

# Evaluation of ADRA DK funded Livelihood Programmes in Syria and Yemen (2018-2024)

## Call for Proposals

### 1. Introduction

ADRA Denmark (ADRA DK) is commissioning an evaluation of livelihood activities in Syria and Yemen, funded under the Danida Strategic Partnership Agreement (SPA) between 2018 and 2024. The purpose of this Call for Proposals (CfP) is to outline the requirements for this evaluation in terms of evaluation team composition, required experience and expertise, deliverables, etc. Further details regarding the evaluation scope, objectives, process, methodology, project information, etc. can be found in the ToR for this evaluation.

### 2. Evaluation consultant/team - required competencies, expertise and experience

The below outlined experience and expertise are expected to be covered by the evaluator / evaluation team members:

- **Evaluation expertise/experience:**
  - Extensive experience in leading and conducting evaluations for humanitarian and/or development programmes, including evaluation methodology, data collection methods, analysis of quantitative and qualitative data, evaluation report writing and presentation of findings and recommendations.
  - Team leadership skills and experience in leading remote teams.
- **Technical expertise/experience:**
  - Experience in implementing livelihoods activities in humanitarian contexts
  - Technical knowledge and experience in other cross-cutting areas such as nexus, gender, environment and capacity strengthening.
  - Work or evaluation experience in Syria or Yemen and knowledge of the context in both countries.

If applying as a team, one of the team members should be appointed as the team leader and main focal point for ADRA DK.

Since travel to Syria and Yemen cannot be accommodated by ADRA at this point in time, we are looking for an evaluator or team that either is in-country or can supervise the data collection remotely with in-country enumerators or consultants. If the evaluator/evaluation team does not have already existing contracts with enumerators / local consultants in Syria and Yemen to collect the necessary data, ADRA can support with identifying candidates.

All evaluation team members will be asked to submit a signed statement declaring independence from any organizations that have been involved in designing, executing, or advising any aspect of the intervention that is the subject of this evaluation.

**3. Evaluation ethics**

This evaluation will be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’ (<https://www.unevaluation.org/document/detail/2866>). The evaluation consultant(s) must safeguard the rights and confidentiality of information providers, interviewees, and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultant(s) must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. It is the evaluation consultants’ responsibility to read and follow ADRA DK’s, ADRA Syria’s and ADRA Yemen’s Data Protection and Safeguarding Policies. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses with the express authorization of ADRA and partners.

**4. Deliverables**

The following activities will be expected to be conducted by the evaluation consultant or team:

- Desk/document review
- Producing inception report
- Oversee and train in-country data collection personnel
- Debriefing after data collection
- Thorough data analysis
- Validation session (online, see below)
- Evaluation report
- Presentation of evaluation findings and recommendations (online)

The following deliverables and deadlines will be required based on the assumption that the evaluator/ evaluation team will be recruited and start working by end of December 2024:

DELIVERABLES AND TENTATIVE TIMELINE	
<b>1. Inception Report</b> 10-15 pages By 31 Jan 2025	The inception report should be developed following and based on preliminary discussions with the Evaluation Committee after the desk review and should be produced before the evaluation starts (before any formal evaluation interviews, surveys or field visits). Depending on the proposed methodology, it should include the following: <ul style="list-style-type: none"><li>• Understanding of interventions, including stakeholder analysis</li><li>• Proposed evaluation approach and methodology (based on discussions with ADRA DK/Evaluation Committee)</li><li>• Data collection methods and tools (including number of surveys/interviews/ focus group discussions, list of respondents/interviewees, list of documents for document review, etc.)</li><li>• Draft survey/interview questionnaires</li></ul>

	<ul style="list-style-type: none"> <li>• Sampling method (sampling of sites and beneficiaries)</li> <li>• Evaluation matrix (see example in Annex 1)</li> <li>• Data analysis methods/tools</li> <li>• Limitations and risks</li> <li>• Workplan and timeline</li> <li>• Support/information required from ADRA DK/Syria/Yemen</li> </ul>
<b>2. Debriefing after data collection, including PPT used</b> By 1 Mar 2025	Immediately following the data collection exercise, ADRA DK may ask for an online debriefing of the field data collection to the Evaluation Committee. The PPT used should be shared with ADRA DK after the debriefing.
<b>3. Validation workshop, including PPT used</b> By 1 Apr 2025	Following a thorough data analysis, evaluation findings and recommendations should be presented in an online meeting (validation workshop) to the Evaluation Committee.
<b>4. Draft evaluation report</b> Max. 20 pages excluding Annexes By 15 Apr 2025	<p>The draft evaluation report should be shared with ADRA DK following the data analysis.</p> <p>The evaluation report should include the following:</p> <ul style="list-style-type: none"> <li>• Executive summary (1 page)</li> <li>• Introduction</li> <li>• Methodology</li> <li>• Limitations of the evaluation</li> <li>• Description of the evaluated interventions</li> <li>• Findings</li> <li>• Recommendations</li> <li>• Conclusion</li> <li>• Annexes <ul style="list-style-type: none"> <li>○ Questionnaires</li> <li>○ List of interviewees</li> <li>○ List of documents reviewed</li> <li>○ Evaluation Matrix</li> <li>○ Etc.</li> </ul> </li> </ul> <p>The Evaluation Committee should review the draft evaluation report and provide an amalgamated set of comments to the evaluator within three weeks after receipt. Comments and changes by the evaluator in response to the draft report should be retained by the evaluator to show how they have addressed comments.</p>
<b>5. Final evaluation report</b> Max. 20 pages excluding Annexes By 1 June 2025	<p>Two versions of the final evaluation report should be submitted:</p> <ol style="list-style-type: none"> <li>1. Version including comments by the Evaluation Committee and how they were addressed</li> <li>2. Clean version</li> </ol> <p>The Evaluation Committee will approve the final evaluation report.</p>
<b>6. Data sets</b> By 1 June 2025	The data collected during the evaluation should be anonymized and shared in Excel format, for ADRA DK, ADRA Syria and ADRA Yemen to use for future analyses.
<b>7. Presentation of findings to ADRA</b> By 15 June 2025	The final evaluation findings and recommendations should be presented to all staff at ADRA DK, ADRA Syria and ADRA Yemen through an online session.

Required content of the inception reports, evaluation reports and other deliverables are outlined in the table above. If specific formats are required for the reports, ADRA DK will provide those in due time.

The evaluation budget will be able to fund approximately 35-40 working days to be used by the evaluator / evaluation team in total during the evaluation period (approximately 6 months), excluding the time for data collection to be used by the in-country enumerators or consultants.

## 5. Application Process

Please submit the below documents by latest 02 December 2024 to [job@adra.dk](mailto:job@adra.dk).

- Cover letter
- CV of evaluator or of each evaluation team member if applying as a team
- Technical proposal outlining the proposed methodology (including proposed methods for each evaluation question), workplan, number of working days, team composition (max. 4 pages)
- Up to 2 work samples

Incomplete bids will be rejected.

For questions regarding the evaluation, please contact Senior MEAL Advisor, Benedikte Jeppesen ([benjep@adra.dk](mailto:benjep@adra.dk)), Humanitarian Coordinator for Syria, Insa Deimann ([insdei@adra.dk](mailto:insdei@adra.dk)), or Humanitarian Coordinator for Yemen, Freja Schurmann Munksgaard ([fremun@adra.dk](mailto:fremun@adra.dk)).

