Terms of Reference for Final Project Evaluation

**Duration of the Project that needs to be evaluated:**

Total of 26 Days and 19 working days

**Duration of the Engagement**: 27th February – 24th March 2023.

1. **Background**

|  |  |
| --- | --- |
| **Project Name** | “Learning Environmental Adaptation and Development by CSOs” Project |
| **Program Summary** | The “Learning Environmental Adaptation and Development by CSOs” project is oriented towards piloting a circular economic model that is embedded on climate adaption and mitigation with a central part of waste management. The CSOs are drivers of the project and targeting the 14 communities in Koro Island. The project is designed to create green economic economic activities for green income and establish circular business that reduces greenhouse gas emissions. This includes an inclusive approach that promotes gender participation and, equity and equality in all activities of the project. |
| **Project Objectives** | **Overall objective:** To enable Civil Society organisations in Fiji to engage as actors of change in governance, development, climate mitigation and adaptation.  **Specific objective:** Empower CSOs to facilitate the transition to a climate resilient, low emission, circular economy through communities centered actions in Koro Island.  **The intermediate objectives are:**  1. Sustainably improve Koro Island market economy  2. Support development of environmentally-friendly communities for climate change adaptation and eco-tourism |
| **Location** | The project site is an Island setting in the Lomaiviti group in Koro Island, with a total of 8134 inhabitants, most of which are farmers operating in either small subsistence, semi commercial of as commercial farmers. |

1. **Purpose and Objective of the Project Final Evaluation**

The purpose of the final project evaluation is to assess the overall Project’s relevance, quality performance, management and achievement of results/outcomes. Furthermore, based on the overall findings related to the Project Implementation and considering the context of the project location and to make strategic recommendations towards potential future directions for any project extension or similar projects implementation.

The following key questions needs to be asked to set the boundaries and directions for this evaluation and they are as follows:

* How is this Project to be assessed, what are its results/outcomes and outputs and what is the impact of the project against its objectives?
* Are the Project’s objectives, outcomes and outputs appropriate and strategic to the needs of the beneficiaries, communities and country as a whole?
* Were the Project’s actions achieving the outputs quality, effectiveness and efficiency?
* What are the positive or negative, intended or unintended, changes and challenges brought about by the Project’s interventions?
* To what extent are the results sustainable? Will the outputs lead to potential actions beyond the lifespan of the Project? and
* What are the key lessons and practical recommendations for any potential Project Extension or follow-up actions?

**3.0 METHODOLOGY**

The Evaluator should carry out the following activities:

* Conduct desk review of Project Documents, including Project Concept Note, reports and data;
* Conduct an in-depth interview with Project Beneficiaries and relevant Stakeholders and assess the project’s performance and achievements vis-à-vis the project’s overall objectives, outcomes/outputs and overall impacts; and
* Analyse the capacity of the management structures of the implementing agency (ADRA) in implementing such a project.

**4.0 OUTPUTS AND TIMEFRAME**

The Evaluator will provide an evaluation report in English language and include the following sections:

**Table of contents**

* Table of contents/index
* List of figures and tables
* List of acronyms/abbreviations

**Synopsis/ Executive Summary**

* Project Background
* Key findings and conclusions
* (Essential) recommendations, and where necessary, overriding conclusion/lessons learned.

1. **Introduction**
   1. **Subject of the evaluation**

* Brief description of development measures
  1. **Rationale and objective of Evaluation**
* Justification of the evaluation
* Objective of the evaluation
* Main/central questions of the evaluation
  1. **Goal of the evaluation**
* Time period and process of the evaluation
* Composition and independence of the evaluation team
* Involvement of partners and target groups in the evaluation
* External factors of influence and its consequences

1. **Methodology**
   1. **Evaluation methodology**

* Methodological approach and tools
* Measures to ensure the protection of the participating parties
  1. **Critical assessment**
* Suitability and limits of the methodological approach

1. **Framework conditions**

* Framework conditions, its problems and potential at the beginning of the development

process and important changes in its course

* Presence and activities of other stakeholders
* Risks to the success of the development activities

1. **Development of the performance of the organisation and its partners**

* Personnel qualification
* Other changes to the organisation and implementing partners

1. **Case Studies:** 3 case studies: Focus on impact of the project components
2. **Findings**

* Updated version of Logframe with Final Evaluation data on indicators
* Relevance
* Effectiveness
* Efficiency
* Impact
* Sustainability

1. **Cross-cutting questions**

* Cross cutting issues
* If necessary, contribution to the organizational objectives of the beneficiary

1. **Conclusions and recommendations**
   1. Conclusions
   2. Recommendations (if necessary Overall conclusions/ lessons learned)
2. **Attachments**
3. Consultant itinerary
4. Terms of Reference
5. Composition and independence of the evaluation team and brief description of his/her CV
6. Evaluation matrix
7. Process and timetable of the evaluation
8. List of interviewed/involved persons
9. References for sources
10. Questionnaires and other information/data collecting tools
11. Minutes of the final meeting
12. Anything else as required
13. Picture report (at least 5-6 pictures to major milestones)
14. Tools