

QUALITY CONTROL PLAN

PR/MAR #: AMM 3140	Tender #: MC-36-2020
PR/MAR Description: Hiring of national firm with experience in conflict management projects to conduct End line Evaluation research for DFID project	

The following Quality Control Plan that describes the roles and activities associated with executing the minimum quality control requirements listed herein.

After obtaining Mercy Corps approval, the Quality Control Plan shall be available to all concerned employees. Each document in the plan shall indicate its preparation date and all pages shall be numbered. If a document is revised, the date of revision shall be indicated on the document and recorded in a table of revisions.

Essential Specifications and Testing Requirements

All items/deliverables

Parameter	Target Value	Margin of error Absolute or relative	Testing Method ,	Performed / Reviewed by:
Desk Review Research	Will be the first step for the consultancy company team for understanding the Project.	Absolute	Review all the project documents	Senior Program Manager and the Senior M&E Coordinator.
Detailed work plan and progress reports	A detailed work plan is expected to be sent in Jan/2021, and to send progress report on a weekly basis	Absolute	Review the work plan and the progress report	Senior Program Manager and the Senior M&E Coordinator.
Household Surveys	two sampling scenarios necessary using a 95% confidence level and a 90%	Absolute	Field Visit and Soft copy of the data	Senior Program Manager and the Senior M&E Coordinator.
Key Informant interviews	2 KII's per location, 84 in total	Absolute	Field Visit and Soft copy of the data	Senior Program Manager and the Senior M&E Coordinator.
Focus Group Discussion	2 FGD's per location, 84 in total	Absolute	Field Visit and Soft copy of the data	Senior Program Manager and the Senior M&E Coordinator.

Final Report	The Final Report will be submitted in mid-March 2021	Absolute	The report should include: Executive summary Methodology Target for Indicators (area level, overall, control level) Comparison between control and target Comparison between previous baseline results and achieved results by End-line study.	Senior Program Manager and the Senior M&E Coordinator.
--------------	--	----------	---	--

Non-Conformance

In case of non-conformance, a meeting will be conducted with the service provider in order to provide him with corrective actions plan. In case the service provider keeps the poor performance then MC will have the right either to panelize the company or cancel the contract.

Contract Testing Requirements

The DFID team will appoint a quality control team that includes the Senior Program Manager and the M&E team. This group will be responsible for discussing expectations on each deliverable with the firm.