

**Terms of Reference Third-Party Monitoring (TPM) of 2024 – 97 Health & WASH Services
Project in Baghlan, Afghanistan**

1. Project Information:

Project Title	2024 – 97 Provision of lifesaving health MHT and WASH services in Baghlan province to support the recovery of flood-affected communities
Project Duration	1 year (June 2025 – May 2026)
Sector/Theme	Health, WASH, DRR
Type of Assignment	Third Party Monitoring (TPM)
Project Location	Baghlan province, Afghanistan
Expected deliverables of TPM	<ul style="list-style-type: none"> - Monitoring the activities of Mobile Health Team including its establishment, service provision as well as achievements against targets set in the project MEAL Framework through quarterly visits. - Monitor the procurement procedures and vendor selection for this project. - Monitor and verify the water supply pipe scheme design. - Independently monitor the construction of Water Supply Network component funded by UMCOR. - Provide quarterly TPM reports to MAUK. - Provide a final TPM & evaluation report.

2. Background:

ORCD Global Inc., Muslim Aid’s partner in Afghanistan is implementing an integrated Health, WASH and DRR response project aimed at supporting the recovery of disaster affected families as well as those having limited access to health and & WASH services in Doshi district, Baghlan. The Health component activities include establishing a Mobile Health Team (MHT), providing family planning, mother & child health services, ANC & PNC services as well as provision of medicine for beneficiaries receiving services from ORCD’s UNFPA-funded project in Baghlan.

In addition, the health facility (i.e., MHT) will be supported with medical and non-medical supplies and medical equipment. The MHT will provide health services in a Service Delivery Point (SDP) and will also use an ambulance (vehicle) to provide services in remote areas.

Under the WASH component, the project is intending to facilitate the provision of clean water to underserved communities through construction of a Water Supply Pipe Scheme with taps. Besides this, the WASH component will include provision of capacity building trainings to the target community in hygiene and basic DRR to train the community members on good hygiene

practices, personal and environmental hygiene as well as basic DRR knowledge including practices to consider before, during and after a disaster.

3. Purpose of the TPM:

The purpose of this TPM is to independently monitor and verify the service delivery of Mobile Health Team in terms of quality, reach, effectiveness and accountability. Furthermore, TPM is expected to monitor the site selection, survey, design and construction processes of the Water supply pipe scheme. The rationale behind incorporating TPM in this project is to improve the project implementation, receive constructive feedback for better service delivery and enhance the overall impact of the health & WASH response.

4. Specific objectives of the TPM:

Specific objectives of the TPM are as follows:

1. Independently monitor and verify the Mobile Health Team service delivery both in the Service Delivery Point and in remote areas. This includes verification of the quality, availability, and accessibility of services mentioned in the proposal for the target communities.
2. Monitor the achievements of MHT and compare against the targets set in the MEAL framework.
3. Assess the implementation of project activities against relevant humanitarian standards, including the Core Humanitarian Standard (CHS) on Accountability to Affected Populations (AAP) and SPHERE standards for Health and WASH.
4. Verify and assess the quality, accessibility and availability of health services especially the ANC, PNC, mother and child health services, access to medicine, vaccination and PSS sessions through random interviews with beneficiaries.
5. Assess the engagement of vulnerable groups such as People with Disability and women in the project activities.
6. Verifying the availability of MHT staff, medical supplies and medical equipment through field visits and observation.
7. Identifying gaps, areas of improvement or deviations (if applicable) and suggesting ways to improve the service delivery.
8. Assess the health component coordination and collaboration with the relevant stakeholders such as the Health Cluster and Provincial Directorate of Public Health.
9. Assess the overall perception and satisfaction of beneficiaries from the project services.
10. Verify the site selection, social and technical survey and design of water supply network by reviewing the relevant documents.
11. Verify the procurement procedures and vendor selection for the project.
12. Verify that the construction activities are undertaken in accordance with the technical specifications including designs approved by MRRD/PRRD and considerations for

seismic resistance as outlined in the project proposal, engineering standards and in compliance with other applicable regulations.

13. Review the complaints and feedback mechanisms made available for this project.
14. Review safeguarding mechanisms in place for this project.
15. Monitor the hygiene and DRR training delivery through field visits, reviewing IEC material and other relevant documents.
16. Monitor the DRR capacity building trainings aimed at working with ORCD's Mobile Health Teams.
17. Identify key implementation successes, gaps, and areas for improvement, and provide actionable recommendations for project improvement.

5. Scope of Work:

The scope of this assignment is to impartially monitor the implementation of health, WASH & DRR capacity building components of the project through observation, document review, field visits, interviews and data collection.

5.1 Geographic Scope: The health and WASH components of this project will be implemented in Doshi district of Baghlan province aimed at providing basic healthcare support for communities that are deprived of health services while the WASH component is aimed at facilitating access to clean water for communities affected by disasters especially the flash floods that occurred last year. The DRR capacity component of the project is planned to be undertaken for Mobile Health Teams that are funded by another donor (i.e., UNFPA) and work in disaster-prone areas in Baghlan and Kandahar. The objective of DRR trainings is to build the capacity of MHTs and enable them to respond to disasters in an efficient manner.

The TPM will conduct visits to the project sites mainly villages within Larkhab valley, Doshi district and to capacity building trainings of DRR in Baghlan and Kandahar provinces.

5.2 Thematic Scope: The 2024 – 97 is a multisectoral project and includes:

- **Health:** Mobile health services, maternal and child health care, health awareness sessions.
- **WASH:** Construction of water supply network, hygiene promotion and basic DRR capacity building sessions.
- **DRR:** Capacity building for health teams.

5.3 Activity Scope:

Activities to be monitored by TPM include, but are not limited to:

- Delivery and functionality of mobile health services
- Procurement procedures and vendor selection.

- Design of water supply network ensuring it meets engineering standards and is seismic resistant.
- Construction of water supply network ensuring that the construction activities are undertaken in accordance with the specification and designs approved by authorities.
- Hygiene promotion and DRR training sessions.

5.4 Beneficiary Scope:

The project aims to provide support to a total of 28531 individuals throughout the course of the project. The Health component will provide health services to 27981 people throughout its 12 months of services (this is a cumulative number). While the WASH component plans to reach 80 households (560 individuals) through the services of Water Supply network.

The TPM agent will monitor the services delivered to:

- People benefitting from MHT services especially women and children receiving health services
- Families benefitting from Water Supply network
- Community members trained in hygiene and basic DRR practices.
- MHT staff trained in DRR.

The TPM will specifically focus on the following:

- Activity verification
- Output monitoring
- Data Quality and Reporting Accuracy
- Beneficiary Feedback and Satisfaction
- Recommendations and Real-Time Learning

6. Methodology:

In order to rule out the risk of bias and gather credible and accurate information, it is recommended that the TPM agent uses a mix of both quantitative and qualitative methods through data source and methodological triangulation strategies, ensuring that data is collected from various sources. This may include desk review of documents such as project proposal, MEAL framework, work plans, MOUs with stakeholders, field-level checklists and forms, project reports, FGDs and interviews with beneficiaries, interviews with project staff and field level observations (if applicable).

Vendors submitting applications for this RFP must outline the overall TPM strategy, sampling methodology including details about sampling frame, sample size calculation, sample selection techniques and data analysis methodologies. The bidding firm must also explain their data quality assurance protocols in the technical proposal and must include procedures

for (a) training of enumerators, (b) piloting of data collection tools, (c) supervision of field staff, and (d) data cleaning and verification processes (e.g., back-checks).

The TPM Agent/Contractor will also be expected to use contemporary software and tools such as ODK-based software, SPSS or other relevant software for data collection, analysis and reporting so that high-quality reports are presented for future use.

The contractor will be required to provide timely quarterly reports along with a comprehensive final report at the completion of this assignment so that it can be effectively used for future programming.

7. Timeline:

The assignment is expected to begin during the month of July. However, the start date might change as per the circumstances.

Below is an indicative timeline detailing key tasks, associated deliverables, and their expected submission dates:

Task	Deliverable	Timeline / Due Date
Kick-off meeting with Muslim Aid & ORCD	Meeting minutes / Work plan	Within 3 days of contract signing
Desk review and tool development	Draft data collection tools	Week 1
Finalization of tools	Final data collection tools	
Field preparation	Fieldwork plan / list of sites	
Inception phase completion	Inception Report	
1 st quarterly report for the period July – September	Q1 TPM report	7 th October 2025 (Tentative)
2 nd quarterly report for the period October – December	Q2 TPM Report	7 th January 2026 (Tentative)
3 rd quarterly report for the period January – March 2026	Q3 TPM Report	7 th April 2026 (Tentative)
Final TPM & evaluation report for the project period	Final Report	31 st May 2026

(The reporting dates mentioned above are tentative and may change during the course of the project).

All reports must be accompanied by evidence, supporting documentation and photos from field visits, meetings etc.

8. TPM team:

The assignment should be undertaken by an independent professional team of the contractor. The minimum requirements for the TPM team are as follows:

For Health and DRR Capacity building of MHTs:

- Degree in Public Health or General Medicine plus at least four years of experience in monitoring health interventions.
- Skilled in writing high quality analytical reports.
- Skilled in use of MEAL tools.
- Experience in conducting TPM would be an asset.
- Strong understanding and knowledge of humanitarian standards such as CHS, SPHERE etc.
- Fluent in English language.
- Communication and professional report writing skills.

For WASH & Hygiene Promotion:

- Degree in Civil or Water Engineering plus four years of proven experience in design and monitoring of Water Supply projects.
- Skilled in writing high quality analytical reports.
- Skilled in use of MEAL tools.
- Experience in conducting TPM would be an asset.
- Strong understanding and knowledge of humanitarian standards such as CHS, SPHERE etc.
- Fluent in English language.
- Communication and professional report writing skills.

Enumerator(s)

- One Male and one female (preferably Mahram or couple) with at least two years of experience in data collection and analysis.
- Strong understanding and knowledge of humanitarian standards such as CHS, SPHERE etc.
- Fluent in English language.
- Communication and professional report writing skills.

9. Data Handling, Privacy, and Confidentiality

The Third-Party Monitoring (TPM) agency will be responsible for ensuring that all data collection and handling processes adhere to ethical standards and relevant legal and organizational data protection policies. This includes the following:

- **Informed Consent:** The TPM must ensure that all individuals participating in interviews, focus group discussions, or surveys provide voluntary, informed consent.

Participants must be clearly informed about the purpose of the data collection, how their information will be used, and their right to decline or withdraw at any point without consequence.

- **Data Protection:** The TPM is required to implement appropriate measures to protect all personal and sensitive data collected during the assignment. This includes secure storage (digital and physical), controlled access, and encryption of electronic data wherever applicable.
- **Privacy and Confidentiality:** The TPM must respect and uphold the privacy and confidentiality of all participants. Identifiable personal information must not be disclosed or shared without explicit consent. Any reporting must anonymize personal data to prevent identification of individuals or households.
- **Data Use and Ownership:** All data collected under this assignment will be the property of Muslim Aid and must not be used for any other purposes without prior written approval. TPM must hand over all raw and clean data sets, interview transcripts, photos, and other materials at the end of the assignment.
- **Compliance with Ethical Standards:** The TPM must comply with internationally recognized ethical standards for research and monitoring, including principles outlined in the IASC Guidelines, GDPR (if applicable), and other relevant regulations.

10. Deliverables and Timeline

The Third-Party Monitoring (TPM) agency will be responsible for submitting the following deliverables within the timeline of the assignment. All deliverables must be submitted in English language.

#	Deliverable	Description
1	Inception Report	Detailed methodology, final tools, work plan, and field workplan
2	Data Collection Tools	Final tools (questionnaires, checklists, guides) in English
3	Quarterly Monitoring Reports	Summary of findings from monitoring activities (10–15 pages)
4	Annexes to the Monitoring Report	Includes raw data files, pictures, beneficiary list, and any supporting material
5	Qualitative Data Findings	Reports summarizing insights from FGDs and key informant interviews

6	Final 1-hour presentation of key findings and recommendations	Oral Presentation of Final Findings
7	Final Monitoring Report	Final version of the report incorporating feedback and lessons learned

11. Roles & Responsibilities:

A. TPM agent/firm:

- Strictly adhere to all the requirements of this assignment and ensure that each activity of the TPM is undertaken with utmost accuracy and sincerity.
- Share drafts of tools (checklists, forms) with ORCD/Muslim Aid for review prior to use.
- Conduct the TPM activities through an expert team to make sure information is collected in the correct manner and high-quality, actionable reports are generated.
- Adhere to Muslim Aid's policies on safeguarding and PSEA.
- Adhere to data protection principles. Record all documents, data and media in a careful manner and make sure that all information relevant to this assignment is not shared with other parties without Muslim Aid's consent.
- Receive informed consent from beneficiaries and community members when conducting interviews or collecting data.
- Adhere to the Do No Harm principle and treat everyone with respect.
- Coordinate the assignment with relevant stakeholders (such as government authorities) if necessary.

B. Muslim & ORCD Global responsibilities:

- Facilitate meetings with project team at field level and guide the TPM during field visits.
- Review draft of tools, reports or other documents provided by the contractor.
- Facilitate TPM team meetings with stakeholders if necessary.
- Provide the TPM team with project documents and any clarifications if required.
- Disburse payments to the contractor following the review and approval of reports.

12. Evaluation of Proposals: All firms that submit proposals for this assignment will be required to provide:

- Technical Proposal outlining how the firm will undertake the assignment including the sampling methods, data collection methods, analysis methods and tools used during the assignment as well as quality assurance.
- Financial proposal/budget clearly outlining all costs associated with the assignment.
- Firm profile including previous similar experiences and copies of contracts where applicable.
- Resumes of the key staff who will be involved in undertaking the assignment.

- Realistic and Comprehensive Workplan.
- Other supporting documents as specified below.

12.1 Scoring Matrix:

S	Criteria	Max. Score
1	Lowest Financial Bid*	30
2	Quality of Technical Proposal including the TPM strategy, methods and tools proposed.	25
3	<p>Qualification and experience of proposed key and technical personnel</p> <p>Mandatory staff:</p> <p>For Health:</p> <ul style="list-style-type: none"> - Degree in Public Health or General Medicine plus at least four years of experience in monitoring health interventions. - Skilled in writing high quality analytical reports. - Skilled in use of MEAL tools. - Experience in conducting TPM would be an asset. <p>For WASH:</p> <ul style="list-style-type: none"> - Degree in Civil or Water Engineering plus four years of proven experience in design and monitoring of Water Supply projects. - Skilled in writing high quality analytical reports. - Skilled in use of MEAL tools. - Experience in conducting TPM would be an asset. <p>Enumerator(s)</p> <ul style="list-style-type: none"> - One Male and one female (preferably Mahram or couple) with at least two years of experience in data collection and analysis. 	25
4	Realistic and comprehensive work plan for the assignment including plans for field visits, reporting, and completion of activities	10
5	Organization Capacity (Office existence and presence in the target province; addresses of main office and field offices to be provided, a list of total number of staff members)	10
Total		100
* The lowest price shall be scored a total of 30. However, prices ranked lower shall be scored according to the following formula: $\text{Score} = (30 * \text{lowest price}) / \text{price under consideration}$		

13. Budget and Payment schedule:

- 13.1. Budget: The lead evaluator should submit to Muslim Aid forecast of the budget including their consultancy fees. All other costs for the evaluations – transport, and in-country accommodation must be included in the consultancy fees. Currency used in the budget should be US Dollars.

13.2. Payment Schedule:

1st Payment (25%): Will be disbursed after the approval of 1st quarterly report

2nd Payment (25%): Will be disbursed after the approval of 2nd quarterly report.

3rd Payment (25%): Will be disbursed after the approval of 3rd quarterly report.

4th and final payment: (25%) Will be disbursed after the approval of final report.

14. Annexes and Contact Details:

Annexes to this document:

- The project MEAL framework is annexed to this document

Annexes to be filled and attached by vendors:

- Technical proposal
- Financial proposal/budget
- Workplan
- Previous experience
- Registration documents (license, certificate etc.)

Contact Details:

For questions, please contact ORCD Global through the following email address:
tender@orcdglobal.org

15. Proposal Submission:

Interested firms must prepare their technical and financial proposal along with supporting documents such as a profile of the firms, registration documents, previous experience, qualification of the proposed team in a sealed envelope and submit to ORCD Global country office at: **House No. 28, Street of Shams London Academy, Shaheed Square, Taimani project, Kabul.**