



TERMS OF REFERENCE (TOR)

Consultant Job:

End of Project Evaluation

Country / districts:	Uganda Teso region: Soroti and Kumi districts) Busoga region: (Namayingo district) Rwenzori region: (Kabarole district)
Duration of assignment:	30 working days
Name of Project	Integrated community resilience through Shelter, WASH and youth employment (ICR)
Expression of Interest	HFHU/EOI/06/2024
Dated of Issue	1 st July 2024

1.0. Background

1.1. About the organization

Habitat for Humanity Uganda (HFHU) is part of this global impact¹ and started work in Uganda in 1982. Since then the organization has built, rehabilitated, and repaired more than 40,000 homes, providing affordable and straightforward shelter for over 240,000 people. Habitat for Humanity Uganda has been known for its long services in building homes for people living in extreme poverty, provision of basic services and tenure security for sustainable housing contributing to achieving Uganda National Development Plan as well as to Sustainable Development Goals 6.

1.2. About the project

Integrated community resilience through Shelter, WASH and youth employment (ICR) is a 2 years project (1st Sep 2022 to 30th September 2024) implemented in Soroti, Kumi, Namayingo and Kabarole districts to response to the issues of poverty housing, basic service and youth employment through vocational skills.

¹ Aligned to SDG 1, 5, 6, 7, 11 and NDP II & III

The project goal was to improved household resilience and sustainable livelihoods for poor and vulnerable families in Uganda.

Specific desired outcomes were to: -

- 1) Improve environmental and physical living condition for 38 vulnerable families impacting over 190 directly people and indirectly over 1,200.
- 2) Increase access to safe water, sanitation and hygiene (WASH) among vulnerable families and schools.
- 3) Strengthened youth employability and entrepreneurial skills.
- 4) Strengthen engagement of local Volunteers in building and for adequate and affordable housing.

1.3. Description of targeted beneficiaries

a) Primary beneficiaries included vulnerable families in need of decent shelter or housing including widows, elderly headed families, HIV/AIDS parents, OVCs, People with disabilities and youth from the above families, primary school pupils and volunteers

Table 1: Distribution of primary beneficiary

Project component	Category of beneficiary	Direct Target number	Indirect target number
Shelter/ house support	Vulnerable families including widows, elderly headed families, HIV/AIDS parents, OVCs and People with disabilities (38 houses)	190	1,200
WASH	WASH Handouts (latrines (1,600), water sources (1,200), reusable pads (3,040), handwashing facilities (200) and IEC/BCC materials (1,525)	7,565	37,825
	Trainings	238	1,190
	Awareness sessions at community level	305	1,525
	Sub Total	8,108	40,540
Youth vocational skilling	Youth from vulnerable families including families of widows, elderly, HIV/AIDS parents and People with disabilities	160	800
Volunteers engagement	Community volunteers, corporate, volunteers from international schools, international volunteers	80	0
GRAND TOTAL:		8,538	42,540

b) The secondary beneficiaries include; Cultural leaders, media, local leaders, District and sub county technical staff (DHO, District Water Officer, District Engineers, CDO,), partners (vocational institutions, inspire youth for development, Kyaninga Child Development Centre (KCDC), Earth Enable etc.); international schools

2. Purpose of the evaluation

The purpose of this evaluation is to assess the overall project performance against its desired impact and outcomes indicators to demonstrate what has worked or not; and will support HFHU to learn from the findings for improvement. The evaluation findings will be used to inform future project design and programming; provide accountability to project stakeholders and opportunity for future funding.

3.1. Scope and focus of the Evaluation

The evaluation will assess the overall performance of the project outcomes based on OECD evaluation criteria of relevance, coherence, effectiveness, efficiency, impact and sustainability. It should also consider assessing dimensions of knowledge generation.

The geographical scope includes;

Soroti district; Tubur Sub County, Kumi (Kaderin Sub County), Namayingo district (Buswale Sub County) and Kabende Sub County in Kabarole district. The study will cover the time scope of the project lifetime (Sep 2022 to Sep 2024).

3.2. The Evaluation Questions

The following key questions will guide the end of project evaluation:

Evaluation Criteria	Mandatory Evaluation Question
Relevance <i>The extent to which the project is suited to the priorities and policies of the target group and the context.</i>	1. To what extent do the achieved results (project impact, outcomes and outputs) continue to be relevant to the needs of the beneficiaries?
Coherence <i>How well does the project fit with the HFHU strategic priorities and strategy of the district development plans and other national development plan/ frameworks?</i>	2. To what extent is the project consistent with HFHU existing programs and initiatives aimed at improving housing conditions for vulnerable families, WASH and youth employment?
Effectiveness <i>A measure of the extent to which a project attains its objectives / results (as set out in the project document and results framework)</i>	3. To what extent were the intended project impact, outcomes and outputs (project results) achieved and how?
Efficiency	4. To what extent was the project efficiently and cost-effectively implemented?

<i>Measures the outputs - qualitative and quantitative - in relation to the inputs. It is an economic term which refers to whether the project was delivered cost effectively.</i>	
Sustainability <i>Sustainability is concerned with measuring whether the benefits of a project are likely to continue after the project/funding ends.</i>	5. To what extent will the achieved results, especially any positive changes in the lives of primary target group be sustained after this project ends?
Impact Assesses the changes that can be attributed to a particular project relating specifically to higher-level impact (both intended and unintended).	6. To what extent has the project contributed to improved physical living conditions of vulnerable families, access to safe water, sanitation and hygiene, increased youth employment and promoted advocacy (both intended and unintended impact)?
Knowledge generation Assesses whether there are any promising practices that can be shared with other practitioners.	7. To what extent has the project generated knowledge and best practices in the development themes of; Vulnerable group housing support, WASH and youth skilling for employment and volunteer initiatives for adequate and affordable housing?

4. Methodology

The End of Project evaluation will be carried out in accordance with OECD-DAC evaluation principles and guidelines and in full compliance with the DAC Evaluation Quality Standards (2006). This is a summative evaluation involving qualitative and quantitative methods to evaluate the project efforts to build community resilience through WASH and youth employment. The consultant will be required to propose the best methodology and techniques on how to approach this evaluation.

5. Management arrangements of the evaluation

Habitat for Humanity Uganda will manage the study process with an established Evaluation Review Team (ERT) composed of senior Managers from MEAL, Program, WASH and Finance. Correspondents between the consultant and HFHU will be managed by Evaluation Task Manager with all ERT members in a copy.

The consultants will be able to interact frequently with the project grant Manager, MEAL Officer, WASH specialist and Program Officers who implemented the project in the regions.

6. Implementation timelines

Activity	Deliverable	Time allocation
Evaluation design, methodology and detailed work plan		
Inception Meeting Initial briefing	Inception report	4 days

Documents review and stakeholder consultations	Field data collection and analysis	6 days
Field data collection		10 days
Data analysis, debriefing, and presentation of draft Evaluation Report		6 days
Validation workshop (optional)	Draft final report	1 day
Finalization of Evaluation report incorporating additions and comments provided by all stakeholders and submit to HFHU.	Final report	3 days
TOTAL		30 days

6. Deliverables

1. Inception report;
2. Draft End of project evaluation report;
3. Final end of project evaluation report. Two (2) hard copies and soft copy of the report 30-45 pages (excluding preliminary pages and annexes
4. Dataset (excel or SPSS upload) with raw data in soft copy.

7. Qualifications and expertise required

Habitat for Humanity Uganda is looking for a consultant with the following minimum qualifications:

- Advanced university degree in Social Sciences, Community Psychology, Adult and Community Education, Statistics, Development Studies, Environmental Science, Public Health and other related qualification from a recognized institution.
- Should have at least 5 years of proven and well-documented experience in conducting participatory research methods and techniques and quantitative research in rural contexts; with bias to project/programme evaluations.
- Excellent writing skills (English)
- Experience of conducting research in two of more on the thematic areas of housing, WASH and women`s land rights.
- Understanding of the context/ situation and stakeholders in Rwenzori, Busoga and Teso sub-regions in Uganda.
- Ability to speak Lutoro, Lusoga and Iteso is a big plus
- Full time commitment to the said consultancy is required

8. Mode of payment

The consultant will be paid by two installments as below: -

- 1st installment: 50% upon submission and approval of inception report & data collection tools; and a signed contract
- 2nd installment: 50% upon submission and approval of final report and all agreed upon products of the study.

NOTE: The consultancy fees will be subject to withholding tax.

9. Proposals evaluation selection criteria

The technical and financial proposals will be evaluated according to the following criteria;

- a) Profile of the firm/ consultant in relation to the task (5%)
- b) Composition and skillsets of the research team (10%)
- c) Interpretation and understanding of the TOR (5%)
- d) Technical and financial proposal (50%)
- e) Evidence of demonstrated relevance experience and skills with contactable references (report samples) (30%)

10. Mode of application

Firms or consultants who meet or exceed the requirements should submit their technical and financial proposal to: procurement@hfhuganda.org not later than **2nd August 2024**; at 5:00pm. Any application submitted after the set deadline will not be considered.

Submission should include the following:

- i. Technical and financial proposals for conducting the exercise, with a clear interpretation of TOR,
- ii. Team composition and time allocation, description of the methodology, breakdown of Consultancy cost for the overall assignment in UGX etc.
- iii. A capability statement, including demonstrated ability to execute the assignment.
- iv. Updated curriculum vitae of the consultant team; clearly spells out qualifications and experiences aligned to the tasks.
- v. Commitment that the consultant team or firm will be entirely engaged if consultancy is awarded.
- vi. Attach **similar work sample** (evaluation reports) from at least two recent organizations where the services of the consultant/ team or firm have been utilized.