Terms of Reference

MEDICAL/ NUTRITION PROGRAMMES IN THE SUDAN

Consultant: Dr. P. BEYERSDORFF

Operator: 1. MEDECINS DU MONDE
Operation contract number: ECHO/SU-/B7-210/94/0113M
Aim of the operation: Medical/nutrition programme for Jonglei and Upper Nile
Amount: 300.000 ECU
Duration of the operation: 6 months
Operation termination: 20.7.1995

Operator: 2. C.C.M (Comitato Collaborazione Medica)
Operation contract number: ECHO/SU-/BV-510/94/0129G
Aim of the operation: Emergency medical programme in Pariang, Upper Nile
Amount: 82.000 ECU
Duration of the operation: 5 months
Operation termination: 20.6.1995

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I. Role of the consultant

The evaluation of humanitarian aid is a new and important experience for the Commission. Considering the millions of ECU that are spent by the European Union on humanitarian aid, the evaluation has to be an important tool to improve the quality of the operations.

These Terms of Reference contain all the aspects of an operation that need to be studied in order for ECHO to receive useful information for future operations.

During the whole mission (in the field and when writing the report), the consultant should apply an approach of "common sense" and personal judgement, remembering his independence as a consultant. The consultant should give precise and straightforward answers to each point of the Terms of Reference and avoid any academic or theoretical language.

II. Aim of the survey

The aim of the survey is to examine the execution of operation, the relevance of the action, the extent of the fulfilment of its objectives, the efficiency of the means implemented as well as measure the impact of the operation. In addition the consultant will assess the visibility of ECHO.

On the basis of the examination, the consultant will give precise and concrete recommendations.

III. Specific objectives of the survey for each partner

1 A brief assessment of the recent political or socio-economic developments that have influenced the operation.
2. An assessment of the validity of objectives such as problem identification and targeting criteria, compared with actual needs. The assessment should be both quantitative and qualitative.

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3. An assessment of the coordination between the operator and in their international operators and donors in the area (quantification by product and by operator and donor as far as possible).

4. An examination of the time schedule of the operation, such as time used for mobilisation, transport, storage and distribution as well as any delays in carrying out these activities.

5. An assessment of the operational capacity of the partners in terms of planning and implementation: procurement, logistics, distribution, financial recording and coordination with local authorities and partners. The consultant will also comment on efficiency and number of staff, local and expatriate.

6. An examination of the management of the storage of goods. In particular the consultant will check the registration of systems for the arrival and retrieval of goods as well as adequacy of storage facilities. The consultant will also check the quantities that may have been lost between different stocks.

7. An assessment of suitability, quality and quantity of products/services. The consultant should check these points with the beneficiaries and will verify that the products are in accordance with specifications, packed adequately and will check their origin and price.

8. The consultants will verify whether monitoring and auto-evaluation system has been established by the partner and how they are working. In addition, the consultant will check whether any reports required have been submitted on time and he will comment on their adequacy.

9. The consultants will comment on the visibility if ECHO in operation activities.

10. The consultant will perform an analysis of the results of the operation in quantifiable and qualitative terms as far as possible according to the evaluation form attached. As part of this analysis, the consultants should assess to the extent possible the effect of the operation on the local market, on the environment and whether the operation has had any (invisible) benefits.

11. The consultants are requested to comment on the need and type of future action of ECHO in the area if any.

12. The consultant will base his work on information available in ECHO, on information available at the Partner and with the E.C. Delegation in Kenya, on direct contacts with the beneficiaries, local authorities and local organisations.

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V. Methodology

The survey for each partner will be carried out as follows:

1. Briefing with the services of ECHO in Brussels
2. Briefing with E.C. Delegation in Nairobi
3. Mission on site. The consultant will work in close collaboration with the staff in charge as well as with the ECHO coordinator.
4. The consultant will devote the first day of his mission to the discussion with the Partner's representatives on site and will convene a meeting for this purpose.
5. The consultant will devote the last day of his mission to the discussion of the observations that he will have made with the partner's representatives and with the ECHO coordinator and will convene a meeting for this purpose. The consultant will take the minutes of the meeting and annex them to the report.
6. The consultant will visit the partner's European Community headquarters to complete his findings.
7. Presentation and discussion of the draft report with the ECHO representatives in Brussels
8. Submission of the final report.

VI. Expert
This survey will be made by an expert with good experience in Humanitarian Aid and its management and who is willing to work in hazardous areas.

VII. Calendar
This survey will last 42 days with 23 days on site in The Sudan and Kenya. It will start on 24.4.1995 and end on 4.6.1995 with the delivery of the final report.

VIII. Report
A separate report will be made for each operation in English or in French. The report will consist of 15 pages, including a maximum 3 page summary of the main conclusions and recommendations to be put at the beginning of the report.

The expert will mention his/her name on the cover and on the front page. They will also indicate that the report has been established at the Commission's request, financed by the Commission and that the comments only reflect the expert's opinions.

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The report should be structured, as follows:

1. Summary.
   1.1 operation objectives; contract names; name of partner (executing agency); contract sum; country/region(s) of operation; duration of operation
   1.2 methodology of evaluation mission; objectives of study (annexed); period of field mission; schedule of interviews and sites visited, list of organisations and persons interviewed (annexed);
   1.3 main findings, conclusions and recommendations of evaluation study.

2. Map of operation site(s)
3. Report:
The main body of the report should be structured in strict accordance with the points of the terms of reference, including the evaluation form

As the report is considered an important operational tool for ECHO, the above format for the report should be strictly adhered to.

20 copies of each report will be delivered to the Commission.