



Building Resilient Communities for Sustainable Development

REQUEST FOR PROPOSAL

Reference No: RACIDA/ RACIDA/AKM/4027/2024/01

***Consultancy for Endline Evaluation for Enhancing Food Security,
Nutrition, and Community Resilience in Wajir County Project***

***Rural Agency for Community Development and Assistance
(RACIDA) in Partnership Diakonie Katastrophenhilfe (DKH)***

Document Release Date: TBD

Deadline for Submission of Bids: TBD

Time: 11:59 PM EAT

Submission Method: Email

Disclaimer: RACIDA reserves the right to determine the structure of the process, the 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/ RACIDA/AKM/4027/2024/01
Title of Solicitation	Consultancy for Endline Evaluation for Enhancing Food Security, Nutrition, and Community Resilience in Wajir County Project
Issuing Office & Address	Rural Agency for Community Development Assistance Website: www.racida.org
Point of contact for clarifications, questions, and amendmentss	RACIDA General Procurement, Procurement@racida.org
Email Address for submission of Proposals/ Quotes	RACIDA General Procurement, Procurement@racida.org
Solicitation Issue Date	Tuesday, 14 th October 2025
Deadline for Submission of Proposals	Monday, 27 th October 2025 at 4.30 P.M
Deadline for receipt of RFP clarification	Friday, 17 th October 2025 4.30 P.M
Deadline for response to RFP clariciations	Monday, 20 th October 2025 at 4.30 P.M
Endline Locations	Wajir West Sub County (Wel-lathi, Gubadonle and Sheikh Ahmed Garweyne villages) and Tarbaj Sub County (Dalsan and Forarsa villages)
Target Beneficiaries	4,500 individuals
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 (s) of Key Personnel • Must submit a certificate of Incorporation/ Business Registration • Must submit a certificate of Tax Compliance • Must Submit Business KRA PIN • At least two latest audit reports • Must submit atleast three reference • The firm should not have been sanctioned or blacklisted by any government or institution (fill in declaration of compliance form below) <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(Proficiency in English) and analytical skills -10% <p>NB. The minimum technical score shall be 75%. Only bids that meet this minimum threshold shall proceed to Financial evaluation.</p> <p>Award will be based on lowest cost technically responsive.</p>

1. Background and Rationale

The Rural Agency for Community Development and Assistance (RACIDA), as the implementing partner, in collaboration with Diakonie Katastrophenhilfe (DKH), the funding partner, is implementing a project titled “Enhancing Food Security, Nutrition, and Community Resilience in Wajir County.” The project has a duration of 12 months, commencing on 1st January 2025 and concluding on 31st December 2025.

The overall objective of the project is to reduce the impact of drought on severely affected communities in Wajir County, particularly in Wajir West and Tarbaj Sub-Counties, by improving household food security, nutrition, and resilience among vulnerable populations.

To achieve this, the project focuses on two key objectives:

1. To improve food security, health, and nutrition among vulnerable populations affected by drought and malnutrition in Wajir County.
2. To strengthen community capacity to implement priority projects that enhance disaster resilience and promote social cohesion.

The project was designed in response to the persistent food insecurity and high levels of malnutrition in Wajir West and Tarbaj Sub-Counties, aligning with the 2024 Malnutrition Plan developed by the Ministry of Health, the National Drought Management Authority (NDMA), and partner organizations.

At the time of design, Wajir County was facing severe humanitarian needs due to prolonged dry conditions following the poor performance of the October–December 2024 rains, compounded by the impacts of the 2021–2022 drought, El Niño floods (Oct–Dec 2023), and long-rain floods (Mar–May 2024), which affected nearly 75% of the county. Approximately 87,100 people were classified in IPC Phase 3+, requiring emergency food assistance.

By January 2024, 38,379 children under five were malnourished and 10,497 pregnant and lactating women suffered from moderate acute malnutrition (MAM). By December 2024, 24% of households reported poor food consumption scores, and the Coping Strategy Index (CSI) rose to 9, well above the normal threshold of less than 5. The most common coping mechanisms included consuming less preferred foods and reducing the number of meals per day¹.

According to NDMA (January 2025), Wajir West, Wajir South, Eldas, and Tarbaj were the most affected sub-counties, with food insecurity and malnutrition expected to worsen due to the poor OND rains. A joint market assessment by the Kenya Cash Working Group (KCWG) in late 2024 found that although food items were available in local markets, household purchasing power remained weak, especially among pastoral and agro-pastoral communities. Additional economic strain resulted from new government levies and the slow rollout of the Social Health Insurance Fund (SHIF), which increased out-of-pocket health expenses. These findings were corroborated by RACIDA’s internal rapid market assessment conducted in January 2025 in the project areas.

Poor water access, following below-average short rains, further worsened livelihoods. The average round-trip distance to water points was 12 km for livestock and 8.8 km for households, exceeding the normal <5 km. The Vegetation Condition Index (VCI) dropped to 28, below the normal 35,

¹ Wajir NDMA drought bulletin, December, 2024

leading to poor livestock conditions and a 5% decline in terms of trade between November and December.

The worsening pasture, rising malnutrition, and growing food insecurity also escalated resource-based conflicts, particularly along the Isiolo and Marsabit borders. In Wajir East and West, human-wildlife conflicts were reported, with giraffes encroaching on farms, leading to tensions between communities and the Kenya Wildlife Service (KWS).

In response, RACIDA developed a project that primarily focused on addressing malnutrition through integrated outreach activities and nutrition education, complemented by unconditional cash transfers (UCTs) targeting vulnerable households in Wajir West (Sheikh Ahmed Garweyne, Wel-lathi, and Gubadonle villages) and Tarbaj (Dalsan and Forarsa villages).

Additionally, the project included capacity building of Community Health Promoters (CHPs) and Community Health Workers, who had played crucial role in conducting nutritional awareness campaigns and counselling to caregivers. To promote localization, RACIDA also supported community groups through the Support Community Led Response (SCLR) model, by providing grants to implement community-driven projects that address priority needs and complement the nutrition and cash transfer interventions.

Given this context, RACIDA has developed this Terms of Reference (ToR) to commission an endline survey aimed at assessing the project's performance, outcomes, and overall impact, ensuring effective targeting, implementation, and measurement of results.

Purpose of Endline Survey

The overall purpose of the evaluation is learning, accountability, informing new project and to assess the degree to which the project met the objectives as outlined in the project proposal/logframe, with particular emphasis on relevance, coherence, effectiveness, efficiency, impact and sustainability of the interventions carried out. For learning and accountability, we will look at the objective of the project, what has been achieved, achievement vs intended indicators, value placed on methodology and approach and consultant recommendation. We shall aim to document the perception of RACIDA and the project from relevant stakeholders, including the following: Community members, project beneficiaries, government authorities, and coordination mechanisms.

Endline Survey Objectives

- I. Establish Endline information against which the project log frame indicators will be used as a threshold for this project to assess progress, outcomes, and impact.
- II. To document the perception of RACIDA and the project from relevant stakeholders, including the following: Community members, project beneficiaries, government authorities, and coordination mechanisms.
- III. Produce an Endline Report that will be used to evaluate the impact of the project and to guide future project development, implementation and monitoring strategies.
- IV. To capture main lessons learned and best practices for future similar projects.
- V. To suggest practical recommendations for improvements based on findings during the evaluation process (recommendations need to be specific, practical/feasible and achievable).

1.1.1. Project Indicators

The following table shows the project indicators.

Overall Objective	Description	Indicators
	Contribute to improved household food security, nutrition and resilience among vulnerable households in Wajir County	
Objective 1	To improve food security, health and nutrition of the targeted vulnerable populations affected by drought and malnutrition in Wajir county	Objective 1. Indicator 1 80% of targeted households reporting an improved rCSI (reduced coping strategy index) score in the last PDM conducted
		Objective 1. Indicator 2 At the end of the project, 85% of beneficiaries (disaggregated by sex, age and disability) reporting that humanitarian assistance is delivered in a safe, accessible, accountable and participatory manner throughout all phases of the project.
		Objective 1. Indicator 3 50% reduction in households with food consumptions scores that are in the 'poor' category after the 3rd cash transfer cycle.
	Improved access to household food among drought-affected targeted HH in Wajir County (489 HH- 2,934 people)	Result 1.1. Indicator 2 At the end of the project period, at least 90% of targeted persons are aware and able to use the complaints mechanism established for use during the project period
		Result 1.1. Indicator 3 90% of households supported with cash transfers are accessing at least two meals per day during the three-month support period.
Result 1.2	Moderate acute malnutrition is prevented and managed.	Result 1.2. Indicator 1 At least 80% of both men and women who received behavior change interventions training reported to be supporting improved infant and young child feeding practices with at least two practices by the end of the project.
		Result 1.2. Indicator 2 50% increase in targeted children of 6-24 months of age who receive food from 4 or more food groups in the last PDM.

		<p>Result 1.2. Indicator 5 At least 85% of Community Health Promoters (CHPs) trained on High Impact Nutrition interventions applying knowledge learnt at the end of the project.</p>
<p>Objective 2</p>	<p>Capacity of community is enhanced to implement community priority needs projects that build their resilience to disasters and improve their cohesion</p>	<p># of CHPs trained - 50(28F,22M)</p>
		<p>Objective 2. Indicator 1 90% of community members who benefitted from SCLR project reporting that the community projects were relevant and appropriate based on their needs by the end of the project.</p> <p>Objective 2. Indicator 2 90% of SCLR members actively participating in decision-making processes during community led project cycle using sclr approach.</p>

2. Evaluation criteria

Evaluation criteria

Relevance

- Did we plan the right Intervention? Did we do the right thing? To what extent are our objectives, planned activities and planned outputs consistent with the intended outcome and impact? Are there differences between the time when the project was planned and designed and today?
- The extent to which humanitarian activities met and are tailored to local needs, increasing ownership, accountability and cost-effectiveness accordingly.
- To what extent was the project coherent with the particular risks / vulnerabilities / needs, expectations and priorities of the target communities, local authorities, and other actors?
- To what extent was the project aligned with the National and County emergency and development strategic plan.(aligned to existing systems, policies, structures)?

Coherence

- How coherent are the interventions with regards to humanitarian standards?
- Are the approaches applied in the different components of the interventions coherent?
- Are these approaches coherent with environmental standards, protection principles, and humanitarian principles as well as human rights considerations?

Effectiveness (achieving the purpose)

- Did the activities achieve satisfactory results in relation to stated project objectives (outcomes) / results (outputs)? How did the project perform against the log frame indicators? Were there any unintended outcomes?
- What were the major factors influencing the achievement or non-achievement of the objectives?
- To what extent have the activities contributed to enhancing local capacities (of communities, specific community groups, and local agencies)?
- To what extent have the activities contributed to enhancing local coordination and planning processes?

Efficiency

- Were there any delays?
- Could the same or better results have been achieved with same or lower inputs or by doing things differently?
- Were the effects being achieved at an acceptable cost compared to alternative approaches to accomplishing the same objectives?

Impact

- What has happened as a result of the project?
(Intended and unintended impacts on individuals, communities, institutions, improvement of social and economic indicators, assets, cross-sectoral impact, impact on Gender and equal opportunities for women and men, age-groups, or other relevant cross-cutting issues)
- What real difference/changes has the activity brought about for the beneficiaries?
(What would have happened without the activity?)
- How many people have been affected? Planned target group vis à vis really addressed?

Sustainability

- To what extent will the positive impacts or changes of the project (are likely to) continue?
- Which measures are implemented in order to support sustainability?
- What were the major factors influencing the achievement or non-achievement of sustainability of the project?
- Are the project approaches (state these, i.e., sclr, local contingency planning, etc.), and interventions (states these, i.e., risk reduction measures / adaptation practices) likely to continue after the end of the external funding?
- Are the decision-making processes by communities likely to be continued into the future, and how/why?
- How was the exit strategy defined, and how was this managed at the end of the funding period?

2.1. Endline Target Groups

The target population for this endline study comprises beneficiaries residing in Wajir West Sub-County (Sheikh Ahmed Garweyne, Wel-lathi, and Gubadonle villages) and Tarbaj Sub-County (Dalsan and Forarsa villages)—the areas covered under this project. A total of 4,550 project participants has benefited from the integrated Nutrition, Food Security (UCT), and DRR interventions(Support community led Response model).

Methodology

2.2. Methods Overview

Methodology: The consultant is expected to utilize a mixed-methods approach using literature reviews of existing secondary data, quantitative data from the targeted villages, and qualitative data from relevant stakeholders in the project areas. The methods are summarized below:

1. Desk Review of key documents and secondary data from the target areas.
2. Households Surveys
3. Focus Group Discussions
4. Key Informant Interviews

The consultant will be required to conduct a thorough and robust review of existing literature relating to nutrition, Disaster Risk Reduction among others. The literature review will be presented as a stand-alone section of the final report and will inform the interpretation of the survey findings as well as the development of recommendations.

Quantitative Data Collection

The core of the assessment will consist of a randomized quantitative survey. All data will be disaggregated by sex, age, and disability where appropriate. The endline 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. The consultant is expected to develop a quantitative survey tool that captures all the indicators and survey questions outlined in the TOR as well as the project documents. The final tool will be approved by RACIDA.

2.2.1. Sampling Framework

A sample of respondents will be randomly selected from target areas for the quantitative survey. The sample will be statistically representative of the populations living in each target area based on

acceptable statistical sampling techniques. This should be in line with various contextual factors and proposed project site.

2.2.2. 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.

2.2.3. Survey Administration

The survey will be administered using ODK/Kobo Tool Box. 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 properly.
- 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 the 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 questionnaires.
- A final, thorough, data cleaning process which will include verification of any potentially inaccurate data and revisits to the field if necessary.

2.3. Qualitative Data Collection

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

Qualitative data collection tools will be determined by RACIDA project priorities and guidance from the consultant knowledge and expertise.

2.3.1. 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 challenges facing community members and the perceived gaps in food security, livelihood, health/nutrition and disaster risk reduction.
- Identify specific barriers faced by different groups in each target area in terms of accessing services, participating in the development of the local community, and how to overcome these barriers.
- Explore the community's understanding of Support community led Response and how they were involved.
- Other themes as determined by RACIDA and the Consultant.

Participants will be purposefully selected by data collectors in the field based on selection criteria for each sample group. Each focus group will consist of eight to 10 participants. To account for the sensitive nature of the information which might be discussed during the FGDs, female facilitators will be involved in conducting the female FGDs and male facilitators involved in male FGDs. The focus group discussions will target caregivers, cash transfer beneficiaries, community members who benefited from SCLR-implemented projects, as well as group members directly involved in implementing SCLR projects

Key Informant Interview

KIIs will be conducted with each relevant project stakeholder group, including government officials, partner staff at field and HQ levels, affected communities, Community Health promoters and a sub-county key representative from the Nutrition department .KIIs will be conducted using both closed and open-ended questions.

The interviews will have the following goals:

- Understand the current trends for food security, nutrition, CMDRR and in the capacity of the communities to respond to, plan for, and implement mitigation measures in response to these trends.
- Understand the current management, planning, gaps ,challenges and implementation of best practices of mitigation mechanisms for food security, nutrition/health and CMDRR.

3. Survey Quality and Ethical Standards

3.1. 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.
- **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.
- **Feasibility** - Evaluations must be realistic, diplomatic, and managed in a sensible, cost-effective manner.
- **Impartiality & independence** - Evaluations should be impartial, providing a comprehensive and unbiased assessment that takes into account the views of all stakeholders.

3.2. Future Use of the Data

All data collected will be the sole property of RACIDA/DKH and other relevant stakeholders. 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.

4. Obligations

4.1. Obligations of the Consultant

- Give leadership to the technical team throughout the assessment.
- Inform the Program Manager and M&E Officer in a timely manner of the progress made and any challenges encountered.
- Conduct the consultancy as per agreements in TOR, and contract, and if modifications are necessary, bring them 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. Produce a draft report and discuss the feedback and general findings with RACIDA team before submitting the final report.
- 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 for his/her own accommodation and cater for other expenses they may likely incur during the assignment.

4.2. 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 documents that the consultant may need.
- Give logistical information and attend to any concerns that may arise during the endline 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 into the review of all deliverables.
- Provide timely comments on the draft report.

5. Qualifications and Experience of Consultant

The lead consultant must hold at least a degree in Public Health, DRR, Nutrition, or a related field, and have experience in Emergency Response and Recovery programming, with a strong understanding of Food Security, Nutrition, and DRR. The consulting team should also include a member with expertise in statistics or a background in Monitoring and Evaluation, particularly with experience in data analysis.

5.1. Key Selection Criteria

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

- Degree in Public Health, Nutrition, DRR, or another related field.
- Background in monitoring and Evaluation, Actuarial science or statistics.
- Demonstrated experience in conducting high-quality endlines or related projects in the past five years (sample reports are required during the bid analysis).

- Extensive hands-on experience in the sectors of Nutrition, Food Security/CVA, Market system, DRR and Livelihoods.
- Experience working in ASAL areas.
- Fluency in English and Kiswahili . Knowledge of the local language is an added advantage. Knowledge and experience of developmental and humanitarian response in East Africa is preferred.
- Strong interpersonal and communication skills.
- The consultancy team must have a statistician to analyze quantitative and qualitative data.

5.2. Application Evaluation Criteria

Evaluation Criteria	Sub criteria/Description	Score
Consultant team composition Academic and Professional Qualification	Lead consultant should have a degree/Masters in Public Health, Nutrition, Food Security and Systems, Economics, or a related field. Other team members should have a background in Statistics or Monitoring and Evaluation (M&E).	20%
Consultant Prior Work Experience	<p>Detailed and specific experience in undertaking similar roles highlighting;</p> <ul style="list-style-type: none"> ✓ Proven consultancy experience with endline assessments for emergency and resilience response programming, with sectoral experience in nutrition, food security and livelihoods. ✓ Demonstrated experience in conducting high-quality endlines for a related project in the past three years (sample reports are required during the bid analysis). ✓ Extensive hands-on experience in the sectors of Health, Nutrition, Livelihoods, WASH, and Food Security. ✓ Experience working in a resource scarce environment. ✓ Knowledge and experience in emergency response and resilience response in East Africa is an asset. ✓ The consultancy team must have a statistician to analyse quantitative and qualitative data. It is preferred that this person has both professional and academic background in statistics ,econometrics or mathematics. <p><i>Bidder must attach detailed CVs</i></p>	35%
Methodology/Approach	<p>Understanding of the terms of reference that includes:</p> <ul style="list-style-type: none"> ✓ Outline of methodology and approach of implementing this assignment. ✓ Proposed assignment plan that includes clear timelines for the assignment that demonstrates the understanding of the assignment expectation. ✓ Firm Experience Sample work done: Citation (web link) of at least 3 knowledge products developed and disseminated ✓ Detailed budget breakdown based on expected daily rates and initial work plan. 	35%

Language and analytical skills	Demonstrated capacity for high-level analysis and report writing, includes: <ul style="list-style-type: none"> ✓ Strong writing, analytical and information presentation skills. ✓ Capacity building, mentoring and coaching skills. ✓ Development of high-quality survey reports (share a sample) ✓ Developing concept notes and project proposals. ✓ 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 teamwork and a consensus-led approach to work. ✓ proficiency in English 	10%
--------------------------------	--	------------

5.3. 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 Annex 1 to 4
- 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
- At least three professional references from previous clients and full contact details of the referees.

5.3.1. Technical Proposal Format.

The Technical Proposal *must* conform to the proposed outline provided in Annex 1, 2,3 and 4 below

5.4. 1) 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 6.3.1. The proposed Team Composition should conform to 7.3.2.
- Bidders’ submissions of technical and financial proposals should be submitted via email with the subject line “*Technical and Financial Proposal for Tender No. RACIDA/AKM/4027/2024/01*”
- All bidders *must* use the RFP reference number in the subject line of their email submission.
- Technical proposal and the financial proposal shall be submitted as separate attachments in same email.

- 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.

5.5. Duration of the Consultancy

The endline will be conducted over 17 billable days from contract signing to delivery of the final report.

5.6. Deliverables

The following deliverables are expected from the consultant:

- a) Inception report, detailing the endline survey design, sampling methodology and framework, survey tools, and agreed-upon budget and work plan.
- b) Data collection tools
- c) Field out data set with data from the field
- d) Power-point presentation of the evaluation findings
- e) Endline report in soft copy

Draft endline report that will contain the following elements:

1. Table of contents
2. Executive Summary
3. Objectives of the endline, Methodology, and any challenges encountered in the field.
4. A presentation of the findings and the analysis.
5. Conclusions
6. Lessons learnt
7. Recommendations with clear guidelines on how they can be implemented.
8. Report Annexes:
 - 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.
 - Hard and Digital Copies of Signed Consent provided by respondents.
 - PowerPoint presentation highlighting key findings from the endline, presented at a feedback meeting to be held after completing the draft report.
 - Data collection tools.
 - 2 case studies with consent forms
 - Logframe with levels of achievement

5.7. 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 an 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.

DECLARATION FORM

To

Date

The Tenderer i.e. _____ (*name and address*) Declare the following:

- a) Has not been debarred from participating in the donor funded or public procurement.
- b) Has not been involved and will not be involved in corruption and fraudulent practices regarding donor funded/public procurement

Title

Signature

Date

(To be signed by authorized representative and officially stamped)

ANNEX I: 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)
- 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)
- 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 annex 3)-1 page
- 6) Work plan (Gantt chart of activity and week of implementation)-1 page

ANNEX II: BUDGET TEMPLATE

The consultant shall only quote for the items below and other costs deemed necessary:

Item	Unit	# of Units	Unit Cost (Ksh)	Total Cost (Ksh)
Consultancy Fee	Per Day			
Office Expenses (Printing, photocopy, binding, communications costs, etc.)	Per Item			
Logistics Breakdown				
Enumerator data collection cost				
Enumerator training Cost				
Grand Total, inclusive of KRA Tax				

ANNEX III: PROPOSED TEAM COMPOSITION

Name of Team Member	Qualifications	Years of Experience Related to Consultancy	# of Days to be engaged	Role(s) Under This Assignment

Annex IV - Tasks & Timeframe

A detailed evaluation schedule is to be submitted by the selected consultant.

Tasks (to be amended as required)	Number of work days	Proposed dates including deadlines (to be revised by evaluation consultant, as required)
Development of evaluation inception report, including details evaluation methodology, tools (i.e., evaluation questions for stakeholders), and proposed evaluation schedule – <i>to be submitted for review and approval by the local partner and DKH</i>		
Desk review of project key documents		
Meeting with local partner and DKH		
Primary data collection		
Presentation and participatory analysis of findings (with participation of the local partner and DKH, and other actors as relevant)		
Submission of the draft evaluation report (and other outputs) for feedback from the local partner and DKH		
Submission of the final report (and other outputs) based on the feedback received		
TOTAL DAYS		