

End-of-Project Evaluation Terms of Reference

Bio-fortified Value Chains for Improved Maternal and Child Nutrition Project-Phase II

Project Number: BDI217676

World Vision International Burundi and
World Vision Australia

Contents

1	BACKGROUND	1
2	PROJECT DESCRIPTION.....	3
3	OVERVIEW	3
3.1	OBJECTIVES	4
3.2	KEY EVALUATION QUESTIONS.....	4
3.3	INTENDED AUDIENCE AND END USE	5
4	DELIVERABLES	5
5	STUDY DESIGN OVERVIEW	5
5.1	SCOPE OF METHODOLOGY	5
5.2	SCOPE OF WORK	6
5.3	INDICATOR MEASUREMENT.....	6
5.3.1	Overview.....	6
5.3.2	Sampling Parameters	6
6	ETHICAL AND TECHNICAL REQUIREMENTS.....	7
7	ROLES AND RESPONSIBILITIES OF CONSULTANT.....	8
7.1	DELIVERABLES	8
8	ASSIGNMENT CONDITIONS.....	9
9	SCHEDULE AND TIMEFRAME	10
10	BUDGET.....	12
11	INSTRUCTIONS TO BIDDERS AND EVALUATION CRITERIA.....	12
	SELECTION CRITERIA	13
12	HIRING CONDITIONS AND CONTRACTUAL REQUIREMENTS.....	14
13	REFERENCE DOCUMENTS	15



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Glossary

ANCP	Australian NGO Cooperation Program
B4MCN2	Bio-fortified Value Chains for Improved Maternal and Child Nutrition Project-Phase II
CM	Contract Manager
DFAT	Department of Foreign Affairs and Trade
DME	Design Monitoring and Evaluation
EoP	End of Project
FGD	Focus Group Discussion
FO	Field Office
GBV	Gender-based violence
GEDSI	Gender Equality, Disability, and Social Inclusion
ITT	Indicator Tracking Tables
KEQs	Key Evaluation Questions
KII	Key Informant Interview
MEAL	Monitoring, Evaluation and Learning
M&E	Monitoring & Evaluation
MELF	Monitoring and Evaluation Learning Framework
OPDs	Organisation of Persons with Disabilities
S4T	Savings for Transformation
ToC	Theory of Change
ToR	Terms of Reference
UPG	Ultra-poor Graduation
WVIB	World Vision International Burundi
WVA	World Vision Australia



1 Background

Basic Information

Country	Burundi
Field Office (FO) Name	World Vision International Burundi (WVIB)
Primary Sector	Food security
Secondary Sectors (if applicable)	Nutrition, Economic Empowerment
Project Goal	Contribute towards enhanced and inclusive food and nutrition security for households, including the vulnerable (Batwa people, women headed households and people living with disability) in Muyinga, Karusi and Kirundo provinces of Burundi.
Start date	1 July 2021
End date	30 June 2026
WVI Project Number	BDI217676
WVA Project Number	1BDI049
Location(s):	Kirundo Province: Bwambarangwe, Gitobe, Ntega and Vumbi Communes Muyinga Province : Buhinyuza Commune Karusi Province : Gitaramuka Commune

Budget Summary

BUDGET (US\$)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
	\$849,973	\$1,035,233	\$995,505	\$1,040,921	\$860,000	\$4,781,632

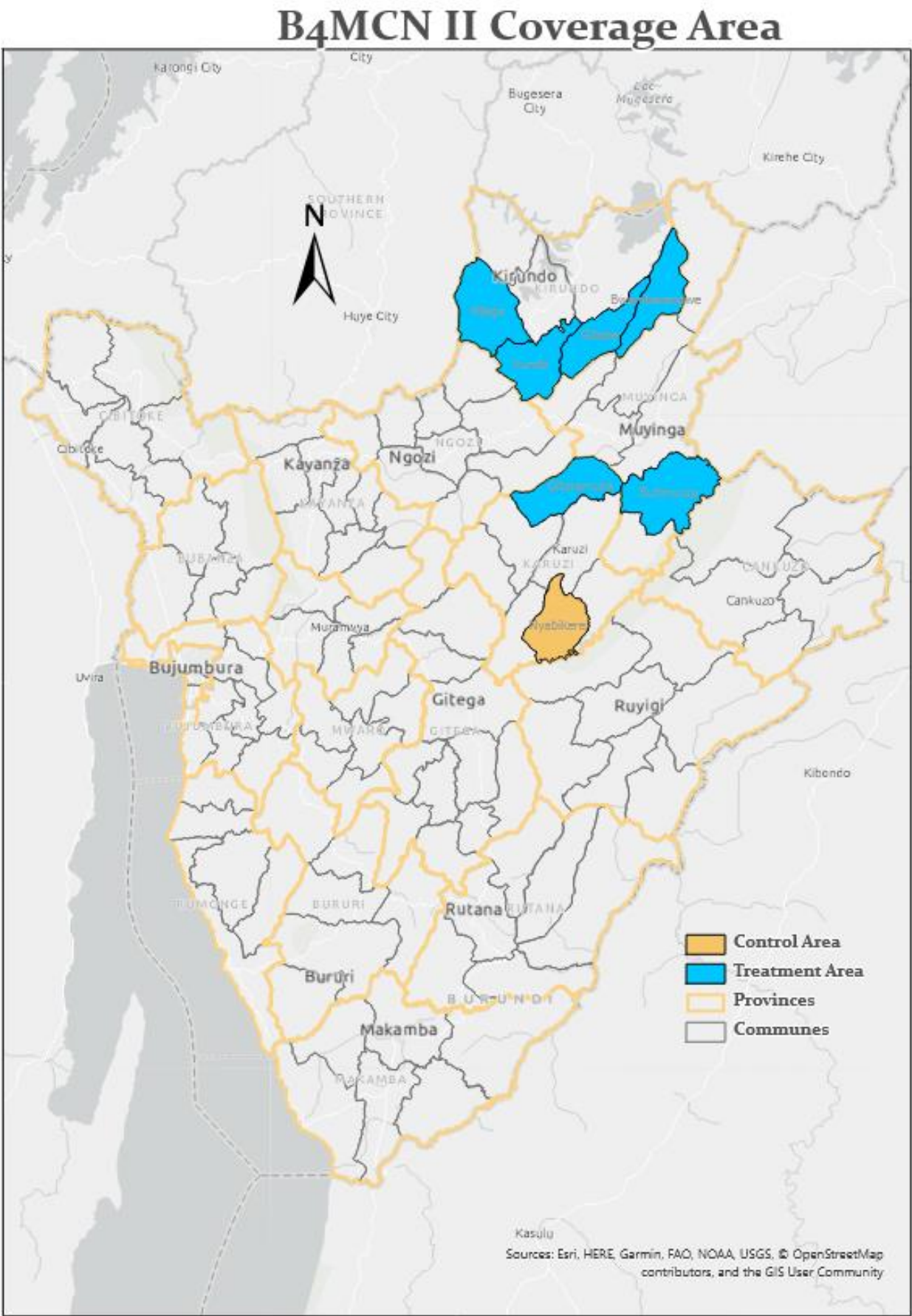


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Map: B4MCN II Coverage Area



2 Project description

The Bio-fortified Value Chains for Improved Maternal and Child Nutrition Project-Phase II (B4MCN2) builds upon the successes of Phase I, which operated from July 2017 to June 2021. World Vision International Burundi (WVIB) secured funding from the Australian NGO Cooperation Program (ANCP) through World Vision Australia (WVA) to expand and strengthen activities implemented under Phase 1. The current project covers the period July 2021 to June 2026 and expands interventions to extension to Bwambarangwe, Gitobe and Ntega Communes in Kirundo Province while maintaining operations in Buhinyuza (Muyinga Province) and Gitaramuka (Karusi Province).

B4MCN2 focuses on four key outcomes:

- **Outcome 1:** Improved dietary intake and care practices among women of reproductive age and children under 5 from vulnerable households.
- **Outcome 2:** Increased income from diversified sources for vulnerable households including women and people living with disability.
- **Outcome 3:** Increased food production of diversified, bio-fortified, and high-nutrient foods.
- **Outcome 4:** Enhanced Gender Equality, Disability, and Social Inclusion (GEDSI) and Women's social and economic empowerment.

Participant summary table:

	Without disability				With disability				TOTAL
	Men	Women	Boys (u18)	Girls (u18)	Men	Women	Boys (u18)	Girls (u18)	
Direct Participants									
Overall cumulative (to date)	19,870	20,700	16,059	16,400	319	333	259	266	74,206
Overall life of project	19,870	20,700	16,059	16,400	319	333	259	266	74,206

Groups to be sampled:	
Caregivers of children 0-59 months (Outcome 1 and 4)	6,423 women (cooking demo and theatres) 7,535 households participating in Nurturing Care Groups Caregivers of 2,161 children who participated in PD Hearth sessions
S4T Groups (Outcome 2 and 4)	S4T members 7 groups with 1,175 women, 698 men
Local Influencers (Outcome 2)	248 trained volunteers, including 85 women who supported dialogues on GBV, reaching 19,649 people
UPG participants (Outcome 2)	290 people (288 women, 62 men, 13 people with disability)
Women entrepreneurs	60 (18 Batwa)
Private sector actors (Outcome 2)	27
Producer groups (Outcome 3 and 4)	137 leader farmers and 3,329 smallholder farmers,
FMNR and agroforestry participants (Outcome 3)	3,325 participants
OPDs (Outcome 4)	7 (communal and provincial)

3 Overview

After successfully conducting a baseline and a mid-term whose reports are available, World Vision International Burundi wishes to commission a final evaluation for *Bio-fortified Value Chains for Improved*

Maternal and Child Nutrition Project-Phase II. Informing the exercise are three objectives and supporting Key Evaluation Questions (KEQs):

3.1 Objectives

The EoP evaluation will assess:

1. **Change/Impact**, or the immediate and longer-term effects produced by the project, directly or indirectly, intended or unintended, positive or negative, including contributing factors or barriers. This objective will also:
 - a. Document who was reached by the project and how, and
 - b. Result in a set of clear and actionable recommendations for relevant stakeholders.
2. **Sustainability**, or the probability of continued long-term benefits of project interventions for target participants after project completion.
3. **Learning & Inclusion**, including the extent to which project interventions promoted effective partnerships, benefits for marginalised groups (women, Batwa, people with disability), and adaptive strategies. This area of enquiry will also document challenges/barriers and good practices/enablers which can be replicated in future projects.

3.2 Key Evaluation Questions

Criterion	Evaluation Questions
1. Change/Impact	1.1 To what extent did the project contribute to longer-term intended results against the <u>project goal</u> ?
	1.2 To what extent did the project achieve its intended <u>outcomes</u> and associated indicators?
	1.3 What major factors influenced the achievement (good practices, ways of working) or non-achievement of the project goal and supporting outcomes?
	1.4 What, if any, significant unintended consequences, positive or negative, did the project directly produce for target participants and groups? Explain.
	1.5 How and in what ways did the project contribute to transformative change for vulnerable groups, specifically Batwa, women-headed households and people with disability?
	1.6 What key lessons learned and recommendations do WVIB staff and key project partners need to consider or implement to enhance intended project benefits for target participants and groups?
2. Sustainability	2.1 To what extent are households and local systems (i.e., markets, community groups, government) will sustain improved food access to diverse, nutritious foods, including for traditionally marginalised groups?
	2.2 What strategies or combination of strategies worked well or has contributed to achieving sustainable outcomes, and under what minimum conditions? What did not work well and why?
3. Learning and Inclusion	3.1 What key barriers and enablers affected equitable participation and benefits for women, Batwa households, and people with disability? How should the ToC be adapted to better reflect their lived realities?
	3.2 What lessons and good practices can be replicated to improve the effectiveness of inclusive household nutrition, income and food production projects in the future?

3.3 Intended audience and end use

Intended Audience	Communication Method	Expected Use
World Vision International Burundi	Presentations, summary findings, evaluation report	✓ Learning ✓ National-level WVIB reporting ✓ Implementation of agreed recommendations ✓ Strengthening the focus and impact of similar projects in the future
Local implementation partners	Presentations, summary findings, evaluation report	✓ Learning ✓ Internal capacity-strengthening ✓ Implementation of agreed recommendations
World Vision Australia	Presentations, summary findings, evaluation report	✓ Learning ✓ Donor reporting and compliance ✓ Donor pre-positioning ✓ Sharing with peer agencies ✓ Strengthening the focus and impact of similar projects in the future
Provincial and Communal Authorities	Presentations, summary findings, evaluation report	✓ Learning ✓ Incorporation of findings and agreed recommendations into ongoing government plans
Community leaders	Presentations, summary findings, evaluation report	✓ Learning ✓ Implementing agreed recommendations to further improve local health outcomes
DFAT (Post – Nairobi, Canberra)	Evaluation report	✓ Learning ✓ ANCP reporting obligations

4 Deliverables

- **Deliverable 1: Inception plan**, using the template provided by WVA/WVIB, including data collection tools, as well as methodological, resourcing, ethical and operational planning.
- **Deliverable 2: Completion of in-person synthesis workshop** with key project stakeholders in the field to validate and/or further refine consultant findings.
- **Deliverable 3: Presentation of initial findings** to WVIB and WVA teams (online), (a PPT presentation of the main findings will be required).
- **Deliverable 4: Final report** including data analysis matrix, conclusions, case studies, lessons and recommendations. **40 pages maximum** (plus annexes as appropriate).

The selected consultant may also engage further on presentation of results or methodology.

5 Study design overview

5.1 Scope of methodology

The EoP evaluation exercise will assess representative data collected from households, key participant groups, implementing partners and government stakeholders who have been involved in or affected by project activities implemented in Bwambarangwe, Gitobe, Ntega, Vumbi, Buhinyuza and Gitaramuka old communes. Disability-affected households will represent at least 10 % of surveyed households. The EoP

evaluation will assess achievements against all the project's planned outputs, outcomes and goal, with particular attention given to B4MCN2's contribution to strengthening local partnerships and promoting inclusive outcomes.

5.2 Scope of work

1. Lead quantitative and qualitative data collection and analysis to document:
 - a. achievements, or progress towards achievement, of project goals and outcomes, and
 - b. how key target groups participated in or experienced project activities and benefits
2. Use evaluation findings to inform recommendations about what worked well, what did not, why and what can be improved in future projects with a similar focus.
3. Facilitate a synthesis workshop with local partners and other stakeholders to validate and refine findings and recommendations.
4. Present the initial findings to WVIB and WVA.
5. Complete a final EoP evaluation report and associated deliverables/supporting documentation that meet the needs of key audiences listed in Section 3.3.

5.3 Indicator measurement

5.3.1 Overview

The selected consultant will recommend a mixed method approach best suited to answering key evaluation questions. Importantly, proposed methodologies should generate disaggregated perspectives, giving specific attention to partnership building, benefits for marginalised groups (women, Batwa, people with disability), and adaptive strategies. Being a participatory exercise and wherever possible, the EoP evaluation will include Batwa, including women and people with disability in primary data collection and analysis. The composition of the enumerator team will need to reflect the focus of the project and issues to be addressed through the EoP evaluation exercise.

The BOND evidence principles and DFAT's Monitoring and Evaluation Learning Framework (MELF) will inform data collection, analysis and presentation of findings. Analysis of quantitative and qualitative findings will also reflect sex, age and disability disaggregated data where possible, and will include analysis of variation if identified.

5.3.2 Sampling Parameters

5.3.2.1 Quantitative data

Quantitative methods will include at a minimum a household survey replicating the same or similar tool used at baseline and mid-term. The selected consultant will be required to provide a clear and specific sampling methodology, specifying methods for vulnerable populations, sample size, and a rationale informing each. Quantitative samples should be of sufficient size and representativeness to allow reasonable power (80%) and levels of confidence (95%) and ability to generalise findings, compare change across time and draw conclusions. To do this, the consultant will need to study and draw on inception reports prepared for the project's baseline and mid-term exercises. Consistent with the project's monitoring and evaluation (M&E) plan, quantitative data collected at end line will need to meet disaggregation requirements relevant to each indicator (male, female, children 0-5 years and age subgroups, disability status).

5.3.2.2 Qualitative data

Key informant interviews (KIIs), focus group discussions (FGDs), documentary reviews, observations and other relevant qualitative methods will be used to help explain quantitative findings: what contributed to changes experienced by project participants? Who was affected and how? What did not work well and why? What can be done better and by whom? Analysed well and triangulated with quantitative findings, qualitative data collected through KIIs, FGDs and other methods will add depth and richness to EoP evaluation findings. This information will be supplemented by case studies to illustrate key findings, including challenges and successes.

Qualitative sampling will be purposeful, ensuring diversity across communes and key groups (Batwa, people with disability, female-headed households, S4T, producer groups). Sample sufficiency will be guided by thematic saturation. Analysis will use a framework matrix aligned to KEQs and the Theory of Change, triangulated with quantitative findings.

6 Ethical and Technical Requirements

Low	Greater than low	High
• Sensitive data with little to no risk of harm or potential burden/ discomfort: Non-personal data reported by adult regarding their attitudes towards sexual and reproductive health, domestic violence, discipline, etc.	• Information involving vulnerable populations • Information reported by children below 18 years old, people with ethnic background or with disability • Sensitive data: Information reported by adult regarding their actions about sexual and reproductive health, domestic violence, discipline, etc.	• Invasive approaches: Involving health data, such as blood sample, weight, height

This study methodology is considered ‘**Greater than low**’, as it involves collecting data from vulnerable populations, including Batwa households and people with disabilities.

The selected consultant will be working on behalf of WVIB. As such, he/she and the entire consulting team will be required to adhere to WVIB’s Child and Adult Safeguarding Policy and ethical guidelines/requirements for child participation. The consultant will receive an induction on and sign WVIB’s Child Protection Policy/code of conduct. Alternative background checks will be undertaken on all applicants before signing the consulting contract. Ethical and safeguarding considerations must be considered during all stages of data collection and analysis.

The consultant will make clear to all participating stakeholders that they are under no obligation to participate in the study. All participants will be assured that there will be no negative consequences if they choose not to participate. The consultant must obtain informed consent from all participants, including from parents or caregivers whenever a young person or child is to be interviewed. The consultant will provide a statement in their proposal describing how they will address ethical considerations relating to data collection and storage, analysis and presentation. The statement should include any risks related to the study and how these will be mitigated. The consultant will also be expected to address ethical, child protection and safeguarding considerations, including study risks, in the Inception Report.

The consultant will be responsible for ensuring that data collection and analysis methods are designed to mitigate child protection risks and protect the privacy and well-being of participants by establishing and following credible and ethical evaluation principles.

All documents and data obtained during interviews and meetings are confidential and used solely for evaluation purposes. Deliverables and all documents related to the evaluation (produced by the consultant or the organisation itself) are confidential and remain the property of the contracting party.

Note: WVA requirements for meeting minimum ethical standards will be shared with the successful consultant:



7 Roles and Responsibilities of Consultant

7.1 Deliverables

Deliverables/products which the selected consultant will be responsible for include:

- **Inception Report**, including sampling frameworks, data collection tools (quantitative household survey, KII guides, FGD guides), detailed data analysis plans including use of indicator calculation matrix, and other information that will guide the data collection, analysis and report-writing process.
- **PowerPoint presentation of preliminary (high level) findings and recommendations**. The presentation will be delivered to local stakeholders for validation and further input immediately after fieldwork.
- **Summary of preliminary findings, including electronic copies of raw and cleaned datasets**, shared with WVBI and WVA prior to report-writing. World Vision staff and the consultant will meet to review findings and supporting data to better understand analysis, how conclusions were drawn and discuss any points of emphasis to highlight in the final report.
- **Final EoP Evaluation Report (print version with WV branding using WVA template)**, approved by WVIB and WVA, which addresses all evaluation questions listed in this ToR. The final report will be prepared using the prescribed format, and present recommendations by outcome area and stakeholder group. Specific recommendations will need to be clear, actionable and draw on evaluation findings.
- **Supporting information and documentation**, annexed or supplied separately in electronic form, will include:
 - Inception plan (template to be provided by World Vision)
 - Final survey tools – English and local language versions. Household survey in Word and/or Excel versions, including qualitative tools.
 - Raw and cleaned datasets in Excel format and (if used) SPSS or STATA format, including variable names and codes.
 - Indicator calculation matrix, showing how each indicator was computed from the survey tool.
 - Transcribed KII and FGD notes. *Note: confidentiality of respondents is a requirement (no identifying names in the data)*
 - Qualitative analysis framework (summarised transcripts against key evaluation questions, demonstrating logic and triangulation of qualitative conclusions drawn).

World Vision will employ the Bond evidence principles and checklist tool (to be shared with the successful consultant) to evaluate the quality of evidence, focusing on reliability, rigour and quality in the final report. While the score will not affect approval, the consultant should aim to score highly according to each of the criteria as a way of maximising the quality of the report. The five principles include 1) voice and inclusion, 2) appropriateness, 3) triangulation, 4) contribution, and 5) transparency.



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8 Assignment Conditions

- The consultant shall be physically available in the country from the entry meeting up to end of data collection and during data dissemination. The following activities will require onsite presence of the consultant Enumerator training (Quantitative and qualitative).
- Data Collection

Other activities can be done out of the country.

8.1 Security context

The current security situation in the country and at the project sites is generally stable in both provinces and other neighbouring regions/provinces. Humanitarian organisations and their staff can generally operate freely and implement a wide range of programmes with few acceptable restrictions from the host government or other actors. World Vision has standard operating procedures in place for security and other procedures and plans available to minimise potential risks and reduce their impact and conducts regular risk assessments to develop and update its mitigation measures.

8.2. Ethics and standards

- The consultant shall ensure that all research assistants are informed of research ethics and child protection policy prior to the beginning of data collection;
- The consultant shall ensure that each member of the research team complies with WV's research ethics and child protection policies;
- The consultant shall ensure that all information collected is treated with the required confidentiality;
- The consultant shall ensure that survey participants involved in the assessment are fully informed of the assessment objectives and that their consent is obtained prior to the commencement of data collection. Participants shall be informed of their right to refuse to participate in the assessment and shall be free to withdraw from the process if they so wish;
- Personally, identifiable information (PII): all technologies, digital platforms, or other methods used must include security and data privacy protocols sufficient to ensure the protection of PII;
- The consultant must familiarise themselves with the following ethical and protection guidelines (which will be provided to the selected lead evaluator):
- WVI Code of Conduct on Child Protection;
- WVI Guidelines on Ethical Principles;
- In addition, the consultant will ensure that one or more post-evaluation debriefing sessions are held, to be attended by study participants.

8.3 Logistics

The consultant is responsible for translating documents and interpreting if necessary, during workshops and facilitation. He or she is also responsible for his/her own equipment to be used, such as computers and printers.

World Vision International Burundi provides logistics. The DME Coordinator will be the contact person to facilitate the work from beginning till the end.

World Vision International Burundi will hire the selected consultant and manage the contract. The EoP budget will cover the costs of travel visas, transit to and from their designated home point (if applicable) to the project locations, and accommodation, for the duration of the data collection period. However, the estimated cost of transit will form part of the overall cost consideration for selecting a consultant. The consultant will be responsible for his or her own insurances, vaccinations, health, and security preparedness. WVIB will provide any needed facilities/support to the selected consultant. The consultant will be responsible for data processing, analysis, interpretation and report writing. The project

DME Coordinator (B4MCN2) will facilitate and organize the field-based synthesis workshop to share and validate preliminary findings with local stakeholders.

World Vision International Burundi will pay the consultant 50% of the contract value after the inception report has been approved and data collection completed. The consultant will therefore be expected to cater for all costs such as translating and transcription fees, etc. The final 50% will be paid upon approval of the final EoP evaluation report and submission of all associated deliverables described in this ToR.

The consultant is expected to need a total of 40 working days to complete the exercise, between January and May 2026 (subject to refinement at the contract stage). A clear work plan, submitted by the consultant and reflecting the proposed timeframe, will be reviewed and approved by WVBI and WVA before commencing work.

9 Schedule and timeframe

World Vision International Burundi's B4MCN II DME Coordinator, in close collaboration with DME Unit at National WVIB Office will be accountable for overseeing the EoP evaluation exercise; the selected consultant will report to him. The DME Coordinator collaboration with DME Unit, with input from WVA's CM, will also be responsible for review and final approval of all evaluation products or deliverables. World Vision International Burundi technical teams and WVA technical staff will support the DME Coordinator throughout the EoP evaluation process by providing input on the ToR, Inception Report, analysis of findings and Evaluation Report drafts.

- The deadline for submitting the completed questionnaire online is fixed on **2nd December, 2025 at 12:00 PM GMT**. Only consultants who have completed/submitted their details through the online form will be sent the link for submitting bids.
- The link for submitting bids will be sent by World Vision Burundi on **3rd December 2025** to those who will have submitted their details as guided above.
- The deadline given to interested potential consultants to submit their bids is fixed on **11th Decembre, 2025 at 12:00 PM GMT**

Phase	Responsible	Period/timeline
Bid and Award		
Call for Proposals advertised	WVIB	11 November
Advertising period	WVIB	11 Nov-11 Dec 2025
The deadline for submitting the completed online questionnaire (details at section 11 of this ToR)	Potential consultants	2 Dec. 2025
World Vision Burundi sharing the link to which bids are to be submitted	WVIB	3 Dec. 2025
Period for bids submission by potential consultants	Potential consultants	04.- 11 Dec 2025
Proposals analysis	WVIB	11 -19 Dec,2025
Award of Contract	WVIB	22 December 2025
Purchase order issuing	WVIB	24 Dec,2025
Start-up meeting	WVIB	12 Jan,2026
Draft Inception Plan	Consultant	12-20 Jan,2026
Review of draft inception plan	WVA and WVIB	21-30 Jan,2026

Phase	Responsible	Period/timeline
Final Inception Plan	Consultant	6 Feb,2026
Recruitment and training of data collection team	WVIB	02 - 06 Feb 2026
Data Collection		
<i>Indicator measurement</i>		
- Quantitative participant selection	WVIB & Consultant	09 – 13 Feb 2026
- Quantitative data collection (enumerators' training)	Consultant	16 – 27 Feb 2026
- Quantitative data analysis and presentation of findings	Consultant	02 – 13 March 2026
<i>Validation, contribution, explanation</i>		
- Qualitative participant selection	WVIB & Consultant	09 -13 Feb.2026
- Qualitative data collection		17 - 20 March 2026
- Qualitative data analysis		23 – 27 March 2026
<i>Sharing preliminary findings with stakeholders</i>		
- Stakeholder validation workshop	WVIB & Consultant	31 March 2026
- Meeting with WVIB and WVA to review preliminary findings and analysis and prepare for report-writing	Consultant, WVIB, WVA	07 April 2026
Report Writing		
1 st complete draft report submitted	Consultant	17 April 2026
Review first draft	WVIB, WVA (Evidence Building Advisor, CM)	20 - 30 April 2026
2 nd draft report, first draft executive summary submitted	Consultant	02-08 May 2026
Review second draft	WVIB, WVA (Evidence Building Advisor, CM)	08-15 May 2026
Final report and executive summary submitted	Consultant	22 May 2026
Complete Impact Brief	WVIB, WVA (Evidence Building Advisor, CM)	15 June 2026

Aligning with the deliverables above, we anticipate approximately 40 days of work are required from the consultant.



Activities and Products	Due Date	Proposed #Days
Develop and submit EoP evaluation Inception Report with WVIB and WVA in the prescribed format (to be shared with the consultant), including all data collection tools and sampling approaches:	6 Feb,2026	7
Training of enumerators, focus group leaders (gender and disability inclusive):	20 Feb 2026	4
Field data collection: <i>Note: All data records, whether in soft or hardcopy (e.g. transcripts, datasets, spreadsheets, photographs) to be shared with WVIB immediately after completing field work, or as soon as practicable.</i>	20 March 2026	8
Preliminary analysis , preparation of PowerPoint presentation and field-based stakeholder validation workshop (gender and disability inclusive):	27 March 2026	1
Prepare summary of preliminary findings, compilation and cleaning of raw datasets and review meeting with WVIB and WVA staff .	7 April 2026	6
Report-writing and submission of 1st complete draft of EoP Evaluation Report in the prescribed format (to be shared with the consultant) and incorporating validation workshop feedback:	17 April 2026	6
Revision and submission of 2nd complete draft of EoP Evaluation Report , incorporating initial feedback:	8 May 2026	4
Submission of final EoP Evaluation Report incorporating final review feedback: <i>Note: The final EoP evaluation report will include an executive summary that can be read as a stand-alone document.</i>	22 May 2026	4
TOTAL		40 days

10 Budget

The selected consultant will be expected to develop a realistic budget to undertake the assignment. Except where WVIB agrees to cover specific supporting activities, the consultant's budget will reflect all costs needed to complete key deliverables, from inception to submission of the final report. The contractual agreement will be lump sum in nature, meaning that the consultant will be paid consultancy fees, inclusive of fees for his/her team. Unless otherwise agreed, the agreed value of the contract will be paid in two instalments, each linked to key milestones/deliverables.

11 Instructions to bidders and evaluation criteria

The interested Consulting firm/Consultant should submit a technical and financial proposals in providing the services itemised in this Terms of Reference, as per the guidance below.

Instructions to interested bidders

- Both international and national consultants and firms are invited to bid.
- The deadline to submit bids is set in the advertisement notice.
- Bid should be submitted in English and include the following:
 - Technical offer including the following:
 - Proposed methodology (not exceeding 5 pages)
 - Detailed proposed work plan
 - Experience of the consulting firm (not exceeding 3 pages)

- Roles and responsibilities of the survey team member (including level of effort)
- Summary CV of the survey team members detailing similar experience (not exceeding one page per team member)
- Full CVs in annex (not exceeding 5 pages per CV)
- Proof of previous similar works executed within past five years preferably in the developing countries, including Burundi (certificates of service issued by the client) .
- Contact information of references (at least three referees: email and telephone)
- Detailed financial offer in BIF for local consultants and USD currency for foreign consultants describing consulting fees, excluding international and national travels, costs of facilitators, transport, travel and accommodation as these will be covered by WVIB.
- NIF (Supplier registration certificate) for national consultants
- RC "Registre de commerce" (Business registration certificate)
- Value Added Tax payer certificate (Certificat d'enregistrement a la TVA), for national consultants, if applicable
- Fiscal Clearance certificate issued by Burundi Revenue Authority. (Attestation de non redevabilité fiscale), for national consultant.
- Written confirmation of availability during the indicated timeframe

Modalities for bids submission

- Bidders interested in these Terms of Reference(ToRs) are invited to complete and submit required details on the online questionnaire via the link provided: <https://forms.office.com/r/uS4zh56Djx>
- That link is also accessible on the websites of "Burundi Jobs" and "Intercontact Services".
- The deadline for submitting the completed questionnaire online is fixed on **2nd December, 2025 at 12:00 PM Bujumbura time**. Only consultants who have completed/submitted their details through the online form will be sent the link for submitting bids.
- The link for submitting bids will be sent by World Vision Burundi on **3rd December 2025** to those who will have submitted their details as guided above.
- The deadline given to interested potential consultants to submit their bids is fixed on for submitting bids is fixed on **11th Decembre, 2025 at 12:00 PM Bujumbura time**

Selection criteria

The selection criteria, as well as the weighing, will be done jointly with WVA and WVIB with reference to the internal standardised tool. Demonstrated skills and experience in the following are desired:

- Extensive experience with at least 10 years in conducting evaluations in food security and nutrition related projects. Previous experience with humanitarian development organizations in Burundi is an asset.
- Post-graduate degree in areas sensitive to food security, health/nutrition, monitoring-evaluation and statistics (submit copy of academic certificates).
- Proven mastery of data collection and analysis software such as: ODK, SPSS, STATA, ENA and qualitative analysis software.
- Strong experience in quantitative data collection and statistical analysis, as well as in-depth qualitative data collections and analysis.

- Strong experience in training of enumerators on both qualitative and quantitative data gathering, including gender and disability sensitive data collection, and quality control.
- Excellent writing and communication skills in English
- Leading, baseline, mid-term and end of project evaluations for environmental restoration and socio-economic development projects
- Conducting interviews and facilitating group discussions
- Training others in interview and facilitation techniques
- Qualitative data analysis
- Workshop facilitation
- Clear and structured report writing for technical and non-technical audiences
- Familiarity with ethical and safeguarding requirements for research with vulnerable populations

Selection criteria	Maximum points	Rationale
Proposal presentation and responsive to ToR	15%	General understanding of assignment
Technical design and methodology ((including sampling, data collection, and analysis plan)	30%	Soundness, feasibility, appropriateness of mixed methods, rigor, and coherence with KEQs and Theory of Change.
Data quality assurance processes, ethics, safeguarding, and GEDSI inclusion	10%	Ethical protocols, safeguarding plan, inclusion of women, Batwa, and people with disabilities; data verification processes.
Proposed data analysis processes and proposed deliverables	10%	Analytical rigour of proposed quantitative and qualitative data analysis methods, including the ability to disaggregate data by sex, age, disability status, and other relevant equity variables
Overall logistics, feasibility, and management capacity	10%	Work plan realism, risk management, field coordination, and ability to deliver within timeframe.
Qualification, skills & experience of the consultant/ team	25%	Relevant technical background, good understanding of Burundi context in humanitarian development, and/or DFAT experience, strong track record in food security/nutrition, and economic development evaluations.
Total	100%	

Questions and Answers (optional)

Prospective consultants may seek clarification regarding this ToR during the Q&A period outlined below.

Q&A period: 11Nov-28 Nov 2025.

Contact address: wvibprocurement@wvi.org

12 Hiring Conditions and contractual requirements

The lead consultant, coordinators and enumerators will be required to review, sign, and adhere to the World Vision International Burundi's and Adult Safeguarding Policy.

The consultant must also familiarise him or herself with the following good practice, ethical and protection guides (to be supplied to the selected consultant):

- WVI Child and Adult Safeguarding Policy.
- DFAT Guidelines for Child Protection.
- WVI Guideline of Ethical Principles.
- Australasian Evaluation Society Guidelines of Ethical Principals.
- BOND Tool for Evidence Principles.
- Development for All Policy, ACFID Ethical Research Guide.

13 Reference Documents

- World Vision templates for the evaluation Inception Report and Evaluation Report
- Project design document (PDD), Annual Development Plans, Annual and Semi-Annual Reports, Log frame, M&E Plan and Gender Mainstreaming Action Plan.
- Project monitoring reports, including annual progress reports, project Monitoring, Evaluation and Learning Framework (MELF) and Indicator Tracking Tables (ITTs).
- Project Baseline and mid-term review (MTR) Reports and supporting data if applicable.
- Gender Equality, Disability & Social Inclusion (GEDSI) Assessment Report.
- BOND Evidence Principles.
- WVA Ethics Evaluation Guidelines

Any other required background documentation not listed above will be shared with the successful consultant after contract signing.

