Terms of Reference (TOR)

For

End-of-the Project Evaluation

'Improving resilience of rural households in Teso Sub region' project

1.0 Introduction

Soroti Catholic Diocese Integrated Development Organization (SOCADIDO) also known as "Caritas-Soroti" is the development arm of Soroti Catholic Diocese. The organization has been in existence since the establishment of the Diocese in 1981. Its operations span all the 10 Districts that form the Teso sub region in Eastern part of Uganda ,namely; - Amuria, Bukedea, Kaberamaido, Katakwi, Kumi, Kalaki, Kapelebyong, Soroti, Ngora, and Serere .The organization seeks to support marginalized and vulnerable groups to attain sustainable socio economic development and generally envisions a prosperous self-reliant peaceful Teso. SOCADIDO's development work is underpinned by four strategic areas of focus through which the organization reaches out to its target communities. These include; Sustainable Agricultural Development, Disaster Risk Reduction/climate change Adaptation, Business and income security, and water and sanitation.

SOCADIDO in partnership with Dan Church Aid (DCA) has been implementing a livelihoods and resilience building project Titled '*Improving resilience of rural House Holds in Teso Sub region'*. (IRR Project). The project started in 2018 and ended in 2020 but was later on extended for another 10 months in 2021.In terms of the geographical scope the project covered areas of Katakwi and Kapelebyong Districts specifically three sub counties of Akoboi, Katakwi and Kapujan in Katakwi District and then Obalanga sub county in Kapelebyong District:

2.0. Objective of the Project

1. Increased Food crop production and productivity among 3,000 households in 4 Sub Counties by 30%
2. Increased Income among 3,000 households in 4 Sub Counties by 30%
3. Improved Service provision by duty bearers in the target 4 Sub Counties

3.0. Purpose of the Evaluation

The Project has been implemented for 3 years and 10 months (2018-2021).This end of project evaluation focuses on the entire implementation period.

The evaluation is forward looking and will capture effectively lessons learnt and provide information on the nature, extent and where possible, the potential impact and sustainability of the IRR project. The evaluation will assess the relevance, coherence, effectiveness, efficiency, impact and sustainability of the project. The exercise will collate and analyze lessons learnt,

challenges faced and best practices obtained during implementation the phasing out project which will inform the programming strategy in the next programming phase 2022-2026s.

It will assess the performance of the project against planned results. The evaluation will assess the preliminary indications of potential impact and sustainability of results including the contribution to capacity development and achievement of sustainable development goals. The results of the evaluation will draw lessons that will inform the key stakeholders of this evaluation who are the Communities. Local government and the donor partner (DCA). The evaluation will generate knowledge from the implementation of the project by the various implementing partners in collaboration with SOCADIDO and the District Local Government of Katakwi and Kapelebyong and reflect on challenges; lessons learnt and propose actionable recommendations for future programming.

4.0. Scope and focus of the Evaluation

4.1 Scope

- The evaluation of the '*improving resilience of rural households in Teso"* project, will assess the effectiveness of the implementation the strategy and the results.
- It will focus on assessing the implementation modalities, coordination, beneficiary participation, replication and sustainability of the programme.
- The evaluation will include review of the project design and assumptions made at the beginning of the project development process. Project management including the implementation strategies; project activities; it will assess the extent to which the project results have been achieved, partnerships established, capacities built, and cross cutting issues of mainstreaming gender and human rights
- It will also assess whether the project implementation strategy has been optimum and recommend areas for improvement and learning. In order to achieve these objectives; will focus on the areas in 3.2 below.

4.2. The Evaluation Questions

The following key questions will guide the end of project evaluation:

- Relevance – (Access design and focus of the project)
- To what extent did the project achieve its overall objectives?
- What and how much progress has been made towards achieving the overall outputs and outcomes of the project for Support to Capacity Building Initiative in Rwanda (including contributing factors and constraints)?
- To what extent were the results (impacts, outcomes and outputs) achieved? Were the inputs and strategies identified, and where they realistic, appropriate and adequate to achieve the results?
- Was the project relevant to the identified needs?

ii).**Effectiveness- (**Describe the management processes and their appropriateness in supporting delivery) - Was the project effective in delivering desired/planned results? - To what extent did the Project's M&E mechanism contribute in meeting project results?

- How effective were the strategies and tools used in the implementation of the project?

- How effective has the project been in responding to the needs of the beneficiaries, and what results were achieved? –
- What are the future intervention strategies and issues?

iii). **Efficiency – (of Project Implementation)**

- Was the process of achieving results efficient?
- Specifically did the actual or expected results (outputs and outcomes) justify the costs incurred? Were the resources effectively utilized?
- What factors contributed to implementation efficiency? –
- Did project activities overlap and duplicate other similar interventions (funded nationally and /or by other donors?
- Are there more efficient ways and means of delivering more and better results (outputs and outcomes) with the available inputs? –
- Could a different approach have produced better results? –
- How was the project's collaboration with the, the district local Government, national institutions, development partners,
- How efficient were the management and accountability structures of the project? –
- How did the project financial management processes and procedures affect project implementation? - What are the strengths, weaknesses, opportunities and threats of the project implementation process?

(iv). **Sustainability**

- To what extent are the benefits of the project likely to be sustained after the completion of this project?
- What is the likelihood of continuation and sustainability of project outcomes and benefits after completion of the project?
- How effective were the exit strategies, and approaches to phase out assistance provided by the project including contributing factors and constraints –
- What are the key factors that will require attention in order to improve prospects of sustainability of Project outcomes and the potential for replication of the approach?
- How were capacities strengthened at the individual and organizational level (including contributing factors and constraints)?
- Describe the main lessons that have emerged
- What are the recommendations for similar support in future?

(NB: The recommendations should provide comprehensive proposals for future interventions based on the current evaluation findings).

5. Institutional arrangements

The evaluation will be managed by the contracted firm with support from SOCADIDO project coordination and programs management Desk.

6. Methodology for Evaluation:

The Project evaluation will be carried out in accordance with UNEG Evaluation Norms and Standards of Evaluation and Ethical Standards as well as OECD/DAC evaluation principles and

guidelines and in full compliance with the DAC Evaluation Quality Standards (206). This is a summative evaluation involving qualitative and quantitative methods to evaluate the implementation and performance of the '*improving resilience of rural households in Teso"* project and make recommendations for the next programming cycle.

6.1. Data Collection

The '*improving resilience of rural households in Teso*" Project Evaluation will be carried out through a wide participation of all relevant stakeholders including development partners, and rights holders. Field visits to selected project sites; and briefing and debriefing sessions with SOCADIDO and the local Government officials, as well as with development partners is envisaged. Data collected should be disaggregated (by sex, age and location), where possible.

In order to use existing sources/information and avoid duplication, data will be mainly collected from various information sources through a desk review that will include the comprehensive desk review and analysis of relevant documents, information, data/statistics, triangulation of different studies, etc. Data will also be collected from stakeholders' key informants through interviews, discussions, consultative processes, and observations from visits. This phase will be comprised of:

- Review and analysis of relevant documents including the government related programmatic documents & reports, SOCADIDO programmatic documents & reports, recent studies and research reports, developmental and social reports, (see list attached and relevant links)
- Critical analysis of available data with regards to the national guiding documents as well as the intended inputs by SOCADIDO.

6.2. Basic Documents for Desk Review

The Project Evaluation will take cognizance of SOCADIDO Reports, the BI-annual Review Reports, and other agency evaluations/reports to determine the effectiveness of the Delivering as One modality to support achievement of national priorities.

The Evaluation should also take into account the lessons learned from related evaluations of previous projects and those done by Government agencies and other development partners in terms of; Response to the national development objectives (project relevance); (ii) Creating a common, coherent and results-oriented strategy for successor project (iii) Facilitating joint programs to the extent possible (reducing overall transactions costs)

Tentative Activity Schedule

	Activity	Estimated time	Key outputs
1	**Preparation by consultants and field team** Thinking through: The Evaluation design, methodology and detailed work plan Inception report • Review of project document and progress reports • Other relevant literature review • Briefing from SOCADIDO Office • Agreement on activities & timeframes • Preparation of meetings/programme • Development of assessment methodology (involving analysis of programmes and activities in areas of time, target groups, person reached, and outcomes measured [if at all, how and with what results]).	2 days	• Familiarization with the Improving resilience of rural household project. • Evaluation work plan and timeframe; • Evaluation instruments (examples: matrix with key evaluation questions and means of verification, questionnaires, interview protocols, meeting programmes, focus group methodologies, etc.)
2	**Meetings and discussions with Stakeholders** ***Inception Meeting, Initial briefing on Documents review and stakeholder consultations*** • Discussions with SOCADIDO Management and project staff • Meeting with NGOs • Field visit to project sites in Katakwi and Kapelebyong areas. (including Data analysis,)	8 days	Documented records of interviews and observations with stakeholders. Draft evaluation findings
6	**Writing Report** • Draft Report & Final Report should: • Contain an executive summary (mandatory) • Be analytical in nature (both quantitative and qualitative) • Be structured around issues and related findings/lessons learnt • Include conclusions • Include recommendations Present draft form for review by SOCADIDO	2 days	Draft report delivered to SOCADIDO for consideration and for comments.

7	**Submission of Final Report**	4 after presenting the Draft	A report of maximum 30-50 pages in word document format with tables/graphs where appropriate will be submitted within four working days after the completion of the mission, incorporating comments made on the draft submitted to the SOCADIDO
	Time allocated to the Assignment		**16 days**

7. Expected Deliverables:

The following deliverables are expected.

7.1 Inception report: The Evaluator will prepare an inception report which details the evaluators understanding of the evaluation and how the evaluation questions will be addressed. This is to ensure that evaluator and the stakeholders have a shared understanding of the evaluation. The inception report will include the evaluation matrix summarizing the evaluation design, methodology, evaluation questions, data sources and collection analysis tool for each data source and the measure by which each question will be evaluated. The report will include the scope of work, work plan, time frame, and analysis 4.-5 days after starting the evaluation process. The inception report should include a proposed schedule of tasks; activities and deliverables, with clear responsibilities for each task or product. The inception report will be discussed and agreed upon with all stakeholders.

7.2 Draft Evaluation report- The Evaluator will prepare a draft SCBI Evaluation Report, cognizant of the proposed format of the report and checklist used for the assessment of valuation report (see annexes) and the report will be submitted to the SOCADIDO review and comments. If there need be Comments from the stakeholders, they will be provided within 5 days after the reception of the Draft Report. The report will be reviewed to ensure that the evaluation meets the required quality criteria. The report will be produced in English. The report should provide options for program strategy recommendations. SOCADIDO is responsible for ensuring timely arrangement for the team that will provide comments within the time allocated by the ToR.

7.3 The final report (30 to 50 pages): This will be submitted 10 days and will include comments from the programme stakeholders. The content and the structure of the final analytical report with finding, recommendations and lessons learnt covering the scope of the evaluation should meet the requirements of the M & E Policy and should include the following: * Executive summary (1-2 pages) * Introduction (1 page) * Description of the evaluation methodology (6 pages) * Situational analysis with regard to the outcome, outputs and partnership strategy (6-7 pages) * Analysis of opportunities to provide guidance for future programming (3-4 pages) * Key findings, including best practices and lessons learned (4-5 pages) * Conclusion and recommendations (4-5 pages) * Appendices: charts, terms of reference, field visits, people interviewed, documents reviewed

8. Duty Station

The duty station of the work will be Soroti (The SOCADIDO Head Quarters for reviews and meetings), Katakwi and Kapelebyong Districts (Katakwi, Akoboi, Kapujan sub counties in Katakwi District and Obalanga Sub county in Kapelebyong District).

9. Scope of Price Proposal and Schedule of Payments

The consultant shall be paid the consultancy fee upon completion of the following milestones.

 • 50% after adoption of the inception report

 • 50% after presentation and approval of the final Evaluation report

The consultancy fee will be paid as Lump Sum Amount (all inclusive of expenses related to the consultancy). The contract price will be fixed regardless of changes in the cost components.

9. Required expertise and qualification

 The Evaluator must have the following expertise and qualifications:

- At least a master's degree in Development in Social Sciences, Development Studies, Development Economics, Statistics, Economics, agriculture, M&E and in any other related university degree.
- Extensive expertise, knowledge, and experience in the field of evaluation of development programmes
- At least 10 years of experience in working with international organizations and donors;
- Experience of programme formulation, monitoring and evaluation;
- Fluency in English. Ability to organize a team of good local language interlocutors
- Excellent written and verbal communication skills in English.

10. Management Arrangements

The selected consultant will report to the Director -SOCADIDO. The Head of programs will provide technical guidance to the evaluation process to ensure that policy is followed. The "*improving resilience of rural households in Teso*" project manager/ project coordinator will manage the evaluation and provide logistical support.

10. Time-Frame for the Evaluation Process

The evaluation will be conducted in November 2021 for an estimated 16 working days. The consultant will be provided with information to prepare (with the support of the SOCADIDO office) a table with tasks, timelines and deliverables, for which the consultants will be responsible and accountable, as well as those involving the commissioning Agency (SOCADIDO), indicating for each, who is responsible for its completion.

11. How to apply

Candidates should apply by presenting the following documents:

- Letter of Confirmation of Interest and Availability;

- Personal CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how he/she will approach and complete the assignment.
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

13. Selection Criteria

Submissions will be evaluated in consideration of the Evaluation Criteria as stated below: The offer will be evaluated by using the Best value for money approach (combined scoring method). Technical proposal will be evaluated on 70% whereas the financial one will be evaluated on 30%. Below is the breakdown of technical proposal on 100% which will be brought to 70%:

Criteria Weight Max. Point

- Technical: At least master's degree in the mentioned disciplines under required qualifications i.e. Development Economic, Statistics, Development studies, M&E, or any other relevant university degree; 10 %
- Extensive expertise, knowledge, and experience in the field of Governance, Capacity Building; 20%
- Overall Methodology   40%
- Experience of programme formulation, monitoring and evaluation; 20%
- At least 10 years of experience in working with international organizations and donors; 5%
- Fluency in English and a working knowledge of the local language (Ateso)5%

  TOTAL 100%