

**Terms of Reference for Consultancy Service for Endline Survey for  
The Confidence and Competence Project in Arusha Region**

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**1. Summary of the Consultancy Services**

These Terms of Reference are associated with a call for a vat registered firm based in Tanzania to provide consultancy services to Hand in Hand Eastern Africa (TZ) to conduct an end-line evaluation of the Confidence and Competence project implemented in Meru district, Arusha region.

Consultancy Title	Consultancy Service for Endline Survey for the Confidence and Competence Project in Arusha Region
Geographical location	Meru district, Arusha region
Appointment type and duration	Fixed Term Contract
Expected commencement date	December 2021
Application deadline	December 12 2021

**2. Introduction**

Hand in Hand Eastern Africa Tanzania is a registered Non-Governmental Organization (NGO) in Tanzania with headquarters in Nairobi, Kenya. HiH EA (TZ) is part of the Hand in Hand International which works with the marginalized, vulnerable poor rural and peri-urban smallholder farmers (80% women) to help them uplift out of poverty through the power of enterprises and job creation. The organization started operations in Kenya in October 2010, and started its operations in Tanzania in 2018, and works in Arusha and Kilimanjaro regions with its headquarters in Tanzania being based in Arusha. It has mobilized over 38,347 members into self-help groups; 13,377 enterprises, and 18,347 jobs.

Hand in Hand International, based in London, provides support to Hand in Hand Eastern Africa (TZ). The Hand in Hand model is based on setting up or mobilizing self-help groups that act as savings groups, delivering enterprise skills through trainings, promote financial access and provide linkage to broader markets.

**3. Background**

*3.1 The project and how it evolved*

The project supported community members in Meru district with entrepreneurial and leadership skills to launch or strengthen their own small businesses and thereby increase their income and financial resilience. The project aimed to support 600 entrepreneurs (540 women and 60 men) with 40 percent youths and 60% adults for over 24-months. Training programs were built on the HIH Eastern African four-step approach: self-help group formation, capacity building, access to credit / savings, and market linkages, delivered through seven core training modules. In addition to the core training modules, HIHEA (TZ) partnered with Resonate to provide focused support to women’s leadership and confidence through a training module nurturing soft skills. This training component encouraged the beneficiaries to retell and reflect on personal stories of success, thus developing their ability to speak up, to overcome challenges and to make decisions.

*3.2 The project progress*

The project’s midline evaluation (conducted internally), found:

- Average monthly net-enterprise income had increased five-fold on the baseline, from TZS 10,902 (\$4.74) to TZS 54,832 (\$23.84)
- A 14% increase in women participating in household decision-making from the baseline
- A 10-fold increase in the average personal saving of project members from the baseline
- 77% of project members accessing credit
- The project has so far created 350 - enterprises and 439 - jobs through 28 self-help groups with 659 members in total.

#### 4. Scope of the Evaluation

##### 4.1 Purpose and key questions

###### 4.1.1 The objectives

The overall objective of this consultancy is to conduct an endline evaluation of the Confidence and Competence project against the OECD DAC evaluation criteria<sup>1</sup>: relevance, coherence, effectiveness, efficiency, impact, and sustainability. This will encompass:

1. Comparative analysis of endline data against baseline and midline data on output and outcome indicators
2. Critical assessment of the project design and delivery, identifying key challenges and successes
3. Do-no-harm checks for any unintended / negative consequences of the intervention
4. Learnings and recommendations for future projects that can be drawn from this project.

###### 4.1.2 Criteria and questions

The report should be structured around and clearly answer the following evaluation questions:

###### Relevance

- To what extent did the intervention objectives and design respond to beneficiary needs?
- To what extent did the intervention objectives and design align with local government policies and priorities?
- How has the project considered gender sensitivity both in the design and its implementation of activities?

###### Coherence

- To what extent did the project harmonise and coordinate with relevant actors in the implementation area?
- To what extent did the intervention add value while avoiding duplication of effort?

###### Effectiveness

- To what extent did the project achieve its intended outputs and outcomes, as defined by its performance indicators?
- To what extent did project outcomes differ for men and women?

###### Efficiency

- Was the project completed on time and on budget?

###### Impact

- What are the most significant changes in members' lives as a result of the Storytelling for Leadership workshop?
- To what extent did the intervention address gender gaps, and what remaining aspects need to be considered further?
- Did the intervention have any unintended and/or negative consequences?

###### Sustainability

- How likely is it that the positive effects or impacts of the intervention will continue beyond the project lifespan?

##### 4.2 Scope

*The consultancy firm will conduct the following tasks for the assignment:*

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<sup>1</sup> <https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm>

- Review the project documents (e.g., the proposal, logic model, MEL Plan, indicator tracking table, baseline and midline datasets and reports, case stories, and budget).
- Prepare an inception report, including the detailed methodology, approaches, data collection tools **closely aligned to the baseline and midline tools**, and field data collection plan.
- Hiring and training enumerators, pilot study, and report.
- Data collection and data quality assurance
- Field visits to observe the project interventions at the ground for lessons learnt, key achievements and challenges
- Field data collection on the effectiveness of project interventions (against output and outcome indicators) and strategies through individual interview, consultation like KIIs and FGDs with key stakeholders, community groups and/or target beneficiaries
- Present the key findings and recommendations of the end-line evaluation in a meeting or workshop with the project team

## 5. Evaluation Methodology

### 5.1 Research designs

The endline evaluation will use both qualitative and quantitative methods. Data will be collected from the project location in Meru district. The selected consultancy firm will prepare the study methodology, adapt the midline data collection tools and prepare further tools where necessary, and prepare the sampling frame to meet the objectives of this study. The methodology and relevant tools will be adjusted in consultation with Hand in Hand Eastern Tanzania, pilot tested, and finalized before the study.

### 5.2 Data

All primary data collected during the course of the evaluation must facilitate disaggregation by gender, gender of the head of household, age, and business sector. Data triangulation is expected for this evaluation; the secondary data available is expected to provide additional insight towards the triangulation of the collected data. A range of project documentation will be made available to the selected firm that provides information about the project design, implementation and progress, including the baseline and midline datasets for comparative analysis. The evaluation firm is required to adhere to the Hand in Hand Eastern Africa data protection and privacy policy throughout all project valuation activities, minimizing the collection of any non-essential personally identifiable information and ensuring secure storage and transfer of data. In addition, the consultancy firm is expected to explore any personal and professional influence or potential bias among those collecting and/or analyzing data and mitigating them ethically.

### 5.3 Ethical Considerations

It is expected that the evaluation will be conducted under the guidance of ethical considerations, which includes an adherence to the principles of openness of information given; sensitivity about gender, inclusion and cultural contextual contexts; reliability and independence of findings and conclusions as well as confidentiality of information and data protection. Informed consent must be provided by all respondents.

## 6. Expected Deliverables

The evaluation deliverables and due dates (subject to the commencement date of the evaluation) are outlined below.

### *Deliverables and due dates*

<b>Deliverables</b>	<b>Due dates</b>
The consultancy firm is contracted and commences work	December 2021
Inception report. It will include: <ul style="list-style-type: none"> <li>- Evaluation objectives and evaluation questions (as specified in the ToR)</li> <li>- Description of the methodology, data sources, and sampling considerations</li> <li>- Risk and issue management plan</li> <li>- Work plan</li> </ul>	December, 2021

<ul style="list-style-type: none"> <li>- Report structure</li> <li>- Draft data collection tools</li> <li>- List of enumerators plus their qualifications and experiences</li> </ul>	
Finalised data collection tools <ul style="list-style-type: none"> <li>- Survey instrument (review and digitalize for Kobo Collect)</li> <li>- FGD guides</li> <li>- KII guides</li> </ul>	December, 2021
Training enumerators and Pilot study	December, 2021
Data collection	December, 2021
Data and analyses, including raw data, MIS database and analysis outputs	December, 2021
A draft evaluation report aligned to the template provided, including the following elements: <ul style="list-style-type: none"> <li>- Executive summary (max. 2 pages)</li> <li>- Background description of the project and context relevant to the evaluation</li> <li>- Scope and focus of the evaluation</li> <li>- Evaluation methodology and limitations</li> <li>- Findings aligned to each of the key evaluation questions</li> <li>- Conclusions outlining implications of the findings</li> <li>- Recommendations</li> <li>- Annexes (Project workbook, evaluation TOR, inception report, study schedule, list of people involved)</li> </ul>	December, 2021
Final evaluation report incorporating feedback from consultation on the Draft Evaluation Report	December, 2021

#### **7. Expertise and Experience**

- A degree in Statistics or Rural Development, or closed related degree
- Excellent written and spoken English and Kiswahili languages
- Excellent skills in data quality checks, data cleaning and analysis
- Strong skills in research designs, sampling strategy, data collection methods and work plan (study schedule), and data quality control
- Experience in conducting quantitative and qualitative studies in Northern Tanzania
- Experience in Results-Based Management approach
- Ability to use digital data collection tool and able to provide tablets
- Experience of conducting evaluation of similar nature
- Should be a VRN registered firm and able to issue EFD receipts.

#### **8. Application Instruction**

Interested and qualified consultancy firm/ institution or organization should submit a technical and financial proposal that presents a detailed understanding of the TOR via email: [infotz@handinhandea.org](mailto:infotz@handinhandea.org) by 12th December, 2021.