

# TERMS OF REFERENCE (ToR)

## Professional Services

### FINAL EXTERNAL EVALUATION OF PROJECT ALCANCES II

**AWARD NUMBER 720BHA22GR00223**

## 1. BACKGROUND OF THE ORGANIZATION

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Action Against Hunger - AAH is a non-governmental, private, non-political, non-denominational and non-profit international organization whose objective is to fight against hunger, misery and dangerous situations that threaten defenseless men, women and children. It began its activities in Guatemala and Central America in 1998, and since then has provided support to tens of thousands of people living in poverty, food insecurity or affected by natural disasters. Action Against Hunger works in coordination and support of Guatemalan public institutions, as well as in alliance with civil society entities, the private sector and international cooperation.

Action Against Hunger with the support of the Bureau for Humanitarian Assistance (BHA) of the United States Agency for International Development (USAID) implements the ALCANCES II project: Improving food security and building resilience in vulnerable communities in Guatemala and Honduras. The project is implemented in two municipalities of Huehuetenango in Guatemala and in the municipality of Choloma in the department of Cortés and the municipality of Macuelizo in Santa Barbara Honduras. The present consultancy is part of the closing actions of the project which has been implemented from May 18, 2022 to May 17, 2023.

## 2. CONTEXT AND OBJECTIVES OF THE PROJECT

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**Project Title:** ALCANCES II: Improving food security and building resilience in vulnerable communities in Guatemala and Honduras.

**Donor:** USAID - BHA

### Sectors included in the project:

**1. MPCA - Multipurpose Cash Transfers.** MPCA- Delivery of five multipurpose cash transfers to 2,000 households in Guatemala and delivery of 4 multipurpose cash transfers to 1,000 households in Honduras. **ERMS** - Economic recovery and market systems. Training and delivery of multipurpose cash transfers to 100 small jobs in Guatemala and 150 in Honduras. Job search support activities for 700 people in Guatemala and Honduras. **3. Agriculture.** Support to 200 producers to improve agricultural production through the establishment of water reservoirs for irrigation.

**Implementers:** Action Against Hunger in consortium with ACDIVOCA for the implementation of the ERMS sector in Guatemala and Honduras and with a technical collaboration agreement with POPOYAN in Guatemala for the implementation of the Agriculture sector in Guatemala.

**Implementation period:** 24 months (from May 18, 2022 to May 17, 2024)

**Geographical location of the intervention:** Guatemala (2 municipalities: San Ildefonso Ixtahuacán and Cuilco) and Honduras (2 municipalities: Choloma in the department of Cortes and Macuelizo in the department of Santa Barbara).

**Total planned beneficiaries:** 2000 households in 21 communities in Guatemala and 1000 households in 15 communities of Honduras.

**Objective of the ALCANCES II Project:** Stabilize the basic recovery needs of crisis-affected beneficiaries in Guatemala and Honduras during the lean season using Multi-Purpose Cash Assistance (MPCA) and then support recovery and resilience to the ongoing crisis and shocks through Livelihood Restoration Assistance for Recovery and Market Systems (ERMS) and increased agricultural productivity.

**Project Theory of Change.** If MPCA is provided to meet the basic needs of the most vulnerable households in the lean season and ERMS livelihood restoration interventions are subsequently implemented to support some of them, THEN the targeted households will begin to recover from the current crisis and develop more resilient livelihoods.

In accordance with BHA's mission, the proposed activity aims to alleviate the human crisis and reduce the impact on basic needs while promoting livelihood recovery and resilience for selected rural poor households in two municipalities in Guatemala and two municipalities in Honduras.

For further information on the scope of the project see **Annex a.** General information of the project. **Annex b.** Matrix of indicators for each project sector

### **3. PURPOSE OF THE EVALUATION AND OBJECTIVES**

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The purpose of the evaluation is to assess the progress made towards the achievement of the project results in comparison with the planned objectives, indicators and the theory of change defined in the project, as well as to identify good practices and lessons learned that will facilitate the replicability of the actions.

The objectives of the ALCANCES II performance evaluation will focus on:

- i) measure progress on indicators related to food security, access to basic needs, restoration of livelihoods and income generation or access to productive resources;**
- ii) evaluate efficiency, effectiveness and sustainability of the actions.**
- iii) to evaluate, based on the results identified, the extent to which the project's theory of change was achieved and whether the time of the intervention was sufficient to achieve it.**
- iv) identify best practices, lessons learned, and challenges in implementation to achieve the expected results of the activity.**
- v) identify unexpected results as part of the actions developed throughout the project with emphasis on the implementation of cross-cutting approaches: gender and protection, feedback and accountability.**
- vi) provide recommendations (applicable in the short and medium term) for the replicability of good practices aimed at livelihood restoration and income generation.**

The evaluation will help Action Against Hunger generate evidence on the performance of indicators related to the activities of the MPCA, Agriculture and ERMS sectors.

In a context where the COVID 19 pandemic and natural disasters have been relevant in the last three years, the evaluation can generate key information on the effects of the project in two different countries and two target groups living in two different contexts but affected by the same crisis.

### **3.1 Type of evaluation and methods**

Type of evaluation to be performed: Performance evaluation

The performance evaluation will use mixed methods, qualitative data collection and quantitative data analysis on the progress of the project indicators. The evaluation will integrate a comparison of initial and final quantitative data (baseline and final), as well as a qualitative study to complement the results.

The quantitative data for this evaluation will be obtained primarily from the collection of baseline and endline data for the project. AAH will collect quantitative data to measure the baseline and endline status of the project indicators.

The final qualitative evaluation will objectively review the achievements of the activity against plans, assess the quality of implementation and identify best practices, lessons learned, strengths and challenges in implementation to achieve the expected results of the activity, as well as identify expected and unexpected results in relation to the Agriculture and ERMS component focused on livelihood restoration and income generation.

### **3.2 Evaluation Audience and Use of Results**

The main intended users of the evaluation are the management team of Action Against Hunger, the project coordination team and advisors or area coordinators in Action Against Hunger, including the M&E area of the project and the organization. The results of this evaluation are key for the formulation of new project proposals aimed at strengthening the actions developed and/or their replicability.

Secondary users include USAID/BHA, partners involved in project activities and the beneficiary population.

## **4. SCOPE OF THE EVALUATION**

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### **4.1 TENTATIVE EVALUATION QUESTIONS**

#### **a. Performance**

- To what extent have the activity's interventions achieved the intended goals -indicators-, purposes, and outcomes?
- To what extent do MPCA sector activities contributed to reach the food security indicators and meet basic needs of beneficiaries?
- To what extent did ERMS activities contributed to increasing incomes, generating employment and increasing access to productive economic resources for the beneficiaries?

#### **b. Effectiveness and efficiency of the interventions and their implementation:**

- To what extent to the activity's interventions appear to have achieved their intended outputs and outcomes?
- To what extent have the activity's interventions adhered to planned implementation schedules?

**c. Best practices and Lessons learned:**

- What are the best practices and lessons learned, identified to achieve the expected results of the activity?

**d. Coordination and/or complementarity of actions:**

- To what extent did the project leverage other U.S. and non-U.S. government investments in the same space to facilitate linkages to complementary services, overlapping with previous investments?

**e. Sustainability:**

- To what extent the actions or intervention models are sustainable or replicable in other populations?
- What factors can limit or enhance the sustainability of the actions carried out?

**f. Cross-cutting approaches: gender, ethnicity, feedback mechanisms and accountability:**

- How has management adapted the design or implementation of the activity based on monitoring information and feedback from the target population?
- What results (expected and no expected) reached the project in terms of the participation and make decisions of women at the internal of the households and at the community level
- Was due consideration given to gender equality and ethnic groups so that the program intervention did not increase the vulnerability of target groups?
- What were the best practices implemented by the project that could increase the level of women's participation in decisions on the use of cash transfers and at community level?

## 4.2 PRINCIPLES OF EVALUATION

The evaluation should be guided by the following principles:

**Transparency.** Evaluation results will be shared with all primary and secondary users identified in the evaluation. Terms of reference and final report will be shared on the Action Against Hunger website/networks.

**Participation:** Parties involved in the evaluation (internal and external) will be consulted for their input during the evaluation process.

**Independence:** The evaluation will be carried out by an external and independent evaluation team.

## 5. METHODOLOGY

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### 5.1 Evaluation methods and limitations

The performance evaluation will use mixed methods with both quantitative and qualitative data. Action Against Hunger expects a non-experimental performance evaluation with a highly participatory approach that includes mixed methods (qualitative, quantitative).

For the collection of quantitative information, the application of household surveys is suggested among a sample of the population reached in the economic recovery sector and market systems – ERMS (sample of 250 beneficiaries reached in this sector for both countries). The quantitative information to measure the indicators of the MPCA and Agriculture sectors will be provided by ACH. For this reason, an evaluation is recommended with a greater emphasis on the collection of qualitative information to complement the quantitative information that will be provided by the organization.

For qualitative data collection, a mix of different instruments/methodologies is recommended, such as semi-structured interviews, focus groups, direct observation, checklists, among others. It is expected that during the data collection phase there will be an involvement of the different parts of the project (beneficiary population, AAH staff, partner organizations, BHA and other stakeholders).

**Limitations of the evaluation:**

The time requirement to complete the evaluation during the final stage of project implementation and prior to project completion will place time pressure on the evaluation team. Since the evaluation is a mixed quantitative and qualitative performance evaluation, this may present a challenge to the external evaluators due to the limited time flexibility to complete the consultancy. AAH will endeavor to have the quantitative data ready to provide the evaluators with sufficient time to analyze the data and identify areas of focus for the collection of qualitative information.

**5.2 Tentative tasks prior to and during data collection**

The evaluation team is expected to consider at least the following tasks:

**a. Inception Phase/ Inception report:** Prior to data collection, the evaluation team is expected to perform the following tasks:

- Short meetings with the project team involved in the final external evaluation to gather more information on the project, agree on key documents to review.
- Review of all key project documents. AAH will provide the necessary project information to the consulting team. It is suggested to include at least two sessions between the AAH team and the evaluation team to clarify doubts about the information provided.
- In conjunction with AAH, refine and finalize the specific external evaluation questions as described in section four of this ToR.
- Propose the methodology to be developed for the achievement of the objectives and generate the evaluation deliverables. The methodology will be validated by AAH.
- Prepare a matrix with the required data collection methods, such as survey format, interview guide, observation guide, focus group guide, etc., to be approved by AAH prior to use. To be approved by AAH prior to use.
- Develop a work plan that includes all the phases and tasks of the evaluation in accordance with the deadlines defined by AAH to conclude each of the stages.
- Share with AAH a draft of the Inception report and the tools to be used for data collection.
- The inception report will be reviewed by AAH who will provide feedback to the evaluation team. At least two sessions of review or discussion of the inception report between the evaluation team and AAH should be considered in the work plan.
- Finalize inception report and data collection instruments. AAH will validate these products prior to data collection.

**b. data collection.**

For the collection of quantitative information from the ERMS sector, the use of electronic forms through Kobo collect or similar platforms is suggested. The survey team should have experience collecting information in the field and knowledge of the context, culture and language of the populations to be surveyed.

AAH will accompany the data collection phase and provide the necessary information for the selection of the sample to whom the household survey or semi-structured interviews will be applied. It will also provide the necessary information and support for the organization and planning of focus groups, interviews, observation visits, etc.

It is expected that primary data collection among the beneficiary population will be collected in person. It is recommended that individual and/or group interviews be conducted in person or in small groups.

Sessions with the project team, partners, BHA staff or other stakeholders may be conducted virtually or in person depending on arrangements with AAH and the availability or geographic location of participants.

Initial sessions to discuss the evaluation findings will be held remotely or virtually, dates and participants will be agreed with AAH.

### **c. Data analysis.**

The quantitative data collected is expected to be rigorously analyzed and representative of the project intervention areas within the reasonableness and limitations of the existing context. All data collected will be shared with AAH. It is expected that statistical software (SPSS, R, etc.) will be used to determine significance or relevance between the different variables being studied.

Qualitative data should also be analyzed mainly to complement the quantitative information collected and/or provided by the project corresponding to the MPCA and Agriculture sector.

## **6. DELIVERABLES AND TENTATIVE SCHEDULE**

### **6.1 Tasks and Tentative Schedule**

The following tasks are estimated during all the external evaluation process. These tasks are for reference only, a detailed work plan will be prepared by the consulting team and validated by AAH in the initial phase of the consultancy.

#### **Main Tasks to be developed during the entire consultancy**

- Refine the objectives, scope and evaluation questions in conjunction with the AAH team.
- Develop a work plan for the evaluation.
- Design the methodology and instruments to be used to collect information.
- Prepare Inception report
- Review of secondary information
- Collect of primary information/data
- Analysis and processing of information
- Draft evaluation report
- Discussion session/socialization of key findings of the assessment
- Final evaluation report
- Develop a presentation containing key findings of the evaluation.

Table 1. Preliminary evaluation schedule. January - May 2024

<b>Tasks /Months</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May 17/24</b>
ToR preparation					
Publication of call for applications and selection process.					
Hiring of consultant team - Signing of contract					
Evaluation work plan					
Inception Phase					

Initial meetings to refine evaluation scopes and share key project information and documentation. Design and review of tools Development of instruments and methodology Initial Report first draft					
Feedback from AAH on first draft of inception report and instruments					
Submission to AAH of Inception report and instruments - Final revised version					
Collection of quantitative information - household surveys					
Qualitative data collection Key informant interviews Focus groups Direct observation visits					
Information analysis					
Session to discuss evaluation findings					
Final draft evaluation report					
Feedback from AAH to preliminary evaluation report					
Final evaluation report Presentation summarizing key findings					

## 6.2 DELIVERABLES

The evaluation will start 2 to 3 months before the end of the project. Evaluation activities are expected to start by the March 2024.

The final products of the evaluation (Final External Evaluation Report and presentation summarizing the evaluation findings) must be submitted and validated before the project completion date (05/17/2024). Both products must be submitted in English and Spanish.

### Deliverables:

- Draft Inception Report. Methodology and instruments to be used to collect information, work plan.
- Inception report final document
- Draft Evaluation Report
- Final external evaluation report (final version)
- Presentation summarizing key findings of the evaluation

## 6.3 Format of the final evaluation report.

The final External Evaluation report is expected to contain between 25-30 pages (excluding annexes) in Microsoft Word or compatible equivalent in 11-point, Times New Roman font, One-inch margins, letter-sized paper, Left justification, Footer on each page with the page number, date of submission, award number, and activity name, Text in tables or charts can use 8- or 10-point, and Spreadsheets must be prepared in Microsoft Excel or compatible equivalent in Times New Roman font, with print areas set to 8.5 x 11-inch, letter-sized paper



For the final document AAH recommends the following structure, however this can be refined during the consultancy:

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## **7. PRESENTATION AND DOCUMENTATION OF FINDINGS AND RECOMMENDATIONS**

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Evaluation findings should be shared with the AAH in the following formats

- Presentation session of the findings to AAH to have feedback from AAH and to agree/validate lessons learned and good practices identified, general findings of the evaluation, recommendations. The session will be held remotely and the date will be agreed with AAH.



- Final Evaluation Draft - Word and PDF document in English and Spanish
- Final evaluation report and presentation with summary of findings

### **7.1 Dissemination of findings:**

Once data collection and analysis is completed, the results will be disseminated internally and externally. First, the results will be shared internally with key program staff to make them aware of the achievement of the activities (MPCA, ERMS and Agriculture) in the target population.

The results will be available to inform programmatic decisions and future conversations with BHA and other strategic donors so that similar initiatives in Guatemala and Honduras can be prioritized.

The results will also be disseminated externally: initially with the project donor BHA/USAID and to other organizations working in the multipurpose cash transfer, ERMS and agriculture sectors, to BHA and other key donors, so that such interventions can be replicated in similar settings in emergency situations.

**Likewise, as part of the project close out actions in the communities, AAH will hold closing sessions at the community level (21 communities) to share the results of the final evaluation with the beneficiaries. AAH will provide printed information (one page) that summarizes the main findings and results of the project.**

Finally, the results will be presented to local and national authorities to advocate for the need for such programs in the country or for any policy changes needed to increase the impact of such interventions. Evaluation findings will be shared through technical and executive presentations, learning workshops, technical meetings. Academic publications of the findings may be generated and will also be posted online on organizational websites.

## **8. SCHEDULE**

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**Start date:** March 22, 2024

**Completion date:** May 15, 2024

## **9. PROFILE AND REQUIREMENTS FOR THE CONSULTING TEAM.**

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For the evaluation, AAH encourages Guatemalan teams or consulting firms with teams that can demonstrate experience working in both countries to apply.

### **9.1 Essential criteria:**

- A team or consulting firm
- Team members must have a Master's degree in the areas of international development, humanitarian aid, project management, agriculture, economics or related fields. More than 10 years of proven experience in external evaluation consulting and at least 3 external evaluations of USAID/BHA funded projects. Preference will be given to evaluation teams or firms with accumulated experience in external evaluations that have included at least two sectors in which the project works (MPCA, ERMS and Agriculture) and in one (preferably Guatemala) or both countries covered by the project.
- A consulting team of at least 3 professionals (a team leader with experience in at least one of the three sectors included in the project and two experts in any of the sectors in which the project is involved) is expected.
- It is expected that the team will be integrated in a balanced way by professionals with work experience in the different project sectors and countries of implementation, preferably two

members will have work experience in Guatemala and at least one of them will have work experience in Honduras in the ERMS or MPCA sectors.

- The team is expected to be composed of at least one team leader and two experts in the project intervention areas. The team leader may also have expertise in one of the sectors in order to complement the knowledge and experience of the two sectoral experts.
- Team members should have technical skills in performance assessment design, data collection, data analysis and reporting; communication skills; and project management skills.
- The members of the evaluation team must have more than 10 years of experience in the use of quantitative and qualitative methodologies. The evaluation team will also be required to have relevant experience working in similar programs and/or projects and contexts and in the project intervention zones or municipalities. Team members should have knowledge of the project intervention areas and the ability to travel to the communities during the information gathering phase.
- The leader and members of the evaluation team are expected to have an excellent understanding of food assistance and knowledge of donor regulations (USAID/BHA). As well as knowledge of the operating environment and security conditions of the project intervention areas.
- At least one of the team members is expected to have experience and/or knowledge in the use of different software such as SPSS, R or Power Bi for statistical analysis and data collection platforms.
- Familiarity with protection policies
- That all team members have computer equipment and professional software and tools necessary for the execution of the work according to the terms of reference established in this document. To edit the products in professional software. Knowledge of gender mainstreaming and protection.

## **9.2 Essential criteria to be met by the team leader:**

- Master's level education in the areas of international development, humanitarian aid, project management, agriculture, economics or related fields.
- At least 15 years of proven experience conducting external evaluation consultancies and at least 2 external evaluations of USAID/BHA funded projects. Proven experience in external evaluations that have included at least two sectors in which the project works (MPCA, ERMS and Agriculture) and with experience working in one or both countries covered by the project, preferably in Guatemala.
- Fluent in English and Spanish.
- Proven experience in writing evaluation reports in English.
- Proven experience in gender mainstreaming in food assistance projects.
- Excellent analytical and writing skills.
- The team leader is expected to have the communication skills to effectively negotiate the design and communicate the results, and to understand that evaluations should focus on producing useful and accessible results.

## **9.3 Key criteria for local experts in the MPCA, ERMS and/or Agriculture sectors**

- Master's degree in the areas of international development, humanitarian aid, project management, agriculture, economics or related fields.
- At least 10 years of proven experience conducting external evaluation consultancies and at least 2 external evaluations of USAID/BHA funded projects. Proven experience in external evaluations that have included at least one of the sectors in which the project works (MPCA Food Assistance, ERMS and Agriculture) and with experience working in one of the countries covered by the project.

- Advanced knowledge of English and fluent or native in Spanish.
- Excellent analytical and writing skills.
- Communication skills to convey information to different target groups (beneficiary population, local stakeholders, partners, etc.).

#### **9.4. Documentation to be submitted:**

The interested consulting team or consulting firm must submit:

- **Letter of intent:** confirming your interest in the consultancy and availability of the entire team during the period defined in the consultancy.
- **Technical offer** describing the methodology to be used to achieve the objectives, approach, tentative work schedule, description of the evaluation team, profile, role in the consultancy and their experience according to the criteria indicated in this section,
- **CV of the team.** The resume and documents supporting the profile and professional experience of each team member, as well as professional references (incl. contact information) of each one should be attached.
- **Financial offer** Detailed budget including at least the following categories: professional fees for the team, travel expenses for data collection, etc.
- **Copy of 1 or 2** similar evaluation reports generated by the team leader. The presentation of 1 or 2 copies of evaluation reports where at least 1 of the team members has participated will be positively valued.
- **Copy of legal documents of consulting firm or company if applicable**

## **10. ROLE AND RESPONSIBILITY OF THE CONSULTING TEAM**

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They are the sole responsibility of the contracted team or company:

- Perform and deliver the products described in sections 6, 7 and 8 of these ToR in the quality, form and time required.
- Ensure compliance with the work schedule, defined in the initial stage of the consultancy and validated by AAH.
- Communicate in a fluid and permanent manner with the people who will act as the focal point designated by Action Against Hunger to follow up on this consultancy.
- Deliver in digital format the editable originals of the products produced in accordance with the characteristics established in these terms of reference.
- To have the appropriate computer equipment, software and printing equipment to carry out the consultancy.
- Properly record and document the entire process and submit all information to Action Against Hunger.
- Send RTU and invoice according to each payment made
- To be covered by insurance against accidents and/or illnesses that may occur during the execution of this consultancy.
- Ensure their mobilization to the project intervention zone in each country (Huehuetenango, Cortes and Santa Barbara and among the communities where the project is present).
- Ensure the collection of information from the beneficiary population in person.
- Take into account the local language of the populations involved, ensuring that local translation support is available if necessary.

- Ensure the protection of beneficiary families' data and obtain their consent for the collection of information and/or taking of photographs.

It is not permitted that, in the course of the work, the service be performed by person(s) other than the consulting team described in the bid approved as part of the contracting of the service.

## **11. ROLE AND RESPONSIBILITIES OF ACTION AGAINST HUNGER**

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AAH will provide accompaniment and support during the service, limited to:

- Provide on time to the contracted person/consulting team the information and documentation required for the development of the consultancy.
- Actively participate in discussion and analysis spaces that guide the realization and achievement of the products expected from this consultancy.
- Feedback and validate the products generated in each stage of the consultancy according to the schedule defined in the initial stage of the project
- Provide institutional support to facilitate the collection of data and information necessary to carry out the consultancy. For example: arrange meetings with key informants, representatives of partner organizations, BHA/USAID donor, support in the organization and convening of focus groups in the communities, accompany and provide the necessary information for the application of household surveys to beneficiaries of the ERMS sector.
- Provide information on the context of the communities where the project is present.
- Define the focal point(s) in charge of providing information, following up and validating the products of the consultancy.
- Make payments for the services rendered in accordance with the amounts and terms established in section 12 of these TOR.

## **12. BUDGET / FORM OF PAYMENT**

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The budget of the consultancy shall not exceed the following amount: **150,000.00 Quetzales (One hundred and fifty thousand Quetzales)** including the payment of taxes and transfer value.

Payment will be made by bank transfer, complying with all the requirements established by Guatemalan legislation, upon delivery of the products and supporting documents established by the administration of Action Against Hunger.

The methods of payment for the consultancy will be as follows:

- 20% upon signing of the contract
- 20% to the delivery and validation of the Inception Report and the data collection tools
- 20% upon delivery of the first draft of the final consultancy report
- 40% upon delivery and validation of the final consulting report.

Acción contra el Hambre complies with all tax regulations contemplated by Guatemalan law; therefore, tax withholdings will be made as applicable to professional fees for work performed in the national territory.

### 13. APPLICATION

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The publication of the consultancy will be made in electronic media (web pages, e-mails, social networks). Interested individuals or consulting teams must submit all the documentation defined in section 9.4.

- **Letter of Intent**
- **Technical offer**
- **CV of the team.**
- **Financial offer**
- **Copy of 1 or 2** similar evaluation reports generated by the team leader. The presentation of 1 or 2 copies of evaluation reports where at least 1 of the team members has participated will be positively valued.
- **Copy of legal documents of consulting firm or company if applicable**

### 14. SELECTION SCHEDULE

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- 01/03/2024 Publication of TDR
- 10/03/2024 Deadline for submission of applications at 24:00 hours.
- 18/03/2024 deadline for interviews with shortlisted firms or teams
- 22/03/2024 Contract signature deadline.

The application should be sent by e-mail to: [fmorales@ca.acfspain.org](mailto:fmorales@ca.acfspain.org) with Francisco Rodolfo Morales, in the subject of the e-mail the name of the consultancy should be indicated: **"Final external evaluation of the ALCANCES II project"** together with the name of the team representative or legal representative of the consulting firm that is applying.

The deadline for receipt of applications is March 04, 2024 at 24:00 hours. Any doubts or questions should be sent to: [fportillo@ca.acfspain.org](mailto:fportillo@ca.acfspain.org) and [nosejo@ca.acfspain.org](mailto:nosejo@ca.acfspain.org) no later than February 29, 2024 at 18:00 hours

To ensure the understanding of the ToR and transparency in the process, AAH has defined three specific dates to provide answers via email to all doubts and questions received during the application period. The questions will be consolidated in a single document sorted according to the date of receipt, description of the question and AAH's response. The document consolidating all questions/answers will be shared among all persons who have submitted their email inquiries. No phone calls will be accepted and no response will be given to questions outside of the defined dates or to emails other than those indicated in this section.

The dates defined for answering doubts or questions are:

- On march 9, questions or doubts received by march 28 2024
- On March 17, questions or doubts received by March 17, 2024

Only short-listed teams or consulting firms will be invited to interview.

## 15. CONFIDENTIALITY

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All information generated during the present service is the exclusive property of Action Against Hunger, therefore the use of the information in ANY way is not allowed without prior authorization. The use of materials and information provided for this service is the exclusive property of Action Against Hunger.

## 16. PROPERTY RIGHTS OF USE

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Action Against Hunger is the sole and exclusive owner of the intellectual property rights of the materials resulting from the signing of the contract -with the exception of moral rights-. Action Against Hunger is the sole owner of the following rights worldwide:

- Right to reproduction in any medium and form.
- Right of representation and distribution.
- Translation and interpretation rights in any language.

## 17. COMMITMENT TO CHILD PROTECTION AND SAFEGUARDING

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The consultant or team will work in full respect for the rights of children, complying with the policies established for the Protection of Children, as well as the Code of Conduct and other policies of Action Against Hunger, including the prevention of sexual exploitation and abuse and gender policy. The company or consulting team receives a copy of and signs the institutional safeguarding policies and is obliged to protect and defend the rights of children and/or adolescents who are directly, indirectly or circumstantially linked to the work performed.

## 18. FRAUD AND CORRUPTION

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All bidders participating in this solicitation must observe the highest ethical standards and report any suspected acts of fraud or corruption of which they become aware or are informed during the selection process and the negotiations or execution of the contract.

**Action Against Hunger is committed to data protection and confidentiality, transparency and accountability.**

**CONTACT US: Complaints, doubts, suggestions or comments about our management.**

**Telephone (Guatemala): +502 2316-4518| Mobile: +502 4013 3222.**

**E-mail: [transparencia@ca.acfspain.org](mailto:transparencia@ca.acfspain.org)**

**or you can deposit your suggestions in the mailbox available at our offices in Guatemala City.**

## 19. ANNEXES

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Annex a. General project information

Annex b. Matrix of indicators for each sector of the project.

A more extensive list of key documents will be shared once the evaluation team is selected.

### Annex A. GENERAL INFORMATION OF THE PROJECT

**Name:** ALCANCES II: Improving food security and building resilience in vulnerable communities from Guatemala and Honduras.

**Award Start Date:** May 18, 2022

**Award End Date:** May 17, 2024

Sector	Main activities	Implementing partner	LOA Target	Countries	Type of Beneficiaries	Location
MULTI-PURPOSE CASH ASSISTANCE (MPCA)	MPCA transfer delivery	Action Against Hunger - AAH	15,000 people 3000 Households	Guatemala and Honduras	Beneficiaries according to selection criteria	Countries: Guatemala and Honduras <b>Country 1:</b> Guatemala. <b>Department:</b> Huehuetenango. <b>Municipalities:</b> Cuilco and San Ildefonso <b>Communities:</b> 12 communities (Cuilco) 9 Communities: San Ildefonso  <b>Country 2:</b> Honduras <b>Departments:</b> Cortes and Santa Barbara. <b>Municipalities:</b> Choloma and Macuelizo <b>Communities:</b> 9 Communities (Choloma) 6 Communities: Macuelizo
	Communication strategies with communities, through key messages during transfers					
	Protection spaces for access to transfer delivery mechanisms					
	Communication strategies: Inform all beneficiaries that cash received should not be spent on USAID restricted items.					
ECONOMIC RECOVERY AND MARKET SYSTEMS (ERMS)  Sub sector: Livelihoods Restoration	Cash transfers for restoration of self-wage employment	ACDI/VOCA	250 people (small business owner)	Guatemala and Honduras	Beneficiaries according to selection criteria	
	Wage Employment		250 (small business owner)			
	Self-wage Employment		700 people			
	Training for wage and self-employment beneficiaries		950 people			



Sector: <b>AGRICULTURE</b>  <b>Sub sectors:</b> *Improving Agricultural *Production; Irrigation	Installation of rain harvesting reservoirs	Action Against Hunger - AAH	200 Agricultural Producer	Guatemala	Beneficiaries according to selection criteria
	Installation of irrigation systems		17.6 HA		
	Training in best agricultural practices, application of micro-irrigation, financial literacy, planting and harvesting crops.		200 Agricultural Producer		
	Delivery of 5Kg of bean seed per producer				
	Delivery of 20-20-0 formula fertilizers at a rate of 34 kilograms per producer				
	Delivery of 40 avocado plants of the Hass variety (originally from Guatemala) to each producer				
<b>CROSS-CUTTING ELEMENTS</b>					
<b>Gender and Protection Mainstreaming</b>	Coordination with local actors who have the experience and capacity to provide specialized advice on the incorporation of vulnerable groups into economic, social and cultural development processes.	Action Against Hunger - AAH	All beneficiaries MPCA sector	Guatemala and Honduras	
<b>Feedback and accountability Mechanism</b>	Implementations of feedback mechanism. Accountability sessions	AAH /ACDI VOCA	All beneficiaries MPCA sector	Guatemala and Honduras	Beneficiaries and other stakeholders

## ANNEX B. INDICATOR MATRIX

<b>Award name</b>	ALCANCES II			
<b>Awardee</b>	Action Against Hunger			
<b>Country</b>	Guatemala and Honduras			
<b>Duration</b>	24 months			
Sector	Subsector	BHA Indicator No. ^	Indicator^	Indicator Type ^
Goal: Stabilize the basic needs during the lean season using MPCA and support recovery and through ERMS assistance.				
Purpose: To stabilize the critical basic needs of HHs, particularly food and NFI needs to contribute to livelihood restoration and improving Agricultural Production for populations suffering from a compounded crisis in target areas of Guatemala and Honduras.				
MPCA	Multipurpose Cash	FS01	Percent of households by Food Consumption Score (FCS) phase (Poor, Borderline, and Acceptable)	Outcome
MPCA	Multipurpose Cash	M02	Percent of (beneficiary) households who report being able to meet the basic needs of their households (all/most/some/none), according to their priorities	Outcome
Intermediate Outcome 1.1. Vulnerable people from Huehuetenango in Guatemala and Santa Bárbara and Cortés in Honduras receive Multi-Purpose Cash Assistance (MPCA) and restores their livelihoods through employment, self-employment and/or agricultural production.				
MPCA	Multipurpose Cash	M03	Percent of beneficiaries reporting that humanitarian assistance is delivered in a safe, accessible, accountable, and participatory manner	Outcome
MPCA	Multipurpose Cash	M06	Percent of (beneficiary) households reporting adequate access to household non-food items	Outcome
MPCA	Multipurpose Cash	M08	Percent of (beneficiary) households who have reduced essential WASH related basic needs expenditures	Outcome
MPCA	Multipurpose Cash	M10	Percent of (beneficiary) households by Livelihoods Coping Strategies (LCS) phase (Neutral, Stress, Crisis, Emergency)	Outcome
MPCA	Multipurpose Cash	FS02	Mean and median Reduced Coping Strategy Index (rCSI) <sup>2</sup>	Outcome
MPCA	Multipurpose Cash	F02	Percent of households where women reported participating in decisions on the use of food assistance	Outcome
MPCA	Multipurpose Cash	FS03	Percent of households with moderate and severe Household Hunger Scale (HHS) scores	Outcome
Economic Recovery and Market Systems	Livelihoods Restoration	E02	Percent of beneficiaries reporting net income from their livelihoods	Outcome
Economic Recovery and Market Systems	Livelihoods Restoration	C01	Percent of individuals assisted through livelihoods restoration activities who find an employment	Outcome
Economic Recovery and Market Systems	Livelihoods Restoration	C02	Percent of beneficiary who have the capacity to sustain the restored livelihoods in the mid-term	Outcome
Custom Indicators	Custom Indicators	C04	% beneficiaries who reported that their complaints were responded by the project in a timely and acceptable manner	Outcome
Agriculture	Improving Agricultural Production	A02	Number of hectares under improved management practices or technologies with BHA assistance	Outcome
Agriculture	Improving Agricultural Production	A03	Number of individuals who have applied improved management practices or technologies with BHA assistance	Outcome

**Output 1.1.1 Provided Multi-Purpose Cash Assistance (MPCA) to vulnerable people from Huehuetenango in Guatemala and Santa Bárbara and Cortés in Honduras**

MPCA	Multipurpose Cash	K01	Total USD value of cash transferred to beneficiaries	Output
MPCA	Multipurpose Cash	M01	Total number of individuals (beneficiaries) assisted through multipurpose cash activities	Output

**Output 1.1.2 Beneficiaries restore their livelihoods and increase the access to economic opportunities**

Economic Recovery and Market Systems	Livelihoods Restoration	E01	Number of individuals assisted through livelihoods restoration activities	Output
Economic Recovery and Market Systems	Livelihoods Restoration	K01	Total USD value of cash transferred to beneficiaries	Output

**Output 1.1.3 Beneficiaries use the mechanisms and channels to provide feedback and complaints about the assistance received**

Custom Indicators	Custom Indicators	C03	% of feedback/complaints addressed in a timely manner in accordance with established accountability mechanism	Output
Custom Indicators	Custom Indicators	C05	# and type of formal feedback/complaints submitted	Output
Custom Indicators	Custom Indicators	C06	# times that information about the project and its results was shared with the beneficiaries	Output

**Output 1.1.4 Improved Agricultural Production of 200 beneficiary households in Guatemala**

Agriculture	Improving Agricultural Production	A01	Number of individuals (beneficiaries) directly benefiting from improving agricultural production	Output
Agriculture	Irrigation	A07	Number of hectares under irrigation resulting from irrigation interventions	Output
Agriculture	Irrigation	A08	Number of individuals directly benefiting from irrigation interventions	Output
Agriculture	Irrigation	A09	Length of irrigation system implemented from irrigation interventions	Output