

## **TERMS OF REFERENCE - EED Evaluation**

### **CONSULTANCY FOR CONDUCTING END OF PROJECT EVALUATION**

**Evaluation of the project:** Enhancing capacity of CBOs, community livelihoods and food security for effective and comprehensive HIV and AIDS response for Mozambique Zimbabwe border Communities (20100016)

The evaluation is commissioned by:  
Vhumani Magezi (Executive Director), Family Aids Caring Trust (FACT).

#### **1. BACKGROUND**

FACT is a Christian national development NGO based in Mutare, Zimbabwe. It implements sustainable development initiatives to improve people's livelihood, Sexual Reproductive Health (SRH), HIV Prevention, HIV and AIDS care and support as well as health activities that complement Ministry of Health and Child Welfare. The Enhancing Capacity of CBOs, community Livelihoods and Food Security for effective and comprehensive HIV and AIDS response for Mozambique – Zimbabwe border communities of Chipinge and Chimanimani in Zimbabwe project is a 3 year project funded by EvangelischerEntwicklungsdienste.v.(EED) and implemented by Family Aids Caring Trust. This project has been implemented in four wards in Chipinge and Chimanimani Districts bordering Mozambique. The project, which commenced in August 2010 has been implemented Chipinge and Chimanimani Provinces, Manicaland, is scheduled for closeout in July 2013.

The project main objective is; Community Based Organisations (CBOs) and regional NGOs capacity is developed and strengthened to effectively implement HIV and AIDS interventions and the quality of life and the food security of PLWHA and affected households has improved. Project seeks to improve the lives of people living with HIV and AIDS through strengthening capacity of CBO/ NGO staff and community support structures to deliver quality HIV and AIDS programmes. The project also targets people living with HIV for prevention and care services.

This evaluation will be conducted to fulfill EED project requirements and to inform future project development. A follow up proposal is to be developed and it will incorporate recommendations from the external evaluation.

#### **2. THE PURPOSE OF THE EVALUATION**

The main purpose of the evaluation is to assess the extent to which the project achieved its objectives and draw relevant lessons and recommendations, with the

aim of informing the future direction of FACT EED interventions in Zimbabwe. The evaluation will focus on agreed set of objectives and indicators according to the Letter of Approval (LoA).

The evaluation will in particular assess the relevance, efficiency, effectiveness and outcomes of the intervention in improving the lives of people living with HIV and AIDS in the target areas. This evaluation is also expected to provide an insight into the following evaluation aims:

- a) Evaluate the performance of the project in terms of its stated objective indicators.
- b) Assess the outcome of the project or progress towards impact in relation to;
  - ✓ livelihoods improvement
  - ✓ HIV prevention
  - ✓ capacity building
  - ✓ sustainability
- c) Identify strengths and weaknesses in project design.
- d) Identify opportunities for learning and sharing lessons.
- e) Make recommendations regarding specific actions that might be taken to improve similar projects in future.

The evaluation is primarily intended for FACT, EED, PROFILE partners and other FACT funding partners.

### **3. SCOPE AND FOCUS**

The evaluation will focus on the project's approach, the implementation process and the overall project performance. The evaluation should specifically focus on the following areas:

The Consultant will undertake the following tasks in close and regular liaison with the Research and Knowledge Management Manager:

1. Conduct a thorough literature review of project relevant documents including project proposal, budgets, workplans, Six monthly reports and field reports
2. Develop a detailed Methodology Paper covering the evaluation approach, identifying key issues, information gaps and major points for consideration;
3. Meet with the Livelihoods coordinator and project staff who will provide a detailed briefing on project implementation including achievements and lessons learnt.
4. A discussion should be conducted focusing on the issues outlined in the Methodology Paper;
5. Conduct field visits to project sites and meet with project stakeholders and beneficiaries to discuss project implementation issues, benefits, strengths and weaknesses;

6. Following the field visit component, prepare a (3-page) Note of Findings containing a summary of the preliminary findings of the review, to be discussed at FACT with Project team;
7. Prepare a draft version of the End of Project Evaluation report following the BMZ guidelines (attached at Annex A) to be submitted to FACT and BMZ;
8. Following receipt of comments on the draft from FACT and BMZ, prepare final version of the End of Project Evaluation for submission to BMZ.

The evaluation will commence on 18 February 2013 for 15 days. The final report will be submitted by the 25 March 2013

### **3.2 Context of the programme and evaluation questions**

The consultant shall follow the following guidelines to describe the context and answer the evaluation questions.

#### **3.2.1 Programme/Project analysis**

- a) Describe the partner organisation
- b) Describe the programme/project
- c) Describe the target group

#### **3.2.2 Context analysis**

- a) Development and policy context.
- b) The socio-political, socio-economical and gender context.
- c) Implementation arrangements: The evaluation report describes the roles of donors and partners.

### **3.3 Evaluation questions**

The evaluation report should answer the evaluation questions based on DAC Criteria as given below:

#### **3.3.1 Relevance**

- a) Did we plan the right Intervention? Do we do the right activities? To what extent are the objectives, planned activities and planned outputs consistent with the intended outcome and impact? Are there differences between the time when the programme/project was designed and today?
- b) To what extent are the objectives of the project/programme still valid?

#### **3.3.2 Effectiveness**

- a) To what extent were the objectives achieved/are likely to be achieved?
- b) What are the short or intermediate-term medium term (intended and or unintended) outcome of the programme/project?
- c) What were the major factors influencing the achievement or non-achievement of the objectives?

#### **3.3.3 Efficiency**

- a) Were activities cost-efficient?
- b) Were objectives achieved on time?

- c) Was the programme or project implemented in the most efficient way compared to alternatives?

#### **3.3.4 Impact**

- a) What has changed as a result of the programme or project? (Intended and unintended impacts, equal opportunities for women and men, improvement of social and economic infrastructure, poverty reduction, cross sectoral impact or other relevant cross-cutting issues).
- b) What real/ significant difference has the activity brought about for the social, economic and health lives of the beneficiaries (following the livelihoods framework) beneficiaries? (What would have happened without the activity?)
- c) How many people have been affected?

#### **3.3.5 Sustainability**

- a) To what extent will the positive impacts or changes of the programme/project (are likely to) continue to be sustained ?
- b) Which measures should be maintained in order to support sustainability?
- c) What were the major factors which influenced the achievement or non-achievement of set project outcome

### **4. Evaluation design and methodology**

The evaluator is expected to undertake rigorous evaluation through the application of agreed qualitative methodologies. He or she will be required to submit to FACT a detailed methodological design and work plan for undertaking the exercise as part of the proposal. The evaluator will be expected to consult various project stakeholders to solicit empirical data. Existing project documents and reports will be shared with the evaluator to facilitate completion of the tasks.

The evaluation methodologies adopted should be clearly outlined in the report and their appropriateness, relative to the evaluation's primary purpose, focus and users should be explained pointing out the strengths and weaknesses of the methods. A description of the overall flow of the evaluation process (i.e. sequence of the key stages) should be given in the evaluation report.

The evaluation approach and the methods used to collect and analyze data should also be described. The nature (e.g., external or mixed) of the team (e.g. sector expertise, local knowledge, gender balance) and its appropriateness for the evaluation should be outlined in the proposal and the report. Sampling procedures should be clearly described and limitations identified.

The evaluation report should outline the sources of biases that might affect the evaluation and how these will be addressed. The evaluation report should also present the key constraints to carrying out the evaluation and the effect of these constraints.

Whenever secondary sources will be referred to, the evaluator should indicate the level of reliability of the given information.

The evaluation process shows sensitivity to ethnic groups, gender, beliefs, manners and customs of all stakeholders and is undertaken with integrity and honesty. The rights and welfare of participants in the evaluation are protected. Anonymity and confidentiality of individual informants should be protected when requested and/or as required by law.

## 5. Profile of the evaluation team

- Master of Social Science, or higher.
- Minimum of 10 years of proven experience with NGOs in the fields of Livelihoods and HIV and AIDS.
- Excellent research skills, both quantitative and qualitative with at least 10 years experience.
- Proven experience in similar evaluation context or work.
- Strong methodology and writing capacities
- Ability to speak in the Shona language will be a strong added advantage

## 6. Process, reporting and timetable of evaluation

### 6.1 Timetable and phases:

Timetable and phases are only examples to illustrate how an evaluation might be implemented.

| Activity                                                              | Number of days | Time-frame          |
|-----------------------------------------------------------------------|----------------|---------------------|
| Desk review of project document, reports and other relevant documents | 2 days         | 18-22 February 2013 |
| Presentation of inception report & briefing of evaluator              | 1 day          | 27 February 2013    |
| Implementation of evaluation                                          | 5 days         | 4-8 March 2013      |
| Data analysis and preparation of draft report                         | 5 days         | 11-15 March 2013    |
| Feedback workshop                                                     | 1 day          | 19 March 2013       |
| Finalisation of evaluation report and presentation                    | 2 days         | 25 March 2013       |
| Total                                                                 | 16             |                     |

## 6.2 Reporting

### 6.2.1 Evaluation design/inception report

The inception report (approx. 3-5 pages) shall provide a feed-back on how the objectives, questions and reports as described in the TOR can be achieved within the evaluation. For the inception report should follow the structure given below:

- a) Key data of the evaluation: Name, number, duration of the project/programme to be evaluated, title of the evaluation, principal of the evaluation (who commissioned the evaluation), contractor of the evaluation, date of the report.
- b) Suggestions for amendments of the TOR are presented (in a form so that the principal can accept or disagree).
- c) Current status of the preparation: Composition of the evaluation team

- (qualifications, allocation of tasks, team leader/coordinator), estimated timetable and work days for the evaluation team. Report about identified problems and risks.
- d) Evaluation design and methodology: Report about the chosen qualitative and/or quantitative methods and further steps on how to implement them in the evaluation (selection of samples, strategies for analyses and collecting data, further specific evaluation questions, hypothesis on outcomes and impacts, description of the planned contacts and visits with explanation). Measures to be taken to get adequate information for gender analysis.
- e) Tools for data collection and data analysis (e.g. presentation of questionnaires)

### **6.2.2 Final evaluation report**

The final report shall be written in English (30 pages + annex) and has – as a minimum - to include the following contents:

- a) Key data of the evaluation: see above “inception report” in a)
- b) Executive summary: a tightly drafted, to-the-point, free-standing document (about 5 pages), including the key issues of the evaluation, main analytical points, conclusions, lessons learnt and recommendations.
- c) Introduction: purpose of the evaluation, evaluation scope and key questions. Short description of the project / programme to be evaluated and relevant frame conditions
- d) Evaluation design/methodology
- e) Key results/findings: with regard to the questions pointed out in the TOR/inception report (including project/programme and context analysis), Assessment of the extent to which issues of equity and gender are incorporated in the project/programme.
- f) Conclusions based on evidence and analysis
- g) Recommendations regarding future steps/activities/follow-up – carefully targeted to the appropriate audiences at all levels, relevant and feasible (if possible for each conclusion a recommendation).
- h) Lessons learnt (generalizations of conclusions applicable for wider use).
- i) Annexes (ToR, list of persons/organisations consulted, literature and documentation consulted etc.).

The interlinkages between key results/findings, conclusions and recommendations/lessons learnt have to be clear and transparent. This might be done by tables (see annex 1) and/or by references in the text.

### **6.2.3 Draft implementation plan**

This document presented by the evaluation team is to assist the contractor and other actors receiving recommendation by the evaluation. The format is in annex 2 (implementation plan). The evaluation team has to fill in the key data of the evaluation and the recommendations.

## **7. Responsibilities and duties**

FACT will have the overall management of the evaluation and an external consultant will be engaged to conduct the evaluation.

FACT's Research and Knowledge Management manager will represent the

organisation during the evaluation. He will direct and co-ordinate the evaluation with the following specific responsibilities:

- Overall responsibility and accountability for the evaluation;
- Guidance throughout all phases of execution;
- Approval of all deliverables; and,
- Co-ordination of the FACT's internal review process.

The Consultant is responsible for: 1) conducting the evaluation; 2) the day-to-day management of operations; 3) regular progress reporting to Research and Knowledge Management manager; 4) the development of results; and, 5) preparation of the final report.

#### 8. Dissemination of evaluation results

Dissemination of evaluation information will be done through the annual reports and FACT website. The evaluation results will also be shared with other organisations such as PROFILE partners and funding partners.

#### 9. Submission of Proposal

Interested Consultants and Firms are expected to submit a detailed expression of interest with the following components;

- Their understanding of TOR
- Proposed methodology and work schedule
- Proposed Budget
- A profile of the firm including full name(s), physical addresses, telephone numbers.
- Copy of CV(s) of all the consultant(s) who will undertake the evaluation.

Interested candidates should send their expression of interest to email: [pzambezi@fact.org.zw](mailto:pzambezi@fact.org.zw) **Closing date to apply for this position: 11 February 2013.**



**Annex 2: Recommended table - overview about conclusions, recommendations and lessons learnt**

| TOR (Chapter) | Evaluation Report (Chapter) | Priority (high/low: 1-3) | Conclusion | Recommendation    | Rec. to |
|---------------|-----------------------------|--------------------------|------------|-------------------|---------|
|               |                             |                          |            | Recommendation 1: |         |
|               |                             |                          |            | Recommendation 2: |         |
|               |                             |                          |            | Recommendation 3: |         |
|               |                             |                          |            | Recommendation 4: |         |

As the case may be please add additional lines for recommendations

**Annex 3: Implementation Plan: (Title of Evaluation)**

|                                                                              |  |
|------------------------------------------------------------------------------|--|
| Date:                                                                        |  |
| Name of the project evaluated:                                               |  |
| Evaluation is commissioned by<br>(person in charge, desk and organisation) : |  |
| Name(s) of the evaluator(s):                                                 |  |
| Date of Final Report:                                                        |  |
| Person in charge for monitoring of the implementation plan:                  |  |

| Recommendations of the evaluation | Is the recommendation accepted? |        |    | In case of "yes": Please indicate sub-steps, mile stones or indicators for the implementation of the recommendation<br>In case of „partly“ or „no“: Please indicate the reasons why the recommendation can not or only partly be implemented. Where appropriate please present alternative proposals with sub-steps. | until (m/j) | Person/ institution in charge |
|-----------------------------------|---------------------------------|--------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------|
|                                   | yes                             | partly | no |                                                                                                                                                                                                                                                                                                                      |             |                               |
| Recommendation 1:                 |                                 |        |    |                                                                                                                                                                                                                                                                                                                      |             |                               |
| Recommendation 2:                 |                                 |        |    |                                                                                                                                                                                                                                                                                                                      |             |                               |
| Recommendation 3:                 |                                 |        |    |                                                                                                                                                                                                                                                                                                                      |             |                               |
| Recommendation 4:                 |                                 |        |    |                                                                                                                                                                                                                                                                                                                      |             |                               |
| Recommendation 5:                 |                                 |        |    |                                                                                                                                                                                                                                                                                                                      |             |                               |
| Recommendation 6:                 |                                 |        |    |                                                                                                                                                                                                                                                                                                                      |             |                               |
| Recommendation 7:                 |                                 |        |    |                                                                                                                                                                                                                                                                                                                      |             |                               |

