

Evaluation of the Food Security / Climate Change project:
LEARNING ENVIRONMENTAL ADAPTATIONS FOR FOOD SECURITY (LEAF)
Implemented in Rwanda.

Terms of Reference

Summary

The scope of this consultancy is to lead the team in carrying out the final evaluation and writing the evaluation report for the LEAF - food security and climate change resilience - project implemented in Rwanda by ADRA and funded by the Department of Foreign Affairs, Trade and Development (DFATD). The final evaluation aims to use participatory methods to assess the actual achievements of the project versus the targeted results, identify lessons learned and provide recommendations for improved follow-up activities, as well as project design and implementation of similar programs in the future.

Time frame: November 27, 2013 – February 28, 2014 (maximum consultancy days 27)

Budget: The maximum consultancy fee is 200 USD per day (the relevant costs of the field trip covered in addition to the consultancy fee).

Language of consultancy and reporting: English

Application submission: CV + cover letter submit to nemec@salanga.org until **November 26, 2013**.

Initial meeting: November 27, 2013 on Skype or somewhere in Czech Republic if possible

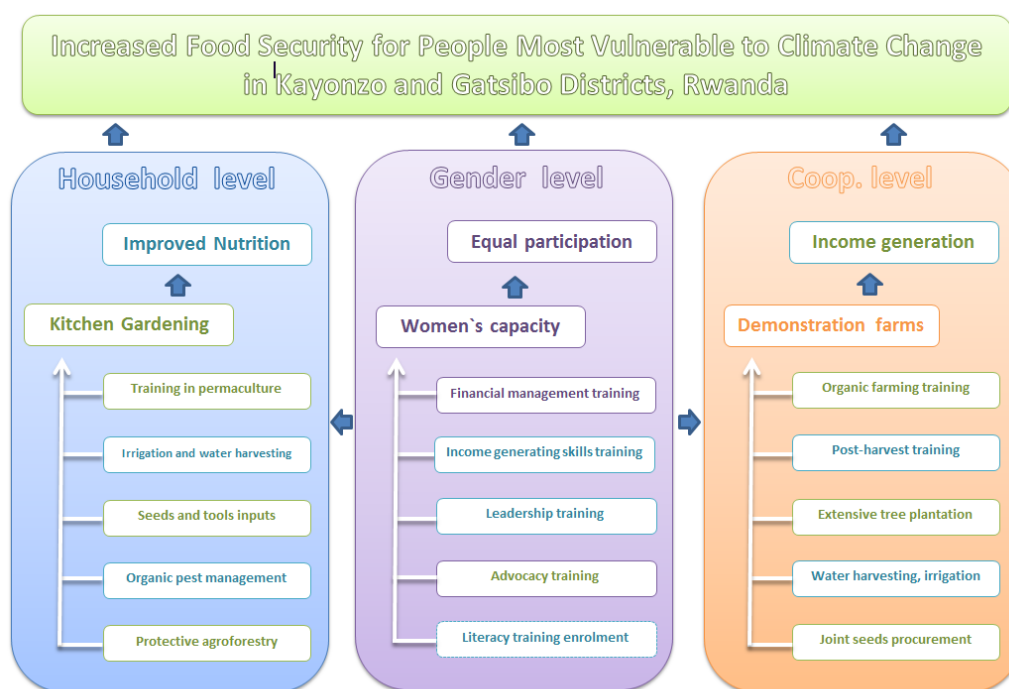
Background Information

The Adventist Development Relief Agency (ADRA) Rwanda Learning Environmental Adaptations for Food Security (LEAF) project, funded by DFATD – Foreign Affairs, Trade and Development Canada (former CIDA), is being implemented in the Eastern province in the districts of Kayanza and Gatsibo, covering 13 sectors (5 sectors in Kayanza and 8 sectors in Gatsibo). The LEAF project aims to increase food security among those most vulnerable to climate change in the target area by improving household nutrition and income-generation through gender-sensitive climate change adaptation initiatives targeting households and cooperatives (both women and mixed-sex cooperatives).

In particular, the project targets 6,080 households (36,480 people) headed by women, with children under 5, with people living with HIV/AIDS (PLWH), people with disabilities, and with elderly people who are members of the 136 cooperatives targeted. Different activities are planned to meet this goal: agriculture training and input provision focusing on permaculture kitchen gardening, water harvesting, irrigation and post-harvest management; women's empowerment through financial management, leadership and literacy training, and health and nutrition training; environmental committee capacity building through climate change adaptation training and tree plantation at the household and cooperative levels.

The LEAF project is being implemented during the 15 months starting from December 2012 to March 2014. In particular, the project targets the households headed by women, with children under 5, with people living with HIV/AIDs (PLWH), with elderly people and people with disabilities.

Salanga, an organization providing advisory and training to nonprofit sector, has been involved in this project as advising body on the M&E tools used within the LEAF project and will also facilitate the evaluation process for the project.



Purpose of the Consultancy

1. Provide overall leadership in the final project evaluation design, implementation (in particular, qualitative methods), and reporting.
2. Provide relevant feedback to the project implementation team (ADRA Canada + ADRA Rwanda)

Evaluation Timeframe

Activity	Timeframe	Maximum length	Location
Initial meeting	around Nov 28, 2013	0.5 day	Czech Republic (or Skype)
Documents review	Nov 20 - Nov 26, 2013	3 days	Office work
Participation in the End-line survey revision**	Nov 28 – Dec 5, 2013	1 day	Office work
Evaluation plan and framework	Dec 5 – Dec 15, 2013	1.5 days	Office work
Analysis of end line data***	Jan 19 – Jan 22, 2014	3 days	Office work
Preparation for the field trip (including arranging logistics with implementation team)	Dec 15 – Dec 20, 2013	1 day	Office work
Field Trip to Rwanda	Jan 19 – Feb 03, 2014	maximum 10 days	Rwanda, Eastern

			Province
First draft of final evaluation report	February 12, 2014	5 days	Office Work
Evaluation report submission	February 28, 2014	2 days	Office work

Total maximum number of consultancy days: 27

** End-line survey will be collected by the implementation team through the use of smart phones (same methodology was used in the baseline survey).

*** Basic analysis of the end-line survey results will be provided to the consultant, and the consultant will have access to the data to do further quantitative analysis if required

Overview and Methodology

The evaluation, including reviewing impact achieved so far must be carried out according to the [CIDA Evaluation Guidelines](#) considering following evaluation criteria: (Data should be sex-disaggregated, where applicable)

Effectiveness (Achievement of Results)

Effectiveness measures, the extent to which the project has achieved its intended results and outcomes

Key questions:

- To what extent the results and outcomes have been achieved?
- What were the primary factors that were responsible for the achievement of the results and outcomes?
- In general, what are lessons learned (what activities/approaches/strategies worked well, what did not work so well)?
- Specifically, what are lessons learned in integrating gender equality in this project?
- Has the project contributed in achieving results that improved the lives of women, men, girls and boys? If yes (or no), describe how or how not.

Relevance and Appropriateness

Relevance and appropriateness are complementary criteria assessing how project has matched the context.

Key questions:

- How important have the project activities been for the target group and to what extent has it addressed their needs and interests?
- Are the project's activities and outputs consistent with national policies and local context?
- To what extent has the design and implementation of the project been appropriate (culturally, financially, timely...)?
- Were goals, objectives, results and performance indicators defined using participatory approaches, and are based on sound understanding of local context, including gender dynamics and the environment?

Coverage and Risk Mitigation

Coverage refers to the extent population groups have been included in or excluded from the project, and the differential impact on these groups.

Key questions:

- To what extent has the project been successful in identifying, selecting and targeting the most at risk population? To what is the extent to which cross cutting issues have been acknowledged and mainstreamed through the project?
- How has the selection of and partnership with other key stakeholders influenced the implementation and achievement of the expected results of the project?
- Were effective networks and processes to identify and assess important trends and events in the project/program environment implemented?
- Were effective monitoring and reporting systems for internal and external risks implemented?
- Were risks and opportunities appropriately and timely responded to manage risks and opportunities?

Sustainability and Partnership

The analysis of sustainability is twofold; whether the benefits of the project are likely to continue beyond the lifetime of the project and the sustainability of the project itself following ADRA's intervention.

Key questions:

- What level of coordination (and ownership) was achieved at the local and national level with different partners, stakeholders and beneficiaries and how? How did this coordination impact on project implementation?
- To what extent will activities, results and effects be expected to continue after donor intervention has ended? What factors have influenced this?
- What are the risks and potential opportunities for sustainability of the project results and how likely is their occurrence?
- What was active participation of local country partners, recipients and beneficiaries (including women) in project/program design, implementation and monitoring/evaluation?

Impact examines the longer-term or wider positive and negative changes from an intervention, directly or indirectly, intended or unintended.

Key questions:

- What real difference has the project made to the beneficiaries (including positive and negative, intended and unintended effects)?

Efficiency (Cost Effectiveness)

The aim is to ensure rigor and focus on what resources have been expended to date and how this compares to what has been achieved.

Key questions:

- What is the total financial cost of the project
- How the costs incurred compare to what was budgeted, and the reasons for any significant variance, including quantification of any savings
- Comparison of the overall impact and the used resources

Deliverables

1. Evaluation plan and evaluation framework (English) – December 15, 2013
2. Detailed itinerary for the field visit (English) – December 17, 2013
3. Orientation for the field staff (English) - January 31, 2014
4. First draft of Evaluation report (English) – February 12, 2014
5. Complete Evaluation report (English) – February 28, 2014 *

*Complete evaluation report should include: Executive summary, summary of recommendations, context, methodology and limitations, findings, conclusions, lessons learned and recommendations. Annexes should include a copy of the TOR, cited resources or bibliography, a list of those interviewed and any other relevant materials

Indicative Budget

The overall consultancy rate shouldn't exceed 200 USD per day (considering the maximum of 27 consultancy days).

The consultancy fee should include all necessary expenses of the evaluation consultant to carry out the entire evaluation, including the field visit and final report. No other expenses can be charged with exception of following travel expenses (subject to approval before travelling):

- Flight (return ticket) - max. 1600 USD
- Local accommodation during the field trip (maximum 100 USD / per night)
- Entry visa (max. 65 USD)
- Per diems (max. 40 USD / per day in the field) -

Travel arrangements and logistics (flight, accommodation and local transportation) will be organized by the implementing agency based on the donor requirements.

Evaluation team – roles

The evaluation team will consist of the following members:

- Team leader – External evaluator (role described by this TOR) – responsible for the overall evaluation, leads the evaluation process, creates the evaluation framework and evaluation reports.
- M&E officer from ADRA Canada
- M&E officer from ADRA Rwanda
- Gender officer from ADRA Rwanda – to be confirmed

Requirements

The evaluation consultant shall fulfill the following requirements:

- *Substantial professional experience in the field of project evaluations, especially participatory evaluations.
- Excellent knowledge of gender aspects, food and nutrition security and poverty alleviation interventions, knowledge of permaculture would be an asset
- *Significant experience in monitoring and evaluation of large scale projects.
- Proven working experience in Project Cycle Management, ideally in RBM.
- *Excellent spoken and written English
- *Proven research, analytical, organizational and communication skills, knowledge of management practices of development organizations: team management, organization development and linkages.
- *Candidate must be available in the given time frame
- Ideally the evaluation consultant should have sound knowledge of technical aspect of food security, particularly in permaculture approach, kitchen gardens, water harvesting etc.

**- requirements marked with star are mandatory requirements.*

Alternatively evaluation can be carried out by team of co-leaders; however, in such a case the indicative budget is still applicable as a maximum daily amount for the team.

Application Submission

Interested candidates should submit their application (or requests) for this consultancy to Jakub Nemec (nemec@salanga.org) before the submission deadline on November 26th 2013, 17:00 GMT.

Only selected candidate will be contacted.

The application of interested candidates should include CV showing relevant professional experience and requirements listed above; cover letter clearly expressing the total costs of proposed consultancy. Ideal candidate will also submit sample of previous evaluation work.

Selection Criteria

All received application will be evaluated based on the following criteria:

Candidate fulfill mandatory requirements - 50%

Candidate's experience in project evaluations - 20%

Candidate's technical knowledge (in food security and permaculture approach) - 20%

Price - 10%