

PO6854 Contract Section 3

Terms of Reference for Third Party Monitoring Component of the

Somalia Monitoring Programme (SMP)

INTRODUCTION

1. Somalia is one of the world's most fragile states. The causes of the conflict are deep and complex and the effects are far reaching. The poor governance environment is perhaps not surprising given the long running conflict and recurrent humanitarian crises in Somalia. Somalia has not achieved a single Millennium Development Goal.

2. DFID and other donors are funding programmes across Somalia – in Puntland, Somaliland and South Central Somalia. It is extremely challenging for DFID and other donors and partners effectively to monitor and evaluate the delivery and impact of these investments due to the high levels of insecurity and threat. DFID staff are unable to access almost all areas of South-Central Somalia (where the bulk of the population lives) and are severely constrained in visiting most areas outside the regional capitals of Puntland and Somaliland). As a consequence, in 2012 DFID staff undertook less than 10 programme level field-monitoring visits with few outside of regional capitals of Somalia. Other donors experience similar constraints to accessing parts of Somalia, though UK travel regulations for Somalia are amongst the most restrictive.

BACKGROUND

3. DFID has requested the provision of monitoring, data-analysis, lesson-learning and capacity-building services to support the improvement and credibility of results reporting across its portfolio within Somalia. The provision of the service will form part of the wider Somalia Monitoring Programme that seeks to improve the quantity and quality of data available to government, donors and other stakeholders pursuing development and governance aims within Somalia. These services will be provided between September 2014 and February 2015.

4. Monitoring and evaluation services for a range of its projects in Somalia. Specific projects that will be supported by the contractor will be determined on a rolling basis, in concert with the DFID Results Adviser. The programme will need to retain a considerable measure of flexibility on exactly what is required and which programmes are supported, possibly affecting the nature and the breath of its activities. The anticipated period of performance for the award covering this contribution is 6 months -beginning on 1 September 2014 and ending on 28 February 2015.

5. The Somalia Monitoring Programme (SMP) is a four year programme (2012-2016) within the Governance and Peacebuilding (G&PB) portfolio in DFID Somalia. It has a total budget of £7.7 million. A major component of this project is the provision of Third Party Monitoring currently provided.

6. Somali administrations in Somaliland, Puntland and South Central Somalia will use the data and learning generated by this programme to inform their planning and decision making, as will DFID and other international donors such as the World Bank and International Monetary Fund. Equally as important, it is expected that the capacity of Somalia administrations to conduct major data collection and data analysis exercises will be heightened. The programme is also designed to produce and package information so that DFID can design its Governance and Peacebuilding projects to deliver better results.

7. The results promised and reported by implementing partners for our programmes are substantial. It is currently difficult for DFID to verify such claims of actions completed by its partners, or to assess whether its programmes are having the intended outcome and impact. Instead DFID has to rely predominantly on the reports of implementing partners and anecdotal sources of information. The challenge is particularly acute for DFID's Governance & Peacebuilding programmes where the means of observing and measuring actions and resulting changes in peace, security and governance are not well-developed. On a more general level, many of the programmes that are being designed or beginning their inception periods require data to assist the assessment of activities, outputs, outcomes and impacts. Collecting these data necessitates extensive information-gathering in the field, a complex process that DFID staff and others falling under DFID's duty of care do not currently have security clearance to do.

OBJECTIVES OF THE ASSIGNMENT

8. On the basis of this contribution, DFID through the contractor expects to:

- Provide technical guidance to DFID and implementing partners in the governance and peace building pillar to improve theories of change and log frames.
- Provide technical guidance to allow DFID and implementing partners in the governance and peace building pillar to define and determine data collection methods, monitoring processes and performance metrics intended to measure results.
- Provide verification services through intermediary Third Party Monitors examining implementing partner activities and results according to identified DFID and wider HMG priorities.
- Share lessons learned, verification results and programme management implications on a pillar-wide level in a user-friendly, accessible manner.

SCOPE OF WORK

9. Specifically, DFID requests that the contractor to:

- **Provide Verification Service Through Third Party Monitors**

The contractor will provide two rounds of verifications for DFID within the time period of this arrangement, with up to a maximum of 100 specific verification reports. These will incorporate verifying activities in all three regions of Somalia and, when requested, include activities from the rest of DFID and HMG's development portfolio. In order to execute these verifications, the contractor will engage Somali Third Party Monitors, with knowledge of the local security and political context, and the requisite expertise to deliver the verifications to a high and credible standard. The contractor will develop appropriate tools while training, mentoring and overseeing third party monitors on an ongoing basis to ensure the quality, integrity and punctuality of submitted reports. The contractor will develop further learning product on the effectiveness and limitations in supporting results and programme management processes.

- **Provide Technical Guidance to Improve Theories of Change and Log Frames**

Provide technical support to DFID designated implementing partners, as well as to DFID programme managers during business case development, to help improve their theories of change and log frames to ensure DFID standards and expectations are met and/or exceeded. The contractor will also provide support to the review and refreshing of existing log-frames, highlighting practical opportunities for the selection of better indicators, the use of credible data sources, the enhancement of monitoring systems and the convergence with reporting processes across the governance and peacebuilding portfolio. The contractor will also summarise its collective learning from its M&E support into a short learning or guidance note for DFID.

- **Share Lessons Learned and Verification Results on a Pillar-Wide Level**

The contractor will deliver a meta-analysis of findings from DFID-funded verifications, detailing key findings and suggested actions to improve DFID's programme management, counter fraud efforts and results-delivery in both general and thematic areas, and highlight where there is a repeated pattern of behavior by specific partners. In addition, the contractor will facilitate a workshop and small preparatory group meetings as necessary to assist DFID to harden-out specific actions and an enhanced remote management approach that can be agreed across DFID and wider HMG teams, as well as facilitate a wider external workshop with international donors (and implementing partners, if requested).

- **Provide Technical Guidance to Define and Determine Data Collection Methods and Performance Metrics**

Under explicit guidance from DFID and depending on availability and access to data, the contractor will conduct an analysis of what data exists for tracking PSG outcomes and New Deal indicators, and propose what indicators for tracking PSG outcomes/milestones along with requisite data needs could be considered by development partners in Somalia.

- **Special Events or Assignments**

If determined necessary and appropriate by DFID, and within the existing capacity of its Nairobi-based team, the contractor will undertake and implement a range of special assignment and events and/or assignments associated with the 4 work areas listed above. These will include undertaking a limited number of deeper verifications or light-reviews, if and when requested, the collection and analysis of data on progress on governance and development in Somalia, feedback on data efforts from other DFID stakeholders and facilitation of events focused on advancing evidence, learning and behavior change around key areas of Somalia's peacebuilding and state building goals.

10. Note: Whilst we note this is the final extension to this arrangement DFID would like to allow for the possibility of continuity in service delivery and also ensure fair and open competition for the upcoming tender for third party monitoring beyond March 2015. As current provider you will therefore be required to make available to market all project outputs including progress reports. This will allow for a level playing field.

REPORTING

11. The assignment will be commissioned by the Governance and Peacebuilding Team in DFID Somalia and the Senior Results Adviser will have overall responsibility for quality assurance of the final deliverables.

12. The contractor will be responsible for all their in-country arrangements including travel and accommodation and arrangements for meetings.

13. **Key deliverables** will include:

- Updated **log frame** for the period of the contract (by September 12th – Del' 1.1);
- Production of a **work plan** for the period of the assignment, detailing the clear deliverables and time-frame for completion of all tasks to period end (by September 12th - Del' 1.2);
- **Meta-analysis** of verification findings (by September 18th - Del 1.3);

- Facilitate an **internal event** with DFID (by October 31st - Del 2.3) and **external event** (by January 30 - Del 4.3) that includes donor partners on the meta-analysis and implications of the combined verification results during the period of the contribution;
- **End-of month update matrices** on M&E support work with agreed DFID implementing partners (due end of each month - Del 1.4, 2.2, 3.2, 4.2)
- **Verification** summaries and completed individual reports:
 - a. **40 reports** by 30 September (Del 2.1)
 - b. **35 reports** by 31 December 31st (Del 3.1)
 - c. **20 reports** by January 30st (Del 4.1)
- **Exit Strategy** - Provide and deliver an exit strategy to complete the assignment and close the project including the hand-over of all technical and intellectual property. This exit strategy must be provided to DFID 1 month before the end of the contract (Del 4.4);
- Deliver a **final report** on 13th February 2015 covering activities over the life of the contribution (Del 5.1);
- **How To Analytical Note on supporting M&E capacity-building work** in conflict-affected contexts, focused fundamentally on IBTCI's experiences and findings from the entire period of engagement with DFID implementing partners and a **Verifications manual** (by 13th February 2015- Del 5.2)
- Set out budget and proposal for the remainder of the contribution, and provide clear financial reporting as per the contract.

Note: The third party verifications of DFID Governance and peace building, Health and SDF project activities will be carried out in two phases with the verifiable activities and locations to be determined in consultation with DFID. The timeline for the delivery of verification reports is based on the assumption that wave III will be approved by DFID by end of July 2014 and wave IV will be approved by DFID by end of October 2014.

Payment schedule

13. as per deliverables

#	Payment due date	Outputs/ Deliverables	Specific Due dates	Payment as a % of Implementation Phase Budget (£)
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1	Due early September	1.1 - Updated log frame for period of the contract 1.2 – Work plan covering period of the contract 1.3 - Meta-analysis of verification findings 1.4 - Detailed Technical Assistance Matrix	12 Sept 2014 12 Sept 2014 19 Sept 2014 30 Sept 2014	30%
2	Due 31 st of October	2.1 - 40 Verification reports & summary reports 2.2 - Detailed Technical Assistance Matrix 2.3 - Internal event on the meta-analysis and implications of the combined verification results	31 Oct. 2014 31 Oct. 2014 31 Oct. 2014	20%
3	Due 31 st of December	3.1 - 35 Verification reports & summary reports and any requested additional information 3.2 - End of month Detailed Technical Assistance Matrices	31 Dec. 2014 31 Dec. 2014	20%
4	Due 31 of January	4.1 - 20 Verification reports & summary reports 4.2 - Detailed Technical Assistance Matrix 4.3 - External event on the meta-analysis and implications of the combined verification results 4.4 - Exit Strategy for long term sustainability of services	31 Jan 2014 31 Jan 2014 31 Jan 2014 31 Jan 2014	20%
5	Due 28 th of February	5.1 - Final report covering activities over the life of the contribution 5.2 - 'How To Analytical Note' on supporting M&E capacity-building work in conflict-affected contexts, focused fundamentally on IBTCI's experiences and findings from the entire period of engagement with DFID implementing partners and a Verifications Manual	28 Feb 2014 13 Feb 2014	10%
				100%