



ToR for Conducting:

**POST DISTRIBUTION MONITORING FOR CASH FOR
NUTRITION SUPPORT**

**Project title: Better Nutrition through Emergency Cross-sectoral
interventions (Agriculture, WASH, and Health) in Gida Ayana
Woreda of Oromia Region**

Project Code: CBPF-ETH-25-S-NGO-35966

Supported by: EHF/PAD

Implemented by: ASDEPO

May 2026
Addis Ababa, Ethiopia

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1. Introduction

To support the IDPs, Returnees and Host Communities in Gida Ayana Woreda of Oromia Region, Action for Social Development and Environmental Protection Organization (ASDEPO) along with Positive Action for Development (PAD) designed a cross-sectoral project aimed at improving the nutritional status of affected communities through cross-sectoral interventions that included Nutrition, Health, WASH and Agriculture. Sub-granted through PAD (lead organization), ASDEPO is implementing the nutrition project while PAD is managing the implementation of health, WASH and Agriculture sectors.

The nutrition project, among the activities, includes a cash support component targeting caregivers of children recovering from malnutrition and discharged cured from OTP/SC services, as well as malnourished pregnant and lactating women. This support aims to prevent relapse by strengthening household purchasing power and reducing the opportunity cost of caregiving in contexts of high food insecurity.

For caregivers of infants under six months, the cash assistance enables mothers to procure essential food supplies from local markets, thereby improving their own nutritional intake during lactation and enhancing the infant's nutrient intake through breastfeeding. For children over six months, mothers or caregivers similarly use financial support to purchase food supplies that supplement the child's diet, helping to sustain recovery and prevent recurrence of malnutrition.

Through this project, ASDEPO provided cash assistance to 382 caregivers of children with severe acute malnutrition (SAM) who were discharged cured from OTP and SC centres in Gida Ayana Woreda. Each beneficiary received ETB 8,844.00 via bank transfer deposited directly into their account through the Commercial Bank of Ethiopia. Beneficiary selection was carried out in collaboration with the four health clusters in Gida Ayana, an established selection committee, and the Woreda Health Bureau.

2. PDM for Provision of Cash Assistance

This term of reference is intended to recruit a licensed consultant firm for conducting a Post Distribution Monitoring (PDM) for the Cash Assistance Provided for 382 caregivers of children with severe acute malnutrition (SAM) who were discharged cured from OTP and SC centres in Gida Ayana Woreda. The target health clusters and the number of beneficiaries under each of the clusters are presented in the following table.

Table 1: Target clusters and Beneficiaries of the cash Assistance

SN	Health Cluster	Number of Beneficiaries
1	Ayana	197
2	Andode Dicho	62
3	Geba Jimata	54
4	Jangir	69
Total Number of Beneficiaries		382

As the provision the proposed Cash for Nutrition Assistance is successfully completed, it is required to conduct a PDM to measure the appropriateness of the distribution, the effectiveness of the distribution methodology, and the possible protection risks encountered

related to the cash assistance transfer. The data for the assessment will be collected directly from sample beneficiaries from all the four health clusters in Gida Ayana Woreda.

3. Objective of the PDM

3.1. General Objective of the PDM

The PDM is planned to be conducted within two weeks of the completion of the cash assistance transfer, by a licensed external consultant. The PDM is intended to measure the appropriateness of the distribution, the effectiveness of the distribution methodology, and the possible protection risks encountered during and after the distributions. It is also intended to 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.

3.2. Specific Objective of the PDM

The specific objectives of the PDM are:

1. To assess the timeliness, effectiveness and efficiency of the cash transfer
2. To verify receipt of correct amounts of cash assistance by the target beneficiaries
3. To assess the overall satisfaction of beneficiaries with the process followed in the cash transfer
4. To assess adherences to accountability to affected people in the process of selection of beneficiaries and cash transfer to the beneficiaries.
5. To assess challenges and/or protection concerns encountered during and after the cash transfer.
6. To systematically document and apply lessons learned to strengthen future cash support interventions and enhance the overall quality and effectiveness of similar projects.

4. Deliverables

4.1. Inception Report

The inception report should contain: The key data of the consultancy, suggestions for ToR amendments (if any), the consultancy preparation (team, timetable, distribution of tasks, reporting), evaluation design (chosen approach, design, data sources and tools for their implementation (questionnaires, KII, data processing and analysis etc.), sample size and sampling technique, data analysis and presentation tools, steps for their implementation, plan for enumerators and their training, a draft implementation plan for the consultancy and ethical consideration to be considered in the process of data collection, analysis and presentation. 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 and presented and submitted and evaluated by ASDEPO MEAL department. The consultant is required to submit or grant access to collected raw data, with particular emphasis on the sample survey data.

4.3. Final Report

The final report must present key findings, conclusions, recommendations, and lessons learned in a clear and transparent manner, ideally organized side by side in a table to demonstrate the logical progression. It should also incorporate all comments and feedback provided on the preliminary evaluation report. Where necessary, the evaluator may extend the report with additional points. All appendices and relevant photographs should be annexed with appropriate captions.

5. Duties and Responsibilities

A. ASDEPO will provide:

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

B. The consultant:

1. Responsible for logistic arrangement, and deployment of enumerators and supervisors for the assessment.
2. Document, review and analyse what is the current experience and capacity of the consultant in conducting PDMs.
3. Develop harmonized PDM tools that are integrated and aligned with the project indicators, desired goals and methodologies for response strategy.
4. Train and orient the data collectors on the use of the tools developed in point 2 and best practices when conducting PDMs.
5. Develop and implement a survey report of the main tools used by the project team during the entire process to conduct PDMs.
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. Qualitative Data Collection Tools

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

- i. Focus Group Discussions (FGD)
- ii. Key Informants Interview (KII)
- iii. Observation

6.3. Quantitative Data Collection Tools

The consultant firm must conduct a beneficiary survey taking a representative sample from the beneficiary population.

6.4. Target Population and Sample Size

The target population for this PDM will be the total 382 beneficiaries in Gida Ayana Woreda provided cash for nutrition assistance through bank transfer. The consultant is expected to take a proportional representative sample for each of the beneficiary population in each of the four health clusters of Gida Ayana Woreda.

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 with 95% confidence level and 5% margin of error.

6.6. Selection and Training of Enumerators

The consultant firm is expected to recruit qualified and experienced enumerators for the activity. 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 Kobo Toolbox, SurveyCTO ... 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 (Preliminary Evaluation 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 stamped electronic and hard copies.

7. Requirement/qualification

- The consultant firm's key individual leading the activity should have a minimum of M.A/ M.Sc. degree 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 MA /M.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 firm will be contracted for a maximum of three weeks to complete the assignment, starting from the signature of the contract. **The final report submission date is June 20, 2026.**

10. Selection Criteria/Procedures:

The consultancy can only be done by a 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.

Table 3: Evaluation Criteria

Evaluation Criteria	% 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

11. Work Schedule and Responsible Bodies

Table 4: Work Schedule and Responsible bodies

Activity description	Date	Responsible Bodies
PDM technical and financial proposal	Week 1	Consultant
Submission of Inception report	Week 1	Consultant
Preparing agreement/contract and providing advance payment	Week 1	ASDEPO
Travel to project woredas	Week 1	Consultant
Train enumerators, supervisors and data clerks/entry on data collection for a day	Week 2	Consultant
Field data collection	Week 2	Consultant
Data cleaning and data summary for analysis	Week 2	Consultant
Data Analysis and draft report writing	Week 2	Consultant
Sharing the first draft report for a comment	Week 3	Consultant
Incorporating comments and presenting all the final PDM reports to ASDEPO	Week 3	Consultant

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 from 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. A sample of timesheet for the data collectors (enumerators) and supervisors should be submitted.

Interested potential licensed consultant firm (applicant) that meet the above requirements should submit their technical and financial proposal in a 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. Proposal must be submitted on or before May 26/2026

For further information, please contact us at 0116685262 or via email at obsa.t@asdepo.org and banche.a@asdepo.org.