

Terms of Reference - Pakistan Floods 2022 Evaluation

Ref no: PAK-HYD-2024-001



Approval Title:	DEC -Tearfund Flood Response Pakistan - Phase I: MPCA, Agricultural Kits, Hygiene Kits, Hygiene Promotion and Capacity Building. , Phase II: Livelihoods. WASH, DRR and Climate Action.	
Summary:	<p>This external evaluation of Tearfund's Flood Response in Pakistan will assess against the OECD framework criteria of relevance, efficiency, effectiveness, impact and sustainability of the Phase 1 and Phase 2 response to date.</p> <p>It will serve to support Tearfund's continued commitment to the Core Humanitarian Standards (CHS)</p> <p>It will provide learning and recommendations to support improved engagement with crisis-impacted communities in future Partner, Tearfund and DEC responses.</p> <p>The evaluation will be managed by Tearfund but funded by the DEC from Tearfund's allocation as one of the five agencies selected by the DEC for evaluation in this crisis.</p>	
Location and Region:	Sindh and Balochistan, Pakistan, ENA	
Evaluation Coordinator/Manager:	Mujtaba Zaidi – DME Adviser ENA	
Country Representative/ Programme Director:	Terrill Massey- Senior Manager, Resource Development & External Engagement	
Evaluation lead (internal/external)	TBD	
Main Partner and/or Operational Team:		
Associate Partner:	N/A	
Does this assignment require the lead evaluator/evaluation team to have either one-to-one contact, regular or frequent contact with children, young people (under the age of 18) or vulnerable people? ^[1]	Yes	No

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[1] Please note: A DBS /police check is required when an external consultant has contact with beneficiaries.

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Acronyms

KII	Key Informant Interview
OECD	The Organisation for Economic Co-operation
DAC	Development's Development Assistance Committee
TF	Tearfund
FGD	Focus Group Discussions
INGO	International Non-Governmental Organisation
ToR	Terms of Reference

Terms of Reference

1. Background:

From 14 June to October 2022, floods in Pakistan killed 1,739 people and caused 3.2 trillion (\$14.9 billion) of damage and 3.3 trillion (\$15.2 billion) of economic losses. The immediate causes of the floods were heavier than usual monsoon rains and melting glaciers that followed a severe heat wave, both of which are linked to climate change. On 25 August, Pakistan declared a state of emergency because of the flooding.

The humanitarian needs in Pakistan remain high with around 5 million people still exposed to or living near flooded areas in Pakistan. The Government of Pakistan has highlighted the existing needs, gaps and possible measures for addressing this in the [Pakistan Flood 2022: Post Disaster Needs Assessment](#) and the [Resilient Recovery, Rehabilitation and Reconstruction Framework \(4RF\)](#).

Pakistan continues to face severe economic challenges including currency depreciation, high inflation and the Central Bank reserves hitting historic lows. Pakistan is dependent on following the IMF programme's terms and conditions which are likely to result in an increase in the prices of fuel, food, and other domestic commodities.

The impact of the floods on the productivity of the arable land is still unknown. Many but not all farmers received support for sowing wheat during the Rabi season and the supply of wheat in the market will be affected. This is likely to result in demand-driven price hikes that will further reduce food security. In addition, rural communities have experienced the loss and damage of WASH infrastructure (water sources, irrigation channels and latrines) which requires time and cost to rehabilitate and/or reconstruct.

Tearfund has received £2,487,772 from the DEC to respond. During Phase 1 of the project from September 22-February 23, Tearfund responded through 3 local partners. During this phase, assistance was delivered to 25,212 people through the provision of multi-purpose cash, agricultural inputs to small-scale farmers and hygiene interventions including hygiene kit distributions and awareness-raising campaigns.

Phase 2 of the DEC-funded response is from March 23- August 24, it is a continuation of phase 1 using the same local partners working in the same areas with 1 additional local partner who completed similar activities over the phase 1 period but was funded by another donor. Activities include Livelihoods, WASH, DRR and Climate Action. These activities build on the phase 1 interventions to help build resilience in the communities and are more catered to local community needs with not some variation within these key themes to meet the unique needs and priorities of the communities we are working in.

More details of the response details of the response are held on Tearfund internal systems and will be made available to the selected consultant.

2. Purpose and Objectives

2.1 Evaluation Goal and Objectives

The purpose of this evaluation is to ensure accountability and identify lessons learned and examples of best practice and the potential for innovation in future similar responses. The evaluation aims to objectively assess the relevance, efficiency, effectiveness, impact and sustainability of this project against its objectives and provide learning alongside recommendations for improvements in future programming. It will assess how the project ensured accountability to affected groups in line with Tearfund's Quality Standards and Core Humanitarian Standards.

Tearfund has recently reviewed its corporate priorities and has identified a fourth called Crisis to Resilience. While this was agreed around the time this response started, how that is to be embedded and outworked across all of

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Tearfund's work is only now coming to a point of completion. The DEC has a specific interest in the climate related nature of the crisis. The evaluation will help Tearfund and the DEC understand the extent to which this response has addressed the additional impact of climate, strengthens community resilience and has taken a loss and damage approach¹ (by design and by default) within the phase planning. The evaluation will endeavour to serve the needs of a wide audience including Tearfund, its partners, the beneficiaries and the DEC membership's wider learning.

2.2 Key Objectives for Review

- a) To provide evidence-based information on the performance of the project against the intervention logic and existing project and program indicators.
- b) Assess the relevance, efficiency (timeliness, usefulness) and effectiveness of the project in meeting the needs of the local population.
- c) To assess the project's impact on people selected to receive assistance and other community members including intended and unintended effects (social, physical, environmental, economic, spiritual), both positive and negative.
- d) To assess how the project engaged with affected populations and communities on the design and delivery of the project, including responding to feedback.
- e) To assess the coordination and targeting of the intervention with specific recommendations regarding community members who may typically have been marginalised or have greater difficulties in accessing the support the programme was offering.
- f) Assess the suitability of approaches for response, recovery and reconstruction of targeted communities with a focus on environmental impact.
- g) Review how the programme supported resilience within the affected community and recommend how this could have been done more effectively.
- h) Alignment of emergency response to country strategy and recommendation for adaptation.
- i) To assess whether the resources provided were used for their intended purpose.
- j) To assess how the project fulfilled CHS commitments.
- k) Provide learnings and recommendations for program design for future programming.

2.3 Review framework using OECD-DAC Criteria

The guiding framework and key questions have been annexed for reference as [Annex A](#).

3. Methodology

OECD-DAC Criteria of Relevance, Efficiency, Effectiveness, Coordination, Impact and Connectedness will be the main guiding principles for the evaluation. Tearfund also uses its own standards around behaviours, namely; Empowerment; Impartiality & Targeting; Resilience; Accountability; Protection; Gender and Technical Quality. The review will be carried out in a way to ensure that Tearfund's list of behaviours is picked up and also evaluated through the DAC criteria.

The methodology to be used in this evaluation will be developed by the evaluator(s) in collaboration/discussion with the Tearfund Country team and the Pakistan Monitoring, Evaluation, Learning and Research Coordinator. It should be appropriate and sensitive to the context and nature of the programme which is being assessed. As this is an evaluation of a DEC-funded project, a further step to check that the methodology is acceptable to the DEC's Programme Quality, Accountability & Learning Manager and the country Grants manager will be taken. Tearfund evaluations are assessed using the Bond evidence principles (Voice and Inclusion, Appropriateness, Triangulation and Contribution and Transparency) and consequently, evaluators should take these into account when devising a suitable methodology. The proposed methodology is expected to include:

- Desk review of key documents
- In-country KII schedule

¹ Using the loss and damage approach used by the Scottish Government with their funding to address their COP commitments

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- Focus Group Discussions with community members supported by the response
- Tearfund and partner staff interviews.
- Direct observation/project visits by an in-country team.
- Secondary data where available eg VDC/data records
- Discussion of initial draft report with Country, Regional and UK staff after submission (online / in person) to finalise any corrections and review findings.

A preliminary list of documents has been annexed as [Annex B](#) with TORs for reference. All interviews and focus groups are expected to be in person for stakeholders within the country. Only for stakeholders outside Pakistan, the evaluation team may facilitate some remote FGDs and/or KIIs. An initial stakeholder and potential interviewee list will be annexed as [Annex C](#) which includes a list of potential internal and external stakeholders.

[Annex D](#) contains a copy of the Data Care Requirements taken from the consultant's contract which will need to be adhered to when handling all community, Tearfund and DEC data and information.

4. Deliverables and Output

Deliverable	Specification/Expectations
Inception Meeting	<ul style="list-style-type: none"> ● Methodology outline for approval by Tearfund
Desk reviews and field activities	<ul style="list-style-type: none"> ● Stakeholder interviews ● Focus group interviews
Presentation of initial findings Draft Report review meeting	<ul style="list-style-type: none"> ● Draft Report ● Agreed Revisions list
Final Evaluation Report	<ul style="list-style-type: none"> ● A stand-alone Executive Summary (maximum length 2 pages as this will be translated for accessibility when published) ● A Detailed evaluation report (Absolute maximum length 25 pages excluding annexes and ToR) with the following sections: Section 1 – Introduction Section 2 – Methodology Section 3 – Context Analysis Section 4 – Project Overview Section 5 – Key Findings Section 6 – Conclusions Section 7 – Key Insights Section 8 – Summary of Specific, Actionable and Prioritised Recommendations (maximum 10) - this may be supplemented by a list of learning points Section 9 – Annexes (indicative) <ol style="list-style-type: none"> Draft Action Plan Terms of Reference for the Evaluation CHS Review Profile of the Review Team Evaluation Schedule Documents consulted during the Evaluation Persons participating in the Evaluation Field data used during the Evaluation, including baselines Questions used in interviews and FGD <p>A self-evaluation of the review using the BOND evidence principles</p>

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Assessment Criteria

The following criteria are used to assess the contribution that the intervention has made to the Tearfund Outcomes and the OECD-DAC criteria.

a. **Tearfund Outcomes:** Tearfund outcomes are to be assessed using the scale below:

N/A	0	1	2	3
Intervention was not intended to contribute to the outcome	Intervention has made no contribution to the outcome	Intervention has made little contribution to the outcome	Intervention has made some contribution to the outcome	Intervention has made a significant contribution to the outcome

2. **OECD-DAC Criteria:** The intervention is to be assessed against the DAC criteria using the following scale:

0	1	2	3	4
Low or no visible contribution to this criteria	Some evidence of contribution to this criteria but significant improvement required	Evidence of satisfactory contribution to this criteria but requirement for continued improvement	Evidence of good contribution to this criteria but with some areas for improvement remaining	Evidence that the contribution is strong and/or exceeding that which was expected of the intervention

3. CHS Annex

CHS commitment	Proposed draft question
CHS 1 – Is humanitarian response appropriate and relevant?	Is the assistance provided meeting the needs of the affected population? Is it the assistance that was asked for? Is it culturally/faith appropriate?
CHS 2 – Is humanitarian response effective and timely?	Did the affected population find the response timely?

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<p>CHS 3 - Is humanitarian response strengthening local capacity and avoiding negative effects?</p>	<p>Did the team assess the capacities of the affected population? Asked about skills and assets?</p> <p>Does the affected population know when the project is going to be over? How did you find out?</p> <p>Will the affected population be able to get on with life easily when the assistance is over?</p> <p>How much influence does the affected population have on the way that this project is being implemented?</p> <p>Does the affected population feel that the risk of harm to their safety, security and dignity increased or decreased due to your intervention?</p>
<p>CHS 4 - Is humanitarian response based on communication, participation and feedback?</p>	<p>Does the affected population feel that they had access to relevant information about the project?</p> <p>Was the information provided in culturally appropriate language?</p> <p>Were the affected population members satisfied with the influence they had over the project throughout its lifecycle?</p>
<p>CHS 5 – Are complaints welcomed and addressed?</p>	<p>Was the affected population consulted in the design of the complaints-handling mechanism?</p> <p>Was enough information provided on how to make a complaint?</p> <p>What systems were in place and was the affected population informed about any changes based on the complaints?</p> <p>Does the affected population feel safe to complain without any repercussions?</p>
<p>CHS 6 - Is humanitarian response coordinated and complementary?</p>	<p>Was there an overlap in the provision of services?</p> <p>Is there a relationship with other organisations working in the area?</p>
<p>CHS 7 – Are humanitarian actors continuously learning and improving?</p>	<p>Were changes implemented and shared with the affected population after they registered feedback and complaint?</p>
<p>CHS 8 – Are staff supported to do their job effectively and are they treated fairly and equitably?</p>	<p>Do the communities feel that staff is working with acceptable behaviour and upholding the standards and values of the organisation while providing assistance?</p>

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CHS 9 – Are resources managed and used responsibly for their intended purpose?	<p>Did the communities think that the staff managed the resources for the assistance in a responsible way?</p> <p>Are the local and natural resources used in consideration of their impact on the environment?</p>
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5. Evaluation Schedule

The evaluation is being planned to be conducted in June and the final report submission to be confirmed.

Approximate LOE	Activities planned
3 Days	Preparation including desk review and draft methodology
1 Day	Inception meetings with Tearfund and partner senior Staff (in person / online)
5 Days	District field visits, Interviews, FGDs (If this is not possible then the alternative remote approach will be taken, e.g. phone conversations with key community stakeholders)
1 Day	Follow-up with partners/other stakeholders
6 Days	Draft report
1 Day	Incorporation of feedback.
1 Day	Final Report and Presentation

6. Dissemination

The primary focus of the evaluation is to provide a final evaluation of the DEC-funded project to DEC. Secondly, the evaluation would also serve Tearfund and Partner’s learning to check our assumptions made regarding the appropriateness of the current programme interventions and to inform future programming. The evaluation will be shared within the country, regional, humanitarian and technical support teams and any other teams that may find the report beneficial.

By default, all evaluation reports are made public via the Tearfund Learning Website unless there are any security-related concerns that may pose a threat or risk to beneficiaries, partners or staff, then certain elements of the report may not be made public.

Stakeholder / audience	Outputs <i>Reports, presentations, infographics?</i>	What will they use the findings for?	Will they need the resources translated? If so, indicate language(s)
Internal Stakeholders: <i>Groups within Tearfund who have interest in the evaluation findings</i>			
Country Office	Evaluation Report	For learning and direction for future	No

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		interventions	
Partner		For learning and adaptation of future programming	No
Cluster Teams		For cluster learning and future advice	No
Thematic Groups		Thematic learning and exchange	No
External Stakeholders			
Those outside the organisation who have an interest in the evaluation findings			
DEC	Evaluation Report	Overall Learning about the Yemen context and project.	No
Partners	Summary Report	For learning and Capacity building	No
Others	tbc		Yes especially if community based

7. Evaluation Leadership and Management

The evaluation will be conducted by an external consultant, it will be beneficial if the evaluation team includes locally based staff.

Consultant/s Eligibility (for Evaluation Lead)

Attribute/skill	Important	Desirable
Education and Qualifications	Degree-level qualification or equivalent in relief in development studies or any relevant subject.	Research Specialization (Masters by research or PhD)
Experience	<p>Previous regional experience</p> <p>Appropriate and relevant humanitarian Action experience with INGO's</p> <p>Interest and experience in evaluating community resilience building and how this can be incorporated into humanitarian action.</p> <p>Previous consultancy experience</p> <p>Previous experience conducting external evaluations demonstrated by provisioning an example of a recent evaluation report.</p>	<p>Previous Pakistan experience</p> <p>Experience at a senior level in managing Humanitarian action programmes and projects</p> <p>Relevant sectoral experience</p>
Skills/ability	<p>Good communicator with excellent interpersonal skills</p> <p>Proven report writing and evaluation skills</p>	<p>Local language skills</p> <p>Safety and Security training</p>

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	Leadership skills	
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The Consultant will be responsible for:

- IT support
- Security training - preference to those with appropriate training within the past 3 years.
- Legal and security obligations to the relevant authorities

Tearfund will be responsible for:

- Accident and travel insurance
- Necessary flights
- Food will either be reimbursable on submission of receipts or a per diem may be provided, depending on the consultant's home country's tax laws

Tearfund partners will be responsible for:

- Reasonable assistance and support in pursuit of required security permissions to access project sites.

Annex A: Evaluation Framework (OECD and TF Quality Standards)

Please note that the following areas are only expected to be indicative and may be developed further and finalised by the evaluation team.

Aspect 1 – Relevance

How relevant is the project to the priorities and policies of the target group and Tearfund?

Areas for consideration include:

- the validity of the project objectives;
- The beneficiary selection and engagement process
- the relevance of the project with the needs and vulnerabilities of the target group;
- the extent to which target beneficiaries felt involved in the process of design, implementation and monitoring of the project;
- the ways in which the project design reflected lessons learned from previous experience;
- the use and enhancement by the project of the existing skills, knowledge and coping strategies of the target group;
- the consistency of the project with the vision, values, strategy and resources of Tearfund;
- the major factors influencing the relevance of the project to the priorities and policies of the target group, the partner and Tearfund.
- flexibility of the response taking into account the changing context and how relevant the current intervention is in terms of geographical targeting

Aspect 2 – Efficiency

Has the project been efficient in achieving the intended objectives?

Areas for consideration include:

- the cost-efficiency of project activities;
- the achievement of objectives to time and to budget;
- comparison of the implementation of the project with alternatives;
- the major factors influencing the efficiency of the project.

Aspect 3 – Effectiveness

Has the project been effective in achieving the intended project objectives and outputs?

Areas for consideration include:

- the achievement of the project outputs;
- the achievement of the project purpose;
- the contribution towards the project goal;
- the practices around collection of data, evidence quality, monitoring and evaluation mechanisms and their utilisation
- the major factors influencing the achievement / non-achievement of the project objectives and outputs.
- Use of learnings in updating design
- the project conforms to agreed Tearfund Quality Standards, including communities fully participating in its design and implementation, transparency of information provided by Tearfund/partners, complaints handling, learning and continual improvement

Aspect 4 – Impact

What impact has the project had on beneficiaries and non-beneficiaries?

Areas for consideration include:

- the intended and unintended effects (social, physical, environmental, economic, spiritual), both positive and negative, of the project on beneficiaries and non-beneficiaries. The views of beneficiaries about the impact should be sought.
- the major factors influencing the impact of the project on beneficiaries and non-beneficiaries.
- the extent to which the most vulnerable are beneficiaries.

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Aspect 5 – Sustainability

Will the benefits of the project be sustained after the end of the project?

Areas for consideration include:

- the continuation of project benefits after funding by Tearfund has ceased;
- the ability to mobilise local resources;
- the ability to access funds and support from other sources (including the private sector);
- the major factors influencing the sustainability of the project.
- the major bottlenecks for sustainability at the moment?
- the major opportunities for sustainability
- the relevance of the exit strategy in terms of sustainability
- Recommendations for increasing sustainability, leading to an exit in 1-3 years from each site

Aspect 6 – Coordination and Coherence

How has the project been integrated with the activities and priorities of other agencies and organisations (including local and national government)?

Areas for consideration include:

- The linkages and relationships between the target group, Tearfund, and other agencies and organisations,
- The ability to manage multi-purpose partnerships,
- The coherence of the project with national and local policies, and
- The major factors influencing coordination and coherence of the project with the activities and priorities of other agencies and organisations.

Aspect 7 - Beneficiary Participation and Satisfaction

How has the project involved the intended participants (target group) in the design, implementation and monitoring of the project?

Areas for consideration include

- The extent to which participants have been involved in the project during design and implementation,
- The level of satisfaction expressed by participants,
- How the needs or motivations of the participants changed throughout the project,
- Do the community structures in place truly represent the interests of the community,
- The level of ongoing consultation that occurred with participants during implementation, and
- What mechanisms exist for participants to make a complaint or suggestions concerning the project.

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Annex B: List of Documents for Literature Review

Primary documents

1. Project Proposals, Work Plan, Budget, etc.
2. Project reports
3. Partner meeting minutes
4. Track data

Secondary documents

5. Partner organisational assessment, partner CHS assessment, partner agreement
6. TF Guidance documents: DME Procedures, Safeguarding principles,
7. TF Pakistan Country Strategy, Operational Plan, PDM reports
8. External literature on Pakistan political and economic scenarios

Annex C: List of Stakeholders to be Interviewed

Internal

- | | |
|---------------------------------|---------------------------|
| 1. Country Director: | Jonathan Johnson |
| 2. Programme Officer | Farah Bou Kheir |
| 3. Regional Director: | Claire Tiffin / |
| 4. Humanitarian Response teams: | Jon Kennedy, James Butler |
| 5. Project Funding Manager: | Jade Beakhouse |
| 6. Partner staff | X4 |

External

1. Partner Staff
2. Beneficiaries Focus groups
3. Community leaders
4. Stakeholders involved in the coordination of response

Annex D: Copy of Data Care requirements taken from Consultants contract

Information Security

- The Consultant is responsible for the security of Tearfund information and Tearfund assets used as part of this contract and must take appropriate and authorised measures to protect this information and assets.
- The Consultant must store all information relating to this contract in secure locations.
- The Consultant must not remove or disable security protection put in place by the Tearfund IT team.
- Sensitive or personal information must not be processed or stored without Tearfund IT approved security in place and must be on a secure Tearfund IT supplied device.
- Any important information which should remain secure must be encrypted at all times.
- If the Consultant is using any non-Tearfund procured device to access Tearfund information, this device must be adequately protected by well known trusted security measures. If the Consultant is unclear on any points relating to Information Security, they should request further clarification from their Tearfund contact.

Global Security

In all matters of personal and/or corporate security the Consultant will strictly adhere to the policy and guidelines as set out by Tearfund. The Consultant will be informed of security procedures during a briefing prior to the start of the overseas assignment. Breaches of the security policy and guidelines will be considered as justification to terminate the contract. In any emergency Tearfund will take all reasonable steps to assist the Consultant and the Consultant

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accepts that there shall be no legal liability on Tearfund for the consequence of events outside its control. Tearfund will take all reasonable steps to provide protection for the Consultant but all parties recognise that there are inherent risks in a relief situation and Tearfund shall not be required to do more than what is reasonably necessary and possible in the circumstances.

How to apply:

This is a bidding process, and Interested applicants must submit their entire technical and financial proposals as a complete bid package including the documents listed below, via email titled **(PAK-HYD-2024-001)** to procurement@tearfund.org no later than, **Friday, March 29th, 2024, at 17:00 GMT.**

Applications must contain the following information and documents;

1. Registration Certificates (applicable to firms only)
2. 2023 Tax clearance of proof that 2023 taxes clearing is in process. (applicable to firms only)
3. CVs of consultants and evaluators assigned for this consultancy (for all applicants)
4. Workplan, demonstrating the timeframe of which outcomes and deliverables can be achieved.
5. Evidence of previous, similar or relevant experiences supported by copies of previous evaluation reports which the applicant was the lead author of.
6. References.
7. Price in Pakistani Rupees (for local applicants) and Great British Pounds for international applicants (inclusive) of all VAT and sales taxes.

Applications will be evaluated on bases of Quality and experiences and price at the below weighing percentages.

Quality and experiences **70%**

Price **30%**