



# **REQUEST FOR PROPOSALS**

**REFERENCE NO: RACIDA/P003-  
USG/OFA-MDR2024/2026-03**

**CONSULTANCY FOR ENDLINE  
EVALUATION IN MANDERA UNDER  
RACIDA'S IRR PROJECT**

**CLOSING DATE: 6<sup>th</sup> MAY 2026 AT  
1700HRS**



Building Resilient Communities for Sustainable Development

## LETTER OF INVITATION TO TENDER

### REQUEST FOR PROPOSAL NO. RACIDA/P003-USG/OFA-MDR2024/2026-03

#### **Introduction**

Rural Agency for Community Development and Assistance (RACIDA) is a premier regional not-for-profit organization. Since its founding in 2001, RACIDA has worked to build the resilience of vulnerable communities living in Arid and Semi-Arid Lands (ASALs) of Kenya, Somalia and Ethiopia

#### **Invitation to Tender**

RACIDA invites proposals for “*Endline Evaluation In Mandera Under RACIDA’s IRR Project*” from qualified consultants of consultancy firms. The specifications are detailed in the Tender Documents. Interested and eligible bidders may access the document through RACIDA website at <https://www.racida.org/calls-for-proposals/> to inspect, review and submit their proposal for free of charge. Completed proposal documents should be submitted via Email to [procurement@racida.org](mailto:procurement@racida.org) by the submission and addressed as below.

#### **PROCUREMENT COMMITTEE**

**TENDER NO. RACIDA/P003-USG/OFA-MDR2024/2026-03**

**TENDER NAME:** Consultancy for *Endline Evaluation in Mandera Under RACIDA’s IRR Project*

#### **Closing Date for Submission of RFP**

No late submissions of RFP will be accepted. Bidders are therefore advised to ensure that they have taken all steps to submit their proposals in advance of the closing date and time, so that it is received not later than **1700hrs on 6<sup>th</sup> May 2026 (deadline)**

RACIDA may, at its own discretion, extend this closing date for the submission of RFP by notifying all bidders thereof through the website.

***Bid offers submitted as joint ventures will not be accepted!***

RACIDA reserves the right to accept or reject any application, tender, or proposal, in whole or in part, and is under no obligation to provide reasons for its decision.



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## REQUEST FOR PROPOSAL

**Reference No:** RACIDA/P003-USG/OFA-MDR2024/2026-03

**Title:** Consultancy for Endline Evaluation in Mandera  
Under RACIDA's IRR Project

**Document Release Date:** 22<sup>nd</sup> April 2026

**Deadline for Submission of Bids:** 6<sup>th</sup> May 2026

**Time:** 1700hrs EAT

**Submission Method:** Email ([procurement@racida.org](mailto:procurement@racida.org))

**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/P003-USG/OFA-MDR2024/2026-03
Title of Solicitation	Consultancy for Endline Evaluation in Mandera Under RACIDA's IRR Project
Issuing Office & Address	Rural Agency for Community Development Assistance Website: <a href="http://www.racida.org">www.racida.org</a>
Point of contact for clarifications, questions and amendments	RACIDA General Procurement, <a href="mailto:Procurement@racida.org">Procurement@racida.org</a>
Deadline for clarification request.	30 <sup>th</sup> April 2026
Email Address for submission of Proposals/ Quotes	RACIDA General Procurement, <a href="mailto:Procurement@racida.org">Procurement@racida.org</a>
Deadline for Submission of Proposals	6 <sup>th</sup> May 2026, 1700hrs EAT
Anticipated Award Type	Consultancy Agreement

### 1. Background and Rationale

RACIDA with funding support from United States Government Office of Foreign Assistance (USG/OFA) has been 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



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in Mandera County, Kenya (IRR)” (*Project Period July 26,2024 to June 25,2026*) 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 was well implemented, targeted, and measured, RACIDA has issued this Terms of Reference (TOR) to measure the changes effected by the interventions within the IRR project.

### 2. Endline Survey Objectives:

- i. Establish endline data against baseline data on project log frame indicators.
- ii. Critical assessment of the project design and delivery, identifying key successes, challenges and lessons learned.
- iii. Produce an Endline Report that will be used to evaluate the impact of the project using the OECD criteria to guide future project development, implementation and monitoring strategies.

#### 2.1. Indicators to be Assessed;

##### Sector 1: Agriculture

##### Sub-Sector 1.1: Livestock

Objective: Improved livestock health for increased milk production and intake at household level

Indicators:

- Number of people benefiting from livestock activities
- Number of animals benefiting from livestock activities
- Average Number of animals owned per individual
- Number of individuals (beneficiaries) trained in livestock

##### Sector 2: Water, Sanitation and Hygiene

Objective: Improving access to safe potable water and hygiene promotion services for drought-affected communities and health facilities in Mandera County.



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### **Sub-sector 2.1: Water supply**

- Number of individuals directly utilizing improved water services provided with USG funding.
- Populations in the targeted geographic areas have access to 15 liters of safe water per person per day.
- Average liters/person/day collected from all sources for drinking, cooking, and hygiene
- Percent of households targeted by WASH activity that are collecting all water for drinking, cooking, and hygiene from improved water sources
- Percent of water user committees created and/or trained by the program that are active at least three (3) months after training
- Percent of water points developed, repaired, or rehabilitated that are clean and protected from contamination

### **Sub-Sector 2.2: Hygiene Promotion**

- Percentage of populations in the targeted geographic areas reached with emergency hygiene awareness programs
- Percentage of people targeted by the hygiene promotion activity who know at least three (3) of the five (5) critical times to wash hands
- Number of individuals receiving direct hygiene promotion (excluding mass media campaigns and without double counting)
- Percentage of households targeted by the hygiene promotion activity who store their water safely in clean containers

### **Sector 3: Nutrition**

Objective: Reduce the prevalence of malnourishment in Children 0 – 59 months and improve maternal, infant, and young child feeding practices

#### **Sub-sector 3.1: Maternal Infant and Young Child Nutrition in Emergencies (MIYCN-E)**

- Percentage of infants 0-5 months of age who are fed exclusively with breast milk
- Percentage of children 6-23 months of age who receive foods from 4 or more food groups
- Number of people receiving behavior change interventions to improve infant and young child feeding practices.
- Number of people receiving micronutrient supplements (Vitamin A & Iron Folate)

#### **Sub-Sector: Management of Acute Malnutrition**

- Number of health care staff trained in the prevention and management of acute malnutrition.
- Number of supported sites managing acute malnutrition
- Number and percent of Individuals admitted, rates of recovery, default, death, relapse, and average length of stay for people admitted to Management of Acute Malnutrition sites



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- Number of people screened for malnutrition by community outreach workers
- Percentage of Severe Acute Malnutrition (SAM) cases reached in the target geographic areas.
- Percentage of Moderate Acute Malnutrition (MAM) cases reached in the target geographic areas.

#### **Sector 4: Food Assistance**

Objective: To cover the consumption gap of vulnerable households in IPC 4+ in Mandera County.

##### **Sub-sector 4.1.: Unconditional Food Assistance**

- Total USD value of cash transferred to beneficiaries
- Number of individuals (beneficiaries) participating in BHA food security activities
- Percent of households where women/men reported participating in decisions on the use of food assistance
- Percent of food assistance decision-making entity members who are women
- Percent of households with poor, borderline, and acceptable food consumption scores (FCS)
- Mean and median Reduced Coping Strategies Index (rCSI)
- Percent of households with moderate and severe household hunger scale (HHS) scores
- Percent of IPC4 cases reached in the targeted geographic areas

#### **3. Endline Target Audience**

The populations of interest for this endline study are people living within the areas targeted under this project, with special focus on caregivers of children under 5 years, women of reproductive age, livestock owners, youth, IDPs, people living with disabilities, and relevant government/partner stakeholders.

#### **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.



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## **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 East, Mandera North, Mandera West, Mandera South, Banisa, Kiliwaheri, Arabia 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 based on 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 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.



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### 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.



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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 & its partner. 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 agreements in TOR, and contract, and if modifications are necessary, bring 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 together with team to/from the site(s)
- Organize for his/her own accommodation and cater for other expenses they may likely incur during the assignment.

### 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.



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**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, Nutrition, 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, Nutrition, 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**

<b>Evaluation Criteria</b>	<b>Description</b>	<b>Score %</b>
<b>Qualifications (20%)</b>		
Academic Qualifications (Lead Consultant)	Master’s Degree in relevant field (Economics, Statistics, Social Sciences, Nutrition, community development, Public Policy, agriculture, livestock or any other related field.) for the lead consultant.	10
Academic Qualifications (Nutritionist, Data analyst/Statistician)	Degree in relevant field (Statistics, Actuarial science, M&E, Public health, Nutrition, or any other related field.).	5
Technical Expertise	Knowledge in Agriculture/Livestock, Food Security, Nutrition, WASH, CVA	5
<b>Experience (35%)</b>		
Relevant Work Experience	Minimum 5+ years in M&E: proven experience of undertaking project evaluations, monitoring and assessments in the sectors of Agriculture-Livestock, Food Security, Nutrition, WASH, Agriculture and Livelihoods/CVA	10

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Similar Assignments	Demonstrated experience in conducting baseline/MTE/endline assessment on WASH/CVA/Agriculture/livestock Health/Nutrition Post-Distribution Monitoring or related projects in the past 3-years (sample reports to be provided).	10
Sector Experience	Experience in humanitarian, emergency response, ASAL context (Knowledge and experience of emergency response and humanitarian response in East Africa is preferred).	10
Geographic Experience	Experience working in Kenya/East Africa (Understanding of political, social and cultural context in ASAL counties in Kenya is essential).	5
<b>Methodology (35%)</b>		
Understanding of TOR	Demonstrates clear understanding of assignment objectives	10
Proposed Methodology	Clarity, appropriateness, and robustness of methods	10
Sampling & Tools	Quality of sampling design, tools to be used, and indicators	10
Work Plan	Realistic timeline, Gantt chart, deliverables alignment, data analysis plan.	5
<b>Language &amp; Analytical Skills (10%)</b>		
Language Proficiency	Proposal is clear, well-structured, error-free, professional tone throughout all sections	3
Report Writing Skills	Sample reports provided, high-quality structure (exec summary, methodology, findings, recommendations), strong clarity	4
Analytical Capacity	Strong evidence of quantitative & qualitative analysis (tools, frameworks, data interpretation clearly explained)	3
<b>Total Score</b>		<b>100</b>

### 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.



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- 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.

#### 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 **over 24 billable** days and completed within 30 calendar days from the date of contract signing to the submission 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.



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- 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. Success Stories
  5. Cleaned data sets
  6. 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](mailto:complaints@racida.org).

### Submission of the Proposal

- Proposals **MUST** be submitted **via email** to RACIDA General Procurement: [Procurement@racida.org](mailto: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/P003-USG/OFA-MDR2024/2026-03**"
- All bidders **must** use the RFP reference number as the subject line of their email submission. Failure to use the subject line may lead to missing out of the proposal.
- 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.



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**DECLARATION FORM**

To

Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

The Tenderer i.e. \_\_\_\_\_  
(name and address) Declare the following:

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

Name/Title

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(To be signed by authorized representative and officially stamped)



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**PREVENTION OF SEXUAL EXPLOITATION AND ABUSE (PSEA)**  
**FORM**

The Service Provider commits to RACIDA's **zero-tolerance policy** on Sexual Exploitation, Abuse, and Sexual Harassment (SEA/SH).

The Service Provider undertakes to:

- Refrain from any act of SEA/SH against any person, including beneficiaries, RACIDA staff, or community members.
- Ensure all personnel engaged in this Contract are briefed on PSEA standards.
- Report any suspected or actual SEA/SH incidents immediately and confidentially through RACIDA's reporting channels.
- Cooperate fully with any investigations related to SEA/SH.

Violation of this clause will constitute **grounds for immediate termination** of this Contract, possible legal action, and reporting to relevant authorities.

Name & Title

Signature

Date

\_\_\_\_\_

(To be signed by authorized representative and officially stamped)