



TANGANYIKA CHRISTIAN REFUGEE SERVICE

TERMS OF REFERENCE

MIDLINE EVALUATION FOR INCLUSIVE COMMUNITY RESILIENCE PROJECT (TZK001) - 2022 - 2025

1.0 Background

Tanganyika Christian Refugee Service (TCRS) was established in 1964 to provide emergency relief and humanitarian services to refugees and asylum seekers in Tanzania. At first, TCRS operated as a Tanzanian country programme of the Lutheran World Federation's Department for World Service LWF/DWS and later on in 2006 as an autonomous Non-governmental Organization. Since 1984, TCRS extended its operations to development work for disadvantaged groups of communities in order to empower them from extreme poverty due to socio-cultural, economic and climate-related challenges.

TCRS's history in Kishapu goes back to 2007, Morogoro 2005 and Kilwa 2004 respectively when the organization started to empower communities in some villages in those districts. The Inclusive Community Resilience project began in 2022, operating across 45 villages – 15 In Kilwa, 15 in Morogoro and 15 in Kishapu. The selected project districts are highly prone to climate change effects and socio-economic challenges. In all districts, the project continues to operate in the same 40 villages except in Kishapu district the project is operating in 5 new villages. The Inclusive Community Resilience project is funded by the Finish Evangelical Lutheran Mission (Felm). Felm has been funding TCRS's community empowerment projects in Kilwa since 2004, Morogoro in 2006 and Kishapu in 2009.

This Terms of Reference (ToR) is for the Inclusive Community Resilience project midline evaluation for the period of 2022-2024. The terms of reference will enhance the evaluators to examine the impact of the project interventions whereby the gathered information will help TCRS, Felm and other stakeholders to build up the best practices towards the end of the Project.

2.0 Evaluation Purpose

The midline project evaluation aims to assess progress against the project's objectives, focusing on the effectiveness, efficiency, and inclusivity of interventions. It will provide the project achievements at the community level, gaps, and lessons learnt and provide recommendations and identify best practices for enhancing the project toward its final stages. The midline evaluation will assess the impact of activities on the community, particularly in terms of inclusivity. Special attention will be given to intersectionality, understanding how overlapping identities (e.g., gender and disability) might affect participation and impact. The evaluation findings will enable TCRS, Felm, and other stakeholders, including local government and target communities, to assess the extent to which the Inclusive Community Resilience Project has achieved its objectives since 2022 and its sustainability going forward. Again, the consultant is expected to evaluate the relevance, appropriateness, efficiency, and effectiveness of the current project objectives and activities in the current political, social, and economic context of Tanzania. This evaluation should be in relation to the Five-Year Development Plan II (2021/22-2025/26), Tanzania Development Vision 2025, and the Sustainable Development Goals (SDGs) 2030 of the United Nations.

The specific objectives of the Midline evaluation are;

- i. **Assess the Current Status of Key Project Indicators:** Evaluate the progress of key project indicators as defined in the results matrix, comparing them with baseline data to measure midline achievements.
- ii. **Evaluate Felm Programme-Level Indicators:** Review the current status of Felm programme-level indicators to assess the alignment and contributions of the project to broader programme objectives.
- iii. **Measure Project Performance:** Analyze the project's relevance, effectiveness, efficiency, impact, and sustainability to identify successes and areas needing improvement, ensuring alignment with community needs and resilience goals.
- iv. **Assess Objective Achievement:** Determine the extent to which the project is on track to achieve its intended objectives, highlighting both milestones and gaps.

v. **Validate Findings:** Cross-reference midline findings with existing government reports, organizational data, and other credible sources to ensure accuracy and consistency.

vi. **Provide Strategic Recommendations:** Offer actionable recommendations and strategies for enhancing future project phases, based on the midline evaluation findings, to improve impact and sustainability in future resilience-building initiatives.

The project theory of change

The evaluation process will assess project achievements towards the expected impact, outcome and outputs as outlined in the theory of change Figure 1:

Figure 1: Theory of change

Problem	Change	End situation
Morogoro, Kilwa and Kishapu vulnerable communities have little capacity for climate change resilience and adaptation and mitigation actions, a situation which makes them vulnerable. With impact on food security, and livelihoods.	Improved resilience to climate change through diversification of livelihoods, increased know-how on improved farming practices and environmental conservation.	Kilwa, Morogoro, and Kishapu vulnerable and marginalized communities are resilient with sustained livelihood amid climate change effects.

The Evaluation Aspects

The consultant is expected to examine the following aspects in regard to relevance, efficiency, effectiveness, impact and sustainability.

Assess project relevance :

The consultant will review whether the project is addressing the key problems as set out in the project approved contract document. Within this objective, the project activities that were implemented shall be examined to ascertain:

- Are the activities relevant in relation to the goals and strategies of TCRS and Felm?
- Do the project's objectives respond to the needs and priorities of the project target beneficiaries?
- Were the targets set realistically?
- Did the planning and implementation of the intervention take the local context into account?
- To what extent are the objectives of the project still valid?
- Are the activities and outputs of the project consistent with the overall goal and the attainment of its objectives?
- To what extent does the project reach the target beneficiaries(rights holders and duty-bearers)?

Assess project efficiency:

The consultant shall review the extent to which the project has used resources cost-effectively to achieve its outcomes. The key areas of focus under this objective are to:-

- Can the investments and operating costs be justified?
- Could the same results have been achieved at less expense?
- Is the use of resources commensurate with the results that are achieved?
- Determine whether the objectives were achieved on time.
- Determine whether the project was implemented most efficiently compared to alternatives.

Assess project effectiveness:

The consultant shall assess and analyse the effectiveness guided by the following:

- Assess to what extent the project achieves its outputs, outcomes and goals?
- Have the primary outcomes, outputs and activities been achieved?
- Have the planned outcomes been achieved?
- How the project has effectively delivered on set targets as outlined in the approved project document and results matrix?
- How the project has adhered to the principles of TCRS implementation approaches; Empowerment, Facilitation, Integration, and Right Based?
- Review the intended beneficiary groups and identify how far planned benefits have been delivered and received by all key stakeholders, and how unplanned results may have affected the intended project benefits.
- Determine whether the assumptions/risks affected the project.
- What were the major factors influencing the achievement and the setbacks?

Assess Impact observed:

The consultant shall undertake a systematic analysis of positive changes brought in the lives of beneficiaries and the capacity of community groups involved in the project. Specific issues to be examined include:

- What are the positive and negative, intended and unintended changes produced by the project?
- Analyse the contribution of the project to any observed impact.
- What real difference has the intervention made to the beneficiaries?
- How likely are the positive changes may be sustained in the short and medium term?
- Determine approximately the number of people reached by the project.

Project sustainability:

The consultant shall assess the extent to which the project has established and built institutional capacity that ensures the continuation and maintenance of the project outcomes. Specific issues to be examined under this objective are:

- What is the long-term effect of the activities?
- Will it be possible to continue the activity after aid financing is no longer provided?
- Does the local community feel a sense of ownership of the project initiatives?
- How the project has been able to support and build the capacity of the various categories of people participating in the project;
- How has the project been able to work with existing government, community and other stakeholder structures in building their capacity to be able to sustain the project;
- Determine what systems or processes, if any, have been put in place to ensure the long-term viability of the projects post-funding.
- Identify the various challenges that may affect the sustainability of the project.

The evaluation will also respond to the following questions:

- i. To what extent has the intervention contributed to positive changes in the lives of beneficiaries?
- ii. What are the beneficiaries' (men, women and youths) access to, use of, and satisfaction with the services delivered?
- iii. What impact has the project had on the wide society and its structure (village leaders, community-based groups, special groups and local government officials)?
- iv. Are women and other vulnerable groups benefiting to the extent as foreseen?

- v. How does the project contribute to fulfilling the Tanzania Five Year Development Plan II 2021/22-2025/26, Tanzania Vision 2025 as well as The Sustainable Development Goals (SDGs) of the United Nations?
- vi. Can beneficiaries identify the changes made by the intervention?
- vii. Is the project operation on track towards achieving its purpose?
- viii. Is the project achieving fulfilling TCRS strategic plan 2020-2024?
- ix. What lessons can be learned from the project that can be sustained for future project interventions?

The consultant is expected to examine the status of the Felm programme-level indicators as stated in the results framework matrix:-

- i. How many targeted households have gained an additional, sustained source of income that is not vulnerable to the same hazards as their initial
- ii. income source (disaggregation: agricultural/non-agricultural source of income, households with persons with disabilities, women-headed households)?
- iii. How many smallholders reached through measures aimed to increase their sustainable agricultural production and/or access to markets (disaggregated by sex, disability, age)
- iv. How many communities with functioning inclusive Disaster Reduction Management (DRM) structures?
- v. How many persons are trained in disaster risk reduction and management (disaggregation by sex, disability?)
- vi. How many community awareness-raising sessions conducted on disaster and climate risks?

3.0 Methodology (how the evaluation will be accomplished)

Participatory methods will be used, involving all stakeholders and especially the people impacted by project activities, the Evaluation Team will be free to choose the methods they consider appropriate and effective for the task. The evaluation should

use quantitative for example surveys and qualitative data collection methods such as semi-structured interviews (for example with focus groups, key informal informants, large groups, individual interviews, etc.) as necessary.

The consultant is expected to lead and coordinate this exercise in close collaboration with TCRS staff and stakeholders involved in the implementation of the project. The adopted methodology chosen by the consultant must use processes and methodologies of good technical quality and systematically use reliable information from multiple, rigorous methods of data collection and analysis as well as sources that support relevant analysis and correspond to the stated goals and objectives of the programs and the type of evaluation. Information and data should be collected and processed in a systematic way, disaggregated appropriately by gender, age and disability.

To this end, the consultant is expected to use gender-responsive participatory evaluation techniques to gather both quantitative and qualitative data and primary and secondary data and information that would adequately capture the end-line information for the indicators in the project results matrix to be availed. The information gathered must be relevant to the context and be that which facilitates local processes of reflection, capacity building, and accountability.

While implementing the evaluation, it is pertinent that the evaluation methodology conforms to a sound study design and impeccable sampling techniques. Where appropriate sample size estimation should clearly indicate the confidence interval and level. The methodology proposed by the consultant will be discussed and approved by TCRS before carrying out the evaluation.

In carrying out the evaluation, the consultant is expected to familiarize him/herself/themselves with all up-to-date secondary data relevant to this project from TCRS, her partner, communities, and other stakeholders. The mid-term findings whenever possible should be cross-validated by secondary sources from authentic government and non-governmental organizations. Guidance on variables to consider will be provided in the project results matrix.

The impact evaluation is an opportunity for learning about the project staff; therefore, it is important that the project staff participate throughout the evaluation process.

4.0 Roles and responsibilities of the parties:

4.1 Consultant roles and responsibilities

- Desk review of relevant project documents and reports
- Prepare and submit to TCRS the evaluation proposal and inception report including the methodology to be used, budget and work plan for both quantitative and qualitative data collection.
- Design data collection tools
- Field visit to selected project villages and conduct surveys, interviews or focus group discussions with beneficiaries(women, men and youths), most vulnerable groups (people with disabilities) local leaders, village animators, local government officers and project staff including students when necessary.
- Submission of evaluation reports (Draft and final) in agreed time.

4.2 TCRS responsibilities

- Provide briefing and relevant project documents(project plan, results matrix, progress reports and project budget to the consultant.
- Review and approve data collection tools and methodology
- Avail all the logistic arrangements and coordination (transport, stationeries, meeting arrangements)
- Prepare and effect payment for the consultant upon completion of the assignment as per the terms of the agreement.

5.0 Deliverables and timelines

5.1 Deliverables

The consultant is expected to deliver the following:

- The acceptable draft report after the analysis of data for TCRS and stakeholders' feedback.
- The final acceptable report in English utilizing the format below (but not limited):

- Frontpage with the title of the evaluation, date, and authors of the report
- A table of basic document information on the page
- An executive summary that presents the key points of the different sections
- Objectives and the intended use of the evaluation
- Methodology and Limitations of the Evaluation
- Description of the project
- Findings
- Conclusions and recommendations
- Relevant annexes must include:
 - List of people/organizations interviewed or consulted
 - All full versions of data collection tools
 - Bibliography of the documents reviewed
 - Evaluation work plan
 - These Terms of Reference for the evaluation
 - A summary of the findings (in MS PowerPoint) to be used for subsequent dissemination.

The final cleaned dataset is used for the analysis and production of a final report in an accessible electronic format (excel and/or SPSS). All raw data (quantitative data files, transcripts of Focus Group Discussion -FGDs etc.) should also be submitted to TCRS for reference and future use.

5..2 Timeline

The evaluation is expected to take place from 15th November to 20 December 2024

6.0 Consultancy competencies and skills

- Minimum university degree in Social Science, Monitoring and Evaluation or other relevant field. A master's degree is an asset.

- Should be professional and practical in a broad range of social welfare, community development, environmental issues, food security, and economic development. Expert in organizational development, and project cycle management and experienced in project evaluation.
- The Evaluator must be knowledgeable about different evaluation methodologies.
- Demonstrated expertise in conducting midline or end-line evaluations for complex, multi-year development projects
- Strong analytical and report-writing skills with fluency in English
- Demonstrated a high level of professionalism and an ability to work independently and in high-pressure situations under tight deadlines.
- Must be able and willing to travel to rural areas.
- Intercultural sensitivity by understanding and respecting different cultural norms and values.

7.0 Submission of Proposals

Interested consultants are requested to submit:

- Academic qualifications
- Relevant services undertaken in the past three (3) years
- Detailed reference list indicating the scope and magnitude of similar assignments
- Proposed methodology
- Proposed work plan
- Report outline
- Evaluation of team composition and task assignment/roles
- Registration and other relevant statutory documents.
- A detailed Financial proposal.
- A CV and evidence of past experience in similar assignments.
- At least two references from previous clients.

8.0 Right To Reject/Terminate

A proposal/tender can be rejected and a contract terminated by TCRS if any corrupt practices are connected with the award or implementation of the contract.

Application be sent by email to:-

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

Email: mail@tcrs.or.tz

The deadline for submission of proposals is 11th November 2024

If you do not hear from us, please consider your application unsuccessful.