 

**Terms of Reference (ToR) for Final Project Evaluation**

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| **Final Evaluation of Enhancing Young Sudanese Women Participation Enhancing Young Sudanese Women Participation in Political Transformation (ESWPIPT) Project** | |
| **Region** | **South Darfur and Khartoum** |
| **Beneficiary Country** | **Sudan** |
| **Sector (as defined in CSP/NIP)** | **Women Empowerment** |
| **Project number** | **EIDHR/2020/418-868** |
| **Project period** | **1st February 2021-31st January 2023** |

**November, 2022**

**Terms of Reference for Final Project Evaluation**

**Terms of reference for final evaluation of Final Evaluation of Enhancing Young Sudanese Women Participation Enhancing Young Sudanese Women Participation in Political Transformation (ESWPIPT) Project (2011-2023)**

**EIDHR/2020/418-868**

# **Background**

CARE is a humanitarian non-governmental organization committed to working with poor women, men, boys, girls, communities, and institutions to have a significant impact on the underlying causes of poverty. CARE seeks to contribute to economic and social transformation, unleashing the power of the most vulnerable women and girls.

The “**Enhancing Young Sudanese Women Participation in Political Transformation ESWPIPT) project”** is a 2-year EU-funded project, in which actual project implementation started from 1st February 2021 and will end on 31st January 2023. The overall objective/goal of the project is to promote the active participation of young Sudanese women and women-led networks/organizations (WLOs) in the democratic transition process. The project is implemented in South Darfur and Khartoum states of Sudan. It is implemented in Kass and Omdurman localities of South Darfur and Khartoum localities respectively. The project is implemented in four administrative units of Khira and Abu Odam in the Kass locality of South Darfur state and Jadean and El Salha Omdurman locality of Khartoum state.

The project aimed to contribute to **the political empowerment and increased capacity of individual women’s activists as well as women’s groups and networks in two states in Sudan**. The action will contribute to the Sustainable Development Goals, specifically Gender Equality (#5), Reduced Inequalities (#10), and Peace, Justice, and Strong Institutions (#16). The project intended to achieve three interrelated outcomes: Young women’s leadership skills to contribute and participate in transformational change strengthened (**outcome 1**), Women identified barriers and opportunities in their political participation and acted upon (**outcome 2**) and networks strengthened to participate in socio-political decision-making processes and policy debates at the locality, state and national levels (**outcome 3**).

The direct participants or beneficiaries of the action include women groups and associations, women-led organizations, activists, gender equality advocates, and prospective young women leaders. Furthermore, women in CBOs such as Village Development Committees (VDCs), Community Based Conflict Resolution Mechanisms (CBRMs), and VSLA networks including influential men will be targeted by the action. The total 28,300 (19,000 in Khartoum state and 9,300 in South Darfur State) direct beneficiaries thus include the members of the various CBOs and networks targeted, individual leaders/activists, and the general community who will benefit from the community initiatives. 75% of the beneficiaries will be mature and young women. Around 150.000 people in both Khartoum and South Darfur state are the final indirect beneficiaries benefitting from improved participation of their female community members in political decision-making processes.

The project has conducted many types of related training for different target groups, stakeholder groups of the community, and CBOs staff to intensify and promote sustainable impacts of women’s engagement and participation. The project has also held events and made targeted efforts to enhance women’s engagement and participation. Among others, the project undertook training needs assessment and prepare training program; trained social activists, activists from civil society, political parties and existing women leaders, and prospective women leaders from selected universities and political parties; conducted women’s political participation and Sustainability workshop; gender equality and PSHEA training; facilitated experience sharing and learning visits for activists; and prepared a curriculum on Women Leadership and hold sessions on WPP experience sharing at universities and schools.

Also, the project conducted Gender and Political Analysis; organized public seminars on WPP barriers and opportunities to jointly develop advocacy priorities, identify advocacy topics and develop an advocacy plan; facilitated linkages between women leaders and political parties, universities, trade unions, and CSOs; assessed existing networks, build organizational capacity of existing and new women networks; supported networks to dialogue with male and female influential persons and to build alliances; provided training to CBOs/Networks on design, management and monitoring of relevant micro-initiatives a capacity building program will be extended to the potential CBOs/Networks on the design, management and monitoring relevant micro-initiatives; etc.

The project is now in its completion period. In line with the provisions of the project agreement between **CARE and the European Development Fund**, the implementing agency, CARE, agreed to undertake a final evaluation at the end of the project period. The output of the evaluation is expected to determine the level of achievement against the project targets and indicators and gather evidence on the criteria of relevance, effectiveness, efficiency, partnership and coordination, sustainability, and impact of the project interventions.

This term of reference (ToR) provides a detailed outline of expectations required of applicants in order to fulfill the objectives and criteria of the final project evaluation to the required standard and quality

# **OBJECTIVES OF THE EVALUATION**

CARE is seeking qualified consultant(s) to conduct the final evaluation of Enhancing Young Sudanese Women Participation in Political Transformation Project for the following purpose:

To assess the **performance and achievements** of the project against the planned project objectives, expected results, targets, and key indicators as per the logical framework. To this end the final evaluation should focus on the following:

1. To assess the **performance of the planned project activities** as per the action plan and expected targets to assess the quality of the project outputs. To this end, a focus on the **quality of project outputs** is equally important as the completion of these outputs and should be given priority attention in the evaluation methodology and report.
2. To assess **relevance, effectiveness, efficiency, partnership and coordination, sustainability, and impact** of the overall intervention. This should give due emphasis on community and government participation and contribution as well as value for money and technology suitability.
3. To assess the **major strengths and limitations** (SLOT) of the project and draw lessons for future program improvement and sharing with stakeholders.
4. To assess the direct and indirect; and intended and unintended impacts of the specific interventions in regard to capacity building and networking activities, with particular emphasis on the impact of **women and on gender equality norms**.
5. To assess the process and outcomes in regard to **coordination, networking, and joint advocacy work** with other actors (local partners, communities, and government).
6. To assess the **partnership modalities** and approaches the project took with communities/beneficiaries, the local partner, and relevant government offices at all levels.
7. To assess the **validity of the risks and assumptions** indicated in the original project document in relation to the emerging issues (global, national and local) including emerging situations such as COVID 19 and political instability and how the project responded with necessary mitigation measures and lessons learnt, including for the COVID 19 challenges and political instability situations.
8. To assess the **quality and rigor of the monitoring and evaluation, learning, and knowledge management systems** in terms of intersecting key monitoring information with key evidence from the large-scale study required for this evaluation to be representative.

# **MAJOR ISSUES TO BE ADDRESSED DURING THE EVALUATION**

**3.1 Key evaluation criteria and lines of inquiry**

The consultant(s) is envisaged to undertake the evaluation within the framework of the OECD/DAC evaluation criteria that respond to **relevance, effectiveness, efficiency, partnership and coordination, sustainability and impact,** and to the EC- specific evaluation criteria (EC added value and coherence) in general and taking in to account the following key questions.

* + 1. In assessing project **relevance** – the questions to be assessed are as follows:

What are the bases for and how was the project designed? Does the project intervention assist women to participate in community development and political programs? Do capacity-building activities address the capacity gaps of communities? Was the training relevant to the community? Do the projects reflect the basic felt needs of the community in the project areas? Do the projects correctly identify and target the direct and indirect beneficiaries? Are the project sites based on the felt needs of the beneficiaries? Is the intervention in line with the government’s policy and the countries’ needs? Was the community participation encouraging? Assess the contribution of the project towards the achievement of national/state objectives, assess the contribution of the partnership towards the achievement of the project objectives, and assess community contribution and participation.

* + 1. In assessing the **effectiveness** of the project – questions to be assessed are as follows:

What were the planned activities and the results achieved under the expected result areas (outputs, outcomes, and impacts)? Do the project implementation according to the project proposal? Do the indicators formulated to reflect the actual seen during implementation? Did the assumptions and risks envisaged were realized? What were the roles of the community particularly women, local authorities, and other stakeholders during the specific projects and capacity-building activities planning, implementation, and monitoring? What were the mechanisms designed to ensure the active participation of the partners, and community particularly women throughout the program cycle? Were the community mobilization efforts adequate at the project level? Did women participate actively and have a say in decision-making? Assess the adequacy of so far started capacity building intervention in pursuant to hoped outcomes under the project document. Assess the performance of the project so far with particular reference to qualitative and quantitative achievements of outputs and targets as defined in the project documents and work plans and with reference to the project baseline reports. Assess the effectiveness of the cost-sharing arrangements between the project, beneficiary communities, and others. The consultant is also expected to show the level of project implementation quality in terms of outputs, partnership, community involvement, and monitoring system.

* + 1. Examining the program **efficiency** – questions to be assessed are as follows:

Is the use of financial, human, and material resources efficient? Were there different cost-saving mechanisms considered? Was there another cost-effective way to undertake the program as a missed opportunity? Is there collaboration and coordination with relevant bodies to use resources efficiently? Does the implementation of the specific projects adhere to the agreement reached with the European Union and Implementing NGO and was it proactive and flexible? Assess the efficiency of capacity building/training methodology, tools and impacts, Assess the timeline and quality of the reporting followed by the project, Identify factors and constraints which have affected project implementation including technical, managerial, organizational, institutional, and socio-economic policy issues in addition to other external factors unforeseen during the project design, Analyze the performance of the Monitoring and Evaluation mechanism of the project and the use of various M&E tools to validate risks and assumptions in the logframe and how the M&E informed delivery in terms of inputs and program management during implementation.

* + 1. Examining the project **partnership** and **coordination** - questions to be assessed are as follows:

What steps did the project actors take, individually or jointly, to improve coherence, complementarity, and/or coordination with different stakeholders (national and local NGOs, other civil society, national and local government, etc.)? How did the project consult and collaborate with these stakeholders and the beneficiary communities on the action? How was information about the action disseminated? Was information provided in an inclusive and accessible manner? What were the critical success or failure points in terms of coordination and partnership and how did the action manage them? What is the added value of the partnership and coordination modalities of the action? What is the key to learning from this?

* + 1. Examining the program achievement of wider effects (**Impact**):

The term impact denotes the relationship between the project’s specific and overall objectives. At the impact level, the final evaluation should make an analysis of the following aspects: The extent to which the objectives of the project have been achieved as intended in particular the project planned overall objective. It should also assess whether the effects of the project have been facilitated/constrained by external factors, have produced any unintended or unexpected impacts, and if so how have these affected the overall impact, have been facilitated/constrained by project/program management, by co-ordination arrangements, by the participation of relevant stakeholders, have contributed to political, economic and social development, have contributed to poverty reduction, have made a difference in terms of cross-cutting issues like gender equality, good governance, conflict prevention, etc, were spread between economic growth, etc.

* + 1. Examining the **sustainability** - questions to be assessed are as follows:

Are the project outcomes and impacts seem sustainable? – Is there a sense of ownership of the project by major stakeholders and communities? Did the implementation process give adequate room for the genuine participation of stakeholders, particularly women? To what extent are the stakeholders institutionally connected to influence policy and managerial challenges? Are their enabling policy and development strategies that ensure sustainable access? Is the institutional capacity of the implementing, supervisory body, and community sufficient to sustain the results? Is the technical aspect of the project that ensures the sustainability and quality of the project fulfilled? Assess preliminary indications of the degree to which the project results are likely to be sustainable beyond the project’s lifetime, and provide recommendations for strengthening sustainability, Analyse the emerging impact on the communities for women in terms of income and asset enhancement.

**3.2 Additional lines of inquiry for inclusion**

**3.2.1** Examining the **SLOT**: What were the strength, limitations /challenges, opportunities, and threats of the project? What other interventions were there that contributed to the success of the aims and objectives of the program? If any either from other NGOs or/and government projects? Are there unintended positive and negative results from the project? What are the best lessons that would make implementing NGOs' implementation strategies in the future? Validate the risk and assumptions indicated in the proposal are still relevant or need revision and amendment.

**3.2.2 Lessons and recommendations**: In the assessment of the criteria above, the evaluation methodology and report should place emphasis on lessons learned and recommendations for future programming. For instance: What lessons can be drawn from the interventions? What are the major recommendations of the assessment? How can CARE be more strategic and efficient in implementing the project and ensuring sustainability,

**3.2.3 Mutual reinforcement (coherence):** Examine the extent to which activities are undertaken to allow the European Commission to achieve its development policy objectives without internal contradiction or without contradiction with other Community policies. Examine the extent to which they complement the partner country's policies and other donors' interventions. Considering other related activities undertaken by the government or other donors, at the same level or at a higher level: likeliness that results and impacts will mutually reinforce one another, a likeliness that results and impacts will duplicate or conflict with one another.

**3.2.4 Connection to higher level policies (coherence):** The extent to which the project (its objectives, targeted beneficiaries, timing, etc.) is likely to contribute to/contradict other EC policies, is in line with evolving strategies of the EC and its partners

**3.2.5 EC value added:** Connection to the interventions of Member States, Extent to which the project (its objectives, targeted beneficiaries, timing, etc.), is complementary to the intervention of EU Member States in the region/country/area, is coordinated with the intervention of EU Member States in the region/country/area, is creating actual synergy (or duplication) with the intervention of EU Member States, involves concerted efforts by EU Member States and the EC to optimize synergies and avoid duplication.

**3.2.6 Visibility:** The consultants will assess the project’s strategy and activities in the field of visibility, information, and communication, the results obtained, and the impact achieved with these actions in both the beneficiary country of Sudan and the European Union countries.

# **METHODOLOGY**

The consultant is expected to propose and design with precision, the details of the methodology for conducting the evaluation. However, the use of appropriate participatory approaches is essential to properly triangulate information. Both primary and secondary sources must be used to generate data and information that are relevant to validate the key assumptions. A balanced mix of qualitative and quantitative methods such as surveys, focus group discussions, in-depth interviews with key informants, case studies and success stories of beneficiaries, and observation of the system will be used to collect primary data.

For the survey, the consultant will select a statistically representative sample of the different stakeholders and beneficiary groups to be interviewed, ensuring that:

* Both Omdurman and Kass localities in Khartoum South Darfur states respectively will be equally represented in the survey and also same for administrative units/communities/ villages covered in both localities. This will ensure that the entire project locality and community/villages will be represented in the sampling frame. As well, the sample size will need some degree of stratification to assure women’s representativeness in the selected group of respondents in each of the communities/villages.
* All and/or representative communities/villages from each state and localities will be covered. This is in conformity with the general rule concerning the determination of the minimal sample size in most research and evaluation activities, i.e., “a sample size of at least 10%”. At least 5% of the targeted beneficiary households in a village will be interviewed for the survey.

The consultant is expected to conduct the evaluationthrough phases: an inception desk-based phase, a field phase, and a synthesis and reporting phase which will be followed by a discussion seminar for a de-briefing and validation of the evaluation process, quality, and findings before the final revised report is submitted.

**I) Inception desk phase –** This includesthe collection and review of all relevant documentation concerning the project intervention (e.g.: financing decisions, project proposals, activity reports, monitoring reports, etc.). On the basis of the information collected the evaluation team should comment on the logical framework,and the issues/ evaluation questions suggested or when relevant, propose an alternative or complementary set of evaluation questions justifying their relevance. Develop the evaluation into sub-questions identify provisional indicators and their verification means and describe the analysis strategy; Propose the work plan for the finalization of the first phase; Confirm the final time schedule. During the inception stage, an inception report shall be prepared and submitted to CARE for review, comment, and approval.

**II) Field phase -** After the approval of the inception desk-based phase the evaluation team shouldsubmit its detailed work plan with an indicative list of people to be interviewed, surveys to be undertaken, dates of visit, itinerary, and name of team members in charge. This plan has to be applied in a way that is flexible enough to accommodate any last-minute difficulties in the field. If any significant deviation from the agreed work plan or schedule is perceived as creating a risk for the quality of the evaluation, these should be immediately discussed with the evaluation manager. Hold an independent briefing meeting with the appropriate staff at CARE, partners, governments, etc**.** The consultant(s) shouldensure adequate contact and consultation with, and involvement of, the different stakeholders; working closely with the relevant government authorities and agencies during their entire assignment. Use the most reliable and appropriate sources of information and will harmonize data from different sources to allow ready interpretation.Summarise the findings of the fieldwork, discuss the reliability and coverage of data collection and present it in a meeting with partner organizations, stakeholders, and CARE.

**III) Synthesis and reporting phase:** This phase is mainly devoted to the analysis of data and preparation of the draft final report. The consultants will make sure that: Their assessments are objective and balanced, affirmations accurate and verifiable, and recommendations realistic. A balance between descriptive, inferential, and qualitative analysis is essential and no element should be discounted in the triangulation process. When drafting the report, they will acknowledge clearly where changes in the desired direction are known to be already taking place, in order to avoid misleading readers and causing unnecessary irritation or offense. If CARE considers the draft report of sufficient quality, they will circulate it for comments to EC and other stakeholders and convene a meeting in the presence of the evaluation team. On the basis of comments expressed by the reference group members, and collected by the evaluation manager, the evaluation team has to amend and revise the draft report. Comments requesting methodological quality improvements should be taken into account, except where there is a demonstrated impossibility due to uncontrollable/unforeseeable factors, in which case full justification should be provided by the evaluation team. Comments on the substance of the report may be either accepted or rejected. In the latter instance, the evaluation team is to motivate and explain the reasons in writing.

**IV) Discussion workshop (de-briefing and validation):** The evaluation team should present the revised draft final report at a workshop in Khartoum CARE Office. The purpose of the seminar is to present the draft final report to CARE teams, to check the factual basis of the evaluation, and to discuss the draft findings, conclusions, and recommendations. On the basis of comments made by participants, and collected by the focal person at CARE, the evaluation team has to write the final version of the report, in which the rules applying to the integration of comments are those stated in the previous section.

# **SPECIFIC TASKS, OUTPUTS, LEVEL OF EFFORT, AND MILESTONES**

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| **Tasks** | **Outputs** | **Estimated level of effort** | **Milestones** |
| **Inception desk phase**  Collection and review of all relevant documentation concerning the project and provision of inception report with detailed methodology, data collection tools, and work plan. | Gain project background and the plan of action developed and shared | 5 days | Inception report  Work plan |
| **Field Phase**   * Independent briefing meeting with the appropriate staff at CARE * Conduct all field work as per the agreed schedule | All field data/information gathered | 10 days (depending on the number of evaluation teams and work plan to cover the sample) | All fieldwork conducted as per the agreed methodology and sample size |
| **Synthesis phase:** This phase is mainly devoted to the analysis of collected data and preparation of the draft final report and key findings. | Draft report produced | 10 days | Analysis of all data  Draft report submitted to CARE |
| **Discussion workshop (Debriefing and validation):** The evaluation team must present the revised draft final report at a seminar in Addis Ababa for discussion and validation. |  | 1 day | Key stakeholders attend and input at the seminar |
| Final report writing | Final report produced | 4 days | Final report document |
| Submission of hard and soft copies of the final report, |  | N/A | All copies received by CARE |

# **DELIVERABLES**

1. **Inception report** of a maximum of 15 pages (Structure attached in Annex 1) to be produced after 5 days from the start of the consultant services. In the report, the consultant shall describe the first finding of the study, any challenges expected in collecting data, and other encountered and/or unforeseen difficulties in addition to his program of work and staff mobilization. A technical discussion with the contracting unit will follow to establish the concrete parameters for the final report, outlining any areas that need to be included.
2. **Draft a final report** of a maximum of 35 pages (Structure attached in Annex 2). In addition, to meeting the evaluation objective and addressing the evaluation questions, the draft final report should also synthesize the findings and conclusions into an overall assessment of the project and recommendations for future interventions. Upon receipt of the draft final report, the project manager/CARE will arrange an internal validation workshop where the consultant is expected to present the draft finding and collect comments. Based on the validation workshop and other comments received from different relevant staff, the project manager will produce one set of consolidated comments to be addressed in the final version of the report. The report should be finalized within 5 days from the receipt of the consolidated comments.
3. **Final report** with the same specifications as mentioned under 2 above, incorporating any comments received from the concerned parties on the draft report, to be presented within 4 days of the receipt of these comments. The project manager in CARE must confirm that all of the comments submitted at the time of the draft report have been addressed prior to any final acceptance of the report. The consultant is expected to submit all three reports two copies on paper and one copy electronically version for each.

All the reports must be submitted in English and must be of high quality (publishable standard).

# **WORK PLAN AND EVALUATION**

The project evaluation shall be conducted in a maximum of **30 days** starting from the date of signing a contractual agreement for the task. The consultant is expected to present the detailed work plan using the GANTT chart considering the timeframe presented in Section 5.

# **Data Disclosure**

The consultant should deliver, at minimum, all files including quantitative data sets (raw and cleaned SPSS data products), transcripts of qualitative data, and others in an easy-to-read format and maintain naming conventions and labeling for the use of the project/program/initiative and key stakeholders.

# **CRITERIA FOR SELECTION OF CONSULTANT**

The consultant/s should be specialized in gender, rural development, or any related background with excellent experience in monitoring and evaluation. The consultant will have the primary responsibility for conducting the evaluation and writing the final report to a publishable standard. The consultant should possess strong statistical skills, as well as coordinate data collection, entry and analysis of data. All leadership of the tasks and expenses are to be covered by the consultant. Specific requirements include:

* Advanced university degree in Gender, rural development, social science, or related field.
* Extensive knowledge and experience working in Sudan.
* Demonstrated knowledge of project evaluations and strong research skills.
* Demonstrated skills in statistics.
* Experience in the development, monitoring, and evaluation of donor-funded projects.
* Strong interpersonal and communication skills.
* Excellent spoken and written English and Arabic.
* Strong IT skills.
* written research / operational reports (sample work should be provided).

**Composition and qualification of the evaluation team:** the composition of the evaluation team in terms of educational qualification and work experience should be clearly defined to support an efficient bid process. The consultant(s) should also provide in detail the company profile (if applicable).

# **COMPLIANCE**

Each party hereby certifies that it has not provided support of any kind in violation of applicable law to a person or entity that it knows or has reason to know advocates terrorism or engages in terrorist activity.

# **LOGISTICS AND SERVICES**

CARE will support the necessary field arrangements, including any measures related to HAC and other related requirements. Standard logistical support (incl. scheduling of interviews with staff, arrangement of field accommodation during data collection, and access to facilities including internet, documentation, printing, photocopying, etc.) will also be provided by CARE.

# **SUBMISSION OF PROPOSALS**

A technical and financial proposal based on these Terms of Reference (ToR) is requested from the consultant or consulting firm. The proposal should contain:

* Understanding of the task/ToR
* Details of the methodology including sampling techniques, data collection tools, data analysis, data quality, etc
* Detailed plan of action for field work indicating staff days required
* Specific roles and responsibilities of the team leader, supervisory chain, and other core members of the evaluation team.
* Schedule key activities preferably in a format such as a Gantt chart.
* Detailed budget with justification. The external evaluation proposal should include a realistic, detailed budget to cover all costs associated with the evaluation. This should be submitted by major activities and line items for CARE’s review and decision. This includes a breakdown of the cost to contract external evaluation team members, travel, and per diem. Other related costs that might be in the budget include expenditures for hiring local personnel (drivers, translators, enumerators, and other local technical experts), translating reports, and renting meeting rooms for presentations/workshops.
* Updated CV of Team Leader and other core members of the Evaluation Team
* A profile of the consulting firm (including a sample report if possible)

The proposed evaluation budget is to be presented by the consultant as follows: (External Final Evaluation budget = 9000 €)

(The expected starting date is 15 December 2022 and the due date is 31rd, of January 2023 )

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| **Details** | **Unit** | **Rate (US$)** | **# Units (Quantity)** | **Cost (US$)** |
| Consultant’s fees (including data analyses) |  |  |  |  |
| Enumerators’ costs include training |  |  |  |  |
| Transport costs |  |  |  |  |
| Vehicle rent for field data collection |  |  |  |  |
| Subsistence costs (e.g., accommodation, communication, meals, etc.) |  |  |  |  |
| Any other costs that are critical, but not provided for by CARE |  |  |  |  |

**Submission of tenders**: A Tenderer shall submit separate Technical and Financial proposals by email. Interested candidates are invited to submit their applications-‘Final Project Evaluation Application’ mentioned in the subject to the following addresses:

Procurement: Hanadi.Algaali@care.org

MEAL: [Nasreldin.Saeed@care.org](mailto:Nasreldin.Saeed@care.org)

The deadline for submitting applications is as indicated in the advert. Only shortlisted candidates will be notified.

# **Other Conditions**

* The consultant must adhere to the CARE Code of Conduct and CARE Security Protocol during the entire duration of the assignment.
* CARE will not provide *per diems* or allowances. All out-of-pocket expenses must be taken into consideration when proposing daily fees.
* The consultant should budget for enumerators and data collection costs including vehicle rent and translators and present this as a separate section in her/his proposal. CARE will consider reasonable rates and a number of such hires.
* The consultant is solely responsible for the payment of enumerators, printing and data entry and analysis costs
* The consultant is responsible for any tax or other fees related
* Payment will be in two installments: 30% after delivery and approval of the inception report and 70% upon satisfactory completion of the tasks and submission of the final report to a publishable standard.

**CARE INTERNATIONAL IN SUDAN reserves the right to CANCEL, alter, reduce or increase the SCOPE OF work**

**Annex-I:** Structure of the Inception Report (subject to change at discretion of CARE International in Sudan)

1. The background/context of the project (political, economic, social, etc).
2. The intervention logic of the project
3. The validated evaluation questions and criteria for judgment.
4. A proposal containing suitable working methods to collect data and information
5. The data collection tools to be used, the target groups to be contacted for data collection
6. A first outline of the strategy and the methods used to analyze the collected data and information indicating any limitations.
7. A detailed work plan and schedule for the next stages and requirements for logistical and/or translation support.
8. The final composition of the evaluation team with clear roles and responsibilities

**Annex II: Layout, the structure of the Final Report the main sections of the evaluation report are as follow*s* (subject to change at discretion of CARE):**

# **Executive Summary**

# **Introduction**

* 1. Background of the project
  2. Relevance of the evaluation/the problem statement
  3. Objective of the evaluation
  4. Methodology of the evaluation
  5. Scope and limitation of the methodology

# **Findings**

* 1. Problems and needs (Relevance)
  2. Achievement of purpose (Effectiveness)
  3. Sound management and value for money (Efficiency)
  4. Evidence of joint working modalities and strong coordination, networking and advocacy (partnership and coordination)
  5. Achievement of wider effects (Impact)
  6. Likely continuation of achieved results (Sustainability)
  7. Mutual reinforcement (Coherence)
  8. EC value added

# **Visibility**

# **Overall assessment**

# **Lessons Learned**

# **Conclusions and Recommendations**

7.1 Conclusions

7.2 Recommendations

# **Annexes To the Report**

The report should include the following annexes:

* + The Terms of Reference of the evaluation
  + The names of the evaluators and their companies (CVs should be shown, but summarised and limited to one page per person)
  + Detailed evaluation method including options taken, difficulties encountered, and limitations. Detail of tools and analyses.
  + Logical Framework matrices (original and improved/updated)
  + Map of the project area, if relevant
  + List of persons/organizations consulted
  + Literature and documentation consulted
  + Other technical annexes (e.g., statistical analyses, tables of contents and figures, raw data)
  + At least two-three case studies/human interest stories each explain different areas of interest (women empowerment, sustainability, level of satisfaction, CBO’s role, etc.).

The consultant will include as an Annex the DAC Format for Evaluation Report Summaries

For methodological guidance, and structure of the report, the consultant should refer to EuropeAid’s Evaluation methodology website <http://ec.europa.eu/comm/euoropeaid/evaluation/intr_page/methods.htm>

**ANNEX III: PROJECT LOGFRAME**

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| **LOGICAL FRAMEWORK AND ACTIVITY MATRIX Sudan Women Participation in Political Transformation (ESWPIPT)** | | | | | | |
| ***Results*** | ***Results chain*** | ***Indicator*** | ***Source of data*** | ***Collection method*** | ***Frequency of collecting the data*** | ***Responsibility of data collection*** |
| ***Impact (Overall objective)*** | *To promote active participation of young Sudanese women and women-led networks/organizations (WLOs) in the democratic transition process* | *# of young Sudanese women and women-led networks/organizations (WLOs) actively participating in the democratic transition process* | *Evaluation report Project reports Network reports* | *Document review Direct interviews FGDs* | *Start and end of project Annually* | *Project managers MEAL Coordinator* |
| ***Outcome (s) (Specific objective(s))*** | ***Outcome1:*** *Young women’s leadership skills to contribute and participate in transformational change strengthened* | *# of young women have increased leadership skills and participated in transformational change* | *Project reports*  *Training reports* | *Document review Direct interviews FGDs* | *Start and end of project Annually* | *Project managers MEAL Coordinator* |
| ***Outcome 2:*** *Young women and women’s networks identify barriers and opportunities for women’s political participation (WPP) and act upon* | *#of young women actively participating in spaces such as unions, political parties and etc.* | *Evaluation report Project reports Network reports* | *Document review Direct interviews FGDs* | *Start and end of the project Annually* | *Project managers MEAL Coordinator* |
| ***Outcome 3:*** *Women leaders are empowered to participate in socio-political decision-making processes and policy debates at the locality, state, and national levels* | *# of young women leaders participating in socio-political decision-making processes and policy debates at the locality, state, and national levels* | *Evaluation report Project reports Network reports* | *Document review Direct interviews FGDs* | *Start and end of the project Annually* | *Project managers MEAL Coordinator* |
| ***Outputs*** | ***Output 1.1.*** *Increased knowledge and skills of (young) women leaders (YWL) on concepts relevant to leadership* | *# of training needs assessment undertaken.* | *Assessment report* | *Direct interviews FGDs* | *Quarterly* | *Project managers* |
| *# of trained participants in leadership skills, Gender equality, and PSHEA training (segregated by gender and age)* | *Field reports/participant list* *Training reports* | *Document review Direct interviews FGDs* | *Quarterly* | *Project managers* |
| ***Output 1.2*** *Sustained learning systems established amongst the targeted peers as well as women’s organizations* | *# of WPP messages disseminated* | *Project reports CBOs reports* | *Document review Direct interviews FGDs* | *Quarterly* | *Project managers* |
| *# of activists participated inexperienced-sharing and learning visits.* | *Beneficiaries* | *Direct interviews FGDs* | *Quarterly* | *Project managers* |
| *# of participant from universities and schools WPP experience sharing sessions.* | *Beneficiaries Sessions minutes* | *Document review Direct interviews FGDs* | *Quarterly* | *Project managers* |
| ***Output 2.1*** *Increased awareness and action by YWL and WLOs on barriers and opportunities to their political participation* | *# of analysis report on government policies on gender equitable perspectives.* | *analysis report* | *Document review (analysis report)* | *Quarterly* | *Project managers* |
| *# of beneficiaries participated in WPP barriers and opportunities to jointly develop advocacy priorities seminar. (Segregated by gender and age)* | *Seminar report.  Project report* | *Document review (analysis report)* | *Quarterly* | *Project managers* |
| ***Output 2.2*** *Targeted women received mentorship training through an incubator scheme to overcome barriers and participate in spaces such as unions, political parties and etc., etc.* | *# of incubators established, fostering and supporting youth women leaders.* | *Beneficiaries Monitoring reports* | *Document review Direct interviews FGDs* | *Quarterly* | *Project managers* |
| *# of women leaders linked to political parties, universities, trade unions, and CSOs.* | *project reports CSOs reports* | *Document review Direct interviews FGDs* | *Quarterly* | *Project managers* |
| ***Output 2.3:*** *The capacity of influential men and women to advocate for political participation of women enhanced* | *# of influential power holders trained and linked to relevant platforms (segregated by gender and sex).* | *Monitoring reports Training reports Participant lists* | *Document review Direct interviews FGDs* | *Quarterly* | *Project managers* |
| *# of conducted media sessions on WPP* | *Video record beneficiaries* | *Observation Direct interviews FGDs* | *Quarterly* | *Project managers* |
| ***Output 3.1:*** *Networks established/strengthened for mutual learning, capacity strengthening, coordination, and joint advocacy with support to women to actively participate in debates, policy dialogues, and decision making* | *# of supported existing/new women networks* | *Women networks reports Project reports* | *Document review Direct interviews FGDs* | *Quarterly* | *Project managers* |
| ***Output 3.2:*** *Networks have access to funding to implement social initiatives to support women’s political participation agenda* | *# of CBOs/networks trained in design, management* | *CBOs reports* | *Document review Direct interviews FGDs* | *Quarterly* | *Project managers* |
| *# of existing/new networks have access to funding* | *Networks reports Project report* | *Document review Direct interviews FGDs* | *Quarterly* | *Project managers* |
| ***Output 3.3:*** *CBOs and Networks representatives get exposure to political decision-making spaces* | *# of women attended skill training* | *Training report Beneficiaries* | *Document review Direct interviews FGDs* | *Quarterly* | *Project managers* |
| *# of advocacy dialogues between the women leaders and targeted political decision makers.* | *Beneficiaries Minutes* | *Document review Direct interviews FGDs* | *Quarterly* | *Project managers* |