TERMS OF REFERENCE

End-of-the Project Evaluation

1. Background and Context

The National Commission of Justice, Peace, and Caritas (NCJPC) is the one national body of the Catholic Church responsible to oversee the design, delivery, and evaluation of all efforts of the church to deliver charity, development, and social justice. The NCJPC is a non-profit organization established under the laws of Liberia.

In a bid to influence government for the effective implementation and monitoring of the sustainable Development Goals (SDGs) which aim at bringing duty bearers to account and creating a better policy and enabling environment for all Stakeholders, the National Commission of Justice, Peace and Caritas (NCJPC) obtained funding from CAFOD. This project conforms to CAFOD’s commitment to Pope Francis’ Laudato-Si that calls for an integrated approach to combating Poverty, restoring dignity to the excluded and to protecting nature by “leaving no one behind”. This principle creates room in ensuring that the Government of Liberia captures the transformational principles of Agenda 2030.

To achieve its goal, the NCJPC will increase collaboration with various Civil Society Organizations working on the SDGs through their central office, the National Civil Society Council of Liberia (NCSCL) to raise awareness, establish 3 regional Platforms (in the three dioceses) to influence policy and lobby for accountability, identify gaps at regional/diocesan level and build internal mechanisms and monitor and report the level of progress achieved.

The various CSOs will identify and create a medium for vulnerable groups such as women and youth groups to be part of SDG discussion and also incorporating the work of CBOs, local community leaders in ensuring that the government produces a national SDG implementation strategy that includes CSO voices and the transformational principles of the SDGs and that it presents this as a Voluntary National Review report at the High-level Political Forum in July 2019.

1.1 Goal:
To engage with CSOs at national level to influence government for the effective implementation and monitoring of Agenda 2030
1.2 Outcomes

- CSOs, Lawmakers, and NCJPC have increased knowledge on the SDGs and are familiarized with Agenda 2030
- Promoting widespread meaningful participation and inclusion of all groups, amplify their voices and ensure adequate representation, especially of those furthest behind in society
- Implementation – progress made on the SDGs at national level by formulating progressive policies

2. Purpose of the Evaluation

The project has been implemented for one year three months (March, 2018 – June, 2019). The overall objective of the end of project evaluation is to generate knowledge from the Driving Social Accountability to Accelerate Implementation of the SDGs project experience in collaborating with various Civil Society Organizations through their umbrella organization, the National Civil Society Council of Liberia. This evaluation is being conducted as an end of the project and will focus on the entire implementation period. The key stakeholders of this evaluation are NCJPC, CAFOD, and NCSCL. The overall purpose of the Evaluation is to assess the processes and achievements made to draw lessons that will inform future programming. The evaluation is intended to capture effectively lessons learnt and provide information on the nature, extent and where possible, the effect of the project to the Government and NCJPC and NCSCL’s engagement with lawmakers. The emphasis on learning lessons speaks to the issue of understanding what has and what has not worked as a guide for future planning.

3. Scope and focus of the Evaluation

The evaluation will look at the following areas: Project Management; project activities; engagement with lawmakers, CSOs and other stakeholders (marginalized people including women, youth, and people living with disabilities). It will address the results achieved, partnerships/coalitions established, as well as issues of capacity and approach.

a) Evaluation Questions

The following key questions will guide the evaluation:

I) Relevance – Assess project design and focus
   - To what extent did the project achieve its overall objectives?
   - What and how much progress has been made towards achieving the overall outputs and outcomes of the project
   - Were the inputs and strategies identified realistic, appropriate and adequate to achieve the results?
   - Was the project relevant to the identified needs

II) Effectiveness – Describe the management processes and their appropriateness in supporting delivery
   - Was the project effective in delivering desired/planned results?
- How effective were the strategies and tools used in the implementation of the project?
- How effective has the project been in responding to the needs of the beneficiaries, and what results were achieved?

III) **Efficiency** – this refers to project implementation
- Did the actual or expected results justify the costs incurred?
- Were the resources effectively utilized?
- How was project’s collaboration with NCSCL and NCJPC?
- How did the project financial management processes and procedures affect project implementation?
- What are the strengths, weaknesses, opportunities and threats of the project’s implementation process?

(IV) **Sustainability**
- To what extent are the benefits of the project likely to be sustained after the completion of the project?
- What is the likelihood of continuation and sustainability of project outcomes and benefits after completion of the project?
- How were capacities strengthened at the individual and organizational level
- Describe the main lessons that have emerged
- What are the recommendations for similar support in the future

4. **Methodology for Evaluation**
The evaluation will provide quantitative and qualitative data through the following methods:

- Desk study and review of all relevant project documentation including project documents, progress reports
- In depth interviews to gather primary data from key stakeholders using a structured methodology
- Focus Group discussion with project beneficiaries (both direct and indirect) and other stakeholders
- Interviews with relevant key informants
- Observations (field visits using checklist)

5. **Duration of the Evaluation**
The evaluation is expected to start July 22, 2019 and is estimated to last for 15 working days. This will include desk reviews, field work – interviews, and report writing.
6. **Expected Deliverables**

The following deliverables are expected:

a. An inception report, outlining the key scope of the work and intended work plan of the analysis, and evaluation questions.

b. A draft comprehensive report that will inform all the key stakeholders including NCJPC, CAFOD, and NCSCL

c. The Final Report that will include findings, recommendations and lessons learnt covering the scope of the evaluation. It should include Executive summary, Introduction, Description of the evaluation methodology, Situational analysis with regard to the outcome and outputs, Analysis of opportunities to guide future programming, key findings including best practices and lessons learned, Conclusions and Recommendations, and Appendices (Charts, field visits, people interviewed, documents reviewed)

7. **Budget and Terms of Payment**

The total budget for the engagement is expected to be no more than US$ 4,500.00, including fees, stationery, and questionnaire preparation for the Evaluation. 10% withholding tax shall be deducted from the evaluation fee.

The following will be the terms of payment:

- 40% to be paid at the start of the evaluation
- 40% upon completion and submission of the draft report
- 20% upon completion and submission of final report

8. **Management**

The evaluator will report directly to the National Director of the NCJPC. NCJPC will provide all relevant background documents necessary for the assignment. NCJPC shall be responsible for the coordination of meetings and other activities under the evaluation. The evaluator will comply with all reporting deadlines. NCJPC will coordinate payments.

9. **Required expertise and qualification**

- At least masters degree in Development Economics/Planning, the Social Sciences or any other relevant University degree;
- Extensive expertise, knowledge, and experience in working with lawmakers, government officials and other stakeholders in civic engagement and policy planning and development;
- Knowledge and understanding of the SDGs and Agenda 2030;
- At least 10 years of experience in working with INGOs and NGOs;
- Experience in NCJPC mandate, policy, procedures and programme management;
- Experience of project formulation and evaluation
- Fluent in English
- Excellent written and verbal communication skills in English
5. **Application process**

Interested and qualified candidates should submit their applications which should include the following:

- Detailed curriculum vitae
- Letter of application

Please quote “**End-of-the project Evaluation**” on the subject line.

Applications should be emailed to Fr. McDonald Nah, National Director, NCJPC mcdonaldnah@gmail.com and copy nugba2@yahoo.com or hand delivered to the above address not later than Wednesday, July 17, 2019 at 5:00 P.M.