

Humanitarian, Early Recovery, and Development (HERD) Program – Consultant to Facilitate a Final Outcome Harvesting Evaluation

Terms of Reference, Calls for Expression of Interest

Background

The Humanitarian, Early Recovery, and Development Program (HERD) is working in eight countries (Burundi, Democratic Republic of Congo, Kenya, Madagascar, Nigeria, Pakistan, South Sudan, and Zimbabwe) and is responding to high levels of acute food insecurity due to COVID-19 and other crises. Each of the ten projects funded through the program is providing food assistance to meet immediate needs, while implementing early recovery and development activities to enable participants to better absorb the impact of current shocks and improve resilience and food security for the future. Gender sensitive approaches are woven into these humanitarian, early recovery, and development activities. Where appropriate, partners are also implementing activities intended to strengthen gender equality within the food system. This program will end in December 2023.

In the final year of the program, Foodgrains Bank would like to conduct a comprehensive, qualitative, learning-focused evaluation to complement quantitative, end-of-program household surveys already planned for each project location. Specifically, the Foodgrains Bank would like this final evaluation of the program to gather and analyze qualitative data which will: (1) complement the quantitative data that will be collected in the household surveys and which have been designed to align with program outcomes described in the program Performance Measurement Framework; and (2) answer the learning questions set out in the program learning framework.

Foodgrains Bank is seeking the services of an experienced outcome harvesting evaluation consultant to facilitate this final evaluation. The role of the consultant (described in detail in the attached ToR) will be to: (1) work with the evaluation management group (comprised of Foodgrains Bank staff, member staff, and partner staff) to finalize the uses and key evaluation questions and design a comprehensive outcome harvesting evaluation process, including participatory tools and processes for data collection and analysis, (2) based on this design, facilitate the implementation of the final evaluation data collection and analysis processes by the program implementing partners, and (3) write a final program-level evaluation report that synthesizes findings across the program and responds directly to the learning themes and questions.

Expression of Interest

We are seeking expressions of interest from an evaluation consultant with the following qualifications:

- Minimum 10 years of experience in leading project/program evaluations, including evaluating humanitarian food assistance and/or food security and rural livelihoods projects;
- Experience with outcome mapping/outcome harvesting approaches to evaluation;
- Minimum master's degree in international rural development, agricultural sciences, social sciences or a related field;
- Knowledge and practical experience in working with rural African communities;

- Strong background in humanitarian food assistance, food security, agriculture, and livelihoods, and gender equality;
- Demonstrated knowledge of local social-cultural realities and experiences in rural communities;
- Excellent analytical and report writing skills;
- Excellent interpersonal and communication skills;
- Experience in qualitative and quantitative methods;
- Proven capacity to apply and integrate measurement of gender equality and progress towards gender transformation and women's empowerment;
- Language requirements: fluent spoken and written English required; knowledge of French and/or African languages is an asset. Note that three projects are in French-speaking contexts. If the evaluator/evaluation team does not have knowledge of French, describe in your proposal how you will be able to ensure high quality data collection in French.
- Willingness to work and travel in challenging environments.

Preference will be given to evaluators or evaluation teams based in one of the programming countries (DR Congo, Burundi, Kenya, Madagascar, Nigeria, Pakistan, South Sudan, or Zimbabwe).

The final evaluation will be carried out between March 2023 and February 2024, with a draft report submitted by the beginning of January 2024, and a final report submitted no later than the beginning of February 2024.

The maximum budget for this evaluation, including the evaluator's fees and all travel costs is CDN \$60,000.

If you are interested in being considered for this opportunity, please submit your Expression of Interest, as per the attached Terms of Reference to Cynthia Neudoerffer, cneudoerffer@foodgrainsbank.ca, to arrive by 16:00 CST, Sunday January 29, 2023.

Foodgrains Bank will contact short-listed candidates by 3 February 2023. For more information on this technical consultancy please refer to the attached complete Terms of Reference.

Final Evaluation of the Humanitarian, Early Recovery and Development (HERD) Program

Terms of Reference, Version 1.0

Date: January 10, 2023

The Humanitarian, Early Recovery, and Development Program (HERD) is working in eight countries (Burundi, Democratic Republic of Congo, Kenya, Madagascar, Nigeria, Pakistan, South Sudan, and Zimbabwe) and is responding to high levels of acute food insecurity due to COVID-19 and other crises. Each of the ten projects funded through the program is providing food assistance to meet immediate needs, while implementing early recovery and development activities to enable participants to better absorb the impact of current shocks and improve resilience and food security for the future. Gender sensitive approaches are woven into these humanitarian, early recovery, and development activities. Where appropriate, partners are also implementing activities intended to strengthen gender equality within the food system. This program will end in December 2023.

In the final year of the program, Foodgrains Bank would like to conduct a comprehensive, qualitative, learning-focused evaluation to complement quantitative, end-of-program household surveys already planned for each project location. Specifically, the Foodgrains Bank would like this final evaluation of the program to gather and analyze qualitative data which will: (1) complement the quantitative data that will be collected in the household surveys, and which have been designed to align with program outcomes described in the program Performance Measurement Framework; and (2) answer the learning questions set out in the program learning framework.

Foodgrains Bank is seeking the services of an experienced outcome harvesting evaluation consultant to facilitate this final evaluation. The role of the consultant (described in detail below) will be to: (1) work with the evaluation management group (comprised of Foodgrains Bank staff, member staff, and partner staff) to finalize the uses and key evaluation questions and design a comprehensive outcome harvesting evaluation process, including participatory tools and processes for data collection and analysis, and (2) based on this design, facilitate the implementation of the final evaluation data collection and analysis processes by the program implementing partners, and (3) write a final program-level evaluation report that synthesizes findings across the program and responds directly to the learning themes and questions.

This Terms of Reference (ToR) is prepared to help interested consultants understand the program and describe our requirements for the evaluation process. It also provides a coherent and concise guide for this evaluation, to ensure that all interested parties (HERD program staff, HERD program member staff, HERD implementing partners, other Foodgrains Bank staff supporting the HERD program) are aligned in their expectations of the activities and deliverables for the final evaluation. The ToR provides a brief summary of the program, including the program goals, and outcomes; the purpose of the final evaluation; preliminary uses and key evaluation questions; roles and responsibilities of evaluation stakeholders; timelines and expected deliverables; and the expected qualifications for the evaluation consultant.

1.0 INTRODUCTION TO CANADIAN FOODGRAINS BANK

Canadian Foodgrains Bank is a partnership of 15 Canadian churches and church-based agencies working to end hunger in developing countries by: supporting partnerships and activities to improve food security on both an immediate and a sustainable basis; increasing and deepening the involvement of Canadians in efforts to end global hunger; and, influencing changes in Canadian public policies necessary to end global hunger. To achieve its objectives, Foodgrains Bank and its member agencies work with a wide range of local, national, and international organizations to implement programs in developing countries. Foodgrains Bank Member agencies are responsible for initiating and delivering the overseas relief and development activities supported by the Foodgrains Bank through their own projects or through the projects of partner agencies. They may request the services of the Foodgrains Bank to assist in the delivery of these projects. However, Foodgrains Bank does not initiate or implement projects.

2.0 PROGRAM DESCRIPTION

The Humanitarian, Early Recovery, and Development (HERD) program is a 33-month program (2021-2023) of Canadian Foodgrains Bank to respond to acute food insecurity caused by COVID-19 and other shocks (such as conflict, displacement, and climate events), while strengthening the resilience of households and communities for the long-term. The program is funded by Global Affairs Canada.

The HERD program is implemented by ten partners in eight countries in Africa and Asia: Burundi, DR Congo, Kenya, Madagascar, Nigeria, Pakistan, South Sudan, and Zimbabwe. The partners are outlined in the table below:

Country	Partner	CFGB Member	Context
Burundi	Lutheran World Federation Burundi	Canadian Lutheran World Relief	Displacement, climate
DR Congo	Église du Christ au Congo — Ministère des Réfugiés et des Urgences	Mennonite Central Committee Canada	Conflict/displacement
Kenya	Adventist Development and Relief Agency Kenya	Adventist Development and Relief Agency Canada	Drought
Madagascar	Sampan'asa Momba ny Fampanandrosoana	World Renew	Drought
Nigeria	ZOA Nigeria	World Renew	Conflict/displacement
Pakistan	Community World Service Asia	Presbyterian World Service and Development	Drought
South Sudan	Finn Church Aid	Primate's World Relief and Development Fund	Conflict/displacement
	Tearfund South Sudan	Tearfund Canada	Conflict/displacement
Zimbabwe	Pentecostal Assemblies of Zimbabwe	Emergency Relief and Development Overseas	Climate, economic crisis
	Zimbabwe Council of Churches	United Church of Canada	Climate, economic crisis

All projects use a nexus approach that integrates three inter-related components: humanitarian food assistance, early recovery and development activities, and activities to address underlying gender inequalities. In project areas that experience conflict, projects are also contributing to social cohesion. While all projects share similar components and design, each have been structured based on the local context and include the following elements:

- Humanitarian assistance is provided through food, cash, or vouchers.
- All projects have provided context-appropriate agricultural inputs and are providing agricultural training. In many cases, training is occurring through facilitating the training of lead farmers and/or the formation of farmer groups.
- Projects are also contributing to diversifying and strengthening livelihoods through facilitating savings and loans groups, providing inputs to establish new businesses, facilitating business or marketing training, and/or improving access to livestock or fishing.
- Some projects are rehabilitating community assets through cash or food-for-work to improve access to water for agriculture, improve soil and water conservation, and improve access to markets.
- Partners are facilitating gender-equitable advisory committees and training community members and community leaders on gender issues. In many cases this work has been done by training community members as gender champions to facilitate dialogue on gender in their own communities.

In addition to the project-level activities, learning has been a key focus throughout the HERD program. Foodgrains Bank and its members and partners want to learn from the implementation of nexus programming. Learning activities have been guided by a Learning Framework developed at the beginning of the program and have included regular virtual partner gatherings, semi-annual structured learning conversations, an in-person partner gathering, and this final evaluation.

3.0 PLANNED OUTCOMES

Each of the partners has a project PMF which fits into the broader, program-level HERD PMF. Each partner is collecting baseline and endline data for the outcomes outlined in the PMF through quantitative, household surveys and through the review of project documents.

The purpose of the final evaluation is to complement, not replicate, the quantitative data being collected to assess progress towards the outcomes in the PMF. It is anticipated that the final evaluation will focus primarily on qualitative data.

- Intermediate Outcome 1100 and related immediate outcomes are associated with the humanitarian component of the program. Only those participants in the humanitarian component of the program are included in this outcome.
- Intermediate Outcome 1200 and related immediate outcomes are associated with early recovery and development components of the program. Only those participants in the early recovery and development component of the program are included in this outcome.
- Intermediate Outcome 1300 and related immediate outcomes are associated with the gender outcomes.

Intermediate Outcome 1100: Stabilized and/or increased consumption of nutritious food by female and male-headed households affected by COVID-19 in the targeted food systems

- Immediate Outcome 1110: Increased gender and COVID-19-sensitive access to nutritious food for women, men, girls, and boys affected by COVID-19
 - Output 1111: In-kind food, vouchers, or cash distributed in a gender-sensitive and COVID-19-sensitive manner

Intermediate Outcome 1200: Stabilized and/or increased availability and access to food for female and male-headed households affected by COVID-19 in the targeted food systems

- Immediate Outcome 1210: Restored agricultural production for women and men affected by COVID-19
 - Output 1211: Agriculture inputs provided in a gender-sensitive manner to women and men
 - Output 1212: Field extension staff trained to deliver gender-sensitive extension services
 - Output 1213: Gender-sensitive agriculture extension services provided to women and men
- Immediate Outcome 1220: Diversified gender-sensitive livelihood opportunities for women and men affected by COVID-19
 - Output 1221: Savings and loans groups for women and men established and/or strengthened
 - Output 1222: Livelihood inputs distributed in a gender-sensitive manner to women and men
 - Output 1223: Gender-sensitive livelihood and market training provided to women and men
- Immediate Outcome 1230: Improved access to functioning community and environmental assets for women and men and/or communities affected by COVID-19
 - Output 1231: Community and/or environmental assets constructed or rehabilitated
 - Output 1232: Wages provided to women and men to construct or rehabilitate community and/or environmental assets

Intermediate Outcome 1300: Increased participation in decision-making by women affected by COVID-19 in the targeted local food systems

- Immediate Outcome 1310: Increased voice and confidence of women to participate meaningfully in the design, implementation, and evaluation of programming
 - Output 1311: Gender equitable community advisory committees formed and regularly convening with women and men in targeted communities
 - Output 1312: Gender equitable community advisory committee trained
- Immediate Outcome 1320: Increased awareness of gender equality in the food system
 - Output 1321: Locally-appropriate gender-equality training delivered to women, men, and community leaders
 - Output 1322: Ongoing support services provided to communities to reinforce gender equality training

- Immediate Outcome 1330: Increased awareness of sexual and gender-based violence (GBV), including response and prevention, among women, men, girls, and boys at the household and community level
 - Output 1331: Locally-appropriate GBV risk mitigation system established and functioning in each project location
 - Output 1332: GBV awareness training provided to women, men, and community leaders

4.0 PURPOSE AND SCOPE OF THE EVALUATION

Purpose

This final qualitative learning evaluation has two main purposes: (i) to gather and analyze qualitative project-level data that will triangulate and help explain the quantitative project and program outcome and impact data that will be collected through endline household surveys; and (ii) to answer the learning questions set out in the program learning framework.

Scope

Foodgrains Bank envisions that the qualitative data collected in this final learning evaluation will complement the quantitative household surveys and will be used, in part, by partners to help explain the achievement of project and program outcomes and impacts. However, final progress towards achieving the outputs and outcomes described in individual project and the overall program Performance Measurement Frameworks (PMFs) will be evaluated using a standard endline household survey that has been designed to align with the baseline survey already conducted at the start of the HERD program. Some partners have already collected endline surveys for the food assistance portion of their project (based on the timing of food assistance transfers). The HERD M&E Manager will be responsible for supporting partners to conduct the endline quantitative household surveys and analyze the data, including comparing baseline to endline results. This quantitative endline household survey is outside of the scope of this evaluation (i.e., the evaluation consultants will not be responsible for this data collection and analysis).

5.0 KEY EVALUATION QUESTIONS

At the beginning of this program, participating members and partners contributed to the development of a Monitoring, Evaluation, and Learning Framework. This included key learning themes and questions. Global Affairs Canada was also consulted in the development of this framework and specifically contributed the resilience theme.

In the development of this terms of reference, the Evaluation Management Group drew from this initial list of themes and questions to identify priority questions for the final evaluation. Additional consultation led by the evaluation consultants with support from Foodgrains Bank will occur during the evaluation inception process with key stakeholders (additional Foodgrains Bank staff, member staff, and Global Affairs Canada) to finalize evaluation themes and questions.

Theme	Question(s)
Project Learning Theme 1: Understanding the linkages between food assistance and development programming in a nexus approach	<p>To what extent do the different types of project activities (food assistance and development) support each other?</p> <ul style="list-style-type: none"> • How do project design decisions (ie targeting approaches, timing of activities, etc) change how these activities support each other? • How do we measure these synergies?

	<ul style="list-style-type: none"> To what extent is this impact sustainable? How do nexus approaches work differently in different types of contexts (conflict or climate affected? Relatively stable or fragile contexts)?
Project Learning Theme 2: Understanding gender sensitive and transformative programming in nexus projects	<p>To what extent are the projects gender sensitive?</p> <p>How have the projects laid the groundwork for gender transformation?</p> <p>How sustainable is the impact?</p> <p>What strategies/tools/approaches have had positive impacts on gender inequalities and/or gender-based violence?</p>
Project Learning Theme 3: Understanding how nexus approaches contribute to increased resilience	<p>What indications are there that the program has contributed to improving community and household resilience?</p> <ul style="list-style-type: none"> What enabling factors contribute to increased resilience? What barriers to increasing resilience through this type of programming?
Program Learning Theme 1: Understanding how the approaches used in the program contribute to a learning culture within the Foodgrains Bank network	<p>How do we collectively document, share, and disseminate our learnings through a program like HERD?</p> <p>How have learnings been used by Foodgrains Bank, members, and partners? How has this program contributed to the organizational capacity to do nexus programming?</p>

6.0 TARGET USERS

In designing this evaluation TOR, the evaluation management team identified four key users for the evaluation and in consultation with each user identified the specific uses they have for the evaluation results. These uses were summarized to develop the four key USES identified in the previous section.

USER	USES
Implementing partners	<p>Uses:</p> <p>(i) To identify practical nexus program implementation guidance for local implementing partners.</p> <p>(ii) To identify practical tools and promising strategies for implementing gender sensitive and/or gender transformative nexus programming.</p>
Member staff	<p>Uses:</p> <p>(i) Contribute to a common framework for nexus programming for the Foodgrains Bank network.</p> <p>(ii) To identify practical nexus program implementation guidance for local implementing partners.</p>

	<p>(iii) To identify practical tools and promising strategies for implementing gender sensitive and/or gender transformative nexus programming.</p> <p>(iv) Contribute to the development of a learning culture within the Foodgrains Bank network</p>
Foodgrains Bank staff	<p>Uses:</p> <p>(i) To identify to what extent and in what ways the HERD program activities contributed towards increasing the resilience of project participants and what barriers limited resilience building.</p> <p>(ii) To identify practical nexus program implementation guidance for local implementing partners.</p> <p>(iii) To identify practical tools and promising strategies for implementing gender sensitive and/or gender transformative nexus programming.</p> <p>(iv) Contribute to the development of a learning culture within the Foodgrains Bank network and between Foodgrains Bank departments</p>
Global Affairs Canada	<p>Uses:</p> <p>(i) To identify to what extent and in what ways the HERD program activities contributed towards increasing the resilience of project participants and what barriers limited resilience building.</p> <p>(ii) Contribute to Global Affairs Canada's understanding of the practical implementations, benefits, and challenges of supporting nexus approaches.</p>

7.0 APPROACH AND METHODOLOGY

Approach

This final evaluation should be oriented towards maximizing program and project learning and is intended to complement the already planned quantitative household endline survey. As such Foodgrains Bank prefers an outcome harvesting evaluation approach that is facilitated by an external consultant who is an expert in outcome mapping / outcome harvesting. The evaluation process will consist of four main steps: (i) detailed data collection and analysis design (in collaboration with the Evaluation Management Group), (ii) process and tool validation at the HERD partner gathering (April 24-27, 2023), (iii) technical support to partners for qualitative data collection and analysis, (iv) program level synthesis of partner data and preparation of a program-level evaluation report. The evaluation design should include participatory tools and processes that partners will implement and analyze with the support of the evaluation consultant and the HERD M&E Manager.

Methodology

Foodgrains Bank anticipates that the final evaluation will be largely qualitative in nature, focusing on document reviews, observations, and qualitative and participatory data collection methods. Using flexible or semi-structured data collection tools, it is expected that qualitative data will be collected through focus group discussions and semi-structured key informant interviews.

8.0 ROLES AND RESPONSIBILITIES

The evaluation will be managed by the Foodgrains Bank Monitoring & Evaluation coordinator, in consultation with the evaluation management group, comprised of Foodgrains Bank, member, and implementing partner staff.

Role of Evaluation Management Group: review and provide input and direction on the evaluation terms of reference, have representative(s) assist in selecting the consultant, provide feedback as tools are developed and implemented, and review findings.

Role of Foodgrains Bank Monitoring and Evaluation Coordinator: evaluation manager and primary point of contact for the evaluation consultant; participate in the Evaluation Management Group; participate

in the selection of the consultant; provide feedback as tools are developed and implemented, and review findings.

Role of Foodgrains Bank HERD Program Monitoring and Evaluation Manager: participate in the Evaluation Management Group, assist in selecting a consultant, provide technical accompaniment to partners throughout the process, support access to the program's quantitative results data for the consultant, and review findings.

Role of Other Foodgrains Bank staff: The Humanitarian and Nexus Program Manager will participate in the Evaluation Management Group, assist in selecting a consultant, and provide overall supervision of the evaluation process. Other Foodgrains Bank staff will contribute to providing feedback to the final design of the evaluation.

Role of Member Agencies: representatives of member agencies will participate in the Evaluation Management Group. Members will also support their partners as needed in the collection and analysis of evaluation data and will review and provide feedback on evaluation findings.

Role of Partners: implement tools, analyze data, and contribute results to the evaluation consultant.

9.0 SCOPE OF WORK AND RESPONSIBILITIES OF THE EVALUATION CONSULTANT

The evaluation consultant will facilitate and coordinate the final learning evaluation and is responsible for facilitating the evaluation including outcome harvesting design, leading the collaborative design and testing data of collection tools, training partner staff on data collection and analysis, facilitating data collection, data cleaning, data analysis, and leading on program-level data analysis, synthesis, interpretation, and report writing. The major roles under the responsibility of the evaluation consultant include:

1. Review pertinent documents including program and project proposals, quarterly reports, baseline survey reports, and other relevant documents to verify information needs to be addressed through the evaluation.
2. Develop a detailed inception report for the evaluation, including refining the key evaluation questions, describing the outcome harvesting evaluation approach / process to be used in the evaluation, developing the evaluation workplan, data collection tools, and data collection and analysis plan.
3. Participate in a data collection tools and process validation workshop at the HERD partner gathering.
4. Work with Foodgrains Bank, member, and partner staff to facilitate the partner-level data collection and analysis process.
5. Lead and deliver on program level data collection (if required, depending on workplan) and synthesis.
6. Conduct content and theme analysis of qualitative interview data for program level findings.
7. Present preliminary findings to the Evaluation Management Group to get input on findings, conclusions, and recommendations.
8. Finalize and submit the draft report, which will include the final results of the analysis.
9. Incorporate feedback from all stakeholders, prepare and submit the final evaluation report.

10.0 DELIVERABLES

In accordance with the proposed final evaluation timeline, the evaluation consultant shall submit the following deliverables:

1. Work plan: a detailed workplan for the final evaluation should also include a description of the evaluation outcome harvesting methodology, and the qualitative data collection tools, including a list of stakeholders to be surveyed.

2. Evaluation Inception Report: including the design of all data collection tools and analysis processes
3. Tool validation sessions at the April HERD partner gathering.
4. Training sessions (online) for partners on data collection tools.
5. Technical support to partners for data collection and analysis.
6. Data analysis and synthesis of qualitative data for the program-level key evaluation questions.
7. Presentation of preliminary findings: presented to the Evaluation Management Group to receive initial feedback, all relevant comments and recommendations should be incorporated into the draft report;
8. Draft report: submitted within one month of completion of the data collection activities and shared with relevant stakeholders for feedback and revisions.
9. Final report: submitted within three weeks of receiving the feedback on the draft report. The final review report should be written in English and the main text should be written in Ariel font size 11 and 1.5 space and should not exceed 40 pages (excluding annexes). The consultant is expected to follow this outline for the final evaluation report:
 - Cover page
 - Table of contents
 - Acronyms
 - List of figures and tables
 - Executive Summary (maximum 3 pages, that summarizes recommendations)
 - Background and context
 - Final evaluation uses, key evaluation questions and scope
 - Review methodology (includes both a description of the methodology and limitations of the approach)
 - Major findings related to evaluation themes and questions
 - Conclusions (directly connected to a major finding, and thus explicitly stated)
 - Recommendations (directly connected to a major finding, and thus explicitly stated)
 - Annexes (no page limit) to include:
 1. Terms of Reference
 2. Cited resources or bibliography
 3. A list of those interviewed
 4. Evaluation tools

11.0 PROPOSED EVALUATION TIMELINE AND MILESTONES

The evaluation data collection will be completed by November 2023, with the final report completed by February 2, 2024.

N°	Activities	Period	Person in charge
01	Drafting terms of reference	December 2022	Evaluation Management Group (with M&E Coordinator and Program Manager)
02	Call for Expressions of Interest Deadline	January 29, 2023	
03	Evaluation Consultant Selected	February 17, 2023	
04	Development of Tools	April 15, 2023	Consultant with team
05	Partner Gathering	April 24-27, 2023	Consultant
06	Partners Implement Evaluation Tools	April-November	Partners
07	Support for Partners	April-November	HERD Program M&E Manager, Consultant
08	Interviews	October-November	Consultant

09	Draft Report	January 5, 2024	Consultant
10	Feedback provided by Evaluation Management Group and Canadian Foodgrains Bank	January 19, 2024	Evaluation Management Group
11	Final Report	February 2, 2024	Consultant

12.0 LOCATION OF WORK

This consultancy will be home based. The consultant will use his/her/their own computer and related facilities to prepare all evaluation deliverables. Data collection may be conducted using a combination of on-line tools (Zoom, Teams, phone, Whatsapp etc.) and in-person interviews. If in-person data collection is planned, the consultant will be responsible for arranging their own travel. However, all travel arrangements must be approved by the Foodgrains Bank prior to booking. If necessary, travel visa arrangements will be facilitated by Foodgrains Bank. All travel expenses (flight, visa, accommodations, food, local transportation, and incidentals) will be paid by the Foodgrains Bank, upon receipt and approval of travel receipts, in addition to consulting fees.

13.0 INTELLECTUAL PROPERTY

All writing, books, articles, artwork, computer programs, databases, source and object codes and other material of any nature whatsoever produced in whole or in part by the consultant in the course of his/her/their services to Foodgrains Bank shall be considered a work made for hire, or otherwise, and therefore Foodgrains Bank's property.

Without permission of the Canadian Foodgrains Bank the consultant is not allowed to share any information with external bodies and all documents prepared and all data and information gathered by the consultants are the property of the client. The consultant shall not be entitled either directly or indirectly to make use of such documents or works without the prior written consent of the client (Canadian Foodgrains Bank).

14.0 EVALUATION CONSULTANT REQUIREMENTS

Foodgrains Bank will consider a single evaluation consultant or an evaluation team. The lead consultant should meet the following criteria:

- Minimum 10 years of experience in leading project/program evaluations, including evaluating humanitarian food assistance and/or food security and rural livelihoods projects;
- Experience with outcome harvesting/outcome harvesting approaches to evaluation;
- Minimum master's degree in international rural development, agricultural sciences, social sciences or a related field;
- Knowledge and practical experience in working with rural African communities;
- Strong background in humanitarian food assistance, food security, agriculture, and livelihoods, and gender equality;
- Demonstrated knowledge of local social-cultural realities and experiences in rural communities;
- Excellent analytical and report writing skills;
- Excellent interpersonal and communication skills;
- Experience in qualitative and quantitative methods;
- Proven capacity to apply and integrate measurement of gender equality and progress towards gender transformation and women's empowerment;
- Language requirements: fluent spoken and written English required; knowledge of French and/or African languages is an asset. Note that three projects are in French-speaking contexts. If the evaluator/evaluation team does not have knowledge of French, describe in your proposal how you will be able to ensure high quality data collection in French.

- Willingness to work and travel in challenging environments.

Preference will be given to evaluators or evaluation teams based in one of the programming countries (DR Congo, Burundi, Kenya, Madagascar, Nigeria, Pakistan, South Sudan, or Zimbabwe).

15.0 GUIDING PRINCIPLES

Foodgrains Bank envisions that the evaluation consultant's key role is as a **facilitator** of the evaluation process. To maximize partner learning through this process, partner staff will be responsible for data collection and project-level data analysis, under the guidance of the evaluation consultant. For Foodgrains Bank, a key responsibility for the evaluation consultant as facilitator includes ensuring that all processes in the evaluation are of high quality and designed and executed adhering to the following evaluation principles.

The final learning evaluation is expected to adhere to the following general evaluation principles:

- **Utility** – evaluations must be *useful* for the main users of the evaluation.
- **Participation** – to be *useful*, the intended users of the evaluation need to be identified at the outset and involved in making decisions about the evaluation.
- **Quality** –Quality is derived through the accurate and appropriate use of evaluation criteria, the presentation of evidence and high-quality analysis, the coherence of conclusions with evaluation findings, and the drawing of realistic recommendations, directly supported by findings and conclusions. Good quality evaluations present findings, conclusions, and recommendations in an understandable way so that they are accessible to readers of evaluation reports.
- **Credibility** – the extent to which evaluation findings and conclusions are believable and trustworthy.
- **Integrity** – to have integrity an evaluation must adhere to high ethical standards.
- **Transparency** – the openness with which the evaluation process is conducted and the willingness to share findings.
- **Independence** – the evaluation is free from influences that would bias the conduct, findings, conclusions, or recommendations of the evaluation.
- Utilize gender segregated focus groups to assess the different needs and priorities of men and women.
- Ensure that all community members have equal voice regardless of age, class, gender, disability, race/ethnicity, sexual orientation, nationality, political affiliation, religion, or organizational affiliation.
- Ensure that the evaluation provides opportunity for critical reflection and learning on structures that ensure the rights of all individuals are realized.

In addition to these general evaluation principles, the consultant must ensure familiarity and compliance with Canadian Foodgrains Bank's professional behaviour standards as set out in policies, specifically in the following policies:

1. Anti-fraud and Corruption Policy
2. Gender Equality Policy
3. Harassment Policy
4. Prevention of Sexual Exploitation and Abuse
5. Professional Standards Policy

16.0 REQUIREMENT FOR PREPARATION OF THE EXPRESSION OF INTEREST

Expression of Interest (maximum 10 pages) should include the following information:

- A cover letter expressing your interest in the evaluation and outlining relevant experience. Specifically address how the consultant(s) meet the qualifications, relevant experience with outcome mapping / harvesting and evaluating humanitarian food assistance and food security development programs;

- A brief (no longer than three pages) proposal outlining how you would structure the evaluation process, including a detailed estimate of the level of effort required;
- Curriculum vitae for the lead consultant and any other additional individuals/team members to be assigned for the work (if required)
- Letters of reference from two previous evaluations done by the consultant, with a list of references.
- Confirmation of availability for the time frame indicated.
- Detailed budget for the consultancy, including your proposed consulting fees, travel budget and any applicable taxes.

The maximum budget available for this consultancy, including all costs, is \$60,000 CAD.

17.0 SELECTION PROCESS

If you are interested in being considered for this opportunity, please submit your complete Expression of Interest and Budget to Cynthia Neudoerffer, cneudoerffer@foodgrainsbank.ca, to arrive by 16:00 CST, Sunday, January 29, 2023.

Foodgrains Bank will schedule interviews with shortlisted candidates (by Zoom or Skype) in the first two weeks of February with the selection process completed by mid-February.

Selection of the evaluation consultant / firm will be done as per Foodgrains Banks' procurement guidelines for external consultants and the winner will be selected through existing procedures via a committee comprising staff from the HERD Evaluation Management Group.