

Terms of References – Mid Term Review of community development activities for Ecosystem-based Adaptation to climate change in Maputo Environmental Protection Area project

I. Introduction

This ToR aims to appoint a research consultant/consulting firm with a proven track record in livelihoods, Gender and Social Inclusion analysis to conduct a mid-term evaluation for a five-year project titled: Ecosystem-based Adaptation (EbA) to Climate Change - Conserving and Building Resilience funded by Blue Action Fund (BAF). This study will inform the project implementation strategy in order to improve the impact of climate resilient livelihoods opportunities supported by the project as well as ensuring a fair distribution of burdens and benefits of implemented activities between men and women. The consultant will work for ADRA Mozambique in close coordination with ADRA Germany and must work on the agreed code of conduct described below.

ADRA (Adventist Development and Relief Agency) is a global humanitarian organization with a mission to work with people in poverty and distress to create justice and positive change. ADRA Mozambique belongs to the worldwide ADRA network, comprised of over 120 supporting and implementing country offices. ADRA has four core sectors; (i) Sustainable Livelihood, (ii) Health, Nutrition and WASH, (iii) Education, and (iv) Emergency Management.

II. Project background

ADRA in partnership with Peace Parks Foundation (Prime Organization) has been awarded a five-year contract by the Blue Action Fund for the Ecosystem-based Adaptation to Climate Change in Maputo Environmental Protection Area (MEPA): Conserving and building resilience project which started in the second half of 2022.

The programme is founded on the strong historical and existing Government relationships and presence of PPF in the Marine Protected Area (MPA). While PPF has extensive conservation management experience and continues to implement numerous onshore and marine based community livelihood programmes, the project is strengthened through a partnership with ADRA Germany to lead the livelihood element, which is supported by the utilisation of local specialised community livelihood organizations ADRA Mozambique, AMA and Livaningo. In terms of roles and responsibilities of the consortium members:

Peace Parks Foundation -PPF (BAF Grantee and Lead Organisation): Overall responsible and accountable for programme management and reporting. Primary implementation responsibility for conservation and infrastructure related activities.

ADRA Germany e.V. (Sub-Grantee and Partner Organisation): Grant holder towards PPF and therefore ensures compliance and financial management of the grant for all activities of ADRA Mozambique and its implementing partners AMA and Livaningo.

ADRA Mozambique – is counterpart for ADRA Germany e.V. in Mozambique, responsible for local project implementation. Responsible for all Livelihood components and performing direct implementation of Conservation Agriculture, Disaster Risk Reduction and poultry.

AMA – responsible for Fishery management, Aquaculture and beekeeping.

Livaningo – responsible for Natural Resources Management, promotion of financial literacy and skills training as well as Gender mainstreaming

This consulting is focused on the activities of ADRA responsibility and its implementing partners.

The project aims to improve resilience of climate-relevant ecosystems through increased protection and management while improving resilience and enhancing livelihoods of the most vulnerable communities in MEPA, as well as contribute to raising awareness and knowledge sharing of an Ecosystem-based Adaptation (EbA) approach. . The project aims to target 6,305 direct participants (within around 3,724 households) with over 18,620 people directly benefiting, and approximately 32,000 indirect beneficiaries.

The project is implemented in 23 communities, of MEPA where this study will take place Specifically, the fieldwork focus will be given to Administrative Posts of Machangulo, Zitundo and Bela Vista within the Matutuine district and in Inhaca Island (in the communities of Ngwane, Nhaquene and Ribjene).

III. Purpose of the assignment

The Mid Term Review (MTR) will assess project progress towards the achievement of the project objectives and outcomes as specified in the project document, and assess early signs of project success or failure with the goal of identifying the necessary changes to be made in order to set the project on-track to achieve its intended results.

The purpose of the assessment is to evaluate if livelihood activities implemented by the project are sustainable, as well as identify challenges, risks and provide recommendations for improvement of implementation. It also includes to assess if the project is equitably achieving the following outputs:

- ✓ Improved resources, instruments, and capacities for Marine Protected Area (MPA) management and sustainable use - measuring perceptions and attitudes toward the protection of marine biodiversity;
- ✓ Strengthened adaptive capacity and reduced exposure to climate risks; and
- ✓ Enhanced climate resilience and sustainable livelihoods for communities.

IV. Evaluation questions

For that, the assessment should respond to the following questions:

Relevance – To what extent is the planned project doing the right thing?

- ✓ What changes in the sources of livelihood occurred among the project affected people?
- ✓ What are the current initiatives to increase the value added in supply chains across all livelihoods?
- ✓ To what extent the target population is applying best practices of climate smart agriculture?

Coherence – how suitable is the intervention?

- ✓ What is the status of existing project groups: Community Fishing Councils (CCP), Community Based Natural Resource Management Committees (CBNRM), in terms of their internal governance, as well as their perceptions and attitudes toward the protection actions to protect natural resources in general and marine biodiversity in particular?
- ✓ What is the current preparedness of project affected people to adapt/respond to climate shocks (cyclones, extended droughts, flash floods, excessive winds)?
- ✓ How does the target groups (disaggregated at least by age and gender) usually access information related to fisheries, coastal management or climate change, which are their main sources (consider radio, bulletin boards, mobile phones, community meetings, etc.)? Do they have adequate and equal access to information sources?

Sustainability – to what extent will the positive impact remain once the project has ended (without additional external funding)?

- ✓ To what extent the alternative livelihoods: vocational trainings, micro finance activities, poultry, agriculture, beekeeping and aquaculture implemented with project participants are sustainable?
- ✓ What are the current challenges and opportunities to implement sustainable fisheries management?

As the project has a strong transformative gender approach all questions should be looked through a gender prism, and in particular a focus on these **gender sensitive questions** is proposed:

- ✓ Are gender issues (including GBV) identified and addressed by local institutional arrangements relevant in the project target area? How?
- ✓ Are project activities causing an increase/decrease in women's, children and men's workloads? How?
- ✓ What are the current risks associated with challenging gender roles norms for gender equality locally?
- ✓ How far are women involved in decision related to sustainable fishing like in co-management or no-take zones? How far can women influence their men peer to avoid marine ecosystem destruction?
- ✓ How do the benefits/goods acquired through the project are shared at the household level?

IV. Evaluation design, MTR Approach & suggested Methodology

The MTR must provide evidence-based information that is credible, reliable and useful. The MTR study will follow a mixed-methods approach that, includes a combination of document review, household surveys, in-depth interview with key informants, and focus group discussions.

The MTR Consultant will review all relevant sources of information including the project proposal documents, project progress reports and any other materials that the consultant considers useful for this evidence-based review. Engagement of stakeholders is vital to a successful MTR: stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to executing organizations, senior officials' component leaders, project board, local government etc.

It is expected that enumerators/ facilitators with proven past experience that are fluent in local language RONGA and in Portuguese are hired by consultant. It is recommended that local field team advise on local language terminology for tools to be used.

The consultant will be responsible for defining and carrying out the overall MTR approach, with guidance from the program staff at ADRA Germany and ADRA Mozambique and will also collaborate with local partners AMA and Livaningo. The consultant is responsible for the all resources (Staff, tools and equipment) required for the data collection, data entry and other activities up to the final report write up and submission. Evaluation tools, methodology and findings should be reviewed and approved by the MEAL manager at ADRA Mozambique and ADRA Germany.

The final MTR report should describe the full MTR approach taken and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the review. The report should include findings, observations, and recommendations for adjustment of activities if needed.

The methods and data sources should be triangulated for enhancing the validity of evaluation findings; Methodological justification should be clearly defined to handle incomplete or missing data;

A final agreement on the evaluation design and methodology will be discussed on the basis of the submitted offer and the inception report.

V. Duration/Timeframe

The consultancy is expected to take place over 25 days between October 24th 2024 to February 7th, 2025.

The consultant should submit a work plan and timetable which allows for the deliverables outlined above to be achieved in line with the dates specified below:

	Task	Date	Responsible	Location	Deliverable
01	Application	By October 16 th , 2024	Consultant	Online (<i>link bellow</i>)	Offer
02	Sign contract	November 03 th	ADRA	ADRA Office in Maputo	Contract signed
03	Orientation with ADRA – Protocols and existing information	November 04 th and 05 th	ADRA & Consultant	ADRA Office in Maputo and Online	Meeting conducted and documents shared

04	Inception report	November 13 th	Consultant	Online	Report (draft)
05	ADRA Feedback on inception report and tools	November 19 th	ADRA	Online	Report and tools reviewed
	Final inception report	November 22 nd	Consultant	Online	Inception Report (Final)
06	Conduct Enumerator training including pilot	November 26 to 28 th	Consultant under ADRA supervision	Matutuine	Pilot conducted
07	Data Collection	9 Business Days December 02 nd to 12 th	Consultant	Matutuine and Inhaca Island	Data collected
08	Submission of first draft report	December 16 th	Consultant	Online	Evaluation report
09	Feedback from ADRA on the draft report	December 27 th	ADRA	Online	report
10	Presentation of main findings and recommendations to relevant stakeholders	January 21 st -2024	Consultant	Online	Workshop
11	Submission of final report	January 27 th -2025	Consultant	Online	Evaluation report (final)
12	Approval of final report and Annexes	February 10 th , 2025	ADRA		Written Approval of Evaluation Report

VI. Deliverables

The consultant will be responsible for leading the MTR and its report design. All documentation of this consultation should be in English. The consultant will incorporate feedback from the ADRA review team throughout the review process, including responding to and incorporating comments. The consultant will ultimately produce a final copy of the report in line with the quality requirements needed.

The following deliverables are expected:

1. An **Inception Report** explaining the team's understanding of the ToR, the general approach to the assignment, the methodology to be used (approach, tools, means, coordination) as

well as a work plan and schedule of the assessment. The inception report should include a clear sampling plan, justifying the methodological choices, set out the planned design and methodology to meet the above-mentioned objectives and to answer the evaluation questions.

Ethical Considerations: A detailed protocol on how informed consent will be obtained, how data confidentiality will be ensured, and the procedures for managing sensitive information should be provided in this phase

The Inception Report must be approved by ADRA before the next steps of the task can take place.

2. **Validation Workshop** for the presentation of main findings and recommendations to Stakeholders: An interactive presentation of the preliminary results to the stakeholders involved (ADRA Germany, ADRA Mozambique, AMA, Livaningo, among others) to discuss and validate the MTR conclusions. The consultant should present a summary of the results and recommendations from the final report, visually structured with charts, tables, and key points to facilitate the understanding of the findings.
3. A **final report** with key findings, with filled MTR values for project indicators is expected to be in 30-40 pages for the main text, including the executive summary (with maximum 5 pages), findings and practical recommendations for implementing the MTR conclusions, including suggested adjustments to operations, timelines, and resource allocation within the project. This excluding the front page, table of contents, and annexes.
The evaluation report has to contain several mandatory annexes including:
 - a. Final Evaluation Tools
 - b. All datasets (raw and cleaned | xlsx) fully documented and ready for further analysis, including descriptions of variables, coding, and any treatment of missing data
 - c. Sources (e.g. bibliography, people interviewed, Others (as required))
 - d. Photos: the evaluators should provide a digital file with at least 3 photos of the evaluation, including photos related to the evaluation process (e.g. of group discussions, interviews, final workshop). The photos should be submitted in a JPG

The consultant is required to delete any data on their devices/premises once the reports are finalized to ensure compliance with the data protection policy.

The final report is to be submitted electronically, both in a PDF and in and Word.

In case of satisfactory completion of the work there might be an option for follow-up contracts for the end line assessment.

VII. General Data Protection Regulation

All documents and data collected are to be treated confidentially and, in the case of personal data, in accordance with the provisions of data protection law (in particular the EU General Data Protection Regulation and the Federal Data Protection Act) and are to be used exclusively for the evaluation. Interviews are always anonymized. No later than one year after the completion of an evaluation, the contractor shall destroy the data and documents permanently and in accordance with data protection law.

Additionally, ADRA requires that the datasets that are compiled or used in the process are submitted to ADRA when the evaluation is completed. Data must be disaggregated by gender, age and other relevant diversity, in line with the project's Theory of Change.

Confidentiality: All documents and data acquired from documents as well as during interviews and meetings are confidential and to be used solely for the purpose of the evaluation. The deliverables as well as all material linked to the evaluation (produced by the evaluators or the organisation itself) is confidential and remains at all times the property of the contracting party.

Informed consent process: All participants must be informed of the evaluation's purpose, potential risks, and their right to refuse or discontinue participation at any time without consequences.

VIII. Payment Schedule

Payments will be delivery-based. Any deliverable not meeting the required specifications will have to be reworked and resubmitted at no additional cost to ADRA. The proposed payment schedule for this assignment is a 40% payment at the beginning of the assignment, after submission of inception report and 60% of the payment upon submission of the final MTR report with all the indicated satisfactory deliverables shared and agreed upon.

IX. Expertise of the evaluators

We encourage companies with proven experience in livelihoods, gender and social inclusion related matters with:

- PhD /MSc level in Rural Development, Economy, Social Sciences or a related discipline
- Expertise on quantitative and qualitative data collection and analysis for socio economic and gender studies
- Minimum of 10 years of relevant professional and technical expertise in research in Mozambique, with an adequate understanding of the landscape in the South region;

- Experience with similar surveys sustainable livelihood for community development and gender equality is mandatory
- Proven ability to manage large teams of enumerators, supervise and manage interviews and focus groups discussions, as well as data entry for quality control;
- Language skills: Portuguese and English essential. Speaking local languages (Ronga and Changana) will be an advantage.

X. Selection Criteria

The process of evaluating proposals to select the team of consultant will follow this process:

1) Evaluation of technical proposals – in this phase the proposal is evaluated, whether it meets the ToR, the consultants' CV, based on professional experiences and skills relevant to the consultancy, proposed methodology, activity schedule and others;

The following evaluation basis is available for this:

- Presentation of experience (incl. references) in the implementation of comparable proposals (30%)
- Concept sketch with a first method proposal and work plan (40%)
- Qualification of the team (30%)

2) Interview with a team of Consultants – at this stage the 3 teams of consultants who have the best scores in the technical assessment will be invited for a conversation where we will delve deeper into some clarification issues covered in the technical proposal, for a better understanding;

3) Evaluation of financial proposals – in this final phase, the financial proposals of the three best teams of consultants will be evaluated, in an internal process the best team for the consultancy will be selected.

The proposals will be ranked using the formula below to determine the proposal with the best value for money. The contract will be awarded to the bidder with the best value for money.

Formula: Ratio Z= Total Technical Points (TP) / Quoted Price (P).

XI. How to apply

Qualified candidates are kindly requested to submit their application by email to applications@adramozambique.org in English language. Please use “**MTR for Kuvikela project**” as subject line of your email until October 16th.

The application should include:

- A cover letter addressing the selection criteria above
- Applicant’s CV, highlighting experience relevant to this MTR study. The CV with contact details of at least three references from among recent employers or clients
- Specific roles and responsibilities of the team leader, supervisory chain and other core members of the evaluation team;
- Technical proposal should include reference to the perceived feasibility of the ToR (including suggestions for specific evaluation questions). It should also include a brief description of the overall design and methodology of the evaluation and a workplan with schedule of key activities preferably in a format of a Gantt chart;
- First Draft of guidance questions
- Financial proposal: includes a proposed budget for the complete evaluation. It should state the fees per working day (plus the respective VAT, if applicable), the number of working days proposed and other costs Proof of professional registration and taxation is also required
- The consultant must adhere to humanitarian principles, ADRA Protection Policy, and ethical values of ADRA.
- All insurances are the responsibility of the evaluator(s)
- ADRA staff will facilitate community entry and contacts to other interviewees
- Venue and Office material (as a data show, flipchart) for workshop facilitation will be provided by ADRA
- Translators, if required, will be provided by consultant
- Laptops need to be provided by the evaluator(s)
- Offers have to be signed or should include the phrase “valid without signature”
- Offers will be accepted by individual consultants, commercial companies, NGOs and academics until the fill in date.