TERMS OF REFERENCE

Endline Indicator Measurement Study and Final Evaluation

SAMAHITA Project:
Collective Inclusive Action by Civil Society Organizations in Odisha

Commissioned by
Handicap International (HI) - India Programme

Request for Quotation (RFQ): 30 October 2026

Proposal submission deadline: 10 November 2026

Assignment period: 1 December 2026 – 15 March 2027



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1. GENERAL INFORMATION

1.1 About Handicap International

Handicap International (HI), is an independent international humanitarian and development organization working alongside persons with disabilities and other vulnerable populations in situations of poverty, exclusion, conflict and disaster. HI is committed to promoting inclusion, equal opportunities, protection of rights and improved access to services through disability-inclusive and rights-based development approaches. Operating in more than 60 countries, HI partners with governments, civil society organizations, communities and development actors to advance inclusive and sustainable development.

1.2 About Handicap International in India /South Asia region

HI India is the liaison office of Handicap International, operating since 1988 by providing technical support to a community-based rehabilitation centre- southern India, responding to the Gujarat earthquake in 2001. Since then, HI works together with local partners supports different actions towards a barrier free and rights-based society for people with disabilities and other vulnerable people in more than 10 states of India. HI India interventions mainly focus on Health and Rehabilitation, Disaster Preparedness, Social and Economic Inclusion, Road Safety, Mine Risk Reduction, Advocacy & Capacity Building and Emergency Response.

2. CONTEXT OF THE ENDLINE STUDY AND FINAL EVALUATION

Under the financial support of the European Union, HI, as the Lead Applicant, in collaboration with the Co-Applicants and implementing partners SMRC, EKTA and SADHANA, is implementing the project “Collective Inclusive Action by Civil Society Organizations in Odisha (SAMAHITA Project)” across six districts of Odisha: Gajapati, Ganjam, Koraput, Mayurbhanj, Puri and Rayagada. The project is being implemented from 1 January 2024 to 31 December 2026 with the overall objective of strengthening the role of Civil Society Organizations (CSOs) as effective, inclusive and accountable actors capable of representing and advancing the rights and interests of marginalized communities.

The project seeks to empower CSOs to promote gender- and disability-inclusive governance through the effective participation of marginalized groups in local development processes. Specifically, it aims to enhance the capacity and engagement of CSOs representing Scheduled Tribes, youth, women and persons with disabilities through increased knowledge, networking and evidence-based advocacy.

The project is founded on the recognition that persons with disabilities, women, Scheduled Tribes, Scheduled Castes, minority communities and other marginalized populations continue to face barriers in accessing public services, social protection schemes and governance processes. At the same time, many community-based organizations and CSOs require additional institutional, technical and organizational capacities to effectively engage with government institutions, advocate for inclusive policies and support communities in claiming their rights. In response to these challenges, the project adopts an intersectional and rights-based approach, recognizing that exclusion and discrimination are often shaped by multiple and overlapping social identities, including disability, gender, caste, ethnicity and age.

The project interventions focus on strengthening the institutional and technical capacities of CSOs through organizational assessments, structured capacity development programmes,

mentoring and technical support. The project has also established and strengthened Common Service Centres (CSCs) to facilitate access to information, government schemes and referral services for marginalized communities. Additional interventions include promoting community leadership, participatory planning, policy dialogue, digital inclusion, private-sector engagement, access to social protection and livelihood opportunities, networking among CSOs, and the documentation and dissemination of good practices.

Implementation is guided by the approved Description of Action (DoA) and Logical Framework (LF). The project's expected results include strengthened institutional capacities of CSOs, increased participation of marginalized communities in local governance processes, improved access to government services and entitlements, enhanced advocacy for inclusive policies, and stronger collaboration among civil society actors and other stakeholders. Disability inclusion, gender equality, intersectionality and accountability to affected populations are integrated as cross-cutting principles throughout the project.

As part of the project's Monitoring, Evaluation, Accountability and Learning (MEAL) framework, a comprehensive Baseline Study was conducted at the inception stage with a sample of approximately 265 CSOs and their members to establish benchmark values for the approved Logical Framework indicators and assess the organizational capacities of participating CSOs. The findings of the baseline study have informed project implementation and provide the reference point for measuring change over the project period.

In accordance with the approved Description of Action (DoA), an independent **Endline Study** will be conducted at the conclusion of the project to measure the final status of approved output, outcome and impact indicators under the project results framework and assess progress achieved against baseline values. In parallel, an independent **Final Evaluation** will be undertaken to assess the overall performance of the project against the agreed evaluation criteria and project quality framework, and to generate lessons learned and recommendations for future programming.

Project summary

Project element	Description
Project title	Collective Inclusive Action by Civil Society Organizations in Odisha (SAMAHITA Project)
Implementation dates	01 January 2024 – 31 December 2026 (36 months)
Geographical coverage	Six districts of Odisha: Gajapati, Ganjam, Koraput, Mayurbhanj, Puri and Rayagada
Lead organization	Handicap International (HI)
Operating / implementing partners	Shanta Memorial Rehabilitation Centre (SMRC), EKTA and Society for Action in Disability and Health Awareness (SADHANA)
Target groups	People with disabilities and OPDs, marginalized tribal communities, women's groups/SHGs and fisherwomen, caregivers, youth groups, government service providers at block, district and state levels, and higher government officials.
Overall objective	Empower CSOs to promote gender- and disability-inclusive governance through effective and enhanced participation of marginalized groups in local developmental processes in Odisha.
Specific objective	Enhance the capacity and engagement of CSOs representing scheduled tribes, youth, women and persons with disabilities to promote gender- and disability-inclusive governance in six districts through increased knowledge, networking and evidence-based advocacy.

Please refer to the approved results framework (logical framework) and the detailed project activities provided in the annex.

3. RATIONAL AND OBJECTIVE OF CONSULTANCY

3.1. Rationale and Objective of an Endline Study (1st December 2026- 30th January 2027)

The Endline Study will be commissioned through a single agency to enhance coordination, minimize duplication in stakeholder consultations and fieldwork, and generate validated evidence that can inform the Final Evaluation. The study will primarily focus on measuring project indicators and assessing progress achieved during the implementation period.

The Endline Study will establish endline values for the approved output, outcome and impact indicators, compare these with baseline values where methodologically appropriate, and assess the extent to which project targets have been achieved in accordance with the approved Results Framework.

Objectives:

- Measure the final status of selected project indicators and assess achievement of targets as defined in the approved Results Framework.
- Compare endline findings with baseline values to determine the changes achieved during the project period.

Indicators to be Measured by the Endline Study

Indicator	Baseline	Target
% increase in participation of marginalised communities in local governance	16%	Baseline +25%
Number of inclusive government policies developed or revised with CSO participation through EU support (GERF 2.29)	0	3
Increase in resources allocated to implement inclusive policies at state level	0	+10%
CSOs capable of developing proposals and securing funding from private-sector sources	2	At least 3
Improved access to inclusive digital platforms and technologies supporting participation in governance processes	0	Actual basis
Targeted CSOs participating in decision-making at Palli Sabha, Gram Sabha and Zilla Parishad	0	Baseline +425
% of relevant government authorities reporting improved intersectional inclusiveness in governance, planning and service delivery	0	30%
% of member CSOs contributing directly to federation objectives and actions	0	50%
% of members demonstrating improved knowledge of intersectional inclusion in governance	0	+60%
Number of targeted CSOs assessed through capacity-needs assessments	0	845

3.2. Rationale and Objective of a Final Evaluation (15th December 2026 to 15th March 2027)

The Final Evaluation is an independent assessment of the overall performance of the SAMAHITA Project, including its implementation approach, achievements, contribution to intended outcomes, and the sustainability of results. The evaluation will be conducted in line with HI's Project Quality Framework and will draw upon the findings of the Endline Study, project monitoring data, project documentation, and consultations with key stakeholders. The evaluation will seek to understand what changes occurred during implementation, the factors that contributed to or constrained these changes, and the lessons that can inform future programming.

Objectives:

- Evaluate project performance against HI's Project Quality Framework criteria, including relevance, effectiveness, efficiency, impact and sustainability.
- Generate action recommendations to inform future programming and strategic decision-making by HI and its partners.

3.3 Final Evaluation Criteria and Guiding Questions (HI Project Quality Framework)

Proposed HI evaluation criterion	Evaluative questions
Relevance	1. To what extent does the SAMAHITA Project address the governance, participation, and inclusion needs of persons with disabilities, scheduled tribes, women, youth, and other marginalized groups in the six target districts? **[**Needs**]**
Effectiveness	2. To what extent are project activities contributing to the achievement of the intended objectives and expected outcomes? [Results]
Efficiency	3. To what extent has the SAMAHITA Project optimized the use of resources, partnerships, capacities, and institutional mechanisms to maximize intended results? [Optimisation] 4. To what extent has the SAMAHITA Project remained responsive and adaptive to the evolving needs, priorities, and feedback of marginalized groups and other stakeholders throughout implementation? [Responsiveness]
Impact / Change	5. To what extent has the SAMAHITA Project empowered persons with disabilities, women, youth, and tribal communities to exercise their rights, influence decision-making processes and control over issues affecting their lives? [Empowerment] 6. To what extent has the SAMAHITA Project contributed to measurable and meaningful changes in the participation, representation, and influence of marginalized groups within local governance processes in Odisha? [Effects]
Sustainability	8. What mechanisms or capacities have been established to support continued leadership and collective action among marginalized groups? [Continuity]

4. SCOPE OF THE CONSULTANCY

The consultant or consulting firm shall be responsible for the planning, design, implementation, analysis and reporting of both the Endline Study and the Final Evaluation of the SAMAHITA Project. The assignment shall be undertaken in accordance with the approved Description of Action (DoA), Logical Framework (LF), baseline methodology and findings, and relevant evaluation and research standards.

The Endline Study will be conducted in close collaboration with the HI MEAL team to ensure methodological rigor, consistency with baseline measurements, and alignment with the approved results framework.

The Final Evaluation shall be undertaken independently, while maintaining appropriate coordination with HI, project teams and implementing partners for access to information, stakeholder consultations and logistical support.

The Consultancy covers the entire project implementation period from January 2024 to December 2026 and all six project districts: Gajapati, Ganjam, Koraput, Mayurbhanj, Puri and Rayagada. The assignment will assess progress and results related to CSO organizational capacity, inclusive governance, civic participation, access to government services and entitlements, institutional mechanisms, advocacy and collective action, stakeholder engagement, sustainability, and lessons learned. The study and evaluation should consider variations across districts, implementing partners, stakeholder groups, and relevant intersectional characteristics, including disability, gender, social identity and other factors influencing participation and inclusion.

5. METHODOLOGY AND APPROACH

The consultant shall propose scientifically rigorous, participatory, mixed-method, and intersectionality-responsive methodologies for the Endline Study and Final Evaluation, recognizing their distinct purposes and objectives. The proposed approach should demonstrate methodological appropriateness, inclusivity, ethical rigor, and feasibility within the available timeframe and resources. The consultant must clearly justify the study design, sampling strategy, analytical framework, and data collection methods for this assignment.

The Endline Study should focus on measuring project indicators and assessing progress against baseline values and approved targets. In contrast, the Final Evaluation should assess overall project performance, outcomes, sustainability, and lessons learned, in accordance with the HI Project Quality Framework.

The consultant is expected to provide a detailed methodological framework, including sampling design, data collection methods, stakeholder selection, data quality assurance mechanisms, limitations, and mitigation measures. All methodological choices must be supported by a clear rationale and be aligned with the objectives of both the Endline Study and the Final Evaluation.

The following key stakeholders must be consulted during the field assessment evaluation:

- Government authorities
- CSOs and their members (inclusive)
- Federations
- Persons with disabilities and caregivers
- Partners
- Cluster Coordinators
- Community facilitators
- Relevant private sector representatives

6. ORGANIZATION OF THE CONSULTANCY

A **Steering Committee / Evaluation Steering Group** (ESG) comprising representatives from HI and the implementing partners will be established during the inception phase of the consultancy. The composition of the Steering Committee will be confirmed and shared with the selected consultant at the commencement of the assignment.

The Steering Committee will provide strategic oversight, facilitate coordination, support access to relevant information and stakeholders, and ensure quality assurance throughout the consultancy process. The Steering Committee shall not direct, alter, or influence the consultant's methodology, data collection process, findings, conclusions, or recommendations. The consultant will retain full responsibility for the independence, objectivity and professional integrity of the Endline Study and Final Evaluation.

Engagement between the consultant and the Steering Committee will take place through scheduled review meetings, written feedback on key deliverables, and technical consultations as required.

Key Engagement Points

- **Kick-off Meeting:** Confirm the objectives, scope, available documentation, project achievements, governance arrangements, roles and responsibilities, timeline, and ethical requirements.
- **Inception Review:** Review and approve the inception report, including the evaluation matrix, methodology, sampling approach, data collection tools, and work plan prior to fieldwork.
- **Progress Review Meetings:** Discuss implementation progress and address operational or methodological challenges, without influencing findings or conclusions.
- **Preliminary Findings Presentation:** Present preliminary findings, emerging conclusions, and key issues requiring clarification or validation.
- **Validation Meeting:** Verify factual accuracy, validate evidence, and discuss the feasibility of recommendations while maintaining evaluator independence.
- **Final Report Review:** Review the final report against agreed quality standards and confirm completion of all contractual deliverables.

6.1 Actors Involved in the Consultancy

Actor	Role and Responsibilities
HI (Project Manager, MEAL Specialist and Technical Team)	Commission and oversee the consultancy; provide project documentation and relevant background information; facilitate access to partners and stakeholders; review and provide consolidated feedback on key deliverables; formally approve deliverables.
HI MEAL focal person	Serve as the primary operational focal point for the consultancy; coordinate communication between stakeholders and the consultant; support access to project data and documentation; consolidate technical comments and coordinate validation processes.
SMRC, EKTA and SADHANA	Facilitate access to project locations, CSOs, community institutions and relevant stakeholders; provide contextual information and logistical support during fieldwork while maintaining the independence of the study and evaluation.
CSOs, Community Institutions, CSC Operators and Target Groups	Participate in surveys, interviews, focus group discussions, observations and validation exercises; provide evidence and perspectives on project implementation and results.
Government and other stakeholders	Provide independent perspectives on governance, service delivery, policy engagement, institutional collaboration and observed changes resulting from the project.
Consultant / Evaluation Team	Lead the design and implementation of the Endline Study and Final Evaluation; ensure methodological rigor and data quality; conduct data collection, analysis and reporting; develop findings, conclusions and recommendations independently.

7. PRINCIPLES AND VALUES

7.1. Protection and Anti-Corruption Policy

Policy / principle (Ctrl + Click on the hyperlink to follow Links)	Requirement
Code of Conduct	All evaluation personnel must comply with HI's Code of Conduct.
Protection of beneficiaries from sexual exploitation, abuse and harassment	Apply HI PSEAH requirements and safe reporting/referral procedures.
Child Protection Policy	Applicable where children are involved in the evaluation.
Anti-fraud and anti-corruption policy	Maintain integrity, independence, transparency and zero tolerance for fraudulent or corrupt practices.

7.2. Ethical measures[1]

- As part of each evaluation, HI is committed to upholding certain ethical measures. It is imperative that these measures are considered in the technical offer:
- **Guarantee the safety of participants, partners and teams:** the technical offer must specify the risk mitigation measures.
- **Ensuring a person/community-centered approach:** the technical offer must propose methods adapted to the needs of the target population (e.g. tools adapted for illiterate audiences / sign language / child-friendly materials, etc.).
- **Obtain the free and informed consent of the participants:** the technical proposal must explain how the evaluator will obtain the free and informed consent and/or assent of the **participants.**
- **Ensure the security of personal and sensitive data throughout the activity**: the technical offer must propose measures for the protection of personal data.

7.3. Participation of stakeholders and populations

Partners shall facilitate access without directing participant responses. Representative populations, including OPDs and other target groups, should be consulted during tool refinement where feasible. The evaluation shall intentionally include diverse voices and enable meaningful participation of persons with disabilities and other marginalized groups. Findings should be validated for factual accuracy with relevant stakeholders while retaining independent evaluative judgement.

7.4 Other Considerations

The evaluation team shall comply with applicable travel, field-safety, safeguarding, confidentiality and data-protection requirements. The evaluator shall identify operational and contextual risks in the inception report, including respondent availability, geographic accessibility, data quality, recall bias, selection bias, social desirability and limitations in attributing observed changes to the project.

8. EXPECTED DELIVERABLES AND PROPOSED SCHEDULE

The selected consultant/consulting firm shall be responsible for producing and submitting all deliverables required for the successful completion of the Endline Study and Final Evaluation. All deliverables shall be prepared in English and submitted in both editable formats (MS Word, Excel, PowerPoint and other relevant source files) and PDF format unless otherwise agreed by Handicap International (HI). Deliverables must comply with agreed quality standards, methodological requirements, ethical principles and data protection protocols. All outputs will be subject to review and validation by HI and the designated Steering Committee prior to final acceptance.

[1] These measures may be adopted during the completion of the inception report

Deliverables	Description	Indicative Timeline
Inception Report and Final Data Collection Tools	Comprehensive inception report covering both the Endline Study and the Final Evaluation, including detailed methodology, evaluation matrix, sampling strategy, data collection tools, stakeholder mapping, quality assurance measures, ethical protocols, fieldwork plan, analysis framework and reporting outline.	Within 1 week of contract signing, First week of December
Data Collection Tools Odia translation and Enumerator Training Package	Finalized quantitative and qualitative tools, digital questionnaires, consent procedures, training materials and field protocols for the Endline Study and the Final Evaluation.	Before fieldwork, Second week of December
Draft Endline Study Report	Draft report presenting endline indicator values, comparison with baseline findings, achievement against targets, analysis of outputs and outcomes, limitations and key findings.	20 January 2027
Final Endline Study Report	Revised Endline Study Report incorporating comments from HI and the Steering Committee, including final indicator tables, annexes, tools and datasets.	30 January 2027
Presentation of Preliminary Final Evaluation Findings	Debriefing workshop with HI, partners and the Evaluation Steering Group (ESG) presenting preliminary findings, conclusions and emerging recommendations.	25 February 2027
Draft Final Evaluation Report	Draft Final Evaluation report assessing project performance against HI Project Quality Framework criteria, including relevance, participation, inclusion, accountability, effectiveness, efficiency, impact and sustainability, together with lessons learned and recommendations.	3 March 2027
Validation Workshop and Presentation	Facilitation of a validation meeting to review factual accuracy, validate findings and discuss recommendations while maintaining evaluator independence.	6 March 2027
Final Evaluation Report	Final evaluation report incorporating consolidated feedback and including executive summary, methodology, findings, conclusions, lessons learned and recommendations	10 March 2027
Final Submission Package	Submission of all final products, including cleaned datasets, codebooks, transcripts (where appropriate), data collection tools, presentation decks, summary briefs and all reports in editable and PDF formats.	15 March 2027

9. CONSULTANT QUALIFICATIONS AND EXPERIENCE

The Consultancy shall be undertaken by a qualified individual consultant or consulting firm with demonstrated expertise in large-scale social research, baseline/endline studies, indicator measurement and final evaluations for national or international development organisations.

9.1 Essential qualifications

- Postgraduate degree in Social Sciences, Development Studies, Statistics, Public Policy, Economics, Disability Studies or another relevant discipline.
- At least 10 years of professional experience leading large-scale research, baseline/endline studies, final evaluations or CSO capacity assessments.
- Demonstrated experience with donor-funded development programmes, preferably funded by the European Union or other international development agencies.
- Proven expertise in mixed-methods research, study design, sampling, quantitative and qualitative data collection, statistical analysis and report writing.
- Excellent analytical, communication and report-writing skills in English.
- Availability of a multidisciplinary team covering research design, quantitative and qualitative analysis, field coordination, data management and quality assurance.

9.2 Desirable experience

- Disability-inclusive development and intersectionality.
- Civil society strengthening and organisational capacity development.
- Inclusive governance, rights-based programming and social accountability.
- Organisational Capacity Assessments (OCA).
- Digital data collection and management systems and recognised statistical analysis software.
- Experience in Odisha and/or working with Odia-speaking communities.

9.3 Independence and conflict of interest

The consultant shall disclose any actual, potential or perceived conflict of interest that could affect the independence, impartiality or integrity of the Consultancy. Any conflict identified before or during implementation must be communicated to HI in writing. Failure to disclose a conflict or attempts to influence findings may result in disqualification or termination.

10. PROPOSAL SUBMISSION REQUIREMENTS

Interested consultants or consulting firms shall submit separate Technical and Financial Proposals by 10 November 2026. In case of any queries on the consultancy, a Q/A session will be organized by HI on 5th November 2026. All the possible questions need to be shared with HI by 4th November 2026 at HI procurement email: procurement-India@india.hi.org

Microsoft Teams meeting: 5th November 2026; Time 4:00 PM

Join: https://teams.microsoft.com/meet/3215763211595349?p=TNqI7LVLUATS0V15eW

Meeting ID: 321 576 321 159 534 9

Passcode: Cx9wt6KN

10.1 Technical proposal

- Understanding of the SAMAHITA Project and the distinct purposes of the Endline Study and the Final Evaluation.
- Proposed integrated methodology, including indicator measurement, baseline comparability, evaluation criteria and evaluative questions.
- Sampling strategy, sample-size rationale, respondent selection, data collection and analysis plans.
- Data quality assurance, ethics, safeguarding, accessibility, Odia-language support and data protection arrangements.
- Detailed workplan demonstrating completion of the Endline Study by 30 January 2027 and the Final Evaluation by 15 March 2027.
- Team composition, roles and responsibilities, and CVs of key personnel.
- Organisational profile and evidence of at least three comparable Consultancies completed during the last five years, including client, scope, duration and deliverables by the proposed Team Leader.
- A clear explanation of how duplication will be avoided while preserving separate analysis and reports for the Endline study and the Final Evaluation.
- Copy of PAN
- Copy of GST certificate
- Copy of the last two years' balance sheets or ITR

10.2 Financial proposal

The financial proposal shall state the total contract value and provide an itemised budget covering all costs required to complete both components, including professional fees, travel, accommodation and subsistence, field staff/enumerators, training, data collection, translation and interpretation, data processing, cleaning and analysis, logistics, administrative expenses and applicable taxes. The proposal should, where practical, show the cost allocation by for Endline Study and Final Evaluation and identify shared costs. The quoted amount shall be inclusive of all costs required for the Consultancy.

10.3 Proposal evaluation

Proposals will be evaluated under HI's procurement procedures using the Quality and Cost-Based Selection (QCBS) approach. Technical proposals will be assessed first; only proposals meeting HI's minimum qualifying technical score will proceed to financial evaluation. Final selection will be based on the approved combination of technical quality and financial competitiveness.

Technical evaluation criterion	Maximum score
Understanding of the Consultancy and proposed methodology	30
Relevant organisational / consulting experience	20
Qualifications and experience of the proposed team	20
Quality assurance and risk management approach	10
Financial cost	20
Total	100

11. PAYMENT SCHEDULE

Payments shall be linked to satisfactory completion and written acceptance of deliverables. The following schedule is proposed for the combined contract; HI may adjust it before issuing the RFQ to align with its procurement and finance procedures.

Milestone	Deliverable / acceptance trigger	Indicative payment
1	Acceptance of integrated Inception Report, methods, sampling frameworks and approved tools for the Endline Study and the Final Evaluation	20%
2	Completion of Endline fieldwork and acceptance of clean dataset, codebook and fieldwork records	25%
3	Acceptance of Final Endline Study Report and upon receipt of validated endline study package	25%
4	Acceptance of Final Evaluation Report, presentation and upon receipt of all validated complete documentation package including final validated qualitative and quantitative datasets of the Final Evaluation.	30%

Payments shall only be processed after HI's written acceptance of the relevant milestone deliverables.

12. RESOURCES TO BE PROVIDED BY HI

- Approved Description of Action (DoA) and Logical Framework.
- Indicator Performance Tracking Table (IPTT), indicator reference sheets and definitions.
- Baseline Study Report, baseline tools and baseline datasets where available.
- Project monitoring data, progress reports and relevant MEAL documentation.

- Project intervention-area and stakeholder lists.
- Training, federation, advocacy, policy-dialogue, CSC and good-practice documentation.
- Relevant HI safeguarding, PSEAH, child-protection, anti-fraud, anti-corruption and data-protection policies.
- Reasonable coordination support to facilitate access to project staff, partners, CSOs, community institutions, government stakeholders and field locations.

13. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

All information accessed, collected, generated, or shared during this Consultancy shall be treated as strictly confidential and used solely for the purposes of conducting the Endline Study and Final Evaluation. The consultant and all members of the consultancy team shall not disclose, reproduce, publish, distribute, or otherwise share any project information, data, findings, or materials with any third party without the prior written authorization of HI.

All deliverables, reports, datasets, databases, questionnaires, data collection tools, interview and discussion guides, transcripts, recordings, photographs, analytical outputs, presentations, and any other materials produced under this Consultancy shall remain the exclusive property of HI. Intellectual property rights for all outputs generated through the assignment shall be vested in HI.

The consultant shall ensure the secure collection, storage, processing, transfer and disposal of all project-related information throughout the assignment, in accordance with applicable ethical and data protection requirements. Appropriate measures shall be taken to protect the confidentiality, privacy and anonymity of participants and respondents.

Upon completion of the assignment, the consultant shall hand over to HI all raw and cleaned datasets, data collection tools, codebooks, transcripts, databases, analytical files, reports, presentations and other materials developed under the Consultancy in editable and final formats. The consultant shall not retain copies of any project data or materials after completion of the assignment unless expressly authorized in writing by HI.

This obligation shall remain in force after the completion or termination of the Consultancy.

14. Appendices

- Appendix 1 - *HI's Quality Framework, on which all evaluators must base their evaluation.*
- Appendix 2 - Approved Description of Action (DoA).
- Appendix 3 - Approved Logical Framework.
- Appendix 4 - Baseline Study Report.
- Appendix 5 - Project intervention area and stakeholder list.
- Appendix 6 - *The Disability - Gender - Age Policy, which must guide the approach and the construction of evaluation tools in the technical offer.*
- Appendix 7 - Relevant HI safeguarding, PSEAH, child-protection, anti-fraud and data-protection policies e*tc...*