

TERMS OF REFERENCE FOR BRIGHT PROJECT FINAL EVALUATION

Summary

The scope of this consultancy is to conduct the end-term evaluation for the BRIGHT project in Myanmar, Niger, and Sudan. The key deliverables are two evaluation reports: one General Evaluation Report and a Gender Evaluation Report. Each report will include country-by-country findings, as well as summative/consolidated findings for all countries. These reports will be guided by Global Affairs Canada's (GAC) [Feminist International Assistance Gender Equality Toolkit for Projects](#) as well as Organisation for Economic Co-operation and Development (OECD) [evaluation criteria](#).

Timeframe: December 12, 2023 – March 20, 2024

Total # of consultancy days: 100 days

Total # of consultants: Two (2)

Consultant # 1(lead): Education Specialist

Consultant # 2: Gender specialist

Daily rate: \$500/day CAD

Max total consultancy: \$50,000 CAD

Travel costs: Reimbursed with receipts

Reporting Language: English

Application Submission: Electronically by email, before November 14, 2023

Initial meeting: December 12, 2023 - Online meeting

Project Background

The BRIGHT (BReaking barriers, Improving Girls' education, Hope and Totality) project aims to provide vulnerable girls and women in fragile, remote, and conflict-affected areas of Myanmar, Niger, and Sudan; with pathways for inclusive and equitable primary education, accelerated learning, and livelihood training that will enable them to have equal access to livelihood opportunities. The intermediate outcomes of the project are: (a) Increased community-led actions in breaking multi-dimensional barriers to gender equal education for vulnerable girls and women in targeted fragile areas of Myanmar, Niger, and Sudan; (b) Improved availability of inclusive, innovative, gender and climate-responsive education systems, integrating psychosocial support, for vulnerable out-of-school (OOS) girls and women in targeted fragile areas in Myanmar, Niger, Sudan and (c) Increased access to gender-responsive, environment-sensitive market-driven learning opportunities for livelihood and life skills, among vulnerable, OOS girls and women in targeted fragile areas in Myanmar, Niger, and Sudan.

The BRIGHT project will impact 15,555 individuals in Myanmar, Niger, and Sudan. Across all project countries, the project will reach 8,864 girls and women (beneficiaries) and 6,691 boys and men (intermediaries). Specifically, the project will reach 2,593 girls aged 5-10 years and 2,417

boys aged 5-10 years who are especially vulnerable children who never entered primary education, as it is not available/accessible in their community. Further, the project will positively impact 1,817 girls and female youth aged 11-15 years and 1,483 boys and male youth of the same age (OOSC and youth that either never received primary education or dropped out early). Additionally, 4,454 women age 16+ and 2,791 men 16+ will benefit through capacity building and sensitization.

BRIGHT is a Global Affairs Canada and ADRA Canada funded project implemented through a consortium led by ADRA Canada with technical partners including Sick kids, Salanga (monitoring and evaluation and CoLMEAL) and ADRA Norway (education specialists).

Purpose of Consultancy

1. Conduct an evaluation of the project, based on OECD and FIAP project performance evaluation guidelines (*see page 5*), to measure and report on BRIGHT project performance.
2. Share preliminary findings & recommendations with the in-country project teams through virtual / in-person sessions and share findings & recommendations with ADRA Canada through interactive online or in-person sessions (e.g. webinar).
3. Incorporate feedback, finalize, and submit the Evaluation Report(s) to ADRA Canada and other parties as requested.

Consultant(s) Competencies

The evaluation consultant(s) shall have the following competencies:

Essential Requirements

- **Consultant #1:** Substantial experience in a professional field that has had significant exposure to education programs in fragile, remote, conflict settings. Experience in non-formal education will be an asset.
- **Consultant #2:** Substantial experience in a professional field that has had significant exposure to Gender Equality Programming.
- Substantial professional experience in the field of project evaluations, especially participatory evaluations.
- Exposure to implementing humanitarian and/or development interventions.
- Gender equality expertise and experience with Feminist MEAL.
- Excellent spoken and written English.
- Proven ethical research and evaluation expertise; analytical, organizational and communication skills; knowledge of management practices of development organizations, team management and cultural sensitivity, organization development and linkages.

Secondary Requirements

- Familiarity with GAC’s established policies, principles, practices, mandate, and priorities, including FIAP.
- Experience in directly implementing humanitarian and/or development interventions.
- Significant experience in monitoring and evaluation of large-scale projects.
- Proven working experience in Project Cycle Management, ideally in Results-Based Management (RBM).
- Experience with the culture/context of the project’s targeted countries and ideally in fragile states and insecure environments.
- Working ability in French is considered an asset.

Local Consultant(s)

Local Consultants from the targeted countries may be used. However, the total number of consultancy days will remain at 50.

Resources provided to Consultant(s)

The following resources will be provided to the consultant(s):

1. All project related materials including:
 - a. Proposal
 - b. Logic model (LM)
 - c. Performance measurement framework (PMF)
 - d. Gender Analysis
 - e. Gender Equality Strategy (GES)
 - e. Annual reports
 - f. Annual Work Plans
 - g. The Mid-Term Review
 - h. Access to the project data, results and analysis stored in Kinaki (www.kinaki.ca)
 - h. Other documents upon request.
2. Latest indicator results for the current project year.

Evaluation Methodology

The Applicant is required to propose as a part of the application a high-level evaluation design and methodology. In-person evaluation is highly recommended (either via the main evaluator(s) direct travel or by engaging local, in-country consultants, where local travel may not be possible – see the section below on Travel Restrictions). However, we recognize that even engaging in-country consultants may be challenging or impossible, considering the difficult contexts and access restrictions of past months in Myanmar, Niger and Sudan. In case the evaluators cannot conduct an in-person, in-country visit (nor engage an in-country consultant), the evaluator is required to present an alternative approach in the application that will be a sound and reliable replacement for in-person presence. In this case, the Applicant may propose an alternative schedule reflecting the proposed methodology.

Tentative Evaluation Schedule

Activity/Deliverable	Timeframe		Maximum length (Days)		Location
	Start	Finish	Education Evaluator (Lead)	Gender Evaluator	
<i>Initial meeting & security briefing</i>	12-Dec	12-Dec	0.5	0.5	Online – Skype/Zoom
<i>Documents review</i>	13-Dec	15-Dec	3	3	Office work
<i>Review indicator results from final data collection</i>	3-Jan	5-Jan	3	3	Office work
<i>Draft evaluation framework**</i>	8-Jan	9-Jan	2	2	Office work
<i>Incorporate feedback, final framework</i>	12-Jan	12-Jan	1	1	Office work
<i>Trip preparation (including logistics with field teams)</i>	15-Jan	17-Jan	3	3	Office work
<i>NIGER - Conduct in-country evaluation ending with a findings sharing session for local team</i>	18-Jan	26-Jan	7	7	Field/Remote
<i>SUDAN - Conduct in-country evaluation ending with a findings sharing session for local team</i>	30-Jan	13-Feb	11	11	Field/Remote
<i>MYANMAR - Conduct in-country evaluation ending with a findings sharing session for local team</i>	30-Jan	13-Feb	11	11	Field/Remote
<i>First draft of evaluation reports (general report & gender report) – Niger, Sudan, Myanmar**</i>	15-Feb	21-Feb	5	5	Office work
<i>Updated draft of evaluation reports (general report & gender report) – including Myanmar (feedback incorporated)**</i>	27-Feb	28-Feb	2	2	Office work
EVALUATION REPORTS FINALIZED	6-Mar	8-Mar	2	2	Office work
<i>Final debrief</i>	11-Mar	11-Mar	1	1	Online – Skype/Zoom
MAXIMUM CONSULTANCY DAYS	Dec 12, 2023	Mar 20, 2024	50	50	

Note: Two asterisks represent a gap in the schedule to allow an ADRA Canada review

The Consultant(s) can re-allocate days within the consultancy as needed. However, the maximum total number of consultancy days of 100 will not change.

Travel Restrictions

- At the time of drafting this document, foreigners cannot access the targeted project sites in Myanmar and Sudan. Due to the recent coup in Niger, access to the project sites may not be possible for foreigners. If this remains to be the case by the time of the evaluation, local consultants must be used. The schedule above assumes foreign consultants are unable to visit Sudan and Myanmar therefore field work in both countries is carried out simultaneously by *local consultants or remotely in case local consultants cannot be obtained; however this approach requires prior approval by ADRA Canada*. This schedule can be revised if the context in either country changes.

Schedule Restrictions

Some flexibility in the schedule is expected. However, the following cannot be changed:

- In-country evaluation trips should be in minimum duration of 7 business days per country or be replaced by sound alternative methodology (please see section Methodology above).
- Finalized evaluation reports must be submitted by March 8th.

Evaluation Framework

Consultant will propose an evaluation framework based on the criteria below. The framework will be oriented around the proposed evaluation question/theme. For each evaluation question, the following information must be provided: data collection methodology, specific data collection questions, targeted groups/sample, plus a rating system. Consultant will submit a proposed Evaluation Framework for review as per the schedule. ADRA Canada will review the framework and provide comments. The Consultant will review and respond to each comment. Once finalized, the framework will function as the working agreement between the Consultant(s) and ADRA Canada as to how the Evaluation will proceed. If, after multiple revisions, the quality of the proposed framework is unsatisfactory, ADRA Canada may terminate the contract with the Consultant(s).

The Consultant is required to propose at least a preliminary methodology within the consultancy proposal. Consultant is required to utilize participatory methods that provide for the equal participation of female and male stakeholders (with attention to diverse factors, such as sex, age, group ethnicity, disability, socioeconomic group, etc.). As resources are constrained, consultant may propose innovative ways of data gathering and analysis. (Note: All raw data including transcriptions, survey results, FGDs etc should be submitted to ADRA Canada at the end of the evaluation. All data collected and reported on must be sex and age disaggregated.)

General criteria

The following broad evaluation criteria must be addressed in the evaluation framework. Each of the six criteria¹ is summarised by a broad question, which illustrates its overall meaning. Each one represents an important element for consideration:

- **Relevance:** The extent to which the intervention addresses a clear recognized need. Did the intervention do the right things?
- **Coherence:** The extent to which the project theory of change displays clear evidence-based logic. How aligned was the intervention?
- **Effectiveness:** The extent to which the intervention has achieved its intended results and outcomes. Did the intervention achieve its objectives?
- **Efficiency:** The extent to which effective resource usage is evidenced in the implementation of project activities. How well were resources used?
- **Impact:** The extent to which the project is making a significant positive change in the lives of beneficiaries and intermediaries. What difference did the intervention make?
- **Sustainability:** Whether the project results achieved are likely to continue beyond the lifetime of the initiative or whether the implementation team has in place a clear exit strategy for the sustainability of results, especially building on partnerships and governance. Will the benefits last?

Gender equality criteria

The BRIGHT project is an education and gender intervention, and the proposed evaluation framework should demonstrate this by incorporating **at least some** of the following sample evaluation questions for assessing gender equality outcomes.² Gender equality outcomes are measurable changes that reduced gender inequality or improve equality between women and men, boys and girls and gender diverse people (FIAP Gender Equality Toolkit).

Achievement of results

- To what extent has the project: 1) advanced women's equal participation with men as decision-makers, 2) promoted the rights of women and girls, and 3) increased women's/girls access to and control over development resources and benefits?
- How do the results achieved for women and girls compare to those achieved for men and boys?
- What are the unanticipated effects of the project on women, men, girls, and boys, if any?
- How have GE results contributed to the overall results of the project, specifically how has the project improved outcomes for women and girls?
- To what extent has the project improved the capacity of stakeholders to promote GE?

Relevance of results

- To what extent are the GE results consistent with the positions/commitments of the partner country regarding CEDAW, National Action Plan on GE, etc.?

¹ [Applying Evaluation Criteria Thoughtfully - OECD 2021](#)

² [Tool 14: Evaluating project performance on gender equality](#)

- To what extent do GE results align with GE priorities of key partners/stakeholders in recipient countries (e.g. regional/local organizations/women's rights organizations)?
- To what extent does the project support the efforts of partners and other bodies promoting GE in this country?
- To what extent are female and male stakeholders satisfied with the GE results?

Sustainability of results

- To what extent are the GE results likely to endure after GAC's involvement in the project ends?
- What factors in the project's context present the greatest risks to sustainability of GE results?
- What can be done to minimize risk?

Collaboration

- To what extent did the project promote the equitable participation of female and male stakeholders in project decision-making?
- To what extent did the project contribute to the building of capacities to support GE in recipient countries?
- How successful was the project in addressing constraints or obstacles to women and girls participation?
- To what extent did the project involve women's organizations and organizations advocating for gender equality in its strategy to achieve GE results?

Design

- Was a detailed gender-based analysis conducted during project design?
- Was project reach clearly identified and disaggregated by sex, age group, ethnicity, socio-economic group, etc.?
- To what extent were women, girls, men, and boys consulted with regards to their needs, priorities and the project's development problem?
- To what extent were the needs and priorities of women, girls, boys and men reflected in the project solution and overall design?
- Did the project planning include a realistic strategy for achieving GE results?
- Was the project sufficiently able to adapt to the ever-changing context of the fragile state with very specific, rapidly evolving access situations?

Appropriateness of resource utilization

- Were efforts made to ensure equal representation by women and men, at all levels of project management and technical assistance delivery?
- Was there sufficient gender expertise in project management?

Informed and timely action

- Were risks associated with GE and gender-based constraints adequately monitored?

- Was there adequate understanding and acceptance of the need to promote GE among stakeholders?
- What more could the project have done to increase stakeholder commitment to gender equality?

Deliverables

1. Evaluation framework (English)
2. Detailed itinerary for the field visits (English)
3. Preliminary findings sharing with each country implementation team during field visits (English)
4. First draft of General Evaluation Report and Gender Evaluation Report (English) (separate reports)
5. Updated draft of General Evaluation Report and Gender Evaluation Report (English)
6. Finalized General Evaluation report and Gender Evaluation Report (English)
7. Feedback online session (English, online)

*Finalized evaluation reports (both General reports and Gender reports) should include: Visual Executive Summary consolidated to cover all 3 countries (maximum 4 pages), and all the following for each country in separate country-specific reports: Executive Summary, summary of recommendations, context, methodology and limitations, findings**, conclusions, lessons learned (what worked well? what did not work so well?) and recommendations. Annexes should include a copy of the TOR, cited resources or bibliography, a list of those interviewed and any other relevant materials.

**The Findings section of the Evaluation Report must be organized as per the agreed evaluation framework. The evaluation framework should be organized as per the criteria above. Each question from the evaluation framework must be addressed separately.

Participation of Stakeholders in the Evaluation

- **Lead Evaluator** – the Consultant (individual or a team, detailed role described by this TOR) – responsible for the overall evaluation, leads the evaluation process, creates the evaluation framework and evaluation reports.
- **Gender Evaluator** – cooperates closely with the Lead evaluator, responsible for the gender evaluation, creates the gender evaluation framework and gender evaluation reports.
- **BRIGHT MEL Officer and/or BRIGHT Project Manager and/or Gender Officer from ADRA Canada** - provides key project documents for preliminary review, will accompany the Evaluator(s) for the field trip(s), can be used as an information source.

- **BRIGHT Implementation Teams** in each country – will handle logistics in the field and meetings with beneficiaries and key informants as previously agreed on within the framework submitted by the Evaluator(s).
- **Salanga** – will identify and rate potential evaluators for ADRA Canada’s review and selection, and will access to relevant MEAL materials and results in Kinaki.

Indicative Budget

The daily consultancy rate is **\$500 CAD**, for **100 days**, totalling to **\$50,000 CAD**, inclusive of all taxes and fees.

The Consultant(s) will be reimbursed for the following travel costs: flight costs, visas, local transportation, and accommodation for two consultants. All reimbursable costs must be approved prior to purchase by ADRA Canada to ensure compliance with ADRA Canada’s and GAC policies. Reimbursable costs will only be reimbursed upon receipt of receipts. All other costs and logistical expenses (e.g. vaccination, insurance, etc.) will not be reimbursed.

Policies and Standards applicable to the Consultant

The Consultant(s) will be expected to abide by the applicable policies of ADRA Canada, as found at the following links. These include:

1. Privacy & Security - <https://www.adra.ca/about-adra-canada/privacy-security/>
2. Protection from Sexual Exploitation and Abuse (PSEA) Policy – <https://www.adra.ca/psea-policy/>
3. Policy on Violence and Sexual Harassment - <https://www.adra.ca/policy-on-violence-and-sexual-harassment/>

The Consultant(s) will be required to sign that they will abide by the above policies.

The Consultant(s) will carry out the evaluation in conformity with the “*OECD/DAC (2010) Quality Standards for Development Evaluation*” and best practices in evaluation.

Application Submission

Interested candidates should submit their application for this consultancy to Molly Grove (grove@salanga.org) before the submission deadline **on Nov 14, 2023, 17:00 GMT**.

ADRA Canada reserves the rights to contact only selected or shortlisted. The application package of interested candidates should include:

- CV of Consultant(s) and all evaluation team members if applicable. (Note: teams should be gender balanced with representation of women and men).
- Cover letter or proposal showing fulfilment of essential requirements listed above.

- Budget or a total consultancy fee (excluding the international flights, in-country accommodation, and transportation for field trips).
- At least two current and relevant references for similar activities.
- Professional portfolio of previous work relevant to this TOR.
- Sample of past evaluation report(s), gender evaluation(s), or visuals created.
- Ideal candidate may also submit a video or an audio recording providing the experience of the individual/team leader.

Selection Criteria

All received applications will be evaluated based on the following criteria:

Step 1) Candidate MUST fulfill mandatory requirements [see essential consultant competencies on page 2]

Step 2) Candidates will be rated on the following additional criteria:

- Candidate’s experience in project evaluations including conducting evaluations in fragile/insecure contexts – 35%
- Proposed Methodology (focus on viable and sound evaluation methodology and framework that is viable for the given timeframe, budget, travel restrictions, context and required evaluation criteria – 25%
- Proposed price – 20%

Step 3) Online interviews with 1- 3 shortlisted candidates (based on results in the above steps) – 20%

Logic Model

Project logic model can be found in the appendix.

Eligible Payment Release

Payment #	Deliverable	
1	Approved Evaluation Framework	20%
2	First draft (all 3 country evaluations plus consolidated sections)	40%
3	Final Draft & all supporting documentation	40%

*Invoices for payment release request must define applicable # of Days billed per invoice, applicable travel related costs, and not exceed cumulative maximum of 100 days.

*Final agreement will be supported by approved budget and # of days allocation.