2. Obtaining NOC and other permissions from the government will be responsibility of the consultant.
3. The MAP reserves the right to accept or reject any or all RFP at any stage without assigning any reason thereof.
4. In case of delay in the execution of the contract, MAP reserves the right to impose a penalty not exceeding 10 % of the total amount of the contract.
8. If the progress of work is not to the satisfaction of the MAP, the work will be awarded to another party at the risk and cost of the bidder. In such an eventuality, if any excess amount is to be paid by MAP, it will be recovered from the bidder.
9. MAP has the rights to add, enhance or remove any functionality not disturbing the major scope of work.
10. MAP will not bear any expense incurred in the preparation of proposals in response to this RFP.
11. All responses to this RFP shall become the property of MAP.
12. Proposals submitted after due date and time will be rejected.
13. An effort by any individual to influence MAP, “directly or indirectly through unfair means”, in MAP proposal evaluation, proposal comparison or contract award decisions, to meet or discuss with any MAP official unless desired by the MAP may result in the rejection of bidder’s proposal.
14. The consultant will abide by MAP’s vision, mission, values in its entire period of work.
15. The consultant will sign abide by MAP’s safeguarding policy in its entire period of work.
16. Submit no COI on MAP standard template.
17. The consultant will be hired subject to antiterrorism and money laundering check as well as reference check.