Terms of Reference

Final Evaluation of SPARK Programme

in Burkina Faso, India, Malawi and Mozambique, 2021-2024

July 2024

Contents

Table of Abbreviations

APOM	Annual Programme Output Monitoring system (Light for the World's global output reporting system)
CRPD	Convention on the Rights of Persons with Disabilities
DIP	Detailed Implementation Plan
DISC	Disability Inclusion Score Card
DIVCAT	Disability Inclusive Value Chain Assessment Tool
DIF	Disability Inclusion Facilitator
DIA	Disability Inclusion Advisor
OPD	Organisation of Persons with Disabilities
FGD	Focus Group Discussion
IFAD	International Fund for Agricultural Development
ILO	International Labour Organization
KII	Key Informant Interview
LFTW	Light for The World
PSU	Program Support Unit
PROCASUR	PROCASUR Corporation
PIU	Project Implementation Unit
SCOM	Systems Change Outcome Mapping (Light for the World's global system to map, monitor and evaluation progress towards systems change outcomes)

1. Project summary

Project name (s)	**Sparking Disability Inclusive Rural Transformation Project (SPARK)**
Project goal	The project's goal is for persons with disabilities, particularly women and youth with disabilities, to become active participants in, and benefit from, rural development projects tailored to fit the specific profiles of their disabilities, priority needs, constraints, and opportunities.
Project objectives	1. IFAD rural development operations promote income generation for persons with disabilities through both formal and informal employment along the targeted agricultural and pastoral value chains; 2. IFAD, its implementing partners, and other rural development professionals, networks and communities are aware of the barriers faced by persons with disabilities and are equipped with tools, methodologies, and approaches to overcome those barriers through co-production of programs and projects with all stakeholders.
Project Description	The project "Sparking Disability Inclusive Rural Transformation" used a systemic action learning approach to impact the lives of at least 7,000 persons with disabilities. This approach aimed at enabling them to become fully engaged in the economic activities of selected agricultural and pastoral value chains, thus tackling poverty and building on the commitments of the Sustainable Development Goals (SDGs) and the Convention on the Rights of Persons with Disabilities (CRPD). The project also aimed at raising awareness of the potential, aspirations, and needs of persons with disabilities by their communities and other stakeholders such as civil society organizations, governments, and private sector actors. The project aimed to deliver this by: 1. Putting persons with disabilities in the lead. The project intended to build a sustainable network of Disability Inclusion Facilitators (DIFs), who would support awareness raising of disability within IFAD's implementing partners and stakeholders, sparking more inclusive projects, and supporting persons with disabilities in accessing support networks and services. Appropriate tools and techniques were planned to be developed enabling disability inclusion to be integrated into existing projects and built into new projects. 2. Promoting disability inclusion as integral to IFAD project design and implementation. The project intended to support IFAD's understanding and capacities to include persons with disabilities throughout the project cycle. This would include capacity for disability inclusion at the level of program management and staff, partners, and stakeholders, budgeting for disability inclusion, and inclusive monitoring, evaluation, and learning frameworks. 3. Facilitating innovation labs and co-creation spaces. The project strived to create and share learning regarding best practices in ensuring disability inclusion and providing proven best practices, tools, approaches, and methodologies. The prototyping of enabling equipment and technologies would be carried out,

	preparing and sharing designs so that the production of tools could be scaled up in multiple locations.
	4. Creating an enabling environment for the social and economic inclusion of persons with disabilities. The project aimed at building the capacity of relevant representative bodies, such as Organisations of Persons with Disabilities (OPDs), farmers and enterprises association and cooperatives, women's organisations, indigenous peoples' organisations, and youth associations and networks, to understand the needs of persons with disabilities and to advocate for change, developing policy briefs and recommendations.
	5. Learning Routes as a key project approach for cross-country and in-country learning, awareness-raising, and capacity building. A sequence of Learning Routes - from the initial cross-country route in Uganda, through country-level routes, to the final high-level route in Malawi - contribute to expanding stakeholders' vision, developing action agendas, and creating scale-up strategies. The Learning Routes play a role in knowledge management, including the production of over 18 case studies, and their impact on promoting peer learning and innovation across the project countries.
	6. Coordination, monitoring and evaluation, communication and knowledge management. The project foresaw an adaptive management approach within the frame of strong coordination and accountability between the partners and project stakeholders. It planned to promote action learning, document the stories of change and lessons learned along the way.
Target beneficiaries	● 7,000 persons with disabilities, of which at least 2,450 women with disabilities (35% of the total) ● 100 Disability Inclusion Facilitators (on average 15 per Country) ● At least 40 IFAD as well as IFAD-funded project staff ● At least 4 OPDs
Project locations	The Project directly worked with IFAD-funded projects in Burkina Faso, India, Malawi and Mozambique. Besides, the programme also developed a helpdesk that is available for other IFAD projects and other countries. The Disability Inclusion Helpdesk provided advice to IFAD on disability inclusion in policy and programming. The Project also implemented Learning Routes to foster peer learning among the four target countries.

Implementing Partners by Sector and Location	Partner Name	Thematic Covered	Geographic Locations
	LFTW	Disability Inclusion involving OPDs, AgriLabs, Disability Inclusion Academy and Facilitators and conducting support visits and supporting learning events physical and online	Burkina Faso, India, Malawi and Mozambique
	ILO	Decent work (policy review, Business networks and linkages, protection of child labor)	Burkina Faso, India, Malawi and, Mozambique

	Procasur	Knowledge management and Learning (knowledge management, local champions and learning routes, multi-media)	Burkina Faso, India, Malawi and, Mozambique
	IFAD	Supervision and implementation support policy adopted	International (IFAD grant Manager) in close collaboration with the IFAD country offices in the project area
Project start date	January 2021		
Project end date	September 2024		

2. Evaluation Summary

2.1. Evaluation type

Summative final evaluation.

2.2. Evaluation purpose

In order of importance, the following are the main reasons why Light for the World on behalf of the project consortium commissions this final evaluation:

- Collect, consolidate, and analyze information for **final reporting toward the M&E framework** of the SPARK project.
- Assess the extent to which **key approaches and tools employed by the programme were successful** and identify the reasons for it, i.e. the **enablers and barriers** or constraints. In addition, explore how the project has **adopted and adapted different approaches** according to country contexts. These approaches were:
  - o The Disability Inclusion Facilitator (DIF) approach;
  - o Disability inclusive programming;
  - o Disability Inclusion Score Card (DISC) & Action Planning;
  - o Disability Inclusive Value Chain Analysis Tool (DIVCAT);
  - o Innovation labs (agrilabs);and social inclusion lab
  - o Learning Routes;
  - o SPARK helpdesk;
- Identify and **document best practices** emerging from the project within or beyond the key approaches employed.
- Assess the extent to which SPARK has supported and collaborated with IFAD projects, and to which disability mainstreaming practices have been adopted by IFAD staff and implementing partners.
- Map and document **policy changes** that were influenced by the project.
- Provide insights into the **sustainability** of the approaches employed.
- Generate **recommendations** for potential scale-up.

- Identify the **spill-over effects** and **unintended outcomes** that could be achieved and **map out how they were achieved**.

2.3.   Evaluation criteria

The evaluation questions will be developed by the evaluators in line with the above purpose of the evaluation and taking into consideration the following DAC evaluation criteria:

- Relevance
- Effectiveness
- Efficiency
- Sustainability
- Impact

It is expected that the evaluation will provide lessons learned, areas of improvement, and recommendations for continuation as well as for similar projects. Gender equality and youth will be assessed as a cross-cutting theme.

2.4.   Evaluation timeline

July to November 2024 (data collection must be concluded by the end of September 2024 as key project staff will not be available thereafter).

Table 1: Evaluation timeline with responsible for delivery

Activities and Milestones	Expected Delivery Date	Responsible for Delivery
Submission of Call for Proposals for the evaluation	15th of July 2024	Light for the World
Submission of technical and financial proposals for the evaluation	31st of July 2024	Interested consultancies
Selection and contracting of consultancy	9th of August 2024	Light for the World
Inception report detailing the evaluation work plan, analysis matrix, list of documentation, and data collection tools	30th of August 2024	Consultant
Review and approval of the inception report and data collection tools	10th of September 2024	Light for the World in collaboration with IFAD
Data collection - field level	11th to 30th September 2024	Consultant
Submission of first draft of the evaluation report	15th of October 2024	Consultant
Presentation and discussion of evaluation findings	30th of October 2024	Consultant and Light for the World
Review of and feedback to first draft evaluation report	4th of November 2024	Light for the World in collaboration with IFAD
Submission of second draft evaluation report	11st of November 2024	Consultant

Review and feedback to second draft evaluation report	15st of November 2024	Light for the World in collaboration with IFAD
Submission of final evaluation report	20th of November 2024	Consultant
Presentation of final evaluation to project stakeholders	25th of November 2024	Consultant

2.5. Proposed evaluation methodology

The evaluation study shall adopt a mix of qualitative and quantitative techniques to answer the evaluation questions. The focus will be on qualitative methods such as Focus Group Discussions (FGD), Key Informant Interviews (KII), Document Reviews, and Case studies. For mapping and documenting policy changes that were influenced by the project as well as potential spill-over effects and unintended outcomes. Outcome Harvesting is proposed as a methodological approach. The quantitative part of the evaluation will be limited to secondary analysis of data provided by LFTW, the SPARK consortium as well as IFAD implementing partners.

2.6. Available project documentation

The following non-exhaustive list of project documentation forms the basis for the desk review of the final evaluation:

1. Grant design document (proposal)
2. Baseline report
3. M&E framework including data reporting
4. Stakeholder engagement tool reports
5. SPARK annual work plans
6. SPARK annual reports
7. Project data reported through LFTW's global Annual Programme Output Monitoring (APOM) system
8. Internal mid-term review report
9. Report of the learning event "Gathering of change"
10. Report of the learning meeting on impact
11. Learning Route reports/journals (including case studies)
12. DIVCAT report Burkina Faso
13. DIVCAT report Malawi
14. Climate vulnerability and capacity study
15. Scale-up plans for Burkina Faso, Malawi, Mozambique and India
16. Reports from partners such as PRIDE

2.7. Context considerations

The implementation period of this project partially overlapped with the global COVID-19 pandemic. Therefore, the evaluation should also consider the changes in context derived from this and which affected project implementation and impact including the effectiveness of

adaptation efforts to be made by the implementing partners, communities, and other stakeholders.

2.8. Evaluation participants

The final evaluation will involve all stakeholders who were involved in the project design and expected to engage in implementation such as. The following table provides an overview of key informants and evaluation participants identified at the TOR stage of the evaluation.

Table 1: Informant overview table

Country	Type of role	Sample size	Comment
International	Key programme staff – LFTW, ILO, IFAD, PROCASUR	4	This entails grant lead, technical advisor, disability inclusion advisors
India	IFAD and ILO programme staff in-country	2	Includes Disability Inclusion Advisors
India	IFAD project partner staff	4	MAVIM (programme)
India	Beneficiary representatives and Government officials	6	
India	Disability Inclusion Facilitators and Mentors	3	
Malawi	IFAD and ILO programme staff in-country	2	
Malawi	IFAD project partner staff	4	PRIDE, TRADE and FAMSE, OPD
Malawi	Beneficiary representatives and Government officials	6	Agrilab beneficiaries/participants, Youth Groups, VSL groups, Project beneficiaries, MACODA, Dept of Disability and Elderly Affairs (Mr Willards), Min of Gender and District Council officials
Malawi	Disability Inclusion Facilitators and Mentors	4	
Mozambique	IFAD and LFTW programme staff in-country	2	
Mozambique	IFAD project partner staff	11	PROCAVA, REFPE, PRODAPE, OPD
Mozambique	Beneficiary representatives and Government officials	6	Agrilab beneficiaries/participants, IFAD Project beneficiaries, Government office (national and district)
Mozambique	Disability Inclusion Facilitators and Mentors	6	DIF and mentors, including Extensionists (District Level)
Burkina Faso	IFAD and LFTW programme staff in-country	2	

Burkina Faso	IFAD project partner staff	4	PAFA 4R, OPD
Burkina Faso	Beneficiary representatives and Government officials	5	Agrilab beneficiaries/participants, Project beneficiaries, Government (national and District Council officials)
Burkina Faso	Disability Inclusion Facilitators and Mentors	4	
Total estimated sample size for qualitative interviews		**75**	

2.9. Validation of Results

Data validation will be conducted with the involvement of all the stakeholders including LFTW, Procasur and ILO partner organizations, line ministries and OPD and community representatives. A validation workshop shall be organized by the evaluation consultants to present and discuss the evaluation findings to generate feedback and validate any issues identified for quality improvement. The evaluation team shall use the feedback provided in the compilation of the final report that will be shared with all the stakeholders.

2.10. Logistics

The evaluators are expected to make their own logistical arrangements for field level activities. LFTW and ILO will facilitate contacts and introductions for the purpose of the evaluation through the Disability Inclusion Advisors (DIAs) based in-country. Depending on need, availability and only upon prior written agreement, DIAs can play a support role in community engagement, data collection or translation to local languages. If DIA services are used by the evaluation consultants, all travel costs must be covered by the evaluation consultancy.

2.11. Language requirements

Languages spoken in the respective countries are English, French, Portuguese and a variety of local languages.

3. Deliverables

The expected products of this evaluation consultancy are:

1. An inception report in English language
2. A draft evaluation report in English language
3. A final evaluation report in English language
4. A power point presentation summarizing the key findings and recommendations of the report in all three languages

Inception report structure and guidelines:

- 10-15 pages, excluding annexes
- To be carried out after the evaluation briefing and the desk review

- Includes workplan and methodology providing a clear timeline of how and when each step of the evaluation will be undertaken
- Includes an evaluation matrix that serves as a map and reference in planning and conducting the evaluation. The evaluation matrix includes
    - The relevant evaluation criteria
    - Key evaluation questions
    - Data sources
    - Data collection methods and tools
    - Relevant indicators of the project logframe
    - Methods for data analysis

Draft and final evaluation report structure and guidelines:

- Not more than 40 pages (excluding annexes)
- List of acronyms and abbreviations
- Executive Summary
- Introduction
- Evaluation scope and objectives
- Evaluation approach and methodology
- Data analysis, findings, including a table of progress against selected project logframe indicators. Findings should be disaggregated by sex and age, if applicable, type of beneficiary or informant (OPD, DIF, etc.)
- Conclusions, recommendations and lessons learned, supported by specific sets of findings, including recommendations for improved future programming and implementation
- Evaluation findings should be presented as analyzed facts, evidence, and data and not based on anecdotes, hearsay, or the compilation of people's opinions. Findings should be specific, concise, and supported by strong quantitative or qualitative evidence.
- Include photos and quotes from key stakeholders such as beneficiaries and project facilities during FGDs & KIIs
- Annexes with the data collection tools and other relevant information

4. Roles and Responsibilities

The evaluation will be conducted externally by a consultant in collaboration with the Light for the World MERLA team. Light for the World will externally hire a qualified evaluation consultant or consultancy firm through a competitive process to conduct a quality project evaluation. The external evaluators are not involved in the implementation process to ensure that the evaluation process is fully impartial and independent. Impartiality contributes to the trustworthiness of evaluation and the prevention of any biased assessment design, data analysis, conclusions and actionable recommendations. In addition, independence gives validity to the evaluation process and reduces the possible conflict of interest that might emerge when project implementers are tested to evaluate and rate the performance of their projects.

However, the SPARK MERLA team will provide the necessary support to the evaluator. The SPARK MERLA Coordinator will be responsible for the overall coordination of all the evaluation tasks. In addition, the SPARK Program Coordinator and the field offices and ILO project staffs will provide the necessary technical and operational support required throughout the evaluation process. In the case of Burkina Faso and Mozambique, the MERLA country office experts will be tasked to supervise the enumerators and ensure that good-quality data is collected from the field. In the case of Malawi and India, this will be ensured by the SPARK MERLA Coordinator at Light for the World.

4.1. Roles and Responsibilities of the consultant

The consultant shall conduct desk reviews of relevant project documents such as proposals, assessments, project budgets, monitoring and assessment reports, and IFAD guidelines. In addition to the desk review, the consultant shall prepare and submit an inception report with a detailed analysis plan that sets out the conceptual framework to be used in the evaluation, the key evaluation questions including the methodology to be used, work plans, and schedules for both quantitative and qualitative aspects of the assignment for review and feedback and approval by Light for the World. Finally, the consultant will prepare and submit the evaluation report to Light for the World. The consultant shall carry out field visits to selected sites; conduct interviews, and/or focus group discussions and Key informant interviews with local partners, key stakeholders, and herder groups

- Conduct document review;
- Hire and train the data collection team;
- Prepare training materials, train enumerators and design and pre-test data collection tools;
- Lead and supervise the data collection and quality assurance;
- Interview sampled respondents during the evaluation;
- Conduct entry and exit meetings (debriefing) with Light for the World, IFAD and ILO implementer partner country staff and key stakeholders;
- Submit a draft evaluation report and finalize it based on the feedback from Light for the World;
- Submit the final evaluation report to Light for the World

4.2. Roles and Responsibilities of Light for the World and ILO

- Support the consultant in the field work by providing required information;
- Conduct initial briefing and inception report review;
- Review and approve the evaluation tools and methodology;
- Provide all the necessary support to the external consultant to ensure timely completion and compliance with international survey standards;
- Assist in organizing meetings with stakeholders sampled to participate in the evaluation;
- Process the payment for the consultant upon completion of the assignment.

5. Bid Evaluation Process and Requirements

5.1. Evaluation criteria

The selection of the consultancy firm will be made based on the analysis of the following requirements and criteria:

a) Applicant is willing to sign the LFTW Supplier Code of Conduct form.
b) Applicants have at least 5 years of experience in conducting evaluation.

c) Applicant has provided references including names and contact information from previous clients who can be contacted regarding relevant experience (at least three similar assignments in a similar context) .
d) Applicant must have proven expertise and experience in social research with a special focus on people with disabilities in Agriculture, Agricultural Economics, and Economic Empowerment studies, baseline, end-of-project evaluations, midterm evaluations, and impact assessments and be able to implement the final project evaluations in four countries following the required procedures. Proof of these is to be provided by submitting, together with the application:
   • An overview of relevant works
   • Working samples
   • Contact details for references
   • The proposed consultant's/research team's CVs
e) Applicant must have proven previous Experience of work in Burkina Faso, Mozambique, India, and Malawi and understanding of the local context, political, and security environment.
f) Applicant must provide the CVs of lead evaluators. Lead evaluators must have sound technical experience in end-of-project evaluations, baselines, and other type of studies in Africa and/or India.
g) Ideally, applicants have extensive experience in multiple sectors including disability inclusive programming, economic empowerment, micro-credit, and VSLA programmes. Consultants should be able to provide a good track record of their experience in evaluating social inclusion programs, Agriculture Economics, and Organizations for People with Disabilities (OPDs) in their technical proposals.
h) Applicants (applicant's teams) must provide strong written, communication, and interpersonal skills in English, French, and Portuguese with substantial experience in training and managing multicultural teams.

5.2. Proposal Contents

Proposals from Consultants should include the following information (at a minimum)

   • Technical proposal including:
      o Proposed methodology, tools and analysis
      o Timeline/work plan in line with the TOR
      o Description of evaluation management setup
      o CVs of key consultant(s) attached to the technical proposal

o   At least 3 references of similar evaluations previously conducted including contact information of the clients

- A financial proposal with a detailed breakdown of costs (which shall include professional fees and operational budget) quoted in EUR. All applicable taxes must be included in the proposal. The budget range available for this evaluation is between EUR 20,000 and EUR 25,000.

5.3.   Clarifications of Call for Proposals

A prospective bidder making an inquiry related to the Call for Proposals document including the Terms of Reference may notify Light for the World International in writing at m.tsehaye@light-for-the-world.org. Light for the World will respond to requests for clarification received no later than **25th of July 2024**.

5.4.   How to Apply

All interested bidders are requested to submit their proposal in English by email to Mr. Mebratu Tsehaye, MERLA Coordinator, **m.tsehaye@light-for-the-world.org,** on or before the **31st of July 2024**. Please indicate the following in the title of your email: "**Final Evaluation SPARK Project"**. Bids received after the deadline shall not be considered.