5th February 2020

Dear Sir/Madam,

CALL FOR PROPOSAL

Greetings!

Invitation is hereby extended to suitably qualified organizations to submit proposals to undertake the evaluation of an externally funded project that was implemented by this organization.

Please find enclosed the terms and conditions of the intended assignment for your perusal and necessary action.

The closing date for the submission is 20th February 2020; and should be addressed to:

The General Secretary  
All Africa Conference of Churches  
P. O. BOX 14205 – 00800  
Westlands, Nairobi – Kenya  
Email: secretariat@aacc-ceta.org

Thank you.

REV. DR. FIDON MWOMBEKI  
GENERAL SECRETARY
Terms of Reference

End of Project Evaluation

Strengthening Peace Building and Sustainable Development in Africa
Project Number A-AFK-2018-0033

February 2020
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<th><strong>Evaluation Summary</strong></th>
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<td><strong>Anticipated Evaluation Report Release Date</strong></td>
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<td><strong>Sector focus</strong></td>
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<td><strong>Location</strong></td>
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Purpose

The purpose of this Terms of Reference is to provide a framework for planning and conducting the End of the project Evaluation for the “Strengthening Peace Building and Sustainable Development in Africa” Project, funded by the Bread for the World - Germany.

The Final Evaluation will use both quantitative and qualitative Approaches to assess the extent to which the intended outcomes have been realized as well as the impact of the project. It also will assess some factors enhancing or limiting achievements of targets. As the end point of the project implementation, this end of the project Evaluation will also be useful to the All Africa Council of Churches (AACC) and other project stakeholders to emphasize the results achieved and lessons learned in the 2018 – 2019 phase that can be incorporated in the on-going 2020 – 2021 phase. In addition, the exercise will also generate the information on the risks and assumptions to the current phase for purposes of putting in place the appropriate management measures to ensure program effectiveness.

All key stakeholders will have a highly participatory role in planning and implementation of this End of the Project evaluation as well as input into the final evaluation report. It will be focused on population and institutional –level impacts, establishing plausible links between the different levels of the results chain.

Background and project description:

All Africa Conference of Churches (AACC) is a continental ecumenical body established in 1963 as a fellowship of Christian churches. It accounts for over 140 million Christians across the continent. AACC is the largest association of Protestant, Anglican, Orthodox and Indigenous churches in Africa and is a member of the worldwide ecumenical network. AACC is a fellowship of 193 members comprising of Churches, National Councils of Churches (NCCs), theological and lay training institutions and other Christian organizations in 42 African countries.

AACC works through her member churches, regional networks of churches, National Councils of Churches, sub regional fellowships in the continent. In addition, it works closely with development agencies, Civil Society Organizations (CSOs), governments and multilateral institutions.

AACC is currently implementing its 2019-2023 Strategy that focusses on six pillars (four programmatic pillars and two organizational pillars) namely:-

- Theology, Interfaith Relations and Ecclesial Leadership development;
- Gender, Women and Youth;
- Peace, Justice and Development;
- Advocacy at the African Union;
- Governance, Membership development and networking; and
- Effective management and Sustainability

Strengthening Peace Building and Sustainable Development in Africa

This is a two year initiative - Jan 2018 – Dec 2019 implemented by AACC with financial support from Bread for the World (BftW) Germany. AACC implemented this project under Peace, Diakonia and Development directorate within the Peace and Advocacy programme. The project was designed to address the weaknesses and challenges of sustainable peace and harmonious co-existence between churches, faiths and societies in Africa.

The project used two strategies namely: capacity building as well as Advocacy to empower the leadership, member churches and the CSOs to stimulate actions that foster peace while acting as catalysts for Africa’s transformation and development
**Goal and Objectives of the project**

The overall Goal of the project (Strengthening Peace Building and Sustainable Development in Africa) is to contribute to a Peaceful and economically transformed Africa.

The project seeks to achieve the following specific objectives by 2019.

1. To increase the levels of engagement of AACC member churches and organizations in the issues of sustainable Peace, Conflict Transformation and Conflict Prevention.

2. To increase the number of AACC Member Churches taking in their respective countries a Qualified Position to aspects of Justice and Sustainable Development.

**Geographic Targeting / scope of evaluation**

<table>
<thead>
<tr>
<th>Region</th>
<th>AACC Member Church/National Council of Churches</th>
<th>Interventions</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Africa</td>
<td>Kenya, Tanzania</td>
<td></td>
</tr>
<tr>
<td>West Africa</td>
<td>Ghana, Liberia</td>
<td></td>
</tr>
<tr>
<td>Central Africa</td>
<td>DRC, Burundi</td>
<td></td>
</tr>
<tr>
<td>South Africa</td>
<td>Angola, Mozambique</td>
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</tr>
</tbody>
</table>

The project targeted the beneficiaries from the four AACC regions in Africa. The Evaluation will be undertaken across the 4 regions and will cover; Anglophone, Francophone and Lusophone speaking countries.

**Objectives of the Evaluation**

The “Strengthening Peace Building and Sustainable Development in Africa” project was planned for an end of project evaluation to be undertaken as part of a culture of learning and accountability. A team of independent, external consultants will be contracted to assess the performance and results of the project against the mandate that was set in the project’s strategic frameworks, and to determine the reasons for success or lack thereof, draw lessons and recommendations for improved performance in AACC and Bread for the World interventions

The overall purpose is to evaluate the “Strengthening Peace Building and Sustainable Development in Africa” project with a particular emphasis on its relevance, efficiency, effectiveness, Sustainability and impact. This evaluation will allow the consultant to extract lessons learned and recommendations to enhance the quality of the 2020- 2021 programme. The evaluation will also help to document the key experiences/lessons learned as a result of adopting this approach.

**Project Relevance:**

- Did the project address priority problems faced by the target areas and the beneficiaries and was the project consistent with policies of both donors and recipient governments or agencies
- Was the Projects response relevant to the baseline needs findings and the specific needs of the target groups?
- Were the assumptions in the Proposal reasonable, appropriate and still valid?” and “Were the interventions appropriate for the context of different regions of Africa?
• Was the project in line with the needs and priorities of the targeted? Were the targeting criteria followed in selecting the project beneficiaries?

• Was the targeting criteria communicated and understood by all the AACC member Churches and the National Councils?

• To what extent were the beneficiaries of different project interventions involved in the needs assessment, design, implementation and monitoring of the project?

• Were the indicators appropriate in documenting the objectives/activities?

• How well did the response integrate with and build on the beneficiaries’ existing capacity and knowledge?

• Was the project implementation strategy adjusted to accommodate field realities? If yes, in what way?

• What lessons were learnt?

• Recommendation for future project design

Project Efficiency:

• Were inputs (staff, time, money, equipment) used in the best possible way to achieve outputs; could implementation been improved/was there a better way of doing things?

• Did the project have adequate and the appropriate resources (human, financial and capital) for implementation?

• Assess the extent and effectiveness of coordination and cooperation between the project implementing team at the AACC secretariat and the Member churches & National Councils.

• Assess the communication structure in place and its effectiveness in supporting the implementation of the program.

• Assess the effectiveness of the support structure for the project by the AACC secretariat and its members.

• What were the limitations and ability of the project to overcome negative external forces?

• Assess the suitability of the staffing and organizational structure to the demands of implementation: also consider staff turnover.

• Were the quality control and accountability measures in place and consistently applied during the review, approval, fund disbursement, monitoring and reporting phases?

• Did the Monitoring and Evaluation system provide quality information that was appropriate and reliable in measuring the intended indicators?

• Progress against indicators

• What lessons were learnt?

• Recommendations for future project design.

Project Effectiveness:

• How successful was the project in accomplishing each of its objectives?

• To what extent was the project model effective in terms of its design, appropriateness, management and accountability?

• What are the major factors influencing the achievement or non-achievement of the objectives?

• How appropriate were the strategies used to accomplish the planned activities?
• Were there factors that impeded the achievement of the overall project goal?
• What lessons were learnt?
• Recommendations for future project design.

**Project Impact:**
• What positive changes are observed in the lives of the target group as a result of the implementation of the project?
• Did the response reduce future vulnerabilities?
• What are the unintended positive and negative impacts of the implementation of the project?
• To what extent are the interventions improving the condition of affected communities?
• How satisfied are the communities with the response?
• Did the program demand more time from women?
• Has the work burden of women increased because of the program?
• What do the men and other household members (in-laws etc) think about women’s participation in the program?
• What gender specific issues have been addressed?
• How have the viewpoints of men, women, girls and boys been taken into consideration?
• What lessons were learnt?
• Recommendations for future project design

**Sustainability**
• What strategies were put in place to sustain the positive outcomes realized by the project
• Were appropriate mechanisms developed at the local level to enable affected communities to actively participate in the design, planning, implementation and monitoring of the project?

**Proposed Evaluation Methodology**
The End of the project evaluation will be in form of a summative evaluation using a consultative approach with qualitative and quantitative methods. It will also incorporate formative approaches to collect the baseline information on the on-going (2020-2021) program phase The purpose of the quantitative review will be to collect and analyze relevant data that will facilitate comparison of key indicators of success to determine the impact against objectives. The qualitative review will focus on gathering appropriate data that will facilitate a deeper understanding of processes and approaches, perceptions and behaviors and other factors that have contributed to the achievement and/or non-achievement of targets.

Participation of a wide cross-section of key stakeholders will be an essential part of the Final Evaluation including the following:
- AACC Directorate
- AACC Program Team
- AACC Finance Team
- AACC Member Churches and Councils
- Project beneficiaries
- Institutions collaborating with AACC
The Evaluation Team Leader will be responsible for describing in detail the level of participation of each stakeholder group in this End of the project Evaluation.

**Duration**

The Evaluation is expected to take 31 working days for start-up, preparation and translation of tools, extensive travel to collect qualitative and quantitative data from all the 4 AACC Regions, and report writing and presentation. The consultancy period is February 3rd – March 10th 2020, with the final report submitted to the AACC Secretariat (the General Secretary) by March 13th 2020.

The schedule is summarized below*:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Proposed Dates</th>
<th>Number of Days</th>
</tr>
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<tbody>
<tr>
<td>Inception Report, Designing and preparation of tools</td>
<td>Feb 3-7, 2020</td>
<td>5</td>
</tr>
<tr>
<td>Field Data Collection</td>
<td>Feb 10 – 25, 2020</td>
<td>16</td>
</tr>
<tr>
<td>De-brief and Report</td>
<td>Feb 26 – March 10, 2020</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>31 days (inclusive of Travels)</td>
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* Exact schedule/plan of the consultancy will be agreed with the consultant prior to the signing of the contract.

**Deliverables and reporting requirements**

**Inception Report:** The consultant will prepare and submit an inception report describing detailed evaluation work plan, methodology and timeline.

**A meeting/presentation** to disseminate key (draft) findings to AACC team

**Draft Report:** A draft evaluation report will be submitted to AACC Secretariat team (General Secretary) for feedback.

**Final Report:** A final report detailing the findings, conclusions, targeted recommendations, experiences, and lessons learned (this should also consider the feedback provided on the draft report and feedback during the presentation of findings meeting).

**A preliminary report/presentation** of the initial findings will be made available to key actors involved in assessment process. Reactions to the preliminary report/presentation will be accommodated in the final report. The final report will be made available no later than the 13th March 2020. The final report should address the issues and questions raised in this ToR and correspond to the objectives set out above.

**Consultant/Team Expertise**

**Qualifications**

The Consultancy’s team leader should have the following qualifications and experiences:

1. Post-graduate degree in Development Studies, and/or relevant Social Sciences discipline
2. At least 10 years of proven working and consultancy experience in various Regions in Africa, knowledge of the regional context and languages will be an advantage.
4. Experience in the use of participatory methodologies and developing equality and gender sensitive evaluation methodologies
5. Strong analytical and conceptual skills
6. Experience with Bread for the World funded projects an advantage
7. Excellent facilitation skills, co-ordination, negotiation skills and oral and written communication skills in English (particularly report writing)
8. Excellent written and spoken communications skills in English

Logistics

Management Arrangements

The consultant will report to the General Secretary and be in day-to-day contact with the Quality Assurance officer. AACC will be responsible for taking care of the logistics and travel related to the evaluation exercise. AACC will further organize for interpreters where necessary.

The consultant has the responsibility of ensuring their own security and that of his/her team.

Submission Guidelines

1. Each application should include at a minimum:
2. List of person(s) to be involved in the consultancy with a detailed CV for each
3. Description of the methodology to be used while conducting the evaluation, including sampling strategy, sample size, data collection methods, proposed types of data collection tools, and data analysis plan
4. Proposed budget
5. At least three (3) references of individuals or organizations that AACC can contact to get more information on the quality and experience of the consultant(s)
6. At least two examples of previous evaluations completed. We will ensure the confidentiality of these reports.

Applications should be submitted by 20th February 2020 at 17:00 (Nairobi, Kenya time) electronically to secretariat@aacc-ceta.org