

Terms of Reference (ToR)

Third-Party Monitoring (TPM) Consultancy:

Project Title:	Enhancing Access to Nutritious Food during Eid ul-Adha – Qurbani Programme 2026
Location:	Martini, Seliga, Kahda, Hodan, Daynile, Karan, Celesha, Carbiska
Duration:	1 Month - Pre/During/Post Eid
Reporting to:	MAUK: MEAL Manager MA UK

1. Introduction & Background

The Qurbani Project aims to provide high-quality meat assistance to vulnerable households during the Eid al-Adha season. The project focuses not only on the distribution of food but also on upholding the highest standards of Islamic ethics, hygiene, and environmental responsibility.

Muslim Aid seeks a qualified consultancy firm to conduct independent Third-Party Monitoring (TPM) to ensure transparency, accountability, and technical compliance with the project's specific performance indicators.

2. Scope of Work

The Consultant will provide an independent assessment of the project cycle, focusing on the following key performance indicators (KPIs) derived from the project logframe:

Focus Area	Project Indicator
Selection Criteria and Quality	Verifying beneficiary selection/distributions done in line with approved proposals/based on need.
Ethics	Verifying slaughtering process, actual animals in line with procurement done, and ensuring they are done in line with our guidelines and religious obligations – <u>Key part and TPM party needs to be on site when this is happening</u>
Procurement compliance	Verifying procurement process done in line with policies.

3. Qurbani Locations

The location for the Qurbani Programme will mainly focus on 7 IDPs in Banadir and 1 IDP in Afgooye. The following table shows the current locations for the Qurbani distribution. We expect the consultant to visit at least 50% of the locations.

Name of location	Number of HH
Martini	1085
Seliga	906
Kahda	1000
Hodan	906
Daynile	906
Karan	906
Celesha	906
Carbiska	1085

4. TPM Objectives

1. **Beneficiary Integrity & Selection:** Verify that beneficiary selection and distributions strictly adhere to approved proposals and are prioritized based on verified vulnerability and need criteria proposed.
2. **Operational & Ritual Compliance:** Conduct on-site verification to ensure that the slaughtering process and livestock quality align with procurement specifications, organizational guidelines, and religious requirements (Halal/Qurbani).
3. **Hygiene & Food Safety:** Verify that meat handling, processing, and packing are conducted in a clean and sanitary environment, meeting established hygiene and food safety standards.
4. **Procurement Accountability:** Audit procurement workflows to ensure all sourcing, bidding, and purchasing activities are executed in full compliance with organizational policies and financial regulations.
5. **Environmental Stewardship** Evaluate waste management protocols to ensure the safe disposal of byproducts and mitigate any negative environmental or health impacts on the local community.

5. Methodology

The consultant should propose a robust methodology including:

- Direct Observation on site during slaughterhouses and distribution sites.
- Quantitative Checks: Spot-checks of weighing scales and meat parcels.
- Desk and documentation review.
- Household surveys with a representative sample.
- Key Informant Interviews (KIIs) with butchers, project staff, supplier, etc.

6. MA Sampling Criteria

Sampling should ensure adequate representativeness across 8 different locations, with attention to gender, age, and disability and follow the Muslim Aid minimum sample size criteria:

Category	Requirement / Details
Margin of Error	5%
Confidence Level	90%
Response Distribution	50% male / 50% female, with a 10% variance
Locations	Martini, Seliga, Kahda, Hodan, Daynile, Karan, Celesha, Carbiska

Disability Inclusion	At least 10% of the total sample must include persons with disabilities
External Evaluations	Sample size based on total number of direct beneficiaries reached
Services and Products	Must be disaggregated in evaluation findings. Examples: locations, gender, age and disabilities, etc.

7. TPM Team

The TPM shall be conducted by an external consultant or evaluation team, selected through a competitive proposal submission process. The following are minimum requirements for the team/consultant to be considered for conducting the assignment:

- At least a master’s degree in project management, Statistics, or any other related fields
- Minimum of 5 years’ relevant professional experience in conducting evaluations and TPM for humanitarian and development programs.
- Strong experience in Project Monitoring and Evaluation in Somalia.
- Strong knowledge and /or demonstrated experience in designing and conducting similar Monitoring and Evaluation activities in insecure contexts.
- Exceptional knowledge of the context, especially in Somalia
- Strong Knowledge of Core Humanitarian Standards
- Strong analytical skills and ability to clearly synthesize and present findings.
- Excellent communication and report writing skills.

8. Expected Deliverables

- **Inception Report & Methodology Design** Submit a concise report (4–6 pages) detailing the monitoring methodology, sampling framework, and quality assurance protocols. This includes the finalization of all data collection tools (surveys, interview guides, and checklists) in English.
- **Comprehensive Third-Party Monitoring (TPM) Final Report** Deliver a detailed analytical report (10–30 pages) covering findings, data trends, and project performance. The report must include geo-tagged photo evidence, success stories, and evidence-based recommendations for future programming.
- **Executive Briefing & Oral Presentation** Conduct a formal one-hour debriefing session for senior management. This presentation will highlight key findings, address critical bottlenecks identified during monitoring, and facilitate a Q&A session on strategic recommendations.

9. MA Responsibilities

MAHQ is the client and TPM service provider will report directly to MAHQ. MAHQ will be responsible for the following:

- Approval of inception report and tool
- Review and approval of TPM report.

The MA Somalia will be responsible for the following:

- Ensure overall coordination and facilitation of the TPM assignment.
- Provide consultants with slaughtering locations, project documentation, and beneficiary list/necessary documentation.
- Link consultants to relevant stakeholders, and focal points during distribution.
- Provide feedback on the draft report
- Contracting will be done for payment at the Somalia level.

10. Timeline

Application deadline	May 4th
Selection of consultant	May 7th
Inception report and sampling tools	May 11th
TPM assessment: (Important note: Direct Observation on site during slaughterhouses and distribution sites is expected to be between 1-3 days only)	Distribution between May 15 th - May 26 th (tentative times)
Final Draft TPM report submitted to MAUK	June 8 th
Review and comments on the Final Draft TPM report	June 15th
Report Approval	June 19th
Oral Presentation	June 24th

11. Application

All interested applicants are required to submit a complete application package consisting of the following documents:

1. **Technical Proposal:** A detailed methodology and implementation plan (minimum 4 pages, maximum 10 pages).
2. **Financial Proposal:** A clear, itemized budget breakdown (1–2 pages).
3. **Proof of Experience:** Two (2) relevant work samples of previous high-quality deliverables, such as Third-Party Monitoring (TPM) reports, impact evaluations, or assessment reports.

Submission Deadline & Method

Please submit all documents in PDF format to feedback@muslimaid.org no later than **May 4th, 2026**.

Budgetary Note: The maximum budget allocated for this activity is \$4,000 USD. Please note that the final contract value may be adjusted based on the quality proposed methodology, sample size, and overall scope of work. The most competitive proposal that demonstrates the highest technical quality and value for money will be awarded this budget.

Note: Please use the subject line: *"Proposal Submission: Qurbani TPM – Country Name - [Applicant/Firm Name]."*