



Terms of Reference (ToR) for

Evaluation of the project Number: A ZWE 2023 0169

Project title: Creating Safe Schools and Peaceful Communities through Youth Engagement, Bulawayo, Zimbabwe.

The Evaluation is commissioned by Youths for Today and Tomorrow (YTT) in cooperation with Bread for The World BfdW – EED, Southern Africa Desk Project Officer for Zimbabwe, Johannes von Abendroth.

1. Background of the evaluation

Since July 2023 Youths for Today and Tomorrow (YTT) has been implementing the “Creating Safe School and Peaceful Communities through Youth Engagement Project which is expected to end on 30 June 2026. An external evaluation has been planned at the end of the project as per Cooperation Agreement. The recommendations of the evaluation will ensure accountability, inform future programming and scaling decisions.

2. Purposes/Objectives of evaluation

2.1 The Purpose

The evaluation is expected to demonstrate the impact of the project and verify that planned activities were completed and funds were used effectively for accountability to BfdW and other stakeholders. The evaluation will also assess the impact to the beneficiaries lives in terms of creating a safe learning environment and creating peaceful communities, improvement in mental health and improved incomes for youths engaged in income generating activities. The evaluation will also help identify best practices and lessons for future project design particularly in integrating mental health and peace building and livelihoods. Finally it will determine the sustainability of the project after project end.

The Objectives of the evaluation are:

- a) To assess the relevance, coherence, effectiveness, efficiency, impact and sustainability of the project.
- b) To Determine the extent to which the intended outputs, outcomes and impacts were achieved
- c) To provide findings, conclusions and recommendations in respect of the

project approach

- d) To assess the administrative and financial management against plan namely the actual comparison of activities and specific budget lines

2.2 Specific Objectives

- a) To ascertain results of the different project components as contained in the project contract (see Annex 1).
- b) To assess the extent to which youths and young adults have resolved conflicts among peers in their schools and communities and so contributing to the development of peaceful schools and communities in Bulawayo, Matobo and Tsholotsho.
- c) To assess the extent the project has contributed to the mental well being of youths in the targeted schools.
- d) To assess to what extent the economic situation of young people engaged in goat keeping and vegetable gardens has improved in the project regions

2.3. The evaluation is primarily intended for:

- a) YTT management and the Board.
- b) Project staff
- c) BfdW-EED and other partners
- d) Local authorities (RDCs and district stakeholders)
- e) Beneficiaries (youth and community leaders)

3. Task descriptions

3.1 Evaluation scope

The evaluation will cover:

- **Time period** : 1st July 2023 to 30th April 2026.
- **Geographic coverage**: Because of the long distances between wards in rural communities, data will be collected from 9 of the 14 wards as follows:

	Wards	Schools	Activity
Matobo	2	Goholi Donkwedonkwe	-Interview key informants at District level -Focus group discussions School 1 -FGD School 2 Community

			FDG Peace-building FGD Livelihood Key informants interview
Tsholotsho	14	Mavela Dinyane	Interview District Stakeholders FGD Peace clubs school 1 FGD Peace clubs school 2 FGD Livelihood FGD Peace building Key informants at Ward level
Bulawayo	Ward 1	Milton Magwegwe Mzilikazi	

- **Interventions:**The following interventions will be assessed:

-Peace building and mental health in schools

-Peace building and economic empowerment through livelihood activities in communities

- **Duration:** 21 Days

3.2 Context of the programme

3.2.1Programme/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 and out of schools in Matabeleland South, North and Bulawayo Provinces. Women and girls between 15 and 35

years of age comprise at least 60% of the project beneficiaries. The organization's current focus is peace building, mental health and livelihoods.

b)Project description

The project integrates peace building, mental health and livelihoods to create peaceful schools and to reduce psycho-social stress among students and reduce poverty among youths. 14 Schools in 7 wards with 4 in Matobo District in Matabeleland South, 4 in Tsholotsho in Matabeleland North and 6 in Bulawayo. In the proposal as per contract, the objectives and their indicators have been formulated and form the basis for the project assessment.

Cross cutting issues such as Gender and Disability are considered as part of the objectives

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

The main target groups are:

- Students the 14 in schools
- Out of school youths in the targeted communities especially unemployed youths
- Parents and guardians
- Peace corner members
- District level stakeholders
- Village based leaders.

3.2.2 Context analysis

a) Development and Policy Context

The project aligns with national priorities such as

- Peace and social cohesion networks
- Youth empowerment and livelihood strategies
- Mental health policies

c)Institutional context

The Creating Safe Schools and Communities project has not been previously evaluated. Only the end of project evaluation has been commissioned.

d)Socio-political and economic context

The project operates in a context characterised by :-

- high youth unemployment
- high rates of violence and bullying in schools
- gender inequalities and
- Limited access to mental health services in schools

e)Implementation Arrangements

The project is implemented by Youths for Today and Tomorrow in collaboration with the schools' Guidance and Counseling teachers, local authorities, the community structures and Bread for the World as the funding Partner.

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 still valid?

3.3.2 Effectiveness

- To what extent were the objectives achieved?
- What outcomes (intended or unintended) were realised?
- To what extent were 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 resources used optimally?
- Were activities implemented within the planned timelines?

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

- Are the benefits likely to continue after project completion?
- Which measures are implemented in order to support sustainability?
- What extent has the project contributed to strengthening resilience of the target groups?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the programme or project?

3.3.6 Coherence

- To what extent does the project align with other (development policy) measures in a country, region or sector?
- To what extent is the project design and its implementation coordinated with the activities of other donors?

- To what extent is the project consistent with international and national norms and standards (such as human rights)?
- To what extent are existing systems and structures (of partners/other donors/international organizations) being used for the implementation of the activities?

4.0 Evaluation design and methodology

An external consultant or team of consultants, will be selected to lead the consultative and participatory process involving all project stakeholders throughout the process involving youths, key stakeholders from the communities, government, technical experts and key informants among others. Mixed methods such as desk review, interviews, FGDs and field observations should be used to collect information. 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.

5.0 Profile of the evaluator/consultant or team

YTT is looking for a consultant or a team with the following ;

- The lead consultant should have at least a degree in one of the related fields of development studies, agriculture, animal husbandry, Mental Health, Monitoring and Evaluation or Peace Building. A Master's Degree is preferred.
- has at least a minimum of 5 years experience in conducting midterm or final evaluations for NGOs. Proven experience in similar or related projects will be an added advantage.
- has expertise in peace building, mental health and livelihoods/income generating activities involving knowledge of goat rearing and nutritional gardens.
- Strong knowledge of OECD/DAC evaluation criteria
- Experience with participatory, youth-focused and gender sensitive methodologies
- Experienced in conflict sensitive monitoring: expertise in "Do NO HARM" approaches and conflict sensitive data collection
- Strong analytical and report writing skills
- The consultant should demonstrate a track record of successfully carrying out similar work
- Experience in development cooperation and project planning-monitoring-evaluation PME would be appreciated.

Given the breadth of the project a team approach is advisable.

6.0 Process, reporting and timetable of evaluation

The evaluation should commence on the 11th of May 2026 according to the proposed time schedule and should be completed and the report submitted by latest 9th June 2026

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	Result	No of days
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	1/2day
2	Study and analysis of relevant documents and submission of inception report	Inception report (max. 5 pages) shared with YTT	4days
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,	1/2 day

		group meetings etc.	
4	Survey preparation including design and re-design of evaluation tools (questionnaires, conducting of group meetings with stakeholders etc.) and planning of field work	Tools are designed and agreed upon with YTT	2 days
5	Conducting of field data collection, (interviews, FGDs, group meetings etc.)	Relevant data are collected	7 days
6	Analysis of all data collected and design of draft report	Draft report presented to YTT	2 days
7	Summarized reporting about main findings	Agreement between YTT and consultant	1 day
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	2 days
9	Production of the final report and Submission	Submission of final report to Bread for the World, YTT and the other stakeholders	2 days
Total			21 days

6.3 Deliverables

Within the period 13 May until 11 June 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) to Berlin BfdW (Johannes von Abendroth Desk for comments and to YTT. YTT summarizes own impression and comments on evaluation and sends them to BfdW with the 2nd 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 evaluation. 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.

7.Responsibilities and duties

YTT shall have the overall management of evaluation process.

8.Dissemination of evaluation results

The first draft report of the evaluation will be shared with YTT who will respond to the preliminary findings. For the process see 6.2. Once the final evaluation report has been approved by BfdW-EED the evaluation report would be submitted to all relevant stakeholders.