



# Terms of reference

## Final External Evaluation

### Reducing Vulnerability to Disaster Risk and building socio-economic resilience in Moldova

DONOR	Agence Française de Développement (AFD) and co-funded by Bureau for Humanitarian Assistance (BHA)
PROJECT DURATION	15/03/2023 – 14/03/2025
LOCATIONS	Anenii Noi raion, Moldova
PARTNERS (IF ANY)	IMPACT Initiatives; Bibliothèques Sans Frontières (BSF)
MAIN PROJECT OBJECTIVE	<p><b>Overall objective:</b> To strengthen the resilience of populations affected by man-made and natural disasters in Moldova</p> <p><b>Specific objective:</b> To strengthen the preparedness of local actors in the Anenii Noi region to respond more effectively to man-made and natural disasters and to share their experience with other regions.</p>
OBJECTIVES OF THE EVALUATION	<p><b>Overall objective:</b> To provide Acted, IMPACT and BSF with an assessment of the relevance, efficiency, coherence, effectiveness and impact of the project as compared to the project proposal. It will thus assess the extent to which the project met planned outcomes.</p> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>• Assess the extent to which the project had led to achievement of the intended project objectives within the timeframe.</li> <li>• Highlight lessons learnt and best practices of the project implementation</li> </ul>
OVERVIEW OF THE METHODOLOGY FOR THE EVALUATION	The methodology for data collection is to be determined by the consultant with Acted approval. A mixed research method is required. The evaluation should be conducted mainly through both primary data collection and secondary data review. The consultant will be encouraged to collect data (focus group discussions, key informant interviews, surveys) with a broad range of project stakeholders, including beneficiaries, as well as direct observations.
EVALUATION DATES	17 <sup>th</sup> of February 2025 – 15 <sup>th</sup> of May 2025

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<sup>1</sup> Based on the European Union's ROM Handbook and guidance for final evaluations.

# ACTED

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## ACTED WORLDWIDE

Acted is a non-governmental organization with headquarters in Paris, founded in 1993. Independent, private and not-for-profit, Acted respects a strict political and religious impartiality and operates according to principles of non-discrimination and transparency.

Acted endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

Acted's mission is to save lives and support people in meeting their needs in hard-to-reach areas.

Acted develops and implements programmes that target the most vulnerable amongst populations that have suffered from conflict, natural disaster, or socio-economic hardship.

Acted's approach looks beyond the immediate emergency towards opportunities for longer term livelihoods reconstruction and sustainable development.

As of 2022, Acted was present in four continents and our teams intervene in 42 countries towards 17.8 million people, responding to emergency situations, supporting rehabilitation projects and accompanying the dynamics of development.

## ACTED IN COUNTRY

Moldova is one of the poorest countries in Europe with almost one quarter of its population below the national poverty line. Besides, since February 24th, 2022, Moldova is one of the countries most affected by the war in Ukraine due to proximity, and a heavy reliance on commodity imports from Ukraine and Russia.

In response to this crisis, Acted swiftly mobilized alongside other partners to address the urgent needs of Ukrainian refugees and vulnerable populations within Moldova. Since March 2022, Acted has spearheaded a range of initiatives aimed at providing critical support to refugees, host communities, and at-risk populations.

Acted Moldova is also implementing development project, the Republic of Moldova being highly vulnerable to natural and man-made disasters. The country is struggling more and more as a result of climate-related weather conditions. Dealing with the multiple risks, the resilience and preparedness capacities of public institutions, CSOs and communities are limited. Local authorities are not sufficiently equipped to integrate planning mechanisms into their intervention logic. Although Moldova has national, regional and local emergency commissions, these are hampered by the lack of a coherent disaster risk strategy to identify hazards, conduct risk assessments and integrate risk information into regional strategies. The CSOs, that played a critical role in supporting the state institutions to respond to the refugee crisis, are extremely limited in participation in disaster risk reduction and planning, partly due to a lack of readily available information and coordination mechanisms. The lack of mechanisms to build local communities resilience makes things more difficult, particularly in rural areas, where poverty rates are 7.5 times higher than in large cities and vulnerability to climate-related risks is considerably higher due to dependence on agriculture as the main source of income.

Disaster risk reduction (DRR) and long-term socio-economic resilience are two (out of four) Acted Moldova country strategy pillars. Thus, since 2023, Acted has expanded its scope to include projects aimed at enhancing local resilience to mitigate the hazards that affect Moldova. By fostering socio-economic resilience and implementing targeted interventions, Acted seeks to uplift communities and build a more resilient future for Moldova.

## PROJECT BACKGROUND

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### BACKGROUND AND RATIONALE OF THE PROJECT

Moldova is a country vulnerable to natural and man-made disasters, and in the last period is struggling more and more as a result of climate-related weather conditions. In this context, starting with March 2023, Acted is the leader of the Strengthening local actors' preparedness to Respond to man-made and natural disasters through Inclusive and Valuable Engagement (STRIVE) project. The overarching goal of the project is to strengthen the resilience of populations affected by man-made and natural disaster in Moldova. The two years project is implemented within a consortium alongside with two partners, IMPACT Initiatives and Bibliothèques Sans Frontières (BSF), funded by Agence Française de Développement (AFD) and co-funded by the Bureau for Humanitarian Assistance (BHA).

The STRIVE specific objective is to strengthen the preparedness of local actors in the Anenii Noi raion to respond more effectively to man-made and natural disasters and to share their experience with other regions.

The action aims to strengthen the preparedness of local actors, including authorities, CSOs and rural communities, in their response to disasters through the development of a local and contextualised DRR strategy, while increasing socio-economic resilience to disasters in the Anenii Noi raion. This geographical area was chosen because of its particular vulnerability to a range of natural hazards. Prior to selection of a region, Acted designed selection criteria on the basis of issues such as vulnerability to natural hazards, CSO capacity and the presence of INGOs in the region. The choice of Anenii Noi was made, due in part, to the fact that the region is particularly vulnerable to droughts, and has faced particularly high levels of heat stress in the summer of 2022. Water consumption in Anenii Noi is roughly 3,5 million metres annually, (the second highest figure outside of Chisinau). This potential impact of future disasters exacerbated by Anenii Noi's high population density compared to other areas of the country - and because it shares a long border with Transnistria and is the closest region to Tiraspol. As such, in the event of a potential escalation of hostilities in Ukraine, the Anenii Noi raion faces a particularly high risk of spillover, including refugee flows. Furthermore, like most other raions in Moldova, Anenii Noi does not engage with DRR in policy strategies and does not integrate DRR into strategic policy planning at the regional level.

The Consortium of Acted, IMPACT and BSF aims to increase the resilience of populations to natural and man-made hazards in the Anenii Noi raion of Moldova through an intervention focused on supporting the following beneficiary groups: local authorities (LAs), civil society organisations (CSOs) and rural communities in the region. The project will enable them to better prepare for and respond to man-made and natural disasters. Structured around three outcomes, the intervention will provide targeted support to the context-specific needs of each beneficiary group accordingly:

- o **LAs** will benefit from DRR training followed by individualised support for the development of DRR strategies (a set of contingency plans, standard operating procedures and the integration of DRR into existing policies at the local level).

- o **CSOs** will benefit from capacity assessments, tailored capacity building support and operational support grants.
- o **Rural communities** will benefit from improved access to information and pedagogical content relating to disaster risks, protection and resilience via the creation of micro-libraries, the development of social services in the region, a pilot programme for **smallholder farmers** designed to improve disaster preparedness and promote adaptation to climate-resilient agricultural technologies.

## ACTIVITIES OF THE PROJECT

The specific objective of the project is to strengthen the preparedness of local actors in the Anenii Noi raion to respond more effectively to man-made and natural disasters and to share their experience with other regions. Details regarding the three outcomes of the intervention, the activities and the responsible partner of implementation are provided in Table 1.

Table 1: Project results/outcomes, activities and implementing partners.

Nr of the activity	Description of the activity	Implementing partner
<b>Result 1: Local actors are supported in planning and preparing for man-made and natural disasters</b>		
1.1	Conducting an area-based assessment (ABA) of Anenii Noi raion on population needs and service capacities to support local socio-economic contingency planning	IMPACT
1.2	Conducting an area-based risk assessment (ABRA) to support local climate and energy disaster risk reduction	IMPACT
1.3	Development of long-term participatory DRR/M strategies for local municipal authorities	Acted
1.4	Provision of information products and tools for response planning	BSF
<b>Result 2: Organisational and material capacities of local CSOs are strengthened</b>		
2.1	Capacity building of CSOs	Acted
2.2	Operational and material support grants to CSOs	Acted, BSF
<b>Result 3: Socio-economic resilience of rural communities in Anenii Noi is strengthened</b>		
3.1	Development of DRR/CCA strategies for smallholder farmers	Acted
3.2	Operational support grants for CSOs providing social services	Acted
3.3	Creation of micro libraries and support to community centres for socio-economic inclusion in rural areas of Moldova	BSF

## KEY PROJECT STAKEHOLDERS

Consortium partners:

Acted was implementing the STRIVE project alongside with IMPACT and BSF, it was funded by AFD and co-funded by the BHA.

### **Beneficiaries:**

The intervention provided targeted support to following three beneficiary groups:

- o **LAs** which benefited from DRR training followed by individualised support for the development of DRR strategies (a set of contingency plans, standard operating procedures and the integration of DRR into existing policies at the local level). All 26 municipalities in Anenii Noi were targeted with a total of 60 representatives being involved in the project activities.
- o **CSOs** which showed interest being part of the STRIVE project and applied for the GOCA assessment and trainings counted a total of 42 (from different raions not just Anenii Noi. Some of them dropped out during the course of the GOCA, reaching a final number of 31 CSOs finalizing the GOCA trainings. Among those CSOs, 8 CSOs benefited from operational support grants:
  1. Genesis
  2. Prevenurea Criminalitatii
  3. Puhoacea Nistreana
  4. Omul Sfanteste Locul
  5. Pomul Vietii
  6. Constantion Mini Fondation
  7. Din Inima pentru Hirbovat
  8. Generatia G
- o **Rural communities** which benefited from improved access to information and pedagogical content relating to disaster risks, protection and resilience via the creation of micro-libraries, the development of social services in the region, a pilot programme for **smallholder farmers** designed to improve disaster preparedness and promote adaptation to climate-resilient agricultural technologies.

## **SCOPE AND PURPOSE OF THE EVALUATION**

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The main objective of this evaluation is to provide Acted, IMPACT, BSF and the donor with an assessment of the project, its design, implementation and results of the project implemented in Anenii Noi. The aim is to determine the relevance and fulfilment of objectives, coherence, efficiency, effectiveness and impact of the project. The evaluation should provide information that is evidence-based, credible and useful, enabling the incorporation of lessons learned into the future decision-making processes of Acted-led project and the donor.

The evaluation will specifically:

- Assess the extent to which the project had led to achieve intended project objectives within the timeframe.
- Highlight lessons learnt, best practices and recommendations for improvements to feed back into current and future Acted, IMPACT and BSF programming in the same sectoral areas and using similar approaches to meeting their objectives.

# RESEARCH CRITERIA AND QUESTIONS

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The evaluation shall use 5 out of 6 Development Assistance Committee's (DAC) criteria from the OECD and corresponding questions. The criteria selected are relevance, coherence, effectiveness, efficiency and impact; the criteria of sustainability will not be used because the phase one of the intervention is evaluated a short time after ending. The evaluation of the potential phase two will be more appropriate and insightful to evaluate the sustainability of the action. The consultant will be able to review and revise the questions (not the criteria) and methodology in consultation with the partner organization representatives and Acted country office MEAL team, as part of the inception phase of the evaluation, and as relevant. These questions may also be modified based on the results of the preliminary evaluation that will be conducted internally from August to November 2024.

**1.Relevance:** Relevance stands for the appropriateness of project objectives to the problems that it was supposed to address, and to the physical and policy environment within which it operated. It should include an assessment of the quality of project preparation and design – i.e. the logic and completeness of the project planning process, and the internal logic and consistency of the project design.

The following questions should be answered:

- 1.1 Was the action adequately designed to respond to the needs of the direct beneficiaries?
- 1.2 Were the project methodologies and activities relevant to achieve the project objectives?

**2.Coherence:** The compatibility of the intervention with other interventions in a country, sector or institution. Both internal coherence (in line with Acted, BSF and IMPACT interventions in the country) and external coherence (linked to the interventions by external parties) to be considered in the evaluation of this criterion.

The following questions should be answered:

- 2.1 Where there complementarities, harmonisation and coordination between this project and other similar projects carried out by other actors in the same area (including to avoid duplication of efforts)?
- 2.2 Were there synergies and interlinkages between this project and other projects carried out by Acted in the same thematic sector?

**3.Efficiency** The extent to which the project results have been achieved at reasonable cost, i.e. how well inputs/means have been converted into activities, in terms of quality, quantity and time, and the quality of the results achieved. This requires comparing alternative approaches to achieving the same results, to see whether the most efficient process has been adopted.

The following questions should be answered:

- 3.1 Was the project managed in a cost-efficient manner (in terms of human, financial and other resources versus the results)?
- 3.2 How has the relationship been between Acted, IMPACT, BSF and local government authorities?

The consultant shall analyse the efficiency of project management arrangements and duly justify any issue. Factual statements on the quality and quantity of inputs shall be provided, delays should be measured by means of comparison with the latest update of the planning. Any significant deviations shall be analysed. Conclusions on cost efficiency of outputs shall be drawn.

**4. Effectiveness:** Effectiveness can be measured by an assessment of the contribution made by results to the achievement of the project purpose, and how assumptions have affected project achievements. This should include a specific assessment of the benefits accruing to target groups.

The following questions should be answered:

- 4.1 Were the expected results realized?
- 4.2 Did the achievement of the results conduct to the achievement of the project specific objective?  
What were the major factors influencing the achievement or non-achievement of set objective?  
If there is a gap between the benefits brought by the activities and the objective of the project, how can it be explained?

The consultant's focus should be on outputs' and outcomes' delivery and quality (not activities); he/she is expected to explain any causes of deviations and the implications thereof. The level of achievement of results should be assessed as reflected by indicators covering the specific objective (outcome), providing a transparent chain of arguments.

**5. Impact:** The extent to which the intervention has generated or is expected to generate significant positive or negative, intended or unintended, higher-level effects.

Impact addresses the ultimate significance and potentially transformative effects of the intervention. It seeks to identify social, environmental and economic effects of the intervention that are longer term or broader in scope than those already captured under the effectiveness criterion. Beyond the immediate results, this criterion seeks to capture the indirect, secondary and potential consequences of the intervention. It does so by examining the holistic and enduring changes in systems or norms, and potential effects on people's well-being, human rights, gender equality, and the environment.

The following questions should be answered:

- 5.1. What evidence is there that the project contributed to the achievement of its overall objective?
- 5.2. What, if any, were the unintended impacts of the project intervention, both positive and negative? Was the project able to monitor, mitigate and respond to any unintended negative effects?

## EVALUATION METHODOLOGY

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### DESIGN AND APPROACH

The external evaluation will use a mixed research method, the consultant is expected to determine the final detailed methodological approach for presentation and approval by the Acted's focal point during the inception phase when reviewing documents such as project proposal, logframe, MEAL surveys, etc. The second phase of the evaluation will consist in data collection comprising of primary and secondary data collection. Collecting primary data could be done either through field visits or by remote modes.

The evaluation is expected to be based on the findings and factual statements identified from review of relevant documents including the project document (English), ad-hoc, monthly, quarterly and interim reports to the donor (English), monthly Project Manager reports (English), in addition to the technical reports (English) produced by the project, the MEAL surveys (reports and databases) produced for these



projects. Acted will provide the external expert with all available project documentation at the beginning of the consultancy. Project specific context shall also be taken into account.

Primary data will be collected by conducting interviews and surveys among the key project team members, project partners and beneficiaries. The table below specifies the respondents of the primary source of data. The consultant will be able to undertake field visits to conduct the interview. Participation of stakeholders in the evaluation should be maintained at all times, reflecting opinions, expectations and vision about the contribution of the project towards the achievement of its objectives.

*Table 2. Respondents of the primary sources of data*

Persons	Details
Country project coordinator	Provide information on the relevance of the project, its effectiveness and its coherence.
Country project officers	Provide necessary documents and provide insights on the project planning, implementation and results.
Implementing partners	Provide information about the relevance of the project, its coherence and its impact. Also provide insights on the challenges during implementation and lessons learnt. The implementing partners can also support organizing interviews with decision makers and beneficiaries.
Beneficiaries such as CSOs representatives, Local authorities, Farmers (number of interviews to be defined)	These would include decision makers, local CSOs and farmers engaged in the realization of the project activities. Provide information about the relevance of the project, its coherence and its impact.

The methodology must consider participants' safety throughout the evaluation (including recruitment and training of research staff, data collection/analysis and report writing) as well as research ethics (confidentiality of those participating in the evaluation, data protection, age and ability-appropriate assent processes) and quality assurance (tools piloting, enumerators training, data cleaning).

The above-described methodology is indicative, the consultant is expected to provide a detailed methodology and work plan. He/she will also be free to collect additional data in order to reply to all the research questions.

## DELIVERABLES

This assignment is expected to begin by the 17<sup>th</sup> of February 2025 and shall be accomplished by the 15<sup>th</sup> of May 2025. Bidders should provide an evaluation workplan detailing the number of working days required per evaluation activity (see below table).

*Table 3. Deliverables' deadlines*

Deliverables	Deadline
Inception Report	2 weeks after the contract is signed
Draft Final Evaluation Report	5 weeks after the inception report is validated

Final version of the Final Evaluation Report	1 weeks after the draft report was shared back/no later than 15 <sup>th</sup> of May 2025
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The consultant will be expected to meet weekly with Acted management staff to provide updates on the evaluation timeframe. This can be done either by phone or in person.

The following deliverables should be provided to Acted’s MEAL unit, who will then circulate them to the relevant Acted departments and partners for feedback.

All deliverables should be in electronic version, Word/Windows compatible format and in English.

For all deliverables, the external expert is expected to underline factual statements using evidence, and to comment on any deviation.

### INCEPTION REPORT

The inception report shall include the following elements:

- Detailed description of the methodology for the evaluation
  - o Data collection methods
  - o Data collection tools
  - o Sampling
  - o Approach to quality control
- Data analysis methods
- Justification for revising the Evaluation Questions (if relevant)
- Detailed workplan
- Analysis of anticipated limitations and mitigation measures

### FINAL EVALUATION REPORT

The consultant shall use Acted’s Final Evaluation Report template (to be provided at the beginning of the evaluation). A single project-wide report should still be produced, with consortium agency-specific findings clearly identified. The template includes the following elements:

<p><b>Executive summary</b></p> <p><i>(2 pages max)</i></p>	<p>Should be tightly drafted, and usable as a free-standing document. It should be short, not more than 2 pages. It should focus on the main analytical points, indicate the main conclusions, lessons learned and specific recommendations. Specific guidance on how to develop the Executive Summary will be provided at the beginning of the evaluation.</p> <p>Note that this section of the template also contains an overview scoring table that should be filled by the consultant in a consistent and sound manner.</p>
<p><b>Project synopsis</b></p> <p><i>(this section should not exceed 1 page in length)</i></p>	<p>The project synopsis serves as an introduction and provides background information. It therefore includes a short text on the objectives of the project and issues to be addressed by it, a description of the target groups and a summary of its intervention logic, including the indicators at the three levels of the intervention logic: overall objective/impact, specific</p>

	<p>objective/outcome, outputs. The synopsis does not include appreciations and observations on issues related to the project implementation.</p>
<p><b>Methodology</b></p> <p><i>(this section should not exceed 1 page in length)</i></p>	<p>The methodology section should detail the tools used in the evaluation; locations, sample sizes, sampling methodology, tools used, dates, team composition, limitations faced and other pertinent facts.</p>
<p><b>Findings</b></p> <p><i>(max. 2 pages per DAC criteria)</i></p>	<p>The findings section should present the results of the evaluation in an objective and non-judgmental way that gives an honest portrayal of the project.</p> <p>Included in the findings should be a discussion of how well the project achieved each of the above-listed DAC criteria.</p> <p>The consultant shall highlight the most important findings relating to the performance of the project and elaborate on them in detail while also pointing out any critical issues and/or serious deficiencies. Findings shall be accurate, concise and direct. They must be based on and coherent with their answers to the evaluation questions.</p> <p>The consultant is expected to provide a self-sustaining explanation of their assessment which must be understandable by any person unfamiliar with the project while at the same time providing useful elements of information to the stakeholders. The consultant should avoid the following weaknesses: not evidence based, lack of technical content (e.g. experts provide an analysis which does not take into account the state of the art of knowledge in a given sector or topic).</p> <p>Full source details (including file name, page numbers...) are always to be included.</p>
<p><b>Conclusions, Lessons Learned, Best Practices, and Recommendations</b></p> <p><i>(max.3 pages)</i></p>	<p>These should be presented as a separate final chapter. Wherever possible and relevant, for each key conclusion there should be a corresponding recommendation. The consultant shall set out the main conclusions and recommendations based on the answers given to the evaluation questions and which are summarized in the findings section.</p> <p>Recommendations should be as realistic, operational and pragmatic as possible and drafted in a way that the stakeholders to whom they relate are clearly identified. Recommendations are derived from the conclusions and address issues of major importance to the performance of the project. They must take in consideration applicable rules and other constraints, related for example to the context in which the project is implemented. They must not be phrased in general terms but constitute clear proposals for solutions and they target the most important issues rather than minor or less relevant aspects of a project.</p> <p>Through conclusions, lessons learned, best practices and recommendation, the evaluation will generate knowledge and support accountability to beneficiaries, the donor, Acted and the overall humanitarian community. It will provide information on the processes or activities that Acted implemented to develop insights, knowledge, and lessons from past experiences so as to improve current and future performance.</p>

<b>Annexes</b>	<ul style="list-style-type: none"> <li>• Terms of Reference of the evaluation</li> <li>• Assessment tools used (questionnaires, checklists, scoring grids, etc.)</li> <li>• List of persons (job titles only, no names)/organizations consulted</li> <li>• List of literature and documentation consulted</li> <li>• Other technical annexes (e.g. statistical analyses and other pertinent elements, graphs, etc.)</li> </ul>
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## FEEDBACK ON DELIVERABLES

Please note that both inception and final reports are subject to Acted's approval before they are considered as final deliverables and corresponding milestones payment can be released.

Upon submission of the draft inception report / draft final evaluation report by the consultant, Acted will formulate comments as well as indicate any factual errors, within five working days of reception.

Comments will be formulated on the basis of the Inception Report and Final Evaluation Report Quality Control Checklists that will be provided to the consultant at the beginning of the evaluation.

For the draft final evaluation report, consultants are informed that Acted will provide an opinion on the quality of the evaluation report and each of its components (synopsis, methodology, findings, conclusions and recommendations, and annexes), which should be taken into account by the consultant. For each recommendation, Acted will also state to what extent (Yes, Partially, No) it agrees with the recommendation and accurately reports the opinion of the consulted stakeholders.

All comments should be considered by the consultant before the two reports are considered completed. The consultant shall take note of these comments and decide whether or not to revise the reports and, where appropriate, succinctly explain why comments cannot be taken into account. The consultant submits a revised version of the report to Acted, within five days (Inception Report) / five days (Final Evaluation Report) of receipt of Acted comments. The revised version should clearly highlight all changes made.

## EXPERTISE REQUIREMENTS

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The consultant should have the following background:

- Post-graduate qualifications in social and development project or relevant area
- Experience in project Monitoring and Evaluation, in particular development projects and/or DRR sector is appreciated
- Strong knowledge and/or demonstrated experience in designing and conducting similar evaluation activities in Eastern European contexts is required
- Excellent knowledge of the Republic of Moldova context is required
- Strong knowledge of Core Humanitarian Standards
- Strong analytical skills and ability to clearly synthesize and present findings
- Excellent written and oral English essential
- Good written and oral Romanian and/or Russian.

- Good knowledge of the Disaster risk reduction and Climate change adaptation context of the area is an advantage.

The consultant shall identify a focal point for communication and reporting purposes, with appropriate skills and experience. At the briefing session, the focal point should submit a full contact list of all those involved in the evaluation.

## APPLICATION PROCESS

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Leading consultant is requested to include the following in the application:

- CV(s) of the personnel deployed (including field team)
- Organigram of the team structure
- Sample from previous work (max. 10-20 pages) from at least 2 separate projects; description of similar past experience, including description of the evaluation criteria, project, area of intervention, and total budget
- Technical Proposal including a detailed methodology and work plan
- Detailed Financial Proposal (cost effective and showing unit costs)

Please note that the consultancy firm will have to comply with all government rules and will be responsible for government taxes.

By undertaking this assessment, consultants are expected to abide to humanitarian principles and to ensure the confidentiality of the data collected. It is also demanded that consultants follow at all times Acted's Security Plan and Code of Conduct.

All data collected as part of this evaluation will remain Acted's property. By the end of the final evaluation, the external evaluator shall submit all Acted-/project-related documentation back to Acted management. The Final External Evaluation Report produced under the present contract shall not be shared externally without Acted's prior written approval.

It is the responsibility of the consultant to budget for a translator (if required), as well as a medical / health / repatriation insurance.

Acted will not take the responsibility of the transportation, access, accommodation and food-related expenses. It is the sole responsibility of the evaluator to take the appropriate measure to insure access and lodging of the team on the field.

To ensure equal treatment of applicants, Acted cannot give a prior opinion on the eligibility and selection of bidders. Acted has no obligation to provide clarifications on the call for tender; should Acted decide to provide additional information, it will be published to be available to all potential bidders.

## APPLICATIONS' SCORING

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Applications will be scored on the following criteria:

I. Technical Proposal		70pts
a.	Technical skills of personnel deployed (CVs, organizational structure of the team, experience in conducting similar final evaluations - similarity to the evaluation criteria, project and covered area will be scored equally)	35pts
b.	Context specificity /relevance of Methodology and work plan	20pts
c.	Sample from previous work	15pts
II. Financial Proposal		30pts
TOTAL		100pts

Any offer submitted after the deadline will be automatically rejected. Any missing document will lead to the direct disqualification of the applicant.

Offers that do not comply with the overall length and deadline of the assignment (as provided above), do not include field visits and/or do not plan to assess each of the above-listed DAC criteria will be disqualified.

Any error or major discrepancy related to the instructions listed in the Terms of Reference may lead to the rejection of the bid.

Clarifications will only be requested by Acted to bidders when information provided is not sufficient to conduct an objective assessment of the submitted offer.