

CSOs Improving Nutrition in Tea Estate and Rural Communities through Enhanced Service Delivery and Empowerment (CSO-INTERCEDE) Project

Project Funded by



Implemented by



TERMS OF REFERENCE CONSULTANCY SERVICE INDEPENDENT MID-TERM EVALUATION (MTE) OF THE CSO-INTERCEDE PROJECT

The purpose of this Terms of Reference (ToR) is to outline the responsibilities, scope, and qualifications required for an independent evaluator to conduct the MTE of the CSO-INTERCEDE project implemented by ADRA Sri Lanka and its implementing partners in Anuradhapura and Nuwara Eliya Districts. The evaluation will assess the relevance, effectiveness, efficiency, sustainability, impact, and coherence of the project at the mid-point of its implementation and provide actionable recommendations for the remaining project period.

Project	CSOs Improving Nutrition in Tea Estate and Rural Communities through Enhanced Service Delivery and Empowerment (CSO- INTERCEDE)
Assignment	Independent MTE of the CSO-INTERCEDE Project
Location	Palagala DS Division of the Anuradhapura District and Norwood DS division in Nuwara Eliya District
Duration of the assignment	2 Months

1. BACKGROUND OF THE PROJECT

THE ORGANIZATION

The Adventist Development and Relief Agency (ADRA) Sri Lanka is a locally registered NGO that has been operating in Sri Lanka since 1982. We are also part of the global ADRA network, which is active in 118 countries worldwide. Our primary focus areas include WASH, Nutrition, Refugee Reintegration, Economic Development, and Youth Development.

THE PROJECT

The CSO INTERCEDE project aligns and focuses on enabling Civil Society Organizations (CSOs) to support vulnerable groups in coping with the socio-economic crisis in estate and rural Sri Lanka. The action aims to strengthen CSOs' skills and capacity to improve the nutritional status of women, youth, and children, engage in policy dialogue on nutrition and livelihood, and advocate for enhanced nutritional status and viable livelihoods. By partnering with CSOs, the project will empower local communities to address nutrition and livelihood needs and navigate the impacts of the crisis. Targeting vulnerable groups in Anuradhapura and Nuwara Eliya Districts, the project will support District-level CSOs (D CSOs) and grassroots-level Based Organizations to implement interventions and empower communities. Through capacity building and advocacy, the project seeks to create a sustainable network of change agents, promoting food security and well-being for over 500,000 individuals. Key themes include gender mainstreaming, social inclusion, local ownership, and green recovery, aiming to improve the livelihoods of women, youth, and children in Sri Lanka.

The project period is 36 months (January 2024 – December 2026). The Baseline Survey was conducted in mid-2025 by an internal team, with data informing the MEAL plan.

The overall objective of the CSO-INTERCEDE project is: To enable “Capable Civil Society Organizations (CSOs) effectively supporting vulnerable groups (women, children, and youth) in coping with the socio-economic crisis (livelihood, nutrition) through active involvement in the governance and development process in estate and rural Sri Lanka.”

This will be achieved through three intermediate outcomes:

1. Partner CSOs’ skills, institutional and organizational capacity strengthened to ensure they are effective contributors in increasing nutritional status of vulnerable groups (women, youth, and children).
2. Enabling environment for CSOs to function and engage in nutrition and livelihood policy dialogue through improved partnerships between CSOs and public authorities.
3. CSOs engaged in nutrition-related advocacy and interventions focusing on enhanced nutritional status and promotion of viable livelihoods through strategic partnership with government agencies and private enterprises.

PROJECT IMPLEMENTATION STRUCTURE

The project operates through a tri-layered CSO structure:

1. 10 District-level CSOs (D-CSOs) – 5 per district - capacitated across both districts, of which 2 are designated as Lead D-CSOs. The Lead D-CSOs receive Financial Support to Third Parties (FSTP) to extend the project’s reach to grassroots level.
2. 40 Grassroots/Grama Niladhari Division-level CSOs (GN-CSOs) - 20 per district - supported and trained by the Lead D-CSOs. All 20 GN-CSOs in Anuradhapura operate in Palagala DS Division; all 20 in Nuwara Eliya operate in Norwood DS Division.
3. Household (HH) level - where D-CSOs and GN-CSOs deliver nutrition and livelihood interventions directly to beneficiary communities, specifically targeting women, youth, and children.

This tri-layered, cascading approach ensures that **nutrition** and **livelihood** initiatives effectively reach the households of vulnerable groups. By strengthening capacities at all three levels, the project creates a comprehensive and sustainable network of change agents, fostering lasting improvements in food and nutrition security and socioeconomic well-being for over 500,000 individuals.

Cross-cutting themes include gender mainstreaming, disability and social inclusion, local ownership, monitoring and oversight, green recovery, and psychosocial support. The project also strengthens partnerships with local government at the district level and sensitizes authorities through nutrition-related advocacy at provincial and national levels. Key government stakeholders include Medical Officer of Health (MOH) offices in Norwood and Palagala, and District Secretariat (DS) offices. Field offices are established in Hatton (Nuwara Eliya) and Dambulla (Anuradhapura).

2. PURPOSE OF THE EVALUATION

The purpose of this MTE is to assess the (a) Relevance, (b) Effectiveness, (c) Efficiency, (d) Sustainability, (e) Impact, and (f) Coherence of the CSO-INTERCEDE project to date (by March 2026) against its overall objective and main outcomes, with a focus on the 21 selected log frame indicators as defined in the Logical Framework.

The findings and recommendations of the MTE will be used as a basis for effecting changes to existing strategies and project management to strengthen the remaining project period.

3. EVALUATION OBJECTIVES

The specific objectives of the MTE are:

1. Analyze progress against the selected log frame indicators and assess relevance, effectiveness, efficiency, sustainability, impact, coherence, and value for money from the perspectives of different stakeholders (including the appropriateness and relevance of beneficiary and CSO selection).
2. Identify lessons learned, good practices, areas to be strengthened, risks, and provide actionable recommendations to inform revisions to current strategies.
3. Review and update the existing project risk management matrix, identifying potential socio-economic, political, and other risks that could impact the project.
4. Assess existing strategies for project sustainability and recommend measures for strengthening them, linked with governance structure, decision-making processes, and steering committees.
5. Apply a strong gender, social inclusion, and green recovery analysis throughout the evaluation, reviewing existing plans and assessing progress against each activity and intended target.
6. Identify external environment challenges and opportunities that have impacted project progress.
7. Produce a high-quality final evaluation report with executive summary, clear findings, case studies, and practical recommendations.

4. EVALUATION SCOPE

The MTE will cover the full implementation period from January 2024 to December 2025 (approximately two years of the 36-month project).

Geographically, the evaluation covers both project districts:

4. Rural sector: Palagala DS Division of Anuradhapura District.
5. Estate sector: Norwood DS Division of Nuwara Eliya District.

Field surveys and data collection must be carried out in all target locations. Data should also be collected at district and national levels as appropriate, drawing from the project's stakeholder map.

The evaluation will engage all levels of the project structure: ADRA Sri Lanka, D-CSOs (including the 2 Lead D-CSOs), GN-CSOs, government stakeholders (MOH offices, DS offices), and beneficiary communities. The evaluation will focus on the 21 selected log frame indicators as defined in Annex 01.

5. EVALUATION CRITERIA AND QUESTIONS

The evaluation will be guided by the following criteria and key questions:

Relevance:

To what extent does the project respond to the nutrition and livelihood priorities of the target communities, government policies, and donor requirements? Is the project design appropriate to address the identified needs?

Effectiveness:

To what extent are project outputs and outcomes being achieved as planned? What factors have facilitated or hindered achievement of the intended results?

Efficiency:

Are project resources (financial, human, and time) being used in a cost-effective manner? Is the management structure appropriate for delivering results?

Sustainability:

Are the strengthened CSOs likely to continue their activities and maintain results after project completion? What measures are in place to ensure sustainability?

Impact (Emerging):

What early changes are observable in food security, dietary diversity, and nutritional status of target communities? What early signs of change can be attributed to the project?

Coherence:

How well does the project align with and complement other interventions, government programs, and donor strategies in the same area? Are there gaps or overlaps?

6. METHODOLOGY

The evaluation must adopt a mixed-methods approach, combining quantitative and qualitative methods to ensure triangulation of findings. The full methodology must be detailed and justified in the Inception Report prior to commencement of field work.

Methods may include:

- Household surveys
- Focus Group Discussions (FGDs)
- Key Informant Interviews (KIIs)
- Review of project documentation
- Direct observation

The methodology should ensure:

- Statistical validity of quantitative data
- Representation across project districts
- Gender-sensitive and inclusive data collection
- Ethical standards for research involving communities

The methodology process could include:

1. Review project documents (project proposal, Log Frame, MEAL Plan) and conduct preliminary interviews with relevant staff. Review existing MEAL tools to ensure they capture data sufficiently.
2. Upon approval of the Inception Report, collect data at field level as per schedule; interpret and analyze findings, paying special attention to gender, social inclusion, children, and green recovery.
3. Review information in project and progress reports (Monthly, Quarterly, and Annual) generated by project staff, and triangulate with evaluation findings.
4. Assess efficiency and effectiveness using selected logframe indicators, Baseline data, and perspectives from stakeholders.
5. Identify reasons for any implementation delays.
6. Capture evidence for the project's achievements in the form of case studies.

7. SAMPLING STRATEGY

The intended total number of final beneficiaries of this project is 500,000. **To date the project has reached XXXXX of beneficiaries will be the basis for sample for the mid-term evaluation.** The evaluator is expected to propose a detailed sampling methodology and sample size in the evaluation proposal, ensuring adequate coverage for the 21 selected logframe indicators.

The sampling strategy must include:

- Both project districts (Anuradhapura and Nuwara Eliya)
- All 10 D-CSOs and a representative sample of GN-CSOs (from the 40 across both districts)
- Beneficiary households across target communities
- Government stakeholders (MOH and DS offices)
- ADRA project staff

The sampling methodology must demonstrate statistical validity for quantitative components and purposive/criterion-based selection for qualitative components. Data must be disaggregated by gender, age, district, and sector (rural/estate) throughout.

8. DELIVERABLES & TIMELINE

The consultancy will be for a period of two (2) months from the date of signing the contract. The following deliverables are required post-contract. The detailed work plan and timeline will be proposed by the evaluator in the Inception Report and mutually agreed upon with ADRA Sri Lanka.

NO	Deliverables	Description	Timeline
01	Evaluation Proposal	A detailed proposal describing the methodology, sampling approach, team composition, work plan, and budget in line with this ToR.	Week 1
02	Inception Report	A comprehensive inception report including household questionnaires, FGD and KII checklists, and a detailed field survey plan. This must be reviewed and agreed with ADRA Sri Lanka prior to the start of field data collection.	Week 2
03	Field Data Collection	Data collection across both project districts through household surveys, KIIs, and FGDs as per the approved inception report. All field logistics to be managed by the evaluator	Week 3-5
04	Draft Evaluation Report	A comprehensive draft report covering all selected log frame indicators, cross-cutting themes (gender, social inclusion, green recovery), and case studies. To be shared with ADRA Sri Lanka for feedback prior to the findings presentation.	Week 6
05	Presentation of Findings	A presentation of key evaluation findings and recommendations to ADRA Sri Lanka and relevant stakeholders on a mutually agreed date.	Week 7
06	Final Evaluation Report	Final report incorporating ADRA Sri Lanka's feedback. Must be comprehensive, cover all selected log frame indicators and cross-cutting issues, and include case studies. To be submitted in English with electronic copy and ten (10) printed copies.	Week 8

9. ROLES AND RESPONSIBILITIES

RESPONSIBILITIES OF THE EVALUATOR

1. Take overall responsibility for the evaluation and appoint a designated contact point with ADRA Sri Lanka for all liaison and coordination.
2. Compose an evaluation team capable of delivering the required quality of output on time, with team composition clearly described in the proposal.
3. Engage proactively with all key stakeholders throughout the evaluation process, including ADRA Sri Lanka, partner CSOs, government representatives (MOH offices, DS offices), and beneficiary communities across both districts.
4. Make necessary appointments for data collection. All field communication and coordination is the evaluator's responsibility. (Project field staff will provide limited support in informing household respondents and FGD participants.)
5. Manage all logistics of the field survey.
6. Deploy an adequate number of qualified enumerators for the field survey and supervise their work for both progress and quality.
7. Ensure all personnel follow the Code of Conduct and relevant policies of ADRA Sri Lanka, with signed declarations from each team member.
8. Submit all deliverables on time as specified.
9. Maintain the confidentiality of all information gathered. A declaration of confidentiality must be signed before commencing the assignment.

Note: ADRA Sri Lanka officials may conduct random audits of data collection with or without the presence of evaluators/enumerators to ensure data quality and policy compliance.

RESPONSIBILITY OF ADRA SRI LANKA

1. Provide all project documents, MEAL plan, baseline data, beneficiary lists, and progress reports.
2. Overall coordination and liaison between the evaluator, partner CSOs, and government stakeholders.
3. Facilitate access to stakeholders and field locations.
4. Provide timely feedback and comments on the inception report, questionnaires, draft report, and presentations within the agreed timeframe.
5. Provide templates for reporting and financial settlements.
6. Keep relevant stakeholders informed about the evaluation process.
7. Make necessary arrangements for meetings and presentations when required.
8. Review the evaluation timeline and make necessary amendments in consultation with the evaluator.
9. Process payments as per the agreed schedule upon completion of minimum requirements.

10. LIAISON

MEAL Officer – ADRA Sri Lanka
Operations Manager – ADRA Sri Lanka

11. ETHICAL CONSIDERATIONS AND EVALUATION INDEPENDENCE

EVALUATION INDEPENDENCE

The evaluation will be conducted independently of project implementation. The evaluation team will maintain impartiality and ensure that findings are evidence-based and free from influence. The evaluator must declare any conflicts of interest prior to engagement.

DATA ETHICS AND PROTECTION

The evaluation team must ensure:

- Informed consent obtained from all participants prior to data collection
- Confidentiality and anonymity of individual data and responses
- Special protection measures for children and other vulnerable populations
- Compliance with ADRA safeguarding policies, including the Child Protection Policy and Sexual Harassment Policy
- Data stored securely and used solely for the purposes of this evaluation
- Gender-sensitive and culturally appropriate data collection practices

12. REQUIRED QUALIFICATIONS

1. Educational Background:

- A Bachelor's or higher degree in Social Sciences, Community Development, Public Health, Nutrition, Development Studies, Research Methodology, or a related field.

2. Professional Experience:

- A minimum of **10 years of relevant professional experience** in conducting project evaluations, surveys, or research, including at least **7 years in sectors such as nutrition, CSO capacity building, livelihoods, or green recovery**.
- Demonstrated experience in **designing and implementing mixed-methods evaluations**, including household surveys, Focus Group Discussions (FGDs), and Key Informant Interviews (KIIs).
- Proven track record in delivering **high-quality evaluation reports** with clear, evidence-based, and actionable recommendations.
- Minimum of 10 years of relevant experience in conducting project evaluations, surveys, or research, with at least 7 years in relevant sectors (nutrition, CSO capacity building, livelihoods, green recovery).
- Demonstrated experience in designing and implementing mixed-methods evaluations, including household surveys, FGDs, and key informant interviews.
- Prior experience in evaluating **EU-funded or similar donor-funded development projects** will be considered an advantage.

3. Technical Competencies:

- Strong knowledge of evaluation frameworks (relevance, effectiveness, efficiency, sustainability, impact, and coherence) and MEAL systems.
- Experience in gender-sensitive and socially inclusive evaluation methodologies.
- Proficiency in statistical data analysis tools and qualitative analysis methods.
- Ability to develop evidence-based recommendations for program improvement.

4. Stakeholder Engagement:

- Demonstrated experience in working with CSOs, local authorities, and community leaders to facilitate participatory evaluations.

- Ability to mentor and provide technical support to community-level staff and volunteers.

5. Language and Communication:

- Proficiency in English and Sinhala. Knowledge of Tamil is essential, given the bilingual project context in estate and rural Sri Lanka.
- Strong facilitation, presentation, and report-writing skills.

6. Consultancy Firm Option:

- If applying as a firm, the lead evaluator must meet the above criteria, and the firm must demonstrate previous experience in implementing multi-district evaluations.
- Proven organizational capacity to manage logistics, coordinate with multiple stakeholders, and deliver quality outputs on time.

13. BUDGET AND PAYMENT STRUCTURE

Payments are made on milestone achievement. Evaluator is expected to provide the payment plan according to payment schedule Given below.

NO	Deliverables	Amount (LKR)
1	Advance on signing the contract (10% of total value)	
2	Submission and approval of Evaluation Proposal	
3	Submission and approval of Inception Report (including questionnaires, FGD/KII checklists, and field plan)	
4	Completion of field data collection (HH surveys, KIIs, and FGDs in both districts)	
5	Submission of Draft Evaluation Report	
6	Presentation of findings to ADRA Sri Lanka and stakeholders	
7	Submission and acceptance of Final Evaluation Report – (10% of total value)	
	Total	

Additional terms:

1. Withholding taxes of 5% will be deducted from all payments above LKR 100,000 within one month if the evaluator is not a registered entity.
2. All incidentals, equipment, materials, accommodation, and travel required for the assignment are to be procured by the evaluator except where otherwise indicated in the consultancy agreement.
3. The evaluator and representatives, hired personnel (drivers, enumerators, volunteers, etc.) traveling to project field sites, must follow CSO-INTERCEDE visibility protocols.
4. The evaluator must follow the Branding policies of ADRA, and the European Union, with consultation of the Operations Manager, ADRA Sri Lanka.
5. The evaluator and all personnel involved in implementation must comply with the Child Protection Policy and other relevant ADRA policies.
6. CSO-INTERCEDE Project may request written evidence of necessary coverage provided by the evaluator for their services.
7. All requirements in respect of insurance, including professional indemnity, worker’s compensation, public liability, superannuation, and taxation, where applicable, remain the responsibility of the evaluator.

14. APPLICATION PROCESS

WHAT TO SUBMIT

1. A cover letter introducing the individual/organization, detailing how the required skills and competencies are met, along with an expression of interest.
2. CV/CVs of key team members.
3. A detailed Technical Proposal using the format provided in Annex 01.
4. A separate Financial Proposal with full cost breakdown. The budget must incorporate all costs related to the evaluator/team, travel, field surveys, reporting, and other assignment-related expenses.
5. A duly signed Bid Notice.

SUBMISSION PROCESS

Interested applicants must submit their complete application package (duly signed Bid Notice, Expression of Interest, CV/CVs of key team members, Technical Proposal, and Financial Proposal) in a sealed envelope, clearly marked “CONSULTANCY FOR MTE – CSO INTERCEDE” on the top left-hand of the envelope.

Applications may be delivered by hand, registered post, or courier to:

ADRA Sri Lanka

No. 37, Purana Road, Wattededara, Maharagama.

on or before **10th April 2026 at 12:00 PM**. Late submissions will not be considered.

Applicants submitting via registered post or courier must also email a scanned copy of the complete application package (in PDF format), along with proof of dispatch (postal or courier receipt), to hr@adrasrilanka.org before the deadline.

The evaluator will be selected through a standard competitive recruitment process.

15. ANNEXES

Annex 01: Proposal Format (see below)

Annex 01: Proposal Format

Proposal Format

The following sections are compulsory in the Technical Proposal. Any other information relevant to the ToR may also be included.

1. Covering letter
2. Introduction
3. Background and understanding of the assignment
4. Proposed approach and methodology
5. Literature review
6. Household survey design
7. Focus Group Discussion approach
8. Key Informant Interview approach
9. Data entry and analysis plan
10. Deriving and presenting conclusions and recommendations
11. Work plan with timeline
12. Team composition and roles
13. Evidence of past experience in similar evaluations
14. CVs of all professional members of the proposed team
15. Profile of the evaluator / consulting organization

CSOs Improving Nutrition in Tea Estate and Rural Communities through Enhanced Service Delivery and Empowerment
(CSO-INTERCEDE) Project

Project Funded by



Implemented by



BID NOTICE

Bid Reference: REF2026-003-PRJ/CSO

CALL FOR CLOSED BIDS for Consultancy Services

ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA) Sri Lanka is a non-governmental organization established in Sri Lanka since 1983.

We see you as an interested party for our requirement of an **Independent Mid-Term Evaluation (MTE) Consultancy for the CSO-INTERCEDE Project**. If you are interested in the above-mentioned bid, please submit your complete application package as detailed below on or before **10th April 2026 at 12:00 PM**.

Submission Requirements:

The complete application package must include:

- Duly signed Bid Notice
- Expression of Interest
- CV/CVs of key team members
- Technical Proposal
- Financial Proposal

Submission Address: ADRA Sri Lanka No. 37, Purana Road, Wattegedara, Maharagama

All applications must reach the above address on or before the deadline. Applications received after this deadline will not be considered, regardless of the date of dispatch.

The indicative budget for this assignment is **LKR 1,800,000** (inclusive of all taxes). Financial Proposals must not exceed this amount. All costs quoted must be inclusive of all applicable taxes, personnel fees, travel, accommodation, and other assignment-related expenses.

Special Note:

Applicants must submit their complete application package, including the duly signed Bid Notice, Expression of Interest, CV/CVs of key team members, Technical Proposal, and Financial Proposal, either by hand delivery, registered post, or courier, clearly marked "CONSULTANCY FOR MTE – CSO INTERCEDE" on the top left-hand of the envelope.

Applicants who submit their applications via registered post or courier are required to send a scanned copy of the complete application package via e-mail to **hr@adrasrilanka.org** with the subject line "**CONSULTANCY FOR MTE – CSO INTERCEDE**" on or before the deadline.

The scanned submission must be in PDF format and must include proof of dispatch of the physical application (registered post receipt or courier receipt/tracking details) for verification purposes.

Applicants are required to retain proof of submission (postal/courier receipt or office acknowledgement slip) and the e-mail sent confirmation as evidence of timely submission.

The Terms of Reference (ToR) for this assignment is enclosed with this Bid Notice for reference.

Acknowledgement

Evaluator / Firm Name :

Signature :

Date :