

The Contract No. FED/2020/414-402

**Ethiopian Center for Disability and Development
(ECDD)**

European Union – Civil Society Fund III

Terms of Reference (ToR)

for

Final Evaluation

**“Disability Rights for Increased Voice and Empowerment (DRIVE) in
Ethiopia”**

**APRIL 2023
Addis Ababa, Ethiopia**

Ethiopian Center for Disability and Development (ECDD)

Terms of Reference for the Final Evaluation of a “Disability Rights for Increased Voice and Empowerment (DRIVE) in Ethiopia” project

I. Background

Ethiopian Center for Disability and Development (ECDD) is a national CSO engaged in promoting disability inclusion in Ethiopia. all regions and two city administrations of Ethiopia. It has ongoing projects in all regions and two city administrations.

As part of its overall programme, and with financial support from the European Union under Civil Society Fund III and with co-financing from Light for the World International, ECDD has been implementing a project entitled “Disability Rights for Increased Voice and Empowerment (DRIVE) in Ethiopia”, contract ref. No. FED/2020/414-402 in the period 01 February 2020 to 30 April 2023. The project had the overall objective of persons with disabilities and their families are aware of their rights, have their rights respected, and enjoy an improved quality of life and opportunities, and the following are specific objectives¹ envisaged to be attained from successful implementation:

- ⇒ To empower persons with disabilities Advocating for their Rights (demand-rights)
- ⇒ To increase access to mainstream services by persons with disabilities (demand-basic services)
- ⇒ To enhance the capacities of duty-bearers to put in place effective policies and provide inclusive services (supply).

In line with these objectives, the Ethiopian Centre for Disability and Development (ECDD)² has coordinated the implementation of various activities that are collectively expected to produce the following results³:

- ⇒ Ensure a greater systemic service link among government and non-governmental institutions to support meeting the needs of persons with disabilities and their families
- ⇒ Ensure awareness of the rights of persons with disabilities and promotion of equalization of opportunities among key OPDs, government service providers, and NGOs;
- ⇒ Linking regional and community-level interventions in the region via enhanced collaboration among DINGO members at the national level.

² ECDD is mentioned hereafter on behalf of the grant beneficiaries it is coordinating to implement the project: Federation for Federation of Ethiopian Associations of Persons with Disabilities (FEAPD) and Light for the World.

Ethiopian Centre for Disability and Development (ECDD) has deployed technical staff for implementation and maintained a system of progress tracking and reporting to the donor as well as other key stakeholders in the project. Now, with the completion of the implementation period Ethiopian Centre for Disability and Development (ECDD) has decided to commission and engage an external consultant to evaluate the overall performance of the implementation.

The evaluation will assess the approaches applied to achieving results, with due emphasis on efforts related to capacity building and partnerships (the interplay between the efforts of Partners, Associates, target groups, and associations of beneficiaries).

2. Purpose and Objectives

The overall purpose of the final evaluation is: to contribute to strengthening accountability to key stakeholders and the internal learning of the Ethiopian Centre for Disability and Development (ECDD) with regard to performances in programme implementation, generating lessons learned, and assuring result orientation.

This evaluation, within the overall thematic area of advocacy, has the following specific objectives:

- ⇒ To identify and assess outputs and outcomes of activities implemented as part of the project “Disability Right for Increased Voice and Empowerment (DRIVE) in Ethiopia”. To the extent possible the contribution of the activities to the overall objectives of the project as well as to that of the mission of the Ethiopian Centre for Disability and Development (ECDD) will be assessed.
- ⇒ In comparison to the expected results in the project document, assess how and to what extent the approaches applied by Ethiopian Centre for Disability and Development (ECDD) contribute to improved quality of life and opportunities for persons with disabilities and their families.
- ⇒ **Relevance** – among others, how well matched are the project interventions to the socio-cultural, institutional, political, and economic contexts of the target groups and the country/region? Were opportunities, entry points and risks clearly articulated and employed or managed?
- ⇒ **Efficiency** - Are projects/program inputs consistent with the efficient achievement of outputs and outcomes? Have project funds been disbursed in ways consistent with the efficient achievement of objectives? Have all partners been able to provide their contributions to the project? Given objectives, were alternative approaches available that could have been used resources more efficiently?

- ⇒ **Effectiveness** - Have the interventions achieved or are likely to achieve their objectives? Have the Objectively Verifiable Indicators (OVI's); targets according to the log frame, been achieved as planned to date? What is the quality of results achieved? What is the likelihood of achieving the Specific Objectives as envisaged and measured in the OVI's of the Log frame? To what extent is the choice of intervention channels and mechanisms adequate to achieve the intended results? What are the main obstacles/challenges to achieving the intended results? Has there been any change in objectives? What explains any non-achievement of objectives? Are there any unexpected outcomes?
- ⇒ **Impact:** Did the assumptions at the project purpose (Specific Objectives) level remain true over the implementation period? What are the key achievements of the interventions in terms of policy, practice, and behaviour change? What are the intended/envisaged pathways from project results to broader overall development outcomes?
- ⇒ **Sustainability:** How likely will the interventions' outputs and outcomes be sustained? What actions/conditions have been put in place to sustain changes in channels and mechanisms? Are capacities supported by the interventions likely to be sustained and result in sustained improvements in the future?
- ⇒ **Coherence:** How compatible was the intervention with other interventions in the country, sector, or institution? Internal coherence addresses the synergies and interlinkages between the intervention and other interventions carried out by the same institution/government, as well as the consistency of the intervention with the relevant international norms and standards to which that institution/government adheres. External coherence considers the consistency of the intervention with other actors' interventions in the same context. This includes complementarity, harmonization, coordination with others, and the extent to which the intervention is adding value while avoiding duplication of effort.
- ⇒ Assess the usefulness of applied Monitoring and Evaluation systems for achievement, documentation, and communication of results.

3. Scope

Ethiopian Centre for Disability and Development (ECDD) wants to maximize the relevance and learning potential of the evaluation. Thus, this evaluation should be based on a wider investigation of country contexts and specific activity portfolios. This strongly emphasizes the role of the inception phase in specifying the scope, per the considerations outlined below.

Thematic focus - The project is financed by EU/CSF III the overall objective of which is to increase the contribution of citizens and CSOs in the development and democratization process of the country. Accordingly, important focus areas of this evaluation include:

- Capacity strengthening of CSOs and their networks to engage in policy dialogue and effectively influence the Government's reform processes and nation-building interventions at Regional and Federal levels;
- Partnership opportunities amongst CSOs (including the media and academia), building on existing networks, supporting emerging networks, and encouraging the building of coalitions and the creation of platforms to exchange knowledge;
- Support the creation of an enabling environment to ensure the development of a credible, accountable, independent, inclusive civil society sector and undertake strategic engagement with all levels of Government.

While the above three areas are expected to be covered and reported in a section with three separate sub-sections, the consultant is encouraged to include success/case stories from the beneficiaries to demonstrate its findings on the project impact. *The chain of results* - The project is primarily about Empowered persons with disabilities advocating for their rights (demand-rights), Increased access to mainstream services by persons with disabilities (demand-basic services), and Enhanced capacities of duty-bearers to put in place effective policies and providing inclusive services (supply). Thus, the evaluation will primarily check the achievements of the high-level results and their indicators in the approved Logical Framework Matrix (LogFrame) of the project. The same can be said for improved participation/advocacy efforts. The evaluation will look for indications of broader development outcomes where possible, but the assessment will primarily be based on the work of the Ethiopian Centre for Disability and Development (ECDD) and Federation of Ethiopian Associations of Persons with Disabilities (FEAPD), and Light for the World International.

Monitoring and Evaluation information for accountability and learning. The evaluation will among others examine how results and results monitoring are aligned with broader Overall Objectives (with reference to the indicators included in the Logframe of the project proposal).

Geographic/Regional focus: The evaluation will as a point of departure consider project activities in Sidama(Hawassa City), SNNP(Wolaita Sodo & Arba Minch Cities), and Amhara(Gondar, Debre Markos, & Bahir Dar Cities) Regions.

Time frame: The evaluation is expected to cover the activities implemented by the Ethiopian Center for Disability and Development (ECDD) and the Federation of Ethiopian Associations of Persons with Disabilities (FEAPD) during the period from 01 February 2020 up to 30 April 2023. This will allow focusing on activities and results related to the specific project and analyzing the temporal aspects and their implication for the potential achievement of results.

NB. In light of the possible support from other donors for related activities, the evaluation needs to be careful in attributing results to CSF III and others. Also, note that the report will be presented and reviewed by the donor and other key stakeholders.

4. Approach and Methodology.

The evaluation falls into two main parts: As part of the inception phase, a desk study will be undertaken by the Consultant to understand the details of the project, and the broader context and develop details of the evaluation question, prepare instruments, and plan subsequent stages of the task. The second part is the more in-depth information/data collection and analysis of activities, based on discussions and interviews with key stakeholders such as signatories to the DRIVE Project, leaders, members and staff of OPDs, mainstream service providers, duty-bearers, and other stakeholders.

The evaluation will be based on both quantitative and qualitative methods. The specific methodology and analytical framework will be finalized during the inception phase and will be approved by Ethiopian Centre for Disability and Development (ECDD). The Consultant will ensure triangulation of findings by applying a variety of data collection methods comprising desk research and analysis of existing material; semi-structured interviews will be held for purposefully selected representative and focus-group discussions with key informants, stakeholders' workshops, and direct observation of program implementation and impact in the field.

Desk study: The first point of departure will be the project-specific documentation available from the Ethiopian Centre for Disability and Development (ECDD). In addition, the Consultant will review reports/correspondences held by and be made available from Ethiopian Centre for Disability and Development (ECDD); collaborating government sources, resource organizations (Network/Apex organizations), higher learning institutions, the media, and the like. Such reports may include reviews and profiles of CSO institutional and organizational capacities; the approaches and strategies mostly promoted; internal networking for shared learning and joint actions; their participation and/or contributions in the overall national/regional development processes; status/trends in their partnerships with government and donors; status/trends in the operational environment, and the likes.

Workshops: The Consultant is expected to present detailed proposals and the final evaluation outputs to Ethiopian Centre for Disability and Development (ECDD), including group events, where applicable. In the first place, the inception report (output of the desk review) will be presented to the reference point to be designated by the Ethiopian Centre for Disability and Development (ECDD) or to the Meeting of the Project Coordination Committee. This encounter is anticipated to enable the Consultant to test the evaluation questions and get an endorsement on the proposed approaches to finalizing the assignment. At the finalization phase, a second workshop will possibly be organized so as to help validate the main findings, contribute to cross-learning between organizations, and facilitate buy-in from key stakeholders (dissemination).

Interviews and discussions with key stakeholders: Interviews should be conducted with key informants primarily face to face and otherwise by phone. Key stakeholders include signatories to the DRIVE Project, the implementing Partner CSOs, Human Right Institutions (HRIs), and Organizations of Persons with Disabilities (OPDs) in Sidama, Amhara, and SNNP Regions), the collaborating governmental personnel of local and regional government bureaus and offices of the target cities in each region.

The project beneficiaries from members, leaders, and staff of OPDs (25), CSOs (6), Office of Women and Social Affairs (6), TVET (6), and HRI (3) will participate in the terminal evaluation. In addition, the data will be collected from 6 Focus Group Discussions in the target regions of Sidama, Amhara, and SNNP Regions; Personnel of local and regional government bureaus and Woreda offices in each Region; Local and headquarter personnel of development CSOs working in the target Regions. The final beneficiaries of the Project will be almost all women and men, girls and boys with disabilities and their families in the six target cities including Hawassa, Wolaita Sodo, Arbaminich, Debre Markos, Bahir Dar, and Gondar in the Sidama, SNNP, and Amhara target regions.

The Interviews will be conducted in semi-structured form. key areas for discussion will be identified and questionnaires or interview guides will be elaborated. There would be an interview round during the inception phase (with core technical staff directly working on the project and with a representative of the donor) to clarify expectations.

Following the inception phase, the second and major round of interviews will be conducted by reaching the key stakeholders of the project mentioned above, both within the base city of the project and in implementation areas.

Field trips: The Consultant is expected to undertake (at least) 6 field trips (to Hawassa, Wolaita Sodo, Areba Minich, Debire Markos, Bahir Dar, and Gondar /spend at least 4 days on field trips. The purpose of the field trips will be to collect information on the implementation of the project, both by the Ethiopian Centre for Disability and Development (ECDD) and the Federation of Ethiopian Associations of Persons with Disabilities (FEAPD). The Consultant will have the opportunity to interview field-based staff, project beneficiaries, and relevant stakeholders and Partners.

5. Organisation of the Evaluation

The evaluation will be carried out by an independent, individual external consultant to be selected through the open, competitive, and fair selection procedure. Ethiopian Centre for Disability and Development (ECDD) will be responsible for managing the process and for facilitating initial contact of the Consultant with implementing partners, final beneficiaries, and other stakeholders. The evaluation Facilitation and Monitoring Team composed of the ECDD Monitoring and Evaluation Manager, Program Director, and DRIVE Project Coordinator will be established at the head office of the Ethiopian Centre for Disability and Development (ECDD) to facilitate and provide smooth coordination of the evaluation task.

6. Output

The main outputs of the evaluation consist of the following (to be prepared and submitted in English):

⇒ **Inception report** - not exceeding **15** pages excluding annexes. The inception report should include the results of the desk review, the detailed proposal on methodologies and the elaborated analytical framework for the evaluation, survey instruments, timeline, and process progress indicators. ECDD will review/comment and endorse the inception report as appropriate for the Consultant to commence the next stage of activities.

- ⇒ **Evaluation report, draft, and final version**, not exceeding **60** pages excluding annexes. The draft version will be first reviewed and commented on by ECDD before presenting it to the final validation workshop of key stakeholders, likewise, the final version will incorporate feedback solicited from the Client as well as from the final validation workshop. The final report must include an executive summary of not more than 4 pages.
- ⇒ In addition to the above, Ethiopian Centre for Disability and Development (ECDD) is expected to prepare and present a concise summary of the findings of the evaluation during the validation workshop to be organized by ECDD.

7. Work plan

The preliminary work plan is as follows:

- ⇒ **End of April 2023**: Signing of contract, initiation of work.
- ⇒ **Beginning of May 2023**: Inception Phase - desk study of the project and other relevant documents; interviews and discussions with a core staff of the Client and representative of the donor; design of detailed evaluation methods, and instruments; identification of informants and developing detailed schedule of activities,
- ⇒ **By the Mid of May 2023** - presenting an endorsement of the Inception Report by the Client,
- ⇒ From **Mid of May** to the **Beginning of June 2023** - Information collection from Hawassa, Wolaita Sodo, Arba Minch, Gondar, Debre Markos, and Bahir Dar Cities through fieldwork along with the methodology endorsed, and write-up of the draft report.
- ⇒ By the **end of June 2023**: submit draft report; plan and prepare for debriefing/validation workshop. The final report has to be delivered to the Client **within two** calendar weeks after the above validation workshop.

8. Competencies

The evaluation team should have the qualification, knowledge, and experience appropriate to the purpose and scope of the evaluation. Required competencies are:

- First, preferably a second degree in LLM, Human Rights, or social science fields;
- At least 2 assignments successfully completed in the evaluation of CSO projects/programs;
- The consultant/s shall have knowledge about CSOs and a good grasp of the context and challenges of the operational environment;
- Knowledge and experience with evaluation methodologies (both qualitative and quantitative methods).

- Excellent analytical and report writing skills, with demonstrated experience.
- Good knowledge of data analysis tools and techniques as well as concepts and methods of efficacy and impact evaluation.
- Knowledge of English and Amharic languages.

Preferable Competencies:

- International experience in evaluating CSO projects
- Working as a researcher and advocate for OPDs or Non-profit organizations or working in government and international organizations on policies relating to human rights and disability rights
- Knowledge and experience in applying gender-balanced and participatory approaches to the exercise.
- Knowledge of local languages in the areas to be visited.

9. Selection criteria

The Technical and Financial Proposals will account for 70% and 30% respectively of the selection criteria, broken down as follows:

CRITERIA	SCORES
TECHNICAL PROPOSAL:	
Experience related to the task	15%
Qualifications of team member(s)	15%
Disability Inclusion related experience	10%
Methodology	30%
BUDGET PROPOSAL:	30%
Total	100%

10. Payment Modalities

Payment Installment	Deliverables	Percentage
1 st Installment	Upon submission and approval of the Inception Report with detailed methodology and work plan	30%
2 nd Installment	Upon submission and endorsement of the draft Final Evaluation Report	30%
3 rd Installment	Upon submission of the final report and when accepted by ECDD and its donor, the TAU/EUD.	40%

11. Background Documents

The following are among the key background documents for this evaluation:

The Strategic Plan, and DRIVE Project documents of ECDD;
The final Full Application set of documents including The Full Description, Log Frame, Budget, and Contracts with their Annexes approved by the EUD;
All interim and final reports with narrative and financial components submitted to the EUD;
Intermediate outputs of the project that include training manuals, publications, toolkits, research reports, etc. produced by the project.

How to Apply

Qualified and interested Consulting Firms fulfilling the aforementioned requirements, shall submit their technical and financial proposals along with relevant documents through ECDD – e-mail Tendrecdd@ecdd-ethiopia.org, or hand-delivered in a sealed envelope during office work hours to the ECDD office- Located behind Dreamliner Hotel Meskel Flower Road; Tel: +251-114-165859/0116-653916/or P.O. Box: 1530 Code 1250; Addis Ababa, Ethiopia **no later than April 25, 2023.**