

TERMS OF REFERENCE

Mid-term and end of project evaluation

Project title

**Integrated Humanitarian Response for Conflict Affected Ukrainians
and Third Country Nationals in Ukraine, Poland, Romania, and
Moldova**

Kyiv, 26/03/2025

Diakonie Katastrophenhilfe is looking for a consultancy/ evaluation team to carry out a mid-term and end of project evaluation of the project *Integrated Humanitarian Response for Conflict Affected Ukrainians and Third Country Nationals in Ukraine, Poland, Romania, and Moldova*. These ToR provide a comprehensive overview of the scope of work, coverage and deliverables for the mid-term and end of project evaluation. The mid-term evaluation is to be carried out from April 2025 to March 2025. The end of project evaluation is foreseen to take place between July 2026 and November 2026. Diakonie Katastrophenhilfe is looking for a consultant company/ evaluation team that is able to conduct both the mid-term as well as the end of project evaluation.

I. HUMANITARIAN CONTEXT in the project areas

Over 8 million persons had to leave Ukraine since February 2022. Diakonie Katastrophenhilfe therefore expanded its Ukraine programme to **neighbouring countries** such as Poland, Romania and Moldova. In view of the ongoing humanitarian crisis, the partner organisations have been increasingly active in the field of humanitarian assistance since February 2022 and have been able to gain further experience, in particular in the light of a new security situation. In order to strengthen the capacities further, a comprehensive technical and operational support mechanism has been established by Diakonie Katastrophenhilfe. This involves an intensive on-site presence of Diakonie Katastrophenhilfe experts in the respective countries and continuous administrative support and programmatic support, particularly in the areas of CVA, MHPSS, Protection, Safeguarding and Accountability.

II. INTRODUCTION

1.1 The organisation

Diakonie Katastrophenhilfe is the humanitarian assistance agency of the Protestant Churches in Germany with headquarters in Berlin, which renders humanitarian aid in 39 countries across the world. DKH supports people who are affected by natural disasters, war and displacement and who are not able to cope on their own in the emergency situation they find themselves in. DKH's work is guided by the Humanitarian Principles and the Core Humanitarian Standards (CHS). DKH focuses on locally-led responses by working through a global network of partner organisations.

Fostering localised humanitarian action and an equal partnership approach lies at the very core of DKH work. The assistance DKH provides is designed to suit the local conditions and is integrated in the economic, social, and political context of a specific country or region.

In Eastern Europe, DKH anchors on building and enhancing local capacity in conformity with the "Grand Bargain" adopted by the Humanitarian Summit 2016 in Istanbul. DKH collaborates with local, faith-based, civil, national and international partner organisations to provide emergency aid, relief, recovery, transitional development assistance and disaster risk reduction. DKH has an office in Kyiv (est. in 2023) and collaborates with a dozen of local and international NGOs in delivering humanitarian aid in Ukraine and neighbouring countries.

1.2 The project

The Project *Integrated Humanitarian Response for Conflict Affected Ukrainians and Third Country Nationals in Ukraine, Poland, Romania, and Moldova* is a three-year multimillion humanitarian assistance Project that started in July 2023. It has been implemented by Diakonie Katastrophenhilfe (DKH) in collaboration with six local and one international NGOs. It was designed by DKH Berlin Office in late 2022-early 2023 as a one-year 10 million Euro humanitarian assistance project to be jointly funded by the GFFO and DKH. Later, GFFO agreed to expand project implementation period and increase its funding level. The project started in July 2023 and is expected to be completed by July 2026.

DKH has worked with six local (3 in Ukraine and 3 outside the country) and one international NGOs to implement this Project in Ukraine, Poland, Romania, and Moldova. The regional structure of Diakonie Katastrophenhilfe plays a leading role in the project, namely, provides support to partners in UKR, POL, ROM and MDA, coordinates the project, and consolidates reporting, in full compliance with donor requirements. In turn, each partner organization is responsible for implementation, local coordination (through cluster meetings and other coordination forums), and real-time monitoring of project progress and risks.

In Ukraine, Diakonie Katastrophenhilfe collaborates with its sister ACT Alliance organisation Dan Church Aid (DCA), which in turn closely collaborates with the local partner Vostok SOS. The close cooperation between DCA and Vostok SOS as part of this project has several objectives: On the one hand, the reach of Vostok SOS is to be used to spread the risk education and safe messaging component as far as possible. Furthermore, the capacity of our national partner Vostok SOS in the area of Explosive Ordnance Risk Education (EORE) / safe messaging is to be expanded and strengthened. Another partner in Ukraine, Child Wellbeing Found (CWBF), is responsible for acute humanitarian needs of the target group and the corresponding priorities of this project component.

The well-established cooperation of our foreign partners (Diakonie Katastrophenhilfe (DP) in Poland, Federation of European Social Employers (FONSS) in Romania and Alliance of Active NGOs in the field of Child and Family Social Protection (APSCF) in Moldova) with local authorities and other agencies provides DKH in Ukraine with a good background for cooperation in the field of social and emergency situations. For example, in Poland, Diakonie Poland (DP) and Nomada provides funding for a migration policy development process involving key actors in the city and various experts on the topic.

FONSS (ROM) contributes to the effectiveness of integrated interventions at the local level, especially in activities related to school inclusion, inclusion of adults in the labour market and access to public services in Romania.

In Moldova, APSCF and their members coordinate with local authorities and other humanitarian actors. APSCF maps the activities of its 62 members and links the members working in similar areas to increase coordination and avoid duplications.

This Project operates in the fields of Multipurpose Cash Assistance (MPCA), Protection, SNFI, and FSL.

The **Child Wellbeing Found (CWBF)**, as the main partner of the GFFO and DKH project, is implementing a large-scale voucher project combining psychosocial support and shelter assistance to meet the acute needs of IDPs and conflict-affected populations in Ukraine. **CWBF** mostly focuses on voucher assistance to IDPs in Kyiv and Kyiv region. Another local partner **Vostok SOS** works in the east and south of the country (details below). **Vostok SOS** provides food and hygiene items to conflict-affected people and IDPs near and in conflict areas, especially in the so-called "buffer zone", and actively provides psychosocial support and evacuation of the most vulnerable people with limited mobility. At the same time, humanitarian needs in the areas of food security, MHPSS and winterization assistance are being addressed. The third partner in Ukraine, **Dan Church Aid (DCA)**, focuses on the vast amount of Explosive Ordnance (EO) contamination by anti-personnel and anti-tank landmines across the country. The **DCA** is working to raise awareness of the dangers of explosive ordnance and how to behave safely to protect yourself and your family.

Another partner organization, **NOMADA**, continues to work in Poland, supporting emergency apartment accommodations. The partner also applies a referral mechanism to other centers, institutions or shelters and works closely with local authorities. The **Nomada Association (POL)** focuses on counseling migrants and refugees, implemented measures on shelter (repair and shelter provision) and protection (counseling, legal advice, cash for protection, training on migration law and anti-discrimination).

In Moldova, at the beginning of the emergency, the initial focus of the **APSCF** partner was to meet the basic needs of refugees, but this focus of support has shifted to the protection of the most vulnerable and at-risk groups, the integration of children into the education system, and the socio-economic integration of adults. **APSCF** implements projects under their refugee response program focusing on Protection, MHPSS and Livelihoods.

FONSS (ROM) implements projects for refugees from Ukraine and third-country nationals in the areas of shelter, food security, CVA for basic needs, protection, livelihoods and MHPSS with its 10 members and partners under a grant scheme.

Cooperation with **Diaconia Poland** has been ongoing since 2010 and focuses on providing housing (refugee housing repairs) and supporting basic needs through the CVA (Cash Voucher and Winterization Assistance) program, which helps refugees from Ukraine in Poland. To increase efficiency, **DP** has partnered with Habitat Poland to synchronize data via the UN RAIS database, reducing duplicate entries. Over 60% of registered refugees from Ukraine in Poland are located in five destination regions, and assistance was provided in these regions accordingly.

1.3 Project details

The Project has a joint Logical Framework (Logframe) that is mandatory for DKH and its Partners. The Logframe sets out four joint outcomes linked to 13 outputs and 39 activities. Indicators are formulated at both outcome and output levels – there are eight outcome-level performance indicators and 26 output-level performance indicators. DKH Partners submit online progress reports on a monthly basis and more detailed online reports in ActivityInfo on a quarterly basis.

The project's outcomes are defined as follows:

- Outcome 1. Essential survival needs of most vulnerable conflict affected people are met through shelter and basic needs assistance. (Indicator: % of surveyed targeted households satisfied with the shelter or basic needs assistant they received)
- Outcome 2. Children, women and other vulnerable persons have improved protection status through mental health and psychosocial support, child protection, access to specialized protection services and humanitarian mine action. (Indicator: % of surveyed persons benefiting from structured interventions report the protection services helped them solve their problems or reduce their protection risks and vulnerabilities)
- Outcome 3. Socioeconomic integration of refugees is fostered through facilitating access to livelihoods and skills development opportunities. (Indicator: % of surveyed households reporting the support provided has improved their socioeconomic integration in the country)
- Outcome 4. Local and national actors responding to the Ukraine crisis are technically equipped to conduct effective, accountable and principled humanitarian action. (Indicator: % of surveyed participants reporting increased professional knowledge through the capacity sharing activities)

The detailed Logframe will be shared with the evaluation team once contracted.

The table below provides a general overview of the interventions under this project, as well as its actors and sector activities across the region.

Regions and Country (annex)										
Country	Province / District	Food Security	Livelihood	MHP SS	Shelter	Mine Action	Protection	Basic Needs	Capacity Strengthening	Partner
Ukraine	Kyiv and Kyiv Oblasts	X	X	X						CWBF
Ukraine	Oblasts: Kharkiv, Donetsk, Zaporizhzhia, Cherson, Cherkasy, Chernivtsi, Khmelnytskyi, Vinnytsia, Ternopil, Ivano-Frankivsk, Lviv, Zakarpattia, Kropyvnytskyi (Kirovohrad)				X	X	X			Vostok SOS
Ukraine	Oblasts: Kyiv, Mykolaiv, Dnipro, Kharkiv					X				DCA
Poland	Wroclaw, Lower Silesia			X	X		X		X	Nomada
Poland	Country-wide		X		X			X		DK Poland
Romania	North Eastern Region, Counties: Iasi, Suceava, Bacau, Eastern Region, County Galati, Bucharest municipality		X		X		X	X	X	FONSS
Moldova	National Coverage (online and offline activities) including: • North (Drochi, Briceni, ...)		X				X		X	APSCF

	<ul style="list-style-type: none"> Edinet district s), Centre (Orhei, Strase ni, Unghe ni, Hinces ti district s) South (Stefan Voda, Cause ni district s) 									
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As mentioned above, the duration of the first contract with DKH was agreed for 1 year with a focus on activities in Ukraine, Poland, Romania and Moldova. After contract extension, the main activities and priorities were changed, according to which it was decided not to continue the program in Romania and Poland (3 partners), and the funds from these organizations were reallocated to 3 new local partners in Ukraine: Caritas Donetsk, Free Choice and PARD. Contracts with partners FONSS, NOMADA and Diakonie Poland weren't renewed.

The activities of the new partners include the provision of psychosocial support services, informal education (including preparation for school) to children from IDP and DLC families, taking into account age and gender characteristics. All 3 partners aim to support refugee children with psychological and social support, contribute to their rapid recovery, with the strategic goal of promoting the development of a healthy society.

The table below provides a general overview of the interventions under these 3 new partners across the region.

Count ry	Provinc e / District	Food Securi ty	Liveliho od	MHPS S	Shelt er	Mine Actio n	Protecti on	Basi c Nee ds	Capacity Strengtheni ng	Partn er
Ukraine	Oblasts: Dnipro	X		X						Caritas Donetsk
Ukraine	Oblasts: Vinnytsia			X						PARD
Ukraine	Oblasts: Ky iv, Kyiv, Ivano-Frankivsk, Lviv			X						Free Choice

Given the termination of cooperation with partners in Poland and Romania, these results should be given special attention. It is worth noting that their evaluation is actually final and needs to be considered taking this fact into account. The results of the partners Nomada, DP, FONSS must be considered in the MTE-report (details in section below) not as interim, but as a result in the context of achieving the project objectives.

III. OBJECTIVES OF THE MID-TERM AND END OF PROJECT EVALUATION

4.1 Mid-term Evaluation (MTE)

4.1.1 Overall objectives of the MTE and geographical scope

The midterm evaluation will focus on the first phase of the project (June 2023 – March 2025), however there is possibility of continuation for the consultant to oversee the final external evaluation of the project, which will take place in Summer 2026.

The midterm evaluation should take into account the results of all project components in all countries that have been carried out within the framework of the project since its started. The MTE overall purpose is:

- i. To assess the progress of the project to date
- ii. To assess the appropriateness, relevance and effectiveness of strategies and approaches and implementation of interventions and provide recommendations to further improve the project
- iii. To project, with its current momentum, how effectively the project will reach its outcomes and outputs by the end of project
- iv. To capture learning and inform project related decisions
- v. To identify and document lessons learned, best practices and innovations, success stories and challenges within the project
- vi. To identify strategies for replication and up-scaling of the project's best practices identified during the project implementation
- vii. To provide effective recommendations on the activities of DKH and its partners in the humanitarian response and the quality of coordination between them in Ukraine, Poland, Romania and Moldova

4.2.2 Evaluation questions for the mid-term evaluation

The MTE will need to address the following questions:

Relevance

- To what extent the chosen assistance modalities appropriate to meet the needs of different groups of Project beneficiaries in different geographical areas (countries and their regions)?
- How successful were DKH Partners in incorporating protection, gender, and inclusion considerations in design and implementation of the evaluated Project activities?
- How have the risks and assumptions made at project design evolved and how have they impacted the project implementation and progress towards achievement of the objectives? Is there a need to adjust/update risk assessment and mitigation measures?

Appropriateness

- Are there appropriate, functioning systems of accountability (participation, information sharing, feedback and complaints) that beneficiaries are using and are beneficiary feedback and complaints received used to shape the response?
- Is new learning being captured and acted upon during implementation? If yes, how and what? If no, why not?

Effectiveness

- How strong is the perceived link between the evaluated Project activities and any significant improvements (if occurred) in protection (including, where appropriate, safety, living conditions, and livelihood) of aid beneficiaries?
- What were individual strengths and weaknesses that different Partners demonstrated in the Project implementation (approach, management, staff, coordination, learning/capacity strengthening, monitoring and reporting)?

Efficiency

- Which (evaluated) Project-proposed solutions appeared to be most cost-effective and sustainable?
- Are there unintended positive and/or negative effects which have occurred by implementing the project?

Impact

- Are there unintended positive and/or negative effects which have occurred by implementing the project?

Sustainability

- Has the project contributed to the resilience of beneficiaries?
- Do “best practices” emerge from the activities, which of them are likely to continue beyond the project?

4.2.3 Deliverables and Schedule

The following are the expected outputs:

- **Inception report** that sets out the conceptual framework to be used in the evaluation, stating the key questions for the mid-term evaluation and methodology to assess them (incl. an evaluation matrix), including information on data sources and collection, if applicable, sampling, and key indicators. The inception report will also include a timeline for the mid-term evaluation and drafts of data collection instruments.
- **Presentation of first draft:** presentation of the first draft report, debriefing meeting with Diakonie Katastrophenhilfe and partners to discuss and give feedback on the draft report.
- **Final Mid-term evaluation report** taking feedback of Diakonie Katastrophenhilfe and partners into consideration and shall not exceed 30 pages (excluding annexes).
- Electronic copy of all data collection tools and the raw data set shall be provided, if applicable.

4.2.4 Proposed Activities Scheduling

The MTE will cover a period of 22 months and will be conducted between May 2025 and July 2025.

This is a tentative time schedule of effort for the MTE that should be fine-tuned based on the proposed methodology.

Activity/ Milestone	Due date
Kick-Off Meeting	01.05.2025
Preliminary analysis of available documentation	20.05.2025
Drafting of inception report with evaluation matrix and instruments	01.06.2025
Refinement of data collection instruments and preparation of data collection	10.06.2025

Data collection	10.07.2025
Debrief	20.07.2025
Data cleaning and analysis	31.07.2025
Preparation of draft report and distribution to Diakonie Katastrophenhilfe and partners	15.08.2025
Finalisation of report	31.08.2025

4.2 End of project evaluation (EPE)

4.2.1 Overall objectives of the EPE and geographical scope (Ukraine and Moldova)

The final evaluation will be conducted at the end of project implementation in all countries and will cover the entire project implementation period with a focus on April 2025 - June 2026. It is important that the results of the MTI evaluation are also taken into account. The evaluation will be conducted between July 2026 – November 2026.

The main purpose of this final evaluation is to assess the programmatic progress and performance of the above-described intervention from the point of view of relevance, coherence, effectiveness, organizational efficiency and sustainability. The evaluation will focus on the effectiveness of the project and aims to answer questions with the results and evidence available at the time of the intervention. The findings of the evaluation will contribute to effective programming.

The overall objective of the EPE is

- i. To demonstrate how the project achieved its intended outcomes and determine what changes it brought to the targeted households and communities
- ii. To look at the relevance, effectiveness, efficiency, and appropriateness of the intervention in comparison to performance and progress indicators and assess whether access, safe and dignified humanitarian assistance through avoidance of causing harm, preventive and minimization of unintended negative effects was provided by all project partners.
- iii. To establish how well protection, gender and inclusion were mainstreamed and if the project substantially contributed to locally-led humanitarian responses
- iv. To identify key lessons learned, conclusions and related recommendations to inform decision makers on how to improve current and future interventions
- v.

4.2.2 Specific objectives and expected outputs:

The objectives of the EPE will build on the above indicated objectives of the MTE. Likewise as the MTE, the evaluation must follow the above mentioned DAC evaluation criteria. However, the detailed set of questions will be defined and finalized in the course of the project implementation, to ensure relevant learning is captured and adopted for the final design.

4.2.3 Deliverables and Schedule

- **Inception report** that sets out the conceptual framework to be used in the evaluation, stating the key questions for the EPE and methodology to assess them (incl. an evaluation matrix), including information on data sources and collection and if applicable, sampling, and key indicators. The inception report will also include a timeline for the EPE and drafts of data collection instruments.

- **Presentation of first draft:** presentation of the first draft report, debriefing meeting with Diakonie Katastrophenhilfe and partners to discuss and give feedback on the draft report.
- **End of project evaluation report** taking feedback of Diakonie Katastrophenhilfe and partners into consideration and making use of the MTE report. Their report shall not exceed 30 pages (excluding annexes).

Content:

- Executive Summary
- Introduction
- Methodology, including sampling and limitations
- Analysis and findings of the evaluation (structured by country, regions, type of activities).
- Conclusions for each of the end of project evaluation objectives
- Recommendations for future projects
- Annexes:
- ToR
- Relevant maps and photographs of the evaluation areas where necessary
- Bibliography of consulted secondary sources
- Finalized data collection tools
- List of interviewees with accompanying informed consent forms
- electronic copy of all data collection tools and the raw data set shall be provided

4.2.4 Proposed Activities Scheduling:

This is a tentative time schedule for the EPE that will be fine-tuned in the course of project implementation and based on the proposed methodology.

Activity/ Milestone	Due Date
Drafting of inception report with evaluation matrix and instruments	01.07.2026
Refinement of data collection instruments and preparation of data collection	15.07.2026
Data Collection	15.09.2026
Debrief	25.09.2026
Data cleaning and analysis	05.10.2026
Preparation of draft report	20.10.2026
Presentation and discussion of draft results and recommendations to/ with Diakonie Katastrophenhilfe and partners	25.10.2026
Finalisation of report	10.11.2026

IV. METHODOLOGY and evaluation APPROACH

The consultant will develop the evaluation methodology. The proposed methodology shall be layed out in the offer submitted and will be refined in the inception reports of the MTE and EPE respectively. The expectation is that a participatory approach is applied in which key project staffs, beneficiaries and stakeholders have a chance to meaningfully participate in the evaluation process. It is expected that a diverse set of methods, including quantitative and qualitative methods, will be deployed and information is triangulated. The evaluation design

for the MTE and EPE shall be integrated, meaning that the EPE methodology shall be consistent with and build upon the MTE methodology.

Possible data sources include, but are not limited to: (a) Project plans, outputs, and reports, (b) relevant cluster guidance, (c) DKH Partner internal policies and procedures, (d) key informant interviews, (e) focus group discussions (FGDs), (f) survey(s) of Project stakeholders and beneficiaries, and (g) visits to DKH Partners and Project implementation sites.

The sites to be visited will be selected jointly by DKH and its partner organisations. This is to ensure a convincing assessment of project sites accessibility, cost effectiveness, and ability to mobilize respondents within the respective data collection periods.

The evaluation shall explicitly address gender and aspects of inclusiveness in the MTE and EPE. Take note that gender inclusion is not limited to responses in questionnaires but taking in consideration the likelihood of specific concerns, participation, and needs.

Depending on the methodology, we assume that the total number of working days required to perform the MTE will be between x and x and between x and x for the EPE.

V. TERMS AND CONDITIONS

6.1 Evaluation Management and Logistics:

DKH Ukraine will appoint the Evaluation Contact Person (ECP) to oversee the evaluation and inform key Project stakeholders about it, share with them the Evaluation TOR and the final ER. To facilitate evaluation planning, within one working day of the contract effective date the ECP will (1) make available to the Contractor Project Work Plan and Monitoring, Evaluation, Accountability, & Learning (MEAL) Plan, (2) provide (or give access to) the Activity Performance (Monthly) Reports and Project Quarterly Reports, (3) provide (or give access to) templates (means of verification) used by DKH Partners.

As warranted, the Contractor will receive additional Project-related documentation.

To keep DKH Ukraine informed about the evaluation status, the Contractor will submit electronic versions of the Evaluation Work Plan (EWP) to the ECP within five working days following the contract signing. The plan will highlight all evaluation milestones and include a preliminary list of interviewees and survey participants, a schedule of meetings, visits, and FGDs, draft evaluation questionnaires and surveys, and, if appropriate, an updated explanation of the evaluation methodology.

The Contractor will update the EWP (the list of interviewees and survey participants, the schedule of meetings, visits, surveys, and focus group discussions, etc.) and submit the updated versions to the COR on a biweekly basis. The Contractor will discuss any deviations from the EWP with the ECP and seek DKH Ukraine's concurrence with the proposed EWP amendments if those amendments are significant, as determined by the ECP.

The ET will conduct weekly evaluation briefings for the ECP and other relevant DKH Ukraine personnel in order to keep them informed of the progress of the evaluation and any issues that may arise.

The Contractor will be responsible for all logistical support of the evaluation, including translation/interpretation, transportation, accommodation, meeting/visit arrangements, and office space, equipment, and supplies. The Contractor must not expect any substantial involvement of DKH Ukraine's staff in either planning or conducting the evaluation. Upon request, DKH Ukraine will provide the Contractor with introductory letters to facilitate meeting arrangements. DKH Ukraine requests that any forthcoming Ukrainian, Polish, Romanian, and Moldovan holidays be considered in scheduling evaluation meetings, surveys, and visits in Ukraine, Poland, Romania, and Moldova.

6.2 Remuneration and Contract:

- Remuneration modalitie: 50% before starting the work and 50% after receiving a final report.
- A contract will be signed between DKH Ukraine and the service provider which will detail additional terms and conditions of service, aspects on inputs and deliverables including Diakonie Katastrophenhilfe Code of Conduct, to which the service provider is to abide.

6.3 Selection process and criteria

A selection committee composed by staff of Diakonie Katastrophenhilfe will review the offers.

Diakonie Katastrophenhilfe reserves the right to conduct interviews in order to reach a decision. Furthermore, Diakonie Katastrophenhilfe reserves the right to award the contract at the time of submission of the offer. Only complete offers will be considered. The evaluation award will be granted to the most economical offer, based on the following award criteria and weighting:

Award criteria	Weight of award criteria in %
Quality of the technical proposal, with a special focus on understanding the ToR and proposed methodology	40 %
Qualifications of the evaluators	30 %
Price	30%

VI. Key QUALIFICATIONS of the evaluation team_____

The evaluation team (or Evaluator) shall be composed of experts with the below essential and desirable profiles and qualifications. The team of experts should be gender-balanced to enable complete coverage of the different aspects of the consultancy as set out in these terms of reference, including cross-cutting issues.

Essential

- Solid experience in working with humanitarian sectoral and complex programs relating to emergency and development projects, preferably a minimum of 10 years
- Demonstrable experience in conducting complex evaluations of humanitarian programs responding to major disasters such as conflict
- Sound understanding of SPHERE standards, Core Humanitarian Standards, familiarity with key cash transfer guidelines and MEAL framework best practices and approaches
- Proven ability to provide strategic recommendations to key stakeholders (e.g. beneficiaries, local authorities, and partners);
- Proven experience with participatory evaluation and qualitative and quantitative methods (mixed-method design, triangulation);
- Excellent English is mandatory. Ukrainian is a plus. Please also mention your level of knowledge (if any) in speaking/ writing and reading in other languages of the project countries (Polish, Romanian, Russian);
- Availability and ability to work independently and on a flexible schedule
- Awareness of gender-based violence, knowledge and understanding of child protection principles and approaches

Desirable:

- Experience working for German NGOs or experience of evaluating projects funded by German Federal Foreign Office (GFFO)
- Ability to work in a fast-changed environment

VII. HOW TO APPLY _____

To participate in the tender process, complete offers must be submitted to the email address below by **20.04.2025**, and consist of the following documents:

- A **technical proposal**, which lays out the evaluation design, specifying methods and instruments to be used to answer the evaluation questions and demonstrating the comprehension of the ToR (max. 10 pages).
- A **financial proposal**. Outlining all fees and costs in EUR. All costs including VAT must be set out in the financial proposal (max. 3 pages).
- **Sound CVs of all participating evaluator(s)** with career details and experience relevant to the assignment.

Please send your offer containing all above-mentioned documents in English language via Email to: maryna.vorzheva@diakonie-katastrophenhilfe.de
 Contact: Maryna Vorzheva, sell +380503583523

Please see below a proposal of the maximum expected duration of the mandate under this document, from April 2025 until November 2026. These figures are estimates. For comparability reasons, all tenderers must offer the maximum estimated values.

Please see below a proposal of expected functions within the proposed team separated into core team members and support functions. For daily rates, all overhead/management costs are to be included. The tenderer is expected to propose their own team composition, separated in core functions and support functions, based on the services requested above.

Positions
Core functions (=core team members)
Senior Advisor / Team Leader
Field coordinator
Experienced data collector
Support functions (=none-core team members)
Security Officer(s)
Admin and finance officer (s)

The maximum expected travels are:

- 3 international travels (expected business trips to Romania - 2 days, 3 days in Moldova, 4 days in Poland)

- approximately 35 national travels

These figures are estimates. For comparability reasons, all tenderers shall offer the maximum estimated values. Tenderers shall only indicate travel costs (see categories below), the travel days have to be covered under the working days above. At minimum, the following travel cost categories have to be considered:

Travel cost category	Nr. People	Nr. Days/per person
Accommodation	X	X
Meal Lump Sums	X	X
Transportation	X	X
Security costs	X	X