

## TERMS OF REFERENCE

### **COBG06196 CONTRACTING OF THE SUPPLIER FOR IMPACT EVALUATION ON FINANCIAL SERVICES OF THE ECONOMIC RECOVERY COMPONENT, ADN DIGNIDAD PROGRAM**

#### I. BACKGROUND

Action Against Hunger is an international humanitarian organization that leads the fight against hunger worldwide. We have been working in more than 50 countries for over 40 years. We are determined to pursue our goal of predicting, treating and preventing the causes and consequences of hunger. We are apolitical, non-denominational, neutral and independent.

In Colombia, we began our activities in 1998. Year after year, we renew our commitment to the fight against hunger, prioritizing our work with migrant and refugee populations at risk of exclusion, displaced and confined populations, and those with specific protection needs. We have coverage in areas of difficult access, affected by conflict and armed violence, with priority attention to women and children.

In 2023, Acción contra el Hambre Colombia benefited 130,238 people in the sectors of Food Security and Livelihoods, Health and Nutrition, Water, Sanitation and Hygiene, and Disaster Risk Management. Through our coverage in the Caribbean, Central, South Amazon and Eastern Orinoco regions, we have provided a timely and quality response in the strategic areas of migration, emergencies and development.

Our actions are financed with funds from international cooperation, public and private funds. We work with and for the communities, save lives, strengthen capacities and systems. We produce valuable information through solid evidence to continue to be a leading voice in the fight against hunger.

#### ORGANIZATIONAL APPROACH

For Action Against Hunger and UNICEF, it is of high importance:

- ✿ Cross-cutting gender approach in all its interventions elements that contribute to change current gender relations to reduce gender inequalities and discrimination of women in context that make them more vulnerable; redistributing resources, participation and responsibilities between men and women; and promoting women's capacities and skills for leadership.
- ✿ Recognize the diversity and plurality of indigenous peoples and Afro descendants displaced and/or at risk of displacement that inhabit the territory; respect the

cosmovision, all beliefs, traditions and spiritualities that frame the ethnic diversity of the territories.

- ✿ Respect for the environment. All the actions that the present contract can make available for its care will be positively valued.
- ✿ Do No Harm: the collaborative work with the Community Action Boards, and the approach and involvement of governmental and non-governmental institutions, helps to identify actions adapted to the needs of the communities and increases the possibility of their sustainability.

### ABOUT ADN DIGNIDAD ([www.adndignidad.co](http://www.adndignidad.co))

ADN Dignidad is a program that delivers humanitarian assistance through Multipurpose Cash Transfers to migrant populations from Venezuela, Colombian returnees and host communities in highly vulnerable situations. It is operated by the Cash for Urban Assistance (CUA) Consortium led by Action Against Hunger, in partnership with the Danish Refugee Council (DRC) and the Norwegian Refugee Council (NRC), with funding from USAID's Bureau for Humanitarian Assistance (BHA).

Since 2019, DNA Dignity has assisted more than 356 thousand people, so they can access goods and services (shelter, food/elements and basic services) that alleviate their needs and access relevant information for better nutrition and protection. It is one of the largest scale Cash Transfer programs in Colombia and LATAM region.

By 2024-2026, in a new implementation phase, the program expects to assist more than 80 thousand people with unconditional cash transfers for food security and promote the economic recovery of its beneficiaries through employability, entrepreneurship and access to financial services. Its interventions are focused on urban and peri-urban areas located in the departments of Nariño, Magdalena, Atlántico, Bogotá, Cundinamarca.

## II. CONTRACT PURPOSE

Since 2022, Action Against Hunger and the International Initiative for Impact Evaluation (3ie) have successfully collaborated to conduct an impact evaluation of the ADN Dignidad program (Celhay and Martinez 2023). The evaluation showed that the program led to increased income, investments, savings, and reduced debt. It also improved food security and overall life satisfaction. A recently completed longer-term impact evaluation of the same study cohort showed important sustained effects on food security and life satisfaction, while effects on economic indicators appear to be declining over time. Thus, further strengthening the long-term economic sustainability of this vulnerable population remains a critical goal of the program. These terms of reference aim at contracting. Accordingly, Action Against Hunger and 3ie have established a Memorandum of Understanding (MoU) to continue a

research collaboration that supports evidence-based approaches to further strengthen the ADN Dignidad program. Work on the next phase of the evaluation has already commenced under the established MoU.

Since the conclusion of the phase 1 evaluation, Action Against Hunger also established a partnership with Davivienda, a major Colombian bank, to allow transfers of the MPCA through a digital wallet (DaviPlata). Action Against Hunger and 3ie are currently working together to conduct a randomized control trial (RCT) assessing the impact of financial counseling and monetary incentives on promoting savings among mixed migrants participating in the ADN Dignidad program. The intervention's theory of change anticipates the following results: Increased savings among affected individuals, enhanced ability to stabilize cash flows, better mitigation of shocks, increased resilience, and a reduction in the use of negative coping mechanisms. It is anticipated that the findings of the RCT will guide informed decisions for the ADN Dignidad program regarding the continuation of the interventions and potential targeting strategies. However, the RCT is at risk of not being completed due to funding shortages. These terms of reference seek to ensure continuation of this important research.

This type of agreement does not imply a commitment to consumption itself, it is limited to establishing the contracting conditions in case the Action Against Hunger Foundation decides to contract the services, and within the period of duration established in the agreement itself.

### III. LOCATION

The contract could be executed at international level

### IV. DELIVERABLES

#### 1. Financial Inclusion RCT design and implementation

It is expected a continuation of the intervention aims to enroll 1,500 beneficiaries of the ADN Dignidad program to receive transfers through Davivienda's digital wallet, DaviPlata. Beneficiaries are randomly assigned to three groups: (1) a control group that uses the most basic version of DaviPlata (e.g., to receive money, pay, make deposits, and transfers); (2) a treatment group that receives digital financial counseling services through DaviPlata and access to a financial literacy module; and (3) a group that receives monetary incentives to save promoted through DaviPlata, alongside the digital financial counseling services. These treatment arms are implemented in parallel with the payment of cash transfers over a six-month period.

It is expected a Financial Inclusion RCT baseline report by November 2024.

#### 2. Dissemination of longer-term results

3ie and ADN Dignidad recently completed a longer-term impact analysis of the program. Its

dissemination pursues the following objectives:

- Make visible the consortium and its work since 2019 in Colombia with the support of BHA.
- Present the evaluation and its results.
- Advocate for the use of Cash Assistance and complementarity of early recovery actions.

It is expected from the consultancy to produce Technical Powerpoint slides of the long-run impact evaluation presentation in July 2024 and an In-person participation to Bogota and Washington dissemination events in September 2024.

## V. REQUIRED PERSONNEL AND/OR WORK EQUIPMENT

The supplier must provide a detailed list with resume and past performances of its research team. The team must include at least one research investigator, one project manager and one research assistant.

## VI. RESPONSABILITIES

1. Comply with and maintain during the entire execution of the contract the personnel presented in the bid.
2. Carry out all activities in accordance with the provisions of Chapters V and VI.
3. To ensure the integral care of its health, and that of its workers and/or contractors when necessary.
4. To have the necessary personal protection elements to carry out the contracted activity, for which it shall assume the cost thereof.
5. To inform the contractors of the occurrence of incidents, work accidents and occupational diseases.
6. Know and abide by the principles, policies and protocols of Action Against Hunger and take all appropriate measures to prevent sexual exploitation or abuse of any of its employees or persons engaged to provide any services arising from this process. The granting of money, goods, services, preferential treatment, employment opportunities or other advantages in exchange for sexual favors or activities, including humiliating or degrading treatment of a sexual nature; the abuse of a position of vulnerability, a relationship of unequal power or a relationship of trust for sexual purposes; and physical contact of a sexual nature imposed by force or under unequal or coercive conditions. 2. Any sexual activity with a person under the age of 18 years ("minor").
7. Read, accept, fill out and sign the ToR and the following annexes: (Annex A) Good practice regulation, (Annex B) Declaration of conformity and commitment to respect the ethical code of action against hunger, (Annex C) financial offer for the process (optional).
8. In the execution of all its activities, comply with the applicable regulations regarding the Protection of Personal Data at the national level, regulated by Law 1581 of 2012 and applicable Decrees, European Union legislation regulated by the EU Data Protection

Regulation 2016/679, and full compliance with the Personal Data Protection Policy of Acción contra El Hambre, which can be consulted at: <https://www.accioncontraelhambre.co/politica-privacidad/>.

9. Coverage of costs for food, transportation, accommodation in/near the project implementation site shall be borne by the contractor.
10. To dispose of its resources for the proper execution of the contract and in the terms established herein.
11. Maintain an attitude of commitment in their professional performance.
12. At the time of preparing the economic proposal, the bidder must contemplate the costs of materials, equipment and tools, transportation, contingencies, policies and other supplies required to comply with the purpose of the contract, within the terms established by Fundación Acción contra el Hambre.
13. To supply, both in quality, quantity and time, at its own risk and expense, all personnel and elements necessary for the execution of the activities foreseen.
14. To be and remain affiliated to the Social Security Health System and ARL at its own risk, settling and paying the contributions according to the income received, during the term of this contract and regularly submit to the contractor a copy of the corresponding receipts, thus ensuring its safety and that of its work team.
15. Comply and obligatorily abide by all the safety rules transmitted by the designated Action Against Hunger managers during the field visit and in the local offices.
16. Submit reports in the terms agreed with Action Against Hunger and as stipulated in the terms of reference.
17. Comply with the instructions or guidance of the staff in charge of Action Against Hunger supervision.
18. The intellectual property of the products stipulated in these ToR (if applicable) will be shared between the expert and Action Against Hunger. The rights of use are solely held by Action Against Hunger and the donor. Such as the preliminary report of findings and the technical report of maintenance activities performed.
19. The selection criterion of the contractor or proposal will be the one that meets the technical, legal and financial conditions and also presents the most favorable economic offer.

## RESPONSIBILITIES OF ACCIÓN CONTRA EL HAMBRE:

Action Against Hunger, will have a supporting role to the process as follows: (those below are only an example, please specify according to each contract).

- ✿ Provide institutional accompaniment to facilitate visits and presence in the area, if required for consulting or any specific service.
- ✿ Provide the CONTRACTOR with the Final Approval by the corresponding professional designated by Acción contra el Hambre, of the delivery of the final product in accordance with the contract.

- ✿ Pay for the service rendered in the amount and within the terms established in the following chapter.
- ✿ Carry out the required validations and feedback in the required times in an agile and efficient manner.

## VII. PAYMENTS

Action Against Hunger will receive technical-economic proposals (USD) according to the information provided in this ToR document, which, when negotiated, will be paid for the service as follows:

- ✿ Invoicing: Payments will be made after a representative of AAH accepted the services and after having received the original electronic invoice by the supplier and the graphic representation by DIAN.
- ✿ Payments: All payments will be made by bank transfer to the service provider account. The currency of payment is in USD.

Schedule: Payment tranches 50% at signature, 50% at reception of baseline report.

NOTE: Please note that the payment will be made in dollars (USD); therefore, share the economic proposal in dollars (USD).

### Items to consider:

- ✿ The company or consultant must submit the corresponding invoices and/or accounts receivable for each payment, with the required supporting documents.
- ✿ Payments will be made once the expected products indicated in section V of this document are delivered and validated by the coordination and the technical review committee.
- ✿ For the final payment, the consultant must obtain the written approval of the technical coordination of health and nutrition and the person responsible for health and nutrition for the SMART survey in Colombia.
- ✿ Payments will be subject to legal deductions, corresponding to professional fees and financial costs for transfer of funds, whether national or international.

## VIII. REQUIREMENTS

The consultancy will have a duration of 5 months from July 2024 to November 2024.

Proposal Submission guidelines

Interested candidates should submit their application material by July 17, 2024 including:

- Technical and financial proposal, with data collection/analysis plan and schedule, methodology.
- CV of all proposed parties.
- Cover letter clearly summarizing experience as it pertains to this assignment.

#### Selection Criteria

AAH will decide on the best offer based on three criteria:

- Relevant experience of firm, past performance in similar exercises, and capacities of evaluation team members.
- Quality and adequacy of the proposal.
- Financial proposal.

The proposals must include the following components:

- Understanding of TOR.
- Methodology.
- Work Plan.
- Experience of firm.
- Technical team structure with CV.
- Detailed financial proposal.

The selected firm will have technical skills in impact evaluation design, data collection, data analysis and reporting; communication skills; and project management skills. It will also be required that the evaluator has relevant experience working in similar contexts. Spanish language skills for key personnel are necessary for this evaluation, as well as current knowledge of local networks and ability to access the communities. It will be ensured that the evaluator has the communication skills to effectively negotiate the design and to report findings, and the understanding that evaluations must focus on producing useful and accessible findings.

Please note that AAH expects the Baseline Report to present research findings, conclusions and recommendations in English and Spanish and in a concise format that emphasizes the most important issues. AAH will be reviewing proposals for this bid with this expectation in mind. As such, interested parties should use this opportunity to demonstrate their ability to make a compelling case in as concise a proposal as possible.

## IX. PRESENTATION OF PROPOSALS

All offers must be sent via e-mail María Alexandra Donoso [adonoso@co.acfspain.org](mailto:adonoso@co.acfspain.org)

Purchase Dossier Reference: COBG06196

Terms of Reference: CONTRACTING OF THE SUPPLIER FOR IMPACT EVALUATION ON FINANCIAL SERVICES OF THE ECONOMIC RECOVERY COMPONENT, ADN DIGNIDAD PROGRAM.

## X. DOCUMENTATION REQUIRED FOR THE PROPOSAL SUBMISSION

The person (natural or legal) must submit to Action Against Hunger the following documents:

Legal documents:

- Copy of the identity document of the natural person or legal representative (legal persons).
- Copy of tax registration document
- Bank certificate
- Copy of certificate of commercial registration
- Copy of the latest financial statements

Personal background information:

- Certificate of disciplinary, criminal, contractual and tax background.

General documents:

- Certificates of execution of contracts that support the requested experience.
- CV of the professionals required in these ToR / Company Portfolio.
- Annex A: Regulation of Good Business Practices, completed and signed by the natural person or legal representative in case of a legal person.
- Annex B: Declaration of conformity and commitment to respect the code of ethics of Action Against Hunger, completed and signed by the natural person or legal representative in the case of a legal person.
- Annex C: Technical and economic offer must be in its official quotation format signed by the natural person or legal representative in the case of a legal person.

Evaluation proposal to be executed, with schedule and budget.

## XI. PROCESS SCHEDULE

ACTIVITIES	DATE
Date of ToR publication	12/07/2024
Deadline for questions and comments to Action Against Hunger	16/07/2024

Deadline for receipt of proposals	17/07/2024
Date of review of proposals received	18/07/2024
Date of final communication to bidders	22/07/2024
Date estimated for contract signature	24/07/2024

Dates are subject to change or eventuality; in which case they will be communicated, and new dates will be proposed.

### QUESTIONS AND COMMENTS

Potential consultants may send written questions to: [adonoso@co.acfspain.org](mailto:adonoso@co.acfspain.org) specifying the file reference (COBG06196) and the title of the terms of reference: CONTRACTING OF THE SUPPLIER FOR IMPACT EVALUATION ON FINANCIAL SERVICES OF THE ECONOMIC RECOVERY COMPONENT, ADN DIGNIDAD PROGRAM

<b>DRAFTED BY:</b>	<b>TECHNICAL APPROVAL:</b>
Name: Luisa Fernanda Moreno Position: Economic Recovery Coordinator	Name: Stefania Echeverry Position: MEAL Coordinator - ADN Dignidad
Signature:	Signature:

<b>LOGISTICAL APPROVAL:</b>	<b>TECHNICAL APPROVAL:</b>
Name: María Alexandra Donoso Position: Logistic Officer	Name: Eric Besse Position: Chief of Party
Signature:	Signature:

## ANNEX A

### REGULATION OF GOOD PRACTICES IN THE BUSINESS OF ACTION AGAINST HUNGER

Action Against Hunger works to address the causes and effects of hunger and life-threatening diseases among vulnerable children, women and men. We are, since our creation in 1979 in France, a non-governmental, non-political, non-denominational and non-profit organization.

**This Good Business Practice Regulation is the basis for the professional relationship between Action Against Hunger and suppliers.**

**These are the valid general rules, unless other particular conditions are mentioned in the contract. In case of conflict of terms between the documents, the contract conditions of the tender dossier shall prevail over this Good Business Practice Regulation.**

### PRINCIPLES OF THE PROCUREMENT PROCEDURE

Action Against Hunger has transparent procedures for awarding markets. Its essential principles are:

- ✿ Transparency in the procurement process.
- ✿ Proportionality between the procedures followed for awarding contracts and the value of the markets.
- ✿ Equal treatment of potential suppliers

Common criteria for selecting a supplier are:

- ✿ Authorization to operate in the market.
- ✿ Financial capabilities
- ✿ Economic capabilities
- ✿ Technical expertise
- ✿ Professional capabilities

The common criteria for awarding a market are:

- ✿ Automatic award (cheapest bid that satisfies all requirements).
- ✿ Best value for money (price/quality ratio)

### **MALPRACTICE, INELIGIBILITY AND EXCLUSION**

Action Against Hunger considers the following behaviors of malpractice, as a valid reason for systematic exclusion from the market award procedure and reason for termination of all professional relationships and contracts:

- ✿ Fraud defined as any act or omission in relation to
  - The use or submission of false, incorrect or incomplete statements or documents that have the effect of misappropriating or improperly withholding Action Against Hunger or institutional donor funds.
  - Failure to disclose information, with the same effect.
  - Misuse of such funds for purposes other than those for which they were originally granted.
- ✿ Active corruption: deliberately promising or offering advantages to an official so that he/she acts or fails to act according to his/her duties, to harm or attempt to harm the interests of Action Against Hunger or institutional donors.
- ✿ Collusion: coordination of enterprises of a competitive nature, with the likely result of higher prices, limited production and higher profits for the colluding companies than would otherwise be the case. Collusive behavior is not always based on the existence of explicit agreements between companies, as it can be tacit.
- ✿ Coercive practices: harming or attempting to harm, directly or indirectly, persons or their property in order to influence their participation in a bidding process, or to affect the execution of a contract.
- ✿ Bribery: offering Action Against Hunger personnel, national or expatriate, monetary or any other type of gifts to obtain additional markets or to continue with a contract.
- ✿ Participation in a criminal organization or in illegal activities of any other kind, as determined by a court ruling by the U.S. government, the EU, the UN or any other donor funding Action Against Hunger.
- ✿ Immoral practices with human resources: exploitation of child labor and non-respect of fundamental social rights and working conditions of workers or subcontractors

Action Against Hunger will exclude from a bidding process any candidate or bidder who is found to be in one of the following cases:

- ✿ In a situation of insolvency or liquidation, with administrative matters in court, in negotiations with creditors, in suspension of business activities, in a situation of being subject to proceedings in relation to these matters, or in any other analogous situation arising from a similar process contemplated by national legislation or regulations.

- ✦ Having been convicted of an offense related to professional conduct by a court of law with the value of *res judicata*.
- ✦ Have been found guilty of professional misconduct proven by any means that Action Against Hunger can justify.
- ✦ Not having fulfilled the obligations related to the payment of social security contributions or taxes according to the legal provisions of the country in which it is established or of those countries where Action Against Hunger missions are operating or of those countries where the contract is to be executed.
- ✦ Have been the subject of *res judicata* proceedings for fraud, corruption, participation in a criminal organization or any other illegal activity detrimental to the financial interests of the Community.
- ✦ Having been declared in serious breach of contract for failure to comply with its contractual obligations in a previous bidding procedure.

Action Against Hunger will not award contracts to candidates or bidders who, during the tendering process:

- ✦ Are subject to conflicts of interest.
- ✦ They are guilty of misrepresentation in providing Action Against Hunger with the information requested as a condition of participation in the contract or award procedure at the time of providing this information.

## MALPRACTICE, INELIGIBILITY AND EXCLUSION

Action Against Hunger will immediately inform institutional donors and provide all relevant information in the event that a supplier, candidate or bidder is involved in corrupt, fraudulent, coercive or similar practices.

Furthermore, contractors agree to grant the right of access to their financial and accounting documents to representatives of Action Against Hunger's institutional donors for the purpose of controls and audits.

Documents to become a supplier

The following is the minimum documentation that a supplier or contractor working for Action Against Hunger will have to provide:

- ✦ National personal identity card of the supplier/company representative.
- ✦ Company status and registration.
- ✦ Mission order or power of attorney authorizing the representative to contact.

Important note: Additional documentation may be requested for a specific market.

In addition, the contractor must have the ability to provide at least: invoice, receipt, way bill (or waybill), provide a tax exemption certification, certify documents with official stamp.

#### Anti-Corruption Policy

If you believe that the actions of someone (or a group of people) working as employees or volunteers in Action Against Hunger programs are responsible for violating the above rules, a report should be sent through the whistleblower channel.

To facilitate handling, reports should contain as much accurate information as possible; name and contact details are optional but recommended. All reports are treated confidentially as permitted by law. Action Against Hunger will make all reasonable efforts to preserve the confidentiality of the reporter and to protect future reporters from any possible retaliation.

Reports are sent as follows: in writing to the e-mail address [pqr@co.acfspain.org](mailto:pqr@co.acfspain.org); or via telephone +**01800 5189758**.

## TO BE COMPLETED BY SUPPLIERS

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I, the undersigned... *name of representative...* representative of... *name of company...* certify that I have read and understand these rules.

On behalf of the company I represent, I accept the terms of the Action Against Hunger Good Business Practices Regulation and commit to achieve optimum performance in the event that *...name of company...* is awarded a market.

By signing this document, I certify that *...name of company...* has not provided, and will take all necessary steps to ensure that it does not and will not knowingly provide material support or resources to any company or entity that is or becomes responsible for, supports, facilitates or participates in acts of fraud, active corruption, collusion, coercive practices, bribery and is part of a criminal organization, is involved in illegal activities or immoral HR management practices, such as the hiring of minors and the lack of respect for fundamental social rights and working conditions or standards as defined by the International Labor Organization (ILO), in particular with respect to non-discrimination, freedom of association, payment of the national legal minimum wage, forced labor and respect for working conditions and hygiene.

Finally, I certify that... *company name* is not involved in any legal proceedings or action on behalf of the company, or on behalf of any other person or entity, against the company, for fraud, corruption, bribery, bribery, or any other illegal activity and that it has not been convicted of these practices on any occasion.

All of the supplier's responsibilities mentioned herein extend to any affiliated and subsidiary suppliers.

Name:

Date:

Position:

Seal:

Signature:

## ANEXO B

### DECLARATION OF CONFORMITY AND COMMITMENT TO RESPECT THE CODE OF ETHICS OF ACTION AGAINST HUNGER

I, \_\_\_\_\_ identified as it appears at the bottom of my signature, certify that I have read and understood the policies and codes of the Action Against Hunger Foundation, which are listed below:

-  [Code of Ethics for Action Against Hunger \(see online document\) and the Safeguarding Policy.](#)
-  [Code of conduct for suppliers and contractors.](#)
-  [Privacy policy and protection of personal data.](#)
-  [Anti-Bribery Policy, Corruption and Abuse of Power.](#)
-  [Safeguarding-Policy](#)

In accordance with what is detailed in the sections of chapter VIII (Responsibilities) of the terms of reference, I accept the terms and conditions of the Code of Ethics and policies of Action Against Hunger, I commit myself to achieve the best results in case I am awarded this contract.

Furthermore, I certify that I am not in any of the conditions mentioned in the terms of reference: misconduct, ineligibility and exclusion.

For the record signatures

Date:

Name:

Signature:

## ANNEX C

### Financial offer presentation form to be submitted in its official quotation format.

Date, city

Subject: Financial offer for the process \_\_\_\_\_

Dear:

Action Against Hunger

According to the invitation, I, the undersigned, \_\_\_\_\_, as \_\_\_\_\_, of the company \_\_\_\_\_ declare that I have read these terms of reference and certify that my technical and financial proposal has taken into account all technical, financial and legal aspects, I submit a financial offer for the value of (\_\_\_\_\_), with a validity of \_\_\_\_\_ calendar days.

Detail the form of payment

ITEM	DESCRIPTION	UNITY	QUANTITY	UNIT PRICE	PARTIAL PRICE
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Subtotal

In case of legal person add legal costs (APPLICABLE TAXES)

\_\_\_\_\_

Signature

I.D.

Phone:

Address:

E-mail