



ToR for Conducting:
PDM FOR DISTRIBUTION OF DIGNITY KITS IN AFAR REGION

Project Title: Post-conflict medical and Mental Health and Psychosocial Support (MHPSS) services to Gender Based Violence (GBV) survivors.

Funded by: EuropeAid/181903/DD/ACT/ET-2

Sub granted by: SCI

Implemented by: ASDEPO

Aug/2026

ASDEPO

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1. Background

Communities in the Afar Region continue to experience the impacts of conflict, displacement, drought, and limited access to basic social services. These conditions have increased protection risks for women, girls, boys, and vulnerable households, including Gender-Based Violence (GBV), child neglect, child abuse, exploitation, and psychosocial distress. At the same time, awareness of available protection services and referral mechanisms remains limited among community-level structures and local actors.

Community-based structures such as community leaders, women groups, youth groups, religious leaders, Child Protection Committees (CPCs), Women Development Armies (WDAs), and other local structures play a critical role in identifying vulnerable individuals, disseminating information, supporting safe referrals, and strengthening community protection systems. However, many of these groups require additional orientation and linkage with formal service providers to effectively support survivors and at-risk individuals.

In response, ASDEPO, in partnership with Save the Children Ethiopia, is implementing activities aimed at strengthening community-based protection systems and improving access to survivor-centered services. Under Activity 2.2.2.e Procure and distribute locally available and acceptable dignity kits to women and girls to meet their basic needs also will conduct awareness and information-sharing sessions with existing community-based structures on available GBV and child protection services and facilitate safe referral linkages to relevant service providers.

This term of reference focuses on recruiting a consultant for conducting a Post Distribution Monitoring (PDM) for the distributed Dignity Kits for the crisis affected 1200 beneficiaries in three woredas (Abala, Wasama, and Erebti Woredas) (Aba'ala Woreda: Haridan, Merayele, Gelayso, (Wasama Woreda: Gubie, Adukeleo, Wasama, (Erebtı Woreda: Adu, Alebo, Bahari) of Afar Region. The target woredas and the number of beneficiaries in each woreda are presented in table below.

Table 1: Target woreda and Beneficiaries of the dignity kits distribution

S. N	Woredas	Number of Beneficiaries
1	Abala	400
2	Wasama	400
3	Erebtı	400
	Total	1,200

Table 2: List of Dignity Kit component/items distributed per beneficiary

S.N	Item description	Item distributed per beneficiary
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1	Bag-medium-sized (35-40L), strong, water-resistant material (e.g. Merdofa or Canvas), with zipper and shoulder straps, can carry all items discreetly. Donor and ASDEPO logo placement (1pc per individual)	1 piece
2	Underwear (100% cotton, breathable, assorted adult sizes (M/L/), high-quality elastic waistband), one pack will contain 12 pcs of high-quality underwear, 2pcs per individual (1 medium size and 1 large)	2 piece
3	Reusable Sanitary Pads Washable, durable, reusable for at least 12 months, cotton surface with waterproof layer, with wings/snaps, includes waterproof storage pouch (one pack containing 3 pieces) (2-day pads and 1- night pad) (1pack per individual)	1 pack
4	Multi-purpose laundry soap 250 gm Suitable for washing clothes, wrapped, non-toxic (2pcs per individual)	2 pieces
5	Body Soap (100kg Mild, skin-safe, non-irritant, unscented or lightly scented) (2pcs per individual)	2 pieces
6	Whistle /Fisheka (Plastic or metal, includes neck string/lanyard, for use in emergency situations) (1pc per individual)	1 piece
7	Flashlight (Battery-operated or solar/USB rechargeable, durable plastic casing, water-resistant. Batteries to be included (if applicable) (1pc per individual)	1 piece

As the distribution of the proposed Dignity Kit is successfully completed, it is essential to conduct a PDM to assess the relevance, usefulness, and appropriateness of the kits, as well as gather feedback on beneficiaries' satisfaction and any challenges encountered. To these ends, data will be collected from the beneficiaries in both regions. Hence, this Terms of **Reference** (TOR) summarizes the proposed activities to cascade and conduct PDM.

2. Objective of the PDM

Major Objective

The PDM is planned to be conducted within two weeks of the distribution, by an external consultant. This is intended to assess the relevance, usefulness, and appropriateness of the distributed kits for the target beneficiaries in the woredas of Afar Region. It is also intended gather beneficiary feedback on their satisfaction and document any challenges encountered throughout the process, from beneficiary selection to the final distribution and use of the items.

The specific objectives of the PDM include:

1. To assess the timeliness, effectiveness and efficiency of the dignity kits distribution
2. To verify receipt of correct types and amounts of items to target vulnerable reproductive aged women and girls
3. To assess the overall satisfaction of the items distributed from the perspective of beneficiaries
4. To assess adherences to accountability to affected in the process of distribution of the dignity kits for the beneficiaries
5. To assess challenges or protection concerns encountered through the process of distribution.
6. To document and utilize the information to improve future distributions and overall program quality of other similar projects.

3. Components of the PDM

This PDM require the submission of separate financial and technical proposals as well as separate final reports for the distribution of dignity kits for 1,200 beneficiaries in three woredas of Afar Region.

4. Deliverables

4.1 Inception Report

The inception report should contain: The key data of the consultancy, suggestions for TOR amendments, the consultancy preparation (team, timetable, distribution of tasks, reporting), evaluation design (Chosen methods, approach, steps for their implementation, plan for enumerators and their training), tools for their implementation (questionnaires, KII, data processing and analysis etc.), a draft implementation plan for the consultancy. The inception report could be discussed with ASDEPO MEAL and Program teams.

4.2 Preliminary Evaluation Report

All findings, conclusions and recommendations including the methodology should be described , presented and submitted to ASDEPO and evaluated by the ASDEPO.

4.3 Final Report

The PDM requires a separate report for each of the distribution in three woredas in Afar and Region with key findings, conclusions and recommendations and lessons learnt, presented in a clear and transparent way possibly put next to each other in a table to demonstrate the logic. The reports can be extended by the evaluator by additional points if necessary. All appendices and relevant pictures should be annexed with the necessary captions.

5 Duties and Responsibilities

A. ASDEPO will provide:

1. All necessary / required project documents.
2. Staff technical support during data collection.

B. The consultancy firm is expected to:

1. Document, review and analyse what is the current experience and capacity of the consultant in conducting PDMs.
2. Develop harmonized PDM tools that are integrated and aligned with the project indicators, desired goals and methodologies for response strategy.
3. Train and orient the data collectors on the use of the tools developed in point 2 and best practices when conducting PDMs.
4. Develop and implement a survey report of the main tools used by the project team during the entire process to conduct PDMs.
5. Ensure logistic arrangement, deployment of enumerators and supervisors for the assessment.
6. Undertake the Post-Monitoring Distribution within the proposed time frame.
7. Submit a final Report outlining overview of findings, activities and any key recommendation for future Dignity kit distribution interventions.

6 Methodology

The assessment should employ mixed methods approach and expected to make use of qualitative and quantitative data from both primary and secondary sources.

6.1 Secondary Data

The consultant is expected to collect necessary secondary information including the project proposal, operational plan, progress reports (weekly, monthly, quarterly), the regional and federal government statistical reports, and unpublished woreda government offices information. This pertinent information will be extracted and used to shape the qualitative and quantitative data collection tools.

6.2 Quantitative Data Collection Tools

The consultant has to conduct a beneficiary survey taking a representative sample from the beneficiary population.

6.3 Qualitative Data Collection Tools

The following qualitative data collection tools are expected to be used:

- Focus Group Discussions (FGD)
- Key informants Interview (KII)
- Physical observation of activities and in-kind distributions

6.4 Target Population and Sample Size

The target population for this PDM will be the total of 1200 beneficiaries in three project woredas in Afar Region. The consultant is expected to take a representative sample for each of the beneficiary population in the region and conduct the survey accordingly.

6.5 Sampling Techniques

The sampling strategy must guarantee adequate representation of specific sub-groups of interest within the beneficiary population. This is based on the prioritization criteria used to provide the assistance.

The sample size should be determined using accepted sample size determination formula or methods taking 95% confidence level and 5% margin of error.

6.6 Selection and Training of Enumerators

The consultant is expected to recruit qualified and experienced enumerators for each target woreda. In addition, the consultant shall provide the necessary training and/or orientation to ensure that data collection is conducted efficiently and smoothly.

6.7 Data Entry and Analyses and Report Writing

The quantitative data could be collected using mobile application such as KoboToolbox, Survey CTO ... etc. The data then should be entered, analysed and used in relevant section of the report while also being presented using appropriate data presentation tools. The results from the quantitative data should be corroborated with the qualitative results while also drawing necessary inferences and reflections in line with applicable standards and principles.

Initially, a draft report is expected to be prepared and submitted to ASDEPO for review. The final report expected to incorporate the feedback on the draft report and be submitted to ASDEPO in electronic and hard copies.

7 Requirement/qualification

- The consultant individual should have a minimum of B.A/ B.SC in any fields of study.
- Strong analytical, report writing and presentation skills.
- Present evidence of conducting similar studies.
- Strong qualitative and quantitative research and analytical skills.
- Proven record of excellent management, leadership, decision-making and interpersonal skills.

- Proven strong, clear technical writing and oral presentation skills in English.
- Proven ability to prepare high-quality technical reports on time.
- The consultant is expected to review the TOR very carefully.

8 Experiences

- Previous valued experience in the setting of humanitarian response and conducting PDM.
- The consultant/candidate should have a minimum of B.A /B.SC in any fields of study.
- Strong analytical, report writing and presentation skills.
- Strong qualitative/quantitative research and analytical skills
- Proven record of excellent management, leadership, decision-making and interpersonal skills
- Proven strong, clear technical writing and oral presentation skills in English
- Proven ability to prepare high-quality technical reports on time.
- Proven ability to prepare high-quality technical reports on time.

9 Duration of the Work

The consultant will be contracted for a maximum of three weeks to complete the assignment starting from the signature of the contract.

10 Work Schedule and Responsible Bodies

Activity description	Date	Responsible Bodies
PDM technical and Financial proposal	Week 1	Consultancy
Submission of Inception report (2 reports)	Week 1	Consultancy
Preparing agreement/contract and providing advance payment	Week 1	ASDEPO
Travel to project woredas	Week 1	Consultancy
Train enumerators, supervisors and data clerks/entry on data collection for a day	Week 2	Consultancy
Field data collection	Week 2	Consultancy
Data cleaning and data summary for analysis	Week 2	Consultancy
Data Analysis and draft report writing	Week 2	Consultancy

Activity description	Date	Responsible Bodies
Sharing the first draft report for a comment	Week 3	Consultancy
Incorporating comments and Presenting all the final PDM reports to ASDEPO (2 PDM reports)	Week 3	Consultancy

11 Selection Criteria/Procedures:

The consultancy can only be done by firms or individuals, the firm that get the highest points as per the below selection criteria. The criteria will be based on technical capacity of the consultant (60%) and financial viability (40%). The firm that scored higher result will be awarded the assignment.

Activity description	% Value
Understanding the TOR	5
Accuracy and relevance of the proposed technical approach and methodology	15
Completeness of proposal (general information, activity plan, budget, team expertise, etc.)	20
Proposed team: expertise and competencies to address project components	10
Relevance and capability/skill of the firm/contractor to implement/manage the assignment	10
Budget justification and costs realism	40
Total	100

12 Terms of Delivery and Payment

Payment schedule (upon receiving invoice from consultant):

1. 40% upon ASDEPO's approval of inception report
2. 60% upon ASDEPO's approval of finalized report

13 How to Apply

Technical submissions must include the curriculum vitae of all project participants, a record of the company's prior performance in related tasks and contact information for reference organizations.

The following documents must be submitted with the application by interested potential consultant or consulting firm:

- a. A cover letter introducing the consultant.
- b. A technical proposal of not more than 10 pages outlining how to execute the task with a clear framework, methodology and timelines.
- c. Resume of the consultant, or each team member for firms
- d. Evidence of experience for conducting similar assignments (samples of similar work)
- e. Proposed budget indicating consultancy fee, costs of enumerators/ data collection, logistics cost and all other auxiliary costs in ETB.
- f. Reference letters and the contact of at least three referees (email and telephone).
- g. License to operate: Registration certificate from the country of origin and tax compliance certificate
- h. Should be submitting sample of timesheet for the data collectors and supervisors.

Interested potential applicants'/ consultant firm that meet the above requirements should submit technical and financial **proposal in separately sealed and stamped envelopes** using the address: ASDEPO Head Office, Lemi-Kura sub-city woreda 08, Around Figa Traffic light/ Behind Anbesa Bank Figa Branch.

Note:

Applicants must submit their separately sealed financial and technical proposals on or before September 14/2026.