**TERMS OF REFERENCE**

*Endline Survey Project on Improved Food Security, livelihood, and resilience for 10,000 vulnerable Households (elderly, children, women, and youth) against effects of climate change in Laikipia county)*

1. **Background**

Habitat for Humanity Kenya (HFHK) is among the 70 country affiliates of HFH International. In Kenya, we were registered in 1982 as Non-Governmental Organization, with the goal of enabling low-income families access decent and affordable shelter. In the last 40 years, HFHK has supported more than 345,000 families across 9 counties in Kenya through housing micro-finance and direct construction. Our Business Plan (2020-2025) has outlined four Programmatic Areas namely: Financing for owner-led construction; Settlement-Based Practice; Secure Land Tenure; Disaster Risk Reduction & Response (DR3). We are currently operating in Laikipia, Homabay, Kisumu, Tana River and Machakos.

In Laikipia HFHK initiated g one (1) and half year (21 months) project starting on 1st April 2023 to 31st December 2024 to Improved Food Security, reduced impacts of drought on vulnerable communities, livelihood and resilience for over 10,000 vulnerable households (elderlies, children, women and youth) against effects of climate change in Laikipia county, through provision of unconditional and unrestricted cash transfer for food sustenance, school feeding programme to increase school performance, reduce absenteeism and mitigate serious malnutrition risks and empowerment of women and youth groups through smart livelihood program and provision of clean water for both domestic and livestock consumption.

HFH Kenya implemented a livelihood improvement project through SMART agriculture focusing on enhancing access to safe drinking water and increased income for the populations, emergency help through cash transfer program for the vulnerable members, school feeding programme geared towards retention of children in school and advocating for safe shelter awareness through PASSA approach.

One of the HFH Kenya ‘s new thematic priority areas in the current 2020-2025 strategic plan is the Disaster Risk Reduction and Response (DR3) in which HFH Kenya aims to strengthen the long-term recovery and resilience of disaster affected families in selected communities. This was a one (1) and half year (21 months) project starting on 1st April 2023 to 31st December 2024 with the aim of improving the economic well-being of the community members through a 6 months emergency cash transfer project targeting close to 300 households, a one year (3 school term) school feeding program, targeting 1,800 pupils in 4 public primary school with the aim of retaining pupils in school and improving their nutrition status, drilling of 2 boreholes and reticulation to 6 water kiosks to provide enough water for their household needs and livestock. Empowering of women and youth through smart livelihood programs by way of providing shade nets and irrigation kits, 1,000 litres water tanks for storage of enough water, training them on horticulture enterprises, conducting survey on resilient crops and market survey for their crops and linking the farmers to financial institutions in the long-run to enable them plan for incremental house construction and home improvement and lastly engineer an advocacy program on Participatory Approaches on Safe Shelter Awareness (PASSA) through the inclusion of community members, state and non-state actors to come together and develop master plan.

HFH Kenya designed a DR3 project that includes activities that met the immediate household livelihood needs of the affected families and communities as well as building the longer-term resilience of affected communities. The project directly contributed to HFH Kenya’s overall objective of strengthening the long-term recovery and resilience of disaster affected families in selected communities. HFH Kenya worked to do this at household, community, and societal levels, both as an enabler and a provider. Based on its mission, it worked to repair, reconstruct, replace household goods; restore or improve means of housing production, including regulatory systems, access to building materials, labor, and linkage to finance service providers as an enabler to achieving their incremental housing matrix.

Community Engagement and Accountability (CEA) was integrated throughout the response process to ensure active and meaningful participation of the affected communities. The communities through project steering committee members will be engaged at all levels of the response using the existing HFH Kenya tools of engagement and CEA approaches to capture the community-based feedback and complaints and continuous analysis allowed timely addressing of gaps and ensure efficiency during the interventions. Prior to this, HFH Kenya provided information to all stakeholders on the project outputs and activities and timelines of engagement.

1. **Purpose and Rationale**

The purpose of the endline survey is to assess the impact of the project by measuring the changes in specific monitoring indicators that were established at the baseline. This survey will evaluate the effectiveness of the interventions in achieving the project's outcomes and objectives, as well as the progress made in strengthening the long-term recovery and resilience of the disaster-affected families and communities in Laikipia County.

Below are the specific objectives:

* **Assess the quality and measurability of the achieved project outcomes** in relation to the stated objectives of the project, including the relevance, adequacy, and feasibility of the project indicators in evaluating the level of achievement of the outcomes.
* **Evaluate the final status of the project indicators** to measure the changes over the course of the project, including the output and outcome indicators from the log frame.
* **Assess the extent of the changes** caused in the lives, behavior, knowledge, and capacity of the target group due to the various activities implemented throughout the project period.
* **Evaluate the effectiveness of the project interventions** based on the established outcomes and propose any modifications to ensure optimal sustainability and future impact.
* **Develop key learning questions** that will guide the assessment of project impact, allowing HFH Kenya to reflect on lessons learned and incorporate these insights into future programming.

The endline survey will compare the final data with baseline data to understand the progress made and to highlight key achievements and challenges. It will also help identify areas that need improvement, ensuring that HFH Kenya's interventions effectively met the needs of the vulnerable households and strengthened their resilience against climate change. The final report will serve as a comprehensive tool for evaluating the project's overall success and informing future project design and interventions.

1. **Methodology**

HFHK is seeking to hire a consultant to conduct the endline survey for the ADH project in Laikipia County. The survey aims to provide HFHK with detailed data on key project indicators, to assess the changes and impact of the project over its duration. All data, both qualitative and quantitative, must be disaggregated by village, age, sex, and other relevant factors to ensure inclusivity and accuracy.

Endline research will involve the following components:

* **Secondary Documentation Review**: The consultant will engage with HFHK staff to access key documents and literature relevant to the project. This may include project reports, progress evaluations, national and international studies, as well as any other existing documentation that can provide a comprehensive understanding of the project's context, interventions, and previous assessments.
* **Qualitative Data Collection**: The consultant will use qualitative methods to verify the perceptions and experiences of respondents regarding the project's outcomes. These methods will help evaluate improvements in food security, reduced impacts of drought, livelihood, and resilience for vulnerable households, including elderly, children, women, and youth, in Laikipia County. The interventions include unconditional cash transfers, school feeding programs, empowerment of women and youth groups, and the provision of clean water for both domestic and livestock use.

Qualitative approaches will include:

* + **Focus Group Discussions (FGDs)**: Engaging different community groups to capture diverse perspectives on the effectiveness and impact of the interventions.
  + **Key Informant Interviews (KIIs)**: Interviewing community leaders, project beneficiaries, and stakeholders to gather in-depth insights into project outcomes.
  + **Participatory Approaches**: Engaging communities through participatory exercises to evaluate the relevance and effectiveness of the interventions and their alignment with local needs.
* **Quantitative Data Collection**: Quantitative methods will be used to measure the extent of change in key project indicators. Data will be expressed in terms of numbers, percentages, or proportions to capture the scale of the project's impact. The quantitative survey will assess indicators such as improvements in food security, changes in school attendance and performance, the extent of empowerment among women and youth, and the provision of water access.

Data triangulation will be essential, where the findings from the qualitative and quantitative data will be cross-checked to ensure validity and accuracy, reflecting the broader impact of the project. The consultant will ensure that data collection methods are robust and aligned with the intended monitoring and evaluation framework to assess the project's outcomes effectively.

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|  | **Summary** | **Indicators** |
| ***Goal*** | **Overall Goal:** Improved Food Security, livelihood and resilience for 10,000 vulnerable households (elderlies, children, women and youth) against effects of climate change in Laikipia county. | * % of households able to meet their basic households needs according to their food security, Access to water, Livelihood interventions and improved the institutional capacity in line with PASSA. |
| ***Outcome: 1*** | Increased food security status of 660 vulnerable households in Laikipia county | * Average Household Dietary Diversity Score (HDDS) * % of HHs who demonstrate improved coping strategies based on the Reduced Coping Strategy Index |
| ***Outputs: 1.1*** | 300 vulnerable families have improved their food security | * Number of beneficiaries benefiting from cash transfer Number of beneficiaries targeted with cash transfers, validated and submitted to HFH Kenya bank for transmission of funds through M-pesa networks * Total number of people assisted with cash/ * Total cash transferred to Beneficiaries * % of households who report experiencing any problem(s) related to getting their cash * % of households who report receiving the correct amount of cash transfers |
| ***Outputs: 1.2*** | 360 HH representing 1,800 pupils from 4 primary schools in Laikipia North receive food from a school feeding project | * Actual number of school children receiving HFHK food assistance, age group, sex. * Proportion of children receiving minimum dietary diversity |
| ***Outcomes: 2*** | 1000 vulnerable households in Kandutura and Naibor villages of Laikipia County have access to safe, sufficient water for drinking and livestock. | * Increased access to safe water for domestic use * Reduced distance to the nearest water source and return time and adherence to the sphere standards of 20 litres of water minimum per person per day. |
| ***Output: 2.1*** | 2 water committees formed and trained on operation and maintenance | * # of water committee established disaggregated by gender and age. * % increase in knowledge |
| ***Output: 2.2*** | Drilling and equipping of 2 solar powered boreholes with 6 water kiosks equipped with livestock water troughs. | * # of boreholes drilled and equipped with 2 solar with 6 water kiosks equipped with livestock water troughs |
| ***Outcome: 3*** | 450 women and youth have diversified their sources of income throughSmart livelihood interventions for economic empowerment in Kandutura and Naibor area of Laikipia county. | * 60% of the targeted beneficiaries with improved income generating activities. * Proportion of women and youth doing agriculture as a livelihood activity * Proportion of men groups doing dairy and poultry farming * Proportion of women and youth group accessing finance through savings groups |
| ***Output: 3.1*** | * 10 shade nets with drip irrigation kits purchased for women and youth groups (adjacent to the water kiosks) | * # of Shade nets farming established in the targeted area. * Number of households supported with farm inputs. * Number of men groups supported to start dairy farming. * # of Storage facilities constructed to support farming. * Number of women and youth groups supported to start poultry farming. * Number of savings groups registered |
| ***Output: 3.2*** | * Livestock exchange projects for 10 women groups (poultry) and 10 men groups (dairy goats) | * # of women participating in livestock exchange projects * # of men participating in livestock exchange * # of meetings conducted |
| ***Output: 3.3*** | * 30 village savings and credit groups with integrated livelihood models formed and registered with a maximum 450 group members for the save and build community led incremental owner led housing**.** | * # of groups formed and integrated with livelihood models * # of groups registered for the save and build project * # of social mobilizers identified and trained |
| ***Outcome: 4*** | Improved institutional capacities to embrace Participatory Approach for Safe Shelter Awareness (PASSA) to adopt Disaster Risk Reduction and climate change adaptation practices for inclusive climate change at the county level | * Percentage increase in knowledge by CSO; Community members. * Percentage of approved activities in PASSA that are implemented. * Percentage of PASSA initiatives identified in PASSA plans that are jointly undertaken by government and communities |
| ***Output: 4.1*** | 200 county government and non-state actors, local community and CSO’s have increased capacity and strengthened to operationalise the National Climate Change Action Plan in counties and improve on disaster preparedness on safe shelter awareness. | * Key decisions taken by the communities, * # of attendance of participants. * # of departments represented |

1. **Scope of work (tasks, outputs and suggested timeframe)**

The study will focus particularly on Kandutura area of Rumuruti and Naibor area of Nanyuki, Laikipia county.

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| **Task/Output** | **Suggested Timeframe** |
| Inception meeting with MEAL Officer and a review of key background documents and existing data collection tools | **3 days** |
| Detailed inception report including detailed work plan, detailed draft methodology and sampling approach for quantitative data collection, quantitative and qualitative tools finalized in agreement with the MEAL officer | **2 days** |
| Recruitment and training of additional data collectors/enumerators | **2 days** |
| FGDs and KIIs, quantitative data collection and data entry | **5 days** |
| Data analysis and draft Endline study report submitted for comments | **5 days** |
| Oral presentation to project staff and receiving their comments | **1 days** |
| Final Endline study, responding to comments above | **3 days** |
| **Suggested total** | **21 days** |

HFHK field staff will prepare the field visits for the consultant and data collectors ahead of time. We will ensure respondents are prepared and ready to participate in interviews and FGDs for data collectors, and, if required by the consultant, will accompany the consultant and enumerators on data collection visits.

**Deliverables**

The consultant is expected to deliver high-quality outputs for the endline survey that evaluate the project's achievements and provide actionable recommendations for future programming.

**Professional Reporting**

* A detailed and professional report addressing both the overall and specific objectives of the endline survey, including specific recommendations on:
  + Improved food security.
  + Reduced impacts of drought on vulnerable communities.
  + Enhanced livelihood and resilience for vulnerable households (elderlies, children, women, and youth) against the effects of climate change.
  + Provision of unconditional and unrestricted cash transfers for food sustenance.
  + School feeding programs to improve school performance, reduce absenteeism, and mitigate serious malnutrition risks.
  + Empowerment of women and youth groups through smart livelihood programs.
  + Provision of clean water for domestic and livestock use.

The report must be in English, written clearly and concisely, addressing the information outlined above.

**Documentation Requirements**

* **Work Plan and Inception Report**: Key parameters and indicators to be considered for the endline survey, including methodologies for data collection and dissemination.
* **Data Collection Outputs**: Data gathered based on the four key outcome areas of the project as elaborated in the Impact Matrix.
* **Raw Data**: Sharing raw field data for HFH Kenya's analysis and records.
* **Draft Report**: Results of the endline survey, identifying relevant information for the project's outcome areas, data gaps, and areas requiring further assessment.
* **Final Report**: Incorporating feedback from all stakeholders, including HFH Kenya personnel.

**Reporting Deliverables**

* **Comprehensive Final Report**:
  + Organized using standard reporting formats.
  + Main body of at least 50 pages, excluding the table of contents, tables, and annexes.
* **Abridged Report**:
  + Summary of key findings and indicators, not exceeding 7-10 pages.
* **Case Studies**:
  + Testimonies on food security, drought impacts on vulnerable communities, livelihoods and resilience, cash transfers, school feeding programs, absenteeism, malnutrition risks, women/youth empowerment, and provision of clean water.
  + Inclusion of institutions/organizations addressing food security issues.
* **Recommendations**:
  + Proposing suitable indicators for program evaluation, addressing stakeholder-specific needs, and improving the measurement of outcomes and impacts.

**Presentation of Findings**

The consultant will present findings and recommendations during a meeting organized for key project staff, program partners, and stakeholders. This includes:

* **Summary Report**: A concise document supplementing the final report for easy dissemination.

1. **Qualification and Experience**

HFHK is seeking is looking for a consultant/team with the following skills and qualifications:

* Minimum of a masters' degree qualification from a recognized university in monitoring and evaluation, education, social studies, development studies, economics, or any other relevant degree
* A minimum of 10 years' experience in conducting project monitoring and evaluation studies in Kenya
* Must have good knowledge and understanding of issues around a food security, water, smart farming and climate change adaptation.
* Must possess solid methodological and research skills demonstrated through several research pieces and evaluations.
* The consultant must have proof of experience in developing assessment tools.
* The consultant must have proof of having conducted extensive baseline and impact surveys and assessments in the fields of Local Markets, Livelihoods/Income Generation, Cash Transfer Programmes, WASH, Protection and Education
* Track record in developing and conducting various types of evaluation including qualitative and quantitative data collection.
* Experience in managing and coordinating evaluation/research exercises, delivering agreed outputs on time and on budget.
* Experience working with communities in data collection and analysis using participatory methodologies.
* Excellent and demonstrated understanding of ethical issues in research, including child protection.
* Ability to work with communities in relevant local languages would be an advantage.
* Strong quantitative data entry and analysis skills and previous experience using statistical analysis software.
* Ability to respond to comments and questions in a timely, appropriate manner.
* Ability to write high quality, clear, concise reports in English.

**Evaluation Criteria**

TENDER EVALUATION CRITERIA

The tenders submitted by tenderers shall be evaluated in the following three (3) stages:

1) Mandatory Requirements Check; 2) Technical Evaluation; and

3) Financial Evaluation.

1. Mandatory Requirements Check

These are mandatory documents to be attached to the tender document. Absence of any of these documents will lead to the bidder being disqualified and will not be considered proceed to the next stage of evaluation.

Schedule-1: Mandatory Requirements

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| Item | Requirement | Yes / No |
| 1. | Certificate of Incorporation (Applicable only to firms) |  |
| 2 | Tax Compliance Certificate |  |
| 3 | CR12 – Applicable to firms only |  |

1. Technical Evaluation Criteria

The technical evaluation is weighted out of 100 points with a pass mark of 70 points. Any bidder scoring 70 points and above in the technical evaluation will be considered for financial evaluation stage. Any bidder scoring below 70 Points in the Technical Evaluation will be disqualified from further evaluation.

Schedule-2: Technical Evaluation Summary

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|  | Scoring Criteria |  |
| Item | Requirements | Maximum  Possible Points |
| 1. | **Lead Consultant:**  Must have a Minimum of a masters' degree qualification from a recognized university in monitoring and evaluation, education, social studies, development studies, economics, or any other relevant degree  **10 Points for attaching academic certificate** | 10 |
| 2. | The lead consultant must have minimum of 10 years' experience in conducting project monitoring and evaluation studies in Kenya with a good knowledge and understanding of issues around food security, water, smart farming and climate change adaptation. (Attach CV)  (**20 points if the required experience is clearly demonstrated in the CV**) | 20 |
| 3 | Attach at least three reference letters or contracts demonstrating Experienced in developing assessment tools, surveys, and evaluations in Local Markets, Livelihoods, Cash Transfer Programs, WASH, Protection, and Education. Skilled in managing evaluation/research exercises, ensuring timely and budget-compliant delivery. Proficient in community-based data collection and analysis using participatory methods. Strong understanding of ethical research issues, including child protection. Expertise in quantitative data entry, analysis, and statistical software. **(10 Points for each reference letter/contract attached)** | 30 |
| 3. | Methodology-(Max 40 points)  Understanding the objectives and scope of assignment **(15 points)**  Demonstrate understanding on how to execute all the tasks **(15 points)**  Workplan-**(Max 10 points);**  Logical flow of tasks **(5 points)**  Adequate time allocated for all tasks and Consistency with project timelines **(5 points)** | 40 |
|  | Total | 100 |

NOTES on Works Plan and Method Statement

* Scores will be awarded based on the adequacy of the submitted documents in reference to the scope and works requirements.

3) Financial Evaluation Criteria

The bidders who pass the technical evaluation will be subjected to tender price comparison.

HFHK will award the Contract to the tenderer whose tender is determined to be substantially responsive to the tender documents and who has offered the lowest evaluated tender price.

1. **Application Process and selection**

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| The application is open to individual consultants or firms. Applicants must provide:   1. A proposal clearly showing the following:    1. Approach and methodology for meeting the objectives of this assignment.    2. Number of days it would take to complete this assignment.    3. Detailed work-plan based on the scope of the Consultancy and methodology.    4. Financial proposition showing all the expenses, inclusive of 5% withholding Tax. 2. A detailed CV and professional background relevant to the assignment 3. Firms are required to provide their company profile. |
| **Physical Applications should be submitted to: Not Later than 20th December 2024** |
| The Procurement Officer  Habitat for Humanity Kenya  197 Lenana Place, Lenana Road, Nairobi, Kenya office: +254 717 454 380 • 020 2572812  Nairobi. |
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