



Terms of Reference for End-line Evaluation of ‘Ujana Wangu Nguvu Yangu – My Youth My Power Project

Position: Consultancy

Location: Kigoma Region

Councils: Kasulu District Council, Kasulu Town Council, Kakonko District Council, Uvinza District Council and Kibondo district council.

1. Introduction

This terms of reference (TOR) has been prepared to secure services of a consultant/teams of consultants or a consulting firm to undertake evaluation of 4-years (2018 – 2022) UNFPA supported programme in Kigoma region, “Ujana Wangu, Nguvu Yangu.” The project is funded by the Irish Aid and focuses on five district councils in Kigoma region.

2. Background

UNFPA has been active in Tanzania since 1975 and has been working with the government ministries and non-governmental organizations to address five thematic areas: sexual and reproductive health and rights; adolescents and youth; gender equality and women’s empowerment; humanitarian assistance and population data for development. The Ujana Wangu, Nguvu Yangu project has been implemented in the Kigoma region to scale up SRH and GBV services for refugees and host community.

3. Ujana Wangu, Nguvu Yangu Project Overview

UNFPA implemented a four-year project “Ujana Wangu Nguvu Yangu” translated to “My Youth, My Power” in four district councils in Kigoma region, in the context of humanitarian assistance. The project aimed at empowering adolescent girls to exercise their sexual and reproductive health and rights and to realize their potential. In addition to empowering adolescent girls, the project also aimed at contributing to implementation of the Kigoma Region’s Contingency Plan for Averting Maternal and Perinatal deaths 2021 – 2023 while contributing to the broader Health Sector Strategic Plan V (July 2021 – June 2026); National Accelerated Agenda for Adolescent Health (2021/22 – 2024/25) and the National Plan of Action to End Violence Against Women and Children (2017/18 – 2021/22). The project focus are: improved knowledge, strengthened capacity and increased provision and access to quality reproductive, maternal, new-born and adolescent health services in five districts of Kigoma region namely: Kasulu, Kibondo, Kakonko and Kasulu Town Council and Uvinza district. The Ujana Wangu, Nguvu Yangu project had two outcome areas which were to be achieved through realizing seven outputs as stipulated in Table 1 below.

Table 1: Project outcome and outputs

Description	
Outcome 1. Adolescents, young people and those furthest behind are empowered to exercise their sexual and reproductive health and rights and fulfil their potentials.	
	<i>Output 1.1:</i> Improved knowledge of sexual and reproductive health and rights among adolescents and young people.



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	<i>Output 1.2:</i> Improved leadership, participation and empowerment of adolescents, young people and those furthest behinds.
Outcome 2. Access to and utilization of essential and quality reproductive health and GBV prevention and response information and services including in refugee settings during and after the COVID 19 pandemic maintained.	
	<i>Output 2.1.</i> The capacity of the health care system, including in the refugee setting, is strengthened to ensure uninterrupted delivery of reproductive and maternal health services during COVID-19 pandemic.
	<i>Output 2.2:</i> Local first-line responders and services have the capacity to provide and respond to the needs of GBV survivors during COVID-19.
	<i>Output 2.3:</i> Host communities in Kigoma Region are mobilized to prevent and respond to VAWC during the COVID 19 pandemic.
	<i>Output 2.4:</i> Improved access to quality sexual and reproductive health services.
	<i>Output 2.5:</i> Enhanced leadership, accountability and coordination to prevent and respond to Sexual Exploitation and Abuse (PSEA) in Kigoma region.

Ujana Wangu, Nguvu Yangu targeted various beneficiaries with the primary focus on adolescents and young people (female and male) aged 10-24 years and women of reproductive age in the host population and in refugees’ camps. Secondary beneficiaries were all women of reproductive age, parents, men and boys, police officers, community development officers, teachers and community leaders and front-line health care workers delivering sexual and reproductive health services in Kigoma Region amidst the COVID 19 pandemic.

Implementation arrangement

The Ujana Wangu, Nguvu Yangu project was implemented by a mix of partners:

- 1) Direct Execution – UNFPA undertook to implement some activities where it had comparative advantage. This included procurement of dignity kits for adolescent girls in refugee camps and procure and distribute PPE/IPC supplies for the health care workers working in the project supported facilities and capacity building of the newly deployed staff on IPC in the context of COVID-19. In addition Direct Execution involved procurement of medical items and administration equipment’s for the newly renovated maternity wings, YFS centres and RCH buildings and social welfare officers respectively and Lastly translate to Kiswahili, print and disseminate the Social Norms and Values Study and the National Guidelines
- 2) National Execution – national execution was undertaken by Implementing Partners that were contracted by UNFPA to implement certain activities where each partner had comparative advantage. The NEX Implementing Partners are:
 - a. Kigoma Regional Administration – Support R/CHMTs to conduct MPDSR coordination activities in the region. Support RHMT/CHMTs supportive supervision visits, including to upgraded health facilities and YFS centres.



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- b. KIWOHEDE- Capacity building of the staff on FP, MHPSS, AYFS, and SRH cancer screening. Develop capacity and scale up peer education for in and out of school youths, including during Village Health and Nutrition (VHN) days across all project districts. Conduct SBCC activity using various approaches, including community radio, edutainment, and bonanzas to create demand for SRHR services. Through the African Youth and Adolescent Network (AfriYAN), build and strengthen the capacity of adolescents and young people in leadership and increase their participation in decision-making processes and Advocate for the inclusion of adolescents and young people in decision-making structures at the community, district, and regional level. Support production of radio programs/messages on COVID-19 and SRHR services through local FM radios and Lastly Support SRH outreach services, including HIV Testing Services (HTS) services, FP, STI screening and treatment, and psychosocial counselling services.
- c. International Rescue Committee - Conduct meeting and community and radio dialogues among the UN Country Team, Implementing Partners and communities in Kigoma Region on Prevention of Sexual Exploitation and Abuse (PSEA) and print and distribute PSEA IEC materials. Strengthen district capacity to coordinate GBV prevention and response activity in all project districts. Coordinate gender-related international commemoration days such as IDGC, IWD and 16 days of Activism against GBV. Build the capacity of police officers of the Gender and Children's Desks, selected cadres of staff working at the OSCs on GBV case management and data management in Uvinza DC, Buhigwe DC, Manyovu DC, Kasulu TC and Kigoma MC. Facilitate temporary deployment of two psychosocial support officers at the two constructed OSCs in Kasulu and Kigoma MC. Conduct quarterly Social Welfare Officers coordination meeting on GBV data management (trend analysis). Develop and disseminate Menstrual Health Hygiene Management information kits to both in school and out of school adolescents and mobilize communities to create an enabling environment. Facilitate temporary deployment of two psychosocial support officers at the two constructed OSCs in Kasulu and Kigoma MC. In addition, strengthen the capacity of community development officers and social welfare officers of establishing and supporting five knowledge centres and conducting community dialogues as per the National Guideline. Conduct Engaging Men in Accountable Practices (EMAP) sessions for women and men in selected wards across all selected project districts and lastly Create demand for GBV services through awareness creation and behaviour-change communication to the public using IEC messages through community radios, factsheets, leaflets, and brochure
- d. Benjamin Mkapa Foundation- Support temporary deployment of skilled health workers in the project supported facilities that have staff shortage.

Following the 4-years of implementation of the project, it is desired that the project is evaluated to provide accountability for resources invested, draw lessons for learning and improvement in the programme and in designing any future programmes of similar nature.



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4. Evaluation objectives

The evaluation process is expected to be participatory aiming at measuring results at project outcome and output levels through engagement of relevant project stakeholder's including the beneficiaries. From this evaluation the consulting firm is expected to document key success, best practices and lessons learnt; and identify challenges in the implementation process.

General evaluation objective

The objectives of this evaluation exercise are:

- i. To provide the UNFPA Tanzania CO, national stakeholders, and rights-holders, as well as a wider audience with an independent assessment of the performance of the ujana wangu nguvu yangu project.
- ii. To broaden the evidence base to inform the design of the next projects and implementation approach. To assess the Relevance, effectiveness, efficiency and sustainability of the project interventions.

Specific objectives:

This end line evaluation is expected to achieve the following specific objectives;

- a) To provide an independent assessment of the relevance, effectiveness, efficiency, and sustainability of umoja wangu nguvu yangu project in Kigoma region and Tanzania.
- b) To assess the extent to which the project has attained the expected outcomes and outputs including provision of the end line project achievements against baseline values of project Performance Measurement Plan.
- c) To assess the effectiveness of the project design in the interventions districts on realization of the project results.
- d) Document key successes, best practices, lessons learnt and challenges/constraints in regard to implementation of the project interventions and provide recommendations for future programming.

5. Scope of assignment

Geographical scope: The assignment will be undertaken majorly in Kigoma region in the host population and amongst the refugee in the five district councils; Kasulu, Kibondo, Kakonko, Uvinza and Kasulu Town Councils. Some work will be done at the national level with the relevant sectors.

Evaluation methodology:

- a) *Theory-based approach:* The evaluation is expected to adopt a theory-based approach that relies on an explicit theory of change, which depicts how the interventions supported by the UNFPA Tanzania CO contributed to a series of results (outputs and outcomes) that contribute to the overall goal of UNFPA.
- b) *Participatory approach:* This evaluation is also expected to be based on an inclusive, transparent, and participatory approach, involving a broad range of partners and stakeholders at national and sub-national levels.
- c) *Mixed method:* It will involve mix method approach i.e. both quantitative and qualitative methods to be used for data collection, including document review, interviews, group



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discussions and observations during field visits, where appropriate and comparison between baseline and end line evaluation to be done.

Timeline: It will involve work covering the period of the project, 2018 – 2022.

Activities: It involve undertaking quantitative and qualitative study methods as will be proposed by the consulting firm to address the evaluation objectives.

Expected deliverables. These are the expected deliverables from the assignment:

- d) Inception Report that includes a detailed and elaborated methodology for the study; timeframe; and data collection tools which will be submitted and presented within one week following the signing of the agreement.
- e) Weekly progress report made available by the Consulting firm to the UNFPA Country Office.
- f) A First Draft report will be presented to the UNFPA office for review and feedback.
- g) A Validation Meeting to be conducted in the Kigoma Region, facilitated by the consulting firm.
- h) A Final Report - two (2) printed copies and one (1) electronic copy will be made available.
- i) Electronic copy of the dataset made available to UNFPA, preferably in Microsoft excel format.

Evaluation design

It is expected that the consulting firm will elaborate the evaluation methodologies and scientific sampling techniques for the coverage of relevant groups to be involved in the evaluation and where possible the consulting firm will propose additional methods that will result in desired results and purpose. It is recommended for the consulting firm to use a mixed approach of both quantitative and qualitative methods.

6. Specific tasks for the consulting firm

- a. Review of relevant documents to inform the design of the evaluation including project proposals, annual reports, project Performance Management Plan (PMP), etc.
- b. Prepare inception report including evaluation tools and present it to UNFPA team,
- c. Seek expedited approvals for ethical clearance/research permits and introductory letter (whichever is appropriate) from relevant institutions in the country
- d. Conduct desk review of secondary data, including review of districts health records, facilities service statistics, baseline report & other relevant reports and documents
- e. Prepare and conduct well planned and supervised field work for quality data collection including visits to sampled health facilities and/or districts, desk reviews, interviews, etc.
- f. Conduct analysis and drafting of the research findings and share fair draft with UNFPA for comments, and integrate the comments as appropriate
- g. Facilitate debriefing and stakeholders validation meeting involving UNFPA team and Kigoma Region authority
- h. Preparation and submission of the final evaluation report and datasets

7. Report format

The consulting firm is expected to adhere to the approved UNFPA Evaluation Handbook on designing and conducting the country programme evaluation. This end line evaluation report should adapt the outline format in the handbook found in the link below;

<https://www.unfpa.org/EvaluationHandbook>



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8. Qualifications

a) Team leader qualifications and experience

- Must hold at least a Master's Degree in one or more of the disciplines relevant to the following areas: Epidemiology, monitoring and evaluation, Biostatistics, public health, or other relevant social science.
- A track record of at least ten (10) years or more of recognized experience in conducting or leading evaluations or review of development programmes, and experience as team leader of evaluation team and as the main writer of evaluation reports.
- Demonstrate expertise on quantitative and qualitative evaluation/research methods.
- Demonstrate excellent knowledge and understanding of theories of change, logical/result frameworks, monitoring and evaluation systems and practice;
- Excellent skills and experience in facilitating key qualitative and quantitative research methods, including conducting informant interviews, focus group discussions, etc.
- Familiarity with the social and human rights-based approach, equity and gender issues
- Excellent analysis and writing skills of evaluation reports with constructive and practical recommendations.
- Language: Fluency in both English and Swahili.

b) Team members' qualifications and experience

- Must hold at least a Master's Degree in one or more of the disciplines relevant to the following areas: monitoring and evaluation, development studies, public health, or social sciences.
- At least five years of experience in conducting research, evaluations or review of development programmes, including specific experience in evaluating health or similar programmes/services.
- Excellent skills and experience in using quantitative and qualitative research methodologies.
- Familiarity with the social and human rights-based approach, equity and gender issues.
- Fluency in both English and Swahili.

9. Supervisory and administrative arrangements

The consulting firm will work under the overall guidance of the UNFPA Deputy Representative and direct supervision of the Project Manager. Monitoring and Evaluation Analyst will be the focal person for day-to-day technical support. The UNFPA team in Kigoma will provide onsite support and field quality assurance in data collection. On administrative and contractual matters, the consulting firm will work closely with the UNFPA Operations unit, but through the Project Manager.

10. Duration of the consultancy

The duration of the consultancy is to last no more than 42 working days from the day of the signing of the contract. The 40 working days include days for the expedited research ethical clearance. The study is expected to take off in Mid-April 2022. Proposed working schedule is outlined on the Table two below;



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Table 2: Proposed number of days for the evaluation

S/N	Activity	Number of days
1	Desk review for inception report and tools development	5 days
2	Presentation of the inception report to UNFPA team	0.5 day
3	Addressing comments for the inception report including evaluation tools	1.0 Day
4		
5	Pre testing of evaluation tools	1 days
6	Training of data collectors/enumerators	1 days
7	Courtesy call and ground work preparation at Kigoma region and in the four supported districts	1 Day
8	Data collection	5 days
9	Data cleaning, entry and analysis	3 days
10	Report writing	5 days
11	Presentation of Findings to UNFPA	0.5 day
12	Addressing comments from the UNFPA team after presentation	1 day
13	Presentation of report findings to Kigoma RHMT and stakeholders	1 day
14	Addressing comments raised from Kigoma stakeholders	0.5 day
15	Finalize the report	1 days
16	Submission of final report	N/A
	Total	25.5

11. Evaluation criteria

The institution selected will be based on the quality of the technical and financial proposals and track record of similar work undertaken, and demonstration of a strong composition of teams with the experience and education profile submitted by the consulting firm. The weight allocated between the two will be 70 points for technical proposal and 30 points for the financial proposal. Only those technical proposals that score 50 points or more out of 70 will be shortlisted for the financial proposal assessment stage as detailed in Table 3 below.



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Table 3: Technical Proposal evaluation criteria

S/N	Technical Evaluation Criteria	Points
1	Overall response	10
1.1	Completeness of response (Duly filled bid form, expression of interest letter, copy of legal documents, registration and business license)	5
1.2	Overall understanding of the TOR requirement and proposal	5
2	Company/Team and Key Personnel	30
2.1	Range and depth of organization experience in conducting similar projects	10
2.2	Sample of previous work and reference point	10
2.3	Key personnel:	5
	(a) relevance and experience and qualifications of the proposed team leaders	
	(b) relevance and experience and qualifications of the proposed team members	5
3	Proposed Methodology and Approach	30
	Relevance of proposed methodology and approach	15
	Quality assurance processes and mechanism	5
	Innovative approaches in data collection and analysis	5
	Proposed work plan/timeframe showing implementation of the tasks with clear project planning and timelines	5
	Total	70

12. Research and ethical clearance

The selected firm shall be responsible to apply for expedited research ethical clearance and administrative approvals from the relevant authority in Tanzania as may be required to undertake the study.

13. Payment schedule

- 40% upon submission of and acceptance of the Inception Report.
- 30% upon submission of the Draft Report.
- 30% upon submission and acceptance of the Final Report.



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14. Submission requirements

- The consulting firm should submit Technical and Financial proposals separately, the technical proposal should have a maximum of 10 pages in length with the proposed approach and activities to be taken for the implementation and management of the consultancy, including an operational work plan with timelines.
- Firms Profile and Curriculum Vitae of team lead and team members expected to undertake the evaluation exercise.
- Evidence of undertaking similar work in the past and names of contact persons from the past clients.

15. How to apply

Qualified Firms should send the application letter and proposal documents through the email address tanzania.office@unfpa.org

Deadline for the application: 15th April 2022