

# **Terms of Reference (TORs) to Conduct an Endline Evaluation of the Early Warning, Early Action: Strengthening multi-hazard disaster preparedness in Mt. Elgon sub-region.**

## **1. Background about Oxfam in Uganda**

Oxfam is a global movement for change that empowers people to create a secure future, just and free from poverty. We believe that everyone has a right to safety, security, a livelihood, and a say in decisions that affect them. We seek a world in which everyone can speak up to power, demand and claim their human rights, and build a better future for themselves. We recognise that we cannot achieve this on our own but as a collective power. We, therefore, work in partnership with local and grassroots organisations, civil society, individuals, volunteers, the private sector, and the Government.

Our Vision is Uganda free of inequality and Injustice. A society where people, particularly women and young people, claim and exercise their rights and responsibilities and influence decisions that affect their lives. Our work is guided by the Country Strategic Framework (CSF) (2021-2030), which is organized around four themes: Governance and Accountability, Resilient Livelihoods, Humanitarian preparedness and response and Gender Justice and Women's Rights. All the themes work towards influencing policy and practice, youth and women empowerment, inclusive participation in decision-making at various levels, and capacity.

## **2. Information about the Project**

ECHO-HIP action focuses on enhancing community resilience to shocks and stresses in Mt. Elgon sub-region in Uganda through effective and participatory multi-hazard anticipatory action (AA) and preparedness measures. This is directly in line with DG ECHO's HIP and the needs identified in the needs assessment, including a need to focus upon the most marginalised and vulnerable households and communities to hazards (including climate change impacts), and to build capacity of local actors. The action builds upon and further develops achievements gained during the implementation of the previous DG ECHO funded action in Mt. Elgon region, both expanding the previous implementation area and including two new project locations specifically Mbale City and Bulambuli district. The action develops community-based disaster preparedness models and links community action with local and national level policy and action, through developing early action plans, designing and implementing AA, developing fully inclusive and gender sensitive contingency plans and ensuring fully functional and multi-hazard early warning systems (EWS's). Innovative activities include the use of Uganda Red Cross Society's forecast based early action process, the integration of indigenous and scientific knowledge for EWS's and AA, the establishment of a village savings and loan association (VSLA) for the implementation and sustainability of AA activities and the digitisation and automation of multi-hazard EWS's for ease of use. In addition, the action builds upon policy progress made at the national level in integrating climate change into disaster risk reduction policy and puts this into action at the local level. ECHO-HIP action will increase the protection capacity of those most vulnerable and marginalised, and improve the resilience of the target population to cope with future hazards, including those exacerbated by climate change.

## **3. Purpose and Objectives of the study**

### **a) Purpose of the study**

To assess the overall performance, effectiveness, and impact of the Early Warning, Early Action project in strengthening multi-hazard disaster preparedness and resilience among communities in the Mt. Elgon sub-region.

## b) Objectives of the study

- To determine the extent to which the project has achieved its intended outcomes in improving community preparedness, response capacity, and resilience to hazards such as landslides, floods, and droughts.
- To assess the relevance and appropriateness of the project design and implementation, including how well it responded to the needs and priorities of vulnerable communities and local institutions.
- To evaluate the effectiveness of key project components, including Early warning systems, Community-based disaster risk reduction (DRR), and Coordination and response mechanisms
- To identify key achievements, strengths, gaps, and implementation challenges encountered throughout the project lifecycle.
- To generate actionable recommendations and lessons learned to inform future programming, sustainability, scaling, and policy influence.

## 4. Scope of Work

The endline evaluation will provide a comprehensive and final assessment of the Early Warning, Early Action: Strengthening Multi-Hazard Disaster Preparedness Project implemented by Oxfam in the Mt. Elgon sub-region. It will serve as a key accountability, learning, and decision-making exercise, focusing on the project's overall achievements, impact, and sustainability at completion.

The evaluation will:

- Assess the project's design, implementation, and final results against its intended objectives and outcomes.
- Determine the effectiveness, impact, and sustainability of project interventions in strengthening community resilience to multi-hazard risks.
- Generate evidence-based findings, lessons learned, and recommendations to inform future ECHO/HIP and DRR programming.

The evaluation will focus on the following Key Areas of Assessment:

- **Early Warning Systems:** Functionality, reliability, and timeliness of early warning systems, Accessibility and inclusiveness for vulnerable populations, Integration of indigenous and scientific knowledge.
- **Disaster Preparedness and Response:** Effectiveness of community-based disaster risk reduction (CBDRR) approaches, Quality and utilization of contingency plans and early action protocols, and Improvements in community response capacity.
- **Multi-Hazard Approach:** Extent to which the project successfully addressed multiple hazards (e.g., floods, landslides, drought), Integration and coordination of preparedness strategies across hazard types.
- **Capacity Building:** Effectiveness of training and institutional support to local actors, Strengthening of community structures and local government systems.
- **Gender and Social Inclusion:** Integration of gender equality, disability inclusion, and protection considerations, Participation and benefit of marginalized and vulnerable groups.

- **Coordination and Partnerships:** Effectiveness of collaboration with government, partners, and humanitarian actors, Linkages between community-level interventions and national policy frameworks.

The evaluation will cover selected districts within the Mt Elgon Sub-region, which may include: Mbale City, Mbale, Bududa, Bulambuli, Butaleja, Namisindwa, and Sironko District. The evaluation is expected to take place over a period of 4 weeks, starting from 1<sup>st</sup> September 2026 to 1<sup>st</sup> October 2026.

## 5. Study Methodology

The end of project evaluation will adopt a mixed-methods approach, combining both qualitative and quantitative data collection and analysis techniques. This approach ensures a comprehensive understanding of the project's performance, effectiveness, and areas for improvement. The following methods will be applied to collect both Qualitative and Quantitative data as explained below,

**Desk Review:** A thorough review of existing project documentation will be conducted to understand the project's design, implementation progress, and monitoring data.

**Quantitative Data Collection:** Structured surveys will be administered to a representative sample of project beneficiaries and stakeholders.

**Qualitative Data Collection:** To complement the quantitative data, qualitative methods will be used to gain deeper insights into project outcomes, challenges, and contextual factors.

**Field Observations:** Site visits will be conducted to observe physical infrastructure (e.g., early warning equipment, Anticipatory action activities), community preparedness activities, and local coordination mechanisms in action.

## 6. Study Outputs/Deliverables

- Inception Report with detailed methodology and work plan.
- Draft Evaluation Report for review and feedback.
- Final Evaluation Report incorporating feedback.
- Row dataset shared with Oxfam
- Presentation of findings to Oxfam and stakeholders.

The final report should include, cover page, executive summary, table of contents, list of acronyms and abbreviations, introduction, methodology, findings, conclusions, recommendations, lessons learned, and annexes.

*Note: All clean dataset(s), transcriptions and other study materials MUST be handed over to Oxfam in Uganda at the end of the study]*

## 7. Timeframe and estimated working days

The assignment will be undertaken from 1st September to 1<sup>st</sup> October 2026, lasting a total of 27 working days excluding weekends from the date of signing the contract.

Activity	Date	Number of days
Consultant to sign contract for the assignment	1 <sup>st</sup> of September	1 Day
Review of documents and development of the inception report and study instruments	2 <sup>nd</sup> to 4 <sup>th</sup> September	7 Days
Presentation of Inception report and data collection tools	7 <sup>th</sup> September	1 Day

Training of research assistants and pre-testing of study instruments	8 <sup>th</sup> September	1 Day
Primary data collection (field work)	9 <sup>th</sup> to 15 <sup>th</sup> October	5 Days
Data analysis and report writing	16 <sup>th</sup> to 24 <sup>th</sup> September	7 Days
Submission of the draft study report to Oxfam in Uganda	25 <sup>th</sup> September	1 Day
Incorporating comments on draft report	28 <sup>th</sup> to 29 <sup>th</sup> September	2 Days
Submission of the final project study report to Oxfam in Uganda	30 <sup>th</sup> September	1 Days
Presentation of study findings/ sharing feedback on the report	1 <sup>st</sup> October	1 Day

## 8. Qualification and experience of the consultant/team

The selected consultant(s) must have: Advanced degree in Disaster Risk Management, Social Sciences, or related field, proven experience in evaluating disaster risk reduction (DRR), EWEA, or humanitarian preparedness projects, strong understanding of community-based early warning systems in Mt Elgon sub-region and Uganda in general, demonstrated skills in qualitative and quantitative research and excellent writing and communication skills.

## 9. Proposal study Criteria

The technical proposal will be evaluated based on the Quality Cost-Based Selection (QCBS) Criteria:

- The individual general reliability as well as experience and capacity in the carrying out the assignment (30%).
- The approach in responding to the TOR and detailed work Oxfam in Uganda (45%).
- The qualifications and competencies of the proposed personnel for the assignment (25%).

Proposals obtaining more than 70% of the technical points will be considered technically suitable and qualify for financial assessment.

## 10. Supervision/management of the assignment

The overall responsibility for the supervision and coordination of this evaluation assignment will lie with Oxfam in Uganda, specifically through the MEAL (Monitoring, Evaluation, Accountability, and Learning) Officer and the Consortium Manager for the Early Warning, Early Action, and Disaster Preparedness Project.

## 11. Payment

The total payment for the consultancy will be made in two instalments, based on the satisfactory completion of key deliverables and submission of invoices as outlined below:

Installment	Milestone/Deliverable	Percentage (%)	Conditions
<b>1st Installment</b>	<i>Upon submission and approval of the Inception Report (including final methodology and tools)</i>	40%	Approved by Oxfam MEAL Officer
<b>Final Installment</b>	<i>Upon submission and approval of the Final Evaluation Report and all associated deliverables (e.g., raw data, transcripts, photos, consent forms)</i>	60%	Final sign-off by Oxfam Uganda

## 12. Submission of Technical and Financial Proposal:

Qualified and interested consultants or consulting firms are invited to submit both technical and financial proposals for the assignment to: [ugandalogistics@oxfam.org](mailto:ugandalogistics@oxfam.org)

**The Technical Proposal should include:**

- A detailed understanding and interpretation of the ToR.
- Proposed methodology and approach, including sampling, tools, and data analysis techniques.
- Work plan and timeline for delivering the evaluation, including fieldwork.
- Profile of the consultant(s) or firm, including roles, responsibilities, and CVs of key personnel.
- At least two references from similar assignments conducted in the past five years.
- One or two samples of previous relevant evaluation reports.

**The Financial Proposal should include:**

- Detailed itemized budget (in Ugandan Shillings) showing daily consultancy fees, travel and accommodation costs, enumerator/assistant fees (if applicable), and any other related expenses.
- Applicable taxes clearly indicated and separated.
- Payment terms and bank details.