

**Terms of Reference:  
Endline Study  
for the horizont3000 Framework Programme  
2023 - 2026  
in East Africa**

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## List of Acronyms

ADA	Austrian Development Agency
ADC	Austrian Development Cooperation
BSIN	Bruder und Schwester in Not
CSO	Civil Society Organisation
CT	Consultancy Team
CV	Curriculum Vitae
DKA	Dreikönigsaktion
FR	Final report
GAP	Gender Action Plan
GBV	Gender Based Violence
GEM	Gender-empowerment measure
h3	horizont3000
HR-CS	Human Rights-Civil Society
IGA	Income Generating Activities
IR	Inception Report
KFB	Katholische Frauenbewegung
M&E	Monitoring & Evaluation
MDC	Midterm Data Collection
MO	Member Organisation
NGO	Non-Governmental Organisation
OECD-DAC	The Organisation for Economic Co-operation and Development's Development Assistance Committee
OP	Output
PO	Partner Organisation
SL	Sustainable Livelihoods
ROEA	Regional Office East Africa
SDG	Sustainable Development Goal
ToR	Terms of Reference

# 1. Context and Background

## 1.1 horizont3000

horizont3000 is an Austrian NGO with 11 Catholic member organisations (MOs). horizont3000 is mainly funded by the Austrian government (Austrian Development Cooperation / ADC), the European Union, contributions from its MOs and other public and private donors.

horizont3000 has specialised in the implementation of programmes and projects and the deployment of technical assistance personnel. horizont3000 works in close co-operation with local partner organisations, donors and other stakeholders such as international CSOs and research institutes to achieve common sustainable development goals. Through its presence in the regional and country offices, horizont3000 cooperates and engages through an open and constructive dialogue with local partner organisations and beneficiaries guaranteeing a participatory approach and ensuring relevance and sustainability. horizont3000 aims at targeting the most vulnerable population groups, such as smallholder farmers, marginalised women, children and youth, human rights groups as well as indigenous populations. In 2025, horizont3000 carried out around 140 projects in 16 countries with an annual budget of approximately 12 million Euros. Currently, 27 people work in the horizont3000 office in Vienna, and some 70 experts work in local offices or are deployed as technical advisors in partner organisations.

Gender equality and environmental protection are cross-cutting themes of the organisation. The methodological approach is strongly based on the empowerment of partner organisations and project participants, and on knowledge management.

## 1.2 Framework Programme 2023-2026

horizont3000 is currently in the final year of its 4-year framework programme (2023-2026) funded by the Austrian Development Agency (ADA) and MOs. This programme covers interventions in four regions and countries: East Africa, Central America, Senegal and Mozambique. As an overarching programme intervention, the knowledge management programme KNOW-HOW3000, provides the space and resources for sharing and learning activities between partner organisations within and beyond the framework programme, with a focus on learning & sharing for gender equality.

The framework programme 2023 – 2026, entitled *Gender Equality4Sustainable Development* has Gender Marker II according to OECD DAC criteria – its main thematic focus is the advancement of gender equality and the empowerment of women and girls. Another important focus is Climate Action.

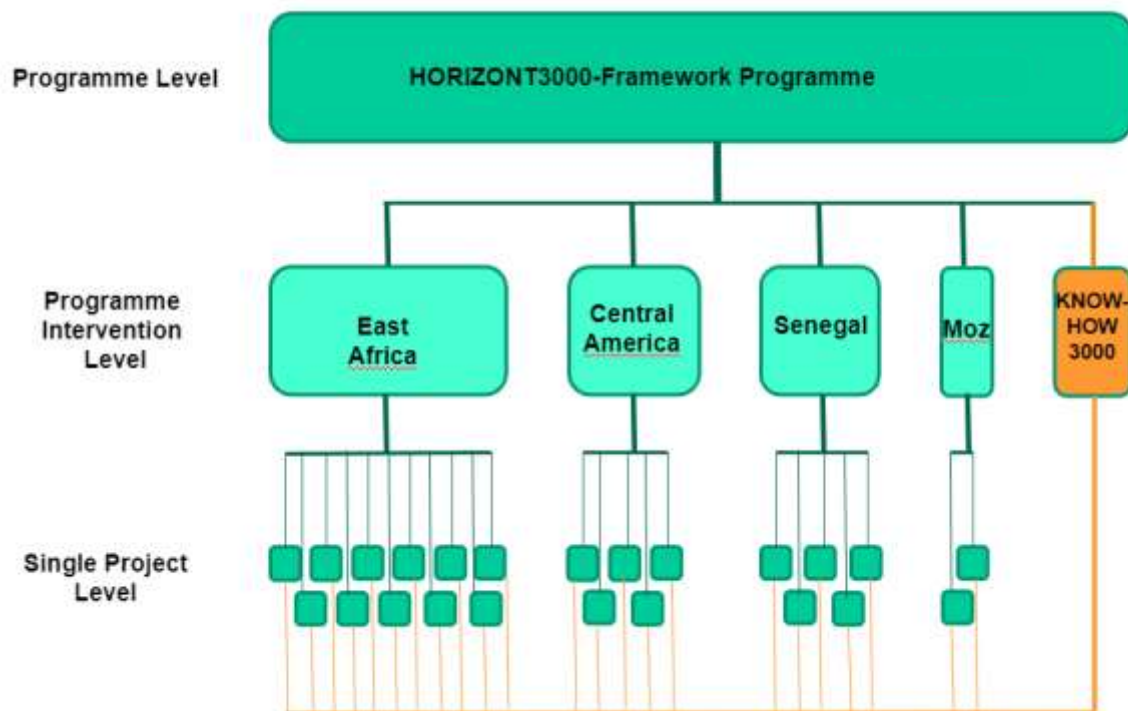


Image: Graphic visualisation of the Framework Programme 2023-2026 (note: number of projects not representative)

### 1.2.1 Programme Intervention P-23-300:

## Gender Equality4Sustainable Development in East Africa

#### Outcome:

**Advance Gender Equality within the sectors Sustainable Livelihoods (SL) and Human Rights-Civil Society (HR-CS) in Ethiopia, Kenya, South Sudan, Tanzania and Uganda.** The programme contributes to SDG 2, SDG 5, SDG 6, SDG 7, and to the objectives of the EU Gender Action Plan (GAP) III

#### Outputs:

- OP1. Gender equality & women's empowerment in 5 East African countries promoted by supporting specific gender projects and transformative actions
- OP2. Human rights, livelihoods and climate resilience of marginalized population improved in 5 East African countries with gender considerations mainstreamed
- OP3. Organizational Learning & Sharing on Gender Mainstreaming and Gender Equality systematically strengthened with partner organisations in 5 East African countries

The outputs contribute to the SDGs and EU Gender Action Plan (GAP) III as outlined above under Outcome.

#### Target group(s):

The beneficiaries are composed of individuals ranging from small scale farmers, youth, community activists, staff of partner organisations and stakeholders to vulnerable groups

such as people with disabilities and marginalised ethnic groups whereas the focus is set to reach female beneficiaries.

Over the period of 4 years the programme intervention will engage 136 091 direct beneficiaries (71 606 female / 64 485 male) whereas the number of indirect beneficiaries is 1 035 916 (543 033 female and 492 883 male).

**Activities:**

OP1:

- Training of women on public participation and leadership skills
- Awareness raising, group and community engagements on gender equality, distribution of household work
- Training on business and entrepreneurship skills, financial literacy
- Support women groups to establish sustainable IGA

OP2:

- Sensitization through national level advocacy campaigns on access to justice
- Training of paralegals and Land Rights Monitors (mainly in Tanzania);
- Establishment of legal clinics for victims of human rights violations, specifically GBV
- Promotion of agro-ecological practices, small livestock keeping, soil conservation measures climate resilient crops and green energy solutions (mainly in Ethiopia and Uganda)
- Provision of water supply through the improvement, establishment, construction and maintenance of water points and wells (mainly in Kenya)

OP3 (knowhow3000)

- Developing gender responsive Learning & Sharing Concept
- Implementation of Learning & Sharing Work Plan for Gender
- Knowlympics with focus on Gender equality and Gender mainstreaming;
- Implementation of Learning & Sharing Work Plan on other relevant topics mainstreaming Gender and Environment/ climate change

**Context:** The programme at hand builds on the foundation of the previous framework programme 2019-2022. The five partner countries and the two sectors (SL and HR-CS) remain the same, whereas gender equality and climate resilience are the overarching principles.

## 2. Purpose of the Endline Study

In order to create the foundations for results-oriented monitoring, evaluation and reporting, baseline studies and gender analyses were carried out in 2023 for all projects in the Framework Programme 2023-2026. In East Africa the studies were commissioned in a decentralised manner, resulting in high variability of results and quality of data. In order to close the data gaps, a Midterm Data Collection was commissioned at the end of 2024 to establish mid-term values for progress indicators, and midterm evaluations were commissioned following the MDC.

This Endline Study aims at collecting progress data on 14 programme indicators in the East Africa programme intervention, covering 20 projects (two of which were not part of the MDC

as they joined the programme later). It is a monitoring-focused exercise with limited learning components but **does not constitute an evaluation**. Its sole purpose is to update, verify, and aggregate predefined project and programme indicators and to assess progress in indicators over time as compared with the Midterm Data Collection conducted in early 2025.

## 2.1 Objectives of the Endline

- Data collection for the current (final) status of programme indicators for end of 2026, disaggregated by sex, age and other socio-economic dimensions (if applicable).
- Validation of target populations (denominators) per programme indicator
- A (gender-sensitive) comparative analysis between MDC and endline data to identify trends and shifts, using the same (or comparable) indicator definitions, calculation methods, disaggregation categories, and sampling design, to enable descriptive statistical trend analysis.

## 2.2 Stakeholders and audience of the Endline results

- Key staff at partner organisations as responsible for project cycle management and M&E within the various projects.
- horizont3000 staff, as responsible for project cycle management within the framework programme.
- Funders and h3 MOs, in particular ADA, DKA, KFB, BSIN-Innsbruck as recipients of monitoring, reporting and evaluation products of the framework programme.

## 3. Scope

- **Temporal Scope:** The Endline will encompass the fourth (and final) year of implementation of the ADA Framework Programme up until December 2026. Progress on indicator data should cover the entire implementation period of the programme intervention (2023-2026).
- **Geographic Scope:** East Africa: Geographically, the Endline will cover 20 projects in four countries (4 in Ethiopia, 6 in Uganda, 8 in Tanzania, 2 in Kenya). The working language is English.
- **Thematic Scope:** 14 key programme indicators to be collected during the Endline Study as indicated below. As it is a GEM II programme, particular focus is on key gender and gender transformative indicators. For comparability with the results of the Midterm Data Collection, the consultancy team is expected to use the MDC master questionnaire as the default tool with some crucial amendments, strictly limited to:
  - clarification of wording/translation,
  - contextual adaptation (language, examples),
  - correction of documented weaknesses in the MDC questionnaire.

Any change affecting indicator operationalisation must be explicitly justified in writing and approved by horizont3000.

- **Data Disaggregation:** Data for each indicator should be, at a minimum, sex-disaggregated and if applicable, by age, other socio-economic dimensions (income, minority status, etc.), as well as country of implementation.

## 4. Design and Approach

### 4.1 Approach to data collection and sampling

The aim of the Endline study is to provide primary data for 14 indicators (five outcome and nine output indicators) at the level of the programme intervention, disaggregated by sex and other socio-economic markers as relevant, and by country. Most indicators selected for the Endline need to be collected at community level through a household survey and participatory (qualitative) methods, while others, including two indicators for the knowhow3000 programme -- which were not part of the MDC -- can be collected through document reviews and supplemented by key informant interviews if data availability is not sufficient.

The consultancy team is responsible for providing high quality, statistically representative data for all indicators selected for the Endline. The consultancy team should therefore plan to visit project sites of all partner organisations to collect primary data at beneficiary level.

Most indicators take the form of a headcount. It is essential that the Endline provides a methodologically sound headcount extrapolation of all individuals who fulfil the criterion in question at the time of data collection. In order to extrapolate headcount numbers, preliminary target groups per indicator (denominators) will be provided to the consultants by horizon3000 and should be validated for feasibility by the consultancy team with partner organisations during the inception phase.

The Endline Study shall be designed and implemented in a way that allows for direct comparison with the Midterm Data Collection (2025). The consultancy team is required to review MDC datasets, tools and sampling approaches during the inception phase, document all methodological differences between MDC and Endline, assess and explain implications for comparison and trend analysis.

A key difference to the Midterm Data Collection is that the indicator results must be statistically representative at country level, but not at project level. Adjustments to the sampling frame may therefore be made by the consultancy team, meanwhile ensuring comparability (at country and regional level) of the results.

The consultancy team is expected to carry out inception calls with each partner organisation. During these calls, the consultancy team must validate the intended target population for each relevant indicator as intended by the partner organisation, as well as clarify any logistical questions, such as whether (and how many) staff of partner organisations are available to support the data collection as enumerators.

The horizon3000 Regional Office for East Africa (ROEA) will support the consultancy team in the organisation of those remote inception calls and in the logistical planning of the data collection.

## 4.2 Sampling

Over the period of 4 years the programme intervention East Africa was planned to engage 136,091 direct beneficiaries (71,606 female / 64,485 male). However, as cooperation with several partner organisations terminated early, the current estimated population of the 20 partners in the Endline is around 100,000.

The level of analysis for the sampling frame should be at the country level. However, subsamples from the beneficiaries of every partner organisation in each country should be considered, and the target population for each indicator (denominator) should be validated during the inception phase of the Endline.

Country	Partner organisation	Total project participants (as per proposal)
Ethiopia	ECC-SDCO Hosanna	4,337
	SCORE	1,600
	WE-Action	3,345
	MELCA (not part of MDC)	780
Kenya	Diocese of Lodwar (DOL)	61,000
	PACIDA	900
Tanzania	ADP Mbozi	640
	CHEMA	2,050
	HAKIARDHI	6,112
	MHOLA - Bukoba	3,101
	OWSL - ERI	1,050
	Rulenge Dioc. HLDD	4,208
	FIDE	525
	PWC (not part of MDC)	384
Uganda	UWONET	450
	Caritas MADDO - ERI	1,000
	YARD - ERI	1,100
	Caritas Tororo - ERI	1,100
	Caritas Mityana	360
	AFIRD	777

The following sampling approach was applied during the Midterm Data Collection in early 2025, where aggregation and analysis were done at the project level. As for the Endline, the requirement is for the aggregation and analysis to be done at the regional (programme intervention) and country levels only. Therefore, an adapted sampling approach may be presented by the bidder. However, the approach must justify any changes and explain how comparability between MDC and Endline results are ensured.

In East Africa, a two-stage gender stratified random sampling strategy was applied for the MDC household survey. In the first stage, for each PO, a proportion of local units (such as kebeles, wards, or villages) were randomly selected to ensure broad and non-biased geographic coverage. In the second stage, individuals were stratified by gender, and randomly selected within these units, maintaining the gender breakdown of the sample frames provided.

Table 1: Sample sizes and margin of error for household survey per country:

Country	Population (N)	Sample size (n)	Margin of Error (95%)
Ethiopia	35,247	724	3.6%
Kenya	76,466	347	5.3%
Tanzania	6,648	1,062	2.8%
Uganda	2,998	759	3.1%

In addition, a small qualitative sample was drawn in order to provide depth and complement survey findings.

Table 2: Qualitative sample per country and type

	Ethiopia	Kenya	Tanzania	Uganda	Total
<b>FGDs</b> <i>(number of sessions)</i>	6	2	0	9	<b>17</b>
<b>Kills</b>	6	9	7	7	<b>29</b>

Wherever feasible, the consultancy team should ensure to engage with the same stakeholders involved in the MDC to ensure consistency and comparability. A list of stakeholders interviewed for the MDC study can be provided during the inception phase.

The consultancy team should assess the feasibility of the MDC sampling approach given the available budget and time constraints and outline its own sampling strategy in the inception report, indicating how comparability with the MDC data is ensured.

### 4.3 Methods and instruments of data collection

The required primary data is mainly quantitative in nature (headcount, percentage, or self-reported income or yield figures). Some of the data may be collected qualitatively (e. g. open-answer questions) but needs to be subsequently quantified in order to fulfil monitoring requirements. In addition, some composite indicators will require a quantitative element as well as a qualitative element, for example to assess the level of focus on women's expertise, interests or needs in the fulfilment of indicator targets.

The consultancy team is expected to make adaptations to an existing master questionnaire which operationalises all indicators into adequate survey items. The questionnaire must be further adapted to the specifics of each project in close collaboration with horizon3000 and its

partner organisations. The questionnaire must be implemented via KoboToolbox as this is the tool used by the MDC and horizont3000.

#### 4.4 Data collection

The consultancy team is responsible for carrying out the data collection simultaneously with 20 partner organisations in Ethiopia, Uganda, Tanzania and Kenya. Therefore, the offer must include budgets for four separate teams of enumerators, one for each country. The budgets need to cover daily rates, meals, accommodation and transport.

The data collection in the field may, in part, be performed by the M&E staff of partner organisations. This would have several advantages. First, it would strengthen M&E capacity among key staff in the partner countries. Second, it would encourage peer learning between staff of different partner organisations. Third, it would save the effort needed to find qualified enumerators fulfilling the necessary language requirements. As a basis for budget calculation, the following table gives an overview of partner organisations and their project sites:

Country	Partner organisation	Location of project sites
Ethiopia	ECC-SDCO Hosanna	Lemo district, Hadiya zone, Central Ethiopia region
	SCORE	Hammer district, South Omo zone, South Ethiopia region
	WE-Action	Adami Tulu Jido Kombolcha district, Rift Valley, East Shewa zone, Oromia region
	MELCA	Yeki Woreda/District, Sheka Zone, Southwest Ethiopia Peoples Regional State, Ethiopia
Uganda	AFIRD	Project sites in Mpigi
	YARD	Project sites in Buikwe, Buvuma and Kayunga
	Caritas Mityana	Project sites in Kasanda district (Kalwana, Kassanda and Bukuya sub counties)
	UWONET	Office in Kampala, project sites in Lamwo and Nwoya
	Caritas Masaka (MADDO)	Project sites in Rakai and Kyotera, within 65 km from Masaka
	Caritas Tororo	Office in Tororo, project sites in 4 Districts (Tororo, Namisindwa, Manfwa & Busia)
Kenya	Diocese of Lodwar (DOL)	Office in Lodwar, project sites in seven parishes of Turkana County
	PACIDA	Office in Marsabit, project sites in Turbi ward, North Horr
Tanzania	ADP Mbozi	Project sites in Songwe district, Songwe region
	CHEMA	Project sites in Karagwe and Kyerwa
	HAKIARDHI	Project sites in Kileto district, Manyara region, and Kilosa district, Morogoro region
	MHOLA – Bukoba	Project sites in Muleba district
	OWSL – ERI	Project sites in Bunda and Serengeti districts, Mara region
	Rulenge Dioc. HLDD	Project sites in Biharamulo district

	FIDE	Project sites in Babati district, Manyara region
	PWC	Project sites in Monduli district, Northern Tanzania (6 villages)

Partner organisations may provide vehicles to the consultancy team, but fuel costs (and driver remuneration) must be fully covered by the contractor and included in the budget calculation. Any extra costs incurred by partner organisations during data collection must be refunded by the contractor. Availability of vehicles and staff for data collection should be clarified during inception calls with partner organisations.

#### 4.5 Enumerators days and languages

The following table shows the breakdown of enumerator days per country during the MDC, and language requirements. Bidders may adjust their estimates based on a reviewed sampling strategy.

country	# of enumerator days (enumerator training, travel between intervention sites, and data collection)	Languages
Ethiopia	84	Afaan Oromo, Amharic, Hadiya, and Hammer
Uganda	108	Luganda, Luo, and Japadhola/Lugisu/Lusamia or Kiswahili
Kenya	32	Kiswahili, Gabra and Borana
Tanzania	75	Kiswahili

#### 4.6 Data aggregation and analysis

The collected data must be aggregated and analysed at programme intervention (regional) and country level. On each level, aggregate values and descriptive statistics must be given for all indicators included in the Endline. Whenever these values are calculated from a sample, appropriate measures for evaluating the quality of the estimated parameters must be included.

The consultancy team shall submit a Data Analysis Plan (DAP) as an annex to the Inception Report. The DAP shall summarise, for each selected indicator, the operational definition, survey item(s), disaggregation requirements, aggregation and calculation method, comparability with MDC 2025, planned descriptive analysis, treatment of missing data and key limitations or assumptions. Where qualitative data are used, the DAP shall briefly explain how these will support interpretation of quantitative findings. Any deviation from MDC methodology must be clearly justified.

## 4.7 Data collection tools

The data collection tools and methods used for the Endline as well as the (anonymized) raw data are an important output of the assignment. The consultancy team must therefore provide the questionnaires as set up in KoBoToolbox as well as the raw data to horizont3000 as supplementary documentation to the draft report.

## 4.8 Data Management, Storage and Sharing

The following data management requirements are mandatory and must be addressed in the offer and inception report.

**Data storage:** All data collected during the Endline must be stored in a secure, password-protected server or cloud environment. The contractor must document the storage solution and provide horizont3000 with access to all final data at the end of the assignment.

**Data formats:** Quantitative data must be submitted in both raw and cleaned format (CSV or XLSX). KoboToolbox exports must include the full survey structure, including labels, choices and constraints. Qualitative data (such as interview notes or transcripts) must be submitted in Word or PDF format and translated into English where relevant.

**Anonymisation:** All personally identifiable information must be removed or anonymised before submission to horizont3000. This includes names, phone numbers, and precise GPS coordinates of individual households. The contractor must document the anonymisation process.

**Ownership and use:** All data, tools, instruments and reports produced under this assignment are the property of horizont3000. The contractor may not use, publish or share any material from the assignment without prior written consent from horizont3000.

**Data protection:** The contractor must ensure that data collection, storage and sharing comply with applicable data protection requirements, including GDPR principles where relevant. Informed consent must be obtained and documented for all respondents.

**Data retention and deletion:** Upon delivery of the final validated dataset, the contractor must securely delete all copies of identifiable data from devices and servers. A written confirmation of deletion must be submitted to horizont3000 within 14 days of final report acceptance.

## 4.9 Do-no-harm principle and gender sensitivity

The Endline covers a diverse range of target communities, some of them disadvantaged in multiple ways. The consultancy team shall provide evidence that the data collection follows a do-no-harm approach. In particular, all personnel working on behalf of the consultancy team must adhere to the following principles at all stages of the assignment:

- Respect for local customs and culture,
- Responsible conduct when discussing issues such as harmful social norms, discrimination, human rights violations or acts of violence,
- Guarantee of anonymity and privacy for all surveyed individuals,
- Inclusivity towards all members of the community.

The framework programme puts gender equality front and centre, many project activities aim to transform gendered power dynamics. Therefore, the consultancy team needs to ensure that

data collection is done in accordance with relevant standards for gender-responsive monitoring and evaluation. The approach used shall be outlined by the bidders in the offer.

The team lead must have relevant gender expertise and be able to demonstrate substantial experience with conducting gender-responsive monitoring and evaluation assignments.

## 5. Workplan

The following presents an estimate of working days for assignment tasks by team members. Bidders may suggest minor adjustments based on methodological or logistical considerations, justifying their changes in the offer.

Period / Date	Activities / Deliverables	Responsibilities	Estimated working days	
<b>Tender and contracting phase</b>			<b>Team Lead/Data Analyst</b>	<b>Country Leads (cumulative)</b>
July 6	Publication of ToR	horizont3000		
July 27	Deadline for offers	Consultancy Team (CT)		
August 10	Selection of consultancy, contract award and signature	horizont3000		
<b>Inception phase</b>				
week beginning August 17	Kick-off Workshop / clarification of assignment, document review	horizont3000 & CT	4	1
	Remote inception calls with POs and horizont3000 country offices	CT, partner organisations (PO), horizont3000 country offices	4	5
	Adaptation of master questionnaire and sampling approach	CT	7	6
<b>September 4</b>	<b>Inception Report</b> Deadline	CT	5	2
September 21	Feedback and validation of inception report	horizont3000	2	
September 28	Deadline for <b>finalized IR</b> and briefing with in-country data collection coordinators	CT	1	4

<b>Data Collection and verification phase</b>				
Early October	Enumerator training, survey piloting	CT	1	8
October-November	Data collection (incl. backstopping)	CT	5	60 (incl. 15 days for travel)
	Data Cleaning, preliminary analysis		3	4
Early December	Validation workshops (one per country) on preliminary indicator results	CT, PO, relevant horizont3000 staff (regional and HQ)	2	4
<b>Reporting phase</b>				
Early December	Data Quality Control, aggregation of results		7	
Mid-December	Deadline for indicator results <b>and draft Endline report</b>	CT	8	4
<b>January 15, 2027</b>	<b>Final report</b> deadline	CT	2	
Mid-January 2027	presentation of final report (remote)	CT, horizont3000	1	1
<b>Total</b>			<b>52 days</b>	<b>99 days</b>

## 6. Deliverables

### 6.1 Inception Report (IR)

The inception report must not exceed 25 pages (excluding annexes). It must be written in English and conform to the following structure:

Cover sheet with

- logos of the contractor, horizont3000 and co-financing partners
- title of the Endline study and country of implementation
- date of submission
- names of the author(s)

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2. Endline study design and implementation approach
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  - 2.2 Sampling strategy and target population assumptions
  - 2.3 Overview of data collection tools and field procedures
  - 2.4 Data quality assurance and ethical safeguards (incl. back-checks, enumerator performance monitoring, real-time data monitoring, outlier detection and treatment)
  - 2.5 Overview of aggregation, reporting and comparability with MDC
  - 2.4 Risks, limitations and mitigation measures
3. Work plan
4. Annexes
  1. Data Analysis Plan (max 5-7 pages)

For each selected indicator, the DAP shall provide:

    - indicator operationalisation table (incl. definitions, survey questions, disaggregation, calculation, scoring, etc.);
    - comparability with MDC (explanation of consistency with MDC or any changes rationalised);
    - statistical analysis approach;
    - qualitative-quantitative integration;
    - gender disaggregated analysis protocol;
    - indicator-specific assumptions and limitations.
  2. Data collection tools
  3. Fieldwork plan and team deployment schedule

Formal requirements:

- coherency in format (chapters, headings, page numbers)
- good readability

**A PowerPoint presentation** (or other)

## 6.2 Draft Report

The draft report follows the same structure as the final report. The draft report will be assessed for completeness and commented by horizont3000. The consultants will be asked to justify why they do or do not choose to (partially or fully) incorporate the comments into the final report.

## 6.3 Final Report (FR)

The final report must not exceed 35 pages (without annexes). It must be written in English, include an executive summary (max. 5 pages) and be structured as follows:

Cover sheet with:

- logos of the contractor, horizont3000 and co-financing partners
- title of the study
- date of submission
- names of the author(s)

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4. Methodology
  - 4.1 Study design and sampling
  - 4.2 Data collection tools and procedures
  - 4.3 Data quality, limitations and deviations from plan
5. Results
  - 5.1 Indicator results at regional/country level
  - 5.2 Comparison with MDC findings, trends and descriptive statistics at programme and country levels
6. Conclusions and recommendations for monitoring and reporting
7. Annexes
  - 7.1 Indicator tables at country and regional levels
  - 7.2 Data collection tools (surveys, key informant interview guides, etc)
  - 7.3 Final data package
  - 7.4 List of methodological deviations from Inception Report/DAP, if any
  - 7.5 Other

## 6.4 Final Data Package

Together with the Final Report, the consultancy team shall submit a complete and orderly final data package. This package is a mandatory deliverable and must include:

- anonymised raw quantitative data in CSV or XLSX format;
- cleaned quantitative data in CSV or XLSX format;
- codebook;
- KoboToolbox project export(s), including the full survey structure;
- qualitative notes, transcripts or summaries in Word or PDF format, where applicable;
- data anonymisation note;
- final version of all data collection tools.

All data must comply with the agreed data management, storage, anonymisation and sharing requirements.

## 7. Qualifications of the consultants

The consultancy team should include a team lead with overall responsibility for the technical, methodological, managerial, and quality-assurance aspects of the assignment. The Team Lead will serve as the main point of contact for horizont3000 and will ensure coherence across countries, methodological comparability with the Midterm Data Collection (MDC), timely delivery of all outputs, and high-quality reporting.

In addition, the team shall include one Data Analyst with strong experience in gender-sensitive data collection and analysis, as well as one Country Lead with M&E expertise for each country of assignment with experience and knowledge of the local context in which data is to be collected. The Country Leads will oversee the data collection on-site and lead the team of survey enumerators for each country.

A consulting company with staff based in each of the partner countries with local expertise and good knowledge of the project area is preferred. The team must be able to offer the following background and experience:

### Team Lead

- Minimum 7 years of relevant experience in evaluation, monitoring, applied research, or survey-based studies in development contexts, with a focus on women's empowerment and gender equality.
- Proven experience leading multi-project and/or multi-country baseline, midline, or endline assignments.
- Strong skills in survey methodology, sampling, quality assurance, and analytical reporting.
- Demonstrated experience with gender-responsive, participatory and do-no-harm approaches.
- Excellent coordination and report-writing skills;
- Fluency in English.
- Experience working with grassroots civil society organisations in the countries of implementation is an advantage.

### **Data Analyst**

- Minimum 5 years of relevant experience in quantitative data analysis, survey data management, or applied statistics.
- Proven experience managing and analysing household survey datasets, including data cleaning, aggregation, and descriptive analysis.
- Strong understanding of indicator operationalisation, including numerators, denominators, disaggregation, and documentation of limitations.
- Proficiency in KoboToolbox and at least one statistical software package (e.g., R, Stata, SPSS, Python, or equivalent).
- Experience with gender-sensitive quantitative analysis.

### **Country Leads must demonstrate:**

- A minimum of 5 years' professional experience in monitoring, survey implementation;
- Experience in managing household survey implementation and qualitative data collection in the countries of implementation;
- Experience in training and supervising enumerators, including field quality control and troubleshooting;
- Practical experience with sampling implementation; digital data collection tools (preferably KoboToolbox); data cleaning;
- Experience working with grassroots civil-society organisations, rural communities and vulnerable groups;
- Experience in the application of gender-sensitive and do-no-harm approaches to data collection;
- Fluency in English and adequate command of relevant local languages of the regions of implementation.

Members of the consultancy team must not have been involved in the design and/or implementation of the programme. The consultancy team should be gender balanced and diverse.

The composition of the team must be detailed and explained in the technical offer, as well as the division of tasks between all team members and the added value of each of them.

## **8. Requirements for the offer**

Offers must be submitted in English by email to [alice.bayer@horizont3000.at](mailto:alice.bayer@horizont3000.at) and [joel.chemusto@horizont3000.org](mailto:joel.chemusto@horizont3000.org) by **July 27th, 2026, no later than 23.59h CEST** (Vienna time). A technical and financial offer must be submitted.

The technical offer (max 12 pages without annexes) shall contain the following information:

- Name, address, country of residence, and legal information of the contractor
- The overall approach, methodological considerations, sampling and analytical approach to the assignment
- A time and work plan
- A description of roles and the distribution of tasks among the consultancy team, outlining how all the requirements are met.

CVs for all team members shall be provided as an annex to the offer, as well as relevant policies/guidelines regarding do-no-harm, safeguarding, gender, etc. The CVs and policies do not count towards the maximum 12 pages of the main body of the offer.

The financial offer (max 2 pages) shall include:

- A breakdown of personnel costs, estimated number of working days per person, task and assignment phase, daily fee rate, total amount;
- Travel costs (estimated), including per diems;
- The total budget which shall be presented in **Euros** and **include travel costs, logistics (including costs for data collection, fuel costs, enumerators, etc.), and all other expenses**. The total amount should be indicated once as net value (before tax) and once gross (including all taxes). Please note that horizont3000 is not allowed to deduct VAT - the total budget must therefore also include VAT.

The maximum available (gross) budget for the Endline study is **EUR 84,000, including all taxes**. Offers above this amount will not be considered.

The assignment will be awarded to the technically and economically most favourable bidder (best value for money). For all offers within the budgetary framework, the following evaluation grid will be applied:

- Overall methodological approach and team composition: 80%
- Financial offer: 20%.

horizont3000 reserves the right to extend the deadline if offers received by that date do not meet the requirements.

The payment will be distributed as follows:

- 20% on signing the service contract
- 20% after validation of the inception report
- 30% at the end of the validation sessions and delivery of the draft report
- 30% after validation of the final report **and** completion of all deliverables.

## 9. Reference Documents

The following documents will be provided to the contracted consultancy team during the inception phase:

- Programme intervention and single project documents / intervention logics and logframes as per the 2025 annual report;
- Table of indicators to be measured;
- Baseline studies conducted in 2023;
- Midterm Data Collection report (2025), master questionnaire and raw data sets;
- Midterm Evaluation Report of the East Africa Programme (2026) and raw data sets;
- Project gender analyses;
- horizont3000 Gender Equality Policy 2022-2030.

## 10. Indicators to be collected in Endline 2026

<b><i>Outcome Indicators knowhow3000</i></b>
OC-I 1 kh3000: number of POs that have integrated new insights on relevant topics for their work via learning & sharing activities with gender considerations mainstreamed
OC-I 2 kh3000: number of POs that have integrated new insights into their work through learning & sharing activities explicitly addressing gender and gender equality
<b><i>Outcome Indicators Gender Equality for Sustainable Development East Africa</i></b>
OC-I1. Number of women that systematically and actively participate in decision-making at community level, local/ regional/ national institutions and fora.
OC-I2. Percentage of beneficiaries (f/m) with attitudes supportive of gender equality
OC-I3. Number of women who have increased their income by at least 10% through assistance provided
<b><i>Output Indicators Gender Equality for Sustainable Development East Africa</i></b>
OI 1.1. Number of women with access to and/or control over land and productive resources through assistance provided.
OI 1.3. Number of men and boys engaged and sensitized for gender equality regarding topics such as household decision making, unpaid domestic and care work, GBV, reproductive choices, etc.
OI 2.1. Number of cases of violence against women, children, persons with disabilities and other vulnerable groups (environmental and land rights defenders, indigenous people...) addressed and if necessary referred to relevant authorities
OI 2.2. Number of persons (f/m) affected from gender discrimination and belonging to vulnerable groups (orphans and other vulnerable children, youth, persons with disabilities, other vulnerable groups) are empowered and socially or economically included
OI 2.3. Number of farmers (f/m) who have increased their agricultural production by 10%, focusing on womens expertise, interests or needs.
OI 2.4. Number of individuals (f/m) with improved, gender equitable access to water (human consumption and agricultural use).
OI 2.5. Number of individuals (f/m) with gender equitable access to renewable energy and energy saving technologies through project support, focusing on improving womens health and/or reducing their domestic workload (hours).
OI 2.6. Number of Farmers (f/m) applying climate resilient and sustainable agricultural practices and technologies mainstreaming womens expertise, interests or needs.
OI 2.7. Area of Land (ha) that has been restored or assisted in its natural regeneration, and of those, area of Land (ha) mainstreaming womens expertise, interests or needs.