



Building Resilient Communities for Sustainable Development

REQUEST FOR PROPOSAL

Reference No: RACIDA/USAIDBHA-2024/2025/GR00169-005

Consultancy for Post Distribution Monitoring of Unconditional Cash Under RACIDA's IRR Project

Document Release Date: 10th July 2025

Deadline for Submission of Bids: 24th July 2025

Time: 23:59 PM EAT

Submission Method: Email

Disclaimer: RACIDA reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party

Synopsis of the Request for Proposal (Individual Consultant / Registered firm)

Solicitation Reference No.	RACIDA/USAIDBHA-2024/2025/GR00169-005
Title of Solicitation	Consultancy for Post Distribution Monitoring of Unconditional Cash Under RACIDA's IRR Project
Issuing Office & Address	Rural Agency for Community Development Assistance Website: www.racida.org
Point of contact for clarifications, questions, and amendments	RACIDA General Procurement, Procurement@racida.org
Email Address for submission of Proposals/ Quotes	RACIDA General Procurement, Procurement@racida.org
Project Period	July 26, 2024, to October 25, 2025

Initial Deadline for Submission of Proposals	24th July 2025 23:59 PM East African Time
Anticipated Award Type	Consultancy Agreement
Submission and Evaluation Criteria	<p>Bidder must provide the below listed information:</p> <p>Mandatory Eligibility Requirement</p> <ul style="list-style-type: none"> • Must be an Individual Consultant/ Registered Consultancy Firm • Must submit CV of Key Personnel • Must submit a certificate of Incorporation/ Business Registration • Must submit a certificate of Tax Compliance. • Must Submit Business KRA PIN • The firm shall not be sanctioned or blacklisted by any government or institution. <p>Technical Evaluation Criteria</p> <ol style="list-style-type: none"> i. Consultant Academic and Professional Qualification-20% ii. Consultant’s Prior Work Experience- 35%. iii. Methodology/Approach- 35% iv. Language and analytical skills -10% <p>NB. The minimum technical score shall be 75%. Only the best candidate shall be engaged for financial negotiations.</p>

1. Background and Rationale

RACIDA in partnership with former USAID’s BHA is implementing an integrated humanitarian response that leverages interventions in the sectors of WASH, Nutrition, Agriculture and Food Assistance to respond to persisting humanitarian needs arising from the 2021-23 drought and floods in late 2023 in Mandera County. The project, entitled “Integrated Recovery Response to Drought and Flood in Mandera County, Kenya (IRR)” is built upon both an independent assessment conducted by RACIDA in Mandera County in 2024 as well as RACIDA’s close collaboration with stakeholders in government (including the Mandera County Steering Group, the Mandera County Department of Nutrition, local community leaders, and the like.

IRR is designed to support communities experiencing high rates of food insecurity and malnutrition, poor access to water quality for household and livestock, as well as poor livestock health outcomes.

The project seeks to alleviate the impact of humanitarian disasters by increasing access to nutrition services in hard-to-reach areas in Mandera County (including improving the coverage of integrated management of acute malnutrition (IMAM) services), improving household Infant and Young Child Feeding Practices (IYCF), enabling improved household nutrition and hygiene practices, reducing the burden of livestock diseases, and improving access to emergency treated and protected water supply for human and livestock consumption.

To ensure that the project is well implemented, targeted, and measured, RACIDA has issued this Terms of Reference (ToR) to solicit proposals for Post Distribution Monitoring of unconditional cash transfer under Food Assistance.

2. Post Distribution Monitoring (PDM) Objectives:

The overall objective of the Post-Distribution Monitoring (PDM) is to evaluate the relevance, effectiveness, efficiency, and sustainability of cash assistance ,utilization, as well as its immediate impact in addressing household consumption gaps among crisis-affected households in Mandera.

2.1. Indicators to be Assessed.

- i. To determine the relevancy and efficiency of the unconditional cash transfer in relation to addressing the needs of the community visà-vis its intended impact.
- ii. To assess if the beneficiaries received the intended amount of cash and their perception on the cash payment/delivery mechanism.
- iii. To determine how the cash were utilized by the beneficiaries and assess the immediate impact of the cash transfer.
- iv. To assess the nature and quality of coordination with other actors.
- v. To assess the overall accountability of the cash, disbursement process to the beneficiaries and other key stakeholders.
- vi. Identify shortcomings in the unconditional cash assistance under food assistance -disbursement process and provide recommendations for future cash with improvements.
- vii. To measure the satisfaction of beneficiaries on the overall cash intervention and improve the future quality of related intervention.

2.2. Indicators to be Assessed.

- i. Total USD value of cash transferred to beneficiaries
- ii. Number of individuals (beneficiaries) participating in BHA food security activities
- iii. Percent of households where women/men reported participating in decisions on the use of food assistance
- iv. Percent of food assistance decision-making entity members who are women
- v. Percent of households with poor, borderline, and acceptable food consumption scores (FCS)
- vi. Mean and median Reduced Coping Strategies Index (rCSI)

- vii. Percent of households with moderate and severe household hunger scale (HHS) scores
- viii. 75% of IPC4 cases reached in the targeted geographic areas

NOTE: All the indicators should be measured using BHA/USAID guidelines.

3. PDM Target Audience

The populations of interest for this PDM are people living within the areas targeted under this project, with special focus on beneficiaries who were supported with the cash transfers.

4. Methodology

4.1. Methods Overview

Methodology: The consultant is expected to utilize a mixed-methods approach collecting quantitative and qualitative data from the target locations and from relevant stakeholders in Mandera County. The methods are summarized below:

1. Households Surveys
2. Focus Group Discussions
3. Key Informant Interviews

Data Sources: Household surveys, key informant interviews, focus group discussions, observations, program records, and other sources as deemed relevant by RACIDA.

Location: The consultant will gather data from the field at the household level, community level, and at county level.

4.2. Quantitative Data Collection

The core of the assessment will consist of a randomized quantitative survey. The survey will collect data from the population of the project target sites in Mandera County (Mandera North, Mandera West, Mandera South, Mandera East, Banisa, Kiliwaheri, and Lafey sub-counties).

All data will be disaggregated by sex, age, and disability. The evaluation study will sample community members and other stakeholders from the project locations. The consultant is expected to propose a methodology that is scientific, culturally appropriate, and will leverage both qualitative and quantitative data.

4.2.1. Household Questionnaire

The consultant will administer a household survey tool, the content and scope of the household survey tools will be determined on the basis of consultant expertise, RACIDA priorities and knowledge, will be finalized through consultation between RACIDA and the consultant.

4.2.2. Sampling Framework

A sample of respondents, stratified by gender, will be randomly selected in each target area for the quantitative survey. The sample will be statistically representative of the

populations living in each target area based on the acceptable statistical sampling techniques. This should be in line with various contextual factors and the proposed project site.

4.2.3. Sampling Approach

RACIDA expects the consultant to employ a sampling framework that utilizes a two-stage cluster sampling with probability proportionate to size (PPS) design.

4.2.4. Survey Administration

The survey will be administered using ODK/Kobo Toolbox. A number of checks will be put in place to ensure the quality and accuracy of the data collected. These will include but are not limited to:

- A thorough testing process for the data collection tool in line with standard operating procedures for tool development and testing, involving multiple layers of testing to ensure that the tool functions fully.
- A pilot phase in the field during which the tool is thoroughly checked and tested prior to final use.
- Daily checks of data collected to ensure that it is comprehensive and does not contain any mistakes.
- Daily debriefs with data collection team to ensure that any problems encountered during data collection are identified and resolved.
- Regular spot checks on the field during data collection to ensure data collectors are properly administering survey questionnaire.
- A final, thorough, data cleaning process which will include verification of any potentially inaccurate data and revisits to the field if necessary. A log of data cleaning will be kept by the consultant and shared with RACIDA to ensure that all steps in the process can be replicated.

4.3. Qualitative Data Collection

Qualitative data collection methods will include Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs) with community members, leaders, RACIDA staff, ministry officials, and other relevant partners deemed appropriate. The consultant team is expected to propose KII and FGD participants on the basis of their knowledge and on guidance from RACIDA.

4.3.1. Focus Group Discussions

The FGDs will have the following goals:

- Gather qualitative data to triangulate, explain, and expand upon the quantitative data gathered.
- Explore in more detail the community perception of the implemented project and the perceived gaps in intervention.

4.3.2. Key Informant Interview

KIIs will also be conducted as part of the qualitative data collection to aid in the triangulation of the quantitative data collected. The KIIs will include a diverse range of key stakeholders in the county. The KIIs should be conducted using both closed questionnaires and open-ended questionnaires, depending on the Key Informant.

5. Survey Quality and Ethical Standards

5.1. Ethical Standards

The consultant shall take all reasonable steps to ensure that the survey is designed and conducted to respect and protect the rights and welfare of the people and communities involved and to ensure that the survey is technically accurate and reliable, is conducted in a transparent and impartial manner, and contributes to organizational learning and accountability. Therefore, the survey team shall be required to adhere to the survey standards and applicable practices as recommended by IFRC.

- **Utility** – Surveys must be realistic, diplomatic, and managed in a sensible, cost-effective manner.
- **Ethics & Legality** - Surveys must be conducted in an ethical and legal manner, with particular regard for the welfare of those involved in and affected by the survey. Consent should be sought from all survey respondents.
- **Transparency** – Survey activities should reflect an attitude of openness and transparency.
- **Accuracy** – Survey should be technically accurate, providing sufficient information about the data collection, analysis, and interpretation methods so that its worth or merit can be determined.
- **Participation** – Stakeholders should be consulted and meaningfully involved in the survey process when feasible and appropriate.
- **Collaboration** – Collaboration between key operating partners in the survey process improves the legitimacy and utility of the survey.

It is also expected that the survey will respect the seven fundamental principles of the Red Cross Red Crescent: 1) Humanity, 2) Impartiality, 3) Neutrality, 4) Independence, 5) Voluntary Service, 6) Unity, and 7) Universality.

5.2. Future Use of the Data

All data collected will be sole property of RACIDA & BHA. The consultant must not use the data for their own research purposes, nor license the data to be used by others, without the written consent of RACIDA and its partner.

6. Obligations

6.1. Obligations of the Consultant

- Give leadership to the technical team throughout the assessment.
- Inform the Program Manager, M&E Officer in a timely manner of the progress made and any challenges encountered.
- Conduct the consultancy as per the agreements in TOR, and contract, and if modifications are necessary, bring it to the attention of the Program Manager before making any changes.
- Report on a timely basis as per the ToR and the contract agreement -
Declare any possible conflict of interest before signing the contract.
- Participatory share draft report and discuss the feedback and general findings with RACIDA team.

- Cater for his/her transport to the site or within his/her bid can indicate RACIDA to provide i.e., transport to the communities and exclude costing on the same within the bid.
 - Organize his/her own accommodation and cater for other expenses they may likely to incur during the assignment.
- * First payment to be made after submission of the draft Report.**

6.2. Obligations of RACIDA

- Make sure the Consultant is provided with the necessary and required resources i.e. the project documents- proposal, reports and any other that the consultant may need.
- Give logistical information and attend to any concerns that may arise during the Evaluation exercise Facilitate the work of the consultant in accessing beneficiaries and other local stakeholders.
- Monitor the daily work of the consultant and bring to the attention of the consultant /RACIDA any concerns that may arise.
- Provide technical oversight in the review of all deliverables.
- Provide timely comments on the draft report.

7. Qualifications and Experience of Consultant

The lead consultant must have a background and experience in economics, DRR, community development, M&E, humanitarian aid, or any other related field. Past experience in conducting similar assignments as well as in Emergency Response and Recovery programming, with a broad understanding of Agriculture, Food Security, and livestock will be an added advantage.

7.1. Key Selection Criteria

The independent consultant/consultancy firm must demonstrate experience and expertise as follows:

- Master's degree in economics, statistics, social sciences, community development, Public Policy, agriculture, livestock or any other related field.
- Demonstrated experience in conducting Evaluation or related projects in the past three years (sample reports are required during the bid analysis).
- Experience in Monitoring and Evaluation with more than 5 years proven experience of undertaking project evaluations, monitoring, and assessments in the sectors of Agriculture, Food Security, WASH, and Livelihoods/CVA.
- Experience working in Kenya is preferred.
- Fluency in English is Mandatory.
- Knowledge and experience of emergency response and humanitarian response in East Africa is preferred.
- Understanding of political, social and cultural context in ASAL counties in Kenya is essential.
- Strong interpersonal and communication skills.
- The consultancy team must have a statistician able to analysis quantitative and qualitative data. It is preferred that this person have both professional and academic background in statistics and econometrics.

- Ability to write clear and useful reports (please provide examples of previous work).
- Attention to details is essential

7.2. Application Evaluation Criteria

Evaluation Criteria	Sub criteria/Description	Score
Consultant Academic and Professional Qualification	Master's degree in economics, statistics, social sciences, community development, Public Policy, agriculture/livestock, M&E or another related field.	20%
Consultant Prior Work Experience	<p>Detailed and specific experience in undertaking similar roles highlighting.</p> <ol style="list-style-type: none"> 1. Demonstrated experience in conducting Post-Distribution Monitoring or related projects in the past three years (sample reports are required during the bid analysis). 2. Experience in Monitoring and Evaluation with more than 5 years proven experience of undertaking project evaluations, monitoring and assessments in the sectors of Agriculture, Food Security, WASH, Agriculture and Livelihoods/CVA. 3. Experience working in Kenya is preferred. 4. Fluency in English is Mandatory. 5. Knowledge and experience of emergency response and humanitarian response in East Africa is preferred. 6. Understanding of political, social and cultural context in ASAL counties in Kenya is essential. 7. Strong interpersonal and communication skills. 8. The consultancy team must have a statistician able to analysis quantitative and qualitative data. It is preferred that this person have both professional and academic background in statistics and econometrics. 9. Ability to write clear and useful reports (please provide examples of previous work). - Attention to details is essential <p><i>Bidder must attach detailed CV</i></p>	35%

Methodology/Approach	<p>Understanding of the terms of reference that includes:</p> <ol style="list-style-type: none"> 1. Outline of methodology and approach of implementing this assignment. 2. Proposed assignment plan that includes clear timelines for the assignment that demonstrates the understanding of the assignment expectation. 3. Firm/individual Experience Sample work done: Citation (web link) of at least of 3 knowledge products developed and disseminated 	35%
	<ol style="list-style-type: none"> 4. Detailed budget breakdown based on expected daily rates and initial work plan. 	
Language and analytical skills	<p>Demonstrated capacity for high-level analysis and report writing, includes:</p> <ul style="list-style-type: none"> • Strong analytical and information presentation skills <ul style="list-style-type: none"> • Fluency in English is mandatory. • Organizing and facilitating capacity-building activities. • Mentoring and coaching colleagues at work. • Writing/reviewing strategic documents, monitoring and evaluation reports, systems and tools, and action plans. • Networking and partnership building. • Developed analytical skills. • Excellent interpersonal and communication skills, including the ability to communicate and work with a wide range of stakeholders in a participatory, respectful, collaborative manner, and to enhance effective work relationships. • Commitment to team building and a consensus-led approach to work. 	10%

7.3. Application Requirements

Application materials should include the following:

- A Technical Proposal detailing the consultant's understanding of the task, proposed methodologies, expected activities and deliverables, proposed workplan, and the composition of the consultancy team to be engaged. The outline of the Technical Proposal is outlined in 7.3.1 and the team composition requirements are outlined in 7.3.2.
- A Financial Proposal detailing the costs that the consultant expects to be required to complete the assignment. The consultant is expected to account for all logistics and travel costs associated with the assignment.
- Detailed CVs of all professional staff who will work on the consultancy team.
- Must submit a certificate of Incorporation/ Business Registration
- Must submit a certificate of Tax Compliance
- Must Submit Business KRA PIN

- Must Submit Business CR12 certificate.
- At least three professional references from previous clients and full contact details of the referees.

7.3.1. Technical Proposal Format

- 1) Introduction: description of the firm, the firm's qualifications, and statutory compliance. (1 page)
- 2) Background: Understanding of the project, context and requirements for services, Key questions (2 pages max)
- 3) Proposed methodology - Indicate methods to be used for each indicator and highlight any areas where indicators may need adjustment. The targeted respondents should be indicated for each indicator. Proposed detailed questions should be indicated. Detailed sampling procedure needs to be indicated. (5 pages max)
- 4) Firms experience in undertaking assignments of similar nature and experience from the geographical area for other major clients (Table with: Name of organization, name of assignment, duration of assignment (Dates)) reference person contacts. (2 pages)
- 5) Proposed team composition (As per 7.3.2). (1 page)
- 6) Work plan (Gantt chart of activity and week of implementation). (1 page)

7.3.2. Proposed Team Composition Format

- Name of Team Member
- Qualifications
- Years of Experience Related to Consultancy
- # of Days to be Engaged
- Roles(s) under this assignment

7.4. Duration of the Consultancy

The Evaluation will be conducted within 21 days from contract signing to delivery of the final report.

7.5. Deliverables

The following deliverables are expected from the consultant:

1. Inception report, detailing the Evaluation survey design, sampling methodology and framework, survey tools, and agreed upon and workplan.
2. Draft evaluation report that will contain the following elements:
 - Table of contents
 - Executive Summary including a summary of key findings.
 - Introduction/background
 - Methodology - including limitations of the survey.
 - A presentation of the findings and the analysis.
 - Conclusions
 - Recommendations with clear guidelines on how they can be implemented.
 - Report Annexes:

3. Copies of original and cleaned data sets (with a codebook for both quantitative and qualitative data), including original field notes for KIIs and FGDs, as well as recorded audio material, if available, should be submitted with the draft report.
4. 2-binded and signed Final Evaluation Survey Report and a signed digital copy submitted to RACIDA by the agreed submission deadline.

7.6. Corruption or Fraudulent Practices

RACIDA requires that Bidders observe the highest standards of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

RACIDA will reject a proposal for award if it determines that the tenderer recommended for the award has engaged in corrupt or fraudulent practices in competing for the contract or completing any contract awarded.

A tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating.

Please report any malpractices to complaints@racida.org.

Submission of the Proposal

- Proposals **MUST** be submitted **via email** to RACIDA General Procurement: Procurement@racida.org on or before the deadline indicated on the synopsis of the RFP.
- The Technical Proposal **must** conform to the proposed outline provided in 7.3.1. The proposed Team Composition should conform to 7.3.2.
- Bidders' submissions of technical and financial proposal should be submitted via email with the subject line "**RACIDA/USAIDBHA-2024/2025/GR00169-005.**"
- All bidders **must** use the RFP reference number as the subject line of their email submission.
- Technical proposal and financial proposal shall be submitted as separate attachments.
- Neither technical nor financial proposals should exceed 10MB. The proposal with any subsequent modifications and counterproposals, if applicable, shall become an integral part of any resulting contract.
- Proposal must be written and submitted in English.