

**End line Evaluation Just Equal Communities Project in Four Project Counties:
Gbarpolu, Bong, Montserrado and Grand Gedeh Counties
Term of Reference**

Background

ActionAid Liberia (AAL) aims to serve as an ally to people’s struggles and demand for a just, equitable and inclusive Liberian society in which every person enjoys the right to a life of dignity and freedom from discrimination, sexual violence, injustice and poverty in Liberia. AAL has implemented a five-year project (2019-2024) titled ***Just and Equal Communities*** which envisions to promote access to sexual and reproductive health rights information and services of young people, sexual minorities and other marginalized groups in 45 communities in four counties, Bong, Gbarpolu, Grand Gedeh and Montserrado Guided by feminist analysis and a human rights-based approach. The project also seeks to promote access to comprehensive sexual and reproductive health and rights (SRHR) and services and consequently, improve the socio-economic status of young women and men, sexual minorities and other marginalized groups in Liberia. The fulfilment of SRHR is central to ensuring that young people are able to gain education, make healthy and informed decisions about their sexual health and well-being, independently assert their reproductive choices, and participate effectively in social, economic and political life.

Access to SRH rights and services are also key to address the sexual and gender-based violence (SGBV); exploitation, abuse and the discrimination young people face based on HIV status, disability or their sexual orientation or gender identity. *Just and Equal Communities* contributes to increased awareness of SRHR among young people and prompt shifts in individual and collective attitudes on SRH (menstrual health, contraceptive use, family planning, HIV, STIs, etc.). The project implementation began in 2019 and was to in 2023. In 2023, the project was extended for a year and based on promising results in FGM interventions under the project, expanded to include a specific objective on Female Genital Mutilation (FGM).

The FGM pilot project is a huge focus in the one-year extension of the JEC project and is strongly aligned to AAL’s country strategy to achieve social justice, gender equality, and poverty eradication and Liberia’s National Development Agenda to advance inclusion, more equitable distribution of wealth, and a rights-based approach to national development. It draws on lessons learned from previous programs on SRHR, SGBV and ongoing interventions targeting young people at communities and national levels. Under the FGM component, the project focused on working with FGM practitioners across the four project counties

in the project specific communities focusing on providing alternative livelihood packages and rights-based training approached .

Project Goal

Women, young people, and marginalized groups thrive in healthy, equitable and inclusive communities in Liberia

Expected Project Outcomes

1. Young people and marginalized groups with capacity and information to make healthy and informed decisions on their Sexual and Reproductive Health and Rights;
2. Communities demonstrate improved power relations and reduction of traditional practices and cultural beliefs that inhibit access to comprehensive SRH rights; and
3. Strong and effective actions taken by communities, Human Rights Defenders, civil society, and social movements in holding duty bearers to account for SRH commitments under the Maputo Protocol and other national and international obligations
4. Female Genital Mutilation (FGM) practitioners have alternative livelihood and promoting women and girls' rights including health

Evaluation Target Audiences

The end of project evaluation is intended to benefit multiple stakeholders that have been involved directly or indirectly in the project implementation process. In particular, the following are the key stakeholders that will be involved in the evaluation process;

Direct Beneficiaries

- State and Non-State Actors
- Community Based Organizations
- Girl's and Boy's Forums;
- FGM Practitioners;
- Project Advisory Groups;
- Human Rights Defenders;

Implementing Partners

- Stop Aids in Liberia- (SAIL)
- National Association on Harmful Traditional Practices- (NATPAH)
- Liberia Women Empowerment Network (LIWEN)
- Domafeign
- Women and Children Development Association of Liberia (WOC DAL)

Strategic Stakeholders

- Swedish Embassy
- Internal Affairs,
- Health
- Gender, Children and Social Protection
- National Traditional Council,
- LIPRIDE
- National FGM Working Group
- UN Women,

Evaluation, Purpose, and Objectives

The main purpose of the evaluation is to assess the impact, appropriateness, relevance, effectiveness, and sustainability of the intervention carried out over the five years period, by the implementing partners. The end line evaluation will draw key lessons learnt and the best practices that will be shared with relevant stakeholders including project participants. The assessment should be done in two folds considering the overall five years of the project life span with separation of the One year Pilot on FGM. In particular, the evaluation will be shaped by the following specific objectives:

Effectiveness

- Measure the extent to which the objectives of the intervention were achieved
- What were the intended and unintended positive and negative impact at the individual and community levels?
- To what extent has the project enabled participants to better address human rights especially women's rights violations at the community, district and county levels

Management Effectiveness/Efficiency

- The degree to which organizational structure provided sufficient, effective, and timely support for the project implementation
- How adequate were the available resources (equipment, facilities, funding, etc.) in used in achieving the project objectives
- Were all the project resources (equipment, facilities, funding, etc.) utilized in the way that it brought success
- How can the efficiency of the project be improved without compromising outputs
- Assess the timeliness of implementing the project activities
- How adequate were the reporting and monitoring systems of the project

Appropriateness/relevance

- Community involvement and participation in the design process, goal setting, planning and implementation. In particular, the relevancy and appropriateness of project design to the needs of the community should be assessed.
- What information was given to project participants by the Project Management Team and how did it make the intervention more effective
- What were the community priority needs and how did the project align with that
- What were secondary sources saying that the issues were and how did the project align to that

Connectedness/Sustainability

- This will focus on the need to ensure that activities of such nature are carried out in a context that takes longer term and interconnectedness into account. In particular:
 - Are there sustainability plans, structures, and skills in place to ensure that there is sustainability of project benefits? How adequate are they?
 - How is the community and local partners prepared to continue with the project outcome?
 - How are the community members knowledgeable and supportive to the project?
 - What evidence exists that shows community contribution and ownership of the different project interventions?

Coordination

- How did the project collaborated/coordinated with other organizations, coalitions, networks and how it contributed to achieving the project objectives How can the relationships with the government, other agencies, and CBOs be improved (in terms of partnering, collaboration, networking and donor relations)?

- How has the project interventions support people living in poverty to become conscious of their rights, organise, and claim their rights while also holding duty bearers to account

The Task

ActionAid Liberia is seeking the services of a consultancy firm to conduct end line evaluation for the Just and Equal Communities Project in Montserrado, Gbarpolu, Bong, and Grand Gedeh Counties.

Purpose and Rationale of the end line evaluation

AAL is commissioning this end line evaluation to assess the Five Outcomes (the four original and extension) of the project as followed:

- **OUTCOME 1:** Young people and marginalized groups with capacity and information to make healthy and informed decisions on their Sexual and Reproductive Health and Rights
- **OUTCOME 2:** Communities demonstrate improved power relations and reduction of traditional practices and cultural beliefs that inhibit access to comprehensive SRH Rights
- **OUTCOME 3:** Strong and effective actions taken by communities, Human Rights Defenders, civil society, and social movements in holding duty bearers to account for SRH commitments under the Maputo Protocol and other national and international obligations.
- **OUTCOME 4:** Traditional Leaders/Supportive community-based structures including FGM Practitioners support Women and Girls Rights especially Girls Education) of the Just and Equal Communities Project.
- Female Genital Mutilation (FGM) practitioners have alternative livelihood and promoting women and girls' rights including health.

Scope of the Evaluation

The consultant with support from technical leadership and the technical (AAL's Program Quality Monitoring, Evaluation and Learning) Unit will lead the evaluation process in Montserrado, Bong, Grand Gedeh, & Gbarpolu Counties.

The consultant will be required to lead on the following:

- Hold inception meeting with ActionAid Liberia, relevant stakeholders and conduct a desk review of the project contextual framework
- Develop inception report and share with AAL management
- Design tools/questionnaire and methodology for data collection of both qualitative and quantitative data. The evaluation tool should be able to capture county and community-levels data.
- Assess the current situation of Harmful Traditional Practices (HTP) and Sexual Reproduction Health Rights (SRHR) in the four counties looking at the interventions, challenges, and recommendations for learning purposes
- Assess impact of the funds received by the FGM practitioners and its link to the abandonment of the practice
- Do an analysis of stakeholders working on HTP and SRHR in the counties
- Assess the capacity and impact of county education, health and gender offices
- Field visit to test the evaluation assessment tools
- Assess the capacity of implementing partners and resource partners
- Implement and supervise field data collection and data entry
- Analyze and synthesize data; and prepare report
- Submit data analysis and draft report for feedback
- Add something on presenting the report to AAL
- Incorporate findings, compile, and submit two final reports., the Overall Years Program and the One Year extension on FGM

Deliverables:

- Analysis of key national and international documents including the Maputo Protocol, Status of the 2023 ban on FGM in Liberia, the general context of FGM in Liberia from the perspective of the civil society and Community support and access to SRHR services
- A detailed inception report outlining the final agreed methodology, sampling, ethical considerations, data collection tools and workplan to be submitted within four (4) days of signing the contract. The inception report should have sub-sections explaining the methodologies and draft tools that will be used for the end line evaluation.
- Raw data files including quantitative output and syntax files, qualitative transcripts, signed consent forms etc.

- Draft evaluation report for comments and review by ActionAid program and Senior Management team.
- Conduct a validation workshop on the findings of the end line evaluation with the key participants and relevant stakeholders (to be decided by AAL and the consultant).
- A final comprehensive report of the evaluation findings based on the indicators reflecting change story from the communities and the FGM Practitioners, feedback from internal review and validation workshop including recommendations. All reports submitted must have font type as Arial and font size as 12.
- Stories of change from project beneficiaries on key interventions under the SRHR and FGM pilot components.

Methodology

The methodology developed must include sampling procedure and a representative sample size; a comparative analysis of the before and after intervention period comparing the key indicators at baseline and at point of review. In addition, the study should employ both quantitative and qualitative participatory methods to establish the project data while employing data collection instruments and data analysis methods. All data, qualitative and quantitative, collected and reviewed through the study must be disaggregated based on the indicators. However, AAL will appreciate if the firm goes further to disaggregate by factors such as disability which may not be required by the indicators. The successful consultant will be expected to operate within ActionAid's global feminist principles.

Coordination, roles and responsibilities

The selected consultancy firm will be contracted by and report to ActionAid Liberia through the Program and Policy Manager, the Project Coordinator and the Country Director. These persons will be responsible for sign-off on key decisions. AAL shall work closely with the consultants, providing constant feedback in the process to ensure quality in the evaluation process. Support provided by ActionAid Liberia to the consultant/ consultancy firm will involve:

- introductory briefings with the consultant(s);
- provision of key organizational documents
- provision of contact details and introductions to key stakeholders.
- Comments on draft tools and reports

ActionAid Liberia will provide technical advice on the evaluation approach and ensure deliverables meet agreed quality standards and grant requirements. It is anticipated that the consultant(s) will train their enumerators who will assist with data collection in the field to abide by the safeguarding principles of AAL.

Standards and Safeguarding

ActionAid expects all assessments, reviews and studies to be carried out in line with both a Human Rights-Based Approach (HRBA) and ActionAid's Feminist research signature and guide. The full Evaluation Standards may be shared on request, but in practical terms the consultancy firm will be required to consider:

- **Community voice representation and inclusion:** It is essential that the evaluation reflects the direct voices of the project/program beneficiaries. People should be consulted as part of the study and their voices included in the evaluation report as direct quotes and case studies. In line with ActionAid's mandate, the study should prioritize the direct project beneficiaries. Consent for use of quotes, names and photos should be sought from all interviewees.
- **Transparency and ethical standards:** The consultant should explain clearly to communities, beneficiaries and all those engaged in the evaluation, what the purpose of the exercise is, and how their information will be used. ActionAid's ethical standards for research and data collection should be followed, including a risk assessment covering safety and security risks to communities. As a minimum, the evaluation should 'do no harm'.
- **Women's rights:** Women's rights must be respected in all assessments. All assessments should seek to explore how women have been or will be affected by an intervention and the effect on gender relations. It is essential that women's voices are heard clearly in the process. The timing and location of the evaluation and the composition of the assessment team should be designed to maximize women's ability to participate.
- **Transparency about methodology:** The review should include a detailed and transparent discussion of the methodology used and key decisions taken in designing and implementing the assessment. This should include information about the sampling (approach to sampling, numbers of people/communities covered, and representative), what tools were used and why, methodological limitations and gaps.
- **Disaggregated data:** Data must be disaggregated in as much detail as possible. As a minimum, this means disaggregation by age, sex and location. Where possible data should also be disaggregated by other relevant factors such as disability.
- **Compliance with SHEA, Safeguarding and Safety Protocols:** Selected consultant(s) will also be expected to sign and abide by relevant ActionAid policies, including its SHEA and Safeguarding

policy, Protection from Sexual Exploitation and Abuse Policy, Anti-Sexual Harassment, Exploitation and Abuse at Work Policy and Child Protection Policy.

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Requirements and Experience of the consultant

The lead consultant(s) of the firm must demonstrate the following experience and skills in application to be considered for the Job.

- A Masters degree in Development Studies, Social Sciences, Public Policy, or Other related fields.
- Demonstrate at least 10-years experience in conducting research related to social justice, economic empowerment, and socio-economic development.
- Demonstrable skill in applying feminist and or women's rights lens in research and studies.
- Experience working with movements or being part of networks, civil society organizations and other self-mobilized groups.
- Understanding of Human Rights Based Approaches.
- Applying participatory methodologies to reviews or any other related processes.
- Experience in undertaking organizational learning and development reviews as well as evaluation.
- Excellent communication skills in both written and oral, demonstrated in the ability to write comprehensive reports with in-depth analysis.
- Ability to work in multicultural, multi-religious and rural communities.
- Have an in-depth qualitative and quantitative research skills.

Duration of Assignment

Duration of the evaluation shall be from May 15 – 15th June, 2024.

Key Timelines

| Action/Output | Timeline | Responsibility |
|---|--|-----------------|
| Selection of Consultant and Contracting | 15 th May 2024 | AAL/Consultants |
| Submission of inception report by consultant | 20 th May, 2024 | Consultants |
| Carry out field Data Collection, Data Analysis and Report Writing on the baseline study | May- 20 th -30 th , 2024 | Consultant |

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| Submission of first draft report of the baseline study | June 5 th , 2024 | Consultant |
| Review and give technical feedback on the draft baseline report | June 10 th , 2024 | AAL |
| Facilitate validation Workshop with AAL and partners | June 15 th , 2024 | AAL/Consultant |
| Submission of final report | June 20 th , 2024 | Consultant |

Application Process

All interested parties should submit the following:

- Technical proposal demonstrating their understanding of the assignment and detailed timeline.
- Financial proposal outlining the cost elements.
- CVs of the core team members to carry out the assignment.

Candidates should submit an Expression of Interest before the close of business Wednesday, May 15, 2024 to vacancy.liberia@actionaid.org and Elizabethgbah.johnson@actionaid.org