



## ACTIONAID LIBERIA Just and Equal Communities (JEC) Project

### TERMS OF REFERENCE & CALL FOR APPLICATIONS

#### END OF PROJECT EVALUATION

*Securing Comprehensive Sexual and Reproductive Health and Rights in Liberia | 2019–2026*

**Funder:** Embassy of Sweden (Sida)

**Grant No.:** Sida Contribution 10054

**Country:** Liberia

**Organization:** ActionAid Liberia (AAL)

**Project Period:** July 2019 – June 2026

**Date of ToR:** June 2026

#### 1. PROJECT BACKGROUND AND DESCRIPTION

ActionAid Liberia (AAL) is a social justice organization operating in Liberia since 1997. AAL strives to be an ally in the fight for a just, equitable, and inclusive Liberian society where every individual enjoys the right to a life of dignity, free from discrimination, sexual violence, injustice, and poverty. AAL works extensively with diverse groups of youth, women, and civil society organizations through rights awareness, capacity building, policy advocacy, and solidarity actions to support women, young people, sexual minorities, and marginalized communities in asserting their rights.

AAL's partnership with the Embassy of Sweden in Monrovia through the Just and Equal Communities (JEC) Project has over the course of the full project cycle (July 2019 – June 2026, covering five years of programming and extension) reached over 33,886 beneficiaries, with 65% girls and 35% boys, supporting them to claim and defend their sexual and reproductive health and rights (SRHR). The project has been funded under Sida Contribution No. 10054, with the total grant commitment rising to SEK 42,000,000 (approximately USD 4 million) following Amendment No. 1 signed in September 2023.

The JEC Project has been implemented across five counties — Bong, Gbarpolu, Grand Gedeh, Montserrado, and Margibi — covering 55 communities in total. The program addressed interconnected issues including harmful traditional practices (Female Genital Mutilation/FGM, early/forced marriage), sexual and gender-based violence (SGBV), limited access to comprehensive Sexual Reproductive Health Reproductive (SRHR) services, and the socio-economic marginalization of women, girls, and vulnerable groups.

The project was implemented in three broad phases: Years 1–3 (July 2019–June 2022) focused on establishing community structures, awareness-raising, and rights advocacy; Year 4 (July 2022–June 2023) deepened engagement and expanded programming; and the extension (July 2023–June 2024), followed by a further continuation through June 2026, introduced a dedicated FGM pilot with alternative livelihood programming for FGM practitioners and expanded coverage to satellite communities and county, including Margibi county where teen pregnancy rates and forced Sande Bush initiations were been identified as critical concerns.

##### 1.1 Project Goal and Result Areas

The overall program goal is:

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

The project is organized around four result areas:

- Result 1: Women, young people, and marginalized groups have the agency to hold duty bearers and local leaders accountable for their SRH rights including practices and cultural beliefs that inhibit access to comprehensive SRH.
- Result 2: Communities demonstrate improved power relations and reduction of traditional practices and cultural beliefs that inhibit access to comprehensive SRH.
- Result 3: Strong and effective actions taken by communities, Human Rights Defenders, civil society, and social movements in holding duty bearers to account for SRH and full implementation of the Maputo Protocol and other gender-related policies.
- Result 4: FGM practitioners have credible livelihood alternatives and support women and girls' rights including health and girls' education.

## 1.2 Key Target Groups

The project places the following groups at the center of all interventions:

- Young women and men (15–35 years), with a particular emphasis on young women
- key populations persons
- Sex workers
- Persons living with HIV/AIDS and persons with disabilities
- FGM practitioners (Zoes) and their families
- Traditional, religious, and community leaders
- Media, state authorities, and policy makers
- Community-based organizations (CBOs) and civil society organizations (CSOs)

## 1.3 Implementation Partners and Stakeholders

ActionAid Liberia is the lead organization. Implementing partners include four NGOs (Domafeign, NATPAH, LIWEN, and SAIL and Women and Children Development Association of Liberia (WOCDAL), as well as 21 CBOs and Forums. Strategic partners include the Ministries of Internal Affairs (now Local Government), Ministries of Gender Children, and Social Protection, Youth and Sports, Justice, Education, Health and Gender; Liberia Feminist Forum; LIPRIDE; National Union on Disability; UNFPA; INCHR; and the National FGM Working Group.

## 2. PURPOSE AND OVERVIEW OF THE EVALUATION

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ActionAid Liberia, with funding from Sida (Embassy of Sweden in Monrovia), is seeking an independent and qualified consultant or evaluation firm to conduct a comprehensive endline evaluation of the Just and Equal Communities (JEC) Project covering the full project period from July 2019 to June 2026.

The endline evaluation is mandated under Article 9.2 of the Sida-AAL Agreement (as amended), which requires an end-term evaluation focusing on impact, results achieved and lessons learned, to be carried out and submitted to Sida. The evaluation will serve as a critical accountability, learning, and evidence-generation exercise for ActionAid Liberia, Sida, implementing partners, and the broader SRHR and anti-FGM programming community in Liberia and the West African region.

### 2.1 Evaluation Purpose

The endline evaluation serves five core purposes:

1. **Accountability:** To assess the extent to which the JEC Project achieved its planned results, utilized resources efficiently, and fulfilled obligations to beneficiaries, Sida, and the Government of Liberia.
2. **Learning:** To document lessons learned, innovative approaches, promising practices, and unintended outcomes (positive and negative) that can inform future SRHR and anti-FGM programming in Liberia and the region.
3. **Evidence Generation:** To produce robust, mixed-methods evidence on changes in knowledge, attitudes, behaviors, power relations, community norms, and institutional practices attributable to JEC interventions.
4. **Sustainability Assessment:** To evaluate the degree to which project results, community structures, and advocacy gains are likely to be sustained after project closure.
5. **Strategic Recommendations:** To provide actionable, evidence-based recommendations for scale-up, replication, or future programming by AAL, Sida, and other development actors working on SRHR, FGM, gender equality, and marginalized communities' rights in Liberia.

## 2.2 Specific Evaluation Objectives

The evaluation will address the following specific objectives aligned to the OECD-DAC evaluation criteria:

- Assess the extent to which the project achieved its planned results across all four result areas and at goal level.
- Evaluate the effectiveness, relevance, efficiency, impact, sustainability, and coherence of project interventions (OECD-DAC criteria).
- Measure changes in knowledge, attitudes, behaviors, norms, and power relations regarding SRHR, FGM, SGBV, early marriage, and gender equality across five counties.
- Assess the effectiveness of AAL's Human Rights-Based Approach (HRBA) and intersectional feminist approaches, including CBO-led implementation structures and Reflection Action (REFLECT) Circle processes.
- Examine the functionality and sustainability of community structures established by the project: CBOs, Girls/Boys Forums, Rural Women Networks, HRD groups, and VSLA cooperatives.
- Evaluate the livelihood support provided to FGM practitioners and its impact on willingness to abandon FGM and transition to alternative income sources.
- Assess the engagement of men and boys in promoting positive masculinity and community-level change on SRHR and FGM.
- Document innovations, lessons learned, good practices, and unintended results for knowledge-sharing and replication.
- Provide actionable recommendations for future SRHR, anti-FGM, and community empowerment programming.

## 3. KEY EVALUATION QUESTIONS

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The following evaluation questions are organized by OECD-DAC criteria. Applicants are expected to demonstrate subject-matter expertise and may propose additional or refined questions in their inception report, with AAL's approval. All questions should be responsive to data disaggregated by sex, age, disability, HIV status, sexual orientation, and geographic area.

Evaluation Criteria	Key Evaluation Questions
Effectiveness	To what extent were the intended project goals, outcomes, and outputs achieved across all four result areas? What internal and external factors contributed to achievement or underperformance? To what extent did the project reach targeted beneficiaries, including women, youth, FGM practitioners, and marginalized groups? What are the most significant changes in knowledge, attitudes, and behaviors regarding SRHR, FGM, SGBV, and gender equality?
Relevance	How well did the project address the SRHR needs and priorities of women, youth, key populations persons, and other marginalized groups in Liberia? Was the project design appropriate for contexts with entrenched harmful norms, FGM practices, and intersecting inequalities? How coherent was the project with Liberia's national policies, the Maputo Protocol, and global frameworks (SDGs 3, 4, 5, 10)?
Efficiency	How efficiently and timely was the project implemented and managed in line with the project document? Were financial and human resources allocated and used effectively across all five project counties and implementing partners? Did the multi-partner model (CBOs, NGOs, community structures) deliver value for money?
Sustainability	How sustainable are the community-based structures (CBOs, Girls/Boys Forums, Rural Women Networks, HRD groups, VSLAs) established by the project? Will FGM practitioners maintain alternative economic pathways post-project? How likely is it that SRHR accountability mechanisms and community action plans will continue after project closure? What institutional and policy changes have been secured to sustain results?
Coherence	How is the JEC project aligned with and contributing to Liberia's national development agenda, including the PAPD, ARREST Agenda, and the Maputo Protocol implementation plan? How effectively did the project complement and create synergies with other AAL programs (e.g., UNPBF-funded peacebuilding project) and government health/education/gender systems?
Impact	What measurable contributions did the project make to SRHR, FGM reduction, and women's empowerment at community and national levels? What unintended consequences (positive or negative) resulted from the project? What shifts in power relations and community norms have been observed and are attributable to project interventions?
Knowledge Generation	What are the key lessons learned, promising practices, and innovations that can be shared with development partners and stakeholders? What outstanding advocacy and implementation priorities still require commitment from government, partners, and civil society? What evidence has been generated on community-based FGM response, SRHR service delivery, and intersectional feminist approaches in Liberia?

## 4. SCOPE OF THE EVALUATION

### 4.1 Geographical Scope

The evaluation will cover all five project counties:

- Bong County
- Gbarpolu County
- Grand Gedeh County
- Montserrado County
- Margibi County (added during project extension)

The evaluation will cover sufficient sample communities from the full geographic footprint of 55 communities across these counties, including both long-standing JEC communities and satellite/expansion communities introduced in the extension phase. Where full coverage is not feasible within the timeframe, the evaluator must propose a justifiable, representative sampling strategy in the inception report.

## 4.2 Program Period

The evaluation covers the full JEC project cycle: July 2019 through June 2026. Where relevant, the evaluator should reference baseline data (2019), midline evaluation findings, and the most recent program reports to assess trajectory of change over the full project duration.

## 4.3 Target Groups and Stakeholders

The evaluation must include data collection from the following groups:

- Women and girls (in and out of school, including teenage mothers)
- Young people (15–35), including young men and boys
- Key populations persons, sex workers, and persons living with HIV/AIDS
- Persons with disabilities
- FGM practitioners (Zoes) and their families
- Human Rights Defenders (HRDs)
- Community-based organizations (CBOs) and civil society organizations (CSOs)
- Traditional and religious leaders
- County and district authorities, health and education service providers
- Implementing partner staff and AAL program team
- Sida/Embassy of Sweden representatives

## 5. EVALUATION METHODOLOGY

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The evaluation will employ a rigorous, participatory, and gender-responsive mixed-methods approach. The evaluator is expected to propose a detailed methodology in the inception report. The following provides guidance on minimum methodological requirements:

### 5.1 Approach and Principles

The evaluation methodology must be guided by the following principles:

- **Feminist and human rights-based approach:** The methodology must center the voices, experiences, and agency of women, girls, and marginalized groups. Power analysis and intersectionality must inform data collection and analysis.
- **Participation:** Community members, especially project beneficiaries, should be active participants in the evaluation process, not mere data sources.
- **Do No Harm:** Data collection must be conducted in a manner that does not expose participants to risk, particularly for sensitive topics such as FGM, SRHR, SGBV, and key populations identities in Liberia's legal context.
- **Independence:** The evaluator (s) must maintain complete independence from AAL, Sida, and implementing partners to ensure objectivity and credibility.
- **Cultural sensitivity:** Methods and tools must be adapted to the socio-cultural context of each county, with attention to language, literacy levels, and community norms.

## 5.2 Data Collection Methods

The methodology should integrate:

- Household survey/community survey: Structured quantitative survey targeting beneficiaries across all five counties, with sample size calculated to allow for county-level disaggregation and detection of statistically meaningful change.
- Key Informant Interviews (KIIs): Semi-structured interviews with AAL staff, implementing partner staff, government officials, traditional leaders, HRDs, and service providers.
- Focus Group Discussions (FGDs): Separate FGDs disaggregated by sex, age, disability status, and FGM practitioner status, including dedicated sessions with key population where safe to do so.
- Case studies / in-depth interviews: Qualitative narratives capturing beneficiary stories of change, particularly for FGM practitioners who have transitioned to alternative livelihoods.
- Document review: Analysis of project proposals, annual reports, midline evaluation, budget and financial reports, monitoring data, community action plans, and policy documents.
- Observation: Direct observation of community structures (CBOs, Girls/Boys Forums, VSLA meetings) where feasible.

## 5.3 Sampling

The evaluator is required to:

- Develop and justify a sampling methodology in the inception report, specifying sampling stages, strata, sample frames, and procedures for selecting sampling units.
- Ensure the sample is representative of all five counties and key target groups, including hard-to-reach populations.
- Use both probability sampling (random sampling for quantitative survey) and purposive/snowball sampling (for qualitative components and marginalized groups).
- Determine an adequate sample size within the financial scope of the contract to meet evaluation objectives.
- Disaggregate all data by sex, age group, county, disability status, and other relevant variables.

## 5.4 Data Quality and Ethics

- All data collection instruments must be pre-tested and revised before fieldwork.
- Informed consent must be obtained from all participants. Parental/guardian consent required for participants under 18.
- Data must be anonymized and stored securely. No identifiable personal data to be shared with third parties without written AAL approval.
- The evaluator must adhere to AAL's Safeguarding Policy and AAL's Code of Conduct. Any safeguarding concerns identified during fieldwork must be reported to AAL's designated Safeguarding Focal Person immediately.
- All data, datasets, and reports are the intellectual property of ActionAid Liberia.

## 6. SPECIFIC TASKS OF THE CONSULTANT / EVALUATION FIRM

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The consultant or evaluation firm will be responsible for the following tasks from inception through dissemination:

### 6.1 Design and Planning

- Develop a comprehensive evaluation design and work plan, including a detailed timeline with milestones for each deliverable.
- Develop the sampling framework, including sample size calculations, strata, and selection procedures, with full justification.
- Design, adapt, and finalize all data collection instruments (survey questionnaires, KII guides, FGD protocols, observation checklists) appropriate for the local context.
- Arrange for translation of instruments into relevant local languages as needed.
- Submit an Inception Report within five (5) days of contract signing presenting the full evaluation plan for AAL review and approval before fieldwork commences.

## 6.2 Field Preparation and Data Collection

- Hire, train, and supervise field supervisors and enumerators, ensuring gender balance in the field team.
- Conduct pre-testing of instruments and revise based on findings.
- Plan and manage all field logistics, including transport, accommodation, community mobilization, and coordination with implementing partners.
- Manage all electronic data collection, entry, cleaning, and storage in accordance with agreed protocols.
- Submit electronic copies of all raw datasets to AAL's MEAL Officer in agreed formats.

## 6.3 Analysis and Reporting

- Analyze quantitative and qualitative data using appropriate analytical frameworks, ensuring intersectional disaggregation of findings.
- Prepare a draft evaluation report (maximum 50 pages excluding annexes) incorporating findings, analysis, and preliminary recommendations.
- Present the draft report to AAL, implementing partners, and Sida for stakeholder feedback.
- Finalize the evaluation report incorporating all stakeholder feedback within the agreed timeline.
- Produce five (5) human interest stories / case studies documenting significant changes in beneficiary lives.
- Prepare a PowerPoint presentation (maximum 20 slides) summarizing key findings for dissemination to a non-technical audience.
- Support the dissemination of evaluation findings through appropriate channels to promote wider learning and knowledge-sharing.

## 6.4 Report Annexes

The final evaluation report must include the following annexes:

- All data collection tools (questionnaires, guides, protocols)
- Raw data summaries and clean datasets in electronic format
- List of all KII and FGD participants (maintaining anonymity as appropriate)
- Photo documentation from field activities
- These Terms of Reference
- Evaluator's/Team's CVs

## 7. DELIVERABLES AND TIMELINE

The total evaluation is expected to be completed within thirty (30) calendar days from the date of contract signing. The evaluator is required to submit a detailed activity schedule in the inception report. The following table outlines the minimum expected deliverables:

Deliverable	Timeline	Description
Inception Report	Within 5 days of contract signing	Evaluation design, methodology, sampling framework, data collection tools, timeline, and work plan submitted to AAL for review and approval.
Data Collection Tools	Within 3 days of contract signing	Final questionnaires, KII guides, FGD protocols, and observation checklists in English and relevant local languages (reviewed and approved by AAL).
Fieldwork Progress Report	Mid-fieldwork	Brief status update on data collection progress, coverage, and any challenges encountered.
Draft Evaluation Report	Within 15 days of contract signing	Comprehensive draft report (max 50 pages excl. annexes) including findings, analysis, and preliminary recommendations submitted to AAL for stakeholder review.
Validation/Dissemination Presentation	Within 20 days	PowerPoint presentation (max 20 slides) of key findings delivered to AAL staff, implementing partners, Sida/Embassy of Sweden, and relevant stakeholders.
Five (5) Human Interest Stories / Case Studies	Alongside final report	Documented positive outcome or change stories from project communities, capturing beneficiary voices and transformation narratives.
Final Evaluation Report	Within 25 days of contract signing	Final report incorporating all stakeholder feedback; includes all annexes (data tools, raw data summaries, participant lists, photo documentation, ToR).
Clean Datasets	Within 25 days of contract signing	Electronic copies of all data submitted to AAL's MEAL Officer in agreed formats (SPSS, Excel, or equivalent). All data are the property of AAL.

Note: Contracts will be signed sufficiently in advance of the fieldwork start date to enable adequate time for inception planning. AAL's Program Manager, Finance Manager, MEAL Officer, and Program Officers will review all submitted documents. AAL will provide written feedback to the evaluator(s) on all reports within five (5) working days of submission.

## 8. ROLES AND RESPONSIBILITIES

### 8.1 Responsibilities of the Consultant / Evaluation Firm

- Design and implement the evaluation in accordance with this ToR and the approved inception report.
- Ensure the independence, quality, and ethical integrity of all evaluation processes and products.
- Maintain confidentiality of all AAL project documents, beneficiary information, and data.
- Comply with AAL's safeguarding policy and code of conduct throughout the evaluation.

- Communicate proactively with the designated AAL contact person regarding any challenges, delays, or emerging concerns.

## 8.2 Responsibilities of ActionAid Liberia

- Provide the evaluator with all relevant project documents, including the project proposal, annual reports, midline evaluation report, Results Framework, financial reports, baseline data, and relevant policy documents.
- Facilitate access to implementing partners, beneficiary communities, government counterparts, and other stakeholders.
- Designate a senior staff member as the primary point of contact for the evaluator throughout the assignment.
- Provide timely written feedback on submitted deliverables (within 5 working days).
- Bear no additional costs beyond those agreed in the evaluation budget. The evaluator must include all necessary costs in the financial proposal.

## 9. QUALIFICATIONS AND COMPETENCIES REQUIRED

Applications are invited from independent consultants or evaluation firms with the following qualifications. Teams are encouraged to ensure gender diversity and include at least one Liberian national with strong community and cultural competency.

Requirement	Description
Education	Master's degree or higher in Public Health, Social Sciences, Gender Studies, Development Studies, or a related field.
Evaluation Experience	Minimum 7 years of experience conducting evaluations of development programs, with demonstrated expertise in SRHR, gender equality, FGM, or community empowerment programs.
Methodology	Demonstrated proficiency in mixed-methods evaluation approaches (quantitative and qualitative), including participatory and feminist evaluation methodologies.
Liberia/West Africa Context	Proven experience working in Liberia or the West African sub-region, with strong understanding of the socio-cultural, political, and development landscape.
HRBA/Feminist Analysis	Familiarity with Human Rights-Based Approaches (HRBA) and intersectional feminist analysis frameworks as applied to development programming.
Data Management	Experience in designing survey instruments, managing and analyzing data (qualitative and quantitative), and presenting findings to non-technical audiences.
Communication	Excellent written and oral communication skills in English. Knowledge of local languages (Liberian English, Mandingo, Kpelle, or others) is an added advantage.
Independence & Ethics	Demonstrated independence from ActionAid Liberia and Sida. No conflict of interest, with strong commitment to research ethics, data protection, and confidentiality.

## 10. APPLICATION PROCESS AND SUBMISSION REQUIREMENTS

### 10.1 How to Apply

Interested and qualified consultants or evaluation firms are invited to submit a complete application package. Applications must be submitted electronically to the designated AAL email address (to be

confirmed upon publication of the final call) no later than the deadline stated in the official announcement. Applications received after the deadline will not be considered.

## 10.2 Required Application Documents

Applications must include all of the following documents in a single PDF submission:

6. Technical Proposal (maximum 15 pages): including understanding of the assignment, proposed methodology and evaluation design, sampling approach, work plan with timeline, team composition and roles, and ethical considerations.
7. Financial Proposal: A detailed budget breakdown covering all costs for the entire assignment (personnel, field logistics, data collection, translation, reporting, dissemination, etc.). The budget must be presented in US Dollars (USD). No VAT or taxes will be paid by AAL beyond those explicitly agreed in the contract.
8. CVs of key team members: Highlighting directly relevant experience in SRHR evaluation, FGM programming, gender equality, and Liberia/West Africa context.
9. At least two (2) samples of previous evaluation reports: Preferably of similar programs (SRHR, gender, community empowerment, or human rights-based programs).
10. At least two (2) professional reference contacts: From recent clients for similar evaluation assignments.
11. Organizational profile (for firms): Including registration documents, key personnel, and list of recent evaluations completed.
12. Declaration of Conflict of Interest: A signed declaration confirming independence from AAL, Sida, and all implementing partners.

## 10.3 Evaluation and Selection Criteria

Applications will be evaluated based on the following criteria:

- Technical quality and innovation of the proposed methodology (40%)
- Relevant experience and qualifications of the team (30%)
- Demonstrated knowledge of Liberia/West Africa context, SRHR, and anti-FGM programming (15%)
- Quality and value-for-money of the financial proposal (15%)

## 10.4 Submission Deadline and Enquiries

The deadline for submission of applications is June 19, 2026, and address to [vacancy.liberia@actionaid.org](mailto:vacancy.liberia@actionaid.org) and Copy [willet.salue@actionaid.org](mailto:willet.salue@actionaid.org) and [elizabethgbah.johnson@actionaid.org](mailto:elizabethgbah.johnson@actionaid.org). All enquiries regarding this ToR should be directed to the designated AAL contact person stated in the announcement. AAL reserves the right to accept or reject any application, and to cancel this call at any time without incurring any liability to applicants.

## 11. CONFIDENTIALITY AND DATA OWNERSHIP

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The consultant/firm is required to protect the strict confidentiality of all documents, data, and information provided by or collected on behalf of ActionAid Liberia during this evaluation. This includes but is not limited to:

- All project documents shared for desk review purposes
- All primary data collected from beneficiaries, community members, and stakeholders

- Identities of participants in KIIs, FGDs, and surveys
- Any sensitive information pertaining to key population, FGM practitioners, HRDs, or other at-risk populations

All data, datasets, evaluation tools, and reports produced under this assignment are the sole property of ActionAid Liberia. No data or information from this evaluation will be released to any third party without the prior written approval of ActionAid Liberia. The evaluator is required to sign a Data Confidentiality Agreement as part of the contract.

## 12. LIST OF ABBREVIATIONS

<b>AAL</b>	ActionAid Liberia
<b>CBO</b>	Community-Based Organization
<b>CSO</b>	Civil Society Organization
<b>FGD</b>	Focus Group Discussion
<b>FGM</b>	Female Genital Mutilation
<b>HRBA</b>	Human Rights-Based Approach
<b>HRD</b>	Human Rights Defender
<b>JEC</b>	Just and Equal Communities
<b>KII</b>	Key Informant Interview
<b>key populations</b>	Sex worker, Lesbian, Gay, Bisexual, Transgender, Intersex and Queer
<b>MEAL</b>	Monitoring, Evaluation, Accountability and Learning
<b>OECD-DAC</b>	Organisation for Economic Co-operation and Development – Development Assistance Committee
<b>REFLECT</b>	Regenerated Freirean Literacy through Empowering Community Techniques
<b>SGBV</b>	Sexual Gender-Based Violence
<b>SHEA</b>	Sexual Harassment, Exploitation and Abuse
<b>Sida</b>	Swedish International Development Cooperation Agency
<b>SRH</b>	Sexual and Reproductive Health
<b>SRHR</b>	Sexual and Reproductive Health and Rights
<b>ToR</b>	Terms of Reference
<b>VSLA</b>	Village Savings and Loans Association