**TERMS OF REFERENCE**

**FOR A MIDTERM REVIEW OF THE INCLUSIVE LIVELIHOODS PROJECT FOR YOUNG WOMEN WITH DISABILITIES IN NORTHERN UGANDA: ADJUMANI DISTRICT.**

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| 1. Background | Leonard Cheshire (LC) is a UK registered charity working in the field of Disability and Inclusive Development. Leonard Cheshire works in 13 countries across Africa and Asia; partnering with local Cheshire Services to implement programmes for Persons with Disabilities in the areas of inclusive livelihoods, inclusive Education, influencing, youth leadership and Research.  Cheshire Services Uganda (CSU) is a Ugandan NGO working in the disability and inclusive development arena. CSU comprises of 7 independently managed Cheshire services of Katalemwa, Nkokonjeru, Buluba, Budaka, Butiru, Pamba-Soroti and two schools for the blind in Soroti district. CSU implements programmes in five thematic areas of Education, livelihoods, health and rehabilitation, support for everyday living and campaign and advocacy.  LC and her partner, CSU: who is also a member of the Global Alliance, have been implementing a a three-year livelihoods project targeting women with disabilities in the district of Adjumani, Northern Uganda. Since February 2018, the women have been supported in agribusiness, provided services in tailoring, garment cutting, hairdressing, knitting, weaving, arts & crafts and baking. |
| 1.1 Project Goal | The project’s goal is to support 250 young women with disabilities living in poverty in Northern Uganda to improve their livelihoods to increase their household income. |
| 1.2 Project location | The project is being implemented in the district of Adjumani in the following 9 sub counties: Adropi, Arinyapi, Ciforo, Dzaipi, Itirikwa, Ofua, Ukusijoni, Pacara, Ciforo and Adjumani Town Council. |
| 1.3 Project Impact | This project aims to impact women with disabilities, empowering them to gain skills, economic independence, confidence, and self-reliance. |
| 1.4 Project Objectives | **Individual**   1. To improve the confidence and life skills of 250 women with disabilities in Adjumani; 2. To improve vocational and business skills of 250 women with disabilities in Adjumani; 3. To increase the economic independence of 250 women with disabilities in Adjumani;   **Community**   1. To improve community attitude and inclusion of women with disabilities in Adjumani. |
| 1.5 Project outcomes | 1. Women with disabilities with greater self-confidence 2. Women with disabilities develop skills for securing and sustaining employment 3. Women with disabilities have sustained increased income and greater security 4. Increase respect and inclusion of women with disabilities in communities |
| 1.6 Project duration | 3 years |
| 2. Purpose of the consultancy | The project is seeking to procure services of an independent consultant to conduct a mid-term review with a greater focus on learning from the project targeting women with disabilities and assess their access to livelihoods opportunities and inclusion in the labour market in Adjumani district in Northern Uganda. |
| 2.1 Objectives | The objectives of the workshop are to:   1. identify and document significant project successes so far (impact); 2. capture and document lessons learned; 3. identify and document significant challenges and/or gaps in project delivery and achievement (relevance, efficiency and effectiveness); 4. Agree on actions for strengthening delivery moving forward. |
| 2.2 Key review questions | Although the consultant will be expected to propose sub-questions, the following will be the overarching questions during the learning workshop:   1. What is going well that we want to celebrate and continue with? 2. What isn't going well that we need to stop or change? 3. How best should women with varying disabilities be engaged in livelihoods projects? 4. How has the project resulted into women’s empowerment? 5. What lessons do we have from the success or failure so far? 6. How can we improve practice? 7. How can the project be sustained in the future? Can it be embedded within existing structures? How? |
| Scope of Work | The scope of work for the current consultancy assignment will include conducting a mid-term review of the women’s project in Adjumani district of Northern Uganda during the month of August 2019. This comprises:   1. Designing of the evaluation tools, and drawing a data collection plan and;   Collecting preliminary primary and secondary quantitative and qualitative data from relevant stakeholders and staff. This should be at a relatively small extent to enable the consultant to understand the project context and scope.   1. Facilitation of two (2) days Mid-term review learning workshop 2. Analyses the data collected; 3. Writing and submission of the midline report; 4. Power point summary of mid-term review. |
| 1. Methodology | The consultant will be expected to propose a detailed methodology and propose the approach and session plan for the workshop. However, it is expected that they would initially conduct:   * The Mid-term review approach/design will take a light touch kind of evaluation; * A review of project documents and monitoring data in order to familiarize with current status of project * Preliminary interviews with relevant stakeholders and staff. * A review learning workshop involving about 40 different stakeholders who have been close to the project including beneficiaries, trainers, district stakeholders, staff, DPOs among others   LC is flexible about the approach taken to facilitate of the workshop itself so long as it is structured and participatory with a strong focus on translating learning into action. Innovative approaches are welcome, as are those which are tried and tested. |
| 1. Mid-term review users | The main users of this evaluation are:   * Cheshire Services Uganda and Leonard Cheshire international department * Donors * Other Leonard Cheshire regional offices and implementing partners in Africa * Local government officials, policy makers and partners including trainers, CSOs, VTI/ Master artisans and other relevant actors. |
| 1. Deliverables | The consultant will deliver 5 items:   1. **Inception plan.** Submittedin electronic form and in English. The Inception plan shall include: the consultant’s understanding of the TOR and comments, proposed methodology, data collection instruments, field visit plan and report outline, detailed evaluation framework and implementation plan. The consultant can propose the format of the report in the technical proposal in the inception report. 2. **Draft report.** The draft report shall have the following contents: introduction and background/context, methodology, findings, conclusions and recommendations particularly analysis of the Theory of Change, impact on the planned project design and the way forward for CSU and Leonard Cheshire among others, and 2 case studies of the most successful beneficiaries and 1 of failure so far. The consultant shall submit the draft report in soft copy in PDF and Word format and should be submitted in English for feedback from CSU and LC. 3. **Final report.** A final report, in addition to the above contents, shall incorporate comments from the key CSU and Leonard Cheshire stakeholders who will be consulted for validating the draft report. The consultant shall submit a soft copy in PDF and Word format together with 1 bound colour hard copy. 4. **Power Point summary of mid-term review** 5. **Completed and accurate data sets.** The consultant will be expected to provide a fully ‘cleaned-up’ data set accompanied by the analysis plan used to carry out analysis. |
| 1. Timeline | The workshop should take place during the week of 23rd August 2019.   |  |  | | --- | --- | | Deliverable | Date | | Advertise call for proposals | 13th August 2019 | | Deadline for submission of proposals | 21th August 2019 | | Consultant appointed | 30th August 2019 | | Inception report | 9th September 2019 | | Learning workshop | 17th – 18th September | | Draft report | 27th September 2019 | | Final report | 4th October 2019 | |
| 1. Remuneration | The available budget for the mid-term review is GBP 3,000.  Milestone payments will be linked to successful and adequate responses to the main products as follows:   1. 40% Upon submission of an inception report 2. 60% on acceptance of the final report. |
| 1. Qualification of Evaluation Consultant | LC is open to tenders from single applicants or joint proposals and from evaluators with disabilities.  A key goal for LC is to minimise its overhead and operating expenses so that the maximum amount of funding can be allocated to the provision of services to the disabled. We are, therefore, very interested in working with suppliers that are willing to share in this goal; through providing the charity with exceptional and innovative commercial terms, whilst meeting our expectations in terms of quality and service. In developing this proposal, we ask you to consider LC and how you might structure your proposal to support us in delivering the best possible services and support to the disabled individuals and communities that we serve.  Applicants are required to clearly identify and provide CVs for themselves and others proposed in the Evaluation Team, (clearly stating their roles and responsibilities for this evaluation).  The key qualifications required for the lead consultant include:   * At least Masters in sustainable development Studies, Livelihoods or Social Sciences. The proposed evaluation consultant/team should include the technical expertise required to deliver the scope of work and assessment outputs, in particular, with regards to: * Relevant subject matter knowledge and demonstrable experience of evaluations and reviews in international development (particularly in Africa), disability, livelihoods and gender would also be an advantage. This will ensure that the mid-term review is as relevant and meaningful as possible, given the aims and objectives of the project and the context in which it is being delivered; * Evaluation management: Demonstrable experience managing evaluation projects within budget and on time. * Ability to facilitate workshops with diverse groups in such a way that they are participatory, inclusive, objective and provide the appropriate and relevant information and learning for the project review. * Ability to analyse qualitative data drawn from the interviews and the workshop and synthesise the information with the project progress records and reports to provide a clear assessment of progress to date, learning and recommendations for taking the project forward. * Knowledge of methods for protecting confidential data. * Open communication skills for working with diverse groups * Ability to prepare and present the mid-term review findings in a manner that increases the likelihood that they will be used and accepted by all project stakeholdersinternal and external including the donors. * The consultant will need to present evidence of tax compliance in accordance with the Uganda’s tax laws. |
| 9. Application Procedure | Applicants are required to submit technical and financial proposal clearly. Clearly identifying and providing CVs for themselves and others proposed in the evaluation team (stating their roles and responsibilities for this evaluation), as well as the associated costs.  The format of the proposal is outlined in the table below:   |  |  | | --- | --- | | Content | Description | | Preliminaries | Cover page, table of contents | | Part 1 | * Background (Company/individual)   + Vision, mission and objectives   + Brief history   + Product/service portfolio * Key differentiators and unique selling points that make you and/or your organisation the supplier of choice * Relevant experience with organisations of comparable size and geographical spread within the not for profit sector * Relevant experience of delivering evaluation services in Uganda or similar environments * Key supplier relationships already established for the provision of services, particularly in Africa * Detailed implementation methodology & how this will be applied to the roll-out with Leonard Cheshire * Risk management methodology and how it will be applied to this account * Portfolio of projects successfully delivered and current projects being undertaken and the expected outcomes | | Part 2 | Service specification document detailing how your evaluation design will meet the objectives and evaluation questions that are described in the terms of reference Including; evaluation framework, methodology with examples of survey questions, key informant interview questions, and focus group discussion questions, how you propose to analyse and report on the data and a work plan | | Part 3 | Three relevant references | | Part 4 | A budget. This budget should cover the  Data collection, analysis, and reporting for the mid-term review. This budget should include  all costs covering team member costs, travel, research costs and any other costs associated the completion of the work and any applicable taxes. | | Part 5 | Attachment of supporting documents, CVs, Registration documents, evidence of tax compliance in accordance with the Uganda’s tax laws, Powers of attorney, PPDA, recommendation letters | |
| 1. Submission of proposals | Interested consultants are invited to submit a proposal by 5:00 PM (EAT) by Friday 21st August 2019 to [csu@csuganda.org](mailto:csu@csuganda.org) and copy to [rachel.gondwe@leonardcheshire.org](mailto:rachel.gondwe@leonardcheshire.org) |