

## TERMS OF REFERENCE (ToRs) FOR EXTERNAL EVALUATION OF SUSTAINABLE LIVELIHOOD PROJECTS

### MUSLIM AID ASSOCIATION (MAA) IN BOSNIA AND HERZEGOVINA (BiH)

#### Background

In the wake of the 1990s war and post war effects, Muslim Aid opened its Bosnia and Herzegovina (BiH) Field Office in 2007 with the primary goal of tackling post war poverty and food security issues as well as supporting Economic Empowerment, Education, Seasonal food security. Since 2021, Muslim Aid in BiH has been localised and registered as a local association under the name Muslim Aid Association (MAA) and is currently operating as an affiliated organization of Muslim Aid in the UK.

MAA pledged to implement programmes in supporting the needy and the most vulnerable people throughout the whole country under the three thematic areas: Economic Empowerment, Education and Seasonal Programmes.

With the aim to alleviate the poverty, under the Economic Empowerment Programmes Muslim Aid in BiH primarily focuses on **Sustainable Livelihood** development that can achieve long term results by provision of skill training, tools and opportunities for economic and food security through **greenhouse vegetables production, cattle farming, beekeeping and rural development**. Our beneficiaries include marginalized women, young people, persons with disabilities, unemployed, families living in rural areas and returnees.

Prior to **Sustainable Livelihood** projects implementation MAA has consulted municipalities and target groups to assess needs and identify effective methods of addressing rural poverty. This guided the selection of greenhouse vegetable production, beekeeping and cattle farming as an opportunity to build the income-generating capacity of marginalised households, which requires relatively low start-up costs and basic upskilling in order to generate sustainable, year-round sources of income through the sale of vegetables, bee or dairy products and thus providing families with food on the table.

In the last 10 years, these projects were implemented in over 80 local communities (Municipalities) across the whole country BiH. The projects increased the life performance of over 4000 families (cc. 12,000 people). The greenhouse production project increased the needy family's socio-economic performance through the allocation of resources and skill training, and creating a base that will enable them to be self-sustainable in the long term. Through the donation of a greenhouse with seedlings and an irrigation system, the food dependency of these families was reduced and their self-sustainability was enabled. Awarding bee colonies and complete equipment for beekeeping, families were empowered to beekeeping. In addition, the beekeeping projects envisage the strengthening of beekeeping associations as well as promotional activities aimed at raising the level of citizens' awareness of the importance of bees for the ecosystem, environment and humanity. Through the cattle farming project, pregnant heifers were allocated to families in rural areas in order to secure their income by farming livestock.

## Purpose and Scope

MAA in BiH is seeking to hire a consultant to do external evaluation for the three Sustainable Livelihood project: **greenhouse vegetables production, cattle farming, beekeeping and rural development** implemented over the last 10 years in partnership with over 80 municipalities across the whole country BiH. The projects have been funded by the following donors: MA-UK HQ, MA Sweden, MA USA and 80 municipalities. Please note that the evaluation of the greenhouse project will be carried out in a representative number of municipalities, not to all of them. This will be decided jointly with MAA and the evaluator. **Total number of beneficiaries for the greenhouse project: 3120.**

### Locations for the cattle farming project - Total number of beneficiaries: 298

1	JAJCE
2	KONJIC
3	HADŽIĆI
4	BREZA

### Locations for the beekeeping and rural development project-Total number of beneficiaries:98

1	LUKAVAC
2	SREBRENİK
3	KALESİJA
4	JABLANICA
5	ZENICA
6	VLAŠENICA

The external evaluation aims to assess the impact and provide evidence-based insights that demonstrates how the projects reached its expected goal and outcomes i.e. increase in food security, additional income generation etc, employment rates and overall quality of life; what has changed positively or improved in the livelihoods due to intervention; to identify key successes, gaps, and constraints that need to be addressed and recommendation for next project phase to expand the livelihoods intervention.

The evaluation must be aligned with the DAC evaluation criteria: relevance, effectiveness, efficiency, impact, sustainability, coordination, scalability/replicability, accountability and inclusion.

## Evaluation Objectives

1. To assess the long-term impact and cost-value on how the livelihood projects have improved the quality living standards, health and diet, and resilience of the beneficiaries.
2. Assess to which extend the livelihood projects have contribute to mitigate climate change and foster environmental sustainability.

3. Document good practices, generate evidence-based lessons learned and actionable recommendations to strengthen the current livelihoods project implementation.
4. To assess the impact of the livelihoods project on the broader community ( e.g. availability of vegetables, effects on markets process, impact on the larger producers, as well as on the rising generation (e.g. education level, rural exodus, etc).

### **Evaluation Questions**

- 1. To assess the long-term impact and cost-value on how the livelihood projects have improved the quality living standards, health and diet, and resilience of the beneficiaries.**
  - a. Q1 How has the projects contributed – quantitatively and/or qualitatively – to the improvement of the living standards of the beneficiaries? (Earnings etc.)
  - b. Q2 How has the projects contributed to the resilience in terms of food security outcomes of beneficiaries?
  - c. Q3 How the projects contributed to the outcomes for small farmers?
  - d. Q4 How do the costs associated with the project compare to the overall value and benefits it has delivered, and do they justify the investment made?
  - e. Q5 Assess to what extent has the livelihoods project impact on the beneficiaries health, wellbeing and diet?
- 2. Assess to which extent the livelihood projects have contribute to mitigate climate change and foster environmental sustainability.**
  - a. Q1 To what extent and How the projects have contributed to the mitigation of climate change and environmental impact / outcomes?
  - b. Q2 To what extent and How the projects contributed to environmental sustainability?
  - c. Q3 What elements of the livelihoods projects can be replicated in terms of mitigate climate change and foster environmental sustainability?
- 3. Document good practices and generate evidence-based lessons learned and actionable recommendations to strengthen the current livelihood projects implementation.**
  - a. Q1 What good practices to improve living standards and strengthen environmental impact emerged from the livelihood's projects?
  - b. Q2 What lesson learned can contribute to strengthen the livelihoods project implementation?
- 4. To assess the impact of the livelihoods project on the broader community ( e.g. availability of vegetables, effects on markets process, impact on the larger producers, as well as on the rising generation (e.g. education level, rural exodus, etc).**
  - a. Q1 To what extent and how the livelihoods project impact the broader community?
  - b. Q2 In what ways has the livelihoods projects contribute towards the rising generation?

### **Expected Deliverables**

1. Evaluation plan or inception report
2. Final evaluation report (with images and testimonies)

Images: of the beneficiaries and the livelihoods included into the report

Testimonies: short sentences of the testimonies between 50 to 150 words

Report length: between 30-50 pages (including case studies, images and testimonies)

3. Oral presentation
4. Nine case studies with pictures. One for a female, a male and one for a person with disabilities for each of three projects
5. Data sets and tools in English.

MAA will provide more background information of projects details, activities, log frame (where applicable), locations including focal points or municipality contact information, brief local context, arrange meeting with partners, team and relevant department as per consultant requirement.

### **Additional Evaluation questions**

The following evaluation questions should be at least included in the evaluation criteria. These evaluation criteria are based on OECD DAC. These are guidelines, they do not stop the evaluator from providing and suggesting more relevant questions in their inception report.

#### a) Relevance

1. To what extent are the objectives of the programme valid for the country programme and target community?
2. Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives?

#### b) Effectiveness

1. To what extent the project achieved planned objectives and results?
2. What were the major underlying factors (internal and external) influencing the achievement or non-achievement of the results within the project duration?

#### c) Efficiency

1. Assess the activities are cost-efficient within the programmes supported by the project?
2. Does the Project offer better value for money within the rural and urban context in terms of its impact?

#### d) Impact

1. What are the key short-term changes produced by the project, positive or negative and what are the key factors behind these changes?

#### e) Sustainability

1. To what extent did the benefits of the projects continue after the fund support ceased?
2. What were the major factors that influenced the achievement or non-achievement of sustainability of the project?

#### g) Coordination

1. How have the project activities been coordinated with different stakeholders to achieve the overall objective?

#### h) Scalability/Replicability

1. Is there any likely ability of the project or its components to be scaled or replicated in other programme areas?
2. Who are the main actors in the scale-up/replication of the approach in other semi-urban and rural locations and how has the project engaged with them to date?

#### i) Accountability and Inclusion:

1. Is all the documentation that is part of the means of verification physically available?
2. To what extent did the project demonstrate commitment to accountability?
3. How effective was the project complaints mechanism?
4. How effective and impactful were activities related to participation and inclusion?
5. Were the needs of persons with disabilities, older persons, and women/girls considered and mainstreamed into the project? How effective was this?

### **Methodology and Sample size**

The evaluation consultant with the other team members will develop the evaluation methodology, ensuring there is a triangulation in place. The evaluation consultant is expected to describe the methodology in the Inception Report following a review of literature and reference documents using TORs.

Such a methodology should define an appropriate sample size and specify mechanisms that will be adopted to avoid selection bias. The evaluation consultant will be expected to utilize various data collection tools like questionnaires, key informant interview guides, and observation to obtain data from the various respondents and key stakeholders.

As a minimum, the evaluation process will include the following key steps:

- Sample size:
  - Margin of error 5%
  - 90% of confidence
  - 50% on response distribution
  - 50% gender distribution, 10% flexibility
  - Gender balance, 50% women and 50% men with a variance of 10%.
- Review of relevant literature related to the project (proposal, quarterly reports, among others)
- Data collection to apply-appropriate data collection tools (e.g. questionnaire, checklist, etc) for Interviews and focus group discussion;

### **Evaluation Team**

The following are the minimum requirements for evaluation consultant to be considered for carrying out the assignment.

- At least a master's degree in project management, statistics, or any other related fields
- Minimum of 5 years of relevant professional experience in conducting evaluations for livelihood and/or programs
- Strong experience in conceptualizing and evaluating programs preferably in the context of BiH.
- Evidence of previous work and experience. Evaluation consultant should have experience and success in evaluating similar grant programs (reports, published articles, briefs, bulletins, PowerPoint presentations, etc).
- Excellent communication and report-writing skills.

## **Timeline**

The Evaluator must submit and deliver the following outputs:

- (i) A draft evaluation report produced no later than 01. November, 2024.
- (ii) A Final evaluation report including case studies and recommendations for MAA BiH Sustainable Livelihood Programmes for future use of Programme design and/or alternative solutions produced by 15. November, 2024.
- (iii) Data sets (SPSS, Excel) – for all collected data (quantitative and qualitative). Qualitative data should be transcribed for future use by MAA BiH. The data sets should be in an appropriate format (SPSS, Excel, and Word) and will be submitted together with the final evaluation report.
- (iv) PowerPoint and oral presentation, summarizing the key findings from the evaluation submitted together with the final evaluation report after the report has been approved.

## **MAA BiH Responsibilities**

MAA BiH will be responsible for the following:

- To ensure effective coordination of the evaluation process.
- Approve inception report.
- Providing input into the tools developed and evaluation design.
- Provide the evaluation consultant with literature review materials/necessary documentation.
- Link the evaluation consultant to relevant stakeholders.
- Reviewing analysis of the data collected prior to the documentation of the final report.
- Review draft report.
- Approve and sign off the final report draft.

## **Ownership of Research Data/Findings**

- All data collected and report findings for this study shall remain the property of MAA BiH and its donors MA UK.

## **Budget**

The consultant should submit to MAA BiH a forecast of the budget including their consultancy fees. All other costs for the evaluations – transport, in-country accommodation must be included in the consultancy fees. The currency used in the budget should be BAM.

## **Schedule of Payment**

The following payments will be made to the consultant using an agreed mode of payment.

- Before Commencement: 20%
- After First draft: 30%
- After the Final Report is approved by MAA BiH (including MA HQ): 50%

## **Mode of Submission**

MAA BiH invites technical and financial proposals from qualified consultants. Applications from Interested candidates should present an application by no later **than 30. September 2024** as follows:

- A detailed CV or resume of the evaluator(s)
- Estimate cost of an evaluation consultant (# of hours needed x average labor rate)
- Travels: Consider travel expenses to collect data
- Other direct costs (ODCs): Estimate cost of expenses such as supplies, equipment, printing, etc.
- Overhead costs and fees: Evaluation firms often build these costs into “loaded” labor rates; independent evaluators may account for overhead differently.
- Methodology or technical approach to evaluation or work.
- Conduct of the evaluation and other sources: an outline of the key personnel involved within the evaluation team, equipment, website, etc.
- Schedules: dates and schedules for procuring, selecting, or forming the evaluation team, and dates, duration, and logistics for each evaluation event.
- Past work samples or documents: at least 2 samples and a list of key documents that should be reviewed as part of the evaluation.
- Sample size criteria to be used.
- A Technical application detailing: An understanding of the ToRs, methodology, CVs of the Team Leaders, and technical reference of previous similar works.
- A Financial proposal with a detailed budget taking into consideration the details in the ToR and timelines therein.

The applications should be submitted by no later **than 30. September 2024** either via post or via email.

Email address: [officebih@muslimaid.com](mailto:officebih@muslimaid.com)

Postal address: Muslim Aid Association, Koševo 10, 71000 Sarajevo

Contact phone number: 033 263 335