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| **TERMS OF REFERENCE (ToR):**  **Competitive Selection of Individual Consultant** | | |
| **#** | **Requested basic information** | **To be filled by Requestor/ Hiring Manager PAU Officer** |
| 1 | Job title | External Final Evaluation Consultant |
| **Additional Information Required for Competitive Selection** | | |
| 2 | Describe briefly what the project is about & what is expected to achieve | 1. **Background and introduction**   The Kyrgyzstan Mountain Societies Development Support Programme (MSDSP KG), an initiative of the Aga Khan Foundation (<https://www.akdn.org/> ), is a locally registered public foundation which seeks to improve the livelihoods of select communities in Kyrgyzstan’s mountain areas. Since 2006, MSDSP KG implements a range of integrated interventions focused on agriculture & food security, economic inclusion, childhood development, education, health & nutrition as well as civil society.  From June 2018 **the “Strengthening civil society organisations and youth’s participation in local socio-economic development” project (hereafter "project")** had been started under the contracting authority of European Commission in Kyrgyz Republic. The project aims to strengthen the institutional capacity of formal and informal CSOs to actively contribute to the sustainable socio-economic development of their communities in Batken oblast of Kyrgyz Republic and will last by June 27, 2021. Batken is historically one of the poorest oblasts in the Kyrgyz Republic. Located on the border with Tajikistan, Kara-Bak and Beshkent Aiyl Aimaks (territorial and administrative divisions) are engaged in this project involved as target municipalities. As is characteristic of the region, the primary income source in both AAs is migrant remittances, followed by agriculture (livestock and fruit production). The use of traditional methods of cultivation, combined with lack of knowledge, resources, and technical assistance, often leads to low productivity and profits. Low capacity of local government institutions to ensure integrated and inclusive work plans, combined with low volume of production, dilapidated infrastructure, and limited technical assistance, inhibits economic growth, and fosters persistent labour migration as a critical livelihood strategy. Through project initiatives, the project aims to contribute to address these problems by strengthening the capacity of 40 CSOs and encourage them to be actively involved in decision-making processes at the level of their local self-governance.  Thus, the overall objective of the project is to promote sustainable and inclusive development in rural areas of Leilek and Batken districts through increased participation of CSOs in local development. To achieve this, the project has two specific objectives:   * *Specific Objective 1: to strengthen the institutional capacity of formal and informal CSOs to actively contribute to the sustainable and inclusive socio-economic development of their communities.* * *Specific Objective 2: to increase income generation opportunities in target districts through support to local socio-economic initiatives.*   Since the active implementation phase of the project ends in June of 2021, MSDSP KG is seeking to hire an External Consultant to design and carry out External Final Evaluation (EFE) in pilot communities of the project – Aiyl Aimak Kara-Bak (local government) of Batken rayon and Aiyl Aimak Beshkent of Leilek rayon of Batken oblast of Kyrgyz Republic. Given the COVID19 pandemic, both online and offline approaches to evaluation will be considered as an equal priority.  EFE should assess objectively and systematically the project Logical Frame and design, project management and performance. Evaluation should provide acquired facts that are useful, credible, and practical as well as viable recommendations to strengthen the further work of PF MSDSP KG in the areas of economic inclusion and civil societies’ capacity strengthening.   1. **Purpose of the Evaluation**   2.1. The basic audiences of the EFE report are the AKF and PF MSDSP KG management, project team and state and civic stakeholders.  An independent External Consultant will be hired to conduct a final evaluation of the project to assess the project’s achievements vis-à-vis higher-level indicators. The External Consultant will work with the MSDSP KG project team to document the project progress based on the outcomes with clearly indicative measurements and result-oriented methodology. To this purpose, it is expected: (i) Assessment of the operation’s objective, design, implementation, and operational experience; (ii) Assessment of the outcome of the operation against the agreed objectives; (iii) Evaluation of the MSDSP’s own performance during the preparation and implementation of the operation, with special emphasis on lessons learned that may be helpful in the future; (iv) Evaluation of the performance of any partners during the preparation and implementation of the operation, including the effectiveness of their relationships, with special emphasis on lessons learned; and (v) Description of the proposed arrangements for future operation of similar initiative.   * 1. The objective of the Endline Study is to collect quantitative data on contribution of the project in strengthening the institutional capacity of formal and informal CSOs to actively contribute to the sustainable and inclusive socio-economic development of their communities and increase of income generation opportunities in target districts through support to local socio-economic initiatives and other activities implemented under the project in accordance with the project outputs and outcomes, which can be measured, compared, and analyzed against the baseline value. |
| 3 | Describe the role of the consultant in the project, what is the tangible outputs they will need to deliver | If English is not the native language of the External Consultant, he/she is requested to ensure that the final report will be edited before submission to PF MSDSP KG.  The project comes to its logical conclusion, and the consultant is expected to the evaluate the project at strategy, outcome, and output level. The target audience of the evaluation is the population of two AAs – AA Karabak of Batken rayon and AA Beshkent of Leilek rayons of Batken oblast, Kyrgyz Republic.  Upon receipt of all required documents from the PF MSDSP KG project team for the External Final Evaluation, the Consultant is responsible for:   1. *Inception report including but not limited to approach and methodology to be used, data collection tools, detailed execution plan and outline of the evaluation report.* 2. *Final evaluation report and presentation of the key findings to MSDSP Management.*   **Role and support of PF MSDSP under this TOR:**  Conducting the Endline Study considered as a part of the EFE. The Endline Study will be conducted in order to collect data for further analysis in order determine the endline conditions (project indicators). The Endline Study is planned to be conducted of the same baseline conditions (indicators) using the same methodology for reliable comparison. For the Endline Study a total of 500 individuals from 9 targeted villages in Leilek and Batken raions of Batken oblast will be approached, among two target groups: i) Work-age household members; ii) representatives of CSOs . The baseline data collection will rely on probability proportion to size (PPS) sampling method.  Under this TOR the MSDSP side it shares responsibilities with the Consultant for the following items:  The PF MSDSP organizes the process of data collections under the Endline Survey.   1. Disseminates announcement of enumerators. 2. Contracts the enumerators. 3. Trains the enumerators. 4. Coordinates the process of the data collection. 5. Create sampling of respondents for Endline Survey 6. Pays for the data collection services. 7. Translates the collected data into English and provides the External Assessor Consultant 8. Further the collected data will be provided to External Consultant for data analysis should and comparison the findings of the Endline Survey against the Baseline Study findings 9. Organizes field meeting by the request of the External Consultant.   **Stage 1. Online activities:**   * **Pre-Evaluation Inception Meetings:**   At the very beginning of the External Final Evaluation, the Consultant will have online meetings with the Director Partnerships and Programme Development, Head of the Research, Evaluation and Learning Unit of MSDSP/AKF, Director of MSDSP KG Osh Branch and Project Manager, Project M&E Specialist.  This is central, since the assignment of this ToR will be discussed at length to ensure that MSDSP KG.  and the Consultant create mutual understanding on the volume and quality of work expected.   * **Development & Finalization of Study Design:**   Design of the External Final Evaluation including a detailed work plan will be developed by the Consultant in accordance with the discussion/suggestions with the MSDSP KG Team engaged in the pre-evaluation meeting and objectives and evaluation questions predetermined under this ToR. The External Final Evaluation plan must describe detailed activities and their timeline of completion. The work plan will be approved by the Director Partnerships and Programme Development.   * **Development of the Evaluation Methodology**   The consultant will undertake a desk review of the existing project documents. The desk review must include but not limited to the project proposal, Logical Framework, annual reports, implementation plan, monitoring reports and dies, baseline/endline reports.  The project staff will provide all relevant key project documents through email for the review.  Based on the documents review the consultant will develop the methodology for primary data collection.  The methodology will be developed in line with project indicators, purpose, and objectives of the Evaluation.  The research tools and guidelines will be shared with MSDSP KG for its comments before finalization, and  it will include both quantitative and qualitative questions.  The questions below must guide the External Final Evaluation of the project:   1. **Relevance:** 2. To what extent did the project achieve its overall objectives? 3. What and how much progress has been made towards achieving the results chain: and their overall outputs and outcomes:  * **Overall Objective:** To strengthen the institutional capacity of formal and informal CSOs to actively contribute to the sustainable socio-economic development of their communities. * Impact: Improved inclusive and sustainable social and economic development in target regions. * **Outcome (Oc) 1:** CSO institutional capacity strengthened in target areas. * **Outcome (Oc) 2**: Access to income generation opportunities in target districts increased. * **Output (Op)** 1.1: Institutional capacity of project supported CSOs developed. * **Op1.2:** Local Development Strategies (LDS) revised to reflect the socio-economic development needs of target communities. * **Op2.1:** Socio-economic initiatives provided. * **Op2.2:** New approaches to improve income generation adopted.  1. To what extent were the were the results (impacts, outcomes, and outputs) had been achieved? 2. Were the used approaches and activities realistic, appropriate and adequate to achieve the results in the realities of the targeted communities? 3. Was the project itself relevant to the needs of two targeted AAs? 4. **Effectiveness** 5. Evaluate the project management processes and their appropriateness in terms of supporting capacity building of local CSOs to improve the socio-economic situation in local realities. 6. Was the project effective in delivering desired/planned results? 7. To what extent did the Project’s M&E mechanism contribute to meeting project results? 8. How effective were the project approach in developing and using Local Economic Development Plans and Organization Performance Index and Organizational Capacity Assessment tools applied in the implementation of the project? 9. How effective has the project been in responding to the needs of the beneficiaries, and what.   results were achieved under the of youth launched their own income generating activities (6 activities) funded activities under the Local Development Strategies (activities towards the prioritised issues of 6 LDS plans) and with the support of the Action.   1. As the part of the External Final Evaluation, an Endline study will be conducted, which includes the data collection in accordance with the tools used under the Baseline Survey conducted in 2019. PF MSDSP KG will pay for the enumerators fee who will collect the data under the Endline Survey.   The collected data will be provided to the Final External Evaluation Consultant for analysis, comparison with the original data and consolidation with the final evaluation report.   1. **Efficiency** 2. How was the project’s collaboration with the local authorities, national institutions, CSOs and community members? 3. Did project activities overlap and duplicate other similar activities of other international organizations and local NGOs? 4. Were the resources effectively used? 5. Was the process of achieving results efficient? 6. Could a different approach have produced better results? 7. How efficient were the management of the project? 8. How did the project financial management processes and procedures affect project?   implementation?   1. What are the strengths, weaknesses, opportunities, and threats of the project’s implementation?   process?   1. **Sustainability** 2. To what extent are the benefits of the LDS prioritized and funded activities, youth income generating activities and implementation of Sector Management Plans developed under the project likely to be sustained after the project completion? 3. What is the likelihood of continuation and sustainability of project outcomes and benefits after the project completion? 4. Describe the key factors that will require attention to improve prospects for sustainability project results if similar projects are implemented in the future? 5. How were local CSOs capacities strengthened in terms of their contribution to local socio-economic development? 6. Describe the main lessons learnt. 7. What are the recommendations for similar projects that may be implemented in future?  * **Methodology for Evaluation**   The design and methodology of the External Final Evaluation shall be proposed by the External Consultant to be hired, considering offline and/or online approaches to the work.  However, the External Final Evaluation must provide quantitative and qualitative data through the methods described below:   * Desk study and review of all relevant project documentation including project documents,   annual work-plans, project progress reports, annual project reports, reports of the project.  steering committee and monitoring plan   * Interviews to gather primary data from key stakeholders using a structured methodology. * In case if the External Final Evaluation will use offline work manner, Focus Group Discussions with project beneficiaries and other stakeholders. * Observations, if the External Final Evaluation will be held offline.   MSDSP KG proposes that the External Consultant to follow the following sequence to achieve the desired results.  **Stage 2. On-site activities.**  The consultant shall provide MSDSP KG with detailed information on the information collection approaches in any case, both in the case of online and offline information collection.  **Data Collection Process:**   * **Initial Briefing Session with MSDSP KG Team:**   Immediately after the arrival of the consultant in Kyrgyzstan, a briefing session will be held by MSDSP KG.  to cover all the aspects of project and the objective and its intended outcome *if the Evaluation to be held offline.*   * **Development of Sampling:**   The consultant will propose and share the sampling for EFE after the desk review period. During desk review  period the consultant will develop the selection criteria for the selection of target villages belonging to pilot municipalities – AA Karabak and AA Beshkent.   * **Development and finalization of Data Collection Plan:**   Data collection plan will include schedule and details of field visits/interviews. The field work plan will  be finalized in close consultation with the project Team on behalf of the Project Manager. As per the agreed sample size and work plan the qualitative and quantitative data collection process will be initiated through Focus Group Discussions and interviews.  The consultant will be responsible for overall management and implementation of the External Final Evaluation.    **Stage 3. Data Management:**  Data management consists of Collected Data Analysis and report writing.  Data analysis will be started parallel to the data collection process. Qualitative and quantitative data will be analysed. At the end of analysis period, a draft report will be produced and shared with MSDSP KG team for comments/feedback. Report will be produced on the agreed format and will be updated in line with comments/feedback of project team.  The approval on acceptance of the final report will be given by the MSDSP KG Director Partnerships and Programme Development.   * The External consultant will also perform data analysis based on the collected data. At the end of the analysis process **a draft report** will be shared with the MSDSP KG for comments/feedback.   Based on the comments/suggestions received from the MSDSP KG, the draft report will be updated to incorporate suggestions.   * The final report will be submitted at the end of the assignment. Final report will include the following as minimum: * Executive summary (1-2 pages) * Introduction (1page max.) * External Final Evaluation Methodology and detailed timeframe (5-6 pages); * Descriptive situational analysis with regard to the outcome, outputs, and partnership strategy (7-10 pages).   This part has to be supported with annexes of quantitative/qualitative analysis (Relevance and Quality of project design and implementation, Project Effectiveness, Project Efficiency, Project Sustainability), report on recommendations for future projects follow-up.   * Analysis of Endline Study   Comparison of Endline Study findings against the Baseline Study findings   * Key findings, including best practices and lessons learned (4-5 pages) * Conclusions and recommendations (4-5 pages) * Appendices: Charts, terms of reference, field visits, people interviewed, documents reviewed * External Final Evaluation report taking comments and reviews from MSDSP KG into account. * **Duration of the Evaluation**   The External Consultant will be hired for approximately 2,5 months, inclusive of travel to project sites (if applicable). This will include the entire scope of work consisting of desk reviews, data collection and report writing. |
| 4 | **The qualification capabilities & competency that is needed in the Individual Consultant.**  The profile of the External Consultants needs to meet the qualification requirements below:   |  |  |  |  | | --- | --- | --- | --- | | **#** | **Criteria** | **Required Qualification** | **Scores** | | **1** | **Knowledge and Education related to local socio-economic development, youth and women inclusion and CSO strengthening** | MA degree, in areas of overseas development/humanitarian action/economics or social science or equivalent work experience. Master’s degree in these areas and extensive (more than 7 years) managerial experience in the relevant fields would compensate for the absence of PhD degree. | **20** | | **2** | **Prior experience in design and undertaking endline studies and final evaluations on programs and projects focusing on socio-economic development, youth engagement and strengthening the capacity of CSOs** | * More than 10 years of experience in research and strategy/organizational development/project management and review. * Extensive experience of working with international organizations globally and specifically in complex environments in the field of social accountability, socio-economic development, good governance, civil society engagement, public budgeting, and institutional development. * Experience in evaluating economic inclusion and development projects and/or increasing the capacity and involvement of local CSOs in decision-making processes | **40** | | **3** | **Knowledge of the regional and institutional context** | * Understanding the local context * Experience in evaluating projects implemented with the support of the European Commission is an advantage * Experience in conducting surveys in rural and remote areas of Kyrgyzstan. | **20** | | **4** | **Technical competences in the relevant sectors** | * Availability of qualified key staff in social science: sociology, economics, statistics, international development, or any other related field. * Proficiency with using statistical software such as SPSS, Stata or R. * Fluent English (Russian and Kyrgyz is an asset). * Good qualitative and quantitative analytical skills * Good reporting skills * Excellent attention to detail and evidence of quality outputs from previous assignments | **20** | | |
| 5 | Minimum Documentation required to meet tender | The offeror professional must provide Motivational Letter stating why you are suited for this work, your available start date and work experience, especially evaluation experience, accompanied with financial proposal and detailed CV. A sample of publications, research reports produced by the candidate according to the experience should be submitted as a reference. |
| 6 | Progress control/ Reporting requirements | The Professional Offering Officer must provide an operational plan with the timelines for launching the External Final Evaluation that includes, but is not limited to, the following items:   * Sampling for EFE * Data review * Additional activities (detailed) on data collection if necessary * First draft report * Follow up after the review of the first draft report by the PF MSDDSP KG representatives * Finalization of the report |
| 7 | Expected travel | Due to the fact that several target communities were affected during the military aggression that took place between the Tajikistan and Kyrgyzstan over border issues, as well as the tense situation occurring by the spread of COVID19, the PF MSDSP KG PF is equally considering both online and offline research formats in relation to the COVID19 pandemic. |
| 8 | Insurance requirement (if applicable) | PF MSDSP does not cover any insurance under this TOR |