



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS KENYA (FAWEK)

Kenya Chapter

14th March 2024

Terms of Reference for the Consultancy to Conduct the Midterm Evaluation of the Imarisha Msichana Program-phase one of the program.

Background

Forum for African Women Educationalists – Kenya Chapter (FAWEK) is a legendary membership organization whose mission is to support women and girls in acquisition of quality education and training for sustainable development. FAWEK aims to ensure that Kenyan girls receive quality education and equal chances in life.

Overview of Imarisha Msichana Program

Imarisha Msichana Program is a two-year pilot program being implemented in 20 counties in Kenya, namely: (Nakuru, Nairobi, Machakos, Elgeyo Marakwet, Kiambu, Garissa, Bungoma, Kakamega, Nyeri, Migori, Murang'a, Kajiado, Narok, Homa-Bay, Trans-Nzoia, Nyandarua, Busia, Meru, Siaya, and Turkana). It is a partnership between FAWE-RS and FAWEK, Kenya Red Cross Society and CREAM. The program aims to significantly reduce the incidence of teenage pregnancy in Kenya during and beyond the COVID-19 crisis. Actual interventions include collaboration with key stakeholders in generation of credible and acceptable data on teenage pregnancies in Kenya that will advise on suitable solutions such as championing for re-entry of girls to school, sensitization forums for girls, young women, boys, young men, parents, community leaders on human sexuality and prevention of pregnancy, media advocacy program and awards of FAWE/MCF gender equality ambassadors.

Project Objectives

Overall objective: To significantly reduce the incidence of teenage pregnancy in Kenya during and beyond the COVID-19 crisis.

Specific Objectives:

1. To assess the status and the influence of COVID-19 on Teenage Pregnancy in selected Counties in Kenya, collaborate with the duty bearers and stakeholders in generating credible and acceptable data for a more structured and intentional interventions cases of teenage pregnancy in Kenya.
2. Training/ Sensitization sessions for girls, young women, boys and young men, educators, duty bearers and local community on sexuality and prevention of teenage pregnancy.
3. Advocacy through media engagement by hosting radio programs and capacity strengthening media practitioners on gender responsive reporting.
4. Boys and young men engagement in championing advocacy against Teenage Pregnancy/Child Marriage.

1. Scope of Work

Objectives of Consultancy

The purpose of this evaluation is to assess the performance of the project and capture project achievements, challenges, relevance of the theory of change to the current program, alignment of the implementation to the program against the proposal, and best practices. The evaluation will also identify key lessons learned, challenges, and the flexibility of the program to adapt and respond to the changes and sustainability of accessing quality education.

The evaluation report should then provide conclusions and recommendations on the following questions:

- Effectiveness: To which degree did the activities meet the objectives and results set out in the project?
- Matching needs: Did the program activities meet relevant needs of the beneficiaries?
- Relevance: Was the project designed in a way that is relevant to reach its goals?
- Efficiency: Was the project running in an efficient way?
- Sustainability: Are the results achieved so far sustainable?
- Internal coherence: Were the result indicators and their means of verification adequate? What possible adjustments would the consultant recommend?
- Gender mainstreaming: To what extent did the project succeed in including a gender perspective?
- Impact: Were there any unforeseen positive and or negative effects of the program activities?
- Synergies: To what extent were synergies achieved with other activities implemented by other NGOs, as well as with local initiatives and administration?
- Which unmet needs did the evaluator identify that would be relevant for FAWEK to investigate in an eventual continuation of the project or in a different program?
- Identify lessons learned and provide recommendations of activities.

A suggested action plan corresponding to each recommendation be included in the evaluation report.

2. Methodology

The methodology will be developed by the Consultant, as well as the relevant tools, and presented during midterm evaluation inception reporting. The data collection should include the use of a number of approaches to gain a deeper understanding of the outcomes of the program.

All primary data collected during the evaluation should facilitate disaggregation by gender. For secondary data, a range of project documentation will be made available to the selected firm that provides information about the program's approved proposal, progress reports, indicator matrix, financial reports and any other as requested. The selected firm shall be required to adhere to FAWEK's data protection, safeguarding protocols, and privacy policy throughout the project valuation activities, minimizing the collection of any non-essential personal identifiable information and ensure secure storage and transfer of data.

In addition, the Consultancy firm shall be expected to explore any personal and professional influence or potential bias among enumerators, research assistant and or anyone collecting and/or analyzing data on behalf of the Consultant and mitigate the potential outcome ethically. The same shall apply to all third parties involved with the Consultant.

The Consultant shall be required to propose a methodology for this evaluation. The proposal shall include:

- ❖ A detailed explanation of how qualitative and quantitative methods will be used.
- ❖ An indication of the sampling method used.
- ❖ A description of how the approach shall ensure that the expected attribution and or contribution of the project towards the outcome and the goal were delivered.
- ❖ Ethical review protocols including ethical approvals from an ethics board.

Deliverables

The scope of this evaluation shall involve reviewing the project proposal, and existing literature, developing qualitative and quantitative data collection instruments, training of the enumerators on data collection tools and methodologies, managing and overseeing data collection in the field. Analyzing qualitative and quantitative data and summarizing findings in a final report. Specifically, the Consultant's scope of work and deliverables shall include, but not limited to, the following:

- I. Deliver a midterm evaluation inception report within two days of signing the agreement and before processing of the first instalment.
- II. Critical review of the theory of change and development of recommendations for improvement.
- III. Prepare a detailed methodology and analytical tool and or instruments to be employed in the study. This shall include questionnaires, focus group discussions, and key informants' interviews (Samples shall be provided to the client as part of appendices).
- IV. Collect feedback, amend the design of the methods, and submit the final Inception Report.
- V. List of stakeholders and or key informants to be contacted.
- VI. Determine sample size for this evaluation.
- VII. Prepare a draft report for validation workshop, submission to the client for review, and presentation of findings to relevant stakeholders for feedback. The main body of the evaluation (draft and final version) must be limited to 30 pages, excluding annexes. One of the annexes should consist of a table that summarizes the findings and recommendations.
- VIII. Prepare a detailed plan of action and or schedule covering ethical approvals, orientation to the enumerators, fieldwork data collection, analysis plan, interpretation, and prepare a final report with concerned project staff.
- IX. Raw data in CSV format and transcribed qualitative scripts.
- X. Collection of relevant data from relevant sources.
- XI. The final draft evaluation report and final report need to be structured according to the evaluation questions.
- XII. Submit the final report within five days after the validation workshop of not more than 30 pages excluding the annexes. Below shall be the guide of the report.
 - Table of contents
 - Acronyms
 - Executive summary (2-3 pages)
 - Overview of the project.
 - Evaluation objectives and intended users.
 - Methodology.
 - Most important findings and conclusions.
 - Main recommendations.
 - I. Introduction (1-2 pages)
 - Scope and purpose of the evaluation, intended users, team composition and

structure of the report.

- Evaluation questions and criteria.

II. Methodology (2 pages)

- Description of methods used and rationale.
- Description of project ToC if any.
- Limitations and constraints, potential bias, and mitigation measures.

III. Context: Analysis of the context (1-2 pages)

IV. Core sections of the report (10-15 pages) by evaluation criteria and questions. Presentation of the evidence gathered triangulation and findings.

V. Conclusions (2-3 pages) final appreciation (clear and defensible basis for value Judgments). Provide insights pertinent to the intervention that has been evaluated and to the purpose of evaluation.

VI. Recommendations (2-3 pages) (clear, specific, and relevant, implementable, linked with conclusions and reflect consultations with stakeholders, presented per priority level, with timeframe and suggestions of where responsibility for follow up should lie.

Summary of the Consultancy Services

The terms of reference calls for a registered firm or individual based in Kenya to provide consultancy to conduct the end-line evaluation of the Imarisha Msichana Program implementation in **Nakuru, Nairobi, Machakos, Elgeyo Marakwet, Kiambu, Garissa, Bungoma, Kakamega, Nyeri, Migori, Murang'a, Kajiado, Narok, Homa-Bay, Trans-Nzoia, Nyandarua, Busia, Meru, Siaya, and Turkana** Counties.

Consultancy Title	Consultancy for Midterm Evaluation of Imarisha Msichana Program.
Geographical Location	Nakuru, Nairobi, Machakos, Elgeyo Marakwet, Kiambu, Garissa, Bungoma, Kakamega, Nyeri, Migori, Murang'a, Kajiado, Narok, Homa-Bay, Trans-Nzoia, Nyandarua, Busia, Meru, Siaya, and Turkana Counties.
Appointment type and duration	30 Working days
Expected commencement date	15 th April 2024
Application Deadline	28 th March 2024

Ethical Considerations

It is expected this evaluation shall be conducted under the guidance of ethical considerations, which shall include adherence to the principles of openness of information given; sensitivity about gender, inclusion, and cultural contextual contexts; reliability and independence of findings and conclusions as well as confidentiality of information and data protection. Informed Parents and or guardian consent (under 18 years) and participant's ascent must be provided for all respondents which incorporates feedback (hard copy and electronic version). A copy of approval from the ethics board for the survey shall be necessary in line with the organization's protocols.

Consultant's Profile

The consultancy firm **MUST** submit both Technical and Financial proposals.

a) Technical Proposal

The consultant shall submit as part of the technical proposal the following:

- I. Documents which certify that the Consultant is eligible to compete in the bidding process. These documents include current and or updated trade license, tax incorporation certificates, and Withholding Tax registration certificates.
- II. Technical proposal, which is to include, among others, how the evaluation shall be carried out depicting the time required for the whole evaluation reflecting the time allocated (to be discussed and finalized at inception phase); and endline evaluation process, methodology (approaches, techniques, and tools) to be employed during data collection and analysis including sampling framework, work schedule etc.
- III. A capability statement demonstrating how they meet the required qualifications and competencies.
- IV. **Staff requirements:** An evaluation team consisting of at least 3 core members shall be required, specifically, Livelihood, SRHR, Education Practitioner(s) and necessary support staff, particularly **experienced statistician**, should be considered for sample design and data quality assurance. The team members shall be expected to have the following qualification and experiences:
 - ❖ A minimum of 12 years' experience in carrying out endline surveys/ impact evaluations, with a focus on livelihoods, SRHR and Education related interventions.
 - ❖ Demonstrate academic and practical experience in qualitative and quantitative research methodology, evaluation design and implementation.
 - ❖ Strong analytical, facilitation, communication and report writing skills.
 - ❖ Good understanding of Education sector in Kenya and related fields..
 - ❖ Data collectors should be fluent in local languages.
 - ❖ The lead Consultant (team leader) shall possess at least a master's degree in Sustainable Development, Rural Development, Economics, development studies, social sciences, Project Management, or a related subject.
 - ❖ Superior written and oral communications skills in English and Kiswahili and report writing.
 - ❖ Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy, and integrity.
 - ❖ Ability to work within strict deadlines/timelines with minimum supervision.
- V. At least five references (including one from the last client and or employer). Submission of sample baseline or end-line survey reports completed in the last 24 months will be an added advantage to secure maximum points for experience of the Consultant.

b) Financial Proposal

The consultant shall submit a financial proposal indicating major cost breakdowns. More specifically, the financial proposal shall indicate:

Proposal Evaluation

Proposals will be evaluated based on the following criteria.

Technical proposal 70%

- Appreciation of the TOR and understanding of the assignment
- Company profile which clearly shows experience in similar studies, Registration certificates and tax compliance documents.
- Proposed methodology and work plan for the assignment.
- Qualification and technical competency of proposed staff.

Financial proposal 30%

- Level of effort of staff and cost breakdown.

The points secured in the technical proposal and financial offers will be added together to determine the least evaluated bidder. The most responsive Consultant shall be invited for negotiation of contract terms.

1. Application Procedure

Interested candidates should submit a concise technical and financial proposal. Evaluation of the proposals will be made by FAWE Kenya who may engage in an interactive process with the would-be Consultant to further specify the scope and methodology to be used as well as budget, deliverables, and deadlines.

Technical proposal (not more than 25 pages)

- ❖ A one pager on how you meet the requirements of the TOR.
- ❖ A description of how to undertake the assignment and workplan.
- ❖ KRA tax compliance, company registration details, CVs of team members
- ❖ Provide at least 5 references of similar INGO assignments s/he have successfully undertaken in the last 2 years.

Budgeting/cost proposal

- ❖ Should be in Kshs in Excel spreadsheet format.
- ❖ Include professional and administrative costs and all statutory taxes by the government of Kenya.
- ❖ The proposals should be submitted to Procurement@fawe.or.ke cc to info@fawe.or.ke by 12.00 pm on 31st March 2024 with the email subject "Consultancy – Midterm Review – FAWE Kenya 2024".