



# Terms of References (ToR)

## Third Party Monitoring

**Project Title "Enhancing Food Security and WASH Services into Vulnerable and Under-served Communities in Khan Younis"**

**Project code: 2022-69, Palestine**

**Funded by: Muslim Aid**

**Implemented by Palestinian Al Nakheel Association for Progress and Development**

**Reference Code: Nakheel-2022-11-CS**

**March 2023**

**Enhancing Food Security and WASH Services into Vulnerable and Under-served Communities in Khan Younis**  
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## 1. BACKGROUND

Palestinian Al Nakheel Association for Progress and Development carrying out the project's activities entitled "Enhancing Food Security and WASH Services into Vulnerable and Under-served Communities in Khan Younis". Funded by Muslim Aid, the project is being implemented in Khan Younis. The project started on September 22, 2022 and ended on May 22, 2023.

The overall objective of this project was to promote the resilience of the vulnerable groups in Khan Younis through Food & WASH Support to vulnerable and under-served communities. The project was designed to address the Food & WASH needs of vulnerable communities in Khan Younis.

### **Project results:**

**Goal:** Promote the resilience of the vulnerable groups in Khan Younis through Food & WASH Support to vulnerable and under-served communities.

**Outcome 1:** The vulnerable population in Khan Younis improved their access to equitable, affordable, and sustainable safely-managed WASH service.

**Output 1.1:** 250 Households in Al Khan Younis benefiting from safe and equitable access to sanitation services

**Output 1.2:** 250 Households in Khan Younis benefiting from E-Voucher of family hygiene kits and hygiene awareness.

**Output 1.3:** 210 Households in Khan Younis have safe and equitable access to sufficient quantities of water.

**Outcome 2:** Ensuring food security of the most vulnerable households in Khan Younis.

**Output 2.1:** 200 Households in Khan Younis increase their food security through access to food and fresh food e-vouchers

### **Project Activities:**

The project was delivered through the following activities:

1. Installation/extension of sewer collection network and HH connections: Construction of wastewater networks, HH connections, and backfilling of cesspits in Khan Younis Governorate to prevent contamination of domestic water and decrease waterborne illnesses by mitigating sewage flooding.

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2. Conduct Hygiene promotion awareness campaigns: community-level hygiene awareness sessions to create a sustainable positive impact on community health and encourage hygiene practices on the household level to prevent diseases and infections.
3. Distribution of E-Voucher of Family Hygiene Kit.
4. Provision of PE Water Tanks.
5. Distribution of E-Voucher of Food and Fresh Food.

As the project implementation, Palestinian Al Nakheel Association for Progress and Development would like to recruit a Third-Party Monitoring (TPM) Services to strengthen the project monitoring processes.

## **2. SCOPE AND PURPOSE OF THE THIRD-PARTY MONITORING**

- Al Nakheel Association requires an independent, neutral and legally registered private entity to provide Third Party Monitoring (TPM) Services for the above-mentioned project.
- The independent TPM service provider will assist Muslim Aid partnership team in monitoring the performance/quality, relevance, efficiency, and effectiveness of the project design and implementation at the activity, output, and short-term outcome levels. Some certain aspects of intermediate-term outcome and impact level could be required to be analyzed, as well, accordingly the evaluation will provide information that is evidence-based, credible and useful, enabling the incorporation of lessons learnt into the future decision-making processes of Al Nakheel and Muslim Aid.
- The selected consultant will work in complete coordination with Muslim Aid (MAUK) representative and Al Nakheel Association on producing a comprehensive and informative project performance evaluation report. The Evaluation will take place in Khan Younis and the estimated amount of working days is 46 days.

## **3. The specific objectives of the TPM include the following:**

- To assess the overall performance and the achievement of the project by providing evidence of outcome level change, and possible impact level change against the intervention logic and existing project indicators.
- To assess project implementation and design through the lens of relevance, efficiency, and effectiveness.
- To assess and verify outputs are fully distributed, functioning and operating, beneficiaries selection, e-vouchers process, implementing partner project MEAL and

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Procurement processes for vendors and system, against the work plan, proposal, compliance with national, cluster and donor standards.

- To assess the overall adherence to the basic humanitarian principles and codes of conducts.
- To document lessons learned/best practices (What worked well, what did not work well, what can be improved) and provide evidence-based recommendations for future projects in Gaza Strip.

#### **4. TPM Methodology.**

The TPM will follow the widely accepted OECD/DAC criteria (as much as is possible with the TPM budget and timeframe) in which the intervention is assessed by three aspects or criteria, namely: Relevance, Effectiveness, and Efficiency, Alongside this the monitoring will assess other aspects as outlined including; activity and beneficiary verification, assessments of the procurement, assessing inclusion, assess the functionality of the WASH services and water points, e-vouchers, accountability and etc. The monitoring will adopt a mixed-method approach (quantitative and qualitative) and achieve proper data triangulation. The team will utilize multiple data collection methods of primary and secondary data.

#### **5. Key Components of the Evaluation**

The table below presents a tentative description of questions to be considered and to direct the data collection method. The selected evaluator will be expected to further develop, expand and refine the final set of questions in coordination with Al Nakheel and Muslim Aid. Please note the following questions do not limit the evaluator to provide any additional ones. The evaluator can adapt, suggest or include any additional questions or criteria.

Evaluation Criteria	Sample questions
<b>Relevance</b>	<ol style="list-style-type: none"> <li>1. Was this in line with global/national priorities and donor requirements?</li> <li>2. To what extent, is the project relevant to the needs of the targeted beneficiaries? Was a needs assessment conducted before the intervention? If any, to what extent did it support that the intervention was relevant for this area?</li> <li>3. Were the objectives and modality of intervention consistent with the needs of the target population and country context?</li> <li>4. To which extent did beneficiaries and partners participate?</li> <li>5. Did the project team ensure continued coordination and collaboration with external stakeholders to ensure a relevant and effective response.</li> </ol>

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<b>Effectiveness</b>	<ol style="list-style-type: none"> <li>1. Assess the effectiveness of management and related aspects of the project. To what extent did the project achieve its outputs, outcomes, and goal?</li> <li>2. What were the major factors influencing the achievement or non-achievement of the results?</li> <li>3. Or is this expected to be achieved, considering relative importance.</li> <li>4. To what extent are beneficiaries and stakeholders satisfied with the quality of all relevant project activities?</li> <li>5. Were stakeholders satisfied with the quality of services provided by the project?</li> <li>6. Did the project follow technical standards? What can be done to make the intervention more effective?</li> </ol>
<b>Efficiency</b>	<ol style="list-style-type: none"> <li>1. Were project resources used efficiently in relation to the planned activities and intended results?</li> <li>2. Were the activities cost efficient?</li> <li>3. Was the project implemented in the most efficient way compared to other alternatives? How challenges encountered by the team during the implementation were addressed? And were the mitigations appropriate?</li> </ol>
<b>Verification</b>	<ol style="list-style-type: none"> <li>1. Verify budget expenditures and that activities have taken place, outputs achieved and outcomes materialized (as appropriate)</li> <li>2. Assess the accessibility of services by target groups living in the project area in terms of; physical and geographical accessibility, economical accessibility/free at use, and information accessibility,</li> <li>3. Verify and assess the procurement conducted during the project, Is this in line with the donor requirements, Al Nakheel internal policies and the general procurement principles of competition and transparency.</li> </ol>

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## 6. Timeline

The evaluation is estimated to be completed within 46 working days, including preparation, field work, data analysis and report writing. A final timeline will be determined jointly by Muslim Aid and the Al Nakheel. The evaluation work plan and estimated number of working days required per evaluation activity is shown in the table below:

Activities	Working days
Development of an Inception Report, outlining the methodology for data collection, designing of data collection tool and analysis	12
Review of program activities, implementation policies and reporting mechanisms, based on available documentation	5
Field data collection	10
Analysis of program performance based on the five DAC criteria and the corresponding research questions listed above	5
Drafting the Report	10
Finalization of the Evaluation Report, taking into account donor comments on its quality and accuracy.	3
Conduct oral presentation (PowerPoint presentation) about the findings on the report	1
<b>Total Days</b>	<b>46</b>

## 7. Detailed Outputs of the Deliverables

The following deliverables are expected:

- Inception report including data collection tools in English
- Draft Evaluation report in English.
- Oral Presentation
- Final accepted report in English and executive summary in English and Arabic - hard copy and electronic versions.
- Online PowerPoint Presentation.

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**Content of the TPM Report:**

The evaluation's reports produced by the evaluators should follow the structure outlined below; however, minor variations are possible to suit specific needs. These guidelines are intended to assist with analysis and report preparation. They do not limit the responsibility of evaluators to exercise their best judgment, to avoid redundancies and repetition, and to focus attention on significant issues. The report may quote freely from or provide cross-references to the relevant project, program, or completion report.

- I. Abbreviations
- II. Executive Summary
- III. Introduction
  - a. TPM Purpose and Process
  - b. Expected Results
- IV. TPM approach and methodology
  - a. TPM methodology
  - b. Sources of evidence
  - c. Sampling approach
  - d. Summary of the field working process
  - e. Methodological limitations and mitigation strategies
- V. Data analysis and Key findings
  - a. Data analysis
  - b. Key findings
- VI. Design and Implementation
  - a. Formulation
  - b. Rationale
  - c. Cost, Financing, and Executing Arrangements
  - d. Design Changes
  - e. Outputs
- VII. Performance Assessment
  - a. Relevance
  - b. Effectiveness
  - c. Efficiency
- VIII. Cross-cutting theme
  - a. Gender and disability assessment
  - b. Environmental assessment
- IX. Conclusions: challenges, lessons learnt and follow up actions
  - a. Challenges
  - b. Lessons learned
  - c. Follow up actions
- X. Recommendations
- XI. Appendixes

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## 8. THIRD PARTY MONITOR PROFILE

- The consultant or consulting firm should have the following background:
- Post- graduate qualifications in Economics, Sociology, Development/Humanitarian studies or relevant area
- Experience in project Monitoring and Evaluation in NGOs
- Strong knowledge and/or demonstrated experience in designing and conducting similar monitoring and evaluation activities.
- Strong knowledge of Core Humanitarian Standards
- Strong analytical skills and ability to clearly synthesize and present findings
- Excellent written English and Arabic.

## 9. Proposals submission

- This call is opened **Only for consultancy firms (not individuals)** from Gaza Strip.
- Consultants shall submit "**one original copy**" of the Technical and Financial Proposals in a package containing two separate envelopes (sealed and stamped) as follows:
- The first envelope must be clearly marked "**TECHNICAL PROPOSAL**".
- The second envelope must be clearly marked "**FINANCIAL PROPOSAL**".
- No financial information shall be contained in the Technical Proposal otherwise the offer will be cancelled and excluded from the evaluation process.
- Consultants shall not be entitled to compensation related to costs of preparing the proposals.

### 9.1 Technical Proposal

#### Content of Technical Proposal

The technical Proposal shall clearly include, but not necessarily be limited to the following sections:

- **Section 1: Introduction**  
Shows the consultant's understanding of the context of the assignment (Please don't copy/paste the ToR)
- **Section 2: Qualifications and relevant experience**  
Company Profile (General experience in management and consultancy services)  
Company specific experience in similar assignments
- **Section 3: Methodology and work plan**  
What the consultant will do to effectively perform the assignment, tools and technics, team structure and effort, assignment time frame showing the proposed number of working days.



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## 9.2 Financial Proposal

- The financial proposal shall show all the direct costs related to the implementation of the assignment while other operational costs such as communications, movement ...etc. should be implicitly included.
- The price shall be in EURO
- The consultancy firms shall provide VAT invoice and source deduction certificate.

## 10. Evaluation of Proposals

- Evaluation committee shall do an administrative check to make sure that all technical proposal meets the TOR requirements and all items are covered in a clear and easily understandable and is assembled in a professional manner (General and specific experience, following the content order, and completeness of the technical proposals)
- The evaluation offers will be made using the Quality and Cost Based Selection manner with a total score calculated out of 100%, of which 70% is the weight of the Technical Proposal and 30% is the weight of Financial Proposal
- Only the technical proposals submitted within submission date will be opened.

### 10.1 Evaluation of the technical proposal

The evaluation of Technical Proposals will be out of 70 marks according to following criteria:

Sections	Criteria	Score
section 1	Introduction and understanding of the assignment	10
section 2	Company Profile (General experience in management and consultancy services)	10
	Company specific experience in similar assignments	10
	CVs of staff with focus on solid experience in MEAL	20
section 3	Methodology and work plan	20
<b>Total</b>		<b>70</b>

### 10.2 Evaluation of the Financial Proposal

- The financial proposals would only be opened for the bidders who pass with a score of 50 out of 70 in the technical offers. Al Nakheel Association is not restricted to least prices.

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### **10.3 Overall, of the Evaluation**

- The consultants with the highest total score (sum of technical and financial scores) will be considered as the winner of the consultancy assignment and will be invited for contract negotiations and ultimately to sign the contract.

### **11. Proposals Submission Date and Address**

- Please submit your proposals by Sunday, April 09, 2023 (12:00 PM at the latest) at the following address: Khan Younis- Al Satar El- Sharqi, Next to Dar Al Salam Hospital.
- Following submission, Al Nakheel Association may engage in further discussion with applicants concerning quotations in order to ensure mutual understanding and an optimal agreement.
- For any issues relating to the quotation or its contents please contact Mr. Abdallah El Farra, Jawwal :0599831320, Email: [abdelfarra@gmail.com](mailto:abdelfarra@gmail.com).
- Any Proposal received after the due date will be rejected.

### **12. Method of Payment**

- The service provider will be paid after the end of assignment and submitting all deliverables as per contract.

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**Terms of References (ToR)**

**Third Party Monitoring**

**Reference Code: Nakheel-2022-11-CS**

**FINANCIAL PROPOSAL**

**Firm Name:** .....

**License Number:** .....

No	Item	Total Cost (EURO)
1.	Cost of Third-Party Monitoring (TPM)	

**The amount in words :**.....

**Name Legal representative of Firm** .....

**Signature and Firm Stamp :**.....