

FINAL EVALUATION TERMS OF REFERENCE
***“MULTI-SECTORIAL LIVELIHOOD SUPPORT TO VULNERABLE COMMUNITIES IN
ZIMBABWE”***

Commissioned by: IOM Zimbabwe

Managed by: IOM project coordinator

1. Evaluation context

With the support of the Bureau of Humanitarian Affairs (BHA), under the project “ ***MULTI-SECTORIAL LIVELIHOOD SUPPORT TO VULNERABLE COMMUNITIES IN ZIMBABWE***” since November 2021, IOM Zimbabwe has been implementing an intervention aiming to provide multi-sectoral assistance through Mental Health and Psychosocial Support (MHPSS) to vulnerable households in Masvingo, Manicaland and Matabeleland South Provinces and support income generating activities in order to reintegrate and to build the resilience of IDPs, returnees and host communities. This project is targeting 1,800 households. The unpredictable and critical nature of Zimbabwe and the socio-economic impact of the COVID-19 pandemic has reinforced the need for IOM to continue conducting data collection through DTM to provide information on the locations, multisectoral needs and intentions of the affected population including IDPs, returnees and host communities, to the humanitarian partners for more targeted responses, since they remain dependent on humanitarian assistance.

Furthermore, as a response to the increased caseload of internal displacements and migrant returnees, the project addressed protection challenges by strengthening information, counselling, and referral services (ICRS) and complementing this by providing socio-economic revitalization assistance in afore mentioned provinces through income generating activities.

2. Evaluation purpose and objective

This summative final independent and internal evaluation is being conducted for use by the management and the project team to document lessons learned and best practices of implemented activities but above all to ensure accountability to intended beneficiaries and assess the value for money of activities funded by BHA, providing an insight of the effectiveness of the project.

This evaluation, which is conducted at the end of the project cycle will be conducted by an internal independent evaluator to develop a report for stakeholders and mission purposes. A mid-term progress review has been internally undertaken by IOM and the project coordinator to assess project performance, administrative and technical arrangements to better guide project implementation during the different phases of the project. The final evaluation will build on the midterm review report, and it will focus on the relevance of the project design, effectiveness and efficiency of project implementation and management, and gauge the potential long-term impact and sustainability of project results.

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Through a participatory approach, the evaluation will involve key relevant stakeholders who have contributed to the implementation of the project and will identify challenges, draw lessons learned and develop recommendations to improve similar projects in the future. The evaluation will also assess the extent to which gender mainstreaming was considered and the realization of any gender results from the project. This will be guided by IOM's Gender Marker. In addition, the evaluation will incorporate an analysis of how protection principles were mainstreamed during the project.

3. Evaluation scope

The evaluation will cover:

- (a) All Activities conducted under the project *"MULTI-SECTORIAL LIVELIHOOD SUPPORT TO VULNERABLE COMMUNITIES IN ZIMBABWE"*
- (b) the time period of the project duration - **28 September 2021 – 27 November 2022 (14 months)**
- (c) Geographical area to be covered – 3 Provinces (Manicaland, Masvingo, Matabeleland South)
- (d) Cross-cutting themes (CCTs) Gender, Disability, community empowerment, inclusion, and participation.

4. Evaluation criteria

The evaluation will be focused on assessing the different criteria: During inception phase, the evaluator will develop more specific questions under each criterion.

- 1) **Efficiency**, provide a good analysis of how physical and financial resources were used to undertake the activities and how well this was achieved.
- 2) **Sustainability** of the project benefits beyond the project duration.
- 3) **Relevance** of the project in the areas of implementation and the target population (Skills, needs, characteristics)
- 4) **Coherence** between this project and those of other actors and partners working on the area as well as coherence with other IOM projects, the IOM Zimbabwe country strategy and other Regional Frameworks.
- 5) **Impact**: to the extent possible, the potential future Impact of the MHPSS/ IGAs on the living conditions and increased wellbeing of the beneficiaries.
- 6) **Effectiveness** in terms of the extent to which the project delivered activities and results as promised in its results framework.

5. Evaluation methodology

The evaluator will detail the methodology, but it is envisaged that this evaluation will mostly utilize qualitative research methods specifically Key Informant Interviews, Focus Group Discussions and Direct observations. Some of the key informants will include but not limited to IOM staff, DDC, PDC, Councilors, Community counsellors and community leaders. FGDs participants will involve groups of men and women separately drawn from different households within a sample of the intervention area. It may be possible to conduct a control FGD for "impact" measurement if feasible. Direct observation on the other hand will focus on observable changes or new developments that may illustrate or confirm the project's delivery of activities, production of output goods and services and any observable effects(changes).

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6. Ethics, norms, and standards for evaluation

IOM abides by the norms and standards of UNEG and expects all evaluators and evaluation stakeholders to be familiar with the guidelines for ethical conduct of evaluations.

- As an evaluator you will be required to conduct your activities with personal and professional integrity.
- Not be biased to personal or sectoral interest.
- Informed consent: potential respondent should be informed of the purpose of the data collection, how the interview will be conducted, how information will be used and whether it will be published.
- Anonymity/confidentiality: a person's right to provide information in confidence and anonymously should be built into data collection, with potential respondents asked about their preference for anonymity.
- Respect the rights of the institutions and individuals involved in the evaluation process and ensure that is significant participation and validation of the information collected.
- Additionally, sensitive data should be collected in an appropriate manner to ensure that is not traced to its source.

7. Evaluation deliverables

- Inception report (including an evaluation matrix and data collection tools (Evaluator)
- Draft evaluation report and infographic. (Evaluator)
- Evaluation brief. (Evaluator)
- Final evaluation report. (Evaluator)
- Presentation of the final evaluation report. (Evaluator)
- Management response partially filled out (PM)

8. Specifications of roles

PM/ Evaluation Manager:

- Identify and plan evaluation, including making resources available and set up the scope of the evaluation as well as discuss with the norms and quality provisions.
 - Assess and select the evaluator from the pool of evaluators proposed by Regional M&E
 - Agree on the TOR with the evaluator as well as the evaluation workplan.
 - Follow up on the progress of the evaluation and revision of evaluation briefing and preliminary findings.
 - Support the evaluator on logistical aspects, engagement of stakeholder and relevant administrative procedures.
 - Review the final evaluation report and make necessary comments through the management response template predesigned for the purpose.
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Evaluator:

- Review and agree on the TOR.
- Propose an evaluation workplan or elucidate the methodology.
- Conduct an inception meeting and draft an inception report.
- Identify relevant stakeholders and design data collection tools to be used through a participatory approach for data collection.
- Determine how data will be collected and analyzed respecting data protection principles.
- Draft the final evaluation report and share it with PM and relevant evaluation stakeholders at the country and regional office for comments, inputs and review.
- Once the final report is agreed, prepare an presentation of finding to ensure a clear explanation of lessons learned and best practices to be used in future programming.
- Discuss with PM recommendations, comments, and methods for dissemination.

9. Tentative Time schedule (TBD in liaison with the evaluator)

Activity	Responsible party	Number of days	Timing
Inception meeting, revision, and acceptance of TOR.	Evaluator/ PM	1 day	1st December
Development of a workplan inclusive of methodology to be utilize during the evaluation period.	Evaluator	3 days	3-5 December
Draft inception report	Evaluator	2 days	6/7 December
Develop an infographic	Evaluator	1 day	8 December
Mapping of relevant stakeholders	Evaluator/ PM	2 days	9/10 December
Development of data collection tools.	Evaluator	3 days	15 December
Data collection / Field trips / FGD discussions and individual surveys with key informants.	Evaluator	15 days	8 to 22 January
Data analysis and development of Final report.	Evaluator	8 days	30 January
Presentation of finding and report submission.	Evaluator	1 day	31 January

10. Evaluation budget

IOM Zimbabwe will cover all transport, DSA and any other costs related to this evaluation.

Prepared by Karina Campagnoli/ IOM Zimbabwe Project coordinator