

Call for Proposals and Terms of Reference for a Final Evaluation

of the Project

Vulnerable women generate their own income and improve their socio-economic status in family and society, Muminabad, Tajikistan

1 Call for Proposals

Caritas Switzerland [hereafter Caritas] is looking for proposals from teams of Consultants comprised of one international and one national evaluator [hereafter the Consultants] in line with the below Terms of References (TOR). Offers should include:

- a technical proposal, incl. a critical analysis of the project objectives and the TOR as well as a proposed concept, incl. envisaged methods, a detailed work schedule and coordination mechanisms.
- a financial proposal, incl. daily fee (per evaluator) with amount of days and estimation of travel costs to Tajikistan.
- The CVs of both evaluators and a brief outline of relevant experiences.

Deadline for submission of offers is 19th of March 2017.

Please send your offer to Ms Sandra Huesser: shuesser@caritas.ch.

2 Purpose and Use of the Evaluation

The project is coming to an end and the Consultants shall be hired for a final evaluation. The purpose of this evaluation is to assess the impacts and sustainability of the project and to identify the shortcomings in the project design and intervention mechanism as well as different underlying factors which have had a negative or positive influence on the implementation of the various project components. Secondly, based on these findings, the evaluation is to consolidate results and draw lessons learnt and recommendations for improvement, integration and possible scaling-up of identified successful project components into other ongoing Caritas projects.

The evaluation will be mainly used by Caritas' Tajikistan Programme and relevant project teams for learning and steering purposes.

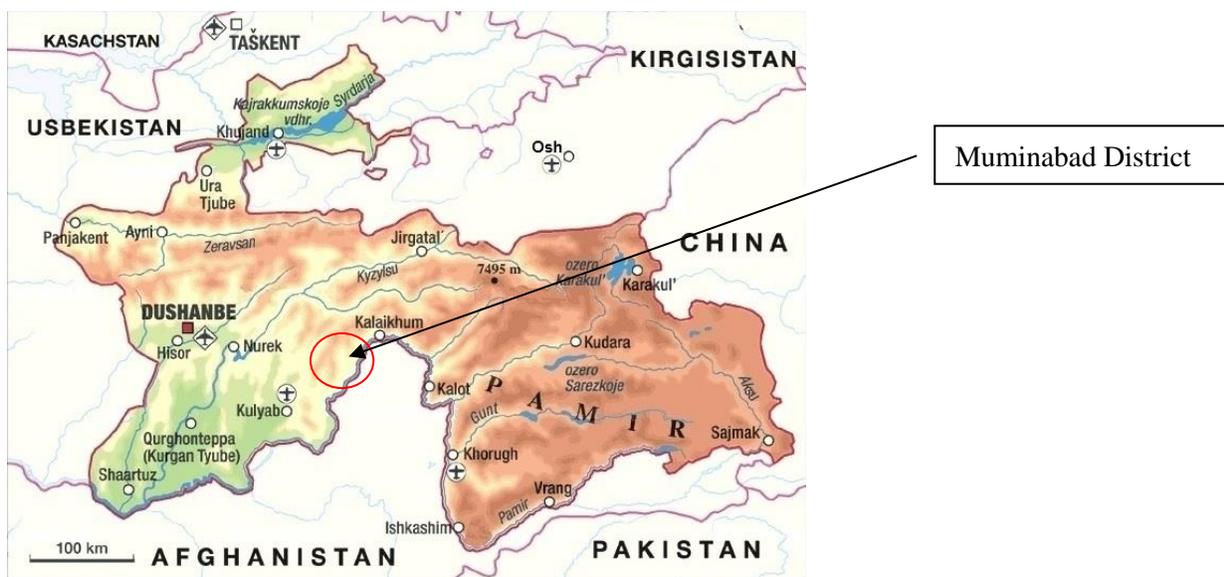
3 Background Information and Description of the Project

Tajikistan is the poorest of the Central Asian countries. Of the 8 million Tajiks, 47% live below the poverty line. Moreover, the FAO Food Price Index shows that Tajikistan has regularly suffered food shortages in the last 20 years. The situation is worst in 13 rural districts, including Muminabad. Poverty and food shortages particularly affect households headed by women, pensioners and large families.

The strategy most frequently used to escape poverty is migration. According to estimates, in 2014 at least half of the male population were seasonal migrants. The pattern of migration shows that men who have recently migrated send money to those left behind. However, as the migration period lengthens, these amounts often dwindle and then stop altogether. Many of the male migrants create a new family far from

their home. The women and children left behind no longer get financial support. Moreover, due to the ongoing economic crisis in Russia and the political relationship becoming more tensed between Russia and Tajikistan, Russia has started to strictly limit the migration conditions for Tajik citizens, with the result that the income from labour migration in Tajikistan dropped drastically.

With the collapse of the Soviet Union, gender roles have shifted again in the direction of a traditional female role. Women, and above all daughters-in-law, are affected by poverty in multiple ways. Often, they not only suffer actual poverty, but also lack access to resources and are excluded from decision-making, which deprives them of the chance to take control of their lives. Moreover, women carry a heavy workload in poor households, particularly if a husband doesn't do his share or is absent. Apart from looking after the children and the home, women in migration households are often also responsible for all the work in the fields and for the animals.



Against this backdrop, Caritas has started supporting Zamzam's network of women groups in 2007. Zamzam is since then the main implementing partner of Caritas' women-related empowerment and income generating activities. The current project has the objectives to create new economic opportunities for vulnerable women in Muminabad district, Khatlon province, Tajikistan, through income generation as well as empowerment. It runs from June 2014 to May 2017 and has a budget of 1.27 Mio. CHF.

In order to achieve these objectives, Caritas has supported the Public Women Organization Zamzam to establish social and private women-led enterprises in the sectors of poultry (sale of eggs and chickens), milk processing and wool production. The role of Zamzam was intended to be helping the enterprises to perform successfully in the marketplace and to offer services ranging from technical advice to standardization and marketing of the products – with support of Caritas in the areas of development of business plans and linkage to similar groups in the region to enable exchange of experiences. The idea was to build new value chains, make contacts and achieve a more equitable distribution of profits along the value chain. As after one year of implementation it became evident that Zamzam lacked the capacities to carry out this task, Caritas assumed this responsibility in order to achieve the project's objectives. Unfortunately, the poultry business had to stop as the business model and the technical installations were not promising. In summer 2016, the project team deeply analysed the interventions and came up with a

concept for adjustment of activities. This led to the stop of support for wool production for similar reasons as above for poultry and handing over of the business to the participating women. At the same time, ongoing activities with the milk processing business were strengthened and new support for private chicken keepers and activities in fruit drying were introduced.

Another project objective is to support women in knowing and asserting their rights and thus be economically less vulnerable and better off. To this end, Caritas works closely with the local authorities, under whose leadership the project elaborated a set of instruments for the economic, political and social empowerment of women (empowerment toolkit) and introduces these in the target communities. The empowerment activities are additionally supported by the local NGO Rights & Guarantees.

Finally, the project has set itself the objective to further strengthen the women's organisation Zamzam in organizational development and in provision of services to its members to become a viable organization.

Overall Goal: To contribute to a sustainable improvement of the livelihood situation of people affected by poverty, inadequate food or even hunger in rural areas.

Specific Objective: To improve the socio-economic situation of the most vulnerable women in three Jamoats of Muminabad district through enabling them to generate their own income, to know and claim their rights and to participate in planning and steering of development.

Result 1: Income Generation for Women: Zamzam-led social enterprises as well as Zamzam support activities in small business development build the capacities and create the opportunities necessary for the women targeted by this project to participate in economic life and generate their own income.

Adjusted in a revision to: Women targeted by the project participate in economic life and generate their own income through the capacity built and the opportunities created by sustainable local social enterprises and income generating activities in small business development. The women apply the advice on good agricultural practice for market products and increase their production and income.

Result 2: Women Empowerment: Women in three Jamoats of Muminabad are aware of their rights and their contribution to socio-economic life of family and community, know how to claim access to their rights and participation in planning and steering of development and are confronted with communities who are aware of their rights and receptive to their claims for greater participation in socio-economic life.

Result 3: Institutional Development of Zamzam: Zamzam's capacity is built and its organisational and personnel structure is developed so that it becomes independent of Caritas support, financially and organisationally sustainable and able to fulfil its mission supporting the vulnerable women of the Muminabad district to improve their living standards.

4 Scope and Focus of the Evaluation & Evaluative Questions

The evaluation will cover all components of the ongoing project from 2014 to date. The Consultants shall also be aware that the previous phases of the project are an integral part of the ongoing project.

With respect to the DAC criteria Effectiveness, Impact and Sustainability, the following evaluation questions are of special interest:

1. Are the activities and outputs of the project consistent with the intended impacts and effects and were they realistic?
2. To what extent were the objectives achieved resp. are likely to be achieved?
3. What are the achieved or likely-to-be-achieved short term and medium term effects of the intervention's outputs including effected positive or negative changes in the livelihoods of direct and indirect beneficiaries?
4. What were the major factors influencing the achievement or non-achievement of the objectives?
5. Which specific activities can be integrated and possibly scaled-up into other ongoing Caritas projects? Please make clear recommendations on viable project components that could be integrated and on how this could be done.
6. How can these activities be improved to be consistent with the M4P / MSD approach?
7. How could the cooperation and coordination between the various players be designed and improved to function satisfactorily?
8. Has the target group supported in the development of income generating activities taken over ownership and responsibility? Please make recommendations on how to increase ownership, responsibility and sustainability of the intervention.

5 Evaluation Methods and Process

- While maintaining independence and neutrality, the evaluation will be carried out using a participatory approach, which seeks the views and assessments of all beneficiaries and stakeholders. The Consultants will therefore have interaction with the community and beneficiaries, project implementing partner organisations Zamzam and Rights & Guarantees as well as staff of relevant Caritas projects.
- Different levels of evaluation such as organizational level and field level should be applied by the Consultants.
- The Consultants will review and analyze existing project documents and materials provided by the Project Manager.
- The process of evaluation will include a field trip with conducting of interviews and focus group discussions with representatives from the partner organizations and direct beneficiaries or collaborating agencies from NGO as well as governmental sector. The mission in Tajikistan shall start with a meeting with the project staff and end with an in-field debriefing of preliminary findings including Zamzam and Rights & Guarantees.

6 Deliverables

- The Consultants are expected to produce a report in English presenting the results of the assessment defined in the TOR. The report shall provide findings (statement of facts with references of support events / contexts / documents, etc.), conclusions and recommendations. It should not exceed 30 pages and include an executive summary of 2-4 pages including key findings, conclusions and recommendations.

- Key results shall be already presented in the final debriefing workshop with the project team and the implementing partners.

7 Timeline/Schedule

The assignment shall be carried out in April-June 2017 with the following schedule and deadlines (*tentative estimation of work days in brackets*):

- By March 19: Submission of offers
- By March 31: Selection of offer and contracting
- April 3: Start of assignment with review of documents (*1 day*)
- April 15/16: Travel to Tajikistan and field evaluation (*10-14 days*)
- May 14: Submission of draft report (*4 days*)
- June 2: Feedback from Caritas
- June 18: Submission of final report (*1 day*)
- June 30: Management Response

8 Required Qualifications of the Team of Consultants

1. Language skills: fluent English (for the international and the national Consultant) and fluent Tajik (for the national Consultant)
2. Technical skills: proven knowledge in MSD / M4P approaches, value chains, market analysis as well as women economic and social empowerment – preferably in the context of Central Asia.
3. Methodological skills: proven experience in evaluations with participatory assessments including focus group discussions.

9 Roles, Responsibilities and Payment Conditions

Obligations of Caritas

1. Caritas pays the Consultants an agreed remuneration;
2. Caritas covers all travel expenses (economy class) from home of Consultant to Dushanbe and back on presentation of vouchers;
3. Caritas provides transport from Dushanbe to place of assignment and back;
4. Caritas provides accommodation and meals during the field stay;

Obligations of the Consultants

The Consultants shall

1. Execute all tasks specified above;

2. Adhere to proposed methods and work schedule or immediately inform the Project Manager in case of needed adjustments;
3. Submit the above specified deliverables on time.

Conditions for Payment

1. The payment shall be effected according to number of days worked;
2. Travel days from Dushanbe to Muminabad and back shall be regarded as half working days;
3. The payment is due upon approval of the report;
4. The Consultant shall be responsible for all his/her insurances and taxes;
5. In case the quality of the work of the Consultant doesn't satisfy Caritas, Caritas reserves the right to terminate the contract. The remuneration will be adjusted to the number of days worked;
6. Caritas reserves the right to cut the remuneration if the report is not delivered in time or is of unsatisfying quality;
7. The parties strive to solve potential disagreements amicably;
8. In case the parties don't reach an amicable solution, the case shall be referred to the court of Lucerne/Switzerland.