

Programme/Project Evaluation Terms of Reference

1. Background

Tearfund is an international humanitarian and development aid agency working in over 53 countries around the world, helping individuals and communities to overcome poverty, responding to onset crises, rebuilding foundations for recovery while improving capacity of local and national structures to frame long-lasting development pathways. Tearfund has headquarters in the UK, with regional and country programmes in targeted underserved, conflict affected and humanitarian challenged locations in Africa, Asia, Middle East and Latin America.

In the Central African Republic, Tearfund has supported humanitarian aid efforts since 1974, where its presence helped address both natural and man made crises. Since 2018, Tearfund in CAR has obtained a grant from UK Aid Match to support the implementation of “Increasing Household Income and Livelihood Security for Women in the Central African Republic”. This is a three year project that supports communities in the prefectures of Ombella Mpoko, Lobaye and Bangui.

Project Title	Increasing Household Income and Livelihood Security for Women in the Central African Republic
Impact	Women in CAR are economically empowered and progress towards gender equality.
Outcome	10,000 vulnerable women in 3 prefectures in CAR are empowered to improve their livelihoods within communities demonstrating improved gender norms.
Outputs	<ul style="list-style-type: none"> i) Women in Bangui, Ombella M'Poko and Lobaye have improved literacy and numeracy skills. ii) 10,000 women in Bangui, Ombella M'Poko and Lobaye have increased market-relevant skills and knowledge to improve their livelihoods. iii) VSLA groups have access to financial capital to improve group livelihoods. iv) Community members and community/faith leaders are sensitized on positive gender norms and SGBV.
Location	<ul style="list-style-type: none"> 1. Bangui: (arrondissements 4,5,6,7 and 8) 2. Ombella Mpoko (Bimbo and Begoua). 3. Lobaye (Pissa, Mbata, Batalimo, Mongoumba, Bouchia, Boukoko and Mbaiki)
Duration	1 July 2018 to 30 June 2021 (recently awarded 6 month extension)
Budget	£ 5,000,000
Beneficiaries	Direct Beneficiaries are: 10,000 Women Indirect beneficiaries : 50,963

The project's impact objective is to ensure women in CAR are economically empowered and progress towards gender equality. To achieve that impact, an outcome objective was set to ensure 10,000 vulnerable women in 3 prefectures in CAR were empowered to improve their livelihoods within communities thereby demonstrating improved gender norms. This outcome was supported by four outputs:

- i) Women in Bangui, Ombella M'Poko and Lobaye have improved literacy and numeracy skills.
- ii) 10,000 women in Bangui, Ombella M'Poko and Lobaye have increased market-relevant skills and knowledge to improve their livelihoods.
- iii) VSLA groups have access to financial capital to improve group livelihoods.
- iv) Community members and community/faith leaders are sensitized on positive gender norms and SGBV.

The project started in July 2018, and 10,000 women were selected in 26 communes as a focus and formed the project's direct beneficiaries. Among the key activities implemented are the training of facilitators, the selection of beneficiaries, support to literacy classes providing basic numeracy and literacy for three cohorts of graduates totalling 8,000 beneficiaries, support to 400 Self Help Groups (SHG), and 12 Cluster federations, business training for 10,000 women, initiation and support to 450 women led local development and self-entrepreneurship ventures (tailoring, soap making, petty trade, ect), and assets transfers through provision of start-up capital, inputs and basic equipment. Throughout, the project partnered with the Central African Alliance for Bible Translation (ACATBA) and the General Directorate of Literacy , for literacy training and skills transfer evaluation capacity. Also, vocational training has involved Daughters of Mary Immaculate(DMI) and the Ministry of Education as service providers.

The project also implemented a Transforming Masculinities (TM) approach, aimed at SGBV prevention, risk mitigation and response based on increased participation of local churches, religious leaders, and men in the communities. Actors are encouraged to identify, speak out and challenge locally embedded harmful gender norms and structural inequalities that prevent women from thriving. The project has mobilised local churches and denominations and trained 853 gender champions, who in turn facilitated 606 community dialogues with 6,569 participants. In addition, the gender champions have accompanied victims and survivors of SGBV to enable their access to relevant services.

The project is managed within the Tearfund CAR portfolio. Throughout, a set of monitoring, evaluation and learning activities have taken place. These include a baseline report, annual evaluation surveys, beneficiaries' satisfaction surveys, post distribution monitoring, annual progress reports, and a mid term review/evaluation. All reports are available for consultation.

For the purpose of project implementation, the following gaps and recommendations have been identified by the baseline and mid term review :

	Key gaps and recommendations
Baseline	<p>Main recommendations :</p> <ul style="list-style-type: none"> ● Provide adequate resources (financial/in-kind) and training especially in business development ● Invest in promoting both savings and producer groups to leverage financial and material resources ● Engage men and leaders in changing attitudes beyond sexual and gender-based violence ● Revise the project log-frame to include separate gender outcomes.
Mid term Review	<p>Main gaps identified :</p> <ul style="list-style-type: none"> ● Interplay between the different components – the extent of integration

	<p>and how this affected the project results.</p> <ul style="list-style-type: none"> ● Higher level changes (above the output level) were not reported in the MTR. It is important to mine this evidence. ● Unintended changes/effects of the project were not reported. ● Program learning reviews are not conducted. ● Inconsistency of program data ● The distinction between Year 1 and Year 2 beneficiaries <p>Recommendations :</p> <ul style="list-style-type: none"> ● Review the methodology for forming groups and the approach to literacy training to avoid having beneficiaries who cannot read or write after taking the courses. ● Conduct an analysis as to why some women trained in literacy cannot read and write. ● Improve communication on the accountability mechanism. ● Conduct diagnostic research to identify the factors behind women's dissatisfaction with services and seek to close these gaps. ● Conduct research to understand the factors causing low community awareness among trained women. ● Conduct diagnostic research to understand the reasons why some women consider the dignity kits of insufficient quality, particularly in the prefecture of Lobaye. ● Organize the training for community and religious leaders as well as gender champions on the transformation of masculinity planned in Year 2 before the end of September. ● Carry out the professional training planned in Year 2 before the end of September. ● Organize experience-sharing between Tearfund, partner NGOs, and beneficiaries as needed.
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In order to draw lessons for future programming as well as fulfilling our accountability requirements to the FCDO and the project's beneficiaries, TF is commissioning an end of project external evaluation. The main objective of this evaluation is to provide an external point of view of the overall performance of this project in terms of impacts to the beneficiaries, achievement of the intended objectives, quality and efficiency of the outputs obtained, and the beneficiaries' satisfaction with the activities.

The evaluation will also assess how the recommendations of the MTR were incorporated in Year 3 and provide evidence-based reflection on Year 3 implementation and the cumulative implementation of the 3 years.

Additionally, the evaluation is intended to identify challenges in order to draw lessons and recommendations to the programme and support the sustainability of the obtained results.

2. Purpose

- a) Evaluation Goal:** The aim of this assignment is to conduct an external end of project evaluation of the project, "Increasing Household Income and Livelihood Security for Women in the Central African Republic" project. The goal of the evaluation is to document evidence-based outcomes and contribution to the set main objective, and showcase how the project impacted the life of intended beneficiaries, changed structures while identifying gaps

and drawing lessons that can guide future programming efforts and contribute to the practice's improvement within the broad aid community.

b) Evaluation Objectives: The end of project evaluation will be conducted according to the DAC criteria for evaluation with focus on Relevance, Effectiveness, Impact and sustainability . The evaluation will also consider how Tearfund's Quality Standards have been followed, while considering global standards and especially Core Humanitarian Standards (CHS) .

Also, from the evaluation , Tearfund is interested to have a picture of :

- How the recommendations from the mid term review were implemented.
- Evidence-based learning from Year 3 implementation.
- Cumulative change that has been realized from the 3 years since the baseline.
- Effects of COVID19 and beneficiary's adaptation.
- Learning from year 3.
- Identification of and recommendation of mechanisms inbuilt for the sustainability of VSLAs and Community Dialogues.
- How the project contributed to higher level changes/soft changes/unexpected changes on the results chain - empowerment, participation, leadership, and representation.

Guiding Evaluation questions are summarized in the table below:

Evaluation criteria	Guiding evaluation question
<p>Relevance: The extent to which the aid activity is suited to the priorities and policies of the target group, recipient and donor</p>	<ul style="list-style-type: none"> •To what extent are the objectives of the programme still valid? •Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives? •Are the activities and outputs of the programme consistent with the intended impacts and effects?
<p>Effectiveness: A measure of the extent to which an aid activity attains its objectives.</p>	<ul style="list-style-type: none"> •To what extent were the objectives achieved / are likely to be achieved? •What were the major factors influencing the achievement or non-achievement of the objectives?
<p>Impact: The positive and negative changes produced by a development intervention, directly or indirectly, intended or unintended. This involves the main impacts and effects resulting from the activity on the local social, economic, environmental and other development indicators. The examination should be concerned with both intended and unintended results and must also include the positive and negative impact of external factors, such as changes in terms of trade and financial conditions.</p>	<ul style="list-style-type: none"> •What has happened as a result of the programme or project? •What real difference has the activity made to the beneficiaries? •How many people have been affected? •Are there unintended impacts? •How the project contributed to higher level changes/Soft changes on the results chain - empowerment, participation, leadership, and representation

An adapted WEAI framework for analysis was used during baseline to assess to which extent women were empowered.	
Sustainability: Sustainability is concerned with measuring whether the benefits of an activity are likely to continue after donor funding has been withdrawn. Projects need to be environmentally as well as financially sustainable.	<ul style="list-style-type: none"> •To what extent did the benefits of a programme or project continue after donor funding ceased? •What were the major factors which influenced the achievement or non-achievement of sustainability of the programme or project? •Identification of and recommendation of mechanisms inbuilt for the sustainability of VSLAs and Community Dialogues.
Accountability	<ul style="list-style-type: none"> •To which extent recommendations from MTR were implemented. •To which extent the community feedback and complaints mechanism has been effective in addressing issues raised by the community
COVID 19	What was the impact of COVID 19 on beneficiary's adaptation.

3. Methodology

The evaluator is expected to propose an adapted methodology. However, the evaluation requires a mix of methods including collection of secondary data and primary data, both quantitative and qualitative. Blended approaches for data collection will include a quantitative survey, in-depth discussions, focus groups discussions, key informants' interviews, observations and cost benefit analysis. These shall be completed by a desk review of existing literature, projects and Tearfund published and non published materials including project proposal documents, monitoring and evaluation documents, different reports and important correspondences. The evaluation will be participatory, so it is expected that the evaluator will interact with a wide range of stakeholders from which he will collect data and insights.

Sampling and Quality of data considerations:

- The sample communities/respondents must be different from the respondents of the MTR.
- Consider the entry point for this as Household as that is where we intended higher changes to take place. The entry point at MTR was the VSLAs and the participants of each output.
- Quality needs to be excellent so it can tell the UKAM story for visibility and fundraising – case studies, MSCs, etc

Special and ethical considerations to comply with :

- Safeguarding Policies for this evaluation will be:
- Risk mitigation for Covid-19 will be required and therefore, the required recommendations and measures from the Ministry of health will need to be applied. This is especially the case for group and individual discussions.
- The evaluation is expected to collect primary quantitative data digitally. Tearfund will discuss the possibility of mobile collection with the evaluator.
- Evaluation will consist of collecting and assessing economic data, as well as sensitive data around individual capacity and lived experience of violence. Special attention will be taken to ensure informed consent and necessary guarantees will be provided to ensure data protection.

- Evaluator, subcontractors, delegates and enumerators are expected to adhere to Tearfund's Safeguarding Policy while performing this duty. A copy of the safeguarding principles and code of conduct will be made available and signed prior engaging in any Tearfund funded activities.

4. Timings

The key steps for this evaluation are summarised in the table below

Activity	Days	Details
• Expected starting date		Expected on 2nd November 2021
• Planning (Home based)	3	Evaluator to propose an evaluation plan Work on data collection tools
• Briefing and debriefing of leads/team (TF office)	2	Evaluator and team to agree on the plan , people to consult and data to collect Also, agree on data collection tools
• Desk review time (Home based)	3	Project team to share with evaluator existing project documentation, and evaluator to search for other resources for triangulation
• Travel and field visits (Field work)	10	Field visit for primary data collection from beneficiaries, key informants and other stakeholders
• Data analysis and reporting (Home Based)	5	Evaluator to analyse data and prepare draft report and presentation of findings
• Submission of final report and presentation to Tearfund and others (where appropriate/ required)	5	Evaluator to have inputs from the project team, and submit final reports and supporting documents.

Total proposed duration: 28 days

5. Evaluation Leadership and Management

i) The evaluator will be responsible for:

- Reviewing project documents, past reports and other relevant literature.
- Drafting and submitting an inception report including the plan for the evaluation.
- Developing tools for the evaluation process and present them to TF for review and inputs.
- Identifying and training the data collection team including enumerators to help in the data collection process.
- Participating in and supervising data collection, ensuring accuracy and quality assurance throughout the evaluation process.
- Compiling and submitting a draft report to TF to make inputs before a final copy will be produced and submitted.
- Developing a comprehensive documentation of lessons learnt on the project vis a vis our implementation strategy (3-5 pages).

ii) Tearfund CAR will be responsible for:

- Providing the consultant with the right project documentation,
- Reviewing and commenting on the data collection tools,
- Enabling access to project sites and beneficiaries
- Responding to the consultant queries ,

- Participating in eventual Key Informant Interviews
- Participating in the presentation of the findings, Reviewing and commenting on the draft of the report, Providing final sign off of the work from the consultant.
- The CAR team division of tasks will be as follow
 - Evaluation lead: PDC or FSL PC
 - Evaluation approval : Country director
 - Assistance : MEAL coordinator, UKAM Coordinators and Finance Manager
 - Field visits coordination: UKAM Team leaders
 - The coordination of the evaluation process sits within the MEAL department. The PDC will be the designed person to coordinate contribution from the project team and liaison with the evaluator.
 - The final products, accepted by the PDC will be approved by the Country Director on behalf of TEARFUND

iii) Partners will be responsible for:

- Participating in eventual Key Informant Interviews as see required by the consultant,
- Providing the necessary documentation to share with the consultant,
- Guide and orient enumerators on the locality and the key beneficiaries to interview
- Participating on debriefing and feedback processes on evaluation findings

iv) Tearfund ECA Cluster/Global will be responsible for:

- Review of the tools for data collection,
- Participation in the presentation of the findings,
- Review and comment on the final report.

6. Stakeholders

The evaluator will be expected to interact with a range of stakeholders including:

- Tearfund programme leadership: the CD, managers (Finance, Logs) and different coordinators (FSL, WASH, Funding)
- The UK aid match project team: both in Bangui and field teams in Lobaye and Ombella Mpoko.
- Beneficiary groups: VSLA, CLA, IGA
- Individual beneficiaries: Gender champions, SGBV survivors, Literacy courses graduates, Facilitators, ect
- Local authorities and line ministry departments: Literacy, Women promotion
- Development/Humanitarian agencies: Other INGOs, UN, ect

7. Evaluation Output

The following outputs are expected from this evaluation process:

i) During the evaluation process:

- Inception report written in English and sent electronically. The inception report is to include an interpretation of the tasks, clearly outlining the approach (sampling framework, data collection strategy and plan, outline of final report, ethical process, quality assurance process etc) and methodologies that will be used in the evaluation. Proposed methodologies must be inclusive and gender sensitive.
- Appropriate tools and instruments for gathering information (questionnaires, interview guides, cost benefit analysis grid). Questionnaires will be scripted onto a digital data collection platform, preferably KoboCollect, as appropriate.

- Enumerator training agenda and PowerPoint presentation of the training content.

ii) As a result of the evaluation process:

- Powerpoint presentation summarizing methodology, key findings and recommendations.
- Draft evaluation report for review by TF
- Final soft copy of evaluation report that is clear, simple, concise.
- Soft copy of fully “cleaned” datasets of all collected data at least in Excel and if relevant, in SPSS as well.
- List of consulted resources (bibliography and participants in discussions)
- A self-evaluation of the evaluation using the BOND evidence principles
- Tearfund recommended report is outlined as follow:
 - Section 1 – Executive Summary (no more than four A4 sides)
 - Section 2 – Introduction
 - Section 3 – Methodology
 - Section 4 – Context Analysis
 - Section 5 – Project Overview
 - Section 6 – Key Findings
 - Relevance
 - Impact
 - Effectiveness
 - Efficiency
 - Sustainability
 - Coordination
 - Coherence
 - Section 7 – Conclusions
 - Section 8 – Key Insights
 - Section 9 – Specific Actionable and Prioritised Recommendations
 - Section 10 – Annexes (indicative)
 - Draft Action Plan
 - Terms of Reference for the Evaluation
 - Profile of the Evaluation Team
 - Evaluation Schedule
 - Protocols for the Evaluation
 - Documents consulted during the Evaluation
 - Persons participating in the Evaluation
 - Field data used during the Evaluation, including baselines
 - Bibliography

8. Assessment Criteria

The proposed scoring for OECD-DAC Criteria will use the following scale:

0	1	2	3	4
Low or no visible contribution to this criteria	Some evidence of contribution to this criteria but significant improvement required	Evidence of satisfactory contribution to this criteria but requirement for continued improvement	Evidence of good contribution to this criteria but with some areas for improvement remaining	Evidence that the contribution is strong and/or exceeding that which was expected of the intervention

9. Utilisation of evaluation findings and recommendations

- a) **Dissemination of Findings:** The findings, especially recommendations, will be shared with the country team to address gaps and improve the quality of future projects. Other dissemination channels, especially within the in-country INGO community, will be explored. It is expected that findings regarding change in gender norms will be shared with the SGBV sub-cluster.

The evaluation TORs, standalone summary, report and action plan will be uploaded by the programme officer in the evaluation log and onto TRACK. Findings will be used by both Tearfund CAR and Tearfund Global in their annual impact reports. This will be published for external purposes as well as an internal learning document. Additionally, and as per the compliance required for FCDO funded programmes, the evaluation will be uploaded onto the IATI website.

- b) **Action Plan:** An action plan will be drafted by the country team to follow up or address relevant actionable recommendations outlined by the evaluation. The action plan will also determine the finding dissemination tasks, especially by tagging support needed from regional and HQ key advisors.

10. Assessment of the Evaluation

The evaluation team will conduct a self-assessment of the evaluation using the BOND evidence principles (voice and inclusion, appropriateness, triangulation, contribution, transparency). TF will also seek feedback from the partner and country team member/ programme officer on the quality of the evaluation. This should be shared with the evaluator(s) (internal/external). The template for evaluation assessment will be provided to the evaluator upon completion of the evaluation.

11. Consultant/ Firm of consultants profile

Given the size of this evaluation, Tearfund encourages interested evaluators to apply as consultants firm or group of independent consultants. The following criteria and conditions will guide selection of the consulting group for this assignment:

- Excellent writing and presentation skills in English and French
- Demonstrable experience in conducting high quality, credible evaluations (examples required)
- Ability to work with Community Based Organisations
- Experience working with International NGOs
- Strong analytical skills and ability to clearly synthesise and present findings, draw practical conclusions and prepare well written reports in a timely manner,
- Sound expertise on evaluating similar projects,
- Strong workshop facilitation skills,
- Experience using mobile data collection methods (ODK, KoboCollect or other),
- Demonstrable analytical skills
- Good communication and diplomacy skills
- Availability for the period indicated

12. Submission of proposals

Technical proposal: The technical proposal will include:

- A brief understanding of the assignment.
- A demonstration of previous experience in conducting similar evaluations, including the services offered and the team involved. This should preferably show specific examples in CAR.
- An outline of the methodology for this evaluation, with sampling techniques for quantitative and qualitative data collection.
- The proposed team, with a plan of how to train enumerators.
- A brief CV (no more than 3 pages) of the evaluation lead and other team members as an annex.

Financial proposal: The financial proposal will be presented in a usable Microsoft Excel document (unlocked with formulas intact) detailing the detailed cost breakdown and total price for the services offered in response to this evaluation. The offer must clearly indicate price justifications. Candidates are required to provide the corresponding amount of their financial proposal in GBP (£).

Considerations for expenses: travels, flights ,local transportation and accommodation will be booked by Tearfund. Visa expenses and COVID 19 testing will be reimbursed upon presentation of receipts. Tearfund usually does not provide per diems, unless justified by local circumstances. Meals will be reimbursed upon submission of receipts (unless provided during the assignment) and with a ceiling of XAF 20,000 or equivalent per day.

13. How to apply

This consultancy offer is published on Tearfund site (www.tearfund.org) and is also available at Tearfund's CAR office, located at Rue Docteur Bally, 1er Arrondissement (Near the Economic and Social Council), Bangui, Central African Republic.

- Publication of offer : 05/May/2021 (re advertised on 16/07/2021)
- Start of the evaluation: 02/November/2021

Qualified candidates are invited to apply by sending their technical and financial proposals along with any other supporting documentation that will help with assessing their capability. Proposals should be sent to the following email address: hormisdas.hariyongabo@tearfund.org, with copy to janusz.czerniejewski@tearfund.org, patrick.lusiensie@tearfund.org

Only electronic submissions will be accepted. All submissions are to be sent in English and must be received by 31-August-2021 (11:59 p.m. CAR time).

Offers sent after the deadline may not be considered.

Bangui,.....2021
TearFund, Central African Republic Programme

Gilbert Kenei - Country Director CAR