

Since the beginning of 2017 the organisations are – among others – focusing on the rehabilitation of i.e. health care centres and schools, and are running livelihood and disaster risk reduction (DRR) projects to foster and enhance community resilience.

The majority of the MOs that supported the population of Haiti in the aftermath of Hurricane Matthew have been active in the country by the latest since 2010. On 12 January 2010 a devastating earthquake with a magnitude of 7.0 hit Haiti affecting around 3.5 million people and killing nearly 225,000². Since then DRR projects have been an integral part of the MOs' work in Haiti.

2. Objective, key questions and aims of the evaluation

ADH aims to ensure and enhance quality of its MOs' programming and has built a strong culture of lessons learnt. As part of this approach ADH is committed to reviewing its joint appeals through external independent evaluations.

ADH intends to commission an external evaluation of its joint appeal to support the population affected by Hurricane Matthew in Haiti.

The objective of the present evaluation is twofold: Firstly, to identify former and current projects that successfully include DRR components. Secondly, to look specifically into DRR related organisational capacities that were built up since 2010. Both aspects – DRR projects and organisational capacities – should have proven to be effective before, during and in the aftermath of Hurricane Matthew by revealing evidence on increased resilience within the affected population. The aspect of institutional learning is of particular importance for this evaluation.

² <http://reliefweb.int/disaster/eq-2010-000009-hti>, assessed 12 April 2017

The evaluation will cover following two core areas:

- (1) Relevance and effectiveness of disaster risk management programmes and guidelines since 2010
- (2) Impact and sustainability of projects with DRR components mainstreaming resilience of the affected population

The most important aspects to be addressed in relation to these two core areas are:

- (1) Relevance and effectiveness of disaster risk management programmes and guidelines since 2010
 - Explain disaster risk management programs, guidelines and organisational capacities since 2010 and their role in the post Matthew operations
 - Analyse and compare the different disaster risk management programmes among the MOs and their advantages and disadvantages
 - In which way had lessons learnt after the 2010 earthquake been applied in the post Matthew operations? Within the organisations, the affected population and the government/collaboration with the government?
- (2) Impact and sustainability of projects with DRR components mainstreaming resilience of the affected population
 - Explain possible positive but as well negative impacts of projects with DRR components on the population before, during and after Hurricane Matthew
 - Make use of practical examples (i.e. in the fields of shelter, WASH, health, food)
 - Verify the sustainability of projects with DRR components at community level before, during and after Hurricane Matthew
 - Did projects with DRR components impact the level of vulnerability and exposure of the target population during the current emergency?
 - Are positive impacts possible for future natural hazards?
 - Are there possible changes in awareness within the affected population between 2010 and 2016 in defined project regions?

The questions listed above are to be conceived as guiding questions only and the evaluation team is not limited to them. The refining and further elaboration of the questions should be done by the evaluation team.

The general aims of this evaluation are:

- To better understand different DRR approaches within the programmes and organisations
- To provide “lessons learnt” for future operations and strategic approaches with DRR components in order to further improve the work of ADH and its MOs
- To formulate individual recommendations for all MOs participating in the evaluation

3. Evaluation approach and methodology

The evaluation team must adopt a consultative and participatory approach.

This will include:

- Briefing by ADH Bonn office, kick-off workshop and inception report
- Secondary information analysis:
Desk review of relevant programme and project documents and reports such as proposals, assessments, project budgets, monitoring and assessment reports, guidelines, MOs’ own evaluations, accountability standards both for interventions after Hurricane Matthew 2016 and the earthquake 2010
- Direct information:
 - Interviews with ADH Bonn office and the MOs to be evaluated in Germany by the lead evaluator
 - Field visits to selected sites (selection done together with ADH) and MOs’ country/regional offices in Haiti; among others interviews and/or focus group discussions with local partners, beneficiaries, governmental authorities and other stakeholders by the local evaluator
- Submission of a draft evaluation report to ADH Bonn office and the evaluated MOs for comments and feedback

- Debriefing workshop with ADH Bonn office and the evaluated MOs led by the lead evaluator
 - To present the draft findings of the draft evaluation report
 - To discuss substantive issues emerging from the draft report
 - To gather feedback on the findings and build consensus on recommendations
- Submission of final evaluation report
- Submission of individual recommendations for all participating MOs

The evaluation should combine evaluation tools based on international standards and guidelines like the Code of Conduct of the Red Cross/Red Crescent societies, the adapted ALNAP and OECD/DAC criteria, the Core Humanitarian Standard on Quality and Accountability and the Sphere Minimum Standards.

4. Deliverables and report deadlines

4.1. Proposal outlining methodology and work plan (max. 4 pages)

The proposal outlining the methodology of the planned evaluation and the work plan are part of the documents to participate in the second stage of the tender (refer to Chapter 8).

Deadline: 20 June 2017, only after invitation by ADH

4.2. Inception report (max. 5 pages)

The inception report should set out the planned approach to meeting the evaluation aims and objectives, methodologies to be used and questions to be answered through the reviews and planned interviews. It should provide a description on how data will be collected and drafts of suggested data collection tools such as questionnaires and interview guidelines. The proposal outlining methodology and work plan should be used as basis for the inception report.

Deadline: 3 days after the kick-off workshop.

The inception report needs the approval of ADH Bonn office and the permanent working group on quality assurance prior to the start of the evaluation.

4.3. Draft evaluation report (for the structure refer to 4.4. Final evaluation report)

Deadline: End of August 2017, exact date will be agreed at the kick-off workshop

4.4. Final evaluation report including a summary (max. 35 pages excluding annexes)

The report should include (but is not limited to) the following:

- Executive summary (max. 2-3 pages)
- Evaluation aims, objectives, and scope
- Methodology (reflection and linking to the TOR and possible constraints leading to deviations from the TOR)
- Findings (related to the objectives of the TOR)
- Conclusions
- Recommendations
- Lessons learnt
- Annexes (including ToR, maps, questionnaires, list of interviewees, and bibliography)

Deadline: Will be agreed at the debriefing workshop

4.5. Individual recommendations for all participating MOs (max. 1 page per organisation)

Around 6-7 MOs will participate in the evaluation.

Deadline: Will be agreed at the debriefing workshop

Languages

All documents should be written in English.

The evaluation team will be responsible to translate the final report including its executive summary in French.

Reporting

The evaluation team will directly report to ADH Bonn office.

They will be bound by ADH rules of confidentiality. All material collected during the evaluation process will be handed over to ADH prior to termination of the contract. The evaluation report and all background documentation will become property of ADH. The report will be published accordingly by ADH.

The evaluation team will not be allowed to present any of the analytical results as its own work or to make use of the evaluation results for private publication purposes.

5. Expected timeframe

Activities	Deadlines
Call for CVs, references and work samples of at least one recent evaluation report of a humanitarian programme including DRR components	28 May 2017
Closing date for applications (only short-listed candidates)	20 June 2017
Recruitment of evaluation team	30 June 2017
Kick-off workshop	11 / 13 July 2017 (1 day)
Inception report	3 days after the kick-off workshop
Evaluation phase including draft evaluation report	Until end of August 2017, exact date to be confirmed
Debriefing workshop	Beginning of September 2017 (1 day), exact date to be confirmed
Finalisation and submission of evaluation report including translation into French	Will be agreed at the debriefing workshop

The evaluation team leader is requested to immediately inform ADH Bonn office if serious problems or delays are encountered. Any significant changes to the evaluation timeframe must be approved by ADH.

6. Budget

Offers should include a proposed budget for the entire evaluation, covering all consultancy fees and additional costs.

The budget should present consultancy fees according to the total number of expected working days over the entire period.

It is anticipated that the evaluation will last 28 – 30 working days.

The evaluation team is responsible for its own travel itinerary. ADH Bonn office and/or the MOs will provide all contact persons (addresses etc.). Travel to Haiti is not foreseen for the lead evaluator.

7. Qualification of evaluation team

The team should at least consist of a lead and a local evaluator.

The lead evaluator is responsible to select an adequate local evaluator in order to complete the evaluation team.

As a team the evaluators should have the following skills and experiences:

- Demonstrated capacity and experience in evaluating humanitarian programmes and projects responding to disasters including DRR and resilience approaches
- Experience in multi-methodological and interdisciplinary approaches and data collection and analysis techniques in evaluation of emergency programmes
- Demonstrated capacity to work both independently and as a team
- Demonstrated oral and written communication skills
- Demonstrated cross-cultural skills
- Knowledge and experience working with ADH is considered as a plus

- For the lead evaluator:
 - Strong analytical skills and ability to clearly synthesize and present findings, draw practical conclusions, make recommendations and to prepare well-written reports in a timely manner
 - Knowledge and prior experience of the Caribbean region, and particularly Haiti
 - Fluent in English and French

- For the local evaluator:
 - Knowledge about socio-scientific methods of data collection adapted to the local context
 - Fluent in English, French and the local language Krio

8. Tender

Tenders/offers will be accepted by consultants as well as from commercial companies, NGOs or academics.

ADH has a 2-stage recruitment process:

- **First stage:** Call for up to date CVs, at least two references for all evaluators involved and work samples of at least one evaluation report of a recent humanitarian programme including DRR components.

The final decision on tenders will be taken by ADH, following short-listing and possible interviews. Only short listed candidates will be invited to submit a complete offer and will be contacted for the next step in the application process.

- **Second stage:** Short-listed evaluation teams will be invited by ADH to submit a complete offer.
 - **This offer must include the following:**
 - Covering letter explaining interest and suitability for this position
 - Proposal outlining methodology and work plan (max. 4 pages)
 - Comments and suggestions on this ToR
 - Proposed evaluation budget

Deadline for CVs, references and work samples:

Forward CVs, references and work samples **electronically** to Markus Moke (moke@aktion-deutschland-hilft.de) and Sibylle Gerstl (sgerstl@aol.com) by **28 May 2017**.

Deadline for complete offers (after invitation by ADH only):

Forward offers **electronically** to Markus Moke (moke@aktion-deutschland-hilft.de) and Sibylle Gerstl (sgerstl@aol.com) by **20 June 2017**.

Postal address:

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