

## TERMS OF REFERENCE (TOR) FOR END OF PROJECT EVALUATION

### General Information

<b>Job Title:</b>	Consultancy – Project End-term Evaluation
<b>Project Title:</b>	Blueprint for Innovative Access to Healthcare _ Meru County
<b>Type of contract:</b>	Special Service Contract
<b>Expected starting date:</b>	Immediately
<b>Duration:</b>	30 working days for all the activities

### 1.0. BACKGROUND

The Non-Communicable Disease Alliance Kenya (NCDAK) is a not-for-profit organization that brings together synergistic relationships of multi-sectoral stakeholders to facilitate active promotional and advocacy activities for prevention and control of non-communicable diseases (NCDs) and the provision of quality NCD care services.

The organization responds to the global call of action for the prevention and control of NCDs including cardiovascular diseases, diabetes mellitus, cancers and chronic lung diseases, sickle cell, epilepsy, mental health. These diseases are propagated by common risk factors such as unhealthy diets, physical inactivity, tobacco use, harmful use of alcohol and exposure to environmental toxins. It seeks to contribute to the reduction of the preventable burden of morbidity, mortality and disability due to NCDs in Kenya by acting as a coordinating and strengthening body for comprehensive and synergistic national action on NCDs. NCDs account for 50% of hospital admissions, 55% of hospital deaths and 33% of total deaths. The organization also seeks to meaningfully involve of people living with NCDs (PLWNCDs) in the NCD advocacy response in Kenya.

NCD Alliance Kenya is part of the consortium that has been implementing the “*Blueprint for Innovative Access to Healthcare Program in Meru County*” over the last three years. The organization had its own specific targets to achieve within the entire partnership. Against this backdrop, the organization is seeking services of an independent consultant or firm to undertake end-term evaluation of the project to documents the achievements realized in line with targets.

### 2.0. PURPOSE AND OBJECTIVE OF THE EVALUATION

The intended end-term evaluation is forward looking and will effectively capture lessons learnt and provide information on the nature, extent and where possible, the potential impact and sustainability in line with DAK principles.

#### 2.1. The objectives of the evaluation are:

- To measure the projects performance in terms of its outputs, outcomes and impact using the outlined indicators.

- To determine project effectiveness, efficiency, relevance and sustainability among the beneficiaries.
- To draw and document key lessons learnt, best practices and key stories of change for replication and scaling up of the new project.
- To provide concrete findings and make concrete conclusions and recommendations.

## **2.2. Scope and Focus of the Evaluation**

The evaluation will look at the following areas: Project management; project activities; reflection on NCDAK's engagement with the community and partnership within consortium and other stakeholders. It will address the results achieved and approaches employed. Although the main focus of the evaluation will be at the County level, some of the project impact would entail national review especially NCDAK's work around strengthening NCD supply chain management.

## **2.3. The evaluation will be designed to assess the following:**

The project evaluation will employ the DAC principle for appraising aid programming, and it will focus on the following key areas and questions:

- Relevance – Assess design and focus of the project - 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? - To what extent were the results (outputs, outcomes and impacts) achieved? - Were the inputs and strategies identified, realistic, appropriate and adequate to achieve the results? - Was the project relevant to the identified needs?
- Effectiveness- Describe the management processes and their appropriateness in supporting delivery - Was the project effective in delivering desired/planned results? - To what extent did the Project's M&E mechanism contribute to meeting project 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? - What are the future intervention strategies and issues?
- Efficiency – in implementing the project intervention - was the process of achieving results efficient? Specifically did the actual or expected results (outputs and outcomes) justify the costs incurred? Were the resources effectively utilized? - Did project activities overlap and duplicate other similar interventions (funded nationally and /or by other donors? Are there more efficient ways and means of delivering more and better results (outputs and outcomes) with the available inputs? - Could a different approach have produced better results? How was the project's collaboration with the other consortium project partners and stakeholders? - How efficient were the management and accountability structures of the project? - 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?
- Sustainability- To what extent are the benefits of the projects likely to be sustained after the completion of this project? - What is the likelihood of continuation and sustainability

of project outcomes and benefits after completion of the project? - How effective were the exit strategies, and approaches to phase out assistance provided by the project including contributing factors and constraints? - Describe key factors that will require attention in order to improve prospects of sustainability of Project outcomes and the potential for replication of the approach? - How were capacities strengthened at the individual and organizational level (including contributing factors and constraints)? - Describe the main lessons that have emerged? - What are the recommendations for similar support in future?

### **3.0. DELIVERABLES**

- a) An inception report – outlining clear key scope of the work, methodology and workplan.
- b) A draft comprehensive report of the summary of the key findings produced and submitted to NCDAK.
- c) Final report (30 – 50 pages) – to be shared after the draft report has been reviewed and will include comments from project shareholders. The format of the report should be font size 12, 1.5 spacing, font style Calibri.

### **4.0. SUPERVISION**

The consultant will report to the Executive Director but will work closely with the Program Manager, and the Programs team who will be their contact persons within the organization.

### **5.0. QUALIFICATIONS OF THE CONSULTANT/S**

To qualify for the position, the applicant shall meet the following experience and competence requirements.

- a. Minimum qualifications in a postgraduate degree or equivalent in development studies, social studies, public policy, project management, monitoring and evaluation, and community development.
- b. Extensive expertise, knowledge, and experience in evaluation of health programs, project management, baseline surveys, project formulation, end of project evaluations, and research.
- c. At least 5 years of relevant experience in similar assignments.
- d. Proven skills in identifying gaps and obstacles in a given context through a critical review of the available documents and analyzing the situation critically.
- e. Experience working in the health sectors, especially around non-communicable diseases.
- f. Possess the following skills and competencies:
  - Ability to work with minimal supervision
  - High level written and oral communications skills in English
  - Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy, and integrity
  - Demonstrate excellent interpersonal and professional skills in interacting with government and community members.

The Consultant will be required to have regular consultations with the NCDAK team whenever possible to ensure that relevant information and ideas are taken on board. He/She will also be expected to work within his/her office premises and shall cover own travel and internet expenses.

## **6.0. PROPOSAL SUBMISSION**

Interested and qualified consultants are invited to submit a technical and financial proposal that includes the following:

- a) Curriculum Vitae of the consultant detailing the reference list indicating the scope and magnitude of similar assignments, qualifications, registration, and other relevant statutory documents.
- b) One cover letter with the background and experience of the consultant.
- c) Financial bid indicating the amount in Kenya Shillings to undertake the task.

The application will be submitted to [careers@ncdak.org](mailto:careers@ncdak.org) no later than 11<sup>th</sup> March 2022 at 5.00 pm, with “**Expression of Interest for Blueprint Project End-term Evaluation**” as subject.

### **Disclaimer:**

The material arising from the contract shall be the property of NCDK and cannot be used without stated consent by NCDK.