



CHILDREN'S MISSION AFRICA (CMA) AND KENYA4RESILIENCE (K4R)

TERMS OF REFERENCE FOR END OF PROJECT EVALUATION

CONSULTANCY ADVERT

1.0 Background

Kenya4Resilience (K4R) Community of Practice (CoP) is a network that seeks to Build Resilient Communities. Driven by the need for collaboration, partnerships, knowledge and experience sharing in the field of resilience, 10 Swedish Mission Council (SMC) funded CSO's in Kenya came together and designed the K4R CoP. The Kenya4Resilience (K4R) Community of Practice (CoP) leverages on both offline (workshops, science cafes, field visits) and online (webinars) platforms to enhance the capacity of its members to integrate not only resilience concepts into their programming, but also adopt and adapt resilience way of thinking in their programmes including involving them in the achievement of the Sendai Framework for Disaster Risk Reduction (SFDRR) in Kenya.

Children's Mission Africa (CMA) is the secretariat of the K4R CoP. CMA the Regional office of Children's Mission Sweden and envisions a World/Continent where families' live lives in dignity. CMA provides technical support including capacity development and monitoring & evaluation services to its 15 organizations in 12 African Countries financially supported by Children's Mission Sweden. The work largely is in 4 pillars; Capacity Development for Partners, Economic Empowerment, Education and Democratic spaces and governance.

Integrating resilience into development programmes requires intentional and deliberate strategies to ensure capacities are enhanced and gaps addressed. Mainstreaming resilience in development must be properly coordinated with different state and non-state actors, where actions and activities feed on each other for purposes of achieving the end result. The goal of the Kenya4Resilience (K4R) Community of Practice (CoP) is to contribute to the building of Resilient Communities. The K4R CoP was officially launched in February 2019 and is funded by the Swedish Mission Council (SMC) for the past years.

1.1 Goal of the K4R CoP

To contribute to the building of Resilient Communities.

1.2 Expected results of the K4R CoP

1. Empowered partner/member organizations to integrate resilience throughout the project management cycle towards developing resilient and sustainable interventions/communities
2. Enhanced collaboration of resilience focused interventions & innovations among CoP members especially those supported by SMC

3. Increased participation by Civil Society Organizations (CSOs) in formulation and implementation of resilience-related policies/actions at different levels (county-national-regional/global)

2.0 Evaluation purpose

The purpose for this evaluation is to assess the performance of the Kenya4Resilience (K4R) Community of Practice (CoP). The performance of the CoP should be evaluated by reflecting on the extent to which the project objectives have been met, project achievements, challenges experienced and implementation efficiency in view of designed workplans and budgets. In addition, the evaluation will review the recommendations of the project made from the initial baseline conducted at the start of the project and assess the extent to which these were implemented. The evaluation should also capture the incorporation of best practises and lessons learnt in informing future similar programming. The evaluation will also cover the OECD-DAC evaluation criteria (efficiency, effectiveness, relevance, impact and sustainability) as well as gender and equity dimensions.

3.0 Objectives of the Evaluation

The main objectives of the evaluation study are to;

- 1) Document the results achieved through the agreed work plans between K4R CoP and the supported partners and stakeholders and other institutions.
- 2) Assess the relevance, effectiveness, efficiency, sustainability, and impact (both intended and unintended) of the program in achieving the expected results.
- 3) Assess the effectiveness and coherence of the coordination mechanisms and partnerships that were instituted to implement the project.
- 4) Identify what worked well and what did not and draw lessons for future programming and strategy development.

This evaluation is summative as it takes stock of the implementation of the K4R project over the last 2 years. It is also forward-looking providing the evidence to inform the redesign of the next phase, thus in this sense formative.

4.0 Scope of the Evaluation

The evaluation is expected to take a total of 10 working days and will cover all the partners and stakeholders involved in implementation of the project in the context of Kenya.

Stakeholder	Partner/ target	Location
K4R CoP Secretariate	1 orgs – 2 people	Kenya
K4R CoP Leadership	4 orgs – 4 people	Kenya
K4R CoP Members	10/15 orgs – 10/15 people	Kenya
K4R CoP Donors	2 orgs – 2 people	Sweden

5.0 Evaluation design and Methodology

The Evaluation will start with an induction session/process, which will be undertaken by key K4R CoP secretariate and leadership to familiarise and guide the consultant on the evaluation's expectations.

The consultant(s) will then employ their knowledge and expertise to design an evaluation methodology (ies) to best capture the contributions of project partners and beneficiaries. Consultants will submit a detailed Evaluation methodology as part of the inception report.

The evaluation will take a desktop approach among other approached agreed on during the inception process.

- A. Evaluation Inception Process: The Evaluation will start with an induction session/process, which will be undertaken by key K4R CoP secretariate and leadership to familiarise and guide the consultant on the evaluation's expectations.
- B. Evaluation approach and tools Design: The consultant(s) will then employ their knowledge and expertise to design an evaluation methodology (ies) to best capture the contributions of project partners and beneficiaries. Consultants will submit a detailed Evaluation methodology as part of the inception report. The Design and pre-evaluation steps should be in-depth to ensure all relevant is collected with minimal "back and forth" with the evaluation respondents.
- C. Evaluation Implementation: This will be done by the consultant as agree jointly during the evaluation process.

The evaluation process should include:

- A desk review of project information including the key documents provided (Proposal documents, grant start up documents, outcomes and learning documentation, annual and mid-term review reports, project feedback documents, research reports, project documentaries etc.
 - Semi structured (FGDs, and KIIs) and structured interviews with different stakeholders including beneficiaries, Regional board's representatives, K4R CoP project staff and partners to generate both quantitative and qualitative information - Documentation of case studies, lessons learned and best practices.
 - Use of other data collection such as questionnaires and surveys to collect required quantitative and qualitative data
 - Data analysis and data gaps identification.
- D. Reporting – once the final report is approved this process will be concluded.
- Evaluator(s) should submit the draft report to K4R CoP selected member committee, CoP leadership and secretariate.
 - The report to include qualitative and quantitative findings
 - Highlights of the survey process
 - Conclusion
 - Recommendations
 - Implementation of feedback and preparation of final report
 - Packaging of all appendices and reference documents that will accompany the report.
 - For written comments before presenting the findings during validation workshop and thereafter finalising the report, to minimise the chance of inaccuracies and to maximise ownership of the findings.

E. Report presentation to K4R CoP members

Including handing over of "interim report

- F. Evaluation close-out
- Review of the evaluation consultancy TOR and the extent it has been met
 - Handing over of final report
 - Confirmation that all contractual requirements have been met.

Important Note

We encourage and recommend that the consultant uses their expertise and experience to deliver and optimal evaluation which might include approaches and steps that complement and not limited to the above.

6.0 Key Evaluation questions

The evaluation should effectively answer the following questions under each criterion;

Relevance and project design

- What activities and processes has been particularly useful for the target partners, actors and beneficiaries?
- Was the project in line with the project partners, actors and stakeholders' policies, strategies and programmes? To what extent was the project relevant to the needs and priorities of the targeted institutions?
- To what extent has the project complemented other interventions, including of the project partners and stakeholders, other development programmes or schemes?
- Did the project respond to identified problems and was the design adequate to address these problems?

Effectiveness

- Has the project been able to achieve its objectives as defined in the project plan?
- Have there been any external factors that have hindered or facilitated the project to meet its set objectives.
- Has the project made a difference when it comes to project partners and stakeholder's resilience and if so, in what ways?
- Has the project empowered the stakeholders and project actors with better skills and knowledge on how to build and enhance resilience? Kindly provide examples here.

Efficiency

- Do the outcomes of the program represent value for money?
- To what extent is the relationship between inputs and outputs timely, cost-effective and to expected standards?

Sustainability

- Will the changes caused by this programme continue beyond the life of the project?
- What mechanisms have, K4R CoP, and partners put in place to sustain the key programme results?
- How has the programme worked with local partners to increase their capacity in a sustainable way?
- What motivations /mechanisms exist for partners to continue playing these roles?
- What are the risks facing sustainability of programme results?
- Provide some key recommendations/possible outcomes that the K4R CoP can carry forward in the next phase.

Impact

- How well did the program work?
- Did the program produce or contribute to the intended outcomes in the short, medium and long term?
- For whom, in what ways and in what circumstances?
- What unintended outcomes (positive and negative) were produced?
- To what extent can changes be attributed to the program?
- What were the particular features of the program and context that made a difference?
- What was the influence of other factors?

4.0 Evaluation Duration and Reporting.

An estimated 10 calendar days will constitute the evaluation period; 2 days for desk review and to prepare the research tools and inception report, an estimated 6 days for fieldwork, compiling the information gathered, analyze and drafting of the report. The consultant will arrange for a validation workshop to share a draft of the evaluation report with the programme staff and key selected stakeholders for the last 2 days as they finalize on the final report.

A final report in English will then be provided after including the comments.

5.0 Deliverables:

No	Deliverables	Estimated No. of days	Estimated completion date
1	Inception report	2	1 st March 2021
2	Data Collection	4	5 th to 10 th March 2021
2	Draft report	2	10 th March 2021
3	A presentation at validation stage	1	20 th March 2021
4	Final Report	1	25 th March 2021

6.0 Professional Skills and experience

The evaluation consultant (individual or team) should have the following skills and experience

- An advanced University degree (Masters or PhD) in Research, Development, Sociology or other relevant social science. Additional experience may substitute for some education.
- Additional technical skills/knowledge in DRR and/or resilience will be an added advantage.
- The proposed assignment team lead shall have previous experience as a team leader for evaluations in the field of resilience
- Demonstrable experience in design and implementation of summative evaluations, and evaluating resilience programmes or strategies
- In depth understanding of development context of Kenya
- The evaluation team should have experience in conducting research using mixed method quantitative and qualitative approaches
- Should be fluent in spoken and written English
- Strong analytical skills and ability to clearly synthesize and present findings, draw practical conclusions, make recommendations and to prepare well-written reports in a timely manner.
- Experience working with/evaluating communities of practice

7.0 Guiding Principles and Values

Adherence to K4R CoP Code of conduct, Child Safeguarding practices and confidentiality when interviewing or photographing children.

The consultant will also take into account principles of impartiality, independence, objectivity, participation, collaboration, transparency, reliability, privacy, and utility throughout the process. The consultant should also ensure gender is mainstreamed in the evaluation process.

8.0 Submission of application

Along with their CV, interested candidates should submit;

- A technical proposal explaining, consultant (s) comprehension of the, ToR, and how they would approach this assignment, summarising, the methodologies, and approaches they, plan to use, including a timeline.
- Two samples of similar previous assignments.
- Confirm availability as soon as possible.
- A financial proposal outlining their expected fees of the individual/team.
- K4R CoP will not cover any travel and accommodation in-country and all operation and field logistics costs.
- Any cost associated with this assignment MUST be included in the financial proposal.

Interested and qualified applicants (individual and/or organizations) are invited to submit applications to recruitment@childrensmissonafrica.org so as to arrive not later than
Sunday, 28th February 2020

Disclaimer:

- This Consultancy Terms of Reference description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the task.
- CMAs' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.
- CMA is an Equal Opportunity Employer.

By applying for this Consultancy, I understand and acknowledge that CMA requires its consultants to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.

The email subject line should include your name and the position you are applying to. The only attachment should be **ONE** document that has a detailed CV and Proposal in PDF format.

Only Shortlisted applicants will be contacted