



Terms of Reference (ToR) for

Evaluation of the project N0: A ZWE 2020 0126

Project title: Harnessing Youth Potential, Bulawayo, Zimbabwe.

1. Background of the evaluation

Since July 2020 Youths for Today and Tomorrow (YTT) has been implementing the project which is expected to end on 30 June 2023. An external evaluation has been planned into the project as per Cooperation agreement. The recommendations of the evaluation will be integrated into the design of future interventions. The evaluation will therefore, be conducted prior to the formulation of a new project application.

2. Purposes/objectives of evaluation

The evaluation is expected to assess the project implementation and appropriateness in response to the problem and towards achievement of the objectives:

- To determine the progress against the indicators as per contract.
- To determine the impact realised so far as compared to the intended impact.
- To review policies, procedures and techniques of the implementation and contribute to improvement
- To bring out relevance and feasibility that require adjustment or improvement in future
- To ascertain results (output, outcome, impact) and assess the effectiveness, efficiency and relevance of the components of the project
- To provide findings, conclusions and recommendations in respect of the project approach
- To assess the administrative and financial management against the plan namely the actual comparison of activities and specific budget lines
- To ascertain accountability and assess how expenditures are related to the project outcomes

Specific objectives are

- To ascertain results of the different project components as contained in the project contract. (See Annex 1)
- To assess the overall contribution of youths in the development of peaceful communities in Matobo and Tsholotsho.

- To assess youth participation in economic and community development and climate smart activities.
- To assess YTT monitoring tools used with the target group and their adequateness and effectiveness

3.Task descriptions

3.1 Evaluation scope

The evaluation will cover the period of 1st July 2020 to the end of December 2022. The evaluation will also cover all activities conducted during this project implementation period. Ongoing and completed activities will also be evaluated. Because of the long distances between the wards, data will be collected from 4 of the 5 wards (Wards 1 and 2 Matobo and ward 11 and 14 Tsholotsho). All 4 wards have goat breeding and peace building activities currently supported by the project. The duration of the evaluation will be 21 days. The evaluation will cover the role of youths in peace building and their participation in their economic empowerment, community development and in practising climate smart agricultural practices.

3.2 Context of the programme

3.2.1 Programme/Project analysis

a) Partner / Contracting organisation

Youths for Today and Tomorrow (YTT), is a youth focused organisation that has been in existence since 2008. The organisation is based in Bulawayo and has been working with young people in Matabeleland South and North, the majority of whom are girls and young women between 15 and 35 years of age.

The organization's vision is a society where young people achieve their full potential. Its mission is to assist young people to achieve this and become agents for positive social change by:

- enabling young voices to be heard
- improving young people's access to information and services for their survival and socio/economic development
- facilitating the establishment and maintenance of a supportive environment for youths
- engaging in partnerships that expand the space and support for young people (Refer to Strategic Planning Document for further information).

b) Project description

In the proposal as per contract, the objectives and their indicators have been formulated and form the basis for the project assessment:

Project Goal:

The project contributes to the socio-economic participation of young people in peaceful co-existence in rural Zimbabwe communities.

Project objectives:

1. The farmers network effectively resolve conflict using non-violent strategies
2. The livelihood of young farmers has increased through hybrid goat production.
3. Community and targeted goat farmers have developed more climate friendly activities.

Indicators

1. At least 4 conflicts successfully resolved and documented by the Farmers' Network Conflict Resolution Committee (CRC) annually. (Documentation by YTT).
2. Goat farmer's income has increased by 10%. At least 50% of farmers have passed on a kid to another farmer within the community. (Documentation by YTT)
3. 70% of goat farmers have engaged in at least one climate friendly activity such as conservation agriculture in fodder production and or indigenous tree planting. (Documentation by YTT).

Cross cutting issues such as Gender, Disability, capacity building and sustainability are considered as part of the objectives and will be reported on.

c) Target Group (please refer to mutually binding document attached - annex 1)

Direct Beneficiaries: 880 (60% young women)

490 Youths from Peace building activities.

100 communal goat farmers

50 Members of government agencies: Rural district Councils, District, Administrators, Ministry of Youth, veterinary department personnel, agricultural extension workers, Zimbabwe Republic Police

40 Traditional leaders (20 from Matabeleland South and 20 from Matabeleland North)

200 Community members.

Indirect Beneficiaries : 5800 (60% young women)

2000 community members reached through the family members who would have attended the peace building activities

3600 people reached by the communal goat farmers (Each member of the 100 communal goat farmers to reach at least 1 person monthly for the 36 months).

200 people reached through commemorations.

3.3 Evaluation questions

3.3.1 Relevance

- Did we plan the right thing? Did we do the right thing? To what extent are the objectives, planned activities and planned outputs consistent with the intended outcomes? Are there differences between the time when the programme/project was designed and today?
- To what extent are the objectives of the project/programme still valid?

3.3.2 Effectiveness

- To what extent were the objectives achieved/are likely to be achieved?
- What are the short or intermediate-term, medium term (intended or unintended) outcomes of the programme/project?
- To what extent could the selected target group be reached?
- What were the major factors influencing the achievement or non-achievement of the objectives?

3.3.3 Efficiency

- Were activities cost-efficient?
- What should be achieved and what has been achieved?
- Were objectives achieved on time?
- Was the programme or project implemented in the most efficient way compared to alternatives?

3.3.4 Impact

- What has happened as a result of the programme or project? (Intended and unintended impacts, equal opportunities for women and men, improvement of social and economic infrastructure, disability inclusion or other relevant cross-cutting issues).
- What real difference has the activity brought about for the beneficiaries? (What would have happened without the activity?)
- How many people have been affected?
- Would the target beneficiaries still maintain the improved practices introduced by the project?
- Is there potential for replicating similar initiatives in other areas and are there any pre-conditions to enable that replication?

3.3.5 Sustainability

- To what extent will the positive impacts or changes of the programme/project (are likely to) continue?
- Which measures are implemented in order to support sustainability?
- To what extent are the benefits of a programme or project likely to persist after donor funding ceases?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the programme or project?

3. Evaluation design and methodology

An external consultant will be selected to lead the participatory process, involving youths, key stakeholders from the communities, government, technical experts and key informants among others. The evaluation methodology must be explained in detail, be appropriate and of sufficient rigour to produce valid results. A well-thought-out methodology, design and sampling will be a crucial component in selecting the evaluator. OECD/DAC-standards will be applied.

4. Profile of the evaluator/consultant or team

YTT is looking for a consultant who has at least a minimum of 5 years consulting experience in similar or related actions. The consultant should have at least a degree in

development studies, agriculture, animal husbandry, business administration or equivalent and a Master's Degree is preferred. The evaluator should have experience in income generating activities and accessing rural communities with tact and sensitivity. The consultant should demonstrate a track record of successfully carrying out similar work and excellent analytical and report writing skills. Experience in development cooperation and project planning-monitoring-evaluation PME would be appreciated.

5. Process, reporting and timetable of evaluation

The evaluation should commence on the 16th of January 2023 according to the proposed time schedule. The evaluation should be completed and report submitted by latest 13th of February 2023.

6.1 Implementation arrangements

6.1.1 Evaluation preparation by Youths for Today and Tomorrow (YTT)

- Preparation of TOR including the time frame and budget
- Drafting the contract and ensuring the signing of the same by the consultant
- Timely provision of necessary project documents and other YTT project related reading material to help the evaluator get a better understanding of the organization's operations and that of the project
- Logistical arrangements including arranging for meetings with stakeholders, transport arrangements and the general management of the whole evaluation process.
- Review of the inception report, the draft and final report and provision of feed back to the consultants and other relevant bodies.

6.1.2 The evaluator/ consultant

- To ensure that the evaluation is done according to the ToR.
- Seek clarification at the initial meeting to ensure that they understand the ToR and YTT and Bread for the World 's expectations
- To provide information on the progress made in the evaluation
- To exercise a high degree of skill and commitment in the provision of services and to devote as much of his/her time to the evaluation as may be necessary to enable them to be carried out efficiently.
- To guarantee availability throughout the duration of the evaluation
- To ensure strict adherence to timely and quality delivery of the desired outcomes and deliverables (*see evaluation work plan for details*)

6.2 Timetable and phases:

Phase	Tasks of consultant	Result	No of days	Dates
1	Kick-off meeting of consultant with relevant staff of YTT and possible other stakeholders to prepare and agree on the evaluation process	Tasks of the different parties involved are clarified and agreed upon	1	<u>Monday</u> <u>16 Jan.2023</u>

2	Study and analysis of relevant documents and design of inception report	Inception report (max. 5 pages) shared with YTT	3	Tues- Thurs 17-19 Jan 2023
3	Dialogue on the inception report, sorting out points of dissent	Common understanding on relevant aspects of process, agreement on organisation & timing of interviews, field visits, group meetings etc.	1	Friday 20 Jan 2023
4	Design and re-design of evaluation tools (questionnaires, conducting of group meetings with stakeholders etc.)	Tools are designed and agreed upon with YTT	1	Monday 23 Jan.2023
5	Conducting of field trips, interviews, group meetings etc.	Relevant data are collected	6 Excluding weekend	Tues -Wed 24 – 31 st .1. 2023
6	Analysis of all data collected and design of draft report	Draft report presented to YTT	4 Excluding weekends	Wed-Mon 1-6 Feb 2023
7	Summarized reporting about main findings	Agreement between YTT and consultant	1	Tues 7.Feb.2023
8	Meeting to comment and discuss the contents of the draft report and to wind up the visit	Draft report commented on by YTT, responses addressed and agreement on tasks still to be accomplished	1	Wed 8 Feb 2023
9	Production of the final report	Submission of final report	3 Excluding weekend	Thurs- Mon 9-13 Feb2023
Total			21	

6.3 Deliverables

Within the period 28 November until 21 December the consultant is expected to complete the above-mentioned scope of work. The deliverables are as follows:

1. Evaluation framework/design and implementation plan agreed with the legal representatives of the implementing partner
2. Evaluation instruments developed and validated
3. Data analysis
4. First Draft of evaluation report
5. Presentation of the evaluation report to YTT and Board
6. Finalization of the evaluation report on YTT's level (second draft)

7. Report (2. draft)
8. ZWE desk comments on 2nd draft.
9. Revision of evaluation report = 3rd draft
10. Approval of 3rd draft as final version by ZWE desk (if further comments evtl. next draft round required).

6.4 Reporting

6.4.1 Evaluation design/inception report

The inception report (approx. 3-5 pages) to provide a feed-back on how the objectives, questions and reports as described in the TOR can be achieved within the evaluation.

Inception report structure:

- **Key data of the evaluation:** Name, number, duration of the project to be evaluated, title of the evaluation, principal of the evaluation (who commissioned the evaluation), contractor of the evaluation, date of the report.
- **Feed-back/amendment to the TOR:** Are all parts of the TOR clear to the evaluation team? Is the focus of the evaluation clearly defined?
- **Current status of the preparation:** Composition of the evaluation team (qualifications, allocation of tasks, who is team leader/coordinator?), estimated timetable and work days for the evaluation team. Report about identified problems and risks.
- **Evaluation design and methodology:** Report about the chosen qualitative and/or quantitative methods and further steps on how to implement them in the evaluation (selection of samples, strategies for analyses and collecting data, further specific evaluation questions, description of the planned contacts and visits with explanation). Measures to be taken to get adequate information for gender analysis. Tools for data collection and data analysis (e.g. presentation of questionnaires)

6.4.2 Final evaluation report

- The **final report** shall be written in English (*In total the report should be 20-25 pages: 1.0 spacing, Ariel, font size 12. (+ annex)*) with the following:
- **Executive summary:** a tightly drafted, to-the-point, free-standing document (about 5 pages), including the key issues of the evaluation (main analytical points, conclusions, lessons learnt and recommendations).
- **Introduction:** purpose of the evaluation, evaluation scope and key questions. Short description of the project evaluated and relevant frame conditions
- Evaluation design/methodology
- **Key results or findings:** These should be traceable to the questions pointed out in the TOR and include an assessment of the extent to which issues of equity and gender are incorporated in the project/programme.
- **Conclusions** based on evidence and analysis
- **Recommendations** regarding future steps/activities/follow-up – carefully targeted to the appropriate audiences at all levels, relevant and feasible. Ideally each conclusion should have a recommendation.
- **Lessons learnt:** (generalizations of conclusions applicable for wider use).

- **Annexes**

Annex 1:	List of interviewees and TORs
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Annex 2:	Recommended table - overview of conclusions, recommendations and lessons learnt
Annex 3:	Implementation Plan
Annex 4:	Sample of Tools used to collect data i.e.: questionnaires etc.

6. Responsibilities and duties

YTT shall have the overall management of evaluation process.

7. Dissemination of evaluation results

The first draft report of the evaluation will be shared with YTT who will respond to the preliminary findings. Once report has been approved it will be distributed to relevant stakeholders.