



Save the Children®

**NUTRITION SENSITIVE AGRICULTURE CAPACITY STRENGTHENING PROJECT END-TERM EVALUATION
TERMS OF REFERENCE**

MARCH 2025

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ACRONYMS

FAO	Food and Agriculture Organization
M&E	Monitoring and Evaluation
MEAL	Monitoring, Evaluation, Accountability and Learning
MOA	Ministry of Agriculture
NSA	Nutrition-Sensitive Agriculture
NSA CASE	Nutrition-Sensitive Agriculture Capacity and System Strengthening Ethiopia
NSAS	Nutrition-Sensitive Agriculture Strategy
RED&FS	Rural Economic Development and Food Security
UNICEF	United Nations Children's Fund
WOA	Woreda Office of Agriculture

1. BACKGROUND

SCI is the world's leading independent organisation for children. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

- Our Vision – a world in which every child attains the right to survival, protection, development and participation.
- Our Mission – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

The United Nations' Sustainable Development Goals called for ending poverty, hunger, and malnutrition globally by 2030. These goals prompted the Government of Ethiopia to design the National Nutrition Program as a multi-sectoral initiative to achieve food security. As part of this effort, the Ministry of Agriculture (MOA) developed the National Nutrition-Sensitive Agriculture Strategy (NSAS), which provides guidance on integrating nutrition objectives into existing agriculture policies, programs, and investments.

The Nutrition-Sensitive Agriculture Capacity Strengthening in Ethiopia (NSA CASE) project was designed to enable the MOA to implement this national strategy effectively and to support the National Nutrition Program and the *Seqota* Declaration. NSA CASE is a five-year project (2019 – 2024) funded by the Bill & Melinda Gates Foundation. The project has provided the ministry with direct technical and financial support through a grant-under-grant approach. The project has been implemented at the federal(MOA) and in the Amhara, Oromia, and Somali regions, covering two zones and four woredas in each region.

NSA CASE has made investments to address bottlenecks within the MOA related to capacity and systems. The project identified these opportunities using the Organizational Development Assessment study conducted during the project's inception phase. The assessment examined the MOA's readiness to implement the NSAS.

This end-term evaluation aims to assess the achievement of the project's four primary outcomes:

1. Increased financing for and prioritization of the implementation of the NSAS in three regions.
2. Increased capacity of MOA staff to regularly use data for decision-making related to the implementation of NSAS.
3. Improved capacity within the MOA and regional bureaus to coordinate NSA activities activities.
4. Sustained human resource capacity for nutrition-sensitive agriculture at regional, zonal, and *woreda* levels.

2. NSA CASE PROJECT THEORY OF CHANGE

The project's Theory of Change envisions sustainably building the system with the MOA to operationalize the NSAS by addressing the environmental barriers within the agriculture sector from the federal level to the woreda level. This will be accomplished by strengthening leadership, building staff capacity, implementing policy activities, developing materials, and testing effective strategic approaches. By addressing systemic bottlenecks, our strategic approaches will achieve the four key primary outcomes:

- 1) increased financing for and prioritization of the implementation of the NSAS in Amhara, Oromia and Somali regions.
- 2) increased capacity of MOA staff to regularly use data for decision-making related to the implementation of NSAS.
- 3) improved capacity within the MOA and regional bureaus to coordinate nutrition-sensitive agriculture activities; and
- 4) sustained human resource capacity for nutrition-sensitive agriculture at regional, zonal and woreda levels. – contributing to our larger goal of improving household and individual nutrition by increasing the production of diverse and nutritious foods and improving access to diverse, affordable, and nutritious foods.

NSA CASE Project Results Framework

The result of the framework below describes the project's primary and intermediate outcomes.

Table 1. Results Framework

PRI MAR Y OUT CO MES	1 Increased financing for and prioritization of the implementation of the NSAS in three regions	2 Increased capacity of MOA staff to regularly use data for decision-making related to the implementation of NSAS	3 Improved capacity within the MOA and regional bureaus to coordinate NSA activities	4 Sustained human resource capacity for nutrition-sensitive agriculture at regional, zonal and woreda levels
	1.1 Increased capacity of the MOA to identify and advocate for resources for NSA	2.1 Increased availability of routine NSA data for monitoring and reporting	3.1 Increased capacity of the Food and Nutrition Coordination Office to coordinate NSA activities within the MOA	4.1 Improved NSA career structure within the MOA that includes a cadre of nutrition and other professionals
INTE RME DIAT E OUT CO MES	1.2 Increased capacity of MOA staff to cost NSA activities and plans	2.2 Inclusion of gender-sensitive NSA indicators into surveys currently used by the MOA sector as appropriate	3.2 Functioning NSA Task Force, an internal sub-committee with representatives from relevant directorates, supports the Food and Nutrition Office	4.2 Increased domestic financial resources to fund the nutrition civil servants

			3.3 Functioning NSA Task Force development partners sub-committee coordinates NSA actions among donors, NGOs, and other stakeholders	4.3 Increased commitment to NSA among high-level decision-makers within MOA
			3.4 Established regional case teams that include nutrition focal points at the zonal, woreda, and kebele levels	4.4 Increased capacity of regional nutrition case teams to support the implementation of NSA activities

3. PURPOSE AND OBJECTIVES

3.1 PURPOSE

The purpose of the NSA CASE project's end-term evaluation is to assess its performance and capture project achievements, challenges, lessons learned, and best practices to inform future programming.

3.2 OBJECTIVES

The evaluation will assess achievement by analyzing the MOA's capacity to manage NSA-related policies or strategies and the MOA's ability to implement those policies or strategies by achieving the following objectives under each outcome.

OUTCOME 1: Increased financing for and prioritization of the implementation of the NSAS at federal MOA and in three regions.

This outcome will be evaluated by:

- Assessing any initiatives (policies, strategies, program, etc.) endorsed in the last four years, initiatives the MOA financed or planned finance, or initiatives that prioritize implementing NSA in the MOA operating budget or work plans (i.e., budgeting exercises, training, supervision, etc.).
- Identifying the availability and amount of budget allocated and distributed from various public sources for the MOA to implement NSA activities.
- Assessing the extent to which the NSA has been integrated into strategies, programs, and implementation plans of the various directorates of the MOA.
- Assessing available resource mobilization mechanisms, internal and external, for NSA activities.

OUTCOME 2: Increased capacity of MOA staff to regularly use data for decision-making related to the implementation of NSA CASE.

This outcome will be evaluated by:

- Assessing the availability of staff assigned for NSA monitoring and evaluation (M&E) and their capacity to manage the M&E of NSA interventions, including operationalization of the M&E Plan and data management in the Planning, Monitoring and Evaluation Directorate at the MOA and the regional bureaus of agriculture.
- Assessing the routine data collection channels and data management procedures currently used for NSA activities at different levels of the MOA.
- Identifying what NSA and gender indicators are included in ongoing MOA programming.
- Assessing how the MOA, regional bureaus, zone offices and woreda offices use data to track program performance against a plan and to support decision-making.
- Assessing the available periodic performance review platforms and how those are used at the MOA, regional bureaus, zone offices and woreda offices to assess and improve NSA.
- Assessing the availability and utilization of the MOA's electronic database into which NSA data are integrated and utilized.

Assessing the critical lessons and challenges in data generation, reporting and utilization at federal and sub-national levels.

OUTCOME 3: Improved capacity within the MOA and regional bureaus to coordinate NSA CASE activities.

This outcome will be evaluated by:

- Assessing the availability of a coordination platform for NSA activity at the MOA, regional bureaus, zone offices and woreda offices.
- Assessing how the coordination platform supports NSA program interventions at the federal, regional and woreda levels.
- Assessing the working relationship between the NSA coordination platform and the MOA's Food and Nutrition Office at the federal, regional and woreda levels.
- Assessing how the coordination platform has facilitated collaboration across the different directorates of the ministry as well as RBoAs.
- Assessing the coordination platform's strengths and challenges at all levels.

OUTCOME 4: Sustained human resource capacity for nutrition-sensitive agriculture at regional, zonal and woreda levels.

This outcome will be evaluated by:

- Assessing existing nutrition structures in the MOA (federal, regional bureaus, zone offices and woreda offices).
- Assessing existing nutrition human resource staff in the MOA.
- Documenting the approved NSA positions, job grades, and proposed profession.
- Assessing the number of positions relevant to NSA filled.

- Identifying critical barriers and challenges in hiring and retaining adequate nutrition human resource staff within the MOA from woreda to regional levels.
- Assessing the positions filled using project resources that the ministry and regions have retained and are funding for their salaries.
- Assessing the availability of existing nutrition human resource capacity-building activities or plans.

4. KEY PROJECT RESULT INDICATORS

Table 2. Key project result indicators

INDICATORS	KEY QUESTIONS
Outcome 1: Increased financing for and prioritization of the implementation of the NSAS in three regions	
Number of staff hired by the MOA to support the cost of the NSA implementation plan. Materials produced to roll out costing/budgeting to the regional bureaus. NSA costing was conducted at the MOA and three regions for zonal and woreda staff. Number of MOA staff trained on NSA. Number convened for funding summit (participants) and the increased amount of budget for the NSA.	1. To what extent has the MOA integrated NSA issues into ministry strategies, initiatives, programs, plans or packages in the past four years? 2. Explain if there are any policies or programs that the MOA has endorsed in the past four years to prioritize financing for implementing nutrition-sensitive agriculture practices. 3. How have NSA-related policies and strategies impacted NSA planning and implementation in the MOA? If not, what challenges does the MOA face in implementing the policies? 4. What resources (financial, staffing or technical) is the MOA allocated to plan for and implement NSA activities? 5. What processes or mechanisms are in place to mobilize resources to support the implementation of NSA activities? In your opinion, are these mechanisms sufficient and sustainable for mobilizing the resources needed? If not, what mechanisms do you suggest? 6. What percentage of the MOA budget is allocated to support NSA interventions, and what are the funding sources? How are the decisions made? 7. Are MOA staff familiar with the NSA policies or programs endorsed by the MOA, and can they implement these policies? If not, what are the staffing or human resource challenges the MOA faces in costing, planning for and implementing NSA activities? 8. Are there any dedicated staff at the federal and regional levels to manage NSA intervention (costing, planning and implementing NSA activities)? If so, how many and what are their roles or responsibilities?

INDICATORS	KEY QUESTIONS
Outcome 2: Increased capacity of MOA staff to regularly use data for decision-making related to the implementation of NSAS	
Number of hired M&E staff. Number of M&E consultative workshops with key directorates. Number of available revised reporting forms that include routine NSA indicators. Percentage of targets using designed data collection applications and tools. Number of workshop participants in three regions to roll out NSA data collection forms and procedures to zones and woredas. Subset of gender-sensitive NSA indicators identified for inclusion in ongoing surveys, as appropriate. A survey module to measure gender-sensitive NSA indicators was developed. Agricultural Management Information System	1. Does the MOA have a database to manage agriculture sector data? If so, please describe what system the database uses and what features it has. (Probe for electronic databases [plus automated], web-based, paper-based, etc. Also, probe for databases that are managed or set up by FAO, UNICEF or any partner or Ethiopian Public Health Institution working for the MOA). If there is no database, what other mechanism is used to monitor and capture agriculture-sector data? If the MOA has a functional database, does the current database capture NSA-related data? If yes, what are the key NSA data indicators or information captured by the database? 2. Please describe the current practice of using NSA data for decision-making. If there are not any, please tell me the key challenges. 3. How did the MOA Planning, Monitoring and Evaluation Directorate share data for internal and external use? Please describe any existing mechanisms. 4. Please describe the data that the MOA collected through surveys and the frequency of the surveys. 5. Are there any guides or manuals that describe the use of the standard survey tools that are used to facilitate uniform data collection, management, and use? If yes, please tell me about these resources. 6. In your opinion, what is the staff's capacity to use the survey tool and manage the resulting data? What capacity building and support do staff need to use the survey tool and data adequately? 7. Does the data manual or module incorporate NSA indicators? If yes, please list the key NSA indicators collected through the survey and the procedures for collecting and managing that data. 8. How is the practice of using the Agricultural Management Information System for data collection and reporting? 9. Would you mind describing the importance of the Agricultural Management Information System in terms of informed decision-making, data quality, and timeliness of reports).

INDICATORS	KEY QUESTIONS
	10. What are the challenges in the implementation of the Agricultural Management Information System?
Outcome 3: Improved capacity within the MOA and regional bureaus to coordinate NSA activities	
Annual Food and Nutrition Office work plan approved by NSA task force. Meeting dates, agendas and minutes within the MOA document. Evidence of a Funding mechanism in place for the MOA to transfer funds to regions, zones and woredas. Meeting dates, agendas and minutes with development partners' documentation. Terms of reference for regional case teams are available. Meeting agendas and meeting minutes regional NSA coordination forum. Job aids and other materials were available to regional case teams to support the implementation of NSA activities.	1. How are NSA policies disseminated from federal offices down to the regional, district and woreda offices? Is there a coordination platform or group that manages the implementation and follow-up of NSA activities? IF YES, - How are you involved with the coordination platform? - Who are the members of the coordination group? - What are the roles and responsibilities of the coordination platform in supporting NSA activities under the MOA? What has the coordination platform accomplished? - How does the NSA coordination platform collaborate with the Food and Nutrition Coordination Office? What is going well? What is not going well? - How does the NSA coordination platform collaborate with the National Nutrition Coordination Body, Regional Nutrition Coordination Body or RED&FS sector. What is going well? What are the remaining challenges? - What are the strengths of the platform? - What are the challenges the platform faces, and what could they do better? IF NO, - What challenges has the MOA faced in forming an NSA coordination platform or group? - In your opinion, would a coordination platform help to monitor and manage the integration of NSA activities into MOA strategies, programs and plans across the regional offices? - If a coordination platform or group is formed in the future, what are the roles and responsibilities they should take on? Who do you think should be part of the coordination group?
Outcome 4: Sustained human resource capacity for nutrition-sensitive agriculture at regional, zonal and woreda levels.	

INDICATORS	KEY QUESTIONS
Available comprehensive human resource capacity development action plan for NSA. Job descriptions for all nutrition-related personnel within the civil service structure at all levels. Checklist document for supporting NSA staff during supervision visits. Five-year funding transition plan developed with the MOA. The line item for nutrition civil servants included in the MOA budget is available. Number of high-level food and nutrition advocacy forums conducted and the number of participants. Amount of funding made available to regional bureaus for farmer training centres and nutrition corners.	1. What nutrition structure and staffing are currently in place from the federal level down to the regional, zonal and woreda offices of the MOA? 2. Do you think the existing structure and staffing are sufficient to meet the expected role and responsibility assigned to the sector? If not, what structure and staffing do you suggest to best fit at each level of the MOA?

5. SCOPE OF THE END-TERM EVALUATION

The NSA CASE project will undergo an end-term evaluation, including the MOA at the federal level and ten project implementation woredas located across three regions: Amhara (4 woredas), Oromia (4 woredas), and Somali (2 woredas). Debere Elias Woreda from the Amhara region and Hidabu Abote and Wara Jarso Woreda from the Oromia region will not be included in the end-term evaluation due to security-related issues.

The evaluation will assess the achievements within the four project primary outcome areas:

- Prioritizing NSA investments
- Strengthening data-driven decision making
Coordinating across federal and regional levels
- Supporting the sustainability of human resources in the MOA and the regions

The key informants include the Executive Director of Agriculture Strategic Affairs Planning, Monitoring and Evaluation Directorates and staff from the Information, Communication, and Technology Department and the Food and Nutrition Office at the MOA in Addis Ababa. Key informants will also include staff from similar departments, extension directorates at regional bureaus, woreda offices at the agriculture level and model village households. This will help assess the availability and functionality of the systems, capacities and structures under each project focus area that ensures NSAS implementation. Additionally, the evaluation would involve key NSA development partners closely working with the sector in Amhara, Oromia, and Somali regions.

6. BASIC EVALUATION CRITERIA

Typically, all systematic and credible evaluations rely on critical evaluation criteria. The criteria are indispensable for focused and systematic data collection, organization and analysis. The criteria facilitate an objective assessment of the findings and provide implementable recommendations. The evaluation criteria from the Organization for Economic Co-operation and Development's Development Assistance Committee will inform the end-term evaluation (see Table 3). Evaluating a project using the five criteria makes it possible to see the value of a project from different viewpoints. As a result, various factors that hinder or contribute to the project's success can be specified.

Table 3. Basic evaluation criteria and main evaluation questions

BASIC EVALUATION CRITERIA	EVALUATION QUESTIONS	
	SELECTED MAIN QUESTIONS	SUB-QUESTIONS (PROBING)
Relevance: To what extent are the objectives and activities of the proposed interventions consistent with the needs and priorities of the MOA and Food and Nutrition Office, country priorities and partners' policies?	To what extent has the MOA integrated NSA issues into ministry strategies, initiatives, programs, plans or packages in the last three years? Has the platform developed terms of reference?	How do you describe the project contribution towards these? (technical, financial etc.)
Efficiency: To what extent have resources and inputs (funds, expertise, time, equipment etc.) been economically converted into results?	How have NSA-related policies and strategies impacted NSA planning and implementation in the MOA? If not, what challenges does the MOA face in implementing the policies? How do you describe the MOA and Planning, Monitoring and Evaluation Directorate data sharing for internal and external use? Please describe any existing mechanisms. How does the NSA coordination platform collaborate with the Food and Nutrition Coordination Office? What is going well? What is not going well?	How would you describe how the MOA's Food and Nutrition Office transferred and facilitated NSA policy direction in planning, implementation and M&E (mentioning recent evidence)? What about the existing data-sharing mechanism? In terms of getting all stakeholders on the same page under the MOA? If not, what do you think is better?
Effectiveness: To what extent are the objectives and outcomes of proposed interventions expected to be achieved, considering their relative importance?	Explain any policies or programs the MOA endorsed in the past three years to prioritize financing for implementing nutrition-sensitive agriculture practices. Are there any dedicated staff at federal and regional levels to manage NSA intervention	Are there policies for issues such as supporting the production of nutrient-rich foods, mobilizing resources to support NSA etc.? If yes, could you please list those policies and describe what guidance the policies provide to support nutrition-sensitive agriculture activities (for example, conducting

BASIC EVALUATION CRITERIA	EVALUATION QUESTIONS	
	SELECTED MAIN QUESTIONS	SUB-QUESTIONS (PROBING)
	(costing, planning and implementation of NSA activities)? If so, how many and what are their roles or responsibilities? Please describe the NSA data use practice of MOA for decision-making in the past three years. Please describe what MOA data are collected through surveys and, in the past three years, how frequently have the surveys been conducted.	costing exercises, trainings, supervision etc.)? How do you see the change in the Food and Nutrition Office's coordination in this regard comparing the past three years (number of staff, financial capacity, within-sector coordination etc.)? Explain the staff's familiarity with the NSA policies or programs endorsed by the MOA and whether they can implement these policies. If not, what are the staffing or human resource challenges the MOA faces in costing, planning for and implementing NSA activities? How do you describe the overall project support in achieving these? In your opinion, what is the staff's capacity to use the survey tool and manage the resulting data? What capacity building do staff need to apply/use the survey tool and data?
Sustainability: The extent to which the benefits from the intervention will continue after external support has been completed. The ability of key stakeholders to sustain intervention benefits.	What resources (financial, staffing or technical) has the MOA allocated to plan for and implement NSA activities in the past three years? What percentage of the MOA budget is allocated to support NSA interventions? How are decisions made? Does the MOA have a database to manage agriculture sector data? If so, please describe what system the database uses. Are there any guides or manuals that describe using the standard survey tools to facilitate uniform data collection, management and use? If yes, please describe these resources. (Include an interview with the Ethiopian Public Health Institution and Ethiopian Institute of Agricultural Research.)	What processes or mechanisms are in place to mobilize resources to support the implementation of NSA activities? In your opinion, are these mechanisms sufficient and sustainable in mobilizing the resources needed? If not, what mechanisms do you suggest? If for electronic (plus automated), web-based, paper-based, etc.) Describe how and who managed or set up the databases. If there is no database, what other mechanism is used to monitor and capture agriculture-sector data? If the MOA has a functional database, does the current database capture NSA-related data? If yes, what are the key NSA data indicators or information captured by the database? How do you associate the project support with these indicators?

BASIC CRITERIA	EVALUATION	EVALUATION QUESTIONS	
		SELECTED MAIN QUESTIONS	SUB-QUESTIONS (PROBING)
			Does the data manual or module incorporate NSA indicators? If yes, please list the key NSA indicators collected through the survey and the procedures for collecting and managing that data.

7. METHODOLOGY

7.1 STUDY DESIGN

The end-term evaluation will apply a mixed-method research design combining quantitative and qualitative methods to provide a comprehensive analysis of project achievement. The mixed method approach allows triangulation and enhancement of the validity and reliability of the results of the project. Quantitative data will be collected using a descriptive survey with a structured questionnaire. Quantitative data includes number of nutrition structures created at federal, regional, zone and woreda offices, the number of staff recruited, the number of staff provided with capacity-building training and others. Qualitative data will be collected using a desk and document review of relevant reports (primary and secondary) and key informant interviews with project staff, senior MOA staff (federal, region, zone, and woreda), and NSA development partners who are directly or indirectly engaged in the implementation of the NSA CASE project.

The end-term evaluation, methodology and tools will follow the protocols established in the NSA CASE baseline, mid-term evaluation, survey manual, and the project's annual performance reports of the MOA developed by the NSA CASE project. It will also review the recommendations and findings from the project's baseline and mid-term review to assess the extent to which these were implemented. Moreover, results from the end-term evaluation will be compared with the baseline assessment findings.

7.2 KEY TARGET GROUPS AND STAKEHOLDERS

Table 4. Sample size for the descriptive survey

LOCATIONS	SAMPLE SIZE (NUMBER OF INDIVIDUALS)	REMARKS
Federal	2	
Region	3	
Woreda	10	
Total	15	

Table 5. Sampling list for key informant interviews

SAMPLING LIST OF KEY INFORMANTS			
TYPE	LEVEL	NUMBER OF RESPONDENTS	POSITION
Office Heads	Federal	1	Office head of MOA
	Regional	3	Office head/deputy from each region
HR Directorate	Federal	1	HR director
	Regional	3	HR directors from each region
Planning, Monitoring, and Evaluation Directorate and Information, Communication, and Technology Unit	Federal	2	Planning, Monitoring and Evaluation Directorate and Information, Communication, and Technology Department
	Regional	3	Planning, Monitoring and Evaluation Directorate from each region
Food & Nutrition Office	Federal	1	Head of office
	Regional	3	Food and Nutrition Directorate directors
Gender Directorate	Federal	1	Head or director
	Regional	3	Regional gender director
Livestock Resource Development-related Directorates (poultry and Fish case team)	Federal	2	Senior representative from poultry and fish
	Regional	6	Senior representative from poultry and fish (two per region)
Agriculture and Horticulture Department	Federal	2	Senior representative from agriculture and horticulture
	Regional	6	Senior representative from agriculture and horticulture (two per region)
Federal/Regional Woreda Office of Agriculture Head		3	NSA development partner
		2	Head or Extension of WOA (per region)
Development Agent		2	Development agents working in Keble where model villages are established
		2	Development agents working outside of model villages
MV households		20	MV households in the NSA CASE project
Total Respondents		66	

7.3 DATA COLLECTION PROCESS

The primary data will be collected through a structured questionnaire. A desk review template will organize a secondary data pool based on the baseline assessment and mid-term evaluation questionnaires. Evaluators will use an interview guide in the data collection process for the key

informant interviews. The senior monitoring, evaluation, accountability and learning (MEAL) specialist (Save the Children) and senior M&E expert from the NSA CASE project and MOA, along with regional staff, will coordinate communication and arrange key informant interviews. Participants will give verbal informed consent for their voluntary participation. The use of recording devices will be authorized through a signed agreement.

7.4 DATA ORGANIZATION AND ANALYSIS

The data collected from the structured questionnaire will be analyzed using descriptive statistics. A systematic review will be conducted to summarize data from secondary documents and data sources. The review process will extract relevant information under each primary outcome, which will be used to substantiate the key informant interview findings.

Key informant interview notes and audio recordings will generate an English transcription report. The data will be cleaned through transcript proofreading. The transcriptions will be analyzed and coded to identify discussion themes for each evaluation's main objectives using MS Word and summary matrices. Data analysis will use both closed and open coding. Qualitative data will be analyzed using qualitative data analysis software such as NVIVO and or ATLAS.ti.

7.5 REPORT GENERATION

Summarized findings from the descriptive survey, key informant interviews, and secondary data review will be triangulated to draft an end-term evaluation report. The MEAL team will provide the outline of the report to the consultant. This report will address the project's main evaluation questions and key outcomes.

7.6 DATA PRIVACY AND CONFIDENTIALITY

Respondents at all levels will be given a unique identifier, and interview transcripts or audio files will be identified using the unique respondent identifier codes. Audio files and transcripts will be stored on a password-protected laptop and uploaded to a password-protected file on SharePoint until the evaluation report write-up is completed; all personal identifiers will be removed from transcripts and notes. Data will be shared with study team members at Save the Children using encrypted web-based data storage—Microsoft OneDrive. All the data will be deleted from all other data storage devices. Any written field notes and paper documents will be kept in a locked filing cabinet in a locked office in Addis Ababa.

Once respondents have been identified, the interviewer will ask each respondent to provide verbal informed consent to be interviewed and the audio of their interview to be recorded. During the consent process, the interviewer will explain the purpose, methods and potential risks and benefits of participation, as well as the voluntary nature of participation. The interviewer will allow the respondent to request clarifications if they have any questions or concerns about the project evaluation. The interviewer will reiterate that participation is voluntary and that the respondent may discontinue participation at any time. The interviewer will also state that the information the respondent provides through their interview is completely confidential. The interviewer will remind the respondent that they can refuse to be audio-recorded for any reason. If respondents do not consent to audio recording, interviewers will transcribe detailed notes and proceed with interviews. If the respondent is willing to be audio-recorded, the interviewer will ask them to check the appropriate box on the consent form. Once the interviewer obtains consent to

audio recording, the interviewer will obtain consent to conduct the interview. Interviewers will seek verbal consent, and interviewers will confirm verbal consent with their signatures.

7.7 DATA QUALITY ASSURANCE

High-quality survey data is essential for making informed decisions and tracking progress. Data quality must be assured throughout the survey process. Accurate data depends on designing and utilizing appropriate data collection methods and tools. The tools need to be pilot tested before actual data collection. To achieve maximum quality, every evaluation team should adhere to a standard set of guidelines on survey implementation. Moreover, the quality of quantitative data is ensured by validity and reliability criteria and qualitative quality will be checked by standard dimensions including credibility, dependability, confirmability, and transferability. The data management system will be critically assessed. The NSA CASE team will work closely with the evaluation team to ensure that high-quality data and information are collected for the end-term evaluation report.

8. EXPECTED DELIVERABLES

The consulting firm will be expected to deliver the following deliverables within the agreed timeframe of the end-term evaluation.

8.1 INCEPTION REPORT

The consulting firm will develop a comprehensive inception report that details the evaluation's results framework. The report should state the methodology (including suggested sample and size), scope, key evaluation questions, result indicators, information on data sources and collection tools (quantitative and qualitative) and data analysis methods. It should also include a project evaluation timeline. The inception report should be submitted within five working days after the contract is signed with Save the Children.

8.2 DATA COLLECTION TOOLS AND DATA ANALYSIS

The consulting firm is expected to develop and present draft data collection tools (quantitative and qualitative) in collaboration with the NSA CASE team. The SC MEAL take the lead in data analysis and report writing to ensure consistency and quality.

8.3 DRAFT REPORT

The firm is required to provide a draft or preliminary evaluation report in MS Word using the reporting outline provided by Save the Children.

8.4 FINAL END-TERM EVALUATION REPORT

The final evaluation report should be submitted with the outline illustrated below. It should incorporate specific, practical, and feasible recommendations for improving project delivery in the future and impact based on lessons learned from project design, implementation, and delivery. The maximum number of pages of the final report will be 40 pages, excluding annexes, in English with Microsoft Word and PDF formats. The consulting firm will also be required to provide the raw data. Quantitative data should be presented in the form of an analyzed Excel sheet. Qualitative data from key informant interviews, including audio recordings and transcripts, should be organized into themes and presented in MS Word documents. Raw data analysis should also be

presented in PowerPoint presentations for dissemination workshops. The consultant is responsible for preparing PowerPoint Presentations and presenting the findings during the validation workshops and any dissemination presentations.

8.5 SYNTHESIS REPORT

The consultant is expected to submit a summary report of the evaluation, which includes challenges, lessons learned and best practices for the project.

9. TIMEFRAME

ACTIVITY	TIME FRAME	RESPONSIBLE PERSON
Finalize the end-term terms of reference	February 28, 20225	Sr. MEAL specialist/SCUS
Post the terms of reference for the bidding process	March 11– 21, 2025	Sr. MEAL specialist and procurement team
Consultant selection process	March 22 –31, 2025	NSA CASE team and SCI MEAL team
Contract agreement with the consulting firm	April 01, 2025	Save the Children and Consultant
Design primary data collection tools for the survey	April 02 – 15, 2025	Consultant
Design a secondary data review template and review	April 02 – 15, 2025	Consultant
Develop/review the key informant interview guide	April 02 – 15, 2025	Consultant
Submit the inception report	April 16, 2025	Consultant
Review the inception report and provide feedback	April 16 -23, 2025	NSA CASE team and Save the Children
Recruit and train enumerators and supervisors	April 24-26, 2025	Consultant
Collect actual data from federal, regional and woreda and Kebele levels	April 28- May 20, 2025	Consultant
Data entry, cleaning, analysis and report writing	May 20-June 10, 2025	Consultant
Submit draft end-term evaluation report	June 11, 2025	Consultant
Review the draft end-term evaluation report	June 11 – 20, 2025	NSA CASE team and Save the Children
Incorporate all comments	June 21 -28, 2025	Consultant
Submit the final end-term evaluation report and PowerPoint presentation	June 30, 2025	Consultant
Organize validation workshop	July 07, 2025	NSA CASE and MOA

The approximate period of the contract will be staggered from April 01, 2025, to June 30, 2025, with an expected contribution of approximately 66 working days. The Consultant is expected to carry out all the preparation required to roll out the end-term evaluation.

10. COMMUNICATION MECHANISM

The consulting firm will report directly to the Senior MEAL Specialist at Save the Children, overseeing the entire end-term evaluation process. The MEAL specialist will support the design, review and development of data collection tools, data quality protocols and data quality

procedures to guide data collection and entry. The consultant will keep the MEAL Specialist continually informed on the assignment's progress through email updates and in-person meetings.

10.1 ROLES AND RESPONSIBILITIES OF THE CONSULTANT

The specific roles and responsibilities of the consultant are as follows:

- Review relevant project documents, including the results framework, baseline, midterm report and annual performance reports.
- Validate the sample size for the different data collection efforts and present an overall sampling strategy.
- Develop quantitative data collection tools and review qualitative data collection tools.
- Ensure all necessary research ethics approvals are obtained on time in coordination with Save the Children,
- Ensure that all data collection activities are gender sensitive and respect safeguarding principles.
- Establish data entry protocols and oversee data entry according to the agreed-upon software for both quantitative and qualitative data.
- Provide updates on data collection progress and submit raw and clean data at the end of the evaluation to Save the Children.
- Analyze quantitative and qualitative data.
- Develop a code book to transcribe audio-recorded data.
- Produce and submit audio and transcribed data.
- Produce and submit a draft report.
- Produce the final end-term evaluation report.
Produce PowerPoint presentations.

10.2 ROLES AND RESPONSIBILITIES OF SAVE THE CHILDREN

- Assign technical staff in Save the Children, MOA regions, and woredas to coordinate the end-term evaluation process and support data collection.
- Provide project documents, including the results framework, baseline, midterm report, survey management for the NSA project and annual performance reports.
- Provide baseline and midterm data collection tools.
- Lead the end-term evaluation process.
- Supervise the data collection process and provide any needed support.
- Crosscheck audio-recorded data with transcribed data.
- Review and comment on the draft end-term evaluation report.
- Organize the validation workshop for the end-term evaluation dissemination.

10.3 REQUIRED QUALIFICATIONS AND EXPERIENCES

The consultant should have:

- A relevant academic background with at least a Master of Science degree or equivalent in the fields of agriculture, rural development, nutrition, and food security or related fields and at least 10 years of relevant experience in coordinating and administering baseline, mid-term and end-term studies in the health and agriculture sector.
- Experience working with diverse stakeholders, including farmers, government agencies, non-governmental organizations and international organizations.

- Project management skills to ensure timely completion and effective coordination with stakeholders.
- Excellent synthesis and report-writing skills. Sample work and/or reference letters to prove similar activities must be attached.
- Previous knowledge and experience in the evaluation of similar actions and scope.
- The ability to travel to regions for primary and secondary data collection.

10.4 SKILLS REQUIRED

- Relevant skills in qualitative and quantitative research methods.
- Familiarity with using mobile data collection tools (KoboCollect, Open Data Kit, etc.) and the ability to upload and manage cloud data as Save the Children requires.
- Excellent written and verbal communication skills, with the ability to present complex information clearly and concisely.
- Proficiency in using data analysis software and statistical techniques.
- Strong project management and organizational skills.
- Ability to work independently and as part of a team.
- Knowledge of and experience in gender equality issues is highly preferred.

11. TERMS AND CONDITIONS OF PAYMENT

The payment for the consultant will be based on the achievement of roles, responsibilities and specified deliverables. Save the Children will pay the consultancy fee in installments arranged with the three key deliverables below. The consultant is expected to pay all government taxes for which they are responsible. Where applicable, Save the Children shall deduct all applicable government taxes and submit them to the Ethiopian Tax Authority.

11.1 DELIVERABLES AND PAYMENT INSTALLMENT

The three key deliverables for consultancy fee payment are as follows:

First Payment

The consultant will be paid 10% of the agreed payment upon submitting and receiving approval of the final inception report. The report includes the methodology (including suggested sample and size), scope, key evaluation questions, result indicators, information on data sources and collection tools (quantitative and qualitative) and data analysis methods. It should also include a budget and a project evaluation timeline (work plan). The inception report will not be considered final until feedback on the draft version from Save the Children is adequately reflected.

Second Payment

The consultant will be paid 50% of the total payment upon completing the data collection, entry and submission of an acceptable first draft of the end-term evaluation report.

Final Payment

The consultant will be paid 40% of the total payment upon successful submission of the final end-term evaluation report presentation in the dissemination workshop.

12. APPLICATION PACKAGES AND PROCEDURES

Applications for this consultancy must include the following components for no more than 30 pages (not including appendices, Curriculum Vitae, etc.)

12.1 TECHNICAL PROPOSAL

A detailed technical proposal will demonstrate a thorough understanding of this terms of reference document and will include the following:

- Demonstrated previous experience in coordinating and administering studies of a similar nature.
- An outline of the overall approach to the end-term evaluation, including consideration for the sampling strategy.
- A proposed plan for surveying the projected sample population, with adequate consideration for timing surveys, travel cost per team of enumerators, supervision of enumeration teams, and quality control.
- The proposed steps for enumerator training, piloting and translation of tools, data collection, spot checking, data entry and management
- An outline of approaches and measures to ensure the study will meet ethical standards for conducting research with children in a safe and ethical manner and details on the informed consent process.
- A proposed timeframe detailing activities and a schedule/work plan (including a Gantt chart) with the proposed total number of days in the field.
- A proposed risk management plan to ensure the successful delivery of this consultancy's required outputs on time, within budget, and of high quality.
- The Consultant team composition, professional experience, and knowledge of team members with proof of evidence, as well as the level of effort of each proposed team member, if applicable.

12.2 FINANCIAL PROPOSAL

A financial proposal must include a detailed breakdown of all costs, including:

- Itemized expenses, including consultancy fees, travel and the consultant's per diem cost of consulting.
- Itemized administrative expenses.

12.3 ADDITIONAL DOCUMENTS

- Curriculum Vitae(s) of the consultant outlining relevant experience.
- Names and contact information of three references who can be contacted regarding relevant experience.
- A copy of a previous report of a similar nature undertaken in conducting indicator reference guide development, program/project midterm/end-term evaluation, and assessment of strategy program/project implementation.
- A consulting firm profile.

13: EVALUATION MATRIX

Evaluation criteria Essential Evaluation	Technical Ability (60%)		P
	1. Technical Design and Methodology		4
	1.1. <i>Understanding the assignment/expected service: The incumbent firms will be expected to clearly articulate the alignment of previous experience with the objective and scope of the work of the ToR</i>		1
	1.2. <i>Proposed robust and appropriate methodology, techniques, and approach to review, analyze, generate, document, and produce a quality baseline, mid-term and end-term evaluation in the health, nutrition and agriculture sector projects.</i>		1
	1.3. <i>Proposed data quality assurance mechanisms and ethical protocols/procedures to be followed related to study subjects, child safeguarding, and gender in undertaking the assignments described in the ToR.</i>		1
	2. Capability and Excellence of past and current experiences of the consulting firm-related advertised consultancy work/service.		3
	2.1. <i>Strong previous experience in conducting baseline, mid-term and end-term evaluation in the health, nutrition and agriculture sectors. (Make It Mesurable)(The Maximum obtaining firm will be used as a benchmark to pro-rate the Others)</i>		1
	2.2. <i>Specific experience in conducting similar assignments in specific and hands-on expertise health, nutrition and agriculture sector projects. (The Maximum obtaining firm will be used as a benchmark to pro-rate the Others)</i>		1
	3. Professional Team Composition, Qualification & relevant experiences		2

	3.1. <i>Qualification of the core staff:</i> A relevant academic background with at least a Master of Science degree or equivalent in the fields of agriculture rural development, nutrition, and food security or related fields and at least 10 years of relevant experience in coordinating and administering baseline, mid-term and end-term studies/evaluation in the health and agriculture sector.(<i>The Maximum obtaining firm will be used as a benchmark to pro-rate the Others</i>)	1
	3.2. <i>Experience of the core staff—specifically the principal investigator and lead coordinator,</i> Experience working with diverse stakeholders, including farmers, government agencies, non-governmental organizations and international organizations.(<i>The Maximum obtaining firm will be used as a benchmark to pro-rate the Others</i>) • Project management skills to ensure timely completion and effective coordination with stakeholders. • Excellent synthesis and report-writing skills. • Relevant skills in qualitative and quantitative research methods and proficiency in using data analysis software and statistical techniques. • Provide evidence of sample work and/or reference letters to prove similar activities must be attached. • Previous knowledge and experience in the evaluation of similar actions and scope.	1
	4. Work and risk management plan: 4.1 Workplan: The applicant is expected to show a proposed timeframe detailing activities and a schedule/work plan cost-effective budget & responsible persons based on the ToR,(including a Gantt chart) with the proposed total number of days in the field. 4.2 Risk management plan: The applicant is expected to submit a proposed risk management plan to ensure the successful delivery of this consultancy's required outputs on time, within budget, and of high quality.	1
	Total	1

	100% will be converted to 60% The technical evaluation and financial score are weighted at 60% and 40%, respectively. Incumbent firms must achieve at least 40% of the cumulative average in the technical evaluation (out of 60%) to qualify for the financial proposal evaluation. The contenders with the highest scores in both the technical and financial evaluations (totaling 100%) will be consulted by the SCI procurement policy and procedures before the job offer.
• Terms & Conditions Company profile(s): documentation of legal status and registration as a Company. • Renewed License	Terms and Conditions of the Consultancy Code of conduct: Save the Children's work is based on deeply held values and principles, our commitment to children's rights must be supported and demonstrated by all members of the consultancy firm staff. All the consultants will sign the child-safeguarding policy of Save the Children before departing to the field. Logistics: The consultancy firm will cover the costs of accommodation, per diem, air tickets, and travel including a vehicle for its staff and enumerators during data collection. Tax and insurance: The consultancy firm will be responsible for paying taxes and other related government fees. Contract: A contract will be signed between the consultancy firm and SCI upon the commencement of the end-line assessment detailing additional terms and conditions of service.

14. HOW TO APPLY

The technical proposal must be submitted via Electronic Form Email submissions should be sent to: ethiopia.bidsubm@savethechildren.org

- Important Note: This is a sealed email inbox, and submissions will not be opened until the tender closes. Kindly refrain from sending any tender-related queries to this address, as they will not be answered.
- Email Subject: " Application for Nutrition Sensitive Agriculture Capacity Strengthening Project End-term Evaluation "
- Ensure all attached documents are clearly labelled to reflect their contents.
- Email attachments should not exceed 15MB. If necessary, please split the submission across two emails.

financial proposals should be submitted separately using sealed envelopes labelled with the title of Nutrition Sensitive Agriculture Capacity Strengthening Project End-term Evaluation. The submission should include an application as a cover letter. Evidence of legal registration and tax

payment, at least two relevant credentials from former clients. Interested applicants should submit their application to Save the Children Ethiopia Country Office Front Desk before close of business. 26th of March.

The closing date for submitting complete application packages is March 26, 2025, by 17:00 (EAT). Applications should be submitted Via Email and hard copy:

Save the Children, Ethiopia Country Office, Addis Ababa

Close to Meskel Square near to Hyatt Regency, Supply Chain | Procurement Office

For any queries kindly please send us via Tel #

Or; E-mail

