



**Terms of Reference to Conduct Post Distribution Monitoring (PDM) at Afdem Woreda
Siti Zone, Somali Regional State.**

December, 2024

1. Introduction

Action for Social Development and Environmental Protection Organization (ASDEPO) is an Ethiopian indigenous, non-governmental and non-profit making humanitarian organization established in 2013. ASDEPO is currently implementing different development and humanitarian response projects under its seven thematic areas Health, Education, Wash, Environmental Protection and Climate Change (livelihood) Humanitarian Response and Gender Based Violence... ASDEPO aspires to see the severing community were affected by the server drought particularly in Somali region and many areas in the country, because of this, the ASDEPO decided to respond as best they can with the help of different donors.

ASDEPO has secured budget from Ethiopian Humanitarian Fund (EHF) to implement a project entitled " **Multi-sectoral Emergency Response to Supporting Drought and Conflict Affected Communities in Afdem Woreda Siti Zone, Somali Regional State.**" The project is implementing in a period of 12 months beginning from 15-May-2024 to 14-May-2025 in the specified woreda.

The Humanitarian needs in Ethiopia have been increasing from time to time caused by mainly drought and conflict. The humanitarian needs in Somali region remains dire resulted from multiple and overlapping shocks such as conflict, displacement and drought. The impact of the humanitarian access challenges in increased the vulnerability of the affected communities especially IDPs and returnees. The security situation remains fluid and the IDPs and returnees remain without humanitarian support.

ASDEPO has been implementing a "**Multi-sectoral Emergency Response to Supporting Drought and Conflict Affected Communities in Afdem Woreda Siti Zone, Somali Regional State.**" Through this project, ASDEPO support the IDP in Afdem woreda who are in need of immediate lifesaving humanitarian support. The project integrates WASH/NFI and Dignity kit provision response. ASDEPO has been managing the implementation of WASH which mainstreamed across the thematic sectors to strengthen the sector specific needs.

2. Project description

Action for Social Development and Environmental Protection organization (ASDEPO) has been present and implementing a project entitled "Multi-sectoral Emergency Response to Supporting Drought and Conflict Affected Communities in Afdem Woreda Siti Zone, Somali Regional State." since May 2024. The project has been funded by EHF. ASDEPO has been

implementing the project activities through ensuring the main objective of this allocation, distribution of WASH NFI and Dignity kit.

The following tables depicted the item distributed.

Table 1. Types of items distributed

S.N	Item description	Item distributed per Household	Remark
1	Provision/Distribution of lifesaving WASH NFIs	400 HH	
2	Provision/Distribution of lifesaving hygiene kits	200 women and girls	

Table 2. List of items distributed

S.N	Item description	Item distributed per Household	Remark
WASH NFIs in Kind			
1	Jerrican(20 litters)	2 Pieces per HH	
2	Bucket/household	1 Piece per HH	
3	Washing Basin	1 Piece per HH	
4	Body soap(259gm)	1 per HH month	
5	Laundry soap(250gm)	1 per HH per month	
6	Flashlight	1 Piece per HH	
7	P&G water treatment chemical		
Lifesaving hygiene kits/ Dignity kits for women and girls			
1	Under wear (three size pack)	1 pack per 1 girl/ woman for 200	

		women and girls	
2	Flashlight	1 pieces per 1 girl/ woman for 200 women and girls	
3	Body soap (250gm)	3 pieces per 1 girl/ woman for 200 women and girls	
4	Laundry soap (200gm)	3 pieces per 1 girl/ woman for 200 women and girls	

As the distribution of the proposed WASH NFI and Dignity kit in Kind distribution and is successfully completed, it is important to conduct a PDM assessment to verify, evaluate and impacts the actual beneficiaries have received the WASH NFI and Dignity kit in kind. To achieve this objective data will be collected from the beneficiaries to measure the effects of the intervention. Hence, this Terms of Reference (TOR) summarizes the proposed activities to cascade and conduct PDM.

2. Objective of the PDM

3.1.Major Objective

The purpose of the Post Distribution Monitoring (PDM) is to determine the effectiveness/impact of the WASH NFI and Dignity kit distribution project in terms of its intended objectives and assess/evaluate the level of satisfaction of beneficiary on the delivery of assistance including participation, relevance, targeting, timeliness, quality, and quantity of the support.

4. Components of the PDM

This PDM requires three independent/separate reports:

1. WASH NFI and Dignity kit distribution PDM report

5. Deliverables

a) Inception report

It should contain: The key data of the consultancy, suggestions for TOR amendments, if necessary, 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 will be discussed with ASDEPO (MEAL and Program teams).

b) Preliminary Evaluation Report

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

c) Final report

The final report should be delivered. Key findings, conclusions and recommendations and lessons learnt should be presented in a clear and transparent way, possibly put next to each other in a table to demonstrate the logic. The report can be extended by the evaluator by additional points if necessary. All appendices and relevant pictures should be annexed.

6. Responsibilities and duties

a. ASDEPO will provide:

1. All necessary /required project documents.
2. Staff technical support during data collection.
3. The consultant is responsible for logistic arrangement, deployment of enumerators and supervisors for the assessment.

b. The objectives of the consultancy are to:

1. Document, review and analyse what is the current experience and capacity of the beneficiaries 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. Undertake the Post-Monitoring Distribution within the given time frame.
6. Submit a final Report outlining overview of findings, activities and any key recommendation for future WASH NFI and Dignity kit interventions.

7. Methodology

7.1. Target Population

The target population for this PDM will be the selected sample of beneficiaries those who have received WASH NFI and Dignity kit. The survey will be conducted on the targeted

households in Afdem Woreda Siti Zone, Somali Regional State region where distribution has been conducted.

7.2.Sampling Techniques

The sampling strategy must guarantee adequate representation of specific sub-groups of Interest within the sample. This is based on the prioritization criteria used to provide the Assistance.

The consultant may select using:

- (i) Probability sampling: where individuals are selected at random.
- (ii) Non-probability sampling: where people are selected based on subjective judgment rather than random selection.

8. 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.
- ☐ Evidence of success in conducting similar studies
- ☐ 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

The consultant is expected to review the TOR very carefully.

9. 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.
- ☐ Able to present evidence of success in conducting similar case studies
- ☐ 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

10. 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. The final report submission date is January 3, 2024.

11. Work Schedule and Responsible Bodies

Activity description	Date	Responsible Bodies
PDM proposal development and sending for review	December 30/2024	Consultancy
Preparing agreement/contract and providing advance payment	January 02/2024	ASDEPO
Travel to Dulecha	January 06/2024	Consultancy
Train enumerators, supervisors and data clerks/entry on data collection for a day	January 08 /2024	Consultancy
Field data collection	January 11- 13/2024	Consultancy
Data cleaning and data summary for analysis	January 14-16/2025	Consultancy
Data Analysis and draft report writing	January 18-20 /2025	Consultancy
Sharing the first draft report for a comment	January 21/2025	Consultancy
Incorporating comments and Presenting all the final PDM reports (ESNFI and WASH NFI PDM reports) to ASDEPO	January 22/2025	Consultancy

12. Selection criteria/procedures

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

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

10. Terms of Delivery and Payment

Payment schedule (upon receiving invoice from consultant):

- 40% upon ASDEPO's approval of inception report
- 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 the interested consultant or consulting firm:

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

Interested applicants/ Consultant/firm that meet the above requirements should deliver their technical and financial proposal with stamped envelope using the following options: ASDEPO Head Office, Lemi kura sub-city woreda 08, around Figa lighth; Tel 011-6662473 within 4 working days from the first date of this announcement/ up to 27/12/2024/.

For further information you can call with cell phone #: 0911152697