

Terms of Reference

Evaluation of the Ikea Foundation Livelihoods and Energy Projects among Somali Refugees and Host Communities in Ethiopia

Key Information at glance about the evaluation	
Title of the evaluation:	Evaluation of the Ikea Foundation Livelihoods and Energy Projects among Somali Refugees and Host Communities in Ethiopia
Timeframe covered:	2019-2021: Baseline in 2019 Midpoint in 2020 and Endline in 2022
Type of exercise:	Evaluation of Livelihoods, Self-Reliance and Energy Projects being implemented in the Somali Region of Ethiopia (Decentralised theory-based Evaluation)
Evaluation commissioned by:	UNHCR Melkadida in collaboration with ARRA
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Date	11/09/2019

1. Introduction

1. The Ethiopia operation in Melkadida has since 2015 sought innovative, cost-effective and sustainable ways to deliver basic needs and essential service to refugees. The drive towards self-reliance for refugees and their host community counterparts have culminated to hundreds of households generating income through different livelihoods activities.
2. In September 2016, the Government of Ethiopia (GoE) committed to the New York Declaration (NYD) on refugees and migrants, to contribute to the development of durable solutions that mitigate pressures arising from their presence. Further to the NYD, the GoE made nine specific pledges¹, which are focused on creating an enabling environment for the socio-economic integration of refugees, especially those living in protracted situations.
3. In November 2017, Ethiopia officially launched the Comprehensive Refugee Response Framework (CRRF) in refugee hosting regions of the country. The GoE is currently drafting a ten - year National Comprehensive Refugee Response Strategy (NCRRS), which includes within its frameworks, a pillar specific to livelihoods, job creation and private sector development.
4. Ethiopia's parliament enacted a new refugee proclamation on 18 January 2019, which was officially gazetted on 27 February 2019. This proclamation provides a framework through which the pledges shall be discharged. However, there is a need to scrutinise existing secondary legislation in terms of how these relate to the new law, and in ensuring that they support refugee rights to employment and business opportunities.
5. For the Melkadida operation in the interim, UNHCR and IKEA Foundation entered into two separate Agreement for the furtherance and consolidated of investment made in livelihoods and energy sectors in the refugee camps and neighbouring host communities.
6. The evaluation is expected to inform future livelihoods-related decisions, strategy and programming revisions – including in relation to targeting of livelihoods interventions.

¹ Specific to the pledges related to work and livelihoods, the GoE intends to achieve the following: increase access to employment of refugees through provision of work permits to persons that meet the criteria; enhance self-reliance of refugees through providing land as a source of livelihood; promote industrialisation to create job opportunities for both Ethiopians and Refugees; as well as supporting refugees to access bank accounts and business licenses as part of an effort to boost their independence and livelihoods.

Subject of the evaluation and its context

7. UNHCR opened its first camp in the Liban zone in 2009, as a response to the heightened numbers of refugees arriving from Somalia. The severe drought of 2011 led to increasing numbers of Somali refugees in Ethiopia. The Ethiopian government maintained its open door policy to refugees and UNHCR increased its relief efforts to address basic needs. A total of five camps were established with around 219,659 registered individuals and 38,642 households.
8. Security in the Somali region remains fluid; insecurity within the region caused by ethnic and political conflicts resulting in 1 million IDPs and continuous threats of cross-border terrorist incursions. Somali region prone to drought and harsh climatic conditions. Environmental/drought conditions predicted to remain consistent with past years.
9. Poverty is predominantly in rural areas of Ethiopia with a Poverty Head Count Index of 25.6 percent. The country Human Development Index is 0.448 putting it in the low human development category, ranking 174th out of 188 countries. The Multidimensional Poverty Index, which identifies multiple overlapping deprivations in health, education and standard of living found that in 2011, 88.2 percent of the population were poor based on this multidimensional definition.²
10. Lack of access to electricity is a major constraint to economic growth and welfare improvement. Poverty is the main barrier to energy access and cyclically, lack of energy access contributes to poverty.³
11. Durable solutions for refugees in Melkadida are anchored on the promotion of self-reliance and integration opportunities for refugees through access to basic services, education and livelihoods, while maintaining the protection space.
12. While existing essential camp-based services are being maintained, the investments in infrastructure, particularly in the provision of water, livelihoods (irrigation, livestock), and energy will be integrated within the Regional Government's Local Development Plans.
13. In keeping with the above, the Office ensures the implementation of government pledges through:

Socio-economic inclusion: Continue engagement with IKEA Foundation (cooperative empowerment).

- a. **Social cohesion:** Advocate for development investments focusing on both refugees and host communities, with refugees as the driver of economic development.
14. The focus of the evaluation will be on the use of energy technologies used as an opportunity to strengthen self-reliance through cooperatives on the one hand, and the enhanced community empowerment for improved access to livelihood opportunities including access to income-generating work, fostering social rights as a key step toward helping people to develop their own capacity for protection, on the other hand. A summary of the energy related activities (which are implemented with livelihoods lens and to support livelihoods) include:

Hybrid 40 ha irrigation scheme
Local production of two types of cookstoves
Biogas pilot system for cooking options
Feasibility study on solar water pumps
Prosopis sustainability assessment
Solar technology training

² UNDP. "Ethiopia's progress towards eradicating poverty." Paper to be presented to the Inter-Agency Group Meeting on the "Implementation of the Third United Nations Decade for the Eradication of Poverty (2018-2027)". April 18-20, 2018. Addis Ababa, Ethiopia.

³ Pueyo, A. & Hanna R. (2015). "What level of electricity is required to enable and sustain poverty reduction?" Institute of Development Studies. Accessed from: <https://www.ids.ac.uk/files/dmfile/UtilisingElectricityAccessforPovertyReduction-LiteratureReview.pdf>

The key livelihoods projects are:

- Agriculture development
- Livestock development
- Financial sector development
- Vocational training/youth employment

2. Purpose and objectives

15. This theory-based evaluation will serve a dual and mutually reinforcing learning and accountability purpose.⁴ The results will be used to inform the decision-making and revisions of the livelihood strategy and future interventions in Melkadida/Dollo Ado, Ethiopia. For example, the evaluation is expected to analyse and provide inputs to improve targeting of those who are the most vulnerable, and those still in need of livelihoods and energy support. Moreover, the evaluation will also feed into a larger body of knowledge around designing, managing, supporting and understanding results from livelihoods and energy interventions in refugee contexts.
16. The evaluation plans to measure longer term outcomes from the energy and livelihoods interventions. Key outcome areas of interest include community and individual level changes that UNHCR would like to affect.

Livelihood Interventions	Community/group-level outcomes	Increase in business activity through financial services (loans and savings) Sales volumes and revenues increased from cooperatives Cooperative production and productivity increase Household food security strengthened
	Individual-level outcomes	Self & wage employment increase Increased income Enhanced business management and technical skills
Energy Interventions	Community/group-level outcomes	Increase the development of the local economy from UNHCR's capacity building efforts and improved access to energy and microloans Increase the capacity of energy cooperatives to support energy initiatives Improve education outcomes from access to electricity Increase safety in the community from energy access
	Individual-level outcomes	Increase self-sufficiency and independence of refugees participating in the cooperatives Increase the empowerment of females participating in the cooperatives

17. The primary audience is refugee and host community beneficiaries. Secondary audience include UNHCR, ARRA and its partners, humanitarian and development actors in the area of operation.

3. Evaluation Approach

3.1 Scope

18. The scope of this assignment includes a baseline evaluation planned for December 2019-January 2020; a midpoint process evaluation to examine implementation challenges and factors,

⁴ **Accountability** – through assessing and reporting on implementation and results, and requesting management to formally respond to the evaluation. **Learning** – Describing as well as explaining results is necessary to generate insights and pointers for learning to improve future livelihood strategies, interventions and programming in Melkadida/Dollo Ado Ethiopia – and if possible – in other contexts where UNHCR operations face similar opportunities and constraints.

processes and mechanisms that support the projects followed by an endline evaluation in early 2022 at the close of the projects.

19. The evaluation scope – relating to population, timeframe and locations– is as follows:

Timeframe to be covered in the evaluation: 2019 until 2021.

Population location and details: some 160,000 refugees (following L3 registration) refugees residing in five camps of Buramino, Hilaweyn, Kobe, Melkadida and Bokolmayo.

3.2 Key Evaluation Questions (KEQs)

20. The baseline and endline evaluation will address the following headline questions. The analysis needed to answer them is likely to touch on other possible sub-questions.

Key Evaluation Question on relevance and responsiveness of design and programming modalities:

KEQ 1: To what extent has design, targeting, implementation and monitoring of the livelihood and energy interventions, in Melkadida/Dollo Ado been relevant and appropriate in supporting UNHCR's self-reliance and protection centred approach?

Key Evaluation Question on effectiveness of implementation:

KEQ 2a: To what extent have livelihoods and energy related investments made by UNHCR and its partners contributed to improving the socio-economic status of the target population, their self-sufficiency and increased empowerment of women?

KEQ 2b: To what extent have results been achieved at a sufficient scale to induce broader level changes within communities (e.g. in the increased development of economy, education outcomes and safety)?

Key Evaluation Questions on contribution to results:

KEQ 3: Why and how have the livelihoods and energy interventions in Melkadida/Dollo Ado produced the observed results? What could be done differently to improve the expected results?

3.3 Approach and methodology

21. This consultancy is to conduct three related pieces of evaluative work, including a baseline evaluation in 2019, a midpoint process evaluation in Q3 2020 and a final evaluation in 2022. For the baseline evaluation, the majority of the data will be secondary data analysis, using a combination of survey data already collected by an external research institute and from baseline monitoring data collected by implementing partners. Only a small percentage of data will need to be collected during the baseline. A process evaluation should be conducted at midpoint to ascertain implementation challenges and deviations as well as innovations to inform course corrections and the final evaluation. The final evaluation should replicate the same methodology as the baseline and measure the same outcome areas. The evaluation should disaggregate outcomes by age, sex and meaningful diversity-related characteristics identified by UNHCR Melkadida Office.
22. UNHCR welcomes the use of diverse, participatory, and innovative evaluation methods. The methodology – including details on the data collection and analytical approach(es) used to answers the evaluation questions – will be designed by the evaluation team during the inception phase, and presented in an evaluation matrix.
23. The evaluation methodology is expected to:
- Reflect an Age, Gender and Diversity (AGD) perspective in all primary data collection activities carried out as part of the evaluation – particularly with refugees.
 - Employ a mixed-method approach incorporating qualitative and quantitative data collection and analysis tools including the analysis of monitoring data – as available.

- Refer to and make use of relevant internationally agreed evaluation criteria such as those proposed by OECD-DAC and adapted by ALNAP for use in humanitarian evaluations⁵.
 - Refer to and make use of relevant sectoral standards and livelihoods-specific analytical frameworks.
 - Be based on an analysis of **(i)** the logic and related strategy underpinning the interventions being evaluated, and **(ii)** the main actors and stakeholders.
 - Gather and make use of a wide range of data sources (e.g. mission reports, coordination groups meetings, strategy narrative, budget and indicator reports) in order to demonstrate impartiality of the analysis, minimise bias, and ensure the credibility of evaluation findings and conclusions.
 - Be explicitly designed to address the key evaluation questions – taking into account evaluability, budget and timing constraints.
24. The consultant is responsible to gather, analyse and triangulate data (e.g. across types, sources and analysis modality) to demonstrate impartiality of the analysis, minimise bias, and ensure the credibility of evaluation findings and conclusions.

3.4 Evaluation Quality Assurance

25. The evaluation consultant is required to sign the UNHCR Code of Conduct, complete UNHCR's introductory protection training module, and respect UNHCR's confidentiality requirements.
26. In line with established standards for evaluation in the UN system, and the UN Ethical Guidelines for evaluations, evaluation in UNHCR is founded on the inter-connected principles of independence, impartiality, credibility and utility, which in practice i.a. call for: protecting sources and data; systematically seeking informed consent; respecting dignity and diversity; minimising risk, harm and burden upon those who are the subject of, or participating in the evaluation, while at the same time not compromising the integrity of the exercise.
27. The evaluation is also expected to adhere with pilot 'Evaluation Quality Assurance' (EQA) guidance, which clarifies the quality requirements expected for UNHCR evaluation processes and products.
28. The Evaluation Manager will share and provide an orientation to the EQA at the start of the evaluation. Adherence to the EQA will be overseen by the Evaluation Manager with support from the UNHCR Evaluation Service as needed.

3.5 Data and information sources

29. The livelihoods strategy and related interventions in Melkadida/ Dollo Ado have generated data and information that will be reviewed, complemented and triangulated during the course of the evaluation. Below is an overview on some data and information available:

A livelihoods strategic plan – currently in draft form⁶.

Information on population targeted by different livelihoods activities;

Planning and budget information;

Survey data from the Melkadida/Dollo Ado Office reporting on compliance with the [livelihoods minimum criteria](#)

Program-related background documents

Ikea Foundation grant proposals for livelihoods and energy projects

4. Organisation, management and conduct of the evaluation

30. UNHCR Melkadida will identify a staff member tasked with the role of **Evaluation Manager**. S/he will be responsible for: **(i)** managing the day to day aspects of the evaluation process; **(ii)** acting as the main interlocutor with the evaluation team; **(iii)** providing the evaluators with required data

⁵ See for example: Cosgrave and Buchanan-Smith (2017) [Guide de l'Evaluation de l'Action Humanitaire](#) (London: ALNAP) and Beck, T. (2006) [Evaluating Humanitarian Action using the OECD-DAC Criteria](#) (London: ALNAP)

⁶ The draft strategy is not in the public domain but will be shared with the evaluation consultants selected.

and facilitating communication with relevant stakeholders; **(iv)** reviewing the interim deliverables and final reports to ensure quality – with the support of UNHCR Evaluation Service.

31. The **Evaluation team** is expected to produce written products of high standards, informed by evidence and triangulated data and analysis, copy-edited, and free from errors.
32. The language of work of this evaluation and its deliverables is English.

4.1 Expected deliverables and evaluation timeline

33. The baseline should be completed between October to December 2019, midpoint in Q3 2020 and final evaluation in 2022 and will be managed following the timeline tabled below.
34. The key evaluation deliverables are:
 - Inception report for the baseline, midpoint and final evaluations;
 - Data collection toolkit (including interview guides, focus group discussion guides) and details on the data analysis plan developed for / used in the evaluation;
 - Raw data – Quantitative and qualitative datasets provided in structured formats to UNHCR;
 - Final evaluation reports including recommendations (20-25 pages excluding executive summary and annexes)
 - Executive summary at the beginning of each report (5-8 pages max)⁷
 - Presentation of findings and recommendations to UNHCR Melkadida sub-office (virtual or in-person)

⁷ The evaluation ToR, final report with annexes, and formal management response will be made public and posted on the evaluation section of the [UNHCR website](#). All other evaluation products (e.g. Inception Report) will be kept internal.

Activity	Deliverables and payment schedule	Indicative timeline
Evaluation ToR finalised and call for proposals issued	ToR and call for Expression of Interest	September 2019
Selection process (bids evaluated, tender awarded)	Contract signed	Oct. 2019
Inception phase including: - Initial desk review and key informant interviews. - EQA review on the draft Inception Report - Circulation for comments and finalisation	Final inception report – including methodology, refined evaluation questions (as needed) and evaluation matrix (inclusive of baseline, midpoint and final). <i>Payment 20% of baseline fees</i>	Early Nov. 2019
Baseline data collection and analysis	Primary data collection (limited) Primary and secondary data analysis <i>Payment 30% of baseline fees</i>	Nov.-Dec. 2019
Baseline report writing phase including: - Stakeholder feedback and validation of evaluation findings, conclusions and proposed recommendations.	Draft report and recommendations (for circulation and comments) Presentation of preliminary findings and conclusions to UNHCR Melkadida <i>Payment 30% of baseline fees</i>	Dec.-Jan. 2019
Finalisation of Baseline Evaluation Report and executive summary	Final Evaluation Report (including recommendations and executive summary) <i>Payment 20% of baseline fees</i>	Jan. 2020
Midpoint evaluation preparatory work – updating and finalising data collection tools, sampling and logistics with UNHCR Melkadida	Updated data collection tools and sampling approach; logistics for data collection	May 2020
Midpoint evaluation data collection	Program monitoring and other secondary data collected; primary data collection completed <i>Payment 40% of midpoint fees</i>	June 2020
Midpoint evaluation data analysis and report writing	Draft report and recommendations (for circulation and comments) Presentation of preliminary findings and recommendations to UNHCR Melkadida <i>Payment 30% of midpoint fees</i>	July 2020
Finalisation of midpoint evaluation report and executive summary	Final Evaluation Report (including recommendations and executive summary) <i>Payment 30% of midpoint fees</i>	August 2020
Final evaluation preparatory work – updating and finalising data collection tools, sampling and logistics with UNHCR Melkadida	Updated data collection tools and sampling approach; logistics for data collection	Dec. 2021
Final evaluation data collection	Program monitoring and other secondary data collected; primary data collection completed <i>Payment 40% of final evaluation fees</i>	Jan-Feb. 2022
Final evaluation data analysis and report writing	Draft report and recommendations (for circulation and comments) Presentation of preliminary findings and recommendations to UNHCR Melkadida <i>Payment 30% of final evaluation fees</i>	March 2022
Finalisation of final evaluation report and executive summary	Final Evaluation Report (including recommendations and executive summary) <i>Payment 30% of final evaluation fees</i>	April 2022

5. Evaluation team qualifications

35. **Functional requirements** for an evaluation firm comprising multiple team members – who should be able and willing to travel to Dollo Ado and Bokolmayoh Woredas and be able to work and draft in English – are as follows:

Evaluation Team Leader

A post-graduate degree in economics, micro-finance, agriculture or food security plus a minimum of 10 years of relevant professional experience or a post-graduate degree plus a minimum of 8 - 10 years of relevant professional experience in livelihoods-related areas.

- Minimum of 7 years of evaluation experience in quantitative and qualitative analysis and synthesis of livelihoods/energy interventions in development and humanitarian settings.
- Proven experience in successfully leading an evaluation team and managing fieldwork in complex environments.
- Technical expertise in refugee livelihoods/energy sector, including relevant analytical frameworks and programming approaches and standards, particularly work employment, savings, and protection.
- Experience in evaluation in development settings preferred (UNDP, World Bank, etc).
- Institutional knowledge of UNHCR's mandate and modus operandi.
- In depth knowledge of and proven experience with various data collection and analytical methods and techniques used in evaluation and operational research.
- Experience in generating useful and action-oriented recommendations to management and programming staff.

Evaluation Team Member

- University degree (in the areas of economics; energy; social science; micro-finance; agriculture and food-security) plus a minimum of 5 years of relevant professional experience, or a post-graduate degree with at least 4 years of relevant experience to refugee protection and/or livelihoods.
- Proven experience (minimum 5 years) in supporting quantitative and qualitative data collection and analysis for evaluation purposes (preferable) or studies and operational research around outcomes mapping, vulnerability/risk mapping, protection and livelihoods issues.
- In depth knowledge with various data collection and analytical methods and techniques used in evaluation and operational research.
- Proven expertise in facilitating participatory workshops involving different groups and participants.

6. Evaluation team selection criteria and bid requirements

Technical criteria used to evaluate proposals will comprise 70% of the total score while the remaining 30% is based on the Financial offer. The Technical offer will be evaluated using the following criteria:

- Proposed services: Approach and methodology to the evaluation (max 35 points)
- Team Composition and Strength: Number of people, qualifications and relevant experience (max 15 points)

For Technical Proposal to pass in Technical Evaluation, at least 60% score should be obtained. Financial proposals of only technically passed bidders will be considered.

The bid should include the following components:

- a. Proposed services: A statement detailing the methodology and tools you propose for this evaluation, important constraints/risks to the evaluation study that should be taken into consideration and mitigation strategies, expected level of effort (# of days and team size) and what quality assurance measures would be taken.
- b. Team Composition and Strength: Bidders should indicate the composition and qualifications of each proposed team member; their role and past experience working



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together in carrying out this type of evaluation. Please submit the names and CVs of all proposed members.