

Terms of Reference for a Mid-Term Evaluation and Report

ToR	Consultancy work: Mid-Term Evaluation and Report
Commencement date	1 June
Duration	c. 6 weeks (subject to change)
Accountable to	CAFOD Afghanistan team – Grace How and Kitty Chevallier

Overview: Conduct a Mid-Term Evaluation and Learning Paper for a project entitled ‘Provision of humanitarian and livelihood support’, also known as ‘HELA’ (Humanitarian and Economic Livelihoods Assistance’). The 3-year project is funded by Misereor / Katholische Zentralstelle für Entwicklungshilfe (KZE), with co-funding provided by CAFOD. It is implemented by two local partners in Afghanistan, in three provinces, between 1 September 2022 and 31 August 2025.

CAFOD has been supporting local organisations in Afghanistan, including the two implementing partners for this project, since the 1980s to help tackle issues of poverty and injustice and to respond to humanitarian emergencies.

Background and Context

Project Brief: This project is a result of partnership and joint work between CAFOD and the consortium members. The project builds on CAFOD’s existing programming in Afghanistan which strengthens the capacity of at-risk women (and men) by diversifying their livelihood options. The project focuses on meeting basic needs as well as promoting inclusive development, with the objective of strengthening resilience, particularly of the most vulnerable. Halfway through year 2 of the project, CAFOD is seeking to engage an external consultant to conduct a mid-term evaluation for this project. The mid-term evaluation will evaluate how effectively the project has been implemented so far, and possible improvements for the second half of the project.

CAFOD and our partners are working with the same target group throughout the duration of the project, not only providing humanitarian and livelihood support, but also raising awareness amongst participants of women’s rights from an Islamic perspective. Over the past two decades, much work has been undertaken to empower Afghan women and enable them to exercise their agency. Partners are taking a variety of approaches to further these aims in the project.

Ultimately, the project aims to support and ensure that the rights of poor and vulnerable women in Bamyan, Kabul, and Kunduz provinces are upheld and they have increased agency in their social and economic development.

Directly, the project will result in three programme outcomes:

1. The basic needs of targeted women are met.

2. Targeted women have improved resilience through diversified livelihoods.
3. Targeted community leaders and members (male and female) are equipped and empowered with the knowledge and skills to promote and uphold women's rights from a progressive Islamic perspective.

Project Target Group and Location: The project will reach a total of 350 women in three provinces of Afghanistan (Bamyan, Kunduz and Kabul) with a combination of humanitarian assistance, livelihoods training and other activities.

Project Duration: September 2022 – August 2025 (36 months)

Scope of the Mid-Term evaluation:

The purpose of this contract is to assess project achievements so far, midway through the project, in comparison to the project logical framework and work plans. The assessment will aim to review the effectiveness of activities, and key successes and challenges of the project to date. It will evaluate how successfully partners have managed and worked through challenges arising from contextual changes during the project duration, and seek to understand how effectively target groups have been included in the project. It will also assess the accountability measures included in the project, including how participating women are given the opportunity and encouraged to share feedback and help shape the design of the project. It will recommend adjustments or measures to ensure that the project can more effectively reach its objectives, and bring about a greater improvement in the lives of the target groups.

The assessment should include a review of the project's monitoring data, secondary documents, a workshop with staff, and some direct data collection from key stakeholders including targeted women taking part in the livelihoods training activities, as well as male relatives and community members. Findings of the assessment will be used to improve the project in the remaining period; they should be written up into a mid-term evaluation report (no more than 10 pages) which will be made available to CAFOD, Misereor and both partners.

As well as assessing progress towards logical framework indicators, the assignment should focus on capturing, documenting and assessing lessons learned to inform ongoing project implementation and future project development.

The assessment will be conducted in close coordination with CAFOD's Afghanistan team, including the Country Programme Representative, Programme Officer, and Programme Development and Funding Officer.

Objectives of the Mid-Term Evaluation:

1. To assess the project and its effectiveness in supporting targeted Afghan women, through material assistance, livelihoods skill training and associated support, advocacy initiatives, and other activities.

2. To capture and assess key lessons learned from the project to date from various stakeholders including project staff, targeted women, civil society groups involved in the project, community leaders and other community members.
3. To capture and assess the process of participants' input into the project and decisions being made about the project implementation.
4. To produce a high-quality report, no longer than 10 pages, which will be shared with CAFOD, Misereor and implementing partners.

Deliverables and deadlines:

- Develop a short inception report with proposed methodology, plans and tools for collecting data from stakeholders, for the mid-term evaluation (1st week of contract), to be discussed and agreed with CAFOD and partners.
- Gather data from relevant stakeholders (2nd and 3rd week of contract)
- Draft report (4th week of contract)
- Final submission of report in English (5th week of contract)
- Presentation of report to CAFOD, partners and Misereor– date to be confirmed.

Considerations:

- The mid-term evaluation should adopt a mixed-methods approach, beginning with a desk review before integrating quantitative and qualitative methods to ensure that data collected is triangulated and can be communicated, explained and contextualised. It is expected that the consultant will combine surveys/questionnaires with structured interviews, FGDs and KIIs. Note that to enable the open and unrestricted sharing of opinions and information, the data can be anonymised where relevant and appropriate. Study team members are encouraged to use innovative methods to collect and analyse data. The qualitative component will allow for more in-depth data gathering to gain more insightful findings from relevant target groups regarding their experience of the project and its impact. The quantitative part will focus on women to gain insights into their experience.
- The midterm evaluation will be supported by two workshops: an initial developmental workshop in which the data collection methods will be discussed with CAFOD staff and representatives from partners to obtain feedback and input, and a validation workshop to obtain input on recommendations (which will also include Misereor).
- The consultant(s) are expected to propose the most suitable method of sampling/randomisation and the sample size will be determined in collaboration with CAFOD and partners and statistically relevant representation of the project beneficiaries and stakeholders. Information shall be collected from across specified beneficiaries, partners and stakeholders.
- All data collected during the baseline study will be disaggregated by age, gender, disability, and location.

Ethical Considerations

The below ethical considerations will be adhered to during the midterm evaluation:

- The evaluation will be conducted by an independent and impartial external consultant.
- Quantitative data will be obtained from a randomly selected representative sample.
- Participation in the study will be voluntary, and individuals must be able to curtail their participation in the study at any time.
- Anonymity, confidentiality and safeguarding of study data (both during data collection and for data storage) will be guaranteed.
- There will be no risks and benefits for individual participants.
- The culture, norms and traditions of study populations will be respected and laws of the country upheld.
- Participation in the evaluation will involve no additional security or safety risks for participants, in light of the current context in Afghanistan.
- The content of the mid-term evaluation will be treated confidentially and only shared with CAFOD, partners and Misereor.

Required Competencies:

- A minimum master's degree in social sciences or relevant field;
- Other training/certifications in the areas of assignment will be an asset (livelihoods, gender, behavioural change communication etc.);
- Other professional training on Research Methodology, Development Evaluation, and Impact Evaluation from recognised institutes/universities would be an asset;
- A proven track record of an ability to pragmatically apply in-depth knowledge and experiences of issues and practices in the fields of humanitarian, livelihoods and gender in Afghanistan;
- Strong computer and analytical skills with ability to write and review technical documents/ reports, conduct interviews as part of background research.

Demonstrable Skills and Experience:

- Record of publication of social research documents, evaluation reports, survey reports, study reports on livelihoods and women's rights issues is a strong asset;
- Experience of carrying out mixed-methods studies and evaluations and in producing high quality analytical reports (at least 2 recent reports should be submitted with the RFP);
- Strong background of statistical data analysis skills and strong proficiency with data analysis packages (in Stata or SPSS);
- Member of professional societies/forums (e.g. evaluation society) will be an asset;
- At least 6 years' experience managing evaluations, baselines and/or assessments for community-based programmes, including since August 2021;
- Experience in delivering high quality assessments, research or evaluations for institutionally funded projects such as FCDO/DFID, EU or USAID;
- A gender balanced team is highly desired given the focus on women;
- Ability to adapt plans and approaches, sometimes at short notice;
- Prior experience of conducting evaluations with local organisations in Afghanistan is an advantage.
- Fluency in English essential; ability to conduct interviews in Dari and Pashto essential.

CAFOD is committed to creating a safe environment for all project participants, especially children, young people and vulnerable adults, and to prevent their physical, sexual or emotional abuse. The consultant will be expected to follow these commitments and sign and adhere to all relevant policies and procedures.

Interested candidates are requested to submit the following by 20th May 2024, to submissions@cafod.org.uk

- Updated CVs (lead consultant and associates if any)
- Technical proposal with proposed methodology and detailed work plan
- 2 examples of similar assessments, evaluations, research, analytical report writing in English
- Financial proposal: Up to a maximum of USD 10,000. This fee should include all consultancy costs, including data collection costs (travel, accommodation, food etc.) as well as all VAT and Tax. It should show the daily fee for the consultants working on the assignment. The suggested total number of days for this work is 18-21 days.

Submissions will be reviewed and scored according to a) the criteria listed in this Terms of Reference, b) the suitability of the project plan/method statement and c) value for money.

Management and Reporting Arrangements:

The recruitment and initial briefing to the consultant will be managed by CAFOD, in consultation with the project partners.

Both in-country implementing partners will provide logistical and administrative support and guidance, including supply of relevant documentation, and help with the organisation of meetings and interviews (the financial costs of this will be covered by the consultant). The consultant will be responsible for working with partner staff to arrange interviews and field visits ensuring all relevant stakeholders are available at the place and time agreed; the consultant(s) will provide facilitation of workshops, FGDs, meetings and field visits.

Deliverables will be reviewed, appraised and accepted by members of CAFOD’s Afghanistan staff, in consultation with the relevant partner staff members.

Summary Timeline (subject to change):

1 - 21 May	Circulation of TORs and Invitation to Submit Quotations
22 May	Closing date for applications
24 – 27 May	Interviews with short-listed consultants
28 – 29 May	Final consultant selection and contract signing
1- 24 June	Planning, document review and fieldwork
25 – 30 June	Submission of report to CAFOD

3- 5 July	Presentation of report findings and recommendations to CAFOD, partners, and Misereor.
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The selection consultant(s) will be expected to fully agree to comply with all relevant CAFOD policies during the contracted period including the Safeguarding Policy and Code of Conduct, and provide references.

Questions can be sent to Kitty Chevallier at kchevallier@cafod.org.uk. **Applications** are to be sent by 22 May 2024 to submissions@cafod.org.uk