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Terms of Reference

for Project Evaluation for DRC Poland

10/11/2022

DRC is looking for qualified consultants to perform project evaluation for DRC Poland in line with the Terms of Reference presented in this document. DRC is present in Poland since March 2022, primarily supporting civil society organisations engaged in migration topics and assistance to refugees and migrants fleeing war in Ukraine.

Since July 1st DRC together with its 12 partners in 4 cities is implementing a project “Comprehensive protection services in selected Blue Dot Centres for persons affected by the war in Ukraine and seeking refuge in Poland.” The project is implemented in Warsaw, Lublin, Gdynia, Wroclaw; it also includes mobile outreach activities in the same voivodship for persons of concern residing outside of the city.

The envisaged evaluation serves accountability and learning purposes, with a focus on protection outcomes as well as analysis of processes which aim to contribute to collective protection outcomes.

Background, rationale and purpose of the evaluation

With the focus on individuals, families or groups at particular risks and/or persons with specific needs, this evaluation aims to:

- Collect qualitative evidence on Protection Outcomes (immediate outcomes) for the Persons of Concern (PoCs) participating in or benefiting from the project. Analyse strategies, channels and activities applied to reach the PoCs in all 4 locations.
- Examine influence/importance of project partnership as well as collaboration between the partners with regards to these strategies.
- Examine lessons learned that emerged throughout the project and if and how this learning was applied to implement project activities and how can they be applied in the future.
- Discuss the factors that facilitate and hamper outreach to the PoCs in the project and what are the prospects for the immediate future.
- Provide key learnings and recommendations with regards to the future of the project, protection programme, future focus and opportunities for reaching the PoCs for DRC and its partners in Poland.

Key evaluation questions and criteria

Key evaluation questions	Evaluation criteria
To what extent was the project relevant for the People of Concern, including individuals, groups and communities at particular risks and/or persons with specific needs (including but not limited to people with disabilities, children, Roma community, third-country nationals,)?	Relevance (OECD-DAC)
How did people participate in the project activities and how have they benefited from that participation and assistance? What participation avenues were created for individuals, families or groups at particular risks and/or persons with specific needs?	Relevance (OECD-DAC) and CHS Commitment 4

<p>To what extent has received assistance contributed to protection outcomes and to what extent are People of Concern satisfied with the assistance provided? To what extent people at particular risk were identified and participated in the project?</p>	<p>Effectiveness (OECD-DAC)</p>
<p>How did the organisations in the different locations identify individuals, groups and communities at particular risks and what lessons learned have emerged throughout the project? What policies, strategies and practices are in place or under-development to enhance participation of persons with specific needs.</p> <p>Whether and how the established project partnerships and collaboration between DRC and the 12 partners has influenced these strategies and practices, how important were they to contribute to protection outcomes?</p> <p>To what extent the established relationships, coordination and referral mechanisms with municipality services, other service providers have contributed to protection outcomes (has there been any duplication)?</p> <p>What factors facilitated and hampered outreach to and participation of individuals, families or groups at particular risk? Whether and how did the project connect with other similar activities or projects funded from other streams, including DRC funding?</p> <p>What are the key lessons learned and recommendations with regards to the future of the project, considerations of geographical scope and scale, protection programming with the local partners, future focus and opportunities for reaching individuals and groups at particular risks and/or persons with specific needs in Poland?</p>	<p>Effectiveness (OECD-DAC) and Continuous learning and improvement (CHS Commitment 7)</p>

Proposed methodology

The methodology is focused on qualitative methods and will include:

- desk research
- key informant interviews with project partners' personnel
- semi-structured or in-depth interviews with the People of Concern participating in the project
- and other methods as deemed relevant.

Timeline and Deliverables

#	Deliverable	Deadline
1	Draft Report: Soft copy (MS Word document format), editable, in English	16 th December 2022
2	Final Report: Soft copy (PDF format), signed by the lead evaluator, in English	22 nd December 2022
3	Invoice (last date)	31 st December 2022

The assignment is estimated to take a minimum of 20 working days. The desk research and key informant interviews will cover all 4 locations, while field-level data collection will be conducted in 2 locations, to be determined between the consultants and DRC.

Payment for the Consultancy Services

There will be made one-time payment for the consultancy services provided after the submission of the indicated evaluation deliverables and the invoice.

Note: the consultant is expected to cover the logistic costs to and from the project sites and reflect it in the proposed consultancy fee.

Consultant profile/Qualification (35% of total technical score)

For this task, DRC seeks a consultant or a pair of consultants with the following expertise and skills:

- Relevant educational background,
- Demonstrated experience in working with individuals, groups and communities at particular risks and/or persons with specific needs in Poland and in the region,
- Demonstrated expertise in evaluation of civil society programmes, preferably in displacement, refugee, humanitarian and/or development contexts and programmes, in the region,
- Demonstrated knowledge of evaluation tools, processes and approaches,
- Strong analytical skills and ability to synthesize and present findings, draw practical conclusions, make recommendations,
- Track record of high-quality evaluations, assessments or studies,
- Excellent analytical, interpersonal, and reporting skills,
- Strong communication and facilitation skills (verbal and written), including proficiency in English are required,
- Proficiency in Polish will be an added-value, at least for one of the consultants,
- Language skills in Ukrainian and/or Russian – required for at least one of the team members.

Please note that DRC will only contract consultants that are tax registered for the provision of their consultancy services.

Procedure for submission of quotation

Interested consultant(s) should submit the following documents to tender.pol@drc.ngo by **Sunday 20th of November 2022 23:59 (GMT+1)** latest:

- Updated CV of the consultant or the team of consultants,
- An offer, consisting of an inclusive daily consulting fee for the proposed number of working days. The daily fee is to include all institutional overheads and management cost in Polish Zloty (PLN).
- Completed DRC Supplier Profile Registration Form
- Up to three work sample(s) of similar assignments delivered (*preferably* links to documents); and
- A brief methodology in response to ToR (no more than 3 pages) that covers:
 - o The consultant's suitability for the assignment,
 - o Suggested approach or focus, methodology, and the action plan in relation to the requirements stated in the Terms of Reference.

Evaluation of submitted bids/offers

The evaluation is made on a technical and financial basis.

The proposed technical offers by bidders will be evaluated using the following weighting, and points will be allocated on a scale from 1 – 10 for each of the criteria stipulated below (and as specified in the sections Consultant profile/Qualification and Proposed methodology):

1. Consultant qualifications	35%
2. Outlined methodology	35%
3. Price	30%

All bidders must obtain an average score of at least five for the total technical scoring in order to proceed to the financial evaluation. The financial offer will then be weighed against the technical offer.

The total cost of the financial offer should be mentioned in the RFP document, while the breakdown of the budget should be attached separately.

Additional information

For additional information regarding this consultancy, please contact: Simona Simkute, MEAL Specialist at simona.simkute@drc.ngo.

Confidentiality

All information presented, obtained and produced is to be treated as DRC's property and is considered as confidential for all other purposes than what is outlined in the ToR.

The selected consultant is upon signing off the contract required to sign a confidentiality agreement. The material prepared by the consultant cannot be sold, used or reproduced in any manner (partially or in full) by the consultant without prior permission from DRC.