



**TERMS OF REFERENCE FOR ENDLINE EVALUATION OF FOOD AND NUTRITION
SECURITY PROJECT IN BORNO STATE, NIGERIA**

Organizations	PUI
Project Name	Lifesaving Food Security assistance to conflict affected population in northeast Nigeria
Sector	Food security
Position	End line evaluation consultant.
Short Assignment	Conduct an end line evaluation
Position Location	Maiduguri
Reporting to	Deputy head of mission-Programs and Meal Manager
Duration	26 days
Start date	April 25 th 2019
End date	May 25 th 2019

1. Background

Première Urgence Internationale (PUI), is an international Non-Governmental Organization whose mission is to help civilians who are marginalized or excluded as a result of natural disasters, war and economic collapse.

Since 2016 PUI has been responding to the needs of crisis affected people in Borno State through a comprehensive integrated approach including Food Security, Nutrition, Health and Protection.

Launched in April 2018, PUI is implementing a Food Security and Nutrition program within Bollori II Maiduguri Metropolitan Council, Borno State, with an overall objective to support internally displaced persons (IDPs) and vulnerable host communities to improve food and nutrition security. The project is targeting a total of 6,875 households through an e-voucher programme for food items, integrated with nutrition sensitisation – complimenting other donor-funded and sector activities within the targeted communities.

The overall goal is to support internally displaced persons (IDPs) and vulnerable host communities to improve food and nutrition security. Specifically, the program aims to achieve the following outcomes.

Outcome 1: The Food Security of the most vulnerable households has improved

Expected result:

- a) 55,000 of target beneficiaries enabled to meet their basic food needs
- b) 80% of target beneficiaries have reached acceptable FCS
- c) 90% of target beneficiaries have improved their coping strategy score
- d) Average household's dietary diversity score (HDDS) has improved to 6.0

Outcome 2: The nutritional security of the most vulnerable household has improved

Expected result:

1. 140 Mother Care Groups trained in child health and nutrition through USG supported programs
 - ✓ 70 community nutrition mobilizers trained in nutrition education and MUAC screening

- a) 140 trained lead mothers leading active mother care groups
- b) 35,000 Children from 6 to 59 month screened with MUAC during the project cycle
- c) 90% of children from 6-59 months screened by community nutrition mobilizers and referred
- d) 90% of PLW have increased their knowledge in IYCF
- e) 90% of PLW have adopted IYCF best practices

Purpose and Scope of the Outcome Evaluation

The purpose of the evaluation is to gather information that will enable PUI to improve future project design and programmatic strategy. As the project ends in May 2019, PUI intends to undertake an outcome evaluation which will assess the:

Inclusiveness, did the program adhere to diversity in all its implementation phases.

Relevance: Was the design of the assistance modality used the most appropriate (voucher vs unconditional)? Did this programme effectively reach the most vulnerable households? Did the project address the highest priority needs of the affected population? Was the intervention most appropriate and its implementation relevant to the operational context.

Efficiency: Was the cash transfer modality used cost-effective? Was adequate human, financial and logistical resources applied to delivering project outcomes? Were outputs delivered in a timely fashion?

Effectiveness: Was the programme sufficiently adaptable to a fluid and insecure context to deliver outputs in a timely fashion and sufficiently achieve targets? Were the monitoring mechanisms effective in providing timely data to inform programming decisions? To what extent did the project meet its targets and deliver outputs?

Accountability: What type and level of actions taken by the roles in the adoption of the PUI accountability system?

Impact: what is the project impact to the local economy and the household food security?

2. Specific objectives of the evaluation

The evaluation will examine the short and medium-term outcome of the project on household food and nutrition security and identify critical lessons to inform future programming decisions. Where possible, the outcomes analysis will compare the inclusiveness, relevancy, efficiency, effectiveness, local economic Impact and accountability of the implemented project.

Two main objectives have been identified:

1. Assess the relevancy, appropriateness, efficiency and effectiveness of PUI's response to food and nutrition insecurity in the wake of the humanitarian crisis in Maiduguri, Borno State Nigeria in the short and medium term. The following five dimensions will be explored under this specific objective:
 - ✓ To assess the change in the nutrition knowledge levels, attitudes and skills as a result of programs intervention interventions
 - ✓ To identify any other changes at household level, intended or unintended, which have resulted from the programme
 - ✓ To provide insights into progress against set targets of the programme
 - ✓ To examine how and why the programme has or has not contributed to the outcomes
 - ✓ To provide recommendations to PUI on what strategies should be adopted in order to improve project design

2. Identify and compile lessons learnt throughout the lifespan of the project to inform future programme design in similar context. The following dimensions will be explored under this specific objective:
 - ✓ What were the key factors of success and how can these be replicated?
 - ✓ What were the failures in the project implementation (role and responsibility, beneficiary identification and suggested improvements)?

3. Methodology

The evaluation will use a mixed method approach consisting of both qualitative and quantitative data collections. The consultant will make extensive use of the available monitoring and evaluation data collected by project staff in Maiduguri. This will include, when available, project surveys and assessments, baseline, project quarterly reports (i.e. post distribution monitoring reports, shop monitoring reports, card distribution reports, etc.) and findings from beneficiary feedback mechanisms.

The consultant is expected to review the above background documentation as part of the desk review phase of the study. A strong part of the information will come from the field data collection. The evaluation will be conducted, using participatory methods to collect qualitative data, triangulated for validation.

Aligning with the content of the scope of work shared for this study, the consultant will develop the methodology, the data collection tools and propose the team set up for data collection, to be validated by the deputy head of mission-programs. The consultant and his/her team will collect primary data through direct interviews and focus group discussions (FGD) with project beneficiaries and other stakeholders.

4. Roles & Responsibilities

- The consultant/s will be responsible for:
 - Drafting inception report
 - Leading the Desk Review
 - Methodology and tools development/ finalization
 - Field evaluation process
 - Writing and validation of the report.
- The Field coordinator will help him/her to identify the relevant actors for interviews and field visits and will provide the consultant with available documentation.

5. Key Deliverables

- Inception report
- Methodology used to conduct the research
- Data collection tools including FGD guide ahead of field work
- Data analysis and presentation of preliminary findings
- Power point presentation of the main findings
- Final Report (minimum of 10 pages and a maximum 30 pages, excluding executive summary table of contents and annexes.

6. Sample Size

The consultant will determine the appropriate sample sizes considering the geographical areas, targeted groups, and the homogeneity of the target population.

7. Timeline

This consultancy is starting on 25th April 2019 with approximately (26) days of consultancy. Consultant is requested to remain available for reviews and improvements until the piece of work is validated by the consortium.

A proper work plan will be developed with the consultant

Activity	Location	Days
Preparation of survey protocols, developing tools and collection of secondary data	Maiduguri Coordination Office	3
Data collection and entry	Maiduguri	12
Analysis and Submission of Preliminary Report	Maiduguri	5
Submit final Report	Maiduguri	6
Total		26 Days

8. General conditions of the consultancy.

- PUI will provide accommodation for the consultant in team guest houses while in Maiduguri.
- Meals and other incidentals will be responsibility of the consultant
- The consultant will conduct his/her work using his/her own computer.
- Other miscellaneous costs directly related to the task that can include photocopying of questionnaires, etc. shall be covered by PUI. Any cost needs to have prior approval from PUI.
- The movement of the consultant and team to and from the field will be facilitated by the PUI in Maiduguri.
- The cost related to travel from/ to field of the survey teams will be covered by PUI.
- Consultant fee payment will be paid in two instalments; First Instalment 30% and the remaining 70% as the final instalment, first instalment will be paid after completion and validation of the survey methodology and final instalment will be paid after production of acceptable deliverables as outlined in this TOR.

9. Minimum Qualifications

At the minimum, the consultant/s must possess the following:

- Advanced degree in food security and livelihood or equivalent. Knowledge on nutrition is an added asset
- Over 5 years' proven experience undertaking food security and nutrition surveys, analysis and reporting.
- Have proven knowledge and practical experience in quantitative and qualitative research.
- Excellent organising, facilitating, presentation and communication skills.
- Excellent report writing skills.
- Experience working in emergency context. Experience in northeast Nigeria is a plus.

10. Security

PUI will provide security briefing and security information for the Maiduguri context upon consultant arrival and on a regular basis. The consultant will receive prior to arrival Nigeria Safety Management Plan (SMP) with the welcome kit to facilitate early familiarization; this SMP includes procedures of safety & security management with an updated context analysis of the situation in country and security risks mitigations.

The consultant will receive a Nigerian mobile that has relevant contact numbers of the team and will be coordinating with security focal point during the trip. Upon arrival in Abuja the consultant will receive a detailed security brief.

11. Proposal details

Qualified consultant should submit a technical and financial proposal using the expression of interest form (EOI) attached to pui.jobs.nigeria@gmail.com, copying Deadline for expression of interest is on 1th April, 2018.



Expression of interest Form

Description:

Section A. General Information				
First Name:		Last Name:		
Contact Address:				
Country:		Contact Phone: (+Area Code)		
Email address (mandatory):				
Applicant Status: (Please tick one)	Private Individual <input type="checkbox"/>	Private Company less than 10 staff <input type="checkbox"/>	Private Company More than 10 staff <input type="checkbox"/>	Other Please Specify <input type="checkbox"/>
If Private company or Other, Who will be lead consultant for this call?				
Please mention your source of information for this EOI:				

Section B: Qualification & Prior experience			
What are your skills and experience in the proposed area?			
(if proposing working as a team, please clearly state the competencies of each team member to be involved in this evaluation) (max. 250 words)			
Please state 5 recent similar Assignment you have undertaken in the last 3 years, explaining what type of services you provided...			
Organisation to which services were provided	Value of programme evaluated in US\$	Year	Services offered

Section C : Addressing the Methodology Requirement

Briefly explain the Methodology you will adopt based on the objectives from the TOR (Maximum 500 words)
(Please make sure that proposed design addresses the consultancy requirements specified in the TOR)

According to the proposed Methodology of undertaking consultancy. Please mention the estimated number of days planned for the assignment.

Type of information required	No of Days Required	Target group

List the key issues you will consider related to this programme and for each explain how you propose to incorporate/address them during the evaluation studies (250 words).

Please specify, what you require from PUI Country Office to provide on the assignment as specified in the TOR? (150 words)

Section D: Proposed Budget/Costs

What is your daily rate in US\$?	What is Total Budget (In US\$):
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Section E: EOI Submission details:

All interested consultants/firms are requested to send this expression of interest by email to: pui.jobs.nigeria@gmail.com, copying nga.fsl@premiere-urgence.org,

