



Terms of Reference for conducting an end of Project Evaluation

Promoting Inclusive and Progressive Land Governance for Sustainable Livelihoods

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Malawi.

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1. BACKGROUND

Centre for Environmental Policy and Advocacy (CEPA) is a policy research and advocacy organization that promotes sustainable environment and natural resources management. Through research, communication and advocacy, CEPA facilitates bridge-building between policy and practice in natural resources, biodiversity and climate change. CEPA received funding from the Government of Flanders to implement a project "*Promoting Inclusive and Progressive Land Governance for Sustainable Livelihoods*" in Kasungu and Lilongwe Districts. The project sought to contribute to '*Improved resilience of 176,400 male and 183,600 female farmers through sustainable use and management of land resources.*' The project had been designed to address interrelated challenges of limited awareness about the new land laws, contextual diversities and the implications for the new land laws; and the influence of cultural differences as they relate to land reform. As a result of these challenges, there had been widespread misinformation that could potentially affect government's intention to roll out a nationwide land titling and registration program. In the long run, this status would among other things affected land tenure security.

The project was built on efforts supported by the Government of Flanders in the "Land Use Planning and Sustainable Land and Water Management for Improved Agricultural Productivity in Kasungu and Lilongwe Districts" Project. As a partner, CEPA supported the 2 outputs aimed at securing land rights and enhancing participatory land use planning. Against this background, the project's objective was '*Enhanced community participation in sustainable land management and administration*'. The project had two main anticipated results which are: '*Enhanced cooperation of stakeholders in land administration processes*', and '*Increased public understanding of Malawi's new land governance frameworks.*'

The three-year project (November 2020 - October 2023) was extended to November 2024. As the project is coming to an end, CEPA would like to commission an end of project evaluation to assess the extent to which the project has met its objectives.

2. OBJECTIVES OF THE ASSIGNMENT

The main objectives of the evaluation are to:

- a) Determine the impact and outcomes of the project
- b) Document key lessons from the project and key recommendations for future programming.

3. SPECIFIC OBJECTIVES

Specific objectives for the end of project evaluation are the following:

1. Assess the performance of the project in relation to the intended impact, outcome and outputs as defined in the Project Results Framework; and the CEPA M&E framework.
2. Analyse the relevance, coherence, effectiveness, efficiency, impact and sustainability of the project.
3. Identify and analyse any unintended outcomes (both positive and negative) arising out of implementing the project.
4. Examine and document the key lessons learned from the implementation of the project and how these can be used to improve future projects.
5. Make recommendations based on the findings of the evaluation for improvement of future projects (design and implementation).

4. SCOPE OF WORK

The end of project evaluation seeks to assess the project performance towards achieving its mandated outputs and outcomes over the entire operation period from November 2020 to October 2024. The evaluation will assess the project impact on stakeholders' knowledge of the new land governance frameworks, including changes in attitudes, behaviours and practices related to land governance. Furthermore, the project's evaluation will assess the relevance and coherence of the project at community and national level. It will also assess the efficiency and effectiveness of the project activities and in general of the inputs of the project (financial, human and material resources) towards the project objectives. Finally, the evaluation will assess the impact of the project and its sustainability.

Evaluators should interact with: community representatives and all stakeholders of the project.

5. KEY EVALUATION QUESTIONS

The external evaluation shall cover the following six evaluation criteria: Relevance, Coherence, Effectiveness, Efficiency, Impact and Sustainability.

Relevance

1. To what extent are the project goals and Malawi's National Agenda aligned / responsive to the needs of the target groups?
2. Do communities find this project / support relevant?

Coherence

1. How has the collaboration between CEPA, Local partners, CSOs and line ministries contributed to appropriate response of specific needs and priorities of the beneficiaries?
2. How did the project contribute to the implementation of the 2016 land laws and the 2022 amended laws

Effectiveness

1. To what extent have the planned objectives in the log frame of the project, been reached, per indicator, disaggregated by gender and age?
2. To what extent have the project activities contributed to the general objective?
3. To what extent have the specific objective and outputs of the project been achieved?
4. What were the major factors influencing the achievement of the objective and outputs of the project?
5. What opportunities for collaboration have been utilized and how have these contributed to increased effectiveness?
6. Were there any unintended outcomes? Both positive and negative

Efficiency

1. How efficient was the delivery of the project?
2. Were project funds used for its intended purpose? How did the project ensure that all funds were used for its intended purpose?
3. Was the project activity implementation, considered to have been cost-efficient, while not compromising quality?
4. What choices were made in terms of collaboration during program design? Why were, these choices made?

Impact

1. How has the collaboration between CEPA, Local partners, CSOs and line ministries contributed to appropriate response of specific needs and priorities of the beneficiaries?
2. To what extent was the project able to adapt and provide appropriate response to context changes and emerging local needs, and the priorities of beneficiaries?
3. How relevant were the objectives and activities implemented by the project?

Sustainability

1. Will the changes caused by this project continue beyond the life of the project?
2. What mechanisms has CEPA and stakeholders put in place to sustain the key programme Outputs and Outcomes?
3. How has the project worked with local partners to increase their capacity in a sustainable way?
4. What motivations /mechanisms exist for partners to continue playing these roles?

6 METHODOLOGY

The prospective consultant will propose a comprehensive methodology for the study, which will include a statistically sound sample size calculation/estimation technique. It is being expected that the consultant will develop an evaluation design, engaging mixed methods of data collection including: Desk Research, Focus group discussions, Key Informant Interviews with Customary Land Committees, Youth and Women Forums. The final evaluation design will be reviewed and approved by CEPA before consultant commences with data collection.

7. Process of the Evaluation

Timeline	Process
10 th May, 2024	Advertising
20 th May, 2024	Submission of offers
22 nd May, 2024	Selection of evaluators and contracting
24 th May, 2024	Inception meeting
28 th May, 2024	Inception report submission
30 th May, 2024	Feedback on inception report
18 th June, 2024	Data collection and analysis
20 th June, 2024	Submission of draft report
22 nd June, 2024	Discussion of draft report with CEPA team
28 th June, 2024	Presentation of final report to CEPA team
28 th June, 2024	2 pager with core evaluation outcomes
2 nd July 2024	Presentation of core finding of final report to Government of Flanders

8. EXPECTED DELIVERABLES

The following deliverables are expected:

- Inception Report
- Detailed Evaluation Process: Work plan with clear timelines and activities.)
- A first draft of the evaluation report.
- Final evaluation report: This report must present the results from the evaluation process, including the results of the document review and the empirical research phase. The findings, conclusions and recommendations need to be thorough and based on evidence. The Evaluation Report must include an executive summary including a short description of the goals of the evaluation, the key findings and recommendations. The Evaluation Report shall not exceed 40 pages (excluding annexes).

- Summary report: A graphically appealing 2-pager with the key findings and recommendations is expected.
- A report of the process followed in executing the assignment (PowerPoint presentation).

9. KEY QUALIFICATIONS OF THE EVALUATORS

This assignment requires the services of a consultant who meets the following minimum qualifications and experience:

- A minimum of a Master's Degree in a Land related discipline
- Professional experience in conducting program and project evaluations as sole evaluator or team leader
- Profound expertise in quantitative and qualitative empirical data collection and analysis methods.
- Extensive work experience in development cooperation and gender.
- Experience with civil society, especially NGOs.
- The consultancy should constitute an expert in Mass Media Communication.
- The evaluators should demonstrate familiarity with the land related legislation in Malawi, National Land Policy (2002), Communication Strategy for Dissemination of the land legislation (2016) as well as international instruments on responsible land governance;
- Experience in managing rural land reform programs will be an added advantage: Knowledge of the context of communities in the process of land tenure
- Fluency in written and spoken English. Knowledge of Chichewa and Tumbuka for the northern part of Kasungu is important for field work.
- Gender expertise will be necessary.

10. DURATION OF THE ASSIGNMENT

The assignment is expected to take a maximum of 15 person days.

11. REPORTING

The consultant will be reporting to CEPA through the Programme Manager who will be responsible for all communications and management of all national level engagements. Coordination of district and local level stakeholders will be the responsibility of the responsible Project Officers. Apart from CEPA, other project stakeholders include, Government of Flanders and Malawi Government, specifically the Ministry of Lands.

12. SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSALS

Interested consultants must provide information indicating their suitability to perform the outlined task. The application should be accompanied by a technical and financial proposal in the following format:

- i. Cover letter
- ii. Profile of the consultancy firm
- iii. Interpretation of the Terms of reference
- iv. Proposed Evaluation Design/Methodology
- v. Composition of proposed Team and time effort for each member (Attach 3-page CV for each team member)
- vi. Detailed overview of the evaluation process (proposed Work Schedule/ Work Plan)
- vii. Referees- immediate former clients and their telephone & electronic mail addresses
- viii. Financial Proposal (Submitted separately in **Malawi Kwacha**). The financial proposal should clearly separate consultancy fees, and direct costs (reimbursable costs). The Consultancy fees will be subjected to relevant taxes.
- ix. Contact details of at least 2 previous clients of organizational evaluations the evaluator(s) has / have carried out.

We reserve the right to conduct interviews in order to reach a decision. The evaluation contract will be granted based on the following award criteria and weighting:

Award criteria

Award criteria	Weight of award criteria in %
Quality of the technical proposal, with a special focus on understanding the TORs and proposed methodology	30%
Qualifications of the evaluator (s)	40%
Financial proposal	30%

The applications should be addressed to the undersigned and reach CEPA not later than 20th May, 2024.

The Finance and Administration Manager,

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