



## **Terms of Reference (ToR) for Project Evaluation**

### **1. Introduction**

#### **Introduction of LDC Watch**

LDC Watch is a global network of national, regional and international civil society organisations (CSO), alliances and movements based in the Least Developed Countries (LDCs), defined by the United Nations (UN). It acts as a coordinating body for LDC civil society to advocate, campaign and network for the implementation of the Istanbul Programme of Action (IPoA) for LDCs for the Decade 2011-2020 and other Internationally Agreed Development Goals (IADGs) such as the Millennium Development Goals (MDGs) in the past and the Sustainable Development Goals (SDGs) going into the future. The IPoA was adopted by the Fourth UN Conference on LDCs (LDC-IV) held in Turkey in 2011. LDC Watch has Special Consultative Status with the Economic and Social Council (ECOSOC) and is accredited to the UN Framework Convention on Climate Change (UNFCCC).

#### **Introduction to the project**

##### **Project Title: Strengthening LDC Civil Society Voice in context of IPoA for 2011-2020**

The LDCs represents the poorest and the most segment of the world in the international community. Poverty continues to be alarmingly high in the LDCs with almost half of the population living with less than USD 1.25 per day; one-fourth are undernourished; only 63% have access to improved water supply sources ; only 36% use improved sanitation facility ; average years of schooling is 3.7 years ; under- five child deaths stands at 98 for 1000 births; about 50% do not have access to electricity ; 2.67% aged 15-49 is HIV affected ; and LDCs are at the bottom of all technological and innovation indices; Additionally, most LDCs are characterized by conflict, post conflict and politically unstable situations. This bleak situation poses a serious challenge to the realization of Istanbul Programme of Action and Sustainable Development Goals.

The LDC Civil Society is a significant stakeholder in the development of LDCs. It needs to fulfill its role of advocating for LDC graduation strategies and meaningful implementation of the IPoA. This significant role of civil society towards proper implementation of the IPoA has been recognized both by Istanbul Political Declaration and the IPoA itself. However LDC civil societies lack the resources and capacity in terms of organising, networking and policy advocacy work owing significantly to the political, social and ecological challenges in LDCs. Further they lack access to policy space at national, regional and international levels and are therefore, marginalized in policy influencing and decision making process.



### **Objectives:**

The objective of this project in an impact level is: To strengthen LDC Civil Society voice for defending democratic development in LDCs.

The objective of the project in an outcome level is: To campaign and advocate for people centered policies on food security, gender equality, social protection, trade, climate change and sustainable development in the context of implementation of LDC-specific IPoA as well as the forthcoming post-2015 Sustainable Development Goals (SDGs) agenda.

### **Indicators:**

1. By the end of Project LDC CSOs have positioned themselves (e.g petitions, protest letters, presentations etc.) at least 20 times towards national governments in regards to IPOA & the SDGs.
2. By the end of the Project LDC Watch has been asked for an input at least 10 times by regional and global UN committees (such as UNESCAP, UNECA, UNOHRLLS, UNCTAD, UNNGLS etc)
3. By the end of the project LDC Watch has been asked at least 20 times by CSOs from LDCs and non- LDCs for LDC specific Input on regional and global development processes.

### **Target Groups:**

#### **Direct:**

The direct target groups are LDC Watch national focal organisations and their local organisations comprising peasant organisations including agricultural workers, fisher-folks, trade unions, women's rights movement, the youth, indigenous and socially excluded communities, the informal sector, human rights defender, climate campaigners, peace groups, people living with HIV AIDS, and other grassroots organisations. LDC News Service is the media arm of LDC Watch which will also comprise the direct target groups.

Around 450 LDC CSO representatives comprising at least 50 per cent women and youth will be involved in the project. The LDC Women network of the LDC Watch constituency will be further organised and involved in all project activities to ensure gender equality and empowerment of women. Similarly, the youth constituency will be organised into a LDC Youth network and will be involved in all project activities. Since LDC Watch national focal organisations and their local organisations and networks will be involved in the project, they will be mobilised and organised in the planning, design, implementation, monitoring and evaluation of the project.

#### **Indirect:**

The indirect target groups are LDC and non-LDC CSOs and network partners at the regional and global levels in order to enhance and strengthen the synergy of policy advocacy work.



## **2. Purpose and Justification of the Evaluation**

The purpose of this evaluation is to assess to what extent the project has been able to put LDC CSOs in a position to advocate and campaign for people centered policies on food-security, trade, gender equality, social protection, climate change and sustainable development in the context of the implementation of the LDC specific IPoA as well as the forthcoming Post 2015/Sustainable Development Agenda.. Furthermore the aim is to determine how the upcoming project can build onto the achievements of the current project and how it can feed into the overall strategic objectives of LDC Watch.

## **3. Expected Outputs**

The evaluation will be carried out in conformity with the OECD/DAC evaluation criteria and standards and the evaluation manuals (draft) by Bread for the World. The evaluation is expected to produce, in addition to the key findings of the evaluation, clear and practical recommendations for both implementation in the current grant period, the upcoming project and the contribution to LDC Watch's overall strategy.

The evaluator will prepare the following deliverables:

1. Inception Report
2. Draft of Evaluation Report
3. Evaluation Report

The deliverables are to be prepared in English only, submitted to LDC Watch and Bread for the World via email and hard copy.

## **4. Key Questions**

### **Relevance:**

- a) How is the idea and vision behind the project relevant to the countries where the project is implemented?
- b) How relevant has the project's objectives and activities been for its direct and indirect target groups? Why?
- c) What relevance do the outcomes of the project have in order to address the overall mission and mandate of LDC Watch?
- d) What kind of changes, or additional components could be incorporated in the upcoming projects to make it more coherent with the needs of the target groups and LDC Watch's overall strategy and mandate?
- e) How has the project assisted LDC CSOs to advocate about IPoA, SDGs and LDC Issues?
- f) How has the project contributed in influencing decision making processes at the UN International level?

### **Effectiveness:**

- a) To what extent the strategies, approaches and activities implemented have contributed to achieve the project objective (outcome level) quantitatively and qualitatively (with what level of quality)?
- b) Are the project objectives clearly defined, in a participatory manner?



- c) To what extent (please indicate as well a percentage for ease of reference) has the project objective been achieved?
- d) How has the participation of LDC Watch partners been in project design/planning, implementation, and monitoring? What improvements are needed, if any, to improve participation in the upcoming project?
- e) To what extent have gender perspectives been included in the advocacy work of CSOs?
- f) Describe how the communication and cooperation with important state and non-state actors in project (technical / thematic area of work) functions and identify aspects (if any) to improve in the communication and cooperation with important actors to achieve the objective?

**Efficiency:**

- a) How efficiently has the project been managed? What can be done in terms of improving project management by the International Secretariat? How well is the organization structure of LDC Watch suited for project management?
- b) Which roles and functions of the local staff of the LDC Watch based in Nepal has been important in the implementation of the project?
- c) Have the project objectives been achieved in an economically viable manner? What in the way that project was carried out could be changed to achieve the same or better results at lower costs?
- d) LDC Watch's network of National Focal Points is an integral part of the project crucial for the implementation of project activities. How efficiently is this network working? What can be done to increase the efficiency of the network?
- e) Assess the efficiency of the project in terms of the strategies, approaches, structure and organizational capacity base.

**Impact:**

- a) How and to what extent has the project contributed to strengthen LDC Civil Society voice for defending democratic development in LDCs (objective of the project on impact level)?
- b) Which concrete steps shall be taken in the next phase and which objective(s) shall be pursued with regard to this overall development goal?
- c) Are there any unintended changes (positive or negative) - that can be observed through the project?
- d) Which project measures are thinkable to increase positive and decrease negative impacts?

**Sustainability:**

- a) What activities and / or benefits of this project will continue if funding gets withdrawn /project closes down next year? What can be done best and by whom to ensure these are sustained?
- b) What are the major factors which influenced the achievement or non achievement of sustainability of the programme or project? What are the lessons learned?
- c) How can the upcoming project build onto the achievements of this phase in order to deepen their sustainability? How should the next project be designed in order to contribute best to the respective strategic objectives of LDC Watch?

## 5. Process of the Evaluation/ Time Frame

The Evaluation report shall not be submitted later than November 30 2017.

	Activity	Working Days
1	<p><b>Kick-off and Clarification Meeting</b></p> <ul style="list-style-type: none"> <li>Discuss dates with the evaluators and other stakeholders, as well as logistical and other necessary support plus content-related, methodological, formal expectations, boundaries and options</li> </ul> <p><b>Submission of Inception Report</b></p>	4 days
2	<p><b>Data Collection and Analysis</b> Evaluators collect data and information</p> <ul style="list-style-type: none"> <li>LDC Watch to provide project's documents and information.</li> </ul>	10 days
3	<p><b>Drafting and Implementation Plan and Evaluation Report</b></p> <ul style="list-style-type: none"> <li>Present draft report for review by the commissioning organization</li> </ul>	5 days
4	<p><b>Debriefing / Presentation of the findings</b></p> <ul style="list-style-type: none"> <li>The evaluators present the collated data and preliminary results to the target group</li> <li>The results and recommendations are presented to the LDC Watch and potential other stakeholders and interested parties</li> </ul>	1 day
5	<p><b>Revision and Submission of the final evaluation report</b></p> <ul style="list-style-type: none"> <li>Assessment and subsequent approval of final report.</li> </ul>	3 days
	<b>Time allocated to the Assignment</b>	<b>25 days</b>

## **6. Methodology**

- a. Analyse existing information and develop a further understanding of the project. This would be achieved through discussion with key staff and by examining relevant internal documentation (grant documents, strategies, planning documents etc.), along with any relevant existing monitoring and evaluation material (internal and external).
- b. Organise an initial meeting with key staff, to gain a better understanding of the actions undertaken and results achieved.
- c. Literature review and prepare / detail out the evaluation method and process
- d. Conduct semi-structured interviews with 5-6 representatives of National Focal Points in person. Also conduct interviews / survey with around 15-20 National Focal Points over internet (via skype or similar other platforms). The NFPs should be chosen such that LDCs from all regions are covered.
- e. Conduct interviews with external key actors related to the context of the implementation of the LDC specific IPoA as well as the forthcoming Post 2015/Sustainable Development Agenda, Brot fur die Welt staff and other key allies.
- f. Analyse, triangulate and interpret evidence and identify key findings and conclusions.
- g. Develop key findings from the evaluation and, give clear and practically based recommendations for both implementation in the current grant period, the upcoming project and the contribution to LDC Watch's overall strategy.
- h. Prepare the draft Evaluations report and submit for feedback / comments to LDC Watch and Bread for the World.
- i. Conduct a final workshop with the staff of LDC Watch to present the findings/recommendations and to develop an implementation plan together with the team of LDC Watch.
- j. Submit Final Evaluation report.

Key stakeholders are LDC Watch and Bread for the World. It is fundamental that stakeholders participate in the evaluation. The consultant is expected to conduct a participatory evaluation providing for meaningful involvement by including project and network partners, beneficiaries and other interested parties.

## **7. Key qualifications of the evaluators**

A senior consultant with at least 5 years of experience in evaluating international advocacy projects on will carry out the evaluation. In addition to English language skills, it is preferable for the evaluator to have the ability to communicate in French, since most of the stakeholder with whom the evaluator has to communicate are French speaking persons. Applications of evaluation teams are welcome. He/she should be able to understand LDC Watch's values and aims as described on its webpage [www.ldcwatch.org](http://www.ldcwatch.org)



## **8. Content of the evaluator's offer**

The evaluator's offer should contain

- CVs of the evaluators including previous evaluations done for other projects
- Work Plan / Proposal:
  - Outline of the planned evaluation procedure
  - Short explanation and justification of the methods to be deployed
  - Complete cost estimate that includes both, the fee as well as any ancillary costs to be incurred, such as transport, accommodation, taxes, fees and costs of workshops in the scope of the evaluation etc.

Interested candidates are invited to submit their applications along with supporting documents to:

LDC Watch Programme Officer,

LDC Watch International Secretariat, Kathmandu, Nepal

rushka@rrn.org.np; s.rushka@gmail.com

**The deadline for submitting applications is 10 August 2017.**

Only shortlisted candidates will be notified. Women candidates are strongly encouraged to apply.