Terms of Reference

Final evaluation, Ukraine

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| Project Information |
| **Project Title:** | EA 31/2022/Ukraine/Ongoing Emergency Response to the war in Ukraine |
| **Project Period:** | 01.01.2023 – 31.12.2023 |
| **Project Evaluation Period:** | 19.02.2024 – 19.03.2024 |
| **Overall Budget:** | 12 356 023,43 EUR |
| **Project Donors:** | Caritas Internationalis |

# Background information and Context

## Background

Following

**The project was designed to**

The project had been implemented by 42 local Caritas organisations and was aimed at the providing of humanitarian services and reached approx. 230 000 unique beneficiaries by providing 429 145 services:

* Distribution of humanitarian aid;
* Repair works of housing damaged as a result of hostilities;
* Psychosocial support.

**Caritas Ukraine** (CUA) is a member of the international Caritas network and one of the largest non-governmental welfare organisations in Ukraine with headquarters in Lviv and Kyiv. It has a structure of more than 40 regional Caritas offices across the country. Caritas Ukraine has been working with people in need since 1992 (officially registered since 1999), regardless of religion, nationality or social status of those in need.

Caritas Ukraine is not only responsible for the overall management, coordination and monitoring of the project, but is equally involved in project activities, namely, intensive lobby and advocacy work on the national level. On the one side, CUA transfers the practices of regional Caritas organisations, beneficiaries’ needs and gaps in social provision to the legislative bodies of Ukraine, on the other side, all legislative changes and opportunities created by these changes are immediately transferred to regional Caritas organisations. In such a way, regional Caritases react to the changing legislation and adopt their services in order to meet the state requirements towards social service providers and get access to local budgets.

Project donor: Caritas Internationalis

**Former projects**

The Russian invasion of Ukraine has already led to enormous humanitarian and protection needs. Civilian casualties are rising, and damage to critical infrastructure such as roads, water, electricity and sanitation has significant humanitarian consequences. The 2023 explosion of the Kakhovska dam created a humanitarian crisis in the surrounding regions, the consequences of which are irreversible and will not be completely overcome for a long time. Many people were forced to leave their homes and settle in the western regions or leave the country while in the western regions in transit.

Many people also return to their homes at the slightest opportunity, and when the crisis worsens, they refuse to move far from their homes. In the future, it is planned to focus the project on the most vulnerable territories, complementing and interacting with other humanitarian projects of Caritas Ukraine, as well as taking into account the general humanitarian response plan for Ukraine.

Caritas Ukraine successfully implements emergency aid projects thanks to the Basic Needs project. The Basic Needs project include a combination of activities: information and transport to safe areas, child protection, provision of food and water, shelter and hygiene supplies.

## Context:

The project contributes to meeting the immediate humanitarian needs of vulnerable Ukrainians, who have been affected by war. **The overall objective is to provide people affected by the war in Ukraine with the satisfaction of their primary needs and a dignified recovery.**

The expected outcomes of the project are:

1. People/HHs in need, with a particular focus on children, are provided the necessary protection in line with the humanitarian principles
2. Vulnerable HHs have access to lifesaving shelter, food, water and necessary hygiene articles in line with the humanitarian principles

During January-February 2023, most of Caritas' efforts were focused on reformatting the project from focusing on all activities throughout the territory of Ukraine to focusing on the most vulnerable territory in terms of providing primary humanitarian aid, such as food kits, hygiene kits, light repairs, fuel for heating homes in winter etc. During the remaining time of the project, detailed response planning took place according to the resource and the most urgent needs at the time. The scale of the response remained for the entire territory of Ukraine, but with different emphasis of assistance. The need for humanitarian assistance and protection remains large and acute.

# Objective of the Evaluation

The final evaluation will focus on the following key objectives:

- Assess the relevance, feasibility, effectiveness, accountability and impact/sustainability of the project;

- Evaluate the effectiveness of the management of Caritas Ukraine and local branches in the coordination and management of the project within the framework of responding to crisis situations/emergency situations;

- Identify lessons learned, best practices and recommendations that will be used in the development of future projects and improved coordination between Caritas units.

# Scope of the Evaluation

**Thematic coverage** shall be focused within a single project “EA 31/2022/Ukraine/Ongoing Emergency Response to the war in Ukraine”. All project impacts shall be taken into account.

**Time period**: evaluation shall be done for the period 19 February 2024 – 19 March 2024.

# Evaluation Criteria and Key Evaluation Questions:

- Was the project development based on an unbiased needs assessment? Has a needs assessment been conducted, disaggregated by age, gender and other vulnerability criteria? Are people's needs, vulnerabilities and capabilities taken into account?

- Does the assistance provided by Caritas within the project meet the needs of the affected population? Have the people most in need of assistance been identified, selected and supported by the project?

- Which parts of the aid were the most relevant and why? Which were least appropriate and why? Were the measures aligned with the needs and priorities of the affected population?

- Have recommendations and lessons learned from previous reviews and assessments been applied to the response?

**Effectiveness:**

1. Was the response timely?
2. What internal and external factors affected the speed of response?
3. Was the internal organizational and management structure of the project effective?
4. Have proper systems been created to monitor the activities, results and results of the project?
5. Were the results of the monitoring used to adjust/revise the project?
6. Did the project activities contribute to the achievement of the expected results/indicators defined in the Results Framework?

**Impact:**

* Has the Caritas response strengthened local capacity?

**Sustainability:**

1. What are the planned and unintended, positive and negative consequences of the project?
2. What aspects of the project will have a long-term impact, if any?

# Accountability

- To what extent was the affected population involved in the development or implementation of the project?

- Have appropriate downward accountability systems (participation, information sharing and feedback/complaints) been established and used by project participants? Were the project participants aware of the feedback/complaints mechanism?

- Did the project participants and communities know about the selection criteria?

- Did the project participants and communities know about the help they can get?

# Coordination

- How effective was the internal coordination in Caritas units, Caritas Ukraine and between them?

- How effectively did Caritas of Ukraine coordinate the activities of the project in the centers?

- How effectively did Caritas Ukraine coordinate its activities with external stakeholders, such as other institutions, organizations, local and national authorities?

- What aspects of coordination could be improved in the future and how?

# Approach and Methodology

The Evaluator is expected to perform the evaluation in a strictly methodical manner in order to produce verifiable information and make recommendations that are valid and reliable based on data accessible by the client.

The evaluation will adopt a participatory, transparent and solution-oriented approach. The evaluation process, as well as the final results should be gender-sensitive and human-rights-based. The evaluator will use mixed-methods that are suitable to address the primary evaluation questions, as well as properly support its derivative conclusion and recommendation.

**Language** - English

**Example:**

The final evaluation will be based on two main stages of evaluation (1) development stage (2) field stage:

* **Development stage**

- Evaluation expert(s) will conduct a desk review of project documentation, including planning documents, project proposals, status reports and quarterly reports;

- The evaluation expert(s) will also review other relevant documentation, such as minutes of decision-making meetings, Caritas response methodologies, Caritas response situational reports, cell interim reports;

- The evaluation expert(s) will review other monitoring and reporting documents from secondary sources.

- If necessary, the evaluator(s) will receive feedback from the project manager regarding the most important objects to visit.

* **Field stage**

- After the design phase of the project, the evaluator(s) conduct fieldwork to collect and analyze data to answer the evaluation questions;

- Data collection methods should be inclusive and use a range of methods, including focus group discussions and interviews with key informants as well as key project stakeholders. To maximize data collection, evaluators should also explore the use of surveys and other remote data collection tools;

- The evaluator(s) should ensure systematic triangulation of data sources, data collection methods and tools, and seek to confirm the validity of the data through regular exchanges with program staff where appropriate.

# Deliverables

The evaluation expert(s) should obtain the following key results:

1. Draft Evaluation Report to be submitted to the Directorate of Caritas of Ukraine;
2. Final evaluation report including: summary, background, introduction, context, description of methodology, main results, conclusions including best practices and lessons learned, recommendations.

# Use of assessment results

The target audience of the evaluation is the key employees of Caritas Ukraine, including senior management, representatives of donors who supported the project, the humanitarian department of Caritas Internationalis and the Caritas Confederation. The results of the evaluation will be communicated to the participants as necessary.

# Timeframe for Deliverables

The actual evaluation work is to be carried out from 19.02.2024 to 19.03.2024, resulting in a total of 30 days.

The key products expected for the evaluation are the following:

The evaluator should present a detailed work plan and timeframe of all activities including the relevant resource allocation.

# Guiding Principles & Donor concepts

The consultant is to conduct the evaluation in accordance with the principles outlined in the “Caritas Internationalis management standards” document, the “Caritas Code of conduct”. The evaluator will be provided with a copy of these documents.

The evaluator must take all required steps to ensure that the evaluation is designed and conducted to respect and protect the rights and welfare of the people and the communities of which they are members, as well as to ensure that the evaluation is technically accurate, reliable, and legitimate, and conducted in a transparent and impartial manner. Moreover, the evaluation should ideally contribute to organizational learning and accountability.

# Professional Qualification and Experience

The evaluation consultant should meet the following, required skills and competence profile:

* Higher education in social sciences, political science, economics, development or related fields; Required
* Experience in conducting evaluations, especially in the field of humanitarian response; Required
* Ability to use participatory approaches to evaluation; Required
* Experience in operational management of humanitarian/development programs; Required
* Experience in operational management of humanitarian/development programs Required
* Good knowledge of the local context; Required
* Good analytical skills; Required
* Excellent written English skills; Required
* Any other relevant language skills; Required
* Understanding the structure and mission of the Catholic Church, Caritas centers, Caritas of Ukraine; Required

# Terms of Payment

The evaluator is to receive payment from Caritas Ukraine in 2 installments:

* **1st Payment**: 20% upon signing of the contract
* **Final Payment**: 80% upon the submission of the first draft of the evaluation report and final evaluation report, subject to its acceptance by Caritas

Caritas Ukraine will not settle any payment unless the consultancy institution accomplished all the tasks in a timely fashion. The basis for payment scheduling is to be determined during contract negotiations.

# Application Procedure

Interested candidates should submit their application material by 12.02.2024

The application itself should include the following components:

* Curriculum Vitae (CV) including 3 professional references, and indication of daily rates
* Cover letter transparently summarizing relevant experience in social sphere legislation and development of Logical Frameworks as well as practical experience in planning and conducting project evaluations
* Track record of conducted studies, research, publication and references
* A technical proposal for the evaluation, including the proposed evaluation methodology and work plan
* Financial proposal[[1]](#footnote-1) underlying the evaluation, including proposed fee for a maximum of 30 working days

# Proposals of the consultant

**Proposals must include;**

* The proposed evaluation methodology (if it differs from the above);
* Description of results and execution schedule;
* Financial proposal, including financial implications for other evaluators, if any;
* Summary(s) of the assessor(s).

**The proposal should be addressed to: tender@caritas.ua sheet topic: RFP-20242201.01\_Оцінювання (евалюація) проєкту**

Clarifying questions: Mariia Tsapovska, project manager: mtsapovska@caritas.ua

**Homepage:** [http://caritas.ua/](http://caritas.ua/?fbclid=IwAR0ZpBO7UxmGBnCwFRMCxnA-B9yAjZxMEMWuJ4RcvDW9yFHzizkbWC8uBkg)

1. [↑](#footnote-ref-1)