

Association Friends of Raoul Follereau – AIFO-Liberia

Reference: 011S/2022_QR2_VOICE

Project: VOICE

Issued on: April 15, 2022

Deadline for Application: April 30, 2022

Title: Request For Proposals For Mid Term Evaluation

AIFO is an International NGO with headquarters in Bologna, Italy, working in the field of international health cooperation and disability since 1961. AIFO operates in Liberia since 1997. AIFO Liberia's mission focuses on the promotion of disability rights, building the capacity of local Disabled People Organizations (DPOs) and on fostering economic independence for People with Disabilities (PWDs).

AIFO Liberia seeks a consultant to conduct an external Mid Term evaluation for **“Voices for Inclusion and Civil Society Empowerment” (VOICE), is a two-year innovative project (01/02/2021-31/01/2023) funded by the European Union.** The objective of this assignment is to provide an in-depth analysis of the projects' implementation processes and results in its first phase

How to respond to this request for proposal

Interested candidates are invited to request for a copy of the project log frame and M&E plan for reference by sending an email with subject line VOICE Project Mid Term evaluation to nibo.browne@aifo.it.

The proposal shall comprise:

- A cover letter stating why you consider your service appropriate for the assignment (1 page)
- CV highlighting qualifications and experience in similar projects
- Work references - contact details (e-mail addresses) of referees (firms for whom you've produced similar assignments)
- A brief document explaining the methodology on the approach and implementation of the assignment
- A detailed budget indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment

Interested individuals/institutions/firms should have:

- Relevant academic degree (master level) in economics, statistics, sociology or other similar studies
- A minimum of five years' experience and expertise in project evaluation, social research, including social science methods
- Conducted at least three Project evaluations in the last five years ideally in the relevant field

- Knowledge and working experience of Liberia with focus on topics such as disability, socio-economic inclusion, awareness campaigns, livelihood and skill training
- Experience and expertise in evaluating cross-cutting issues
- Experience in qualitative and quantitative data analysis
- Excellent report writing skills

All applications should be sent via email to cv.liberia@aifo.it and CC to leonardo.volpetti@aifo.it and nibo.browne@aifo.it

Please indicate in the subject line of the email: VOICE MID TERM EVALUATION.

The deadline for submission is 30 April 2022.

TERMS OF REFERENCE (TOR) FOR EN EVALUATION

1. PROJECT INFORMATION

Project Title: “Voices for Inclusion and Civil Society Empowerment (VOICE) - Disabled People Organisations stepping up for people with disabilities rights in Liberia.”

Country of intervention: Liberia

Areas of intervention:

- Greater Monrovia District -Montserrado,
- Sanjeh District -Bomi
- Bain Garr District -Nimba

Project Duration: 2 years (24 months)

Implementing Partners: Italian Association Amici di Raoul Follereau – **AIFO** (Lead Applicant); Williette Safehouse (Co-applicant), National Union of Organizations of the Disabled – **NUOD** and Oscar Romero School of the deaf– **ORS** (Associate)

Donor: European Union (EU)

Budget: € 611,112.00

2. INTRODUCTION/BACKGROUND

The project titled: “Voices for Inclusion and Civil Society Empowerment” (VOICE), is a two-year innovative project (01/02/2021-31/01/2023) funded by the European Union. The project aims at enhancing the capacity of civil society organisations, to promote and empower persons with disabilities and to ensure that people with disabilities can fully enjoy their rights in Liberia.

In particular, the action aims at enabling the umbrella federation of people with disabilities, the National Union of Organization of the Disabled (NUOD), the Disabled People’s Organisations (DPOs) and their members to effectively demand the respect and fulfilment of the human rights of all People with Disabilities (PWDs), in line with the Convention on Rights of People with Disabilities (CRPD) to which Liberia is a signatory since 2012.

The primary beneficiaries of the project are deaf and hard of hearing persons who will be supported to ensure that they have equal access to work and employment opportunities. It is implemented in the counties of Montserrado, Bomi and Nimba.

In order to achieve this goal, the project includes four different outputs with specific activities as mentioned below.

Output 1.1: 9 DPOs and NUOD members (100), in particular deaf and HOH persons, trained to advocate for PWDs economic and work rights on national and county level.

1.1.1. Institutional capacity building training of NUOD and their member DPOs.

1.1.2. Training for DPOs on advocacy, the United Nation Convention on the Rights of People with Disabilities (CRPD) and other legal human rights instruments.

1.1.3. Specific training provided by NUOD to DPOs to advocate for PWDs economic and work rights on national and county level (sub-granting).

1.1.4. NUOD meetings to liaise with DPOs and PWDs for better representation within the existing DPO structures on county-level (sub-granting).

Output 1.2: 9 DPOs and NUOD members (100), in particular deaf and HOH persons, engaged in the development of advocacy and lobby strategies to influence policy-makers at local and national level.

1.2.1. Follow-up meetings managed by NUOD with DPOs to establish local advocacy actions.

1.2.2. Roundtable dialogues facilitated by NCD and NUOD to raise awareness with target audiences (including policy makers, local businesses and private sector) for better employment integration of deaf and HOH persons.

Output 1.3: Raised awareness of the general public, as well as national and local decision-makers regarding the right of PWDs to work and employment.

1.3.1. IEC Programme: Community Radio and TV programme with the participation of deaf and HOH persons focussed on PWDs right to work and employment.

Output 1.4: 90 Deaf and HOH young persons improved employability and technical/vocational skills.

1.4.1. Fellowship programme including life-skills, literacy, and social entrepreneurship training, and coaching for deaf and HOH persons.

1.4.2. Vocational training provided by inclusive and strategic partnerships with primary and secondary education institutes.

1.4.3. Sign language education lessons for the deaf who have little or no formal education, employers and parent support groups at community level.

1.4.4. Trade Fairs to showcase talents and skills of deaf and HOH persons and facilitate networking between employers deaf and HOH persons.

The VOICE Project overall objective is for all deaf and hard of hearing persons in Liberia enjoy the right to have equal access to work and employment.

The Specific Objective is for Disabled People's Organisations (DPOs) enhanced their capacity and autonomy to engage for the socio-economic empowerment of the deaf and hard of hearing persons (HOH) in Liberia.

3. OBJECTIVES OF THE MID TERM EVALUATION

The mid-term evaluation (MTE) aims at;

1. Assessing the continue significance of the VOICE Project intervention and the progresses made towards achieving its planned objectives.
2. MTE should provide an opportunity to give feedback to the project design, implementation and methodology to ensure planned objectives are achieved within the lifetime of the project.
3. Providing an objective project impact during the phase of the project tools, instruments and capacity building to the programmers' team to strengthen its capacity for internal management and evaluation.
4. The evaluation should provide information that is credible (evidence based) and useful, enabling the incorporation of lessons learned into AIFO decision-making process.

4. SPECIFIC EVALUATION QUESTIONS

The midterm evaluation aims at providing recommendations for improving the project's implementation through the following criteria:

1. Relevance
2. Effectiveness
3. Efficiency
4. Project targets
5. Impact
6. Sustainability
7. Project management

The MTE also assessed the project's performance on cross cutting issues; livelihood and skill development for disabled, Institutions capacity, disability inclusion, added value and participation.

Particular attention will be placed to the processes of realization of activities (respect for employment opportunities for Deaf and Hard of Hearing persons, effective participation of beneficiaries, perception of satisfaction, management and collaboration between partners, beneficiaries' level of skills gained during the implementation; visibility) All data collected must be disaggregated by sex, age, disability type and project areas.

Relevance

- To what extent are the project's objectives still valid for the country, the partner organizations and the beneficiaries?
- Are the expected results of the project consistent with the impact, outcome, outputs and overall objective (as part of the analysis of the log frame matrix)?

Effectiveness

- To what extent has the project achieved its objective(s)?
- What were the major factors influencing the achievement or non-achievement of the outcome(s)/expected results/outputs? (Also consider any which were possibly beyond the control of the project)
- Did the project contribute to DPOs capacity building as planned?
- Did the project develop the livelihood and skill training capacity for beneficiaries as planned?
- To what extent are gender and environment mainstreaming included in the project?

Efficiency

- If applicable, to what extent were all items/equipment purchased and used as planned under this project?
- Was the project implemented in the most efficient way (time, personnel resources)? Have any issues emerged, if so which ones and why?

Impact

- How many women, men, girls, boys and people with disabilities in total benefited from the project phase -1 (immediate impact)?
- What has changed in the lives of women, men, girls, boys with disabilities from the Project phase-1 (immediate impact)?
- Has the project impacted the lives of women, men, girls and boys without a disability? How?
- Which positive and/or negative effects/impacts in terms of gender and environment can possibly be attributed to the project?
- Which organizations benefited from the project and how? What has changed for whom (immediate impact)?
- Are there any other important aspects regarding impact?

Sustainability

- To what extent will the benefits of the project continue after the withdrawal of the donor?
- If applicable, if the project continues will it be integrated in local structures and/or funded by other sources?
- What were the major factors that influenced the achievement or non-achievement of sustainability of the project?
- If applicable, what needs to be done and/or improved to ensure sustainability?

The midterm evaluation should also assess the project's performance including; capacity-building, advocacy awareness livelihood and skills training, gender equality, disability inclusion, added value and participation.

In addition, the evaluation should assess the **effectiveness of project management**, including the collaboration and communication with project partners and stakeholders and monitoring of project performance and results.

Effectiveness of project management

- Was the project managed as planned? If not, what issues occurred and why?
- To what extent have all project/programme stakeholders collaborated as planned? Did the project receive adequate political, technical and administrative support from its national partners?
- Is there a clear understanding of roles and responsibilities by all parties involved?
- How effective is communication between the project team and the implementing partners?
- How effectively does the project management monitor project performance and results?

Particular attention will be placed to the **processes of realization of activities** (respect for inclusive modes, effective participation of beneficiaries, perception of satisfaction, management and co-ordination between partners, level of skills gained from them during the implementation; visibility).

Moreover, due to the COVID-19 pandemic, it is important to assess the impact of COVID-19 on project results and to assess how COVID-19 affected the lives of PWDs, in particular the impact it had on project implementation and those involved.

All data collected must be disaggregated by sex, age, disability type and catchment areas.

5. APPROACH AND METHODS

The end evaluation is carried out by an external evaluator who has no previous links to the project, with the involvement of internal evaluators: The Management and Monitoring Committee; the Technical & Scientific Commission; representatives of DPOs; the project staff; beneficiaries; the main stakeholders.

It is expected that the consultant will provide a methodology about how to measure the project results. Consistent with the Community Based Inclusion Approach adopted in the project, the Mid Term Evaluation shall be carried out using mixed and participatory methodologies (co-evaluations), both quantitative and qualitative (focus groups, interviews, case studies, self-assessment tests).

Due to the COVID-19 pandemic, it is expected that the consultant adapts the methodology of the Mid Term evaluation towards the current context, in line with GOL/WHO regulations and restrictions, observing COVID-19 safety and preventive measures to minimise the risk of spreading the virus.

6. TIMELINE

The Mid Term Evaluation consists of **several phases**:

13 May - Contract and Kick-off meeting: Contract is signed, and a discussion of the assignment takes place. First documents, including available data, are provided to the evaluation team. (1 day)

16 May – 18 May - Desk Study: The evaluator studies all necessary project documents. Existing data needs to be analysed and interpreted. (3 days)

19 May – 24 May - Inception-Phase + Training Fieldwork: In the inception report, the evaluator will design and present research tools and a detailed methodology, including a data collection planning worksheet or a similar tool. Interviews with senior VOICE staff and partners also take place. The training of enumerators and the field research will only take place upon official approval of the inception report by the contractor. (4 days)

25 May - 3 June - Field-Research: It is expected that the evaluation collects data from all project locations (Greater Monrovia, Bomi, Nimba), including DPOs, beneficiaries, and project stakeholders. (9 days)

4 June – 6 June - Draft Report: Submission and presentation of final draft report. Inclusion of comments from partners and contractor. (3 days)

9 June - Final Report: Submission of final report, in line with all project deliverables (see section 8) (1 day)

For the different phases, it is expected that data and information will be obtained through different methods such as: analysis of documents, structured interviews, semi-structured interviews face-to face, group discussions, others.

7. BUDGET

The consultant should provide a detailed budget in which all costs as it relates to the implementation of this Mid Term Evaluation are outlined. The evaluator is expected to work across the three localities where the VOICE Project is implemented (Bomi, Nimba and Montserrado Counties) For data collection, a sample of locations can be taken.

8. DELIVERABLES

The consultant will deliver the following:

- a project kick-off meeting
- an inception report
- a final draft evaluation report, including a draft executive summary and the results-assessment form **(part of the reporting requirement)**
- and the final evaluation report, the final executive summary and the results-assessment form **(part of the reporting requirement)**
- all reports must be written in English.
- all data collected must be disaggregated by sex, age, disability type and catchment areas.

Identify lessons learned and provide recommendations: It is expected that the evaluator will present concrete recommendations addressed to each specific stakeholder. The findings and recommendations of the draft final report and final report have to be structured according to the evaluation questions. An outline of the report's structure needs to be agreed upon during the inception phase.

The executive summary should summarize key findings and recommendations (two to three pages) and needs to be submitted as part of the final draft report.

The quality of the reports will be judged according to the following criteria:

- Is the results-matrix format part of the report?
- Does the report contain a comprehensive and clear executive summary?
- Were the Terms of Reference fulfilled and is this reflected in the report?
- Are all evaluation questions answered?
- Are the methods and processes of the evaluation sufficiently documented in the evaluation report?
- Does the report describe and assess the intervention logic (e.g. logframe, project methodology/theory) and present/analyse a theory of change and its underlying assumptions?
- Are cross-cutting issues analysed in the report?
- Are the conclusions and recommendations based on findings and are they clearly stated in the report?
- Does the report clearly differentiate between conclusions, lessons learnt and recommendations?
- Are the recommendations realistic and is it clearly expressed to whom the recommendations are addressed to?
- Were the most significant stakeholders involved/consulted?
- Does the report present the information contained in a presentable and clearly arranged form?
- Is the report free from spelling mistakes and unclear linguistic formulations?
- Can the report be distributed in the delivered form?