



TERMS OF REFERENCE FOR END OF PROJECT EVALUATION

1. BACKGROUND

Community Empowerment for Peace and Development West Nile is a voluntary non-profit-making organization that works to resist violence, transform conflicts, and build peace in communities. Founded in 2014; by Ugandan women who have worked in conflict zone for more than a decade and are scholars of peace and conflict management. CEPAD-WN is a registered entity with the NGO Bureau, a member of West Nile Humanitarian platform and the charter 4 change Uganda working Group. CEPAD-WN also has MoU with districts in the areas of operation within West Nile. The organization since its inception has worked with civil society organizations, particularly the youth, women, faith-based, refugee population and traditional structures in West Nile to transform conflicts, and to promote nonviolent and democratic principles. Based in Arua, Uganda, CEPAD-WN works with vulnerable groups and partners across the country to support individuals and organizations to enhance skills needed to transform violent conflicts and build bridges across ethnic, religious, and political divides.

CEPAD-WN with funding from German Federal Foreign Office through IFA – Institut für Auslandsbeziehungen (Zivik Funding Programme) has been implementing eighteen (18) months project from 1st of July 2022 to 31st December 2023 titled, “Promoting Inter-community Engagement (dialogue) for Reconciliation, Peace & Social cohesion in Refugee Settlements in Uganda particularly West Nile namely; Rhino camp, Palorinya and Imvepi Refugee Settlements.

The goal of the project is to engage the refugee and host communities across West Nile in north-western Uganda to promote reconciliation, peace and social cohesion among the refugees and hosts and also between the refugees themselves.

The Objectives of the project include;

- a. To provide space for interaction, engagement, healing and reconciliation for, between and among communities.
- b. To build the capacity of the community and refugee leaders and empower them in their role to promote nonviolence and peaceful co-existence.

- c. To initiate & establish peace clubs and cultural leader’s forum in communities respectively to prevent and mitigate conflict
- d. To lobby and network with different stakeholders in the refugee response in promoting peaceful coexistence and provide psycho social support to those affected.

1. OVERVIEW OF THE EVALUATION

Purpose of the Evaluation

The purpose of the evaluation is to track the project achievements, in meeting its objectives and monitoring progress

The objectives of the Evaluation include;

- a) To assess the achievement of the project's intended outcomes and impacts related to peace-building, conflict transformation, and community cohesion.
- b) To evaluate the effectiveness and relevance of project activities and interventions in addressing the root causes of conflict and promoting sustainable peace.
- c) To identify key lessons learned, challenges faced, and best practices that can inform future peace-building initiatives in similar contexts.
- d) To measure the project's overall contribution to the well-being and resilience of the beneficiary communities.

2:0 Evaluation Questions

The key questions that need to be answered by this evaluation should be aligned to the study objectives. The consultant is expected to exhibit a mastery in the subject matter through suggesting appropriate questions. However here are some suggested questions following the DAC criteria – Effectiveness, Relevance, Efficiency, Sustainability, Coherence and Impact.

Evaluation Criteria	Suggested Evaluation Questions
Effectiveness	1) To what extent were the intended project goals, outcomes and outputs achieved and how? 2) To what extent did the project reach the targeted beneficiaries at the project goal and outcome levels? How many beneficiaries have been reached?

	<p>3) To what extent has this project generated positive and/or negative changes in the lives of targeted (and untargeted) community members addressed by this project? Why? What are the key changes in the lives of the community members? Please describe those changes.</p> <p>4) What internal and external factors contributed to the achievement and/or failure of the intended project goal, outcomes and outputs? How?</p>
Relevance	<p>To what extent was the project strategy and activities implemented relevant to Peacebuilding and peaceful coexistence in the settlements</p> <p>2) To what extent do achieved results (project goal, outcomes and outputs) continue to be relevant to the Efforts in Peace building and Peaceful Coexistence</p>
Efficiency	<p>How efficiently and timely has this project been implemented and managed in accordance with the Project Document? Specifically have resources been used well and strategies to implementation been appropriate</p>
Sustainability	<p>How are the achieved results, especially the positive changes generated by the project in the lives of targeted community at the project goal level, going to be sustained after this project ends?</p>
Coherence	<p>How is the project aligned to and contributing to the Global (SDGs), National (NDP) & Local (DDP)</p>
Impact	<p>What are the unintended consequences (positive and negative) resulted from the project?</p>
Knowledge Generation	<p>1) What are the key lessons learned that can be shared with other Partners and stakeholders</p> <p>2) Are there any promising practices? If yes, what are they and how can these promising practices be replicated in other projects and/or in other sub-counties that have similar interventions?</p> <p>3) What outstanding advocacy and implementation priorities still require action and commitment from Partners, Government at district and national-level</p>

3. SPECIFIC TASKS OF THE CONSULTANT FIRM

a) Sample Selection

The consultant is expected to derive the sample size based on the study population. The consultant has the responsibility of recommending the appropriate sample design, which involves developing the sampling methodology (sampling stages, strata etc.), the sample frames, the system for selecting the sampling units, sample size, and the procedures for calculation of expansion factors, determine an adequate size for the sample within the financial limitations of the project to meet the objectives of the survey and create plans for implementing the sample design and train staff to implement the sample design.

b) Data Collection

The consultant is expected to collect data from different sources both primary and secondary. The data will be both qualitative and quantitative which can be obtained through the structured survey instruments such as at house hold levels, village level, Zonal levels and open-ended and semi-structured interviews with key informants, focus group discussions among others. Some aspects of the studies that need to be consistent include (i) sampling methodology and location which includes Both simple random sample and Purposive sampling will be used to identify the respondents from the project site, questionnaires including how specific questions are asked among others.

Some of the key responsibilities of the consultant in the data collection process include;

- To design the questionnaires, ensuring the questionnaire is appropriate for the local situation and adequate to collect all the necessary information from the target group.
- Submit electronic copies of all data to the organization.
- Identify the type of qualitative information that needs to be collected.
- Design the appropriate methodology for collecting data.
- Prepare all supporting documentation required to facilitate the work of the interviewer and supervisors.
- Prepare the final report based on the sub-reports. Prepare findings, recommendations, conclusions and notes from interviews and observations.

c) implementing the Evaluation

Each party that is the organization and the consultancy firm will have responsibilities during the implementation of the evaluation. The organization will provide the consultant with all the necessary information and supporting documents needed. The consultant will have responsibilities of; such as drafting plans for the evaluation based on the sample

frame, training of Field Workers/structures, drafting of questionnaires, data entry, managing field operations, preparation of fieldwork progress reports among others.

4 SPECIFIC TASKS OF THE CONSULTANT FIRM

- (i) Develop the sample frame for the end of project evaluation
- (ii) Design/adapt/refine the evaluation questionnaires
- (iii) Arrange for the questionnaires to be translated into relevant languages
- (iv) Submit an Inception Report: Present the evaluation plan, including the proposed methodology, to CEPAD -WN for review and approval.
- (v) Hire and train the field supervisors and enumerators
- (vi) Plan the field work logistics
- (vii) Conduct a pre-test and revise the questionnaire based on the findings of the Pretest.
- (viii) Prepare evaluation implementation and questionnaire documentation e.g., enumerator supervision manuals, etc.
- (ix) Supervise evaluation implementation and ensure quality control Analyse and report the findings of the evaluation and provide datasets and final documentation.
- (x) Prepare the draft evaluation report: Compile evaluation findings, analysis, and preliminary recommendations into a comprehensive draft report.
- (xi) Present the draft report to CEPAD-WN and relevant stakeholders for their feedback and input.
- (xii) Present findings: Deliver a presentation of the evaluation findings to CEPAD-WN, and other relevant stakeholders.
- (xiii) A PowerPoint presentation summarizing the report. (20 slides max)
- (xiv) Dissemination: Support the dissemination of the evaluation findings through appropriate channels to ensure wider sharing of lessons learned and best practices.

5. DURATION AND TIME SCHEDULE

The actual end of project evaluation is expected to be conducted within 15 working days including data collection from date of signing contract. All tasks should be accomplished within this period including the final report. Contracts will be signed before the due date to enable adequate time for the kick off of the activity. The consultancy firm is expected to provide a detailed time schedule of various activities to be undertaken during the evaluation and also specific dates for submission of different reports such as the inception report, draft report and the end of evaluation report.

6. SUBMISSION OF REPORTS AND DATA SETS

The consultant is required to submit each report in two signed hard copies. The final data should be presented in electronic format to the M&E officer of the organization.

7. REVIEW COMMITTEE

The organization staff comprising of the program manager, Finance Manager, MEAL officer and program officers will be responsible for the review of the necessary documents submitted by the consultant during the process of the evaluation. The team will meet with the consultant to discuss the necessary reports such as the inception report, draft report and the final report.

8. SUPPORT TO THE FIRM BY THE ORGANIZATION

The organization shall provide the consultant/firm with all the necessary project documents needed for the survey, such as the Project proposal, project planning document and any other relevant information needed by the consultant. The Organization will also assign one staff whom the consultant will report to and who will be responsible for any information needed by the consultant. There will be no extra costs apart from what is agreed on the budget. Therefore, the consultant should make sure that they include all the necessary costs in the budget.

9. CONFIDENTIALITY AND DATA OWNERSHIP

The consultant/Firm is required to protect the confidentiality of any document provided to the firm by the organization including the data collected which belongs to the organization. No data or other information from this evaluation will be released to third parties without the written approval of the Organization.

10. BUDGET

The consultant is expected to develop a Realistic Budget which will be used as a basis for the financial evaluation. Note that statutory deductions (withholding Tax) of 6% will be levied on the professional (consultancy) fee.

11. PAYMENT SCHEDULE

The payments will be made through a preferable registered bank account of the consultant in two instalments, the first payment of 40% of the contract sum will be paid after approval of the technical proposal, Upon summiting inception report and upon signing of the contract. The second payment of 60% will be after submission and approval of the final report.

12. Required Competencies

- Interested applicants should have at least a Bachelor's Degree in a relevant field such as Statistics, Economics, Evaluation studies, Development Studies, Public Policy, Social Works or equivalent.
- A Postgraduate diploma or masters in any of these fields is an added advantage
- The Consultant should have at least 5 years' hands on professional experience in conducting evaluations, Research studies, needs assessments, Programme & Project Design and implementation, external evaluations, with mixed methods evaluation skills and having flexibility in using participatory evaluation methods.
- Expertise in human-rights based approaches to evaluation and issues of community participation in Peace Building and Conflict management.
- Specific evaluation experiences in the areas of Peace Building and Conflict management.
- Understanding of ethical issues and approaches to informed consent with regards to collecting information from Refugee Community.
- Experience in collecting and analysing quantitative and qualitative data.
- In-depth knowledge of the Humanitarian environment in Uganda.
- A strong commitment to delivering timely and high-quality results, i.e., credible evaluation and its report that can be used.
- A strong team leadership and management track record, as well as interpersonal and communication skills to help ensure that the evaluation is understood and used
- Good communication skills and ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts.
- Language proficiency: fluency in English is mandatory. Ability to speak language from the area of intervention is an added advantage

13. Guiding Principles and Values

Adherence to CEPAD-WN Code of conduct, Child Safeguarding practices, PSEA policy confidentiality when interviewing or photographing children. Gender mainstreaming is key to CEPAD-WN; therefore, the lead consultant will have to ensure that the research team is gender balanced, ensuring that females are available to interact with female beneficiaries on sensitive matters and vice versa. The consultant will also take into account principles of impartiality, independence, objectivity, participation, collaboration, transparency, reliability, privacy, and utility throughout the process

14. HOW TO APPLY

Interested individuals/firms who meet the above description of competence should submit a;

- Technical proposals including Expression of interest
- CVs of the consultant(s) including three referees
- One or two pager listing similar assignments conducted in the past and evidences attached as appendix
- Budget for the assignment including logistics.
- Any other information deemed relevant

All the above documents should be submitted not later than 27th Oct 2023 by 5:00pm Via email to: me@cepadwestnile.org or hand-delivered in a sealed envelope to the Head office in Arua addressed to: Executive Director Community Empowerment for Peace and Development West Nile.