

**TERMS OF REFERENCE FOR END OF TERM EVALUATION OF THE LIVELIHOODS
PROJECT “ACCESSIBLE AND SUSTAINABLE LIVELIHOODS FOR PEOPLE
WITH DISABILITIES IN ADJUMANI AND MOYO DISTRICT IN
WEST NILE REGION, UGANDA”**

1 Introduction

Leonard Cheshire Disability (LCD) is a UK registered charity working in the field of Disability and Inclusive Development. LCD works in 13 countries across Africa and Asia; partnering with local Cheshire Services to implement programmes for Persons with Disabilities in the areas of inclusive livelihoods, inclusive Education, influencing, youth leadership and Research.

In 2014, Leonard Cheshire Disability received funding from European Union to implement a three years livelihoods project in the West Nile region of Uganda: Adjumani and Moyo districts targeting youths with disabilities. The project has been implemented in partnership with Cheshire Services Uganda (CSU), a member of the Leonard Cheshire Disability - Global Alliance. CSU is a Ugandan NGO working in the disability and inclusive development arena to uplift the quality of life of Persons with Disabilities. Established in 1997, CSU`s work supports Persons with Disabilities through: Education, Livelihoods, Health and rehabilitation, Disability Rights promotion, support for daily living and Accessible Water and Sanitation.

1.2 Project Context

Adjumani and Moyo districts are located in the far north of Uganda and while now recovering from 20 years of civil war, infrastructures such as transport, education, health services remain among the poorest in the country. According to the 2009/2010 National Household Survey, people with disabilities constitute 16% of Uganda`s 34

million people. In Adjumani and Moyo districts, information provided by the Community Development Department indicated 16,920 and 16,840 people with disabilities respectively, but the general consensus is that the real figures are probably considerably higher. This reflects the general “invisibility” of People with Disabilities in all aspects of life. Most people with disabilities in Uganda (as in many countries) do not enjoy even the most basic of human rights as demonstrated by their limited access to services including education, health care, skills training and employment. People with disabilities are in the poorest 15-20% of the population but continue to be excluded from mainstream development processes leaving them uneducated, unemployed, and poor and marginalized in their communities.

1.3 Project Goal

The overall objective of the project is improved livelihoods and social inclusion of young people with disabilities in Uganda.

1.4 Specific objective

The specific objective is: Promote and support disabled youth in Adjumani and Moyo districts of west Nile sub region of Uganda to earn a sustainable livelihood and overcome poverty.

1.5 Project results

In support of the specific objectives, the expected results of the project are as follows:

- R1: Improved employment prospects for youths with disabilities in Adjumani and Moyo districts;
- R2: Youths with disabilities have increased access to development finance; and
- R3: Increased social cohesion (inclusion and participation) between persons with disabilities and members of the community and development actors.

1.6 Project targets

Support 900 youth with disabilities with Vocational/business skills and start-up kits,

reach 3600 Family members, build the capacity of 100 Lower Local Government Authorities, 2 Vocational training Institutions, CSOs and employers and increase disability awareness among 20,000 community members of Adjumani and Moyo districts.

1.7 Project activities

The project activities were categorised broadly into three;

- i. ***Training for youth with disabilities:*** For example; Establish 2 Livelihoods Resource Centres (LRCs) in Moyo and Adjumani, identify and train 1600 youth with disabilities (of whom 900 will receive further support), develop training manuals and run courses in life skills, business, agricultural skills, ICT, literacy and numeracy, arrange placements of 900 youth with disabilities with VTIs, artisans and food producers, provide start up kits to 900 youth with disabilities, career guidance and counselling.
- ii. ***Capacity and Institution Building:*** For example; Capacity building workshops for Vocational Training Institutes (VTIs), Artisans and the agricultural sector in disability and livelihoods, capacity building training courses for district authorities in disability and livelihoods, make physical adaptations in the training institutions to make them more accessible and form community groups and build their capacity in business skills.
- iii. ***Sensitisation, dissemination, driving the policy agenda:*** for example; Increase awareness about disability issues in particular about livelihoods by producing radio and TV talk shows and open day sensitizations on disability and employment, Production and dissemination of disability awareness materials and project newsletters, participate in public events e.g. Disability Day, Women's Day, Youth Day, Labour Day, Deaf Week and White Cane Day, and conduct regional livelihood forums. And organise a regional (Northern Uganda) symposium to share end term review results, best Practice and Lessons Learnt.

2. Purpose of the consultancy

This consultancy is to conduct an in-depth evaluation of the livelihoods project funded by EU to enable LCD, CSU and other stakeholders to determine the effectiveness, efficiency, relevance, impact, sustainability and evidenced -based learning of the project and ensure accountability. It is also a project requirement of the donor.

2.1 Objectives of the evaluation

The Final Evaluation will:

- Assess progress made towards the achievement of the project objectives and expected results as outlined in the **project log frame**. E.g. extent to which they were achieved and the contributing factors affecting the achievement of the intended results.
- Determine the overall impact of the project on improving livelihoods and social inclusion of young people with disabilities at the individual, household/ community level and local and national systems level in Moyo and Adjumani.
- Provide key learning and recommendations for shaping LCD/CSU's inclusive livelihoods model

2.2 Evaluation Questions

The consultant is expected to effectively answer the following broad six questions. As part of the proposal process LCD would like the consultant to propose at least 5 sub-questions for each broad question; that will draw out the data and information that we are looking for as outlined in the TOR. The questions include:

- Effectiveness: Were the project objectives and expected results achieved? (Which components of the project worked well and what didn't? Did the benefits reach the target group as intended? Were benefits distributed fairly and across the youth with different impairments and gender)?

- **Efficiency:** Determine whether the allocation of resources were well aligned to the outcomes and quality of the project (value for money) or would re-allocation (or increase/reduction) of funding to different components produce better outcomes?
- **Relevance:** To what extent did the project interventions meet the needs and priorities of the target groups, and the policies of CSU and the LCD?
- **Impact:** What impact did the project have on the livelihoods of youths with disabilities (at the individual, household and community level and local and national systems) how and why was this impact achieved?
- **Sustainability:** Has any national or local change occurred (policy and practice) as a result of the project that will support inclusive livelihoods beyond the project period?
- **Learning:** What are the key insights, challenges and learnings from the project and how can LCD/CSU use this to inform future inclusive livelihoods practice?

2.2 Scope of Work

The scope of the evaluation includes a detailed analysis of the project within its implementation context and establishing the extent to which the project has contributed to the LCD/CSU livelihoods programme in Uganda. The evaluation will be conducted in Adjumani and Moyo districts where the project activities were implemented; and will target a sample of project beneficiaries taking into account gender and type of disability, staff and other key stakeholders. It is expected the evaluation will be conducted between December 2017 and February 2018

3 Evaluation Design

3.1 Evaluation methodology

Although we expect the consultant to suggest the methodology, we envisage that this evaluation will include a desk top review of the key project documents particularly the proposal, budget and monitoring log-frame, past monitoring reports and review,

case studies and presentations; as well as a review of other literature of relevant papers and documents pertaining to livelihoods and policy in Uganda.

The research design will involve a participatory mixed methods evaluation approach. The consultants as part of the application process will propose the research design within the time frame and budget. The consultant will need to propose: the sample size and tools to be used, how each evaluation question will be assessed, information sources used and judgment criteria. It is expected that data will be disaggregated by disability type (and severity if possible), gender, age, type of vocation and location.

3.2 Key actors to include in the evaluation process are:

- Persons with disabilities
- Family members
- Project staff
- VTI trainers
- Local artisans
- Employers
- Micro-finance institutions
- Local leaders and other key stakeholders
- Local Government officials from Ministry of labour, Community development and Health
- Government policy makers
- Disabled People's Organisations
- Faith Based Organizations

3.3 Evaluation users

The main users of this evaluation are:

- CSU and LCD international department
- European Union
- Other LCD regional offices and implementing partners in Africa
- Local government officials and policy makers and partners.
- VTI and artisans
- Employers

3.4 practice and compliance

The consultant/team is expected to comply with Leonard Cheshire Disability's vulnerable adult's policy, data protection policies, expense and travel policies. Also to ensure compliance with international good practice with regards to research ethics and protocols particularly with regards to safeguarding vulnerable groups.

Consideration should be given to:

- Administrative, technical and physical safeguards to protect the confidentiality of those participating in research;
- Physical safeguards for those conducting research;
- Data protection and secure maintenance procedures for personal information;
- Age-appropriate (or guardian) assent processes based on reasonable assumptions about comprehension for the adults they intend to involve in the research.

4. Deliverables.

The evaluator will deliver 6 items

- a) Inception plan. Submitted in electronic form together with 1 bound hard copies, the Inception plan shall include: Consultant's understanding of the TOR and comments, proposed methodology, detailed evaluation framework, Data collection instruments, field visit plan, implementation plan, budget and report outline.
- b) Pretest of the evaluation tools/instruments report
- c) Draft report. The draft report shall have the following contents: Methodology, presentation of findings particularly reflecting on the log frame and evaluation questions, limitation of the study, conclusions and recommendations (particularly analysis of the Theory of Change, and project design and how this may influence future project design and practice for CSU and Leonard Cheshire Disability among others). The consultant shall submit the draft report in soft copy for feedback from CSU and Leonard Cheshire Disability.

- d) The consultant is also expected to hold a validation meeting to gain further comments, feedback and consensus from the project stakeholders before finalising the report.
- e) A final report, the consultant shall submit a soft copy in PDF and Word formats together with 3 bound colour hard copies.
- f) PP Presentation summary of the findings to present at a dissemination event
- g) Completed and accurate evaluation data sets both quantitative and qualitative.

5. Budget

As part of the proposal submission the consultant is requested to submit a break-down of the budget within the range of €10-12,000 inclusive of all evaluation costs such as; fees, travel, accommodation, training of enumerators and their expenses and materials (consideration should be given to disability inclusive evaluation approaches), data collection (inclusive of refreshments and transport reimbursement for any participants` group), validation and feedback workshops, and any other costs associated with the consultant’s carrying out and reporting back on the evaluation.

5.1 Payment schedule

Milestone payments will be linked to successful and adequate responses to the main products as follows:

- 40% upon submission of an inception report
- 30% upon submission of first draft
- 30% upon acceptance of the final report.

6. Timeline

The Consultant/team will be expected to review the evaluation time frame and amend according to their work plan as long as the project deliverable deadlines are met. The tentative implementation timeline will be as follows

Activity	Timeline
Advertise TOR	23 rd November 2017

Deadline for submissions	7 th December 2017
Identify, Recruit and deploy consultants	15 th December 2017
Development and agreement on data tools as well as Inception Report	2 nd January 2018
Training of enumerators	6 th January 2018
Data Collection	8 th January 2018
Data processing and Analysis	19 th January 2018
Preparation and submission of draft report	26 th January 2018
Validation of findings	30 th January 2018
Leonard Cheshire Disability provide feedback	2 nd February 2018
Submission of Final Report	9 th February 2018
Dissemination of findings	14 th February 2018

7. Management and Reporting

Consultant/team will report progress and evaluation deliverables to Rachel Gondwe Learning Impact and Quality Manager at regular weekly intervals. The Consultant will also be expected to nominate a contact person as part of the inception report.

8. Qualification of Evaluation Consultant

Leonard Cheshire Disability is open to tenders from single applicants or joint proposals and from evaluators with disabilities.

A key goal for Leonard Cheshire Disability is to minimise its overhead and operating expenses so that the maximum amount of funding can be allocated to the provision of services to the disabled. We are therefore very interested in working with those suppliers that are willing to share in this goal, through providing the charity with exceptional and innovative commercial terms, whilst also meeting our expectations in terms of quality and service. In developing this proposal we ask you to give careful consideration to Leonard Cheshire Disability and how you might structure your proposal to support us in delivering the best possible services and support to the disabled individuals and communities that we serve.

Applicants are required to clearly identify and provide CVs for themselves and others proposed in the Evaluation Team, (clearly stating their roles and responsibilities for this evaluation).

The key qualifications required for the lead consultant include at least Masters in Monitoring and Evaluation, Development Studies, Economics and Social Sciences.

The proposed evaluation consultant/team should include the technical expertise required to deliver the scope of work and assessment outputs, in particular, with regards to:

- End of term evaluation design: design and plan the evaluation approaches and research methodologies, including quantitative and qualitative research methods such as interviews, group processes, participant observation, surveys, electronic data files, or other methods.
- Relevant subject matter knowledge and demonstrable experience of research in international development (particularly in Africa), disability, livelihood and gender would be an advantage to ensure that the evaluation design and research methods are as relevant and meaningful as possible given the aims and objectives of the project and the context in which it is being delivered;
- Evaluation management: Demonstrable experience managing evaluation projects within budget and on time.
- Ability to manage databases, construct data files, conduct and supervise data entry, and perform data edits/cleaning.
- Statistical analysis: a range of statistical modelling and analysis of impact data; highly proficient user of: SPSS or STATA; and qualitative data analysis software e.g. ATLAS.ti, NVivo or equivalent
- Knowledge of methods for protecting confidential data.
- Experience with synthesizing information generated through an evaluation to produce findings that are clearly linked to the data collected.
- Skill in working with stakeholders to develop feasible recommendations.

- Ability to prepare and present evaluation results in a manner that increases the likelihood that they will be used and accepted by a diverse group of stakeholders.

The consultant will need also to present evidence of tax compliance in accordance with the Uganda`s tax laws.

9. APPLICATION PROCEEDURE

To enable LCD/CSU to evaluate the proposals fairly and consistently please ensure that your submission is completed fully in line with the instructions below.

9.1 Submission guidelines

Interested Consultants are invited to submit an Expression of Interest along with technical and financial proposals detailing a clear demonstration and understanding and interpretation of the terms of reference.

You should submit an electronic copy of the document, which should be labeled clearly. Invitation to tender should be on A4 paper, with sequential page numbering. The format should be as specified below and must specifically address all sections.

Leonard Cheshire Disability reserves the right to disregard any application submitted after the timetable deadline.

You are expected to supply all required information, or clearly state the reason for being unable to do so.

Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents e.g. plans, drawings, brochures, organisation charts, etc. should be included.

Leonard Cheshire Disability reserves the right to modify the provisions of this proposal format at any time prior to the scheduled date for submission. Additional scope and requirements can be added. Notification of such changes will be provided to all vendors.

9.2 Format for the technical proposal

Your response should be structured as indicated below:

Cover page

Table of Contents	
Part 1	<ul style="list-style-type: none"> • Profile/background <ul style="list-style-type: none"> ○ Vision, mission and objectives ○ Brief history ○ Product/service portfolio • Key differentiators and unique selling points that make your organisation the supplier of choice • Relevant experience with organisations of comparable size and geographical spread within the not for profit sector • Relevant experience of delivering evaluation services in Uganda or similar environments • Key supplier relationships already established for the provision of services, particularly in Africa • Detailed implementation methodology & how this will be applied to the roll-out with Leonard Cheshire Disability • Risk management methodology and how it will be applied to this account • Portfolio of projects successfully delivered and current projects being undertaken and the expected outcomes • At least three reference being firms/projects supplied with a related service
Part 2	Understanding of the Terms of Reference, scope of work and deliverables
Part 3	Methodology with examples of key informant interview questions, focus group discussion questions and house hold survey questions, how you propose to do sampling, collect, analyse and report on the data and work plan
Part 4	Evaluation framework showing how you will meet the objectives and answer the evaluation questions that are described in the terms of reference
Part 5	Commercial proposal (Although this can be given as separate

	document)
Part 6	Detailed CVs of the team to work on the assignment with expertise in Disability, Gender, M&E, Statistical analysis and Qualitative analysis
Part 7	Eligibility documents including: Certificate of incorporation, VAT registration certificate, valid trading licence, Power of Attorney, Income Tax Clearance Certificate

9.3 Submission of proposals

Interested consultants are invited to submit their expression of interest and a proposal in English and marked 'Consultancy for End of term Evaluation for the EU project' on the subject line of the email by 5pm (Uganda time) on 7th December 2017 to csu@csuganda.org and copy to rachel.gondwe@leonardcheshire.org