

Terms of Reference (ToR)

Final Project Evaluation

Project: A Safety Network for West Africa: An Enhanced Human Rights Defenders Network as Crisis Prevention and Peace Actors

Background to the project

Since November 2022, Protection International (PI) has been implementing the project called “A Safety Network for West Africa: An Enhanced Human Rights Defenders Network as Crisis Prevention and Peace Actors” to contribute to the creation of a peaceful, safe and conducive environment for Human Rights Defenders (HRDs), with a focus on women defenders within West Africa and more specifically in Nigeria and Togo where they are severely attacked and restricted in the current conflict setting, thanks to financial support from the German Ministry of Foreign Affairs through the Zivik programme.

The general objective of the project is to empower HRDs and their representatives organisations to promote the right to defend human rights and contribute to peace building initiatives. More specifically, the project aims to enhance preventive, collective protection capacities of the West African Human Rights Defenders Network (WAHRDN) to participate in the prevention of crisis and stabilisation of peace. This project contributes to the creation of a peaceful, safe and conducive environment for Human Rights Defenders (HRDs) in Togo and Nigeria where they are severely attacked and restricted in the current conflict setting. The project addresses the conflict dynamics around sexual violence, excessive force and violent repression of civil society regarding freedom of expression and peaceful demonstration, poor governance & corruption and impunity.

The project works with HRDs with a focus on women and their representatives organisations. The central actors in the project are the Network and Coalitions of HRDs in the targeted countries; the regional, national and local authorities who have an influence on the protection of HRDs, including security forces as well as policy makers, non-states actors who have an impact on HRD protection such as the media sector.

Objectives of the evaluation

To assess the benefit, programme strategies, methodology and the quality of the project A Safety Network for West Africa: An Enhanced Human Rights Defenders Network as Crisis Prevention and Peace Actors within the context of non-violent conflict transformation in Togo and Nigeria. Protection International is implementing the project " A Safety Network for West Africa: An Enhanced Human Rights Defenders Network as Crisis Prevention and Peace Actors " until

December 2023. A final evaluation, planned for this purpose, is therefore necessary to measure the results (changes produced directly by the action). This evaluation will also assess the effects, effectiveness and quality of the work carried out, the approaches developed and the lessons learned during implementation, in order to formulate guidelines for improving the project partners' future actions. Other organisations working on the same theme will be able to learn from the results of this evaluation to improve their operations.

An external evaluation was chosen to help ensure the independence, impartiality and credibility of the process. Working closely with PI and the beneficiary partners, the consultant will carry out a final evaluation and formulate an independent opinion based on the evaluation shall review

- in which way has the project been efficiently and effectively implemented in terms of its future vision and the desired changes
- the role of the respective organisation (and its partners) in the conflict context (all partisanship, choice of partners, relationship to peace organisation) and how this influences their work, strategies and effectiveness?
- the relevance of the intervention strategy/methodology/activities implemented to transform conflict

Guiding questions of the evaluation

- How have the key actors contributed to bring about the desired change? How have they gained influence on the central actors identified in the conflict analysis? How has the action of the central actors changed (links between peace writ little and Peace Writ Large)? This shall include but is not limited to
 - Analysis of the impact of key actors and duty bearers in monitoring protection cases.
 - Analysis of HRDs' ownership of the whole security logic: whether it is implemented in a cross-cutting and holistic manner across all aspects of HRDs' work.
 - Analysis of the collective protection approach: what relevance does it have in the context of West Africa and more specifically in Togo and Nigeria?
- What kind of local initiatives and self-supporting structures were created or reformed during project implementation?

Tasks of the evaluator

The evaluation will follow the following steps:

- Key project documentation will be given to the consultant, including:
 - Project document,
 - Project baseline,

- Protection Manual,
 - Activity report
 - Interim reports
 - And any other documentation useful for its work.
- The consultant will develop an inception report that includes an updated work plan, proposed methodology and questions for the interviews and focus groups, which will be validated together with the project team (based on the key questions already defined in the evaluation criteria). The inception report is due two weeks before starting the field study. The report is in English with a summary in French
1. Field visits to the sites to collect data, conduct interviews and exchange views with key stakeholders. The fieldwork will take place on selected sites where the projects have been implemented, in particular Lome, Togo; Abuja & Lagos, Nigeria.
 2. Interviews and group discussions will be organised with the PI teams and partner organisations involved in the project, the authorities involved and participants in the activities.
 3. Analysis of qualitative results: The logical framework defined at the start of the project will serve as a reference for data collection. All the data collected must form part of a comprehensive analysis.
 4. Feedback: just after the end of data collection and before submitting the final report, the evaluator will facilitate a feedback meeting with the PI teams to present his initial conclusions, lessons learned and recommendations, and to allow his observations to be enriched by discussion with the project team.
 5. An interim report containing the analyses and results of the evaluation in accordance with the ToR will be shared with PI for comment,
 6. A final report will be produced taking into account PI's observations and comments. The evaluator compiles both the inception and the final report in English. The report must answer ALL the questions listed in the ToR and include clear recommendations (2 pages). The report is in English with a summary and recommendations in French

Evaluation schedule

The evaluation will take place from 15 September to 15 October 2023 in 2 countries covered by the project for a total of 17 days.

Estimated distribution of time as follows:

- Document review: 1 day
- Development of inception report:

work plan and questions for interviews and focus group discussions: 1 day

- Data collection: 11 days
- Production of draft report: 2 days
- Feedback: 1 day - Finalisation of report: 1 day.

Elements of the final report

1. Conflict analysis

- Analysis of the current conflict situation regarding key driving factors, dynamics, central actors and groups
- Description of the immediate conflict-environment of the project: what are the starting points to initiate a change process

2. Organisational profile and structure

- Human Resources (organisational chart with the number of staff, qualifications, responsibilities and signature authorisation)
- Commitment to address peace and conflict issues in general and in terms of the project, e.g. priorities, allocation of resources.
- Institutional structure: structures inhibiting or promoting working on conflict, consistency of mission statement and implicit ethical messages, framework for planning processes and programming (hierarchies + structures, procedures + systems, communication + cross-organisational learning)
- Accountability and mechanisms for managing the integration of the project
 - implementation (achieved changes so far)
 - planning, appropriate reporting, systems of monitoring, assessment and evaluation of the project
 - Accounting system: condition of the project accounting department, staff/competence, equipment, financial reporting procedures, monitoring- and control system of project funds

3. Methodology

The report outlines the methodology and definition of the role played by the evaluator as well as the data selection of the evaluation.

4. Programme strategies

- Were the key actors of the project adequately addressed?
- On what assumptions is the project based on? (Relevance of outcome and key actors, what could hinder, prevent or encourage the intended change process)
- Were these assumptions realistic?
- Were the stated future vision and the desired changes realistic?

5. Project coherence, effectiveness, efficiency, impact and sustainability

- Was the intervention compatible with other interventions in similar contexts?
- To which extent the intervention has achieved, or is expected to achieve, its objectives, and its results, including any differential results across groups
- To which extent the intervention has achieved, or is expected to achieve, its objectives, and its results, in an economic and timely way
- To which extent the intervention has generated or is expected to generate significant positive or negative, intended or unintended, higher-level effects
- To which extent the net benefits of the intervention continue, or are likely to continue
- What contributions to changes did the key actors accomplish so far? (Especially links between peace writ little and Peace Writ Large.)
- Were positive or negative unintended effects observed?
- Were the project outcomes effective in relation to the project costs?
- How could efficiency be increased?
- Could the funds have been deployed more efficient by using different methodology/ implementing other activities?
- Was funding referred to in public documentation? (Public relations: Media coverage)
- What is the perception of the project activities by the local population?

6. Networking / Cooperation

- What other organisations are working in a similar field with similar objectives?
- What about the quality, the efficiency and the depth in cooperation / coordination with other stakeholders?
- Problems of cooperation and networking?

7. Perspectives

- Future planning and perspectives?
- What is needed to work (more) successful?
- Funding procedures and cooperation with zivik? (Which criteria should zivik apply by

assessing funding proposals? In which ways could zivik enhance its consultation services?)

8. Gender

How gender equity was mainstreamed in the project implementation.

9. Lessons learned and recommendations

(Plausible connection of results, conclusions and recommendations that serve as the basis to plan follow-up intervention)

10. Appendix

- Schedule and work plan of the evaluation
- List of interviewees
- Bibliography
- Used questionnaires and guidelines
- Debriefing report (minutes of meeting)
- Terms of Reference

Candidate profile

1. Postgraduate degree in Development/Project Management, Social Sciences, Statistics or other similar field;
2. At least 3 years' knowledge and experience in the fields of human rights, protection of human rights defenders, gender and peace;
3. At least 5 years' proven experience in qualitative assessments of development projects and human rights protection;
4. Experience in collecting, processing and analysing data using the following software: Ms Excel or SPSS
5. Proven experience and skills in writing evaluation reports (a sample report written by the candidate must be provided);
6. Knowledge of the socio-cultural, economic and socio-political realities of West Africa in general and Togo and Nigeria in particular;
7. Fluency in English (read, written and spoken) and good management of French;
8. Experience in collecting case studies and success stories is an asset

Application process

Interested parties are requested to submit their technical and financial proposals including:

1. For independent consultants :

- a. A detailed CV (including three referees and areas of expertise)
 - b. A letter of motivation
 - c. 1 previous similar evaluation report written by the applicant
2. For consultancy firms:
 - a. Profile of the organisation
 - b. Letter of motivation
 - c. CV of the team that will be involved in the evaluation
 - d. Previous similar evaluation report written by the consultancy firm

And for both cases:

- An explanation (understanding) of the terms of reference
- An explanation of the methodology and the main tools to be used in the evaluation
- A realistic budget for the evaluation (make a clear distinction between structural costs - air tickets, accommodation, etc. - and the cost of the service).

Deadline for submission of applications: 15 July 2023. Applications should be sent by e-mail to:
recruitment.africa@protectioninternational.org with a copy to
samuel.maina@protectioninternational.org

NB: Please specify the following references in the subject line of the e-mail "Final Evaluation Zivik WA Project".

Only qualified candidates will be contacted.

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