

TERMS OF REFERENCE FOR PROJECT END TERM EVALUATION

Sustained resilience against climatic shocks and stresses among vulnerable communities in Tharaka North and South Sub-Counties in Tharaka Nithi county, Kenya.

1. Project Summary

Target Location	Tharaka Nithi county
Project Goal	Improved livelihoods and welfare of local communities in Tharaka Nithi County, through enhanced capacities to combat climate change impacts, hunger, diseases, and enhanced community resilience towards climate-change related shocks and stress
Project Outcomes	<ul style="list-style-type: none"> Increased and shared knowledge on climatic and environmental resilience among communities in Tharaka Nithi south and north sub counties by July 2024 Enhanced livelihoods among the target communities in Tharaka Nithi North and South Sub Counties by July 2024 Enhanced capacity for right holders to hold duty bearers accountable and increased social accountability by July 2024
Direct beneficiary	7500 persons in 1500 Households
Project lifespan	2 Years
End Term Evaluation Purpose	To assess the extent to which the project achieved its goal
End Term Evaluation Start and End Dates	2 nd September 2024 --- 20 th September 2024
Anticipated End Term Evaluation Report Release Date	20 th September 2024

2. About the organization

International Aid Services (IAS) Kenya is a Non - Governmental Organization [NGO] registered as a local NGO under the NGO Coordination Board in Kenya with a local governing board. Through our mission, ***“we seek to empower communities through promotion of access to education, sustainable livelihood, environmental stewardship and human rights”.***

IAS Kenya has been actively involved in agriculture, disaster risk reduction and resilience programming in the semi-arid region of Tharaka for over 17 years and has currently spread tentacles to Kilifi and Tana River

Description of the Project

The project is a second phase of a resilience project focusing on building on the gains of the first phase of the project that was implemented between 2020 to 2022 while introducing a few new activities.

To achieve its main goal, the project focused on achieving 3 main objectives which are;

1. Ensuring increase in access and sharing of knowledge on climate resilience and environmental conservation.
2. Enhancing livelihoods and,
3. Strengthening the capacity for right holders to hold duty bearers accountable and increased social accountability.

To achieve these objectives, over the past two years, the project engaged in activities such as; awareness creation among community members on early warning and disaster risk reduction, sharing of knowledge through dialogues such as with the council of elders, conducting trainings and workshops, stakeholder engagement, groups capacity building, excavation of earth dams, desilting of earth dams, development of tree nurseries and planting of trees, having ToTs on advocacy and social accountability, establishing advocacy groups, among others.

The project also applied a holistic approach to creating resilient communities where it involved a concept known as quadruple helix model. Through this mode, the project brought together different key players on building strong communities able to combat climate change effects. Such players involved include; the government as a policy developer and implementor, the Civil society as link to the people and as a complementor of government work, the private sector as providers of critical services needed by the community and the academia for the purposes of research and provision of evidence-based solutions to climate change challenges.

The project was implemented across 5 locations, 3 from Tharaka North sun county namely; Maragwa, Kathangachini, Kanjoro and 2 from Tharaka South sub county namely; Kamanyaki, Chiakariga.

End Term Evaluation Purpose and Objectives

- *General evaluation objective*

The overall purpose of the evaluation is to assess the extent to which the project achieved its goal. The information gathered will be important in understanding to what extent the project achieved or didn't achieve the expected results.

- *Specific evaluation objective*

The evaluation's purpose is to establish and document the impact and effectiveness of project interventions to ensure that the IAS K is accountable to the donor. The evaluation is expected to provide data on the performance, impact and sustainability of project interventions. The findings and recommendations will contribute to a learning process which enables IAS K to draw lessons from its experience in order to improve the quality service to the communities, assessing the extent to which the outcomes of the project have been achieved, determine Relevance, efficiency, effectiveness and sustainability of the interventions/project and document new knowledge for further inquiry, action, lobbying and influence. The evaluation will also help to assess the effectiveness of the beneficiary accountability system and mechanisms that were used during the project implementation period.

Evaluation questions

The evaluation will be guided by the following questions:

Evaluation Criteria	Mandatory Evaluation Questions
<i>Effectiveness</i>	<ul style="list-style-type: none"> • How appropriate were the management process in supporting delivery of project expected 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? • To what extent were the intended project goal, outcomes and outputs achieved and how? • To what extent did the project reach the targeted beneficiaries at the project goal and outcome levels? How many beneficiaries have been reached? • To what extent has this project generated positive (or negative) changes?
<i>Relevance</i>	<ul style="list-style-type: none"> • Was the project relevant to the identified needs of the target beneficiaries and the context? • Were the project inputs and strategy (including its assumptions and theory of change) realistic, appropriate and adequate to achieve the results • To what extent do achieved results (project goal, outcomes and outputs) continue to be relevant to the needs of beneficiaries?

<i>Efficiency</i>	<ul style="list-style-type: none"> • How far the results achieved did justified the cost incurred - were the resources effectively utilized? • 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 efficiently and timely has this project been implemented and managed in accordance with the Project proposal?
<i>Sustainability</i>	<ul style="list-style-type: none"> • Are there any plans and or strategies to sustain the gains after the project? • How effective were the exit strategies, and approaches to phase out assistance provided by the project? • What are the key factors/areas that will require addition support/attention in order to improve prospects of sustainability of the project outcomes and the potential for replication of this approach? • What are the recommendations for similar support in future
<i>Impact</i>	<ul style="list-style-type: none"> • What are the unintended consequences as a result of the project activities? • Are there any significant changes in the context as a result of the project intervention?
<i>Challenges</i>	<ul style="list-style-type: none"> • What were the primary challenges faced during project implementation? • How have these challenges impacted the overall effectiveness of the project? • Can you describe any strategies that have been effective in overcoming these challenges? • What recommendations can be made to improve the handling of similar challenges in future projects?
<i>Recommendations</i>	<ul style="list-style-type: none"> • Which are the additional recommendations or strategies that could further enhance project or organizational effectiveness?

1. Scope of the end term evaluation

The geographic focus will be Tharaka Nithi County [Tharaka North and South Sub Counties] where the project was implemented. The target locations will be Kamanyaki, Chiakariga, Maragwa, Kathangachini and Kanjoro. In these location the groups to be surveyed are classified into farmers both from crop and livestock production, water users, community water management committees, advocacy groups, cooperative societies, council of elders, religious groups and stakeholder representatives. These will be spread across all the locations. The direct beneficiaries totals to 1471 people.

2. Methodology

The Consultant will propose a suitable and detailed methodology that exhaustively addresses the study's objectives at the End Term Evaluation's inception. Robust mixed methods with a participatory approach are preferred. The Consultant will be selected based on the methodologies submitted in response to this ToR. Upon selection, the Consultant will submit a detailed methodology and work plan in the inception report. The proposed methodology will be reviewed and approved by IAS K after the submission of the inception report, with feedback provided for any necessary revisions. The proposed methodology will be reviewed and approved by IAS K within 3 days of submission of the inception report. Feedback will be provided for any necessary revisions.

3. Intellectual Property Rights

All documentation relation to the assignment shall remain the sole and exclusive property of IAS Kenya.

4. Project outcomes and indicators

Expected outcomes and key outcome indicators of the project.

Outcome	Key indicators	
1. Increased and shared knowledge on climatic and environmental resilience among communities in Tharaka Nithi south and north sub counties by July 2024	- Number of community members utilizing indigenous knowledge in combating climatic and environmental challenges	-
2. Enhanced livelihoods among the target communities in Tharaka Nithi North and South Sub Counties by July 2024	- Number of diversified livelihood practices established - Number of established and supported farmers associations	-
3. Enhanced capacity for right holders to hold duty bearers accountable and increased social accountability by July 2024	- Number of advocacy strategy copies distributed to the Churches/CSOs. - Number of policies being implemented at the local level.	-

5. Time Schedule

The evaluation is expected to take not more than twenty (20) days. The Consultant is expected to be available for the work to start on **2nd September 2024** and the final report should be submitted not later than **20th September 2024**

6. Budget

The proposed budget should be inclusive of all taxes applicable.

7. Mode of payment

- 1st installment: 50% upon submission and approval of inception report & data collection tools; and a signed contract
- 2nd installment: 50% upon submission and approval of final report and all agreed upon products of the study.

8. Evaluation Management

The Consultant will work closely with the field coordinator and Monitoring Evaluation & Learning Team Leader at IAS Kenya. The Consultant will be provided with the project information package of key documentation for review. Both parties will be available for questions and discussions throughout the consultancy. The lead consultant must verify data in the field to ensure that the data collection process directly informs the writing of the evaluation report. This includes:

- Conducting on-site visits to observe and validate data collection activities.
- Engaging with data collection teams to ensure methodologies are correctly implemented.
- Reviewing and confirming the accuracy and reliability of collected data.
- Incorporating field-verified data directly into the evaluation report to enhance the credibility and relevance of the findings.

9. Deliverables

1. Inception report; The firm/consultant will share the inception report that details the study design (rationale, methodology), data collection tools, and a detailed work plan within 5 days of engagement, to be approved by IAS K

2. Draft End Term Evaluation report;
3. Final End Term Evaluation survey report. Two (2) hard copies and soft copy of the report of maximum 25 pages (excluding preliminary pages and annexes). The report should be structured as follows:
 - Title page (title of assignment, author(s) of report)
 - Table of contents
 - List of tables and figures
 - Executive summary (maximum 2 pages; summarizes ToR, methodology, findings, lessons, conclusions and recommendations)
 - Introduction (background of study, contextual issues, methodology)
 - Findings (addresses requirement from ToR)
 - Conclusions (well supported by evidence from findings)
 - Recommendations (realistic and clearly set out and cross referenced to the relevant section within the main body of the text)
 - Appendices (supplementary data: questionnaires, maps, full ToR, list of contacts/resources, references etc.)
 - Dataset (excel or SPSS upload) with raw data in soft copy.
 - A power point presentation outlining key findings from the study

10. Roles and Responsibility

The role of the consultant	Role of IAS Kenya: The consultant will be closely supervised by the MEAL Officer, Project Manager and project officer.
a) In-depth review of project documents and related reports	a) Provide relevant project documents
b) Development of data collection tools	b) Review and provide feedback on the Inception Report
c) Submission of a comprehensive inception report detailing the evaluation work plan; methodologies and research tools	c) Participate in the review of the drafted tools and pretesting of the survey tools
d) Revision of draft tools upon receiving feedback from	d) Make initial contacts with key informants during data collection
e) Lead in the pretesting of the data collection tools, document feedback and review the tools prior to the data collection	e) Provide feedback and input to the process of adjusting the study methods and timeframe
f) Delivery of a one-day training for Research assistants on the tools and the entire exercise	f) Preparation for field visitation
g) Lead in the data collection process in the field	g) Mobilization of all respondents
h) Entry and analysis of primary information and field data	h) Organize and provide logistic support during validation workshop
i) Preparation of draft Final Evaluation report	i) Provide supportive supervision to the consultant and the research team throughout the engagement period
j) Development of PowerPoint presentation and facilitation of validation workshop	
k) Preparation and submission of a Final Evaluation report and a dashboard complete with all indicator benchmarks	

I) Conducting on-site visits to observe and validate data collection activities	
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11. Qualifications and Experience of Consultant

The consultant must have the following qualifications:

- A minimum of 5 years' experience in carrying out baseline studies and final evaluations, with a key focus on agriculture-related interventions implemented by development organizations.
- The lead Consultant should possess an advanced degree in Agriculture, Agricultural Economics, Economics, Agribusiness, Statistics, or a related numerical discipline.
- Experience conducting agricultural and business-related studies in Kenya
- Demonstrable academic and practical experience in quantitative and qualitative research methodologies, evaluations design and implementation.
- Strong analytical, facilitation and communication skills, including reporting and presentation skills.
- Strong understanding of agriculture-based enterprises and value chains approaches.
- All team members should be fluent in spoken and written English and Kiswahili.
- Demonstrable experience in conducting complex quantitative data analysis and demonstrable, strong qualitative analysis skills

12. Confidentiality and Data Ownership

i. Confidentiality:

- All information shared, disclosed, or obtained during the execution of this project, including but not limited to data, reports, documents, and discussions, shall be treated as confidential.
- All individuals involved in the project, including consultants, contractors, and staff members, are required to maintain strict confidentiality regarding any information they access or become privy to during the course of this engagement.
- Confidential information shall not be disclosed to any third party without prior written consent from IAS Kenya, except where required by law or for the purpose of fulfilling project obligations.
- Breach of confidentiality may result in termination of the contract and legal action as per data protection laws in Kenya

ii. Data Ownership:

- All data collected, generated, or analyzed as part of this project shall be the sole property of IAS Kenya.
- IAS Kenya retains full ownership rights over the data and reserves the right to use, disseminate, and publish the data for internal purposes, reporting requirements, and knowledge sharing.
- Any external use, publication, or dissemination of project data shall require prior written authorization from IAS Kenya.
- IAS Kenya will ensure the secure storage, management, and protection of project data in accordance with applicable data protection laws and organizational policies.

13. Mode of Application:

Interested, qualified and experienced person, group of persons or firms must submit an Expression of Interest by 9th August 2024 to info@ias-kenya.org not later than **5:00pm**. Any application submitted after the set deadline will not be considered. Please indicate Centre for Church based development (**CKU) Tharaka – END TERM EVALUATION** in the subject line of your email with the following attached: Any application submitted after the set deadline will not be considered.

- A detailed technical proposal including
 - Description of how your skills and experience match the TOR requirements,
 - Your understanding of the assignment
 - Proposed methodology and work plan
- A financial proposal: Should include a detailed budget breaking down all costs by different categories, e.g., professional fees, travel, accommodation, etc.
- Your CV, including track-record of recent projects, references of at least three (3) recent clients.
- Sample of 2 recent similar studies conducted