

# Consultancy Terms of Reference for Project Final Evaluation

Mission Alliance in West Africa is seeking a suitably experienced and qualified consultant to undertake a final evaluation of the Digni funded project, “National Adult Education association of Liberia (NAEAL) – Mission Alliance Education Project.

Mission Alliance is a member of Digni. Digni is an umbrella organisation for 20 Christian organisations (see digni.no) and distributes funds from the Norwegian Government Civil Society Department of the Norwegian Agency of Development Funding (referred to here as “Norad”). In the grant agreement between Digni and Norad there is a requirement that every project undertakes a final evaluation towards the end of the project period.

The National Adult Education Association of Liberia (NAEAL) is a registered and accredited national non-governmental organization with the aim to promote adult literacy in Liberia. NAEAL has been active since 1977 and targets women, men and youth who are zero literate and school drop-outs in rural areas of Liberia.

## Description of the intervention

**TABLE: Summary of Project Details**

Implementing partner	The National Adult Education Association of Liberia (NAEAL) in collaboration with Mission Alliance
Funding Partner	Mission Alliance, Norway. Funded by Norad through Digni
Project title	MA-NAEAL Education Project
Project period	2021-2022
Budget	2021: 73,385 USD 2022: 82,977 USD <b>TOTAL 2 YEARS: 156,362 USD</b>
Overall project development goal	Contribute to the empowerment of marginalized and disadvantaged communities through adult literacy education.

The overall development goal of this project is to “Contribute to the empowerment of marginalised and disadvantaged communities through adult literacy education.” The project aims to reduce adult illiteracy in 10 communities in Bong County in order to empower communities to decide and direct their own development.

The outcomes are centred around the thematic area Education. The desired outcomes are:

1. Participants are literate and able to further their own education
2. Communities manage their own adult literacy training

The project intends to achieve these outcomes through:

3. Providing vulnerable learners access to learning activities
4. Providing training for Community facilitators to acquired skills to use NAEAL level 1 and level 2 program learning materials
5. Training learners in basic literacy, numeracy and life skills
6. Establishing libraries in each community to promote a culture of reading and information sharing
7. Training Literacy Management Committee members in their role and areas of responsibility to oversee the learning circles.

## Evaluation Scope

The primary purpose of this evaluation is **accountability** - to account for the results achieved with the given resources towards the ten communities, Norad, Digni, NAEAL and Mission Alliance.

The secondary purpose of the evaluation is **learning** – for Mission Alliance and their implementing partner NAEAL to learn from the project’s successes and/or failures.

To achieve these purposes, the consultant must analyse and evaluate:

1. The design of the project (including effectiveness and LMCs, learning circle facilitators and field monitors)?
2. How well did the project achieved its stated outcomes and goal and what can be learnt from these results? This must include an analysis of the quality and effectiveness of the used curriculum.

The evaluation must:

- Address the *OECD Evaluation Criteria* to evaluate the Relevance, Coherence, Effectiveness, Efficiency, Impact and Sustainability of the project. More information can be found at <https://www.oecd.org/dac/evaluation/dacriteriaforevaluatingdevelopmentassistance.htm>
- Use the Digni Empowerment Assessment Tool (EAT) to conduct an analysis of the impact that the project has had on the empowerment of the target communities (this is a requirement as the project is funded by Digni). <https://misjonsalliansen.no/uploads/artikler/Digni-Empowerment-Assessment-Tool-Instruction-leaflet-for-evaluators.pdf>

The consultant will be expected to spend at least five days visiting project sites and the Mission Alliance country office in Monrovia, Liberia.

The evaluation must be undertaken in accordance with the Digni policy *Ethical Guidelines for the Mission Alliance* (attached).

## Deliverables

The consultant must produce a final evaluation report that meets the requirements of this Terms of Reference.

The final evaluation report must clearly explain the evaluation methods and processes used.

The final evaluation report must also clearly list the:

- documents reviewed
- project sites visited
- consultations held with all stakeholders, including interviews and focus group discussions
- a description of how information was verified and analysed

- an assessment of the quality of evidence of change

#### A summary of deliverables.

Deliverable	Format	Notes
Draft evaluation plan and schedule	Electronic - editable Word format	This will need to be finalised with Mission Alliance and NAEAL prior to the field visit
Final evaluation plan and schedule (Inception report)	Electronic - editable Word format	The evaluation plan needs to contain a detailed description of the methodology and be submitted to Mission Alliance
In field evaluation and validation	In person	Staff from Mission Alliance and NAEAL will accompany the evaluators on field visits
Final Draft evaluation	Electronic - editable Word format	Submission to Mission Alliance
Final Evaluation report	Electronic - editable Word format	Submission to and approval by Mission Alliance

The fieldwork part of this evaluation must be completed by January 2023. The final evaluation report is required to be completed by 30 February 2022 or as otherwise agreed.

The report and any data produced by the evaluation will be the property of Mission Alliance.

## Logistics and other support

Mission Alliance and NAEAL will provide the evaluation team with the following documents:

- Project document including Theory of Change and Logical Framework Analysis
- Annual plans for 2021-2022
- Annual narrative reports 2021-2022
- Annual financial reports 2021-2022
- Baseline data
- Monitoring reports
- Any other relevant documents requested by the evaluation team.

Logistics in Liberia, as well as visas and accommodation and transport in the field, will be coordinated by Mission Alliance.

The consultant will need to liaise with Mission Alliance to organize the meetings required during the field visit.

## Budget

The budget available for this consultancy is 14,000 USD.

Mission Alliance will provide for the consultant(s) at no cost:

- Pickup and drop-off at the airport in Monrovia.
- Transport from Monrovia to the communities in Bong County.

- Accommodation and food while at the project sites.

All other costs including accommodation in Monrovia, international flights, visas and Covid19 testing will be borne by the consultant.

## Payments

The consultant will be paid the first part (30%) of their fee upon signing the contract, the second part (20%) after the inception report is approved and the last part (50%) upon satisfactory completion of all the deliverables, according to the signed contract.

## Required qualifications

### Essential

- Experience in undertaking evaluations for humanitarian or community development projects.
- Experience in undertaking or evaluating Education projects.
- Demonstrated knowledge of current evaluation theory and practice.
- Relevant university qualifications.
- Fluent verbal and written English.

### Desirable

- Experience working in the development sector in West Africa.
- Experience using Digni's Empowerment Assessment Tool.

## Tender submission guidelines

Mission Alliance does not have a preferred method for this evaluation (other than requiring the use of the Digni EAT to evaluate empowerment) and consultants are invited to propose the approaches and methods which they believe will best achieve the purpose of the evaluation.

When making a submission consultants should outline in detail the **techniques and approaches** they will use for data gathering, verification and analysis.

Consultants should submit a proposed **schedule of tasks** for the evaluation including the role of each team member and the number of days allocated to each person for each task. The schedule should include preparation, fieldwork and drafting. The dates for the evaluation will be negotiated with the consultant and the partner.

When preparing the evaluation schedule please note that an inception meeting or workshop is required with the Mission Alliance staff prior to beginning the field work. This workshop will be held in Monrovia at the Mission Alliance country office. If the consultant is not familiar with the Digni Empowerment Assessment Tool it will be possible to discuss/workshop it during the inception meeting.

Expressions of interest should include examples of previous work undertaken by every member of the consultant team.

The successful consultant may be requested to revise or amend their proposal in consultation with Mission Alliance prior to beginning the evaluation.

If you have any questions regarding this call for expressions of interest, please don't hesitate to email us at the Mission Alliance email below.

## Application deadline

Interested consultants should submit an expression of interest to Mission Alliance: [admin@malib.no](mailto:admin@malib.no), by 9.00 AM (Coordinated Universal Time) on Monday 05 December 2022.

Shortlisted candidates will be invited to interview, after which a final selection will be made.

Mission Alliance reserves the right to amend or vary these terms of reference, either unilaterally prior to the appointment of a consultant, or by mutual agreement with the successful consultant after the consultant has been appointed.