
TERMS OF REFERENCE

CONSULTANCY FOR CONDUCTING ENDLINE SURVEY FOR IC4N PROJECT

Project Name: Inclusive Cities for Nutrition (IC4N)
Location / Country: City of Mbeya / Tanzania

Client: **HELVETAS Swiss Intercooperation Tanzania**
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1. Background

The cities of Mbeya, Tanzania and Zurich, Switzerland and the international NGO HELVETAS Swiss Intercooperation have joined forces to implement a food systems initiative, the Inclusive Cities for Nutrition (IC4N) project. The IC4N project is an urban food systems initiative under the city-to-city cooperation (C2CC) between the city of Zurich represented by the department for urban development and the city of Mbeya.

The project supports the city of Mbeya in improving the nutrition status and food security of its citizens through strengthened urban food systems. Applying the food systems approach requires a strong food governance, a conducive food environment and positive consumer behaviour for healthy and sustainable diets. Results and experiences from the project as part of the C2CC shall also contribute to the international knowledge exchange on sustainable urban food systems. The project is contributing to the implementation of the National Multisectoral Nutrition Action Plan (NMNAP II) which is a national guiding policy for the implementation of nutrition activities in the country. To achieve the project goal, four project outcomes will be realized:

- Outcome 1: Mbeya City Council (MCC) facilitates an inclusive, participatory food systems transformation through enabling policies and a conducive food governance environment.
- Outcome 2: Vulnerable urban consumers in Mbeya city are sensitized to demand healthy and diverse diets and change their consumption behaviour and practices related to food and nutrition.

Outcome 3: Vulnerable urban consumers have improved access to affordable, nutritious, safe, and convenient food items.

Outcome 4: Data-based evidence and documented good practices contribute to knowledge exchange, joint learning and political decision taking about inclusive, resilient, and sustainable urban food systems.

The project is currently in its third and final year of implementation. As such, we plan to conduct an endline survey between August and September 2025. To ensure an efficient and effective assessment, the project intends to hire a qualified expert to support this activity. Below are the objectives of the the endline survey and the qualifications required for the consultant.

2. Objective(s) of the consultancy

The primary purpose of this endline survey is to:

- **Measure the achievements of the project objectives and outcomes** by collecting data on key indicators, comparing them against baseline values and project targets as defined in the project's Logical Framework (Logframe).
- **Assess the extent of changes** (positive or negative) in the knowledge, attitudes, practices, and conditions of target beneficiaries related to food security and nutrition in Mbeya City.
- **Generate reliable quantitative and qualitative data** that will feed into the overall end-of-project evaluation and inform future programming by Helvetas, Mbeya City Council, the City of Zurich, and other relevant stakeholders.
- **Identify key learnings and contributing factors** to observed changes.

3. Specific objectives

- **Household food security:** We will assess changes in household dietary diversity and levels of food insecurity compared to baseline data.
- **Food systems governance:** This includes evaluating improvements in the governance structures and the active participation of key food system stakeholders.
- **Nutrition knowledge & behavior:** Our assessment will cover levels of nutrition awareness and actual healthy eating consumption behaviors within the targeted wards.
- **Intrahousehold gender dynamics:** We will measure gender-specific outcomes, particularly how they relate to food distribution and consumption behaviors within households.
- **Mbeya city market analysis:** We will capture and analyze market dynamics and food availability trends specifically within Mbeya city.
- **Strategic recommendations:** The findings will provide evidence-based recommendations to inform the planning and design of Phase II.

In addition to the above objectives, the study will also seek to answer the following key questions, guided by the evaluation criteria (Relevance, Coherence, Effectiveness, Efficiency, Impact, and Sustainability), with a strong emphasis on gender equality and social inclusion.

3.1. Relevance:

- To what extent were the project's objectives and design relevant to the needs and priorities of the target beneficiaries (e.g., vulnerable households, smallholder farmers, market vendors) and the Mbeya City Council?
- How well did the project align with national and local policies, strategies, and development priorities related to food security, nutrition, and urban development in Tanzania?

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- Was the "food system approach" an appropriate and relevant strategy to address malnutrition in Mbeya City?

3.2. Coherence:

How well did the project coordinate and integrate its activities with other initiatives, programs, and policies by the Mbeya City Council, other NGOs, and development partners in Mbeya City related to food, nutrition, and urban development?

3.3. Effectiveness:

- To what extent have the project's stated objectives and expected outcomes been achieved? (e.g., increased awareness, improved dietary practices, enhanced market hygiene, strengthened municipal capacity).
- What were the major factors (both internal and external) that contributed to or hindered the achievement of project results?
- To what extent did the project address cross-cutting issues such as gender equality, social inclusion, and climate change adaptation within its interventions? What were the differential impacts on various groups?

3.4. Efficiency:

- Were the project activities implemented in a timely manner and within the allocated budget? Were resources (financial, human, material) utilized efficiently?
- Could the same results have been achieved with fewer resources or different approaches?
- Was the project management and coordination structure efficient in facilitating implementation and achieving results?

3.5. Impact:

- What significant positive and negative, intended and unintended, changes (short-term and potential long-term) have occurred in the lives of the beneficiaries and the broader Mbeya City food system as a direct or indirect result of the project?
- How has the project contributed to improved nutritional status, food security, and resilience among target groups?
- To what extent has the project influenced policy, planning, or institutional practices within the Mbeya City Council regarding food systems and nutrition?

3.6. Sustainability:

- What is the likelihood that the benefits and positive changes brought about by the project will be sustained after the project ends?
- To what extent have local capacities (e.g., Mbeya City Council staff, community groups, market associations) been strengthened to continue and replicate project activities?
- Are there clear ownership and commitment from MCC and communities to continue the interventions?

4. Scope of Work

The consultant(s) will be responsible for conducting a comprehensive endline survey of the IC4N project in Mbeya City. This will include

- Thorough review of the project's Logical Framework, baseline survey report, project proposal, and any relevant monitoring data to understand the indicators, targets, and data collection methodologies previously used.
- Develop or refine the detailed survey methodology, including sampling strategy (building on the baseline survey methodology where appropriate to ensure comparability).

- Develop/adapt and finalize all data collection tools (questionnaires, observation checklists) in close consultation with Helvetas, ensuring alignment with baseline tools and project indicators. Tools must be translated into Swahili and back translated for quality assurance.
- Recruit, train, and supervise a team of qualified enumerators for data collection, ensuring they fully understand the tools and ethical protocols.
- Oversee and manage the fieldwork in Mbeya City, ensuring data quality, accuracy, and adherence to ethical guidelines. This includes:
 - Pre-testing of tools.
 - Daily supervision and quality control of data collectors.
 - Ensuring proper informed consent procedures.
- Ensure data management and conduct data analysis
- Prepare and present preliminary results soon after field work. • Prepare and compile a comprehensive endline survey report.
- Present key findings to Helvetas and relevant stakeholders.

5. Methodology

A mixed-methods approach is recommended:

- i. Clearly articulate the sample size calculation, including assumptions and describe how the sampling will ensure comparability with the baseline data if a similar methodology will be used.
- ii. Qualitative methods such as focus group discussions (FGDs), key informant interviews (KIIs), and document/system review.
- iii. Market surveys to assess changes in food availability, pricing, and accessibility.
- iv. Use of digital data collection tools (e.g. Kobo Toolbox).
- v. Ethical standards, including informed consent, must be adhered to.

6. Deliverables

The consultant will be expected to deliver the following

- **Inception report (within 5 working days of contract signing):** This report will detail the consultant's understanding of the ToR, refined methodology, detailed work plan, finalized data collection tools (in English and Swahili), sampling framework, data management plan, and ethical considerations. It must be approved by Helvetas before proceeding with fieldwork.
- **Training plan and materials for enumerators:** For approval by Helvetas prior to training commencement.
- **Cleaned and coded raw data:** Both quantitative and any qualitative data in an organized and clearly labelled format.

- **Preliminary findings presentation (after data collection, prior to draft report):** A presentation of initial findings, conclusions, and emerging recommendations to Helvetas for feedback and validation.

Draft evaluation report (within 14 days of preliminary findings presentation): A comprehensive draft report addressing all evaluation and survey questions, including an executive summary, methodology, findings, conclusions, lessons learned, and actionable recommendations.

- **Final evaluation report (within 7 days of receiving feedback on the draft report):** A high-quality, revised final report incorporating feedback from Helvetas and stakeholders. The report should be clear, concise, well-structured, and evidence-based and include

7. Qualifications of the consultant

The consultant must possess the following qualifications:

- Education:** Master's degree or higher in a relevant field such as development Studies, public health, nutrition, social sciences, Statistics, Agriculture ,food systems and more
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Experience:

- Minimum of 7 years of demonstrable experience in conducting evaluations of development projects, particularly end-of-project evaluations.
- Proven experience in evaluating projects related to food security, nutrition, urban development, local governance, and/or public health.
- Demonstrated experience in applying mixed-methods evaluation approaches (quantitative and qualitative data collection and analysis).
- Experience working in Tanzania and familiarity with the local context, including Mbeya City, is highly desirable.
- Experience with Helvetas's or similar international development organizations' evaluation standards is an asset.

iii. Technical Skills:

- Strong analytical, research, and report writing skills.
- Proficiency in data analysis software
- Fluency in spoken Swahili and written English is essential.

8. Roles and Responsibilities

The consultant will report directly to Helvetas project manager. Regular communication and progress updates will be expected throughout the assignment.

Helvetas will:

- Provide all necessary project documents.
- Facilitate access to project staff, partners, and beneficiaries.
- Review and provide timely feedback on deliverables.
- Make payments as per the agreed contract.

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- Support logistics for field visits (e.g., introduction letters, initial contacts), but the consultant will be responsible for their own travel and accommodation arrangements.

The **Mbeya City Council** will be a key stakeholder and actively involved in the survey, particularly in facilitating access to information and local communities.

9. Timeframe for the assignment

The study is expected to be conducted within a maximum of **31 working days** spread over a period between August and September 2025.

The consultant should submit a detailed financial proposal outlining their professional fees, and all anticipated reimbursable expenses (e.g., travel, accommodation, local transport, data collection costs, translation services if needed). The budget should be inclusive of all taxes .

Task	Requirements	Duration/Days	Responsible person
Review of project documents and designing of evaluation tools.	project documents, Baseline Report, data collection tools,	7 days	Consultant
Questionnaires programing	Kobo collect program	2 days	IC4N team and consultant
Enumerator recruitment			Consultant
Enumerator training	Stationaries, Refreshments	2 days	Consultant
Pretesting and finalizing the questionnaire	Transport	2 days	Consultant IC4N team, MCC
Data collection and exit meeting	Transport,	10 days	Consultant IC4N team MCC and
Data cleaning, analysis and report writing		8 days	Consultant
Total Working days		31	

10. Reference Documents

- Project Document
- Baseline Survey Report
- Consumer Behaviour Analysis Study Report
- Social Behaviour Communication Change (SBCC) Campaign Report
- Mid-Term Review Report □ Project Annual Reports

Note: Adherence to Local Policies:

The consultant must comply with all local policies, guidelines, and regulations set by the Mbeya City Council and coordinate with local authorities for necessary permits.

11. Proposal submission

Interested consultants and/or firms are required to submit a comprehensive proposal, which should include a cover letter, CV of the proposed evaluator(s), and budget. Submissions can be made via ordinary mail or email to the address provided above, no later than July 31st, 2025.

12. Application Requirements

Interested consultants or consulting firms are invited to submit a technical and financial proposal by 31st July 2025. Subject of the email should read CONSULTANCY APPLICATION
The application should include:

- **Technical Proposal (max 10 pages):**
 - Understanding of the ToR.
 - Proposed detailed methodology, including evaluation design, sampling strategy, data collection tools, and data analysis plan.
 - Detailed work plan with clear timelines for each activity.
 - Team composition (if applicable), including roles and responsibilities.
 - Demonstrated experience in similar assignments (provide links to or attach relevant previous evaluation reports).
- **Financial Proposal:**
 - Detailed budget breakdown (professional fees, reimbursable expenses).
- **CV(s):** Detailed CV of the consultant highlighting relevant experience and qualifications.
- **References:** Contact details of at least three referees from previous evaluation assignments.

11. Evaluation Criteria for Proposals

Proposals will be evaluated based on the following criteria:

- **Technical Merit (70%):**
 - Understanding of the ToR and project context (15%) ○
 - Quality and appropriateness of the proposed methodology (25%)
 - Realism and feasibility of the work plan (10%) ○
 - Qualifications and experience of the consultant(s)/team (20%)
- **Financial Proposal (30%):**

Competitiveness and value for money