

Consultancy Terms of Reference for Project Final Evaluation

Introduction

Mission Alliance in West Africa is seeking a suitably experienced and qualified consultant to undertake a final evaluation of the “Improving access to safe water, sanitation and hygiene in and rural communities” project. The project is implemented by the New Harvest Development Office, Sierra Leone and is funded by Digni.

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 (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.

Project

TABLE: Summary of Project Details

Implementing partner	New Harvest Development Office.
Funding Partner	Mission Alliance, Norway. Funded by Norad through Digni.
Project title	Improving access to safe water, sanitation, and hygiene in rural communities.
Project period	October 2020 to December 2021
Budget	Year 1: \$22,390 Year 2: \$102,334 TOTAL: \$124,724USD
Overall project development goal	People in marginalized and disadvantaged rural communities of Southern Sierra Leone don't get sick from waterborne diseases or because of poor sanitation and hygiene practices.

The project aimed to improve access to WASH in 14 poor and marginalized communities in the rural areas of Bo District in Sierra Leone.

The project outcomes are:

- 1) People in 14 rural communities have convenient access to a sustainable source of clean water through the construction of nine new hand pump wells, rehabilitation of five existing dysfunctional

wells and the establishment and training of community WASH and well maintenance Committees in each community.

2) People practice good sanitation and hygiene through training on sanitation and hygiene and Community Lead Total Sanitation (CLTS) activities.

Evaluation Scope

The primary purpose of this evaluation is **accountability** - to account for the results achieved with the given resources.

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

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

1. How well the project was designed and planned and how could the design and planning be improved?
2. How well the project was managed and implemented and how could the project management and implementation be improved?
3. How well did the project achieved its stated outcomes and goal and what can be learnt from these results?

The evaluation must:

- Use 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). This can be found at <https://misjonsalliansen.no/en/evaluation-wash-sierra-leone>

The consultant will be expected to spend at least five days visiting project sites and the NEHADO head office.

The evaluation must be undertaken in accordance with the Digni policy *Ethical Guidelines for Digni*. This can be found at <https://misjonsalliansen.no/en/evaluation-wash-sierra-leone>

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.

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 NEHADO prior to the field visit.
Final evaluation plan and schedule.	Electronic - editable Word format	Submission to MA and NEHADO.
In field evaluation	In person	Staff from NEHADO and Mission Alliance will accompany the evaluators on field visits.
Final Draft evaluation	Electronic - editable Word format	Submission to MA and NEHADO.
Final Evaluation report	Electronic - editable Word format	Submission to MA and NEHADO.

The fieldwork part of this evaluation must be completed prior to mid-December 2021. The final evaluation report is required to be completed by 31 January 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

NEHADO will provide the evaluation team with the following documents:

- Project document including Theory of Change and Logical Framework Analysis
- Annual plans for 2020-2021
- Annual narrative reports 2020-2021
- Annual financial reports 2020-2021
- All baseline data
- Copies of all monitoring reports
- Any other available relevant documents requested by the evaluation team.

Logistics in Sierra Leone will be coordinated by NEHADO.

The consultant will need to liaise with NEHADO to organize the meetings required during the field visit, as well as visas and accommodation and transport in the field.

Budget

The budget available for this consultancy is \$11,000 USD.

NEHADO will provide for the consultant at no cost:

- Transport from Freetown to the NEHADO office in Bo and return to Freetown.
- Transport from Bo necessary for the consultant to undertake agreed field visits.
- Accommodation and food while in Bo and at the project sites.

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

Payments

The consultant will be paid 40% of their fee upon signing the contract and 60% upon satisfactory completion of all the deliverables, according to the signed contract.

Required qualifications

Essential

- Experience in undertaking evaluations for humanitarian or development projects.
- Experience in undertaking or evaluating WASH projects and/or projects aimed at developing behaviour-change.
- 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.

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 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 NEHADO and Mission Alliance staff prior to beginning the field work. This workshop will be held in Bo at the NEHADO head 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 each 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, by 9.00 AM (Coordinated Universal Time) on Monday 25 October 2021.

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.