



## **TERMS OF REFERENCE**

### **ENDLINE EVALUATION OF THE TCRS**

### **STRATEGIC PLAN 2020-2024**

#### **1. Background**

The Tanganyika Christian Refugee Service (TCRS) with its headquarters located at Mikocheni in Dar es Salaam was operated by the Lutheran World Federation - Department of World Service, on behalf of the World Council of Churches and in consultation with the Christian Council of Tanzania. The entity was established at the request of the constituent member churches of the Christian Council of Tanzania, as an ecumenical expression of concern and a program of assistance to refugees who have found asylum in Tanzania. Over the years, the Tanganyika Christian Refugee Service has worked with the UN High Commissioner for Refugees and the government of the United Republic of Tanzania to carry out its refugee assistance plan. To empower vulnerable and marginalised groups, TCRS expanded its mission in the 1980s from refugee relief to long-term development work in underprivileged communities.

Since its establishment in 1964 until 2006, TCRS has worked with refugees and disadvantaged poverty-stricken people in Tanzania to implement development and humanitarian relief projects. TCRS was officially registered as an independent non-governmental organisation (NGO) in Tanzania in January of 2006, within the framework of the LWF/DWS local empowerment project. On behalf of the Christian Council of Tanzania, the Evangelical Lutheran Church in Tanzania, and the global ecumenical network, TCRS continues to be actively involved in development, humanitarian, and relief initiatives in Tanzania.

#### **2. Purpose of the evaluation**

The current TCRS Strategy has been running from 2020 to 2024. An evaluation needs to be conducted to cover the said strategy period.

The endline strategy evaluation will assess the effectiveness of the implementation the overall goal, objectives and crosscutting theme and the results. This will include

- the implementation modalities, funding structure, roles and responsibilities of donors, coordination, partnership arrangements, institutional strengthening, beneficiary participation, replication and sustainability of the current programmes
- a review of the strategy design and assumptions made during the strategy development process.
- It will assess the extent to which the project results have been achieved, partnerships established, capacities built, and cross-cutting issues of mainstreaming gender, human rights and climate change have been addressed.
- It will also assess whether implementing the strategy has been optimum
- recommend areas for improvement and learning.

The Evaluation Report should incorporate major findings from TCRS's annual reports and project progress reports, organizational and project financial audits and other organizational and project documentation and publications to draw evidence-based conclusions and recommendations on the following criteria.

- **Relevance:** to assess to what extent the strategy and project activities are responding to the needs of beneficiaries and target groups, and are aligned to the national policy frameworks. i.e; Is it consistent with key aspects of the theory of changes, strategies and approaches in line with TCRS Strategic plan 2020-2024?
- **Coherence:** to assess to what extent TCRS's projects have been coherent under its Strategic Plan; and to what extent strategy and project are compatible with TCRS's vision, mission, goal and mandate; and government requirements and priorities, and NGO stakeholders' interventions.
- **Efficiency:** to assess how efficient the programs are, thus all expected results will be measured in qualitative and quantitative terms about the inputs, including cost-effectiveness and achievement in time. To assess to what extent the project objectives was achieved in an economically viable manner - are the deployed resources adequate in relation to the achieved results?
- **Effectiveness:** to assess to what extent the outcomes (Strategic Objectives/Outcomes of the Strategic Plan) and the objectives (on outcome level) of the project have been achieved, the major factors to influence the achievement of the project, whether collaboration is smooth.
- **Impact:** to assess positive and negative changes as they result from strategy implementation and specific project interventions such as changes of capacities, attitudes, and policies including the enabling environment for beneficiaries to interact with local and national government.
- **Sustainability:** to assess how local leaders may continue to be accountable for improving their role to respond to beneficiaries' needs and how beneficiaries will continue the work started by TCRS independently. To what extent will the positive effects of the project continue beyond the end of the project period?

### 3. Scope of Work:

The Endline Evaluation Report will be the result of an analysis of strategy and project documents, literature review, and quantitative and qualitative assessment based on the agreed methodology following the proposal of the Consultant(s), as a minimum including desk research, a survey among a representative sample of members, focus group discussions (FGDs) and key informant interviews (KIIs).

### 4. Objectives:

Assess the relevance, coherence, effectiveness, efficiency, sustainability, impact and outcomes of TCRS's strategy implementation 2020-2024

- Review the implementation of the program during the period against the key evaluation criteria (Relevance, Effectiveness, Efficiency, sustainability and Impact)
- Assess the effectiveness of the M&E system in realizing the intended results
- Critically analyse the progress made in attaining commitments made across strategic program areas and key outcomes and factors supporting or inhibiting the intended results

- Assess the relevance, coherence, effectiveness, efficiency, sustainability, impact and outcomes of the strategy implementation in operations.
- Assessing the financial viability of the program
- Recommendations

## 5. Deliverables:

The following key outputs are expected as part of this assignment

- Inception report indicating the methods, research tools, logistics, estimated costs, budget and time., upon signing of the contract as per the agreed detailed work plan
- Draft evaluation report
  - The consultant(s) will provide two presentations on key findings, a) in the debrief meeting at the end of the data collection/research phase; and b) in a meeting with TCRS management and other key stakeholders to present the draft evaluation report.
- Final evaluation report

### Report Outline

As a minimum, the end-term evaluation reports will include the following points: -

- Cover page
- Table of contents
- Executive Summary
- Background
- Objectives
- Methodology
- Findings
- Conclusion
- Recommendations
- Annexes
  - Survey Questionnaire
  - List of interviews conducted
  - Other relevant documents

## 6. Roles & Responsibility

Key roles and responsibilities to be assigned to TCRS and the Consultant:

### TCRS

- Assign technical support person who will liaise with the consultant on the day to day communication including scheduling of meetings at National and district level
- Arrange community meetings and appointments at community and district level

- Provide the consultant with a list of key partners at both district and national level.
- Introduce the consultant to national level stakeholders (CSOs, networks and Government Ministries and Agencies)
- Organize transport to and from the field
- Review the draft and final report to ensure quality and adequacy of information and provide timely feedback to the consultant
- Release payment as per the agreements in the contract

#### The Consultant

- 1) Desk review of relevant project documents and reports
- 2) Kick-off meeting to discuss about objective, process, methodology, and tools of data collection of the end-term evaluation, based on the Terms of Reference and the Technical Proposal
- 3) Draft the inception report
- 4) Present, discuss and finalize the inception report.
- 5) Debrief meeting with TCRS Management & Project Leaders about survey outline with tools and methodology for data collection.
- 6) Data collection. Write up key findings.
- 7) Present preliminary findings, and agree on key contents for the report.
- 8) Finalize the report in English based on feedback and comments from the TCRS team,
- 9) Presentation of the evaluation report to the broader stakeholder group, if needed.

#### **7. TIMELINE -Duration of the assignment:**

From 8<sup>th</sup> May – 17<sup>th</sup> June 2024 (6 weeks)

#### **8. Financial proposal**

The interested consultant(s) shall submit a financial proposal that includes consultant fees, research and other activity cost, due tax payments according to Tanzanian taxation law and any other related expenses.

The charged fees are subject to tax deduction according to Tanzanian taxation law.

#### **9. Consultancy Competencies, Experience & Skill Requirements**

- A minimum Bachelor's Degree in Monitoring and Evaluation, Community Development, Project Management, Community Economic Development, Sociology, or other relevant similar field. A master's degree or PhD is an asset.
- The Evaluator must be knowledgeable on different evaluation methodologies
- The evaluator should have experience evaluating projects and strategic plans of network organizations,
- Demonstrated a high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines;
- Fluency in English and excellent writing skills with good analytical knowledge and communication skills are required.
- Must be able and willing to travel

### **Proposal Submission Details**

- i. An understanding of the requirements
- ii. Methodology and work plan for performing the assignment
- iii. Project delivery plans
- iv. Team composition and task assignment
- v. Detailed reference list indicating the scope and magnitude of similar assignments
- vi. Relevant services undertaken in the past three (3) years
- vii. Registration and other relevant statutory documents.
- viii. A detailed budget proposal.

### **Evaluation Ethics**

The consultant and associates must demonstrate a commitment to strictly adhere to TCRS Policies, rules, and regulations. It is also the responsibility of the consultant to ensure that all persons hired or consulted by him/her are made familiar with the Policies, rules, and regulations and agree to abide by them during the execution of this work. The evaluator must have personal and professional integrity and must respect the right of institutions and individuals to provide information with confidence. He/she must ensure that those involved in the evaluations have a chance to examine the statements attributed to them. The evaluator must be sensitive to the beliefs, manners, and customs of the social and cultural environments of the people in all project areas.

TCRS has the right to accept or reject the proposal and the contract canceled, in case any illegal or corrupt practices are connected with the award or the execution of the contract

### **APPLICATION PROCESS**

**Interested qualified consultants/or consultancy firms are invited to submit applications by hand delivery to TCRS Office Mikocheni or by postal office through**

*The Director,  
Tanganyika Christian Refugee Service (TCRS),  
P.O. Box 3955,  
Dar es Salaam.*

*Or Email to: [mail@tcrs.or.tz](mailto:mail@tcrs.or.tz)*

**The deadline for application is 3rd May 2024**