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**World Vision Syria Response
MEAL consultancy services**

 **Terms of Reference (ToR)**

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# **Introduction**

This Terms of Reference (TOR) outlines the scope of work expected from consultancy firms in terms of conducting Baseline, Endline, Evaluation, Multi-Sectoral Needs Assessment, and data collection services for World Vision Syria Response projects in **North-Central Syria**. The consultancy firms will be responsible for designing and implementing comprehensive data collection strategies to assess the impact, effectiveness, and progress of various projects across multiple sectors. This includes, but is not limited to, health, education, livelihoods, child protection, and water, sanitation, and hygiene (WASH) programs.

The selected consultancy firms will work closely with World Vision Syria Response teams to develop robust data collection methodologies, tools, and sampling techniques. These methodologies should align with international best practices and ensure data quality, reliability, and ethical standards. Consultants will be expected to conduct both quantitative and qualitative data collection, employing surveys, interviews, focus group discussions, and other relevant techniques as necessary.

Additionally, the consultancy firms will carry out baseline assessments, endline evaluations, and multi-sectoral needs assessments to provide critical insights into project outcomes and beneficiary needs. These assessments will inform programmatic adjustments, strategic planning, and evidence-based decision-making.

The ultimate goal of this consultancy is to produce accurate, timely, and actionable data that supports program improvement and accountability, thereby contributing to the overall success of World Vision Syria Response projects in NCS.

# **The terms of reference for the services needed:**



# **Bill of quantities (BoQs):**

|  |  |  |
| --- | --- | --- |
| **Description of items** | **Unit** | **Unit price in USD** |
| Data collectors | Daily\_ rate, per consultant |  |
| Report writing | Daily rate, per consultant |  |
| Data Analytics and Visualization | Daily\_ rate, per consultant |  |
| M&E System and Framework Development | Daily\_ rate, per consultant |  |
| Third-Party Monitoring | Daily rate, per consultant |  |
| Field Monitoring and Data Collection Services | Daily rate, per consultant |  |
| Data Quality Assessment | Daily rate, per consultant |  |
| Program Performance Evaluation | Daily rate, per consultant |  |
| Technical Assessments and Feasibility Studies | Daily\_ rate, per consultant |  |
| Market Research and Assessment | Daily rate, per consultant |  |
| Strengthening local capacity in MEAL | Daily rate, per consultant |  |
| Project Manager | Daily\_ rate, per consultant |  |
| Team leader | Daily rate, per consultant |  |
| Sector expert | Daily rate, per consultant |  |
| Field Coordinator | Daily rate, per consultant |  |
| Qualitative and quantitative data analysis | Daily rate, per consultant |  |
| Translation and data entry | Daily rate, per consultant |  |
| Transportation cost | Daily\_ rate, per consultant |  |
| FGDs / KIIs (refreshments, water..etc.) | Daily rate, per consultant |  |
| Stationary | Daily rate, per consultant |  |
| Tools development | Daily rate, per consultant |  |

# **Requirements in detail:**

* Have excellent team leading skills, with the ability to work with a varied team.
* Have expertise and experience in social science research, including mixed methods and notably quantitative and qualitative primary data collection methods.
* Have expertise and experience in research, monitoring and evaluation in community development and humanitarian emergency response contexts, preferably related to the NCS crisis, as well as related technical standards.
* Have a good understanding of NCS response.
* Have permission to work, travel and undertake primary data collection in the project target locations and be able to do so in the language of the primary target groups (Arabic/ /English).
* Have proven experience in conducting participatory qualitative and quantitative baseline and evaluation studies with superior analytical skills in NCS.
* Have a good knowledge of data collection software (such as Kobo, SMAP) and statistical packages (such as SPSS).
* Have excellent report writing skills.
* Have excellent written and spoken English and Arabic.
* Hold a minimum educational qualification equivalent to a master´s degree in a relevant field.

# **Assessment Criteria**

The proposal will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria is weighted at 70% and financial criteria at 30% of overall score. The technical evaluation will include the following:

* Educational and Technical Background as requested (CVs): (20%)
* Overall methodology: (35%)
* Experience in conducting similar monitoring and evaluation exercises and proven knowledge and expertise on the NCS context, specifically the access to deferent locations, (2 reports in NCS context): (25%)
* Robust quality assurance mechanisms and proven experience in quantitative and qualitative analysis and producing high quality reports in NCS: (15%)
* Ability to quickly mobilize a qualified data collection team in specified locations (20%)
* Fluency in English: (5 %)

# **Conflict of Interest**

The service provider must be impartial and independent from all aspects of management or financial interests in the entity being monitored. During the tenancy period, the Evaluationshould not be employed by, serve as director for, or have any financial or close business relationships with any of WVI's entities being monitored. The service provider and the Third Party Monitors sub-contracted (if it applies) should declare any potential conflicts of interest which may affect or compromise their ability to conduct neutral and independent service.

Such conflicts of interest may include, but are not limited to:

* Business interests in a community where a WVI partner is delivering a programme.
* Business interests or financial gains from WVI through other activities or projects where applicable.
* Financial, family, political, and business affiliation with an organisation WVI has a partnership with.

In such a scenario or similar, the service provider is expected to declare the conflict of interest to the contractor who will present it to WVI. Declaration of conflict of interest will not be viewed negatively but will be considered in the programming of activities. Failure to declare a conflict of interest may be considered. It may lead to a review of the expected deliverables from the monitor or the service provider, thus with a possible negative impact on the contract of the monitor or service provider.

# **Requirement of application**

**To apply for the assignment,** the Consultant should submit a proposal comprising the following:

* A technical proposal that indicates how the Consultant is going to undertake the activities highlighted in the ToR, an indicative budget with an initial indication of the enumerators, and a clear timeframe and methodology.
* At least two samples of previous relevant works were undertaken,100% led by the Lead Consultant in North central Syria.
* CVs of the key personnel on the evaluation team
* A financial budget with explanations about the line items
* Any appendices the Consultant sees as relevant to the application.

# **Submission date and contact person:**

* + The submission date is: <<<<<<
	+ If you have any enquiries, please send us email to:

radwan\_alqudah@wvi.org

End of the TOR