

## Terms of Reference

### Consultancy Service for Mid Term Evaluation of the Wajibu Wetu Phase II Programme

#### 1.0 About ForumCiv

ForumCiv's vision is: "A just and sustainable world where all people have the power to effect change". ForumCiv is a politically and religiously unaffiliated development cooperation organisation with around 140 member organisations from Swedish civil society. ForumCiv works with human and civil rights and facilitates popular participation around the globe. It has offices in Sweden, Lithuania, Colombia, Cambodia, Kenya, Liberia and Somalia. ForumCiv's work centres on enabling people to organise, claim their rights, and take control of their lives; and believes that it is only then that democracy can grow, resources can be distributed more fairly, and poverty can be reduced.

ForumCiv office in Kenya serves as the Hub for Eastern and Southern Africa region (ForumCiv Hub ESA), coordinating support to local partners in the region as well as lead development of new partnerships, innovative programmes and local engagement with donors. Currently, ForumCiv Hub ESA implements the Wajibu Wetu Programme and the Inclusive Growth project in addition to the Swedish Partnership Programme in Eastern and Southern Africa in partnership with local civil society in those regions. The diversity and success of ForumCiv Hub ESA has been on multiple levels including increased confidence and dialogue between duty bearers and rights holders, enhanced female voices in decision-making processes, enhanced synergies between civil society organisations and their increased role in development processes and more importantly, empowering the marginalized groups to have a voice in decision-making processes.

#### 2.0 Programme Summary

Wajibu Wetu Phase II is a 42-month Programme (July 2018 to December 2021) supported by the Embassy of Sweden in Nairobi. The programme through a sub granting approach uniquely supports media, cultural, art and gender-focused civil society organisations to reach out to a critical mass of right-holders to deepen democracy, strengthen inclusive citizen participation and accountability at the county and national level. The programme does this through creative avenues like the use of music, traditional and new media, activism (art for activism), cultural festivals, documentaries, investigative journalism among others. These civic engagements, though small in scale, have impacted positively towards addressing injustices and human rights violations. As such, the programme works with a broad range of strategic national, grassroots, traditional and non-traditional organisations implementing projects that promote good democratic culture, gender equality and respect for human rights in Kenya.

Wajibu Wetu Programme currently works with an array of partners across Kenya in implementing different interventions; with a national reach and physical presence in Kilifi,

Kwale, Mombasa, Siaya, Kiambu, Samburu, Nyeri, Meru, Marsabit, Isiolo, Wajir, Kisumu, Kitui, Nakuru, Baringo and Nairobi counties as outlined below.

COUNTY	PARTNER
Isiolo	Isiolo Gender Watch (IGW)
Migori	CSO Network
Kijabe	Kijabe Environment Volunteers (KENVO)
Kisumu	Talanta Africa, Rona Foundation, Kisumu Progressive Youth (KPY), Kwacha Afrika
Marsabit	Saku Accountability Forum, Marsabit Women and Advocacy Organisation (MWADO), Pastoralist Integrated Support Programme (PISP)
Wajir	African Social Development Focus (ASDEF), Wajir Community Radio (WCR)
Nakuru	Playmakers Theatre CBO, Dandelion Africa, Centre for Enhancing Democracy and Good Governance (CEDGG)
Mombasa, Kilifi, Kwale and Malindi	Collaboration of Women in Development (CWID), Kilifi Citizens Forum (KCF), Manyatta Youth Entertainment (MAYE), Council of Imams and Preachers in Kenya (CIPK), Haki Africa
Nairobi	Centre for Rights Education and awareness (CREAW), Action Network for the Disabled (ANDY), InformAction, The Nest, Africa Uncensored, HEVA Fund, Alliance of Slum Media Organisations (ASMO), UPR Info Africa, Twaweza Communications Limited, Pawa 254, Creative Spills, Wangu Kanja Foundation (WKF), Buni Media This Ability, Siasa Place, HEVA Fund

Results of the programme are tracked using a hybrid monitoring and evaluation framework that combines both Outcome Mapping and Harvesting Approach with the Logical Framework Approach. This is to ensure that all partners, particularly those that are regarded as the non-traditional actors, can track the results of their interventions and report on them adequately. The programme goal is to **Contribute towards respect for and fulfilment of human rights, deepening democracy and realization of gender equality in Kenya**. The overall objective is **Strengthened demand for human rights, democratic culture and gender equality in Kenya**. Programme outcomes are clustered into five outcome areas designed to encompass all the innovative advocacy initiatives the partners are engaging in. The outcomes areas are:

#### **Outcome Area 1: Human Rights**

- Outcome 1.1 – Right holders improve their capacities to demand respect for human rights.
- Outcome 1.2 – Young women, men and communities are equipped to resist the appeal of extremist ideologies and radicalization.

#### **Outcome Area 2: Democratic Culture**

- Outcome 2.1 – Right holders are empowered to demand accountability on public service delivery at county and national government levels.
- Outcome 2.2 – Right holders increase demand for duty bearers' responsiveness in targeted counties for enabling environment for public participation at county and national government levels.

### **Outcome Area 3: Gender Equality**

- Outcome 3.1 – Right holders (women and men) are empowered to prevent and respond to gender-based violence against women and men.
- Outcome 3.2 – Women are empowered to effectively engage in economic and leadership processes and structures.

### **Outcome Area 4: Networking and collaboration for policy advocacy**

- Outcome 4 – Partners and relevant stakeholders elaborate common agenda on human rights, democratic culture and gender equality to effect policy change.

### **Outcome Area 5: Capacity Development**

- Outcome 5 – Implementing partners improve their organisational capacity and deepen their knowledge on human rights, democratic culture and gender equality for effective programming.

Partners implement interventions that lead to the achievement of outcome areas 1, 2 and 3 while ForumCiv Hub ESA has the responsibility of grant management as well as outcome 4 and 5 as outlined above.

## **3.0 Objective & Purpose**

The objective of the mid-term evaluation is to comprehend the functioning of the programme to date in terms of its design, scope, and the implementation status (schedule). This will comprise of reviewing and expanding evidence against some of the results achieved and documented so far. Additionally, the exercise will seek to interrogate the design of the programme, management and the experiences of programme staff and implementing partners to generate recommendations as to how this programme and other potential programmes might be designed in the future.

The findings of this mid-term evaluation will serve the following three purposes:

- a. Provide useful insights on areas of strengthening in management and delivery for the remainder of the programme.
- b. To strengthen the programme team's ability to test the overall theory of change of the programme.
- c. To provide recommendations to the programmes team regarding the overall M&E framework utilised to manage results.

## **4.0 Scope of Work**

The consultant(s) is expected to:

- a. Comprehensively review the current programme monitoring and evaluation (M&E) framework and implementation plan for assessing and understanding the progress of the programme outcomes and propose recommendations to the framework, theory of change and existing monitoring tools
- b. Review the programme progress to date and effectively capture lessons learnt and provide information on the nature, extent and where possible, the potential impact and sustainability of the Wajibu Wetu programme. Additionally, provide insights on challenges faced, and best practices obtained during the implementation period

- c. Review the partnership model in the programme with an emphasis on how effective the implementation modalities, coordination and capacity development initiatives have been so far.

## **5.0 Evaluation Questions**

The following key questions will guide the mid-term programme evaluation:

- a. What has been the experience of all stakeholders in working in this partnership model, what factors helped or hindered effective organisation and collaboration and what can be learned for similar programmes in the future?
  - i. Have the chosen organisation and management structures and processes been fit for purpose in coordinating a programme of this type and scope?
  - ii. Have partners felt supported and has their capacity been enhanced by participating in this programme? (lobbying/advocacy capacity, finance, M&E, grant management etc.)
- b. How and to what extent has the programme been successful in influencing changes in target groups awareness, attitudes and behaviours and what can we learn from these changes that help us better understand the effects of our work and articulate how we ultimately expect our efforts to influence demand for human rights, democratic culture and gender equality in Kenya?
  - i. What changes in awareness, attitudes or behaviours can we observe amongst the duty bearers and rights holders that give us a deeper understanding of the possible effects of our work?
  - ii. What evidence is there that our programme activities contributed to these changes in awareness, attitudes or behaviours?
  - iii. What do these findings tell us about how we expect to ultimately influence change, and how can they be used to help us design and implement better programmes?
- c. Of what relevance are the programme strategies and design in the evolving context of changing socio-economic developments and realities in the implementation environment?

## **5.0 Methodology**

The consultant is expected to submit an illustrative methodology for the above scope of work, which will be used to assess proposals. The contracted consultant will then develop a detailed methodology and work plan as part of the inception phase of the assignment, in consultation with ForumCiv. Emphasis will be placed on participatory approaches. The consultant should be able to demonstrate that the proposed methodology will be appropriate to the complex nature of the Wajibu Wetu Programme interventions and the current operational challenges due to the COVID 19 pandemic. Proposals should, therefore, indicate preferred methods of sampling, consulting and communicating with different stakeholder groups in a way that is realistic in terms of budget and generates the type of information that will be necessary for strong analysis.

The proposed methodology should incorporate the following approaches, to the extent possible:

1. A Literature Review of the Programme/project documents and other relevant documentation related to the project.
2. Mixed methods (qualitative and quantitative) focussing their data collection on speaking to/facilitating/consulting/surveying key programme stakeholders to understand their perspectives, both on project design and management but also on helping to identify some key observable changes in target groups.
3. Use of outcome driven techniques such as outcome harvesting or outcome mapping, case-based designs or another appropriate alternative to allow key outcomes to be identified that are outside, or look deeper, than what is captured in the envisioned programme results with an emphasis on triangulation of data.

## **6.0 Roles and Responsibilities**

*ForumCiv will be responsible for:*

- Development of the Terms of Reference (ToR)
- Selecting, contracting, and managing the Consultant
- Facilitating the consultant to do his/her work effectively
- Actively engaging with the Consultant during the assessment
- Identifying stakeholders and relevant documents as needed

*The Consultant will be responsible for:*

- Preparation of a work plan and an appropriate framework
- Actively engaging with involved staff, partners and other stakeholders through the use of participatory processes
- Regular progress reporting to the Partner Organization and ForumCiv  
Production of deliverables in accordance with the requirements and timeframes of the Terms of Reference

## **7.0 Expected Deliverables**

A detailed consultancy report consisting of:

1. An inception report informed by a desk review of relevant documents and detailing the understanding and execution of the assignment (methodology, tools and work plan).
2. Draft evaluation report
3. Final evaluation report. The report should be precise, must answer each evaluation objective and question and should at least contain the following
  - a. Cover page (title of the evaluation report, date, name of consultants)
  - b. Executive summary of no more than 2 pages outlining the key purpose of the evaluation, main points of analysis, key findings, conclusions, and recommendations
  - c. Introduction and background
  - d. Purpose and objectives of the evaluation
  - e. Methodology/approach & methodological limitations
  - f. Major findings (data analysis and response to evaluation questions)
  - g. Lessons learned and recommendations

- h. Annexes: details of data collection tools, schedule of field visits and meetings; list of people interviewed; bibliography of key documents consulted;
- 4. The raw data (all transcripts, quantitative data)

### 8.0 Duration of Assignment

It is estimated that the consultancy will be completed within 25 - 30 days. The tentative timeline for this consultancy is between October and November 2020

Activity	Deliverable	Time allocated
Evaluation design, methodology and detailed work plan	<b>Inception report</b>	<b>5 days</b>
Inception Meeting Initial briefing		
Documents review and stakeholder consultations	<b>Draft report</b>	<b>15 days</b>
Partner interviews/ Visits(where possible)		
Data analysis, debriefing and presentation of draft Evaluation Report		
Validation Workshop		
Finalization of Evaluation report incorporating additions and comments provided by all stakeholders and submission.	<b>Final evaluation report</b>	<b>5 days</b>
Total number of Days		<b>25 days</b>

The consultant will be supervised by the Wajibu Wetu Programme Manager at ForumCiv.

### 9.0 Profile of Consultant (s)

Consultant(s) should demonstrate a strong track record against the following criteria:

- Experience in applying relevant qualitative evaluation methodologies including outcome mapping, outcome harvesting, process tracing and contribution analysis
- Experience in quantitative methods and integrating quantitative data into evaluation reports
- Strong track record in writing concise, high-quality and accessible evaluation reports
- Preferable thematic expertise in measurement for governance policy interventions
- Experience managing multiple relationships with stakeholders working on political and culturally sensitive issues.
- Fluent in both English and Swahili.

### 11.0 Application Process

The application should include the following documents:

- Letter of confirmation of interest
- Consultant(s) CV
- **Technical proposal**, comprising the proposed methodology and work plan; on how they will approach and complete the assignment.

- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

The financial proposal should indicate all fees and costs where the payments have to be linked to deliverables. The total sum amount must be all-inclusive, indicating: Consultancy fees, Travel costs within the country and any other costs.

- Three recent examples of similar work assignments done in the last three-five years written by the applicant (if joint authored to include a description of the role of the named consultant in the report)
- Contact details of two independent referees.

All applications should be submitted to the email address; [procurement.kenya@forumciv.org](mailto:procurement.kenya@forumciv.org) indicating the following reference "**Consultant, Wajibu Wetu Midterm Evaluation**" by Monday 28<sup>th</sup> September 2020. Should there be a need for further clarification, contact Catherine Khamali at [catherine.khamali@forumciv.org](mailto:catherine.khamali@forumciv.org).