



# Search for Common Ground

## **Terms of Reference for a Final Evaluation of Search for Common Ground's European Union funded project *Supporting National Unity in Zanzibar***

Search for Common Ground is seeking a consultant (individual or organization) to conduct a final evaluation of its *Supporting National Unity in Zanzibar* project. The project has been concentrated on the islands of Unguja and Pemba.

***Important Note: Applicants for this opportunity must be able to travel within Tanzania/Zanzibar in order to be eligible for consideration.***

### **1. Project Background**

Search for Common Ground (SFCG) entered into an agreement with the European Commission in March 2012 to implement a project supporting the Government of National Unity (GNU) in Zanzibar. The overall goal of this project is to *support the establishment and positive engagement of the GNU*. It has two specific objectives:

1. To strengthen the constructive participation of members of the government and political leadership in the GNU.
2. To bridge divides among the population around a common vision of the GNU.

The principal strategies of the project include leadership capacity building, media skills development and provision of micro-grants for radio production. Over the past 18 months, specific project activities have included:

**3 leadership support missions** (90 days in Zanzibar), which consisted of:

- on-going one-on-one dialogue with key actors
- on-going enrolment of additional key actors
- providing tools and skill-building *individually or in small group seminars*
- facilitation of constructive dialogue between former opponents

**3 media training and production missions** at 8 target radio stations on Unguja Island and on Pemba Island

**Media skills development** including training, coaching, constructive programming and on-going core support

**8 Micro-grants for media productions** including practical production sessions aimed at improving technical skills

**5 Reflection Meetings and Mid-Term Check-in** with radio stations

**Equipment and technical capacity building** for 8 radio stations

**Leadership training and capacity building** sessions for radio stations

As the project draws to a close, SFCG is seeking to contract an external evaluation to measure the achievements of this project.

## **1. Evaluation Objectives**

SFCG is commissioning this evaluation to achieve the following objectives:

- A. To measure and document the results achieved by this project—both intended within the project framework and unintended.
- B. To gain an understanding of what strategies were most effective in supporting the Government of National Unity.

These objectives should be answered adhering to [SFCG Evaluation Guidelines](#) and utilizing the [OECD DAC evaluation](#) criteria of effectiveness, impact and relevance (including the latest [Guidenotes from OEC-DAC](#)).

SFCG is interested in an evaluation methodology that combines quantitative and qualitative research techniques in order to answer the following key questions:

### **Effectiveness:**

- A. To what degree have the project objectives and expected results been achieved?
  - a. The response to this question should include data collection on the Logframe indicators as well as success stories and other qualitative examples of results
- B. What other results were achieved, outside of the original project framework?
- C. How could the project have been improved to be more effective?

### **Relevance:**

- D. Did the project respond to the political context in Zanzibar? Were the interventions (activities) relevant and timely?
- E. Did the project succeed in engaging a diverse group of participants from across dividing lines, representing different backgrounds, political affiliation?
- F. How do stakeholders in Zanzibar—including government, civil society, and community members—view the project, its relevance and its results?
- G. Did the project bring added value compared to other initiatives under way in Zanzibar? (government, civil society, UN, etc)

### **Impact:**

- H. What were some of the intended and unintended consequences (positive and negative) of the project generally, and particularly produced by the activities?
- I. What contributions did the project make (positive and negative) towards supporting the GNU in Zanzibar?

## **2. Methodology**

The evaluation methodology will be defined by the Consultant, taking into account budget and time constraints. However, the SFCG requests that the methodology suggested by the consultant incorporate the following principles or approaches:

- The evaluation methodology will include a desk review of project proposal, project reports and other relevant documentation related to the project.
- The evaluation methodology is expected to incorporate mixed methods (qualitative and quantitative), which will include the collection of qualitative information through key informants interviews (KII) and focus group discussions (FGD). Potential key informants may be (not limited to):
  - Relevant NGOs working in the same field
  - Project participants
  - Other community residents affected by project actions
  - Government leaders
- To incorporate in the analysis the data collected from the project monitoring when relevant

## **3. Deliverables**

The following specific deliverables will be expected:

- Final Technical Offer (in English) from the consultants to include a detailed evaluation work plan and detailed methodology in the form of an inception report. If some requirements or objectives of the evaluation as defined hereby cannot be met or taken out, the consultant should justify his decision in the technical offer.
- Questionnaires, discussion guides and other data collection tools
- Fieldwork report provided within 3 working days after the end of the data collection phase (report describing how the data collection tools were developed, how the recruitment and training of the enumerators, how the fieldwork went off and what challenges were faced). The fieldwork report shouldn't exceed 3 pages.
- Data electronic files
- Final Evaluation Report (in English). The final report shall include the following sections: executive summary, table of project indicators covered, findings and analysis, recommendations, and the common annexes (template of data collection tools, terms of reference, the evaluation schedule, list of people met (by group) and list of document consulted. The body of the report (excluding annexes) should not exceed 25 pages.
- Final Evaluation Summary (in English). The consultant will provide a summary report (approximately five pages) that outlines the key findings of the evaluation. This summary should be appropriate to present to government, civil society, and other community stakeholders, noting the results and weaknesses of the project.

#### 4. Timeframe

The evaluation should be conducted **over the month of September 2013**. All field work should be concluded by late-September, and the draft report provided by October 20th. SFCG will provide feedback by November 6<sup>th</sup> in order **to finalize the report by November 15<sup>th</sup>**.

#### 5. Budget and logistics

Consultants are requested to provide a holistic budget taking into account daily fees, travel and transportation, communication, and other logistics as needed. The budget should not exceed a maximum of **13,500 Euros**.

#### 6. Requirements

The consultant should meet the following requirements

- Respect of Ethical Principles<sup>1</sup>:
  - ▶ Comprehensive and systematic inquiry: Evaluators should make the most of the existing information and full range of stakeholders available at the time of the evaluation. Evaluators should conduct systematic, data-based inquiries. They should communicate their methods and approaches accurately and in sufficient detail to allow others to understand, interpret and critique their work. They should make clear the limitations of the evaluation and its results.
  - ▶ Competence: Evaluators should possess the abilities and skills and experience appropriate to undertake the tasks proposed and should practice within the limits of their professional training and competence.
  - ▶ Honesty and integrity: Evaluators should be transparent with the contractor/constituent about: any conflict of interest, any change made in the negotiated project plan and the reasons why those changes were made, any risk that certain procedures or activities produce misleading evaluative information.
  - ▶ Respect for people: Evaluators respect the security, dignity and self-worth of respondents, program participants. Evaluators have the responsibility to be sensitive to and respect differences among participants in culture, religion, gender, disability, age and ethnicity.
- Quality Control

SFCG reserves the right to carry out quality control during the fieldwork without interfering with the consultant team work.

---

<sup>1</sup> Adapted from the *American Evaluation Association Guiding Principles for Evaluators, July 2004*