

Terms of Reference: Baseline, cultural norms, endline surveys and mid-term evaluation Consultancy for Governance Project

Project Title	Tufaulu Pamoja / Succeeding Together
Project Objectives	<p>Women's movements and youth organisations are empowered for effective participation and representation in decision-making and peacebuilding processes at all levels by 2023.</p> <p>Women's movements and youth organisations have a better understanding of evolving laws, identifying gaps and undertaking relevant advocacy, and participating in decision-making spaces at all levels</p> <p>Women and youth in target communities have improved economic empowerment, through enhanced business development skills and participation in community-driven and environmentally friendly micro-enterprises</p>
Location	The project will work in 8 provinces: Kinshasa; Sud-Kivu (Bukavu, Uvira); Nord-Kivu (Goma, Béni); Haut-Katanga; Tanganyika; Kasai-Oriental; Tshopo; Ituri
Timeline	3 Years (starting on May 1st, 2020)

1. Background

CAFOD has received funding from the Swedish International Cooperation Agency (SIDA) for a three-year project that starts from May 2020 through to April 2023. This project, called "Tufaulu Pamoja" aims to support Women and youth in target areas of DRC have a strong voice and representation in decision-making and peace processes at all levels, resulting in sound policies and legislation, promoting gender equality, youth inclusion, peacebuilding and their socio-economic development.

By the end of the project it is expected that:

- Rien Sans les Femmes (RSLF) movement has a coordinated strategy that aims to advance gender equality and peacebuilding at all levels
- Community members improve their knowledge on gender equality and can challenge powerful gender norms
- Youth groups have a coordinated strategy that aims to advance their involvement in civic and political affairs
- Women's group members have skills and knowledge with which to hold government to account at all levels
- Women's groups members are holding government to account at all levels, promoting a gender sensitive agenda
- Youth group members have greater skills with which to hold government to account at all levels
- Youth group members are actively engaging with political representatives at all levels
- Women and youth have improved entrepreneurship skills and are putting them into practice via environmentally friendly micro-enterprises

The project plans to undertake series of strategies to initiate this change. These include: - Capacity building, mobilization and organization into more efficient platforms; - Awareness at community level and with other key stakeholders; - The creation of links within and between groups as well as with those who occupy positions of power; - Creation of opportunities for more effective entry into decision-making spaces; - Capacity building in areas such as leadership and advocacy and peacebuilding.

To achieve this change, the project will use a multi-stakeholder approach. Three categories of actors will be involved to contribute to this change, namely the program actors, the social actors and the beneficiaries. CAFOD, Episcopal Justice and Peace Commission (CEJP), RSLF and youth platforms will be at the program level, the sphere of control (catalyst for change). In the sphere of influence, we will be targeting the parliamentarians, journalists, customs/traditional leaders, teachers, representatives of provincial and national governments. The women's empowerment and representation component of the project will be ensured by the RSLF movement in 8 provinces with 11 coordination points: Kinshasa; South Kivu (Bukavu, Uvira); North Kivu (Goma, Bényi); Haut-Katanga; Lualaba; Tanganyika; Kasai Oriental; Tshopo; and Ituri). Each of these coordination points has a coordinator and more than 50,000 active members. The youth empowerment components will work with 8 provincial youth platforms and will be implemented in the same 8 provinces.

CAFOD as the project lead will work in partnership with CEJP, which is the main implementation partner of the project. CEJP will equally work in turn in close collaboration with RSLF and youth movements.

2. Project Stakeholders

The main project partner is the DRC CEJP that will coordinate project actions and closely work with RSLF and the youth movements. This include 11 provincial coordination centres of RSLF in 8 provinces, constituting 300 organisations and 1 million women members and 8 provincial youth platforms in 8 provinces, constituting 9,600 youth (1,200 per province).

The project will also work with relevant governmental and local stakeholders.

3. Consultancy Objectives

- Under direction of project leadership, develop detailed plan for baseline including Cultural norms survey, midline evaluation, endline surveys and final evaluation. The plan should consider the following parameters (inception phase/prior the baseline)
 - Covid19 and security-situation-related contingencies
 - Coverage of the project (8 provinces)
 - Diversity of the stakeholders involved in the project (youth platforms, RSLF movement, CEJP, CAFOD, the donor of the project, ect)
 - Inception phase in order to validate the MEL plan and the Theory of change of the project
- Confirm the initial set of indicators to ensure those indicators are the most appropriate to measure achieved project results (inception phase/prior the baseline)
- Collect baseline data for each indicator of the project overall objective and the 3 specifics objectives (baseline)
 - Four indicators for overall objectives
 - Six indicators for the three specifics objectives

- Avail missing information in the MEL plan (at the baseline column)
 - Produce baseline report
- Analyze the factors contributing to the high or low performance in term of participation and gender equality implementation (baseline and cultural norms survey)
 - Make the comparison between the national and provincial level
 - Make the comparison between Institutions, political parties and youth/RSLF
 - Identify the barriers and opportunities to participation of women and youth (male female, highlight differences) in decision making;
 - Review the existing legal and policy frameworks, affirmative action policies that support women in decision making and recommend how these can be improved to enhance the involvement of women;
 - Produce a concise, evidence based and analytical report with clear recommendations to inform the implementation process
- Assess the progress toward achieving the project objectives (mid-term evaluation)
 - Determine the progress against the plan
 - Document the contributing factors to high, medium or low performance (realistic implementation plan, clear theory of change, clear implementation strategies, capacities and resources, risk and assumption monitoring, ect)
 - Formulate recommendations to the project staff
- Collect endline data for each indicator of the project overall objective and the 3 specifics objectives (baseline)
 - Four indicators for overall objectives
 - Six indicators for the three specifics objectives
 - Avail missing information in the MEL plan (at the project target column)
 - Produce endline survey report

4. Methodology

- Sampling: help determine sampling methodology in accord with project plan
- Document review
- Interviews and group discussions: give the list of people / services to contact, the justification and how to proceed to conduct the interviews taking into account the context of COVID 19 in the country
- Validation of indicators and results
- Mixed qualitative and quantitative methods
- Ensure that measured results can be tracked back to records of relevant microgrants in financial system

5. Required qualifications

- Academic qualifications in relevant field.
- Demonstrated experience in conducting baselines and continued evaluations in development sector especially in the governance and rights sector,
- Proven high level skills in development, delivery and analysis of appropriate context, qualitative and quantitative tools and methods.
- Collaborative approach to working with project teams in data collection and/or reflection exercises.
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- Experience in Rights Based programming, power analysis, supporting movements and influencing power holders
- Knowledge of key UN frameworks guiding participation in politics and decision making such as SDG16, UN security Council Resolution 1325 etc.
- Experience working with international organisations or NGOs, including abiding by their child protection and prevention of sexual harassment, exploitation and abuse policies.
- Familiar to safeguarding and willingness to undergo police Check and Working with Children Check and sign and comply with code of conduct and Child Protection Policies.
- Understanding/knowledge of relevant standards and principles in the humanitarian sector, Sphere Standards, Core Humanitarian Standard.
- Understanding of Christian belief systems and faith-based organisations and traditional beliefs in the African context.
- Ability to perform research in local languages including Lingala and Kiswahili, perform research and interact with stakeholders in French, and report clearly in English.
- Familiar with participatory approaches and remote monitoring; -
- Capacity to effectively carry out the first part of the work in a period not exceeding 30 days, including reporting
- Capacity to implement a study that covers all targeted provinces

6. Expression of Interest.

Interested candidates who meet the above criteria should provide an expression of interest of no more than 15 pages which includes:

- **Technical proposal:**
 - Background information that includes an interpretation and understanding of the terms of reference;
 - Brief description of why the individual considers him/herself as the most suitable for the assignment;
 - A methodology and work plan on how they will approach and complete the assignment.
- **Financial proposal:**
 - Indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the deliverables expected to meet the objectives of the assignment

NB: After completion of the baseline and cultural norms survey (to be conducted the same time) and its acceptance by the donor, a review of the contractor's performance will be held; the results of this review will determine the continuation of the contract toward the midline and endline survey. A similar review will be carried out after similar completion of the midline survey.

Fait à Goma, le 07 Octobre 2020