

**Title of Project: Sustainable Livelihood Improvement Project**

**End-of-project Evaluation**

**Terms of Reference**

1. **General Information**

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| **Title of the Action:** | Sustainable Livelihood Improvement Project |
| **Project Ref No:** | ME7 |
| **Funding Agency** | Big Lottery Fund (BLF) |
| **No. of target beneficiaries** | 2,000 smallholder farming households |
| **Project sites** | Balaka |
| **Project Period** | 36 months (April 2014 – March 2018) |

1. **Brief overview of Project**

With funding from the Big Lottery Fund (BLF), SHA-Malawi has been implementing a three year Sustainable Livelihood Improvement Project (SLIP) in Balaka district. The overall objective of the project is to reduce poverty levels and improve livelihood resilience amongst 2,000 poor male and female-headed smallholder households in Traditional Authority (T/A) Nkaya. The project has been working with communities and local government structures in order to bring about a tangible and significant increase in the resilience of the most vulnerable communities located in the district, based on scaling up the community level successes which SHA and its partners have achieved in recent years.

**The project overarching objective** is to reduce poverty levels and improve livelihood resilience amongst 2,000 poor male and female-headed smallholder households in Traditional Authority (T/A) Nkaya. Specifically, the project aims to reduce poverty and improve the livelihood resilience of 2,000 households through increasing their capacity to diversify and commercialize their livelihood activities and, at the same time, sustainably manage their natural resources.

The project has the following **outputs**:

* 60% increase in crop & livestock production & diversification, & enhanced knowledge, attitude & practice on nutrition, to improve livelihood security among 2,000 smallholder farming households (HHs)
* Improved ecological resilience among 2,000 smallholder households through the sustainable use & management of natural resources & implementation of climate-smart agricultural practices
* Profitable & sustainable community-based rural enterprises developed & market access, skills & access to financial services enhanced among 2,000 smallholder households leading to increased & diversified livelihoods options & a 20% increase in household income
* Strengthened stakeholder capacity to implement & effectively manage sustainable livelihood & resilience activities

1. **Purpose of the Evaluation**

The objective of the evaluation is to assess performance of the Project in contributing towards achievement of stated objectives. The evaluation will review the implementation of planned project activities and outputs against actual results to date, and to the extent possible, establish project impact. The lessons drawn from the evaluation will be used to inform future designs of similar projects.

1. **Scope of the Work**

The consultant will be required to apply appropriate evaluation research methods to assess the following:

1. Effectiveness of the project

* The extent to which stated objectives (including outputs and outcomes) have been achieved on the ground
* The extent to which the programme activities/outputs reached intended beneficiaries

1. Relevance

* Alignment of the project to the organisation’s strategic plan and national policies
* The extent to which project met and addressed the needs of the beneficiaries

1. Efficiency

* Cost-effectiveness of project implementation
* Timeliness of implementation

1. Sustainability

* Level of community ownership of the project
* Level of stakeholders participation and public awareness
* Degree of capacity, accountability, and knowhow of different stakeholders at the end of the project
* The viability and sustainability of the established community structures-VSL groups, community agents (lead farmers, nutrition promoters)

1. Impact

* The magnitude of the impact of the projects on the beneficiaries and their communities

In the end the consultants will be required to use their expert judgment and experiences to review all relevant data/ information gathered while undertaking the exercise so as to draw conclusions and practical recommendations that need to be considered and where applicable lead to improvement in the design of future projects.

**The specific tasks to be undertaken during the evaluation study include:-**

1. Review existing literature related to the project including project proposal documents, project progress reports, internal assessment reports prepared by SHA, periodic reports of past and ongoing works by SHA and its partners and any other relevant documents from both internal and external sources.
2. Prepare an inception report that details out the methodology, sampling strategy, tools and techniques that will be used in conducting the evaluation study including a tentative schedule of activities.
3. Develop data collection tools that adequately cover the information needed for the scope of the evaluation in consultation with SHA project management team.
4. Training of enumerators on the data collection tools including pretesting of the data collection tools
5. Actual data collection process using agreed upon data collection methods. This shall involve interviewing key stakeholders in the project which include targeted beneficiaries, government officers, local governance structures etc
6. Analyze Cross cutting issues mainly on gender, environment, nutrition as were streamlined in the project design.
7. Data analysis, interpretation and presentation of the findings. ***All data, qualitative and quantitative, collected must be disaggregated by location, age, sex and special interest groups where applicable.***
8. Formulation of key applicable recommendations for maximizing impact and sustainability of project interventions and improving the design of future projects.
9. Presenting the key findings and recommendations to SHA and its partners for validation.
10. Preparation and submission of a detailed end-of-project evaluation report
11. **Methodology**

The end-of-project evaluation will mainly adopt a descriptive cross-sectional study design that will employ a mixture of evaluation research methods involving the use of both quantitative and qualitative techniques, in a participatory manner while assessing smallholder farmers and their households. The consultant(s) will be required to draw a more detailed evaluation methodology in consultation with SHA programme management team to ensure the quality of evidence required is achieved in line with SHA Result-Based Framework. This process shall also ensure the involvement of project staff both from SHA and the implementing partners.

The detailed methodology design must include:

* Sampling strategies and procedures
* Data collection instruments, protocols and procedures
* Procedures for analyzing quantitative and qualitative data
* Data presentation/dissemination methods.

1. **Specific task and anticipated Time Frame**

The evaluation will begin with an introduction meeting between the consultant(s) and SHA project management team and conclude with a debriefing session that will be held at SHA Country Office. The assignment will commence on xxx to xxx , 2018 for a total of xxx days.

The breakdown of the days will be as follows:-

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|  | **Task/output** | **Support Staff** | **Suggested timeframe** |
|  | Inception meeting with project management team to clarify on the TORs, review the proposal (Technical &Financial) and discuss the endline study design, sampling strategy, data collection and a tentative work schedule. | HOP  HOFA  Programme Manager  M&E Manager | 0.5 days |
|  | Review existing literature related to the project and any other relevant documents from both internal and external sources. | HOP  M&E Manager | 2 days |
|  | Preparation of a detailed inception report including detailed study design and methodology, sampling strategy, work schedule and all the data collection tools. | HOP  Programme Manager  M&E Manager | 2 days |
|  | Field work covering sampled project areas including travelling days | M&E Manager  Programme Manager | 8 days |
|  | Data entry, cleaning, transcription and analysis of both qualitative & quantitative data disaggregated by location, age and gender. | M&E staff | 5 days |
|  | Formulation of key recommendations that the project should consider/ address | M&E staff | 1 day |
|  | Preparation of the evaluation report that will be submitted to SHA for review | M&E staff | 3 days |
|  | Presentation of the main findings & recommendations for Validation | HOP/Programme Manager | 1 day |
|  | Preparation and Submission of the final evaluation report. | M&E staff | 2 days |
| 10 | Debriefing meeting with the project management staff | HOP  HOFA  Programme Manager  M&E Manager | 0.5 days |
|  | **Total** |  | 1. **days** |

1. **Expected outputs & deliverables**

The following will be the key outputs for this assignment:

1. An Inception Report: should be a maximum of 5 pages, produced within 2 working days detailing the methodology; the schedule of activities and the tools for data collection and analysis.
2. Draft evaluation Report: This should be logically structured, containing evidence-based findings, conclusions, lessons and recommendations, and should be free of information that is not relevant to the overall analysis. The report should respond in detail to the specific tasks described above and should be a maximum 40 pages including annexes (including the TORs, data collection and analysis tools, List of participants, samples of FDG and KII reports and any other document relevant to this evaluation study).
3. Presentations of the key findings by way of PowerPoint to SHA teams and partner organization for validation.
4. A final end-of-project evaluation Report, which should be submitted to SHA after the validation exercise.
5. **Qualifications for the consultant**

The consultant(s) assigned to the job must have demonstrated knowledge of evaluation research and theories and must have proof of at least two successful evaluation studies in Sustainable Agriculture and Rural development, Integrated Food Security, or Agriculture and Livelihoods Programmes in a rural setting. The lead consultant must have a degree in related fields and be fluent in English with good statistical, analytical and report writing skills.

1. **Administration and logistical arrangements**

The consultant team will be supervised by SHA’s Head of Programmes and will work closely with the M&E Manager and the programme Manager. All necessary logistical arrangements to the field including transportation, accommodation and recruitment of data collectors shall be facilitated by SHA.

1. **Presentation of consultancy proposals and selection criteria**

The Consultant is therefore required to respond to the TOR with both technical and financial proposal of not more than ten (10) pages detailing how he/she will carry out the activity. The Consultant will quote his/her daily professional fees taking into consideration the applicable tax implications. The schedule of the activities should also be outlined in the technical proposal. The proposal should be e-mailed to [programmes.malawi@selfhelpafrica.org](mailto:programmes.malawi@selfhelpafrica.org) with CC to [grace.kennedy@selfhelpafrica.org](mailto:grace.kennedy@selfhelpafrica.org) and thokozani.sentala@selfhelpafrica.org not later than 4.00 pm 6th June, 2018.