



**Request for Expression of Interest to undertake
External End-Term Project Evaluation
Terms of Reference**

1.0 PROJECT SUMMARY

Project Title:	Strengthen Networking, Influence Policy on Food Sovereignty, Community Resilience & Regeneration of Bio-Cultural Diversity in Africa
Project implementer:	African Biodiversity Network (ABN)
Development partner:	Bread for the World (BftW), Germany
Project locations:	Ghana, Benin, Zimbabwe, Ethiopia, Kenya, Uganda Togo
Project number:	A-AFK-2021-1002
Project period:	3 years (August 2021 to July 2025)
Target Beneficiaries:	15,247 direct beneficiaries who include communities, marginalized youth and staff from and 237 intermediaries/Decision makers

2.0. INTRODUCTION AND BACKGROUND

2.1. About the African Biodiversity Network (ABN)

The African Biodiversity Network is a regional network of individuals and organizations across Africa with a vision of vibrant and resilient African communities living in harmony with nature. ABN emphasizes an African approach to sustainability and community resilience, rooted in traditional practices, cultural heritage, and ecological diversity.

ABN offers a very African approach to sustainability and community resilience, closely linked to and growing out of traditional practices. The premise is that cultural and ecological diversity are intricately bound together and that only through restoring people's strong and deep sense of connectedness to nature and all that lies within it will people in Africa find ways to be resilient and sustain their land and other natural resources. A key part of this restoration is to give a substantial voice to elders' indigenous knowledge.

2.2. About the Strengthen Networking, Influence Policy on Food Sovereignty, Community Resilience & Regeneration of Bio-Cultural Diversity in Africa Project

This A-AFK-2021-1002 project phase of the Strengthen Networking, Influence Policy on Food Sovereignty, Community Resilience & Regeneration of Bio-Cultural Diversity in Africa Project, is funded by Bread for the World (BftW). The project is implemented in four sub-regions: Western Africa, Eastern Africa, North & Central, and Southern Africa, with the ABN Secretariat coordinating. The project phase began on 1st August 2021 and will conclude on 31st July in 2025. The Project was initially implemented by ABN in collaboration with four implementing partner organizations in Ethiopia, Zimbabwe, Benin and Ghana. In October 2024, BftW provided additional funding in support of additional activities for partners already in the existing project phase and new partners drawn from Kenya, Uganda and Benin.

The objectives and indicators of change for the project are as presented below

#	Objective	Indicator
1	Objective 1: A growing number of ABN partners apply participatory experience-based and cultural approaches on community seed systems and Youth empowerment for regeneration and increase pf biodiversity.	At least 10 ABN partners are applying at least two (2) new methods in their work with the communities learnt from learning centers by June 2025. In at least 10 communities served by ABN partners (ABN youth Guideline), youth engagement in community action in the field of biodiversity/ livelihoods/community development is increased by 30%.

2	Objective 2: Three Sub-Regional Nodes (in Western, Eastern and Southern Africa) intensify advocacy, coalition and alliance building among partners.	At least five (5) joint programmes on regional, Sub-Regional or national level (e.g., campaigns) are/have been carried out by ABN partners by June 2025.
		At least nine (9) new organizations are actively contributing to working processes in Sub-Regional Nodes by June 2025 through participation in meetings, signing lobby letters, joining advocacy work and/ or contributing to publications, policy recommendations or studies.
3	Objective 3: ABN secretariat mobilizes common lobby and advocacy processes among members to influence policies on agro ecology in Africa.	Five (5) joint position papers are published by members of the ABN network on policy issues related to agrobiodiversity, seeds or agroecology by June 2025.
		At least two (2) new communication channels such as e-newsletter, digital media platforms or online interactions are put in place among the network.
		At least one (1) policy related to agrobiodiversity, seeds or agroecology changed in line with the ABN recommendations.

3.0 PURPOSE OF THE EVALUATION

3.1 Purpose

In line with BftW funding requirements, ABN is seeking to undertake an end-of-project evaluation. The end-term evaluation aims to comprehensively assess project results to determine whether the project has attained the set objectives or not. The evaluation will especially investigate the project's relevance, effectiveness, delivery & efficiency, impact, and sustainability. This evaluation will provide insights for future projects and help determine the project's overall contribution to the targeted outcomes.

3.2 Specific Objectives

The external end-term evaluation will:

1. Assess Project Performance: Examine the extent to which the project has achieved its intended outputs, outcomes, and long-term impacts; as well as to evaluate the appropriateness of the strategies and approaches used for implementing the project.
2. Understand Stakeholder Perspectives: Gather feedback from (financial) partners, beneficiaries, and stakeholders to understand their perceptions of the project's effectiveness.
3. Document Learning: Identify best practices, lessons learned, and challenges to inform future programming; also identify major external factors that influenced or impacted on the implementation of the project and evaluate their implication on future interventions.
4. Accountability: Provide evidence-based insights to donors and partners regarding the use of resources and the project's outcomes.
5. Sustainability Planning: Evaluate measures put in place to ensure long-term sustainability and make recommendations for future efforts.
6. Formulate recommendations based on the outcomes of this evaluation that could help for future projects similar in nature to this one

The key users of the evaluation report will include ABN, BftW, beneficiaries, relevant Government Officers, as well as other key project collaborators and other partners.

3.3. Key Evaluation Questions

The evaluation will be guided by the OECD-DAC evaluation criteria which focuses on relevance, delivery & efficiency, coherence, effectiveness, impact, sustainability and institutional modalities. The key questions to be asked around each theme are outlined below.

Quality of Design and Relevance: the consultant needs to assess the extent to which the project objectives and activities responded to the needs of the target group. We expect the consultant to respond to the following questions

1. Were the project's objectives and design aligned with the needs of the target communities and the broader policy environment? To what extent is the project aim and objectives still valid?
2. How well did the project respond to the priorities of stakeholders and beneficiaries? How were target groups involved in the project (including planning, implementing, monitoring and adapting the project intervention to guarantee that their needs are taken up in the project)?
3. To what extent are project objectives, planned activities and planned outputs consistent with the intended outcome and impact? How realistic were the set targets and expected results (say vis a vis available resources)? Were the inputs and strategies used realistic, appropriate, and adequate to achieve the results?
4. Did the project design adequately address priority political, environmental, and social issues? How was the project design adjusted to respond to changes in the operating context, if any?
5. How adequate was the rigor of analysis that informed the project design (e.g., comprehensiveness of analysis of risks, assumptions, depth of gendered analysis etc.)?
6. Was the project logically designed, in terms of valid intervention logic, presented in a well-structured logical framework? does the intervention logic still hold true?

Delivery and Efficiency: The evaluation should address the following questions:

1. To what extent did the project deliver planned output and outcomes in an efficient manner? Were the resources effectively utilized? What if any, are the opportunities to improve efficiency?
2. Were project activities delivered within the planned timelines and budget? If there were challenges (delays, budget management) how can they be rectified? To what extent were the resources made available sufficient for the planned interventions for the project?
3. To what extent was implementation/ day-to-day management adequate in terms of management, coordination and human resources? What administrative, financial or managerial challenges (e.g. budget control, risk management, accountability etc.) did the project face, if any? To what extent did any such challenges affect planning and delivery?
4. How well are activities monitored by the project and are corrective measures taken if required? How adequate and effective were the project MEL systems and or tools (eg logframes, workplans, resource schedules, budgets etc.)
5. Were project approaches, strategies, and interventions appropriate, realistic, and adequate to lead to defined objectives? Would there have been alternative better ways of achieving similar results?
6. To what extent were gender and relevant horizontal inequalities (ethnic, religious, geographical, etc.) taken into consideration during the implementation of the project?
7. To what degree were other cross-cutting elements such as climate change, disability, youth, human rights, gender and or conflict resolution taken on board/ mainstreamed during project implementation? What have been the results of these?
8. If appropriate how does the project co-ordinate with other similar or complementary interventions carried out by other partners/ actors, to encourage synergy and avoid overlaps? How sufficient were linkages with government departments and other service providers?

Effectiveness: To establish whether the project reached its intended objectives/ outcomes.

The following questions will be critical:

1. To what extent has the project achieved its objectives and corresponding indicators as outlined in the project proposal document?
2. What major factors contributed to the achievement or otherwise of the intended results?

Impact:

1. What long-term changes have occurred as a result of the project - positive or negative; expected/ planned or unexpected/ unplanned? This should include any changes in attitudes, behaviours, relationships, capacities, quality of lives/living conditions, or practices.
2. How has the project contributed to food sovereignty, community resilience, and the regeneration of bio-cultural diversity?
3. What factors if any, may have contributed positively or negatively towards the attainment of the project's impact?

Potential for Sustainability & Replication: assess the potential for sustainability and replication by responding to the following questions:

1. To what extent are the project interventions, strategies, approaches and results (outputs, outcomes, and impacts) likely to continue after the end of the project?
2. What new or existing structures/institutions, or linkages/partnerships have been designed to ensure the continuation and sustainability of the achievements?
3. Have the target groups been mobilized and organized to become empowered active players independent from the project and able to advocate for their rights/interests on their own in the future?
4. To what extent do the approaches, or techniques supported by the project build resilience of the communities considering increasing disruptions such as covid 19, locust invasion, droughts, floods etc
5. What can be done to increase the likelihood of the project results being sustainable?
6. What are the opportunities for up-scaling and replication of the project approach and components?

Institutional Modalities: The following questions will apply to this sub-area:

1. To what extent are the management and governance structures adequate and functioning?
2. How does the management work, how does the internal decision-making process work?
3. How effective is ABN and implementing partners in planning and implementation of strategies?
4. Which measures have been taken to ensure institutional sustainability?

Conclusions, Lessons, and Recommendations: Based on the findings of the project evaluation:

Based on the findings of the project evaluation:

1. Draw major conclusions regarding all evaluated areas.
2. What are the main lessons that have emerged? What can be regarded as best practices that are worth replicating (including traditional practices that may be harnessed)?
3. What are the actionable recommendations for similar projects/practices in the future?

4.0 EVALUATION METHODOLOGY AND SCOPE

4.1 Evaluation Design or Approach

The evaluation team is expected to propose an appropriate methodology for the evaluation. However, a mixed-method approach that combines qualitative and quantitative approaches should be explored.

4.2 Evaluation Methods

The consultant is expected to identify methods for data collection considering the anticipated change and information needs per each indicator. A mixed methods approach will require triangulation of methods to generate objective measures of indicators but also nuanced explanations. The key methods to apply are as follows: -

1. Document Review: Analysis of project documents, including the project proposal, baseline and midterm evaluation reports, partner reports, and monitoring data.
2. Key Informant Interviews (KIIs): Interviews with ABN staff, partner organizations, policymakers, and other stakeholders.
3. Focus Group Discussions (FGDs): Discussions with community members, youth, and other direct beneficiaries.
4. Field Visits and Observations: Visits to project sites to observe activities and interact with stakeholders.
5. Surveys: Online or paper-based surveys to gather quantitative and qualitative feedback from partners and stakeholders.
6. Stakeholder inclusion is critical, particularly direct beneficiaries, implementing partners, sub-regional nodes, and government representatives involved in the project.

4.3 Specific Tasks

Specifically, the consultant will work closely with the ABN staff to:

1. Participate in briefing and consultation meetings to discuss the assignment, and become familiar with the ABN activities on the development of the end-line evaluation design and execution plan.
2. Develop in collaboration with ABN a detailed evaluation research and analysis plan, including plans for pre-testing tools, recruitment and training of research assistants, meaningful participation of beneficiaries and community members, sampling methodology, data collection in the field, qualitative and quantitative data analysis and reporting.
3. Develop in collaboration with ABN, rigorous and robust, qualitative, and quantitative data collection tools that can gather reliable and replicable data on each of the project indicators (sample tools to be developed, shared, and approved by ABN before data collection). Provide detailed indicator protocols describing the data collection methodology for each indicator.
4. Lead data collection in the field including designing and leading key informant interviews and focus group discussions; designing and leading surveys; training research assistants/ enumerators; monitoring and ensuring data quality and research ethics of research assistants.
5. Rigorously analyze data using appropriate statistical and qualitative analysis techniques.
6. Hold a debriefing meeting of all stakeholders where they will present key results and proposed recommendations and /or changes to the project intervention designs
7. Draft a high-quality end-line evaluation report. The report must be written in good-quality English and must include a robust and detailed analysis of data findings.

4.4 Scope of the Evaluation

The evaluation will review the project work done so far within the jurisdiction of the current BftW project. Field visits will take place in all the nine (9) implementing partners and the target beneficiaries they have been working with in Benin, Ghana, Zimbabwe, Kenya, Uganda and Ethiopia. The evaluation will cover the entire project period, focusing on what has been implemented to date.

5.0. PROCESS AND TIME FRAME

The evaluation will be conducted between April 2025 and June 2025. The final submission of the end-line evaluation should not be later than the 18th of June 2025. The consultant will propose a work plan based on their assessment of the assignment. We propose that the steps of the evaluation be as follows:

Deliverable/Activity	Deliverable	Timeline	Alloc days
Preparatory work (consultant selection, entry meetings, contracting).	Consultant selected; Contract Signed	5 April 2025	2.0 day
Desk Review: Evaluation design, methodology, and detailed work plan	Inception report	12th April 2025	3.0 days
Data collection tools (enumerator selection & training)	-	14th April 2025	2.0 days
Actual primary data collection (fieldwork, stakeholder meetings, FGDs etc.)	Primary data collected	May 2025	17.0 days
Data analysis, debriefing, and drafting of evaluation report	Data analysed, draft report prepared	May 2025	6.0 days
Presentation of draft report and findings to everyone involved in the project	Key findings and Draft evaluation report	By 5th June 2025	1.0 days
Revised Draft report after presentation and validation	Report is validated	10th June 2025	2.0 days
Feedback on the report by ABN	Additional feedback given	13th June 2025	
Finalization of a report by incorporating comments	Updated report	16-17 June 2025	2.0 days
Final Submission of Evaluation Report	Final report shared	18th June 2025	
Total time frame in days			35 days

6. EXPECTED DELIVERABLES

1. Technical and financial proposals for the assignment (not more than 10 pages, excluding CVs and other attachments)
2. Inception Report within 5 days upon signing of the contract: The inception report will include among others:
 - Feedback (or expectations) on the evaluation ToRs, say, feasibility of evaluation design, potential limitations/restrictions and additional issues and questions
 - Revised approach, methodology and instruments for data collection, organization, and analysis
 - Sampling of evaluation respondents (stakeholders, number of representatives etc.)
 - A detailed schedule/ workplan, with clear roles and responsibilities
 - Proposed evaluation report format
3. Draft Evaluation Report: Detailed analysis addressing all key questions and criteria.
4. Presentation of Findings: Summary presentation for a validation workshop.
5. Final Evaluation Report maximum 25 pages both in hard and electronic format (MS Word as well as PDF) exclusive of appendices. The draft and final reports must respond to all evaluation questions in this ToR. The (draft, final) evaluation report shall as a minimum contain;
 - Preliminary pages (table of contents, list of acronyms, acknowledgements etc.)
 - Executive Summary - a tightly drafted free-standing document including the key issues of the evaluation, main analytical points, conclusions, lessons learnt and recommendations. (of 2-3 pages)
 - Introduction: short description of the project, purpose of the evaluation, evaluation methods etc.
 - Evaluation objectives process, design/methodology and limitations

- Detailed evaluation findings¹ for all assessed areas per the ToRs (highlight, findings, implications, and where applicable specific recommendations).
- Conclusions, Lessons, and Recommendations² based on evidence and analysis.
- Annexes/ appendices including List of all evaluation respondents (by gender and social representation); List of all referenced secondary data; and all primary source data/ data sets, both quantitative and qualitative, generated during the evaluation in an electronic file in an easily readable format.
- Summary of the findings in (MS PowerPoint) to be used for subsequent dissemination to all partners involved.
- All raw data: transcripts from In-depth Interviews, FGDs and cleaned data set used for analysis and production of the final report in an acceptable electronic format.

7.0 ETHICAL CONSIDERATIONS

The consultant is expected to strictly adhere to ABN's Safeguarding and other relevant policies. The consultant has the responsibility to ensure that any persons hired, used, or consulted during the process are made familiar with the policy and commit to abide by it during the course of this work. The consultant and associates must sign the policy prior to engagement in the assignment.

8.0 ROLES AND RESPONSIBILITIES

8.1 Responsibilities of the ABN

1. Develop contract agreement with the consultant.
2. Review inception report and provide feedback for improving the same.
3. Provide relevant background information other relevant documents for the project.
4. Provide population data for sampling for the target location.
5. Provide the logistic support for the exercise, including vehicles to facilitate the data collection processes).
6. Provide/ assigned staffs for coordination on planning of the evaluation.
7. Make inputs into the draft Endline evaluation report before final approval of the same.
8. Cover all reasonable aspects of the evaluation costs per agreed budgets and Terms of Engagement

8.2 Responsibilities of the individual consultant/Consultancy firm

1. Develop and present technical proposal for evaluation of the work plan and budget.
2. Design evaluation tools
3. Undertake the evaluation exercise according to the agreed ToR and "understanding of the ToR."
4. Based on the findings, compile a draft evaluation report, which will be shared with ABN and BftW
5. Incorporate comments and finalize the report as agreed between the consultant and ABN.
6. Present a soft copy and 3 well-bound hard copies to ABN

8.3 Reporting

The Consultant(s) will liaise with ABN throughout the evaluation and hold regular evaluation progress review meetings. The consultant will also hold a debriefing meeting of ABN where they will present preliminary results and proposed recommendations and /or changes to the project intervention designs.

¹ The presentation of findings must be intrinsically linked to the evaluation areas so as to establish a logical flow. Similarly, inter-linkages between key findings, conclusions and recommendations/lessons have to be clear and transparent. The report should preferably include quotes, photos, graphs, and case studies/stories.

² Should be carefully targeted to the appropriate audiences and be relevant and feasible.

9.0. KEY QUALIFICATIONS OF THE EVALUATORS

The evaluation consultancy firm or individual should possess:

1. Expertise in biodiversity, agroecology, and community development.
2. Proven experience-conducting evaluations using the OECD-DAC criteria.
3. At least 5 years' experience in similar assignments or projects that follow a strict financial flow rule or European government funding
4. Strong understanding of African socio-cultural and environmental contexts.
5. Proficiency in English and/or French (additional regional languages are an advantage).
6. Experience with participatory evaluation methods.
7. The consultant should be able to travel within the project areas.

10.0. PROPOSAL EVALUATION CRITERIA

Criteria	Max Points
Organization/ Consultant Capacity <ul style="list-style-type: none">• Any safeguards in case of travel restrictions and or/extent of collaboration with local consultants in the project country areas• Experience working with projects that follow a strict financial flow rule /European governmental funding• Profile/capability statement, relevant documents, experience in similar assignments• Demonstrated understanding, objective, and completeness of the assignment	30
Understanding of TOR, approach methodology and Implementation plan: <ul style="list-style-type: none">• Details and adequacy of the methodology proposed for the assignment• Detailed implementation plan indicating timeframe	30
Qualification and Experience of the Proposed Team to the assignment <p>A detailed description of the proposed team, key qualifications, previous relevant experience, key summary experience, and position with the firm attach CVs (not more than three pages for each and other support team</p>	20
Financial proposal <p>A breakdown of costs detailing proposed days, daily rates and other direct costs related to the assignment in US Dollars. The ABN will meet the travel costs in the field during data collection in case this is required</p>	20
TOTAL	100

11.0. CONTENT OF THE EVALUATOR'S OFFER

Interested evaluators should submit:

1. Technical Proposal: the technical proposal will include among others:
 - A cover Letter expressing interest and availability for the tasks.
 - Evaluation title, methodology (state details about the sampling, data collection systems, techniques /methods, key parameters, key questions, and respondents).

- Understanding the tasks/TORs, evaluation design, similar works previously done/ track record, data quality assurance & management, sample size, evaluation framework, expected deliverables and timelines, and brief profiles of the evaluation team members.
 - Team composition should be mentioned in the technical proposal (proposed position/expertise, key tasks, allocation of time, Name, brief on education, and experiences required for this assignment.
 - Recent curriculum Vitae (max.3-4 pages) of the lead Evaluators and team members as annexure. Recent evaluation report must be attached within the proposal.
 - Two samples of reports of previously undertaken for similar assignments Approach and methodology.
2. Financial Proposal: Detailed budget, including Number of days required for the assignment.
- ALL envisaged evaluation costs (professional fees and ancillary costs such as travel, Logistics expenses, taxes, accommodation, validation etc.).
 - The budget must specify the daily professional fees/ consultancy rate. All costs must be in dollars.

12.0. APPLICATION PROCEDURE

ABN invites interested and suitable individuals or firm to submit proposals in English via email by **Friday, March , 31, 2025** to abnsecretariat@africanbiodiversity.org Copy; accounts@africanbiodiversity.org with the subject line:

“End-Term External Evaluation Proposal – Project A-AFK-2021-1002.”