

## Terms of Reference for End of Project Evaluation Consultancy

**Project Title:** Building Resilience in Gokwe South Communities

### 1. Background:

Methodist Development and Relief Agency (MeDRA) is an organization dedicated to implementing development and relief projects to support communities in need, focusing on areas such as WASH, health, education, food security, livelihoods, and disaster response. MeDRA works to empower individuals and communities, promote sustainable development, and build resilience in communities.

Methodist Development and Relief Agency (MeDRA) is implementing a 3-year project titled "Building Resilience in Gokwe South Communities," funded by Bread for the World. This project aims to address critical aspects of Water, Sanitation, and Hygiene (WASH), income generation, and food security within targeted communities in Gokwe South.

**Objective:** The goal of the project is to improve livelihoods in Gokwe South district by focusing on the following objectives:

#### 1. Improve Access to Sanitation Facilities and Hygiene Information:

- Indicator 1.1: Increase the number of households with access to drinkable water by 40%.
- Indicator 1.2: Increase the number of households adopting good health and hygiene practices by 40%.

#### 2. Enhance Food Security:

- Indicator 2.1: Achieve a 40% increase in crop yield across all crops by the end of the project period.
- Indicator 2.2: Increase the number of households enjoying at least two meals a day by 40%.

#### 3. Increase Income Generation:

- Indicator 3.1: Ensure that 50% of households regularly use income from income-generating activities to cover basic needs, with baseline data collected at the project's outset.
- Indicator 3.2: Increase the number of households from the nine Income Generating Activity (IGA) groups able to make savings by 40%.

**Project Duration:** The Building Resilience Project in Gokwe South commenced on November 1, 2021, and is scheduled to conclude on October 31, 2024.

**Target:** 2 000 direct and 6 000 indirect project participants.

### Main Activities

- WASH (promotion of health and hygiene through health clubs, improving sanitation through building latrines, drilling and rehabilitation of water points)
- Food Security (trainings in agroecology - production and processing or value addition)
- Income Generation (promoting savings through ISALs and establishment of IGAs)
- COVID 19 Support to Rural Health Centres and households.

**Geographical Coverage:** The project is being implemented in nine villages in Nemangwe, Ward 13, Gokwe South district, Zimbabwe.

Thus, MeDRA is seeking a suitably qualified individual or team to conduct an evaluation of the project.

## **2. Purpose of the Evaluation:**

The primary purpose of the evaluation is to inform MeDRA's organisational learning such as the best practices and areas where programming can improve on its efficiency, effectiveness, relevance, sustainability and impact. Lessons learnt and recommendations made through the evaluation will inform MeDRA's designing of next phase of the project. As such MeDRA and Bread for the World are the key audience for the evaluation.

The end of project evaluation will be guided by five key criteria. Firstly, the evaluation will assess the project's relevance by aligning objectives with beneficiary needs and donor policies. Secondly, effectiveness will be measured by evaluating the project's achievement of intended outcomes in Gokwe South communities. Thirdly, efficiency will be examined to ensure optimal resource utilization. Fourthly, sustainability factors will be analyzed, including beneficiary and institutional capacity to maintain project benefits. Lastly, the evaluation will assess the broader impact on community livelihoods and resilience. By focusing on these criteria, the evaluation aims to provide valuable insights into achievements, challenges, and lessons learned, informing future program planning and implementation strategies to ensure MeDRA's interventions remain effective and relevant in similar contexts. Thus, the evaluation should

- Assess the extent to which the project achieved its stated goals and objectives.
- Identify strengths, weaknesses, lessons learned, and areas for improvement.
- Evaluate the project's impact on the target communities, including changes in access to water, adoption of health and hygiene practices, food security, and income generation.

## **3. Scope of Work:**

MeDRA is seeking the expertise of a consultant or team to conduct an End of Project Evaluation, aimed at providing substantiated evidence of project impact, fostering knowledge sharing, ensuring transparency, and guiding future decision-making and planning endeavours. The scope of work includes:

- a) Reviewing all pertinent project documentation, encompassing proposals, reports, and monitoring data.
- b) Conducting interviews and facilitating focus group discussions with project stakeholders, including staff, beneficiaries, local authorities, and relevant community members.
- c) Assessing the effectiveness of project activities in achieving their intended outcomes and objectives.
- d) Evaluating the sustainability of project interventions and their potential for enduring impact beyond the project's duration.
- e) Analyzing gender dynamics within project interventions and assessing the inclusivity of project outcomes.
- f) Examining the efficiency of project implementation, focusing on resource allocation and adherence to project timelines.

## **4. Key Evaluation Questions:**

- To what extent did the project achieve its objectives, including improvements in access to water, adoption of health and hygiene practices, food security, and income generation in building resilience in the project area?
- What were the key factors influencing the success or failure of project interventions in building resilience in the project area?
- How effective were the capacity building activities in enhancing the skills and knowledge of beneficiaries in the 9 villages in Gokwe South?
- What were the gender-specific outcomes of the project, and how were gender dynamics addressed by the project in the 9 operational village?
- What lessons can be learned from the project implementation, and how can these inform future programming in similar contexts?

#### 5. **Methodology:**

- Employ a mixed-methods approach, including quantitative surveys, qualitative interviews, and participatory techniques.
- Ensure representation of diverse perspectives, including gender, age, and socio-economic status.
- Use sampling techniques to select representative samples of beneficiaries and stakeholders.
- Triangulate data from multiple sources to enhance validity and reliability.

#### 6. **Deliverables:**

- Inception Report submitted, with data collection tools and an evaluation matrix with questions and data collection methods to be used for each evaluation question. The inception report to be discussed and approved by MeDRA.
- First draft of the evaluation report (ranging 20 to 30 pages) upon completion of fieldwork highlighting findings, conclusions, and recommendations
- Second draft incorporating findings from the validation workshop.
- Final report – one electronic copy in pdf and five spiral bound hard copies submitted by 12 April 2024.
- Prepare a comprehensive evaluation report highlighting findings, conclusions, and recommendations upon completion of fieldwork.
- Present the report to relevant stakeholders, including project partners, donors, and local authorities.
- Provide a clear and concise executive summary outlining key findings and actionable recommendations.

Milestones	Responsible	Input Days	Approx Due Date
Recruit consultant and sign contract	MeDRA	0	7 March
Evaluation planning: <ul style="list-style-type: none"> <li>• Inception meeting</li> <li>• Develop and finalise evaluation plan.</li> <li>• Document review.</li> <li>• Develop data collection tools</li> </ul>	Lead Consultant	5	11 March
Data collection: <ul style="list-style-type: none"> <li>• Test collection tools.</li> <li>• Data collection</li> <li>• Data verification with stakeholders</li> </ul>	Lead Consultant with support from MeDRA	7	22 March

Data analysis	Lead Consultant	5	27 March
Validating findings <ul style="list-style-type: none"> <li>Share draft evaluation findings and recommendations with MeDRA, district stakeholders and project participants representatives preferably through a workshop format in Gokwe South</li> </ul>	Lead Consultant	1	4 April
Report writing. <ul style="list-style-type: none"> <li>Draft and share evaluation report.</li> <li>MeDRA provide feedback.</li> <li>Feedback incorporated into final report</li> </ul>	Lead Consultant	3	12 April
Dissemination of Evaluation Report and other learning products (e.g., slide decks, infographics, posters, etc.)	MeDRA	0	

#### 7. Financial Proposal:

- Provide a detailed financial proposal outlining the costs associated with conducting the evaluation, including personnel, travel, data collection and report production expenses.

#### 8. Qualifications and Expertise:

- The evaluation team should consist of individuals with experience in project evaluation, preferably in the fields of WASH, food security, sustainable livelihoods and community development.
- Knowledge of the local context and fluency in relevant languages (English and local languages) are desirable.

#### 9. Safeguarding and Ethical Considerations:

- MeDRA's commitment to safeguarding and preventing sexual exploitation, abuse, and harassment (PSEAH) is integral to our operations. As such, the evaluation consultant will be required to adhere to MeDRA's Safeguarding Policy and Non-Disclosure Agreement, which must be signed and upheld throughout the consultancy. All information obtained during the evaluation is strictly confidential and must not be disclosed to any external stakeholders, including the media or other individuals/firms. Non-compliance with the Confidentiality Statement may result in termination of the contract.
- Ensure informed consent and confidentiality of information collected during the evaluation process.
- Respect cultural norms and values while engaging with community members and stakeholders.

#### 10. Qualifications and Experience

Qualifications and experience required for the Lead Consultant include:

- Evaluation Expertise:** Proven experience in conducting end-of-project evaluations or similar assessments, preferably in the field of community development or resilience-building projects.
- Educational Background:** A relevant advanced degree in development studies, social sciences, economics, or a related field. Additional qualifications in monitoring and evaluation will be an asset.

- **Experience:** In-depth understanding of the water, sanitation, and hygiene (WASH) sector, sustainable livelihoods and food security initiatives, particularly in rural contexts.
- **Monitoring and Evaluation:** Strong background in monitoring and evaluation methodologies, including experience in conducting end-of-project evaluations and impact assessments. Proficiency in qualitative and quantitative research methodologies, including data collection techniques, analysis, and interpretation.
- **Stakeholder Engagement:** Ability to engage effectively with stakeholders, including local communities, government departments, donors, and implementing partners.
- **Analytical Skills:** Strong analytical skills with the ability to interpret data, identify trends, and provide actionable recommendations for program improvement.
- **Communication:** Excellent written and verbal communication skills, including the ability to prepare comprehensive reports and present findings to diverse audiences.
- **Cultural Sensitivity:** Sensitivity to cultural and contextual factors influencing WASH practices and willingness to adapt approaches accordingly.
- **Project Management:** Proficiency in project management principles, including planning, budgeting, and coordination of activities within a multidisciplinary team.
- **Commitment:** Commitment to MeDRA's mission and values, as well as adherence to ethical standards and principles of professional conduct.

Candidates meeting these qualifications and experience requirements will be considered for the Consultancy role for the Building Resilience in Gokwe South Communities project.

All proposals submitted will be assessed against the following:

- **Consultant/Team Academic and Professional Qualification – 20%**
- **Work Experience – 35%**
- **Methodology/Approach – 35%**
- **Language and analytical skills – 10%**

Independence of consultancy (consultant/team are not employed by MeDRA. There should be no family relationships or connection between consultant/team and staff from MeDRA.

Quality of offer – one that describes methods and instruments, quantifies the instruments, includes a detailed work plan, includes calculation of working days and daily rates with taxes in the financial offer. A tax clearance should be availed by the consultant.

### How To Apply

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Kindly send your Expression of Interest with technical and financial proposal as a single pdf to [info@medrazim.org.zw](mailto:info@medrazim.org.zw) copying [kmusimbe@medrazim.org.zw](mailto:kmusimbe@medrazim.org.zw) by the 7<sup>th</sup> of March 2024.