

**WORLD VISION BURUNDI END OF PROGRAMMES
SUSTAINABILITY AND CLOSURE PLANNING**

GITEGA RURAL AND MBUYE AREA DEVELOPMENT PROGRAMMES

TERMS OF REFERENCE FOR CONSULTANT RECRUITMENT

July 2026

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2.Introduction

World Vision International Burundi has been working in Burundi since 1995. Its programming encompasses a wide range of interventions covering both development programmes and humanitarian aid. Development programmes are long-term programming with three main phases including assessment and design, the implementation and transition.

An area programming is required to plan for its end of programme evaluation two years to the closure date. Currently, WVIB is implementing two programmes (Gitega Rural and Mbuye) with close date coming to 2028. Their evaluation is scheduled during FY26, between July and September. The products are expected to be shared by the end of September 2026. The results will then be used to make Area Programmes plans for sustainability and closure for the rest of the remaining period.

These TOR invite qualified national and international consultants to apply for the end of programme evaluation for the two ADPs. The ToR outlines the scope of work, methodological expectations, deliverables, and application requirements for interested consultants.

3.Description of programmes participating in the end of programme evaluation

Each programme description, as well as what each programme needs to measure and plan for sustainability, are described in Table 1 below.

Programme	Description
04483-Gitega Rural AP	<p>Gitega Rural AP, supported by WV Hong Kong, located in Gitega province, Gitega commune. It covers Gitega Rural, Mubuga and Mungwa zones. It operates in 13 hills (Birohe, Bwoga, Mubuga, Mugoboka, Mugutu, Mungwa, Ntobwe, Nyabututsi, Rugari, Rukoba, Rutegama, Rweza, Songa).</p> <p>The Area programme started in March 2012 and will close in 2028. It aimed to contribute towards measurable improvement in the well-being of 31214 direct participants including 22257 children and 8957 adults men and women.</p> <p>The program’s primary outcomes include improved nutritional status among children and increased household food security, youth empowerment, improved maternal and child health; improved access to quality education and social cohesion. The study will cover the entire programme life cycle.</p>
04350-Mbuye AP	Mbuye AP is supported by WV Canada. According to the new Burundi administrative division, the programme is located in Kiganda commune in

	<p>Gitega province, in the middle of the country. Mbuye AP operates from 15 hills (Bigwana, Buhangura, Buyaga, Gasenyi, Janga, Kabuye, Kigabiro, Kibumbu, Kirika, Mubuga, Murehe, Nete, Rugari, Taba, Masama) distributed in those 3 zones (Kibumbu, Buhangura and Gasura). It started in 2011 and is planned to close in 2028.</p> <p>The Area programme aimed to improve the lives of 45000 children (boys and girls) and their families. Since inception, the programme has contributed to improving the nutrition status of children under five and women of childbearing age; improved access of school-aged children to quality education. The programme also focused on empowering attitudes, beliefs, and relationships that help children thrive and households access safe water, sanitation facilities, and good hygiene practices.</p>
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4.Target audiences

End of Programmes Sustainability and Closure planning will target the entire Area Programmes community, which includes Community-Based Organisations (CBOs), Faith-Based Organisations (FBOs), Registered Children families, Churches, and individuals i.e. Girls and Boys attending school or out of school, orphan and vulnerable children, Children, widows, youth, men, women, farmers, business community, teachers, community and religious leaders, line government ministries community volunteers, water project management committee, political leaders, who will be both informed and consulted.

The primary users of the evaluation findings will include WVIB Senior Leadership and Technical Teams, Area Programme staff, World Vision Support Offices, relevant government authorities, local partners and community structures. The findings will inform sustainability strategies, transition planning, and decision-making regarding programme closure or potential extension. WVIB Burundi staff, Support offices, and other community stakeholders working within the Area Programmes will play a major role by providing secondary data and other necessary documents for triangulation of the information with Primary data. There will be a scoping workshop to determine the specific groups that will participate in the Evaluation and planning for sustainability stakeholder participation, and methodological approaches. All evaluation activities involving children will adhere to World Vision’s child safeguarding and ethical research standards.

5. The purpose and objectives of the evaluation

5.1 The purpose

The purpose of the End-of-Programme Evaluation is to assess the relevance, effectiveness, impact, coherence and sustainability of the two Area Programmes and to generate evidence to guide sustainability planning and phased closure.

Specifically, the evaluation seeks to:

- Determine whether the Area Programmes are on track for closure.
- Inform the design and implementation of sustainability and transition strategies for the remaining implementation period.
- Strengthen the capacity of local partners, community institutions, and government structures to sustain Child Well-Being outcomes beyond World Vision's direct support;
- Contribute to organisational learning and enhance WVIB staff capacity in sustainability and closure planning.

The process will make use of partners' and the community's existing capacities, as well as contribute to additional learning and growth for those involved. Their active participation will improve understanding and ownership of the findings and recommendations, as well as serve as a springboard for collaboratively planning and implementing the Area Development Programme closure. The purpose of this exercise is to gather the information necessary to adapt the planning and implementation of the Area Development Programmes with a heavy emphasis on enhancing sustainability and provide evidence to aid in decision-making on:

- Whether the ADP should be extended or closed.
- How to plan the closure phase with a focus on strengthening the capacity of local partners and communities as WV prepares to end programme support.
- Strengthen the capacity of WVIB staff in Planning for sustainability and successful closure of projects.
- Contribute to the development of WVIB Burundi sustainability and closure guidelines.

5.2 Specific objectives

- Assess the sustainability of programme achievements based on progress made over the implementation period. Evaluate the relevance and effectiveness of programme interventions in contributing to sustained Child Well-Being outcomes Measure the impact of the programmes in terms of status of the core child wellbeing objective indicators.
- Assess the institutional capacity of government agencies, community-based organisations, faith-based institutions, children's groups, churches, and other local structures to sustain and further improve Child Well-Being outcomes. Assess how partnering, advocacy,

household resilience and transformation of relationship were strengthened focusing on sustainability.

- Assess the readiness of Area Programme sustainability and closure plans, including identification of potential risks and mitigation measures.
- Document key lessons learned and best practices to inform future programming and transition approaches.

5.3 Themes and evaluation questions

DAC-criteria	Evaluation questions
<p>Relevance</p> <p>The extent to which the intervention objectives and design respond to beneficiaries', global, country, and partner/institution needs, policies, and priorities, and continue to do so if circumstances change.</p>	<ul style="list-style-type: none"> • To what extent does the design and implementation of the programme meet the desired results within the framework of the theory of change? • To what extent are the methods and approaches adopted by the projects are a) inclusive, b) aligned with the objectives and c) adapted to the needs of the target population? • To what extent has the AP adapted to contextual changes, emerging risks, and external factors during implementation? • To what extent has the programme addressed gender equality, disability inclusion, and the needs of the most vulnerable groups?
<p>Efficiency</p>	<ul style="list-style-type: none"> • To what extent was the project at Area Programme level efficient in terms of institutional capacity, staffing, local knowledge and experience to implement the project's targets? • To which extent was the budget properly planned/allocated to implement the activities?
<p>Effectiveness</p> <p>The extent to which the intervention achieved, or is expected to achieve, its objectives, and its results, including any differential results across groups.</p>	<ul style="list-style-type: none"> • To what extent have the project indicators at the output, outcome and impact level been achieved? • How satisfied/affected are community members and target groups with the project results so far? • Has the programme made continued progress program objectives towards child well-being targets set for this ADP and if not, what are the reasons?

<p>Impact</p> <p>The extent to which the intervention has generated or is expected to generate significant positive or negative, intended or unintended, higher-level effects.</p>	<ul style="list-style-type: none"> • What the positive and negative, intended and unintended, changes produced by the ADP interventions? • Analyse the contribution of the ADPs to any observed effects and impact and analyze what other actors and factors contributed to it. • What real difference has the intervention made to the beneficiaries (disaggregated by girls, boys, women, men) ? • How has the programme contributed to the improved well-being of children, including registered children? • To what extent are the most vulnerable and Registered Children amongst the primary beneficiaries of the programme • To what extent does the Area Programme practice a Shared Direct Benefits approach to Child Sponsorship?
<p>Sustainability</p> <p>The extent to which the net benefits of the intervention are likely to continue.</p>	<ul style="list-style-type: none"> • What is the likelihood of sustainability of ADP interventions outcomes and benefits after completion of the project? • To what extent has local ownership been created in the targeted communities? • To what extent have the capacities of local Child Protection actors been strengthened? Do they have the capacity to sustain positive effects and impacts? • To what extent have been transformed prevailing norms, beliefs and traditions harmful to child wellbeing? • Did the ADP partner with relevant local stakeholders for child protection? • Is there an exit strategy planned, including the gradual transfer of responsibilities to local stakeholders? • Do citizens and local groups hold duty bearers accountable for the quality and quantity of public services like education, health, child protection? • How has the programme contributed to community capacity to care for and protect children? • How do children, parents, community groups and partners perceive community development?

	<ul style="list-style-type: none"> • To what extent was the community were involved in or owned the development initiatives. • How engaged have families, volunteers or partners been in managing programme interventions? • What key risks may threaten the continuation of outcomes after programme closure, and what mitigation measures are in place?
<p>Coherence</p>	<ul style="list-style-type: none"> • What mechanisms are in place to ensure coordination among various programs and stakeholders? • To what extent do the objectives of the intervention align with broader strategic goals at the national or regional level? • Is there any duplication of efforts with other interventions? • How well does the intervention fit with other ongoing or planned interventions in the same sector or area? • Does the program complement or conflict with existing policies or programs?

6.Methodology

The consultant will elaborate and submit a comprehensive approach to End of Programme Evaluation and Sustainability Closure Planning. `Mixed methods are highly recommended. The methodology will include the following among other aspects:

6.1. Desk Review

The consultant will indicate which documents to review to address the evaluation questions. The review will cover the entire life of the programme.

6.2: Primary Quantitative data collection

The consultant will not do primary quantitative data collection. Apart from their baseline information that is available, concerned programmes participated in technical programme baseline 2016, technical programme evaluation 2020, hybrid evaluation 2025 and Annual Impact Measurement plus in May 2026, which will provide quantitative data to support the End of Programme Evaluation. The programmes have integrated monitoring systems where monitoring

information is gathered from 2017. As a result, that information will be used to provide quantitative changes. The task for the consultant in the End of Programme Evaluation will be on documentary review, contribution analysis and qualitative approach that emphasizes in-depth discussions about sustainability and community perceptions of changes, effects, and impacts.

6.3: Qualitative Approach

This will be the gist of assessing sustainability status and capacity of community groups and local partners. Therefore, the consultant will lead the following activities in each ADP:

- Collect qualitative data from key informants and focus groups to better understand communities' interpretations of quantitative data, and hear from partners and communities, including children on WV's and partners' contributions to such outcomes. The qualitative data collection will center on communities' perspectives on the contribution of Child Sponsorship to overall programme results. Contribution analysis will be carried out by evaluation teams. The lead evaluator will direct the development of the tool based on the type of interventions and quantitative measurement results. Depending on the results, the qualitative instruments will investigate how specific interventions were carried out, how participants perceived them, what worked and did not work, for whom they worked and for whom they did not work, or what they thought of specific results, how they would explain these, and so on. Moreover, the consultant will assess **partners' capacities to continue their work on sustaining and further improving** the CWB results achieved thus far.
- Assess the **efforts made by the ADP projects and local partners to build towards sustainability**. Review the results of the Programme Quality Self-Reviews over the last implementation phase in relation to the achievements of the programme in indicators that relate to sustainability. Ensure that programme indicators are measured and results reviewed and explained during the qualitative data collection and analysis. Use the qualitative data collection tools and methods to explore whether participants believe that the root causes of child vulnerability and poverty have been adequately addressed during the programme lifespan. This should include an exploration of both systemic root causes (such as government policies, laws, and public service provisions) and cultural and social root causes (such as beliefs, norms, and attitudes).

7. Roles and responsibilities expected from the consultant

In regard with the qualitative approach, the consultant is expected to provide detailed and suitable methodology in line with the evaluation objectives and questions. The detailed methodology should include but not limited to the following:

- Documentary review strategies.
- Contribution analysis approaches.
- Qualitative data collection methods, tools, protocols and procedures.
- Qualitative sampling procedures.
- Community, partners and programme team engagement strategies.
- Community structures capacity assessment approach.
- Data analysis methods.
- Data dissemination plan

It is preferred that proposed evaluation methodology empowers the program team, beneficiaries, and partners. The Consultant should use both quantitative¹ and qualitative methodologies with a combination of tools and triangulate findings to draw conclusions. In addition, the consultant should select participatory qualitative data collection tools recommended by the finishing well guide to make possible a deeper understanding of perceptions, behaviours, practices and other factors that have contributed to the status of the program indicators.

8. End of Programme Evaluation Team Composition

Title	Roles
Independent consultant	<ul style="list-style-type: none"> • Review project documents. • Perform contribution analysis • Lead development of a detailed evaluation plan. • Plan and coordinate the scoping workshop • Develop qualitative data collection tools. • Conduct training of enumerators, program team, partners and implement data quality checks. • Oversee and support data collection, especially qualitative activities. • Complete data analysis with respect to key evaluation questions. • Draft and finalise the evaluation report including the transition plan. • Disseminate evaluation findings • Complete and submit clean data and analysis
East Africa Regional Office and Global Center office	<ul style="list-style-type: none"> • Review the TOR and study design • Review final report and long-term strategies.

¹ Clearly explain how available quantitative data will be used (baselines and evaluations)

<ol style="list-style-type: none"> 1. GC DME director- 2. EAR Programmes effectiveness and Strategy Director 3. EAR senior M&E Advisor 4. GC transformation development specialist 	
<p>Participating Support Offices:</p> <ol style="list-style-type: none"> 1. Canada 2. Hong Kong 	<ul style="list-style-type: none"> • Participate in consultant sourcing process. • Review the TOR and study designs • Provide instruction and direction • Examine the report and long-term strategies. • Take part in the process in person or virtue.
<p>WVIB National Office and ADP Team</p>	<ul style="list-style-type: none"> • Review all applications and recruit suitable candidates. • Support the planning for all logistics • Work with the consultant to facilitate scoping workshops. • Review the study design and tools • Support workshops planning, facilitate training and supervision of data collection • Reflect on and review sustainability strategies • Review the final report for each Programme
<p>ADP level Team representatives.</p>	<ul style="list-style-type: none"> • Support mobilization of participants • Participate in planning for data collection and synthesis • Participate in action planning for sustainability and closure plans

9. Expertise required

9.1 Selection criteria

The consultants will be selected based on their technical capacity, relevant experience, and quality of the submitted proposal. Applicants are required to submit the following documents as part of their proposal:

Proposal Requirements

- Technical proposal, including the proposed methodology for conducting the End of Programme Evaluation.

- Comprehensive work plan, outlining the main tasks and activities required to complete the assignment.
- Detailed implementation schedule, indicating the timeline for each stage of the evaluation.
- Financial proposal, including a detailed budget for the consultancy services.
- CVs of the lead consultant and key team members, highlighting relevant qualifications and experience.
- References from previous assignments, particularly related to evaluations of development programmes and/or humanitarian projects.

Qualification and Experience Criteria

The consultant or consulting firm should demonstrate the following qualifications and competencies:

- At least five (5) years of proven experience conducting programme evaluations including Resilience, livelihoods, WASH, Health, Education, social cohesion and child protection.
- Previous experience working with international development organizations in Burundi or the region will be considered an asset.
- Postgraduate degrees in a relevant field such as monitoring and evaluation, statistics, social sciences, community development, child protection, or community resilience.
- Proven expertise in data collection and analysis software, including tools such as ODK, SPSS, STATA, ENA, and relevant qualitative data analysis software.
- Demonstrated experience in quantitative survey design, statistical analysis, and qualitative data collection and analysis methods.
- Strong experience in training and supervising enumerators, including training on gender-sensitive, disability-inclusive, and safeguarding-compliant data collection practices, as well as data quality control.
- Excellent analytical, writing, and communication skills in English.
- Demonstrated experience in integrating cross-cutting themes in project planning, implementation, monitoring, and evaluation.

9.2. Required skills

Technical Competencies and Expertise

The consultant or evaluation team should demonstrate strong practical skills in the following areas:

- Leading baseline studies and evaluations for socio-economic development or humanitarian programmes.

- Designing and implementing surveys, including questionnaire development and sampling strategies.
- Conducting key informant interviews and facilitating focus group discussions with diverse stakeholder groups.
- Training enumerators and field teams in effective interview techniques, facilitation skills, and ethical data collection practices.
- Analyzing qualitative and quantitative data, including interpretation and synthesis of findings to generate evidence-based conclusions.
- Facilitating validation workshops and stakeholder consultations to review findings and strengthen learning and accountability.
- Community-Based Organisations or Community Structures Capacity assessment.

In addition, the consultant should demonstrate solid knowledge and experience in the following areas:

- Programme evaluation and planning within the development cooperation sector, including experience working with multi-stakeholder programmes.
- Results-Based Management (RBM) and its application in programme design, monitoring, evaluation, and learning processes.
- Mainstreaming cross-cutting priorities in development programmes, particularly the promotion of human rights, gender equality, disability inclusion, non-discrimination, and climate resilience.
- Additional expertise relevant to the scope and objectives of the baseline study, particularly in contexts involving vulnerable populations and fragile environments.

10. Instructions to bidders and applications evaluation criteria

Interested consultants are required to prepare and submit both a technical proposal and a financial proposal based on the requirements outlined in this Terms of Reference (ToR). Proposals should be submitted to the World Vision International Burundi National Office, located at Avenue d'Italie, N°3, Rohero I, Bujumbura, in accordance with the submission guidelines provided below.

A. Instructions to interested bidders

Interested consulting firms or individual consultants are invited to submit technical and financial proposals for the provision of the services outlined in this Terms of Reference (ToR), in accordance with the submission guidelines provided below.

- National and international consultants are invited to submit bids with clear indication of the name of Area Development Programme of interest.
- This tender is composed of two lots:

- Lot 1 : Mbuye ADP
- Lot 2: Gitega Rural ADP.
- The deadline for submission of bids will be specified in the advertisement notice.
- All proposals must be submitted in English and should include the following documents:

10.1. Technical Proposal

The technical proposal should include:

- Proposal responsiveness to the Terms Of Reference (mission comprehension) (*maximum 1 page*).
- Proposed methodology for conducting the evaluation (*maximum 5 pages*).
- Data quality assurance processes (*maximum 1 page*).
- Work plan realism, risk management, field coordination, and ability to deliver within timeframe (*maximum 2 pages*).
- Experience of the consulting firm or consultant relevant to the assignment (*maximum 3 pages*).
- Description of roles and responsibilities of the evaluation team members, including the estimated level of effort for each member.
- Summary CVs of the survey team members highlighting relevant experience (*maximum 1 page per team member*).
- Full CVs of the team members provided in annex (*maximum 5 pages per CV*).
- Evidence of similar assignments completed within the past five years, preferably in developing countries and particularly in Burundi (*e.g., certificates of satisfactory completion issued by clients*).
- Contact details of at least three professional references (*including email addresses and telephone numbers*).

10.2. Financial Proposal

- A detailed financial proposal, indicating the consultancy fees.
- The financial proposal should be submitted in BIF for national consultants and USD for international consultants. International consultant have to provide the bank details in USD so to facilitate the payment.
- The financial offer should exclude international and national travel costs, facilitator costs, transportation, and accommodation, as these expenses will be covered by World Vision International Burundi (WVIB).
- Potential bidder is allowed to quote for both lots but can only be awarded one lot.

10.3. Administrative Documents

National consultants must also provide the following documents:

- NIF (Numéro d'Identification Fiscale) / Supplier registration certificate.
- RC (Registre de Commerce) / Business registration certificate.
- VAT registration certificate (Certificat d'enregistrement à la TVA), where applicable.
- Fiscal clearance certificate (*Attestation de non redevabilité fiscale*) issued by the Burundi Revenue Authority (OBR).

As international firm are not based in Burundi, they will share the certificate of incorporation so to confirm that they are recognized consultant firms in their country.

10.4. Additional Requirement

Written confirmation of availability to undertake the assignment 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.cloud.microsoft/r/Y1VVyKFnW2>. That link is also accessible on the websites of "Burundi Jobs". The deadline for submitting the completed questionnaire online is fixed on **21 July, 2026 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 **22 July 2026** 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 **29 July 2026 at 12:00 PM Bujumbura time.**

10.5 Selection criteria

The selection and weighting of proposals will be conducted jointly by Support Offices funding Area Development Programmes eligible to End of Programme Evaluation and World Vision International Burundi (WVIB) using the organization's internal standardized evaluation tool.

Selection criteria	Maximum points	Rationale
Mission Comprehension	7%	General understanding of assignment.
Proposed methodology (approach to scoping workshop, documentary review, contribution analysis, qualitative sampling, data collection, data analysis etc)	25%	Soundness, feasibility, appropriateness of mixed methods, etc. Analytical rigour of proposed quantitative data handling and qualitative data analysis methods, including the ability to disaggregate data by sex, age, registered children, community structure type, disability status, and other relevant equity variables
Data quality assurance processes, ethics, safeguarding, etc	5%	Ethical protocols, safeguarding plan, inclusion of women, Batwa, and people with disabilities; data verification processes.
Workplan, risk management and field coordination.	10%	Work plan realism, risk management strategies, field coordination, and ability to deliver within timeframe.
Qualification, skills & experience of the consultant/ team	15%	Relevant technical background, good understanding of Burundi context in development, strong track record in economic development, gender and social inclusion evaluations.
Description of roles and responsibilities of the evaluation team members, including the estimated level of effort for each member.	8%	Clear and segregated roles for evaluation team members.
Evidence of similar assignments completed within the past five years.	5%	Experience of the consulting firm or consultant relevant to the assignment (<i>Related certificates must be provided</i>).
Full CVs of the team members provided in annex	5%	Detailed CVs embedded in the technical proposal.
Total for the technical proposal	80 %	
Financial proposal	20%	
Grand Total	100%	

To be admitted to financial proposal analysis, every consultant shall have a score of at least 65/80 in technical proposal analysis.

11. Proposed evaluation products and milestone dates.

The end of programme evaluation report and the programme sustainability and transition plan are the most important end products of this evaluation process. The consultant is expected to present a final, comprehensive and clearly structured evaluation report using World Vision standard reporting guidelines. Additionally, he/she will show the programme exit strategy with heavy emphasis on the sustainability and closure planning plan. This evaluation will have 8 products as summarized below:

Products	Description	Due Dates
Contract start date	This is the date when the consultant is expected to start working on the inception report after the recruitment process is completed.	14 August, 2026
Inception draft Report including finalized methodology, sampling plan, tools, analytical framework, detailed work plan, evaluation matrix, etc.	Prior to start any field work, the consultant will submit an inception report to World Vision Burundi and Support Office. The aim is to detail how the field activities will be carried out. Communication with Support Offices will be facilitated by World Vision Burundi.	18 August, 2026
Final Inception report	The consultant will review and address comments on the inception draft report and submit a refined version.	21 August , 2026
Approach to a scoping workshop and planning with core community stakeholders.	In their technical approach, consultants will include how they plan to run the workshop including the detailed approach, objectives, relevant tools, participants, products, time span, recommended process and how data will be reflected on to plan for next steps. Prior to the workshop, the selected consultant will receive an approval to a prepared and submitted ToR to World Vision Burundi and Support Offices.	To be submitted during the application and agreed with consultant during inception meeting after hiring. The approach will be refined in the inception report.
Evaluation methodology, and plan including tools and guidelines (data	Consolidation and summarization of quantitative and qualitative data	To be submitted during the application and refined during

collection, analysis, drafting of the evaluation report, transition and sustainability recommendations)	collection methods including appropriate tools.	inception meeting after hiring
End of programme evaluation draft report in both word and PDF format.	Consolidate a final report including responses to all evaluation criteria. The reporting template will be agreed on during the inception meeting.	04 September, 2026.
Evaluation report review	The consultant will receive and address comments from both World Vision Burundi and Support Offices.	11 September, 2026
Final Report submission	The consultant will incorporate responses to comments and resubmit a refined version to World Vision Burundi and Support Offices for final review and approval.	18 September, 2026
A presentation summarizing the evaluation findings to WVIB leadership, communities, partners and Support Offices.	The consultant will prepare the evaluation snapshot to inform the programme stakeholders on the program contributions to the child well-being. The presentation should outline all evaluation questions.	21 September, 2026.
Transition Plan including: <ul style="list-style-type: none"> • Institutional capacity roadmap • Stakeholder responsibility matrix • Exit timeline • Monitoring framework post-closure 	This is a separate document using a World Vision transition plan template.	25 September, 2026.
Cleaned quantitative tools and analysis and qualitative datasets	Any single data collected, treated, analysed including tools will be embedded into the narrative report.	To be agreed with consultant during inception meeting after hiring.

Detailed work plan	The consultant will detail key activities and timelines including any needed support from the program team.	To be included into the application documents and agreed with consultant during inception meeting after hiring.
Detailed evaluation costs	The consultant will submit all costs linked with the evaluation.	To be submitted when applying for the evaluation.

Any interested consultant will submit an application motivation letter to the National Director, a written technical approach to the evaluation process consolidated into one document and detailed evaluation financial cost. All applications will be received online via a link that will be attached to the advertisement. No consultant is allowed to apply for more than one area programme.

12. Travel expectations of lead evaluator and security context of location

The Consultant is expected to be available to spend approximately 25 days in the country of the program location for data collection preparation, collection and debrief in the months of August and September 2026 (subject to refinement at contract stage). The travel start date will be preconditioned by a final and approved inception report.

The evaluation budget will cover the costs of travel visas, transit to and from their designated home point 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.

The current security context of the project country and locations is generally stable in the two provinces and other neighbouring areas/provinces. Humanitarian organisations and their personnel can generally operate freely and deliver a wide range of programs with few and acceptable restrictions from host government or other actors. World Vision have in place Security Standard Operating Procedures and other available procedures and plans to minimize potential risks' / reduce risks' impacts, and is conducting regular risks' assessments to develop and update its mitigations measures.

13. Anticipated limitations

The anticipated limitations would include:

- Bad road network and especially rough terrain during the data collection. However, this will be overcome by the use of the Programs' Land cruiser vehicles.
- Locating respondents as some might be engaged in different economic activities. A clear and communicated plan, collaboration with local administration and inviting respondents ahead of time will help overcome this limitation.
- Limited involvement of local leaders and partners throughout the evaluation process due to unforeseen urgent assignments could affect the evaluation. The ADP teams will communicate ahead of time the study to the local administration leaders and partners so that they have it in their plans. The consultant will take advantage of the scoping workshop to communicate next steps and request both partners and local administration leaders' availability.
- The opinions of community gatekeepers participating in focused group discussions could affect the results of the FGDs and the opinion of the ordinary community member might not be heard. The consultant should therefore be careful in recognising gatekeepers and allow every member of the FGD to participate in the discussion.
- During data collection exercise, community expectations might be raised and there is a risk of respondents exaggerating the responses with the hope of getting more allocations during the next implementation phase. This will be taken care of through proper sensitization, prior the evaluation exercise, as well as proper training (by the consultant) of enumerators and primary data collectors.

14. Standards of Ethics and Child Protection

The lead evaluator will be responsible for ensuring that data collection and analysis approaches are designed to mitigate child protection risks, protect participants' privacy and wellbeing by establishing and following credible ethical evaluation principles. The lead evaluator must ensure all members of the evaluation team have been oriented in the ethical considerations employed in the evaluation.

Ethical principles will include the following:

Voluntarism, confidentiality and anonymity of participants: All participation in interviews must be voluntary, will not create harm to participants during or after the data gathering, and their anonymity and confidentiality will be protected. Voluntary involvement must be assured by a

scripted verbal explanation of the survey being conducted. The script must inform respondents that they may choose to not respond to certain questions and may end the survey at any time.

Do No Harm: Project and evaluation themes must be screened for topics and questions that may cause distress to some interviewees. Mitigating approaches and referral options must be developed accordingly.

Integrity: Data from participants must be presented honestly and proportionately, such as the authoritativeness, extent-shared and intensity of opinions across the target population, and aligning quotes with the evaluative themes intended by the informant. Unexpected or contentious findings should be triangulated with other forms of data to gauge significance.

Participant perspective: To the extent possible, given logistical limitations of each context, preliminary findings should be shared with a plenary of programme stakeholders to invite their reactions and interpretations. These will be recorded and added to the final report.

Child Protection: If children (under the age of 18) are to be interviewed, it will be in the presence of a responsible adult from the child's family, or other implied guardian from the community. Children will not be exposed to questions of a highly personal, sensitive, potentially distressing or embarrassing nature.

If children are to be interviewed, child protection reporting protocols will be established and all staff made aware of when and how to report any issues that arise from data collection.

Evaluation coordinators must have completed and been cleared by a police check within the last two years. All evaluation coordinators and collectors will be required to review, sign, and adhere to a child protection code of conduct.

The lead evaluation must familiarise himself or herself with the following ethical and protection guides (to be supplied to the selected lead evaluator):

- WVI Child Protection Code of Conduct
- WVI Guideline of Ethical Principles

15. Documents to be made available for End of Programme Evaluation preparation

- WVI Template for End of Programme Evaluation Report
- The Finishing Well Guide
- Programme design documents: narrative, logframe, ToC and M&E Plan
- Baseline and evaluation reports for the entire programme life cycle.
- Programme contribution over the last strategy periods
- Programme Management Reports
- Programme budget structure.
- Partnership documents.
- Child protection and Ethics Guidelines


- Data ownership clause templates
- Confidentiality agreement
- Annual Impact Measurement Plus findings

Prepared by Epitace Bigirindavyi, Design, Monitoring, Evaluation and Strategy Manager


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Jul 7, 2026

Reviewed and approved by Lynn Hicintuka, Programme Development and Quality Assurance Director


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Reviewed and approved by Dr Jean Hatsindimana, Operations Director.


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