



Terms of Reference

External Evaluation Providers

EVALUATION SUMMARY

iMAP Inc. is seeking qualified and experienced external evaluation providers to assess the impact and performance of a diverse range of portfolio of projects related. These projects vary and include information management, third-party monitoring, and GIS-based interventions, implemented at country level and global level.

This Term of Reference outlines the general requirements of iMAP Inc. and provides guidance for interested parties in responding to the RFP.

OBJECTIVES OF THE EVALUATION

The objectives of the external evaluations are based on the [DAC/OECD standard evaluation criteria](#) with a focus on:

- Assessing the effectiveness, relevance, efficiency, sustainability and impact of the programs
- Verifying the performance and outcome of the programs
- Providing evidence-based recommendations to inform future interventions
- Evaluating the scalability of the program

Note that the objectives of specific evaluations might vary based on the type of evaluation and scope of the project.

CONTEXT AND BACKGROUND

About iMAP Inc.

iMAP Inc. is a leading international nonprofit organization specializing in Information Management services for humanitarian and development sectors. Since our inception, we have partnered with organizations worldwide to provide high-quality data-driven solutions that improve decision-making and enhance the efficiency of aid distribution and development projects. By turning data into information, we create knowledge for decision-makers operating in development contexts, situations of violence, post-disaster, and conflict recovery.

iMAP Inc. has been implementing programs geared towards emergency and disaster response worldwide for nearly 20 years in over 13 countries. We envision a world where access to accurate, reliable, and timely information helps transform the outcomes for those in crisis situations, from conflict zones to post-disaster recovery. With a team of over 400 experts across 30 countries, iMAP Inc. delivers critical support to over 200 partners including UN agencies, governments, and NGOs in regions affected by conflict and disaster. We support thousands of humanitarian workers annually to enable them to make informed decisions that ultimately provide high-quality targeted assistance to the world's most vulnerable populations.



Leveraging our expertise in GIS, information management and emergency coordination, we develop innovative programs and assist partners in bridging information gaps. Our services include data collection, verification, analysis, visualization, and dissemination across various sectors such as WASH, Child Protection, Nutrition, Food Security, health, disaster risk reduction (DRR), humanitarian mine action (HMA), coordination, and more.

iMMAP Inc. has a diverse donor base, including the USAID's Bureau for Humanitarian Assistance (BHA), the US State Department's Bureau of Population, Refugees, and Migration (BPRM), the US State Department's Bureau of Political- Military Affairs, Office of Weapons Removal and Abatement (PM/WRA), United Nations Children's Fund (UNICEF), United Nations Population Fund (UNFPA), World Health Organization (WHO), and United Nations High Commissioner for Refugees (UNHCR), World Bank, and United Nations Educational, Scientific and Cultural Organization (UNESCO).

SCOPE OF WORK

The selected consultancy firms will provide on-demand services to conduct evaluations of iMMAP projects and activities when requested. The scope of work includes, but is not limited to:

1. Evaluations
 - a. Conduct mid-term or end of project evaluations
 - b. Analyze program's performance against indicators and objectives
 - c. Design evaluation frameworks and methodologies tailored to the context and objectives of the project to be evaluated
 - d. Provide actionable recommendations for improvement and strategic directions
2. After-Action Reviews (AARs)
 - a. Facilitate AARs to analyze the implementation of specific projects
 - b. Identify lessons learned, challenges, and best practices
 - c. Produce clear reports to inform future programming
3. Ad-hoc reviews, assessments, and lessons learned workshops

The consultancy firm is expected to engage with internal and external stakeholders including partners, beneficiaries where relevant and to conduct field visits in person or remotely as per the scope of the ToR.

N.B. iMMAP Inc. will develop and share detailed ToRs based on the project/program to be evaluated.

DELIVERABLES

The selected firms will be required to:

Respond to a call for proposals when requested by iMMAP by providing a short Expression of Interest (2 to 3 pages) within the set deadline. The expression of interest should include:

- Detailed evaluation matrix
- Detailed workplan
- Outstanding questions – including comments or additions to the ToR shared
- Team composition



Following each completed evaluation the consultant will be required to submit:

1. Inception report including:

- A detailed methodology based on the specific program ToR and initial briefings/desk reviews, including a full rationale for the choice of methods and how they will be used to evaluate the different elements of the project, the planned timeframe, a list of proposed stakeholders to be consulted, and ethical procedures to be followed.
- Initial findings are based on the review of the project documentation, existing data, and secondary data.
- An outline of key knowledge gaps not covered by this ToR and any suggested additional alterations to the proposed evaluation questions and overall ToR.

2. Draft and final versions of the evaluation report/outputs. The evaluation report should:

- Not exceed 15 pages, not including the executive summary and appendices
- Include an executive summary, a brief of the project background, an outline of the methodology (including limitations), findings, and recommendations by evaluation/review criteria and questions.
- Ensure the analysis is always backed up with references and relevant data.
- Ensure recommendations made are specific and include relevant details for how they might be implemented.
- Include at least the following annexes: (i) Terms of Reference, (ii) Schedule for field visits, and (iii) Data collection tools.

3. A presentation for dissemination of the final findings and recommendations

Note: In case additional documents might be required, it will be mentioned in the shared ToR.

METHODOLOGY

The methodology is expected to adopt a mixed-method approach to quantitative and qualitative data collection, including desk reviews, online surveys, KIs, and field missions.

The consultant(s)/consultancy company is responsible for developing a complete and comprehensive evaluation methodology and needed tools at the inception stage. The main data collection methods that should be included are highlighted below:

1. Desk review, including project proposal, project documents, relevant monitoring reports and data, and evaluations conducted and completed for similar projects, if present.
2. Quantitative methods include a statistically representative survey of key stakeholders
3. Qualitative methods include key informant interviews and/or Focus Group Discussions [FGD] with main stakeholders within and outside iMAP Inc., such as UN partner agencies, cluster coordinators, etc.
 - a. Interviews or FGDs are expected to be planned in hybrid modality.
 - b. Field Missions are expected to be conducted if applicable
4. A participatory validation workshop with key staff should be included in the evaluation to validate findings and develop actionable recommendations.