**Date: 05th March 2025**

**TENDER ADVERTISEMENT**

Habitat for Humanity Kenya invites bids from interested, eligible, reputable, and competent suppliers and contractors:

|  |  |  |
| --- | --- | --- |
| **TENDER REF NO** | **ITEM DESCRIPTION** | **LOCATION** |
| HFHK/BMZ/KOC/0001/03/2025 | BMZ Kochogo Project Endline Evaluation | Kisumu County |

Detailed tender documents including bill of quantities, drawings, designs and evaluation criteria may be obtained **(Free of charge**) from the Habitat for Humanity Kenya website: <https://hfhkenya.org/careers> or requested through [procurement@hfhkenya.org](mailto:procurement@hfhkenya.org)

Duly completed and sealed tender documents in plain envelope with the **TENDER REF NO.** and **TENDER DESCRIPTION** title clearly indicated on the envelope should be deposited in the tender box placed at the Habitat for Humanity Kenya on or before Close of Business on **19th March 2025** addressed to;

**The Chairperson, Procurement Committee,**

Habitat for Humanity Kenya

Kasuku Lane-off Lenana Road,

P.O Box 38948 – 00623, Nairobi Kenya.

**Habitat for Humanity Kenya** reserve the right to accept or reject any tender in part or wholly and does not bind itself to accept the lowest bidder. Only successful bidders will receive communication from HFHK office. Any form of canvassing either directly or indirectly shall lead to disqualification of the tender.

**TERMS OF REFERENCE (TOR)**

**FOR**

**END OF PROJECT EVALUATION**

|  |  |
| --- | --- |
| Organization: | Habitat for Humanity Kenya |
| Project name: | Increasing the capacity of poor rural communities in Kochogo South Sublocation in effective water management for increased climate resilience |
| Duration: | **Project Start Date:** 1 December 2021  **Project End Date:** 30 June 2025 |
| Project locations: | 6 villages (Borda, Kagola, Kokech, Kabonyo, Upper Kaswa, Lower Kaswa) and 2 schools (Nyomwaro primary, Disi primary) in Kichogo South Sub-location. |

Table of Contents

[1. Background and Rationale 2](https://habitatforhumanityke-my.sharepoint.com/personal/modix_wanyanga_hfhkenya_org/Documents/Desktop/BMZ%20KISUMU%20TOR-%20ENDLINE%20EVALUATION%2026.02.2025%20-Final-WL.docx#_Toc189836392)

[2. Purpose, Objectives and Use 3](https://habitatforhumanityke-my.sharepoint.com/personal/modix_wanyanga_hfhkenya_org/Documents/Desktop/BMZ%20KISUMU%20TOR-%20ENDLINE%20EVALUATION%2026.02.2025%20-Final-WL.docx#_Toc189836393)

[2.1. Purpose 3](https://habitatforhumanityke-my.sharepoint.com/personal/modix_wanyanga_hfhkenya_org/Documents/Desktop/BMZ%20KISUMU%20TOR-%20ENDLINE%20EVALUATION%2026.02.2025%20-Final-WL.docx#_Toc189836394)

[2.2. Specific Objectives 3](https://habitatforhumanityke-my.sharepoint.com/personal/modix_wanyanga_hfhkenya_org/Documents/Desktop/BMZ%20KISUMU%20TOR-%20ENDLINE%20EVALUATION%2026.02.2025%20-Final-WL.docx#_Toc189836395)

[3. Evaluation Scope 3](https://habitatforhumanityke-my.sharepoint.com/personal/modix_wanyanga_hfhkenya_org/Documents/Desktop/BMZ%20KISUMU%20TOR-%20ENDLINE%20EVALUATION%2026.02.2025%20-Final-WL.docx#_Toc189836396)

[4. Process 5](https://habitatforhumanityke-my.sharepoint.com/personal/modix_wanyanga_hfhkenya_org/Documents/Desktop/BMZ%20KISUMU%20TOR-%20ENDLINE%20EVALUATION%2026.02.2025%20-Final-WL.docx#_Toc189836397)

[5. Outputs and Deliverables 6](https://habitatforhumanityke-my.sharepoint.com/personal/modix_wanyanga_hfhkenya_org/Documents/Desktop/BMZ%20KISUMU%20TOR-%20ENDLINE%20EVALUATION%2026.02.2025%20-Final-WL.docx#_Toc189836398)

[6. Expertise Profile of the Evaluation Team 6](https://habitatforhumanityke-my.sharepoint.com/personal/modix_wanyanga_hfhkenya_org/Documents/Desktop/BMZ%20KISUMU%20TOR-%20ENDLINE%20EVALUATION%2026.02.2025%20-Final-WL.docx#_Toc189836399)

[7. Roles and responsibilities of parties 6](https://habitatforhumanityke-my.sharepoint.com/personal/modix_wanyanga_hfhkenya_org/Documents/Desktop/BMZ%20KISUMU%20TOR-%20ENDLINE%20EVALUATION%2026.02.2025%20-Final-WL.docx#_Toc189836400)

[8. Tentative Timetable 7](https://habitatforhumanityke-my.sharepoint.com/personal/modix_wanyanga_hfhkenya_org/Documents/Desktop/BMZ%20KISUMU%20TOR-%20ENDLINE%20EVALUATION%2026.02.2025%20-Final-WL.docx#_Toc189836401)

[9. Management of the Evaluation 9](https://habitatforhumanityke-my.sharepoint.com/personal/modix_wanyanga_hfhkenya_org/Documents/Desktop/BMZ%20KISUMU%20TOR-%20ENDLINE%20EVALUATION%2026.02.2025%20-Final-WL.docx#_Toc189836402)

[10. Quantity Structure 9](https://habitatforhumanityke-my.sharepoint.com/personal/modix_wanyanga_hfhkenya_org/Documents/Desktop/BMZ%20KISUMU%20TOR-%20ENDLINE%20EVALUATION%2026.02.2025%20-Final-WL.docx#_Toc189836403)

[11. Mode of payment 10](https://habitatforhumanityke-my.sharepoint.com/personal/modix_wanyanga_hfhkenya_org/Documents/Desktop/BMZ%20KISUMU%20TOR-%20ENDLINE%20EVALUATION%2026.02.2025%20-Final-WL.docx#_Toc189836404)

[12. Proposals evaluation criteria 10](https://habitatforhumanityke-my.sharepoint.com/personal/modix_wanyanga_hfhkenya_org/Documents/Desktop/BMZ%20KISUMU%20TOR-%20ENDLINE%20EVALUATION%2026.02.2025%20-Final-WL.docx#_Toc189836405)

[13. Mode of application 10](https://habitatforhumanityke-my.sharepoint.com/personal/modix_wanyanga_hfhkenya_org/Documents/Desktop/BMZ%20KISUMU%20TOR-%20ENDLINE%20EVALUATION%2026.02.2025%20-Final-WL.docx#_Toc189836406)

## 1. Background and Rationale

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 56,000 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.

HFHK is currently closing a 3-year BMZ-funded project (December 2021 – June 2025) along the floodplains of River Nyando in Ahero Ward, Kisumu County. Although the official end date of the project is 30 June 2025, all project activities are expected to be completed by March 2025. The project focused on six villages within Kochogo South sublocation, directly benefiting 881 households (approximately 4,000 villagers) by enhancing their capacity to cope with recurring drought and flood cycles through the establishment of sustainable social structures and physical infrastructure for Water, Sanitation, and Hygiene (WASH) services.

Key achievements of the project include the installation of a solar-powered borehole supplying water to five kiosks and two schools through a 10km pipeline, significantly improving access to clean and safe water. The sanitation marketing model was successfully applied to sustain the demand and supply of flood-resilient latrines. Hygiene promotion efforts were effectively implemented through Children's Hygiene and Sanitation Training (CHAST) in schools, Participatory Hygiene and Sanitation Transformation (PHAST) in villages, and Home-to-Home visits conducted by Community Health Volunteers (CHVs). Additionally, flood control measures were reinforced through the desilting and embankment of water canals, improving drainage capacity and reducing flood risks in vulnerable areas.

The project also supported communities in establishing and maintaining sustainable structures to ensure long-term management of WASH services. Kochogo South, spanning six kilometers from the eastern border with Ahero Town to the western Nyando Delta, remains a high-risk area for flooding, exacerbated by artificial irrigation canals stretching four kilometers. Despite these challenges, the interventions implemented under this project have significantly enhanced climate resilience by improving water management, increasing access to WASH services, and strengthening habitation in lower Nyando.

With the project's completion, HFHK has successfully contributed to reducing the vulnerability of flood-prone communities in Nyando Sub-County, where an estimated 400 square kilometers of the Kano Plains have historically been affected by floods. The project’s impact matrix outlines key achievements, reinforcing the importance of sustainable water storage solutions and climate-resilient WASH services. Moving forward, the strengthened community structures and established infrastructure will serve as a foundation for continued resilience and improved public health in the region.

The evaluation of this WASH project in Kochogo South sublocation is essential to assess its relevance, effectiveness, efficiency, impact, and sustainability in improving water access, sanitation, hygiene practices, and community resilience, in line with the OECD-DAC Quality Standards for Evaluation. The evaluation is directly linked to the preliminary work and progress made, such as the successful installation of a solar-powered borehole, latrine construction, and ongoing hygiene promotion, all of which have shaped the evaluation focus. Preliminary analysis through surveys and feedback collection, particularly on community satisfaction with information sharing, the effectiveness of the Complaints and Feedback Mechanism (CFM), and the resolution of complaints, provides a foundation for understanding community engagement and areas for improvement. This evaluation aims to further refine the project’s strategies and ensure that it continues to meet the needs of the target community while addressing any challenges that have arisen.

### 2. Purpose, Objectives and Use

* 1. **Purpose**

HFHK is seeking a skilled and independent individual/firm to evaluate a project aimed at increasing the capacity of poor rural communities in Kochogo South Sub-location for effective water management and climate resilience. The evaluation's primary purpose is to assess how well the project met its objectives, focusing on processes, outcomes, and impacts while aligning with the **OECD-DAC Quality Standards for Evaluation**. It will examine the project's **relevance** in addressing water, sanitation, and hygiene (WASH) challenges in Kochogo South, ensuring alignment with community needs and climate resilience priorities. The **coherence** of the intervention within broader WASH and climate adaptation efforts in Kisumu County will also be assessed. The evaluation will measure the **effectiveness** of implemented activities, such as the solar-powered borehole, flood-resilient latrines, and hygiene promotion, in achieving intended results. Additionally, it will analyze the **efficiency** of resource utilization, ensuring cost-effectiveness and optimal implementation strategies. The **impact** assessment will explore long-term changes in community resilience, health, and livelihoods due to improved WASH access and flood protection. Lastly, the evaluation will consider **sustainability**, assessing whether established water management structures, governance systems, and community-led initiatives can be maintained beyond the project’s duration. Additionally, it will assess the functionality and responsiveness of accountability mechanisms, such as the Complaints and Feedback Mechanism (CFM), to ensure that community concerns have been adequately addressed. Findings will inform HFHK’s efforts to close this project sustainably as well as future WASH interventions and policy recommendations for enhanced resilience in flood-prone areas. It will offer insights into project effectiveness, identify strengths and weaknesses, guide future decision-making, and demonstrate accountability to stakeholders, fostering continuous improvement and stakeholder trust.

* 1. **Specific Objectives**

1. To evaluate the entire project (2021-2025), against OECD/DAC evaluation criteria to determine the relevance, coherence, effectiveness, efficiency, sustainability and impact criteria; including dimensions of knowledge generation.
2. To identify key lessons and emerging good practices in effective water management for increased climate resilience. This will include gather insights into what worked well and what did not, to inform future projects and improve methodologies.
3. To identify effective interventions that can be scaled up /expanded and sustained over time, ensuring long-term impact and benefits for the community.
4. To make key recommendations for improving the sustainability of project outcomes and outputs.
5. To make key recommendations for HFHK future programming and project implementation.

## Evaluation Scope

**Time scope:** This evaluation will cover the entire period of active project implementation (from 1 December 2021 – projected 31 March 2025).

**Geographical scope***:* The study will cover 6 villages (Borda, Kagola, Kokech, Kabonyo, Upper Kaswa, Lower Kaswa) and 2 schools (Nyomwaro primary, Disi primary) in Kochogo South Sub-location.

**Content scope:** The consultant will evaluate all the project components/ outcomes/ objectives based on OECD-DAC Criteria. Using the evaluation criteria and mandatory evaluation questions, the consultant will determine the domain/ dimensions of change to be measured under each evaluation question to ensure evaluation is comprehensive to meet Habitat for Humanity Evaluation Standards.

**Table 1. Evaluation Criteria and Questions and criteria**

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Mandatory Evaluation Question** |
| **Relevance**  The extent to which the project is suited to the priorities of the target groups and or policies within the context. | 1. To what extent do the achieved results (project impact, outcomes and outputs) continue to be relevant to the needs of the primary target groups? |
| **Coherence**  How well the project fit within HFHK strategic priorities, compatible or aligned with local, regional, and national strategies, ensuring that efforts are complementary and not duplicative. | 1. To what extent does the project's interventions and objectives consistent with HFHK strategic priorities, other interventions and national or sub-national policies within the same context? 2. To what extent was there internal consistency between the various measures implemented in the project? |
| **Effectiveness**  A measure of the extent to which a project attains its objectives / results (as set out in the project document and results framework) in accordance with the theory of change. | 1. To what extent were the intended project impact, outcomes and outputs (project results) achieved and how? 2. To what extent were the indicators appropriate to measure achievement of project objectives? 3. To what extent was the planning and implementation of project activities by HFHK effective? |
| **Efficiency**  Measures the outputs - qualitative and quantitative - in relation to the inputs. It is an economic term which refers to whether the project was delivered cost effectively. | 1. To what extent was the project efficiently and cost-effectively implemented? (a detailed presentation of project expenses is necessary) |
| **Sustainability**  Sustainability is concerned with measuring whether the benefits of a project are likely to continue after the project/funding ends. | 1. To what extent will the achieved results, especially any positive changes in the knowledge, behaviors and practices of the target groups (project outcome & goal level), be sustained after this project ends? 2. To what extent will groups and structures set up by the project continue to exist after the project ends? 3. To what extent will infrastructure built by the project be likely to continue to function after the project ends? |
| **Impact**  Assesses the changes that can be attributed to a particular project relating specifically to higher-level impact (both intended and unintended). | 1. To what extent has the project contributed to improved water management and increased climate resilience. (both intended and unintended impact)? |
| **Knowledge generation**  Assesses whether there are any promising practices/lessons and knowledge products that can be shared with other practitioners. | 1. To what extent has the project generated knowledge, promising or emerging practices/ lessons or knowledge products that should be documented and shared with other practitioners? |

### 4. Process

**4.1. Methodology**

The consultant will develop a comprehensive evaluation methodology with clear study design, to be reviewed by HFHK Evaluation Review Team (ERT) during the inception phase. A mixed study design is preferred for this evaluation. Survey method and questionnaire techniques could be used to gather numerical data; while documentary review, Focus Group Discussions (FGDs), Key Informant Interviews and observation could be used to gather qualitative data. Local stakeholders in a Kochogo endline evaluation **include, but may not be limited to,** community members and beneficiaries, local leaders and elders, community-based organizations (CBOs) and local NGOs, religious leaders, WASH committees, women’s and youth groups, school representatives, local government officials, health workers and community health volunteers (CHVs), local business owners, MEAL committees, and project implementation partners. An integration of participatory evaluation methods and techniques will be incredible.

**4.2. Evaluation Phases**

Table 2. Evaluation phases

|  |  |  |
| --- | --- | --- |
| **Phases** | **Key Task** | **Responsible** |
| **PHASE 1.**  **Inception stage** | Inception meeting by Evaluator with HFHK team to review of key background documents and existing data collection tools | HFHK Team/Evaluator |
| Desk review of key documents | HFHK Team/Evaluator |
| Finalizing the evaluation design and methods | HFHK Team/Evaluator |
| Submit draft Inception report including detailed workplan, methodology and sampling approach for quantitative/qualitative data collections tools finalized in agreement with HFHK team | Evaluator |
| **PHASE 2:**  **Data collection** | Desktop review | HFHK Team/Evaluator |
| Recruitment and training of additional data collectors/enumerators |
| In-country technical mission for data collection (visits to the field, interviews, questionnaires, etc.) |
| **PHASE 3:**  **Data Analysis** | Analysis Quantitative and Qualitative data to identify patterns, trends, and insights- using appropriate software | Evaluator/s |
| **PHASE 4:**  **Reporting and dissemination** | Preparing a first draft report | Evaluator/s |
| Review of the draft report with key stakeholders for quality assurance | HFHK Team/Evaluator |
| Consolidate comments from all the groups and submit the consolidated comments to evaluation team | Evaluator/s |
| Incorporating comments and preparing second draft evaluation report | Evaluation Team |
| Validation meeting/ workshop with HFHK staff and stakeholders | HFHK Team/Evaluator |
| Final review and approval of report | HFHK Team/Evaluator |
| Final edits and submission of the final report | Evaluator/s |

### 5.Outputs and Deliverables

Below are the phases of the endline evaluation: **inception, data collection, analysis, validation, and reporting**—each designed to systematically assess the project’s outcomes, impact, and sustainability while ensuring comprehensive stakeholder engagement. The reporting language is in English.

**5a. Inception Report:** will demonstrate consultant’s understanding of the task ahead by describing the way the chosen approaches will support the endline evaluation to realize the set objectives.

**5b. Draft Report:** A draft evaluation report and initial results from the data collected will be submitted. The report should follow BMZ standard reporting format and should include a list of stakeholders interviewed, and a graphical map should include data collection points (e.g., referenced through Kobo, ODK or any other mobile data collection system)

**5c. Online Validation meeting:** The consultant will present to HFHK and her partners the initial findings. The consultant will address the feedback from the internal validation presentation. The required materials include a PowerPoint presentation of draft findings.

**5d. Final Report:** by incorporating all the comments received from HFHK and partners on the draft report, the final report of the assessment should be produced. The content of the draft and final report suggested to be the same, draft report template can be used for final report as well. The consultant will as well update the PowerPoint presentation and share along with the final report to support further sharing of evaluation findings by HFHK team.

**5e. Raw Dataset and Study Resources:** The consultant should annex any relevant documents related to the assessment. And will submit raw dataset of the evaluation to HFHK as part of final reporting. The consultant should respect the property right of all primary data/information generated because of the end of project evaluation.

**Proposed structure of final report**

1. Table of contents
2. Executive summary: background, key findings and recommendations
3. Introduction
   1. Brief description of project
   2. Context and purpose of evaluation, key evaluation questions
   3. Scope of assignment: duration, process of evaluation, composition of evaluation team, involvement of stakeholders and community members
4. Methodology (including discussion of methodological limitations)
5. Project context: description of background conditions at the start of the project and any significant changes in the course of the project, presence and activities of other relevant actors in the project area
6. Capacity of project implementing organization (including any significant changes in the course of the project)
7. Project evaluation according to OECD-DAC criteria
8. Any other cross-cutting issues
9. Conclusions and recommendations
10. Annexes

## Expertise Profile of the Evaluation Team

HFHK is seeking a consultant/team with the following key qualifications, experiences and skills:

1. Independence from HFHK
2. Minimum of a master’s degree in relevant fields and extensive experience in large and complex program evaluations.
3. Proven experience in performance evaluation, including various assessment types and project management.
4. Demonstrated practical knowledge in conducting evaluations related to WASH and Climate Change, especially in Kenya.
5. Experience in managing evaluation/research exercises and delivering outputs on time and within budget.
6. Proven track record in developing and conducting evaluations with both qualitative and quantitative data.
7. Strong background in Monitoring, Evaluation, Accountability, and Learning (MEAL).
8. Expertise in data analysis using statistical software such as SPSS, Stata, N-vivo, etc.
9. Demonstrated experience in projects aligned with OECD DAC criteria.
10. Experience in data collection and analysis using participatory approaches and working with communities.
11. Proven ability to write clear, concise, and high-quality reports in English
12. Ability to communicate in a local language is an added advantage

## Roles and responsibilities of parties

* 1. **Consultant/ firm**
* Submit the technical and financial proposal with clear proposed study methodologies
* Review documents and submit Inception report with detailed survey methodology and design and separate data collection tools (Interview, FGD, KII and Observation)
* Develop the field work schedule
* Facilitate all arrangements required for the field data collection process – local hiring of research assistants for data collection
* Develop Quantitative data collection on Kobo toolbox and use own mobile apparatus as required
* Train enumerators for qualitative data collection
* Administer and supervise data collection
* Analyze both qualitative and quantitative data to report in a clear and accessible format
* Provide regular progress update to HFHK Programme Manager and MEAL team
* Seeking and responding to comments and feedback from reviewers/ ERT (HFHK team and Partners/ HFHG, through the Programme Manager, and incorporate agreed actions into final report
* Provide all deliverables and final report to HFHK as per the agreed timeframe.
  1. **HFHK Team**
* Provide guidance and technical support as required throughout the evaluation processes
* Ensure payments of the consultant/firm as per the contract agreement
* Review and approve inception reports, tools, and other relevant documents/requirements.
* Review the draft report and provide feedback to the consultant/ firm
* Approve final deliveries and disburse of payment to the services as per the contract agreement.

## Tentative Timetable

**Table 4. Tentative Timetable for Endline Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone** | **Key Activities** | **Responsible** | **Deadline** | **Expected Results** |
| **Project Kick-off & Inception Phase** | Inception meeting to review key documents and existing data collection tools | HFHK Team/Evaluator | First week of April 2025 | Agreed evaluation scope, methodology, and data collection tools finalized |
|  | Desk review of key project documents including the Project Proposal, TORs, (LogFrame), Theory of Change (ToC), Baseline Survey Report, Needs Assessment Reports, MEAL Plan, Project Progress Reports, Activity Reports, Field Visit & Supervision Reports, Procurement & Financial Reports, Midline Evaluation Report, Case Studies & Success Stories, Community Feedback & Complaints Log, Safeguarding Reports, National & Local Policies, SDGs & Donor Frameworks, and Partner & Stakeholder Reports. | HFHK Team/Evaluator | First week of April 2025 | Evaluator gains in-depth understanding of project context |
|  | Finalizing evaluation design and methods | HFHK Team/Evaluator | First week of April 2025 | Robust and context-appropriate evaluation approach established |
|  | Submission of draft Inception Report (work plan, methodology, sampling approach) | Evaluator | End of first week of April 2025 | HFHK receives a detailed plan for evaluation activities |
| **Data Collection Phase** | Desktop review of project reports and monitoring data | HFHK Team/Evaluator | First week of April 2025 | Secondary data consolidated to complement field findings |
|  | Recruitment and training of enumerators for field data collection | HFHK Team/Evaluator | Second week of April 2025 | Skilled enumerators prepared for high-quality data collection |
|  | Field data collection: interviews, FGDs, surveys, site visits | Evaluator & Enumerators | Second and third week of April 2025 | First-hand data on project outcomes and impact collected |
| **Data Analysis & Draft Report** | Analysis and interpretation of collected data | Evaluator/s | Second to third week of April 2025 | Key insights, trends, and impact assessment findings identified |
|  | Preparation of the first draft evaluation report | Evaluator/s | Third week of April 2025 | Draft report with preliminary findings and recommendations developed |
| **Stakeholder Review & Validation** | Review of draft report for quality assurance with HFHK and stakeholders | HFHK Team/Evaluator | Third week of April 2025 | Feedback gathered for refinement of findings |
|  | Consolidation of stakeholder comments and submission to evaluation team | HFHK Team | Third week of April 2025 | Stakeholder insights integrated into the evaluation report |
|  | Incorporation of feedback and preparation of second draft report | Evaluator/s | Fourth week of April 2025 | Revised draft addressing comments submitted |
| **Final Report & Submission** | Oral presentation to HFHK staff for final feedback | HFHK Team/Evaluator | End of April 2025 | HFHK team validates findings and recommendations |
|  | Final review and approval of the evaluation report | HFHK Team/Evaluator | First week of May 2025 | Evaluation findings officially endorsed |
|  | Final edits and submission of the complete report | Evaluator/s | First week of May 2025 | HFHK receives a finalized, high-quality endline evaluation report |

## Management of the Evaluation

**HFHK Team:** HFHK will designate an individual who will oversees the entire evaluation process, ensuring it adheres to the planned methodology, timeline, and budget. He/she will coordinate with stakeholders, manage the evaluation team, and handle any issues that arise during the entire process.

**Evaluation Review Team (ERT):** Comprise of Evaluation experts from Habitat. This team plays a crucial role in ensuring the quality, rigor, and relevance of an evaluation. They responsible for reviewing the evaluation plan, methodologies, and tools to ensure they align with the project's objectives and stakeholder needs. The ERT provides oversight throughout the evaluation process, offering guidance and feedback to the evaluation team to maintain high standards and address any methodological or ethical issues. They also review interim findings and the final evaluation report, ensuring that conclusions and recommendations are evidence-based and actionable.

**Project Stakeholders:** Provide feedback on the project's impact on their lives and any changes experienced.

**Funding Agencies:** Interested in the evaluation outcomes to assess the project's effectiveness and justify funding.

**Local Authorities and Community Leaders:** Offer insights into the project's alignment with local needs and policies and help facilitate data collection.

## Quantity Structure

**Table 5. Evaluator’s Quantity Structure (Workdays Breakdown)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Phases** | **Key Task** | **Duration (days)** | **Exact Dates (April 2025)** |
| **Inception** | Inception meeting with HFHK team | **1.5 days** | April 1–2 (half-day) |
| Desk review of key documents | **1 day** | April 2 (half-day) – April 3 |
| Finalizing evaluation design & methods | **1 day** | April 4 |
| Submission of draft Inception Report | **1 day** | April 5 |
| **Data Collection** | Desktop review (Analysis of existing documents) | **3 days** | April 6–8 |
| Recruitment & training of enumerators | **1 day** | April 9 |
| Field data collection (Interviews, site visits, questionnaires, etc.) | **3 days** | April 10–12 |
| **Data Analysis & Report Writing** | Data analysis & interpretation | **4 days** | April 14–17 |
| Preparation of first draft report | **2 days** | April 18–19 |
| Review of draft report with stakeholders | **1 day** | April 20 |
| Consolidation of stakeholder comments | **1 day** | April 21 |
| Incorporating feedback & preparing second draft | **1 day** | April 22 |
| **Validation & Finalization** | Oral presentation to HFHK team | **1 day** | April 23 |
| Final review & approval of report | **1.5 days** | April 24–25 (half-day) |
| Final edits & submission of final report | **1.5 days** | April 25 (half-day) – April 26 |
| **Total Workdays** | | **20 Days** | **April 1–26, 2025** |

TENDER EVALUATION CRITERIA – BMZ KOCHOGO ENDLINE SURVEY

NAME OF CONSULTING FIRM:

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

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Requirement | Yes / No | Comments |
| 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Scoring Criteria |  | Bidder’s Score |  |
| Item | Requirements | Maximum  Possible Points | Comments |
| 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.