

Terms of Reference for final evaluation of “Green Livelihoods Youth Project”

Summary

Action/Project Name	Green Livelihood for Youth Project(GLY)
Location	Arua, Adjumani districts
Key partners	Vi Agroforestry, UNFFE, Arua DFA, Adjumani DFA.
Project lifespan	3years
Endline Rationale	Measure the status of all indicators and to understand the ending point of key elements of work in order to evaluate the impact of the Action.
Primary methods	Mixed method approach involving survey, focus group discussions, documents analysis, performance measurements and cost benefit analysis.
Anticipated report release	Endline 15th Mar 2023

1. Background

Vi Agroforestry was commissioned by the European Union (EU) to implement a 3-year project; the Green Livelihoods Youth project (GLY) in the districts of Arua and Adjumani. The project targeted over 4,000 young people (2,400 women and 1,600 men) between the age 18 and 35 and aimed at creating green employment options as well as strengthening governance, advocacy, and decision-making capacities at local and national levels. The project has been implemented through Uganda National Farmers Federation, UNFFE, as the co-applicant. The overall objective of the Green Livelihood Youth Project was:

“To contribute to improved livelihoods of young people disaggregated by gender in Arua and Adjumani districts through creation of green employment options and strengthening youth governance, advocacy and decision-making capacities at local and national levels.”

To achieve this goal, the project intended to deliver two outcomes referred to here as Specific Objectives(SO).

SO1: To increase farm and off-farm green employment options for economic empowerment of female and male youths through sustainable apiculture, solar energy businesses and access to affordable financial services.

SO2: To strengthen capacity of youth organisations to influence decision-making processes at local and national levels through the adoption of progressive governance systems.

1.2 About Vi Agroforestry Vi Agroforestry is a Swedish Development Organisation that has been operating in East Africa since 1983. Vi Agroforestry started working in Uganda in 1992 targeting small holder farmers along the Lake Victoria basin in central Uganda.

Over the years of operation, Vi Agroforestry has moved from own implementation, working directly with farmers and farmer groups at community level, to implementing through local partner organisations. The change in approach is driven by strengthening of civil society, increased local ownership, and ensuring long-term sustainability of results. The organization implements programs in areas severely affected by deforestation/land degradation that for many years have endured its devastating effects on both humans and nature.

Through agroforestry and by strengthening the capacity of democratic farmer organizations our programs empower smallholder farmer families including youth to reduce poverty, hunger, and deforestation, and contributes to increased biodiversity.

1.3. Purpose of the Assignment

The purpose of the Endline assessment is to determine quantitatively and qualitatively the current situation in relation to the main elements of the project. The evaluation will establish the endline status for the project's key performance indicators and constitute the basis of understanding the ending point of key elements of work against which impact then learn from the conclusions and integrate those learnings into interventions, methods, tools, and practices to improve future programming. Finally, the evaluation results are expected to facilitate accountability to the donors and beneficiary communities.

Scope of Work

The Endline survey will be conducted in Arua and Adjumani districts. The proposed duration of the assignment is 30 days and shall cover all the outcome indicators and other indicators requiring survey as prescribed in the M&E Plan. The key stakeholders should include Vi Agroforestry GLY team, Uganda National Farmers' Federation(UNFFE), the District Farmers' Associations(DFAs) staff, district gender officers, entomologists, commercial officers, youth beneficiaries, among others.

2. Methodology

Upon selection of successful applicant. The selected consultant will be required to prepare detailed research methodology in Collaboration with Vi Agroforestry and UNFFE. The evaluation will be conducted in a participatory manner by engaging the stakeholders at different levels and ensuring that they have a say about the implementation of the project, can share their views and contribute to the evaluation and participate in dissemination processes. Endline survey will be proposed to apply both quantitative and qualitative data collection methods.

The consultant is required to use a robust and acceptable formula to determine the representative sample size that will be used during the survey. The methodology for collection of evidence should be implemented in three phases: (1) an inception phase based on a review of existing documents to produce inception report; (2) a fieldwork phase to collect and analyse primary data; and (3) a data analysis and reporting phase to produce the final evaluation report. The consultant will also be availed with raw data from the final progressive survey for review and shall be required to supplement it with more relevant data if it seems insufficient to conduct the survey.

All objectives will be answered by the endline findings and used to update the log frame which will be shared with the project team and stakeholders.

The evaluator would be given a list of recommended/potential persons/institutions to interview that will be prepared by the Project Team in consultation with the evaluation manager. Thirdly, the evaluator may use surveys to collect data for the evaluation from the target groups, if applicable

The consultant will be obliged also to assess the following:

Relevance of the Action:

- In what ways was the GLY project (contexts, design, structure, objectives and activities) relevant to solving the main unemployment challenges faced by youth and to the national development plans?
- To what extent were the primary target beneficiaries and stakeholders involved in the project implementation and ownership?

Efficiency of Implementation:

- How efficiently the resources of project (time, expertise, funds, knowledge and knowhow) have been used to produce outputs and results?
- Given the size of the project, its complexity, and challenges under Covid-19 environment, have the existing management structure and technical capacity been sufficient and adequate?
- Has the project been receiving adequate political, technical, and administrative support from its stakeholders? If not, why? How that could be improved? Effectiveness of performance
- To what extent are the goal, purpose, and expected results as outlined on the project documents achieved? What were the major factors/actors that influenced the achievements of results?
- How effective was the organizational team structure that supported the implementation of the project?

Impact of intervention:

- In what ways did the GLY project impact (positively and negatively) on the lives of youth farmers and their families?
- Overall, how many people have benefited from the intervention?
- What factors facilitated the attainment of planned impacts?
- What factors constrained the attainment of planned impacts? Sustainability of results?
- To what extent is the achieved progress likely to be long lasting in terms of longer-term effects? If not, what action might be needed to form a basis for longer term effects? •
- What sustainability strategies are in place to ensure likelihood that the achievements of GLY project will continue when donor funding ceases?
- What other recommendations can be considered to ensure the project sustainability?

Accountability and learning:

- How effective was the internal monitoring system in strengthening implementation and reporting?
- To what extent was the project accountable to its stakeholders?
- How was learning promoted during project implementation?

Partnerships/collaboration/integration:

- What were the value added of the project to key stakeholders?
- What factors facilitated or constrained effective partnership?

Conclusions and Recommendations

1. What are the key conclusions on the findings of each of the project objective?
2. What strategic and operational recommendations can be employed by Vi Agroforestry for future projects?
3. What are the to-date lessons learned and how these lessons could be made use of for the formulation of a new project?
4. Are there good practices to be replicated both nationally and globally?

In addition to the project objectives, the Endline will also seek to report on:

- Constraints encountered during project implementation.
- The current level of entrepreneurship skills sets among the targeted youth.
- Barriers and challenges faced by women in access to project opportunities.
- The social Economic state of targeted families living in poverty in the two districts.
- Forums existing in the two districts utilised by families living in poverty to voice their concerns and to influence conditions they live in positively.
- The capacity of the DFAs to include youth in their systems after the project.

2.1 Quantitative data collection methods

Base of this survey is the project logical framework. The Endline is intended to provide data at goal, outcome and if applicable, output levels. Possible key respondents or data sources are initially determined by project team; however, the detailed data source and methods, and full questionnaires are required from consultant team. The Consultant team should submit the data collection tools when they provide the inception report to Vi Agroforestry.

2.2. Qualitative data collection methods

The consultant team will suggest qualitative methods and tools to use during the study. The consultant team will suggest target groups to be interviewed based on information needs. All suggested tools will be discussed with Vi Agroforestry.

2.3. Document Review

The Endline team will use all project documents. Once selected, Vi Agroforestry will provide the documents to the consultancy team. Also, secondary data sources will be referenced.

2.4 Data analysis and interpretation

Primary data and data analysis process will be disaggregated by the sex and Collected data will be processed using reliable statistical data analysis software. Draft findings will be presented to the project team and key partners for validation.

The following are the key deliverables of the assignment.

- i. Inception report within five (5) days after contract signature.
- ii. Draft report within 27 days after contract signature. The consultant shall make a presentation of the draft report at a validation workshop to be held.
- iii. Final report within 30 days.

3. Qualifications and Experience of the Consultant

- Master's degree or higher in a relevant field for the team leader.
- At least 5 years of proven professional experience in carrying out Endlines and evaluations.
- Planning, design and management of both qualitative and quantitative surveys.
- Experience with and knowledge of survey data quality assurance.
- Excellent analytical and report writing skills.
- Working with stakeholders.
- Proven records of other similar assignments undertaken.
- Proven experience in working on Endline study assignment.
- Understanding of rigorous evaluation methodologies.
- Strong management, organizational, and communications skills.
- Proficiency in data analysis software such as SPSS and STATA.
- Knowledge in financial services and marketing practices
- Should have a diverse team that is representative of women and men.

3. Application process

Interested candidates will be expected to provide the following documentation:

- Detailed Technical proposal in response to TOR, with specific focus on interpretation of TORs, technical approach, methodology, and work plan to be used and key selection criteria.
- Final cost must be VAT inclusive.
- Company name and TIN number is needed in your address.
- A brief description of the Consultants' organization and an outline, proof of recent experience of the Consultant on assignments of a similar nature is required.
- Financial proposal should indicate, detailed budget breakdown based on expected daily rate, reimbursable expenses, consumables, consultancy fee, all relevant costs, applicable taxes as well as withholding tax etc.
- Company profile or CV including a minimum of 3 references, Names and CVs of individuals or team members proposed, highlighting their experience, and their roles in the achievement of the assignment.
- Consultants should submit copies of registration certificates, recent tax clearance certificate and other necessary documents.

4. Payment

- Terms of payment shall be 50% after approval of the inception report, 50% upon the submission and approval of the final report. All professional fees, administrative costs related to transport, accommodation and stationery as well as remunerating any assistants will be handled by the consultant. Costs will also be subject to taxes.

5. Submission of Technical and Financial Proposals

- Interested individuals can express interest in undertaking the consultancy by submitting technical and financial proposal. The technical proposal should also include the up-to-date CVs of the Consulting team. Submit your application addressed to uganda@viagroforestry.org by 15th Feb 2023 5:30 pm.

6. Annex 1: Endline Report Layout

1. Title page (with the Vi logo and title of the assignment)
2. Contents page
3. List of abbreviations and acronyms
4. **Executive Summary** (clearly summarising the assessment, key findings and recommendations if any)
5. **Background** (context of the intervention and project objectives)
6. **Methodology** (detailing what data was collected, how it was collected and by whom, what the sample size was and any possible limitations to the survey, measures taken to ensure data quality etc.)
7. **Findings and analysis** (giving the results of the assessment according to the objectives given in this T.O.R, combining qualitative and quantitative data, disaggregated by village, sex and age. The Findings section should also include a summary table showing updated information for project results framework indicators. Data reliability and validity analysis should be addressed comparing to studied target area.
8. Annexes: These might include:
 - i Work plan/schedule
 - ii List of people and organisations consulted.
 - iii References / list of documents reviewed.
 - iv All data collection tools used (e.g., questionnaires, interview guides, interview questions, focus group discussion guides, cleaned data sets and code book for data sets),
 - v Additional methodological information if required (e.g., more detailed information on sampling)
 - vi Full data tables of all quantitative results (if appropriate and if not, all included in main report)
 - vii Description of Data Quality Assurance and data storage
 - viii Additional maps, photos or more detailed case studies if available
 - ix All raw data (quantitative data files, transcripts of FGDs etc.) should also be submitted to Vi Agroforestry in both print and electronic/soft copy format for reference and future use.