TERMS OF REFERENCE FOR FINAL EVALUATION (ToR)

OF

INCREASING EMPLOYABILITY OF YOUTH, WOMEN & MEN THROUGH BUSINESS DEVELOPMENT & SKILLS TRAINING IN THE ALBERTINE REGION PROJECT

FUNDED BY GIZ E4D SOGA
1.0 Introduction

Living Earth Uganda (LEU) a natural resources and environmental management NGO based in Uganda received funding from GIZ E4D-SOGA to implement a one year project titled Increasing Employability of Youth, Women and Men through Business Development and Skills training in the Albertine Region, specifically in the districts of Hoima and Buliisa.

The overall objective of the project is to contribute towards employability for Ugandans through business and practical skills training.

The specific objective is to support the access to employment of men, women and youths, in Hoima and Buliisa Districts, through the promotion of local enterprises to supply the products and service needs of the burgeoning oil sector.

The project targets providing business and entrepreneurship skills training, business advisory service clinics, functional skills training, and creation of networking and linkage platforms to 100 entrepreneurs, 150 beneficiaries in functional skills, and 75 farmers.

2.0 Objectives of the external evaluation

The overall objective of the external evaluation is to assess the impact of the project with respect to the project’s intentions as spelt out in the project document.

Specific objectives are:

a) To assess the extent to which the project Outcomes and Milestones have been met by the end of the project
b) To measure the project against a set of assessment criteria of Relevance; Effectiveness; Efficiency; Sustainability and; Impact
c) To document lessons learnt including achievements and challenges experienced
d) To make recommendations for future projects and strategy

3.0 Scope of work

The evaluation shall be conducted in the two project districts collecting relevant information from the project beneficiaries and partners answering the evaluation objectives.
4.0 Methodology

A participatory methodology with engagement of all key stakeholders using appropriate means of consultation is required.

The review will take a mixed methods approach giving both quantitative and qualitative data in line with the project indicators. All data – quantitative and qualitative – collected must be disaggregated by sex and beneficiary group; i.e., data records should be kept at the respondent level and should include information as to whether each respondent is male or female.

5.0 Deliverables

a) An Evaluation plan
b) Data collection tools
c) Draft evaluation report clearly indicating lessons learned and recommendations for any future funding opportunities.
d) Final evaluation report (both in soft and 2 hard copies).
e) A PowerPoint presentation of the key findings and present it at conference on a date to be decided but in second week of July, 2017.

The report should be clear and simply written and free of jargon. The main body of the report should not exceed 30 pages and should include an executive summary and recommendations. Technical details should be confined to appendices, which should also include a list of informants and the evaluation schedule. Background information should only be included when it is directly relevant to the report’s analysis and conclusions.

The report’s authors should support their analysis of a project’s achievements with relevant data and state how this has been sourced. Recommendations should also include details as to how they might be implemented.

We expect the report to include guidance on the process by which findings will be shared and discussed with all stakeholders including those who are benefitting from the project and how any resulting changes in the report will be included.

6.0 Skills and Competences

Living Earth Uganda is looking for consultant(s) with a strong record, particularly in donor-funded development projects. Consultant(s) will need respect and credibility within the field. The consultant should have the following skills and competencies:
a) Demonstrable experience of producing high-quality, credible evaluations (Examples required).
b) Demonstrable experience of working with/evaluating NGO work.
c) Demonstrable experience with participatory methodologies.
d) Ability to write concise, readable and analytical reports and understanding of public communications.
e) Excellent writing and verbal communication skills in English.

7.0 Duration

The consultant is expected to complete the entire assignment within 14 working days from the date of signing the contract.

8.0 Proposals/bids

Firms/ Consultant(s) who meet the above requirements should submit the following:
   a) A narrative/technical proposal which should include consultant(s) understanding of the TOR, evaluation methodology and a detailed schedule;
   b) A financial proposal indicating fees for the consultancy, daily cost per major activity, and VAT;
   c) Updated CVs/Profiles that clearly show the qualification and experience of the lead consultant and his/her team.
   d) Contacts of at least two organizations recently worked with.

9.0 Submission of bids

All interested and qualified consultant(s) should send their proposals to the attention of the Executive Director, Living Earth Uganda at email address info@livingearthuganda.org with a copy to swithern@livingearthuganda.org or hand deliver it to Living Earth Uganda Head Office at Plot 409, Canon Njuba Road Nakulabye, Kampala, Uganda or Plot 11, Tayali Drive, Kijungu, Hoima not later than 5:00pm (EAT) Thursday 8th June, 2017.

Note: Any applicant, who will not have received a response by 5:00pm (EAT) 13th June, 2017 should consider their proposals/bids not successful.