



NGA2102 Relief Cash and Livelihoods Recovery in Gongolong, Jere LGA – Evaluator to Conduct a Qualitative Data Gathering, Analysis, and Report.

We are here for our neighbors in need, who are suffering in this broken world.

ZOA, as an international NGO, supports vulnerable people affected by violence, conflicts, or natural disasters by helping them to realize dignified and resilient lives. Together, we can come to their aid in emergencies and remain faithful to communities as they recover – providing new opportunities for them to help themselves again. The work of ZOA is coordinated from the Netherlands. We are active in multiple countries in Africa, South America, the Middle East Region, and Asia. We work with approximately 900 employees worldwide and with (local) partners. We invite you to join our team of committed colleagues. For more information please visit: www.zoa-international.com.

ZOA's Programme in Nigeria

ZOA started operation in Nigeria in December 2016 in Borno State, supporting IDPs and returnees who are affected due to insurgencies and natural disasters. In the selection of the beneficiaries, we pay careful attention to including the most vulnerable households. Continuously promoting community governance, inclusion, peace, and stability in these fragmented and traumatized communities is a challenging but essential part of ZOA's program. ZOA currently has a full team in Borno State, responding to the critical needs in Food Security and livelihood, Water Sanitation and Hygiene (WASH), and Education.

Terms of Reference, Calls for Expression of Interest

BACKGROUND

ZOA Nigeria is approaching the completion of a 3-year humanitarian-development nexus (humanitarian and early recovery) project aimed at building resilience and supporting the recovery of conflict and hunger-affected households through humanitarian cash assistance, food production, and small enterprises development. ZOA Nigeria is building on the success of relief efforts supporting the emergency food needs of beneficiaries through cash transfer programming. In the project design, project participants that have stabilized food consumption will be supported in food production through micro gardens to provide additional nutritious food for household consumption with surpluses sold for income. Project participants with experience in small enterprises were given different business start-up kits and mentorship in enterprise development. The gains from these were consolidated by the formation of new or strengthening of existing group savings and loans associations which served as a platform/venue for beneficiaries to build up resources for household and livelihood needs as a sustainability strategy.

Project participants also received training on nutrition (IYCF). Group Savings and Loans Association (GSLA) and other livelihood components were implemented/supported through a partnership with the Life Helpers Initiative (LHI). The Project disbursed 11 rounds and 5 rounds of cash to initial and supplementary project participants respectively. Furthermore, 744 and 347 received seeds and tools for micro-gardening and business kits start-ups respectively.

The project served a caseload of 1091 (with 5636 individuals) project participants and maintained the 20% host community and 80% IDP/Returnees initially agreed with local authorities.

The purpose of the end-line study is to assess and evaluate the impact, outcomes, and effectiveness of the project at its conclusion or near the end of its implementation. It is conducted to measure the changes that have occurred because of the intervention and to determine the extent to which the project has achieved its intended goals and objectives. Through an end-line study, organizations and stakeholders can obtain a comprehensive understanding of the project's outcomes and impact, enabling them to make informed decisions, demonstrate accountability, and enhance the effectiveness of their interventions. This project



received funding from the Canadian Foodgrains Bank through her Member organization, World Renew through the Humanitarian, Early Recovery, and Development (HERD) program.

Expression of Interest

ZOA Nigeria is seeking expressions of interest from an evaluator with the following qualifications:

- Minimum of 5 years of experience in leading project/program evaluations, including evaluating humanitarian food assistance and/or food security and rural livelihoods projects.
- Minimum master's degree in international rural development, agricultural sciences, social sciences, or a related field.
- Knowledge and practical experience in humanitarian and early recovery context in Borno
- Strong background in humanitarian food assistance, food security, agriculture, livelihoods, and gender equality.

- Demonstrated knowledge of local social-cultural realities and experiences in rural communities in Borno state.
- Excellent analytical and report-writing skills.
- Excellent interpersonal and communication skills.
- Experience in qualitative and quantitative methods.
- Proven capacity to apply and integrate measurements of gender equality and progress towards gender transformation and women's empowerment.
- Language requirements: fluent spoken and written English required; knowledge of Hausa and/or Kanuri languages is an asset. Note that this project is being implemented in Borno State. If the evaluator/evaluation team does not know Kanuri and/or Hausa, describe in your proposal how you will be able to ensure high-quality data collection in Kanuri and/or Hausa.
- Willingness to work in project locations (Gongollong and surrounding villages).
- Preference will be given to evaluator/evaluation teams based in Borno State.
- The qualitative survey (Focus Group Discussions/Key informant Interviews, Participatory Rapid Gender Analysis, and Most Significant Change Stories with photovoice) will be carried out between September 12 to 19, 2023, with a draft report submitted by October 2, 2023, and a final report submitted no later than October 6, 2023.

ZOA Nigeria will provide technical guidance and other qualitative tools (Participatory Rapid Gender Analysis and Most Significant Change Stories templates) for the evaluator.



Project Name: NGA2102 Relief Cash and Livelihoods Recovery in Gongulong, Jere LGA

Project Impact: Reduced hunger and more resilient food security for women, men, girls, and boys affected by COVID-19 in sub-Saharan Africa.

Location: Jere LGA, Borno State, Nigeria

Activity: Qualitative Data Gathering, Analysis and Final Report

ZOA Nigeria is approaching the completion of a 3-year humanitarian-development nexus (humanitarian and early recovery) project aimed at building resilience and supporting the recovery of conflict and hunger-affected households through humanitarian cash assistance, food production, and small enterprises development. ZOA Nigeria is building on the success of relief efforts supporting the emergency food needs of beneficiaries through cash transfer programming. In the project design, project participants that have stabilized food consumption will be supported in food production through micro gardens to provide additional nutritious food for household consumption with surpluses sold for income.

This project was aimed at responding to high levels of acute food insecurity during the COVID-19 pandemic and other crises caused by insecurity by 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 were woven into these humanitarian, early recovery, and development activities.

ZOA Nigeria would like to conduct a comprehensive, qualitative, learning-focused qualitative survey/evaluation to complement the quantitative (end-line) household survey already completed. ZOA Nigeria would like to gather and analyze the qualitative data which will:

- Complement the quantitative data that was completed through the household surveys, which were designed to align with the project outcomes described in the Performance Measurement Framework (PMF).
- Answer the learning questions set out in the project learning framework.

ZOA Nigeria is seeking the services of an experienced evaluator to conduct a qualitative survey. The role of the evaluator is outlined below:

1. Develop focus group discussions (FGD), and key informant interviews (KII) template/guide from the evaluation learning questions matrix. The evaluation learning questions will be provided by ZOA Nigeria.
2. Develop a participatory gender analysis template to be used for FGD and KII. The gender analysis toolkit will be provided by ZOA Nigeria.
3. Conduct FGD/KII with project participants and other stakeholders.
4. Conduct participatory gender analysis with project participants and other stakeholders.
5. Document the most significant change stories (with photo and voice) from project participants and other stakeholders on the outcomes of the project. The template for the most significant change stories will be provided by ZOA Nigeria.
6. Analyse the qualitative data gathered through the FGDs, KIIs, participatory gender analysis, and most significant change stories from project participants.
7. Write a comprehensive report on the findings from the qualitative data (and align with findings from the quantitative survey).

This Terms of Reference (ToR) is prepared to help interested candidates understand the project and describe our requirements for the qualitative data gathering. The ToR provides a summary of the project, including the project goals, and outcomes; the purpose of the qualitative survey; key survey/evaluation questions; roles and responsibilities of the evaluator/evaluation team; timelines and expected deliverables; and the expected qualifications for the evaluator.



1.0 PROJECT DESCRIPTION

NGA2102 Relief Cash and Livelihoods Recovery in Gongolong and surrounding communities is a 3-year Humanitarian, Early Recovery, and Development (HRD) project funded by the Canadian Foodgrains Bank through her member partner, World Renew. The project was designed to respond to acute food insecurity caused by COVID-19 and other shocks (such as conflicts, and displacement) while strengthening the resilience of households and communities for the long term.

ZOA Nigeria is approaching the completion of this 3-year project and has implemented the following:

- Disbursed 11 rounds and 5 rounds of humanitarian cash to initial and supplementary project participants respectively to stabilize food consumption.
- Provided seeds and tools for vegetable production to increase households' access to nutritious food and stabilize food consumption.
- Set up and established village savings and loan associations to diversify and strengthen the livelihoods of households.
- Provided small business start-up kits to diversify and strengthen the livelihoods of households.
- Facilitated and set up gender-balanced advisory committees.
- Trained community members and community leaders on gender issues through community gender champions.
- Provided life skills training.

The project served a caseload of 1091 (with 5636 individuals) project participants and maintained 20% host community and 80% IDPs.

2.0 PROJECT OUTCOMES

The project has 3 intermediate outcomes associated with humanitarian, early recovery and development, and gender components of the project respectively.

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

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.

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

3.0 PURPOSE AND SCOPE OF THE QUALITATIVE SURVEY (EVALUATION)

Purpose

1. Gather and analyze qualitative data that will triangulate and explain the quantitative data that was collected through the end-line household survey about the project outcomes.
2. Answer the learning questions set out in the evaluation learning questions matrix.

Scope

The evaluator will collect qualitative data and analyze and write reports of findings about the project outcomes. The qualitative data collected will complement the quantitative data that was collected through the end-line household survey and will be used in part by the evaluator to explain the achievement of the project outcomes.

4.0 KEY (QUALITATIVE) QUESTIONS

The key learning questions will focus on 3 thematic areas given in the table below:

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> <p>How do project design decisions (i.e., targeting approaches, timing of activities, etc.) change how these activities support each other?</p> <p>How do we measure these synergies?</p> <p>To what extent is this impact sustainable?</p> <p>How do nexus approaches work differently in different types of contexts? (conflict or climate affected? Relatively stable or fragile contexts)?</p>
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	<p>What indications are there that the program has contributed to improving community and household resilience?</p>

increased resilience	<p>What enabling factors contribute to increased resilience?</p> <p>What barriers to increasing resilience through this type of programming?</p>
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5.0 METHODOLOGY

The methodology will be largely qualitative, focusing on document reviews, observations, and qualitative and participatory data collection methods. The data will be collected through focus group discussions, semi-structured key informant interviews, and other qualitative methods of data collection.

6.0 SCOPE OF WORK AND RESPONSIBILITIES OF THE EVALUATOR

The evaluator and the evaluation team will facilitate and conduct the qualitative data collection through the FGDs, and KIIs (participatory gender analysis and most significant change stories with photovoice). The evaluator will analyze the data and write a comprehensive report of the findings. Other major roles of the evaluator include:

1. Review pertinent documents including project proposals, quarterly reports, baseline survey reports, quantitative endline reports, and other relevant documents to verify information that needs to be addressed through the qualitative data gathering.
2. Develop focus group discussions and key informant interview templates/guides from documents provided by ZOA.
3. Work closely with the ZOA team to provide technical guidance, project documents, templates, and relevant tools.
4. Developing the qualitative data collection work plan, data collection tools, and data collection and analysis plan.
5. Participated in documents and learning questions matrix review workshop along with the evaluation team.
6. Conduct data collection, and analysis and write reports on findings, conclusions, and recommendations.
7. Finalize and submit the draft report, which will include the results of the analysis.

6.0 DELIVERABLES

By the qualitative survey timeline provided by ZOA Nigeria, the evaluator shall submit the following deliverables:

1. Work plan: A detailed work plan for the qualitative survey should also include a description of the methodology and the qualitative data collection tools.
2. Data analysis and synthesis of qualitative data for the key survey/evaluation questions.
3. Presentation of preliminary findings/draft report to ZOA to receive initial feedback, all relevant comments and recommendations should be incorporated into the draft report. Note: The presentation of preliminary findings/draft report is to be submitted within **11 days of completion of data collection activities** and shared with ZOA Nigeria for feedback and revisions.
4. Final report: submitted within **4 days 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 Arial font size 11 and 1.5 space and should not exceed 60 pages (excluding annexes). The evaluator is expected to follow this outline for the qualitative survey report:
 - Cover page
 - Table of contents
 - Acronyms
 - List of figures and tables
 - Executive Summary (maximum 3 pages, that summarize recommendations)

- Background and context
- Key survey/evaluation questions and scope
- Review methodology (includes both a description of the methodology and limitations of the approach)
- Major findings related to the key themes and survey/evaluation questions.
- Conclusions (directly connected to major findings, and thus explicitly stated)
- Recommendations (directly connected to major findings, 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. Qualitative tools

7.0 PROPOSED QUALITATIVE SURVEY TIMELINE AND MILESTONES

The qualitative data collection will be completed by September 19, 2023, with the final report completed by October 6, 2023.

S/N	Activities	Period	Person in charge
1	Call for Expressions of Interest Deadline	September 4, 2023	
2	Selection of evaluator	September 7, 2023	
3	Workshop/Development of Tools	September 9, 2023	
4	Training of enumerators	September 11, 2023	Evaluator, Enumerator ZOA
N	Field data gathering/Interviews	September 12 to 19, 2023	Evaluator
6	Draft report/Presentation of findings	September 20 to 30, 2023	Evaluator
7	Feedback provided by ZOA	October 2, 2023	ZOA team
8	Final report	October 6, 2023	Evaluator

8.0 LOCATION OF THE EVALUATOR

The evaluator and his/her team shall be based in Maiduguri during the period of the survey. He or she shall make use of his/her personal laptop/computer and related facilities to prepare all the qualitative survey deliverables.

9.0 LOCATION OF THE SURVEYS

The location of the project is in Jere LGA and the surveys shall be conducted in the communities of project implementation which are listed below:

1. Gongolong Lawanti
2. Bulamari
3. Bololo
4. Goniri
5. Gumsumri
6. Yerimari
7. Gabdori
8. Biriri
9. Grema chelluri
10. Modugubdori
11. Umarti
12. Bulabulin

10.0 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 Evaluator in the course of his/her/their



services to ZOA Nigeria shall be considered a work made for hire, or otherwise, and therefore ZOA Nigeria's property.

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

11.0 REQUIREMENTS OF THE EVALUATOR

ZOA Nigeria will consider a single evaluator/evaluation team. The lead evaluator should meet the following criteria:

- Minimum of 5 years of experience in leading project/program evaluations, including evaluating humanitarian food assistance and/or food security and rural livelihoods projects.
- Minimum master's degree in international rural development, agricultural sciences, social Sciences and or a related field.
- Knowledge and practical experience in humanitarian and early recovery context in Borno
- Strong background in humanitarian food assistance, food security, agriculture, livelihoods, and gender equality.
- Demonstrated knowledge of local social-cultural realities and experiences in rural Communities in Borno state.
- Excellent analytical and report-writing skills.
- Excellent interpersonal and communication skills.
- Experience in qualitative and quantitative methods.
- Proven capacity to apply and integrate measurements of gender equality and progress towards gender transformation and women's empowerment.
- Language requirements: fluent spoken and written English required; knowledge of Hausa and/or Kanuri languages is an asset. Note that this project is being implemented in Borno State. If the evaluator/evaluation team does not know Kanuri and/or Hausa, describe in your proposal how you will be able to ensure high-quality data collection in Kanuri and/or Hausa.
- Willingness to work in project locations (Gongolong and surrounding villages).
- Preference will be given to evaluator(s)/evaluation teams based in Borno State.

12.0 GUIDING PRINCIPLES

The qualitative survey is expected to adhere to the following general evaluation principles:

- **Utility** – surveys must be useful for the main users of the evaluation.
- **Participation** – to be useful, the intended users of the survey need to be identified at the outset and involved in making decisions about the survey.
- **Quality** – Quality is derived through the accurate and appropriate use of survey criteria, the presentation of evidence and high-quality analysis, the coherence of conclusions with survey findings, and the drawing of realistic recommendations, directly supported by findings and conclusions. Good quality surveys present findings, conclusions, and recommendations in an understandable way so that they are accessible to readers of the reports.
- **Credibility** – the extent to which survey findings and conclusions are believable and trustworthy.
- **Integrity** – To have integrity, a survey must adhere to high ethical standards.
- **Transparency** – the openness with which the survey process is conducted and the willingness to share findings.
- **Independence** – the survey is free from influences that would bias the conduct, findings, conclusions, or recommendations of the survey/evaluation.
- Utilize gender-segregated focus groups to assess the different needs and priorities of men and women.



- Ensure that all community members have an equal voice regardless of age, class, gender, disability, race/ethnicity, sexual orientation, nationality, political affiliation, religion, or organizational affiliation.
- Ensure that the survey provides an opportunity for critical reflection and learning on structures that ensure the rights of all individuals are realized.

In addition to these general survey/evaluation principles, the evaluator must ensure familiarity and compliance with ZOA Nigeria's professional behavior standards as set out in policies, specifically in the following policies:

1. Anti-fraud and Corruption Policy
2. Harassment Policy
3. Prevention of Sexual Exploitation and Abuse
4. Code of conduct

13.0 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 conducting the survey and outlining relevant experience. Specifically address how the evaluator(s) meet the qualifications, relevant experience with evaluating humanitarian food assistance and food security development project
- A brief (no longer than three pages) proposal outlining how you would structure the survey process, including a detailed estimate of the level of effort required.
- Curriculum vitae for the lead evaluator and any other additional individuals/team members to be assigned for the work.
- Letter of reference from a previous evaluation done by the evaluator, with a list of references.
- Confirmation of availability for the time frame indicated.
- Detailed budget for the survey, including your proposed consulting fees.

- **14.0 SELECTION PROCESS**

Candidates who are interested in the position and have the requirements mentioned above can directly post to recruitment.nigeria@zoa.ngo on or before 4th September 2023

Note: Applications will be considered on a rolling basis.