

ECID Final evaluation

Terms of Reference

Final version: 08.06.2021

1. Background

a. Project's background

The Evidence and Collaboration for Inclusive Development (ECID) programme was expected to be a three-year £9m multi-country programme (November 2019¹ - October 2022) working on building civil society effectiveness in Myanmar, Nigeria, and Zimbabwe. Due cuts in UK Aid spending the project is facing an early closure and all activities will be closing by the end of August 2021.

The programme is managed by a consortium of 8 organisations: Christian Aid (lead organisation), African Women's Development and Communication Network (FEMNET), Frontline AIDS, The Global Network of Civil Society Organisations for Disaster Reduction (GNDR), On Our Radar, Open University (OU), Social Development Direct (SDDirect) and Womankind¹.

ECID focuses on increasing access to essential services for marginalised people in Myanmar, Nigeria and Zimbabwe. Going beyond traditional programming, the programme seeks to understand the complexities of how systems exclude people and ways in which data can be used to inform better decision making. By engaging with people directly to identify their service provision needs, such as health, education or water access, ECID worked to empower these individuals to raise their collective voices to engage with decision makers at all levels on these issues. Central to this has been the collection of data related to marginalised people's experiences of services and the efforts put into sharing this data with decision-makers and power holders at different levels to increase accountability.

By working with civil society, whether local community organisations or larger national networks, and other actors from local to global level, the programme encouraged and facilitated partnerships, collaborations and collective action between civil society, communities and local or national authorities and other stakeholders to address issues prioritised by marginalised people. To sustain these activities, ECID helped to improve the nature of dialogue between decision makers and affected people in communities to ensure greater accountability on commitments made and responsiveness to future demands. It also ensured more inclusive dialogue within communities to increase participation of marginalised people in decision making.

We used an adaptive approach in the programme, ensuring data and evidence generated is used to inform timely updates to the programme design, adaptation and implementation. At the same time, a focus on learning and in-depth research provided a depth of insight into individuals' experience of marginalisation.

¹ Womankind exited the consortium in March 2020. In addition, note that Ipsos Mori started off as a consortium partner but given their limited role, Christian Aid and Ipsos Mori mutually agreed to involve Ipsos only if a specific need was identified.

b. Expected impact and outcomes

The expected impact of the ECID programme is to:

Contribute to the poverty reduction, realisation of rights and improved wellbeing of over 2 million people, with a focus on the most marginalised, including (but not limited to) women and girls, LGBT people, ethnic minorities and people living with HIV². The programme was to deliver this impact across 3 countries (at least 52% women reached).

To contribute to achieving this, the programme works toward the 4 key outcomes below:

- Improved access to services for marginalised people in Myanmar, Nigeria and Zimbabwe.
- Improved participation in decision-making processes for marginalised people in Myanmar, Nigeria and Zimbabwe at all levels
- Increased effectiveness of civil society and other actors at all levels to address the priorities of marginalised people in Myanmar, Nigeria and Zimbabwe.
- Greater accountability and responsiveness of duty bearers to the priorities of marginalised people in Myanmar, Nigeria and Zimbabwe from local to global levels.

The programme started in August 2018 with a 9-month co-creation phase and a baseline was undertaken from February to June 2020.

Given the recent decision to proceed with an early closure of the project, the ECID consortium is now seeking for an evaluation team (referred as ‘the consultant’ in these TORs) to conduct the **Final Evaluation** of the ECID programme.

2. Objective of the evaluation

a. Overall objective

The overall objective of the ECID final evaluation is to assess the quality of the ECID project against 9 evaluation criteria: partnership, consortia approach, Gender Equality and Social Inclusion (GESI), Impact of the closure, Adaptive programming, Effectiveness, Responsible Data Management, Innovation and Value for Money.

b. Evaluation criteria and evaluation questions

The table below describes the evaluation questions proposed against each of the above-mentioned criteria.

Evaluation criteria ³	Evaluation questions
<i>Partnership</i>	<ul style="list-style-type: none"> • To what extent were partnerships between project’s partners (including research partners) and civil society (including duty bearers) successful? <i>Successful = effective communication, transparency, coherence in the work conducted, appreciation of the added value of one another.</i>
<i>Consortia approach</i>	<ul style="list-style-type: none"> • What was the added value of the ECID consortium approach in delivering the ECID Theory of Change? • To what extent was the ECID consortium approach successful?

² People living with disabilities are also a target group in all three countries although not mentioned in the impact statement.

³ Note that italic criteria are a requirement from the donor (FCDO).

Evaluation criteria ³	Evaluation questions
	<p><i>Successful = effective communication, transparency, participatory approach to decision making, coherence in the work conducted, appreciation of the added value of one another.</i></p>
<p><i>GESI (Most marginalised)</i></p>	<ul style="list-style-type: none"> • How effective was the ECID project in reaching and positively impacting the lives of the most marginalised groups in all three countries? • To what extent has the ECID consortium been effective in mainstreaming GESI in its work (inc. looking at the GESI scans and the LILO approach)? <i>Based on the GESI strategy, mainstreaming was aimed as below:</i> <ul style="list-style-type: none"> - <i>Mainstream GESI within the programme’s organisations and institutions (looking inward).</i> - <i>Mainstream GESI across programme delivery in each of the three countries to achieve transformative change.</i> - <i>Use evidence to support collective action to facilitate GESI transformative outcomes and a positive enabling environment for women and girls and other marginalised groups in each of the three countries.</i>
<p><i>Impact of the closure</i></p>	<ul style="list-style-type: none"> • To what extent is the early closure of the project impacting the sustainability of the results achieved to date (inc. the data work)? • What is the potential impact of the early closure of the project on the most marginalised people targeted by each of the three countries? • To what extent is the early closure of the project affecting the ECID consortium relationships with different stakeholders (duty bearers, CSOs, CBOs, communities)?
<p><i>Adaptive programming</i></p>	<ul style="list-style-type: none"> • To what extent has the adaptive programming approach adopted by ECID supported the project’s effectiveness? • How successful was the ECID project in dealing with recurring changes in budget and timeframe?
<p>Effectiveness</p>	<ul style="list-style-type: none"> • To what extent has the ECID programme achieved changes contributing to the ECID Theory of Change (achievements against the logframe)? • What is the relative effectiveness of the different ECID strategies? <i>ECID strategies being:</i> <ul style="list-style-type: none"> - <i>Support access and collection of quality data,</i> - <i>Build capacity for communities and CS actors (inc. advocacy work),</i> - <i>Foster new ways of working amongst stakeholders (inc. movement strengthening work)</i> - <i>Encourage research, learning and adaptation,</i> - <i>Overarching GESI strategy.</i>
<p>Responsible data management</p>	<ul style="list-style-type: none"> • To what extent has the ECID consortium mainstreamed a responsible data management process in its data work? • What was the role of the ‘Communication work’ in the responsible and sustainable delivery of the data workstream on ECID?
<p>Innovation</p>	<ul style="list-style-type: none"> • How successful was the ECID consortium in proposing and testing innovative solutions aiming to address development problems?
<p>Value for Money</p>	<ul style="list-style-type: none"> • To what extent has the ECID programme achieved value for money according to the VFM framework developed?

3. Audience

The audiences of the final evaluation findings are:

- FCDO, as the donor for the ECID project,
- ECID consortium (global and country partners)
- Each of the consortium organisation (internal learning for the wider organisations),
- In-country CSOs and CBOS,
- In-country duty bearers (including national and local government where possible),
- Target groups (most marginalised people identified in all three countries),
- Potential future funders,
- Development sector in the UK and Europe (including academic Think Tanks),
- Relevant APPGs and other policy influencing / making groups,
- Wider public (UK, Myanmar, Nigeria, Zimbabwe).

See ‘Deliverables’ section for further details about the format of the products to be delivered by the consultant. Upon signature of the contract, the consultant will have access to the Communication Plan for the ECID Final Evaluation.

4. Proposed methodologies

The evaluation of the ECID project will use a combination of qualitative and quantitative methodologies. As Data Management was a strong component of the project, it is hoped that several of the project’s data sources are used to support the findings of the final evaluation.

The methodologies proposed along with the lead responsibility for the data collection and data analysis/interpretation are described in the table below.

Methodology	Respondents	Data collection (responsibility)	Data analysis (responsibility)
Desk review	N/A	ECID ⁴	Consultant
Action plans	Communities	ECID	ECID
Perception survey	Marginalised people representing the different groups (>385 respondents per country)	ECID	ECID
Radius	Marginalised people	ECID	ECID
Outcome Harvesting	To identify as part of the verification process	ECID/Consultant	Consultant ⁵
Key Informant Interviews	Project staff (20)	Consultant	Consultant
	CSOs (30)	Consultant	Consultant
	Duty bearers (20) ⁶	Consultant	Consultant
FGDs (12)	Marginalised people	ECID	Consultant
Individual stories of change (9-12)	Marginalised people	ECID	Consultant

⁴ The ECID team will share the relevant documents with the consultant.

⁵ The expectation is that consultant involves the ECID consortium, especially at country level, in the analysis of the OH data.

⁶ Note that due to the current political situation in Myanmar, no interviews with duty bearers will be conducted there.

More details about each of these methodologies can be found below and a draft evaluation matrix can be found in annex.

a. Desk review

The consultant will be expected to do a thorough desk review of project documentation, including (but not limited to) project proposal, theory of change, logframe, MEL plan, design documents for each of the 3 ECID countries, co-creation phase outputs (thematic 2-pagers, original DFID business case, etc.), annual and quarterly reports, ECID's baseline, GIPP, GESI Scan reports, learning outputs and research reports. During this desk review the consultant will be expected to complete the list of outcomes that the project contributed to achieving (according to the definition of outcome in outcome harvesting), and to identify components that will support the assessment of the evaluation questions and criteria.

b. Action plans

During the project implementation, in-country partners have conducted action planning activities with the communities. These action plans are currently monitored by Christian Aid to know whether the issues identified are resulting in actions and being resolved. The ECID team will conduct a first analysis of these action plans by end of July and the consultant will be expected to use the data resulting from this analysis in their assessment of the evaluation questions and criteria. It is important to note that action plan monitoring will inform some of the logframe indicators.

c. Perception survey

The Perception Survey is ECID's key tool to inform its quantitative logframe indicators at outcome level. It has been used for the baseline of the project. It was planned to be used for the midterm and endline as well. The perception survey tools will be designed by the ECID MEL group (based on the baseline tools) and the data collection will be led by the ECID country teams. In each country, a minimum of 385 respondents (marginalised people from the different groups identified) will participate in the Perception Survey⁷. The ECID team will conduct the analysis of the data collected and provide it to the consultant who will be expected to use the findings to inform the logframe and to assess the evaluation questions and criteria.

d. Radius

Radius is a data collection tool, developed by On Our Radar, that supports offline communities to make their voices heard. The Radius tool was deployed in Zimbabwe and in Nigeria through trained community reporter networks. The system uses local mobile numbers to collate offline reports via SMS, voice, and online reports via chat apps. It, then, centralises that insight so that it can be analysed and used as evidence. The ECID team oversees the collection and analysis the data that can, then, be used by the consultant to complement the evaluation of the project.

e. Outcome Harvesting

One of the key methodologies that the ECID project planned to use is Outcome Harvesting. On a quarterly basis the ECID country team report on outcomes that they have harvested during the quarter. The plan was to spend the upcoming months on validating the outcome statements and then, to have sensemaking workshops to analyse the outcomes further. Unfortunately, with the early project closure, the OH process has not entirely been rolled out in country and the steps mentioned will not be covered by the project team.

⁷ Note that this may need to be adapted in Myanmar depending on the security situation.

While reviewing the project's document, the consultancy team will harvest additional outcomes to complete the already existing list and will engage with the teams to validate the outcomes. They will then, verify them during interviews or through emails with key stakeholders. Finally, they will hold sensemaking workshops in each of the three ECID countries to make sense of the outcomes against the project's Theory of Change and evaluation questions.

f. Key Informant Interviews

Key Informant Interviews will be conducted with project staff, CSOs and Duty bearers.

- **KIIs with project staff:** the consultant will oversee the design of the tools, ensuring compliance with ethical data guidelines and ensuring that the tools are tailored to the role of the respondent in the consortium. The consultant will conduct KIIs with at least 1 to 2 members from each of the consortium agencies (including in-country partners), which should represent a total minimum of 20 key informants to engage with.
- **KIIs with duty bearers and relevant CSOs/CBOs:** the consultant will oversee the design of the tool, aligning them to the baseline KIIs but ensuring that they also cover other areas to assess for the final evaluation. The consultant will, then, analyse the data against the project's logframe and against the evaluation questions. The consultant should conduct 10 KIIs with duty bearers and 10 KIIs with CSOs/CBOs per ECID country. Note that in Myanmar, given the current situation, no duty bearers will be engaged in the final evaluation process.

g. Focus Group Discussions

To complement the quantitative information collected through the perception survey, the ECID team will conduct FGDs alongside the perception survey data collection. They will conduct a minimum of 4 FGDs per ECID country. Combining the data collection processes for the Perception survey, the FGDs and the individual stories aims to limit the risks associated with the in-country travel. Focus Group Discussions will be conducted only if the sanitary and security situation allows and following strict minimum contact and distancing restrictions.

The FGDs must engage with the most marginalised people in all three countries and must ensure that all participants feel comfortable with sharing their opinions (for instance, through separate groups depending on the characteristics of the respondents, and ensuring access for people with a range of disabilities).

To support the consultant with the analysis of the FGDs data, the ECID country teams will assess the possibility of recording the sessions (dependent on consent from participants).

h. Individual stories of change

Individual stories of change will be collected by the ECID country teams alongside the Perception Survey data collection and FGDs. These stories will focus on the impact of the project on marginalised people in each of the three ECID countries. If possible, the stories will represent different marginalised groups.

5. Scope of the final evaluation

a. Timeline

The final evaluation of the ECID project must be completed by **August 31st, 2021**. A detailed timeline is proposed in Annex. The consultant is welcome to review and adjust the timeline, as long as the final deadline is met. In your proposal, please include a timeline for your activities.

b. Budget

The budget for this consultancy is **£ 40,000.00**, subject to confirmation from the donor. When submitting your proposal, please, ensure that you consider this budget and that you propose the relevant team and methodology to conduct the final evaluation as described. Note that the budget that you submit should include all costs incurred in the final evaluation process (including in-country travel costs, etc.). Due to the current Covid19 situation, we are encouraging the consultant to propose alternatives to international travel.

6. Ethics considerations

a. GDPR and informed consent

Christian Aid is committed to complying with privacy and data protection laws including the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR). Christian Aid's Data Protection Policy sets out the principles that Christian Aid applies when handling individual's personal information. Any consultants offered a contract with Christian Aid is expected to be GDPR compliant when handling individuals' personal information.

Consent is gathered for the purpose of gaining permission to capture someone's story or image, and document how the image and story can and cannot be used. Christian Aid has Consent Guidelines and documentation which must be used when gathering any content which may later be used.

b. Safeguarding and code of conduct

In addition, Christian Aid has a Safeguarding Framework that includes Staff Code of Conduct and a Child Protection Policy which have been developed to ensure the maximum protection of programme participants and to clarify the responsibilities of Christian Aid staff, visitors to the programme and partner organisations, and the standards of behaviour expected of them. We have the responsibility to ensure that any persons hired or consulted during the process are made familiar with the policies and commit to abide by them during the execution of this work. Any consultants offered a contract with Christian Aid will be expected to sign Code of Conduct and Child Protection Policy as an appendix to their contract. By doing so, consultants acknowledge that they have understood the contents of policies and agree to conduct themselves in accordance with the provisions of these two documents.

c. Responsible data management

Christian Aid Country Teams and partners have conducted Responsible Data plans at both the start of data collection activities and at the announcement of closure. Any consultants who sign a contract with Christian Aid will be expected to complete one of these matrices and abide by it during and after completion of the work. This will include a risk assessment of collecting any data to the individuals, training any required enumerators in RD practices, gathering informed consent for all activities and subsequent sharing of data, transferring, sharing, storing and accessing data according to ethical and legal guidelines, feeding back to our communities and retaining and disposing of data in accordance with our data agreements.

d. Referrals

For any activities conducted in the communities and with some of the most marginalised people, the consultant will have to have a sound referral mechanism in place to support respondents in the instance where the data collection raises some issues or needs. ECID country teams can support with this and can support providing information about the referral mechanism that they use during their activities.

7. Deliverables

The consultant will be expected to deliver the below outputs:

- **Inception report** describing how the final evaluation of the ECID project will be delivered (up to 10 pages – plus annexes (the tools must be provided in annex))
- **Evaluation report** covering the findings of the final evaluation, along the criteria and evaluation questions defined above. The report must be below 40 pages, excluding the executive summary (which must be 5-10 pages), and the annexes.
Note that the ECID team would like to see specific ‘case studies’ in the report, going in depth for the following areas:
 - Partnership (on the in-country research partnerships established),
 - GESI (on reaching the most marginalised),
 - Effectiveness (2 case studies) on the pathway(s) to achieving specific changes,
 - Impact of the closure (on the trust and relationship with marginalised communities).

This is subject to change based on findings and on the consultant’s assessment of what would be the most interesting case studies to cover.

- **3 country level briefs** presenting the key findings for each of the three ECID countries (5 pages per brief)
- **3 Sensemaking workshops** – as part of the analysis of the data, the consultant is expected to conduct one sensemaking workshop in each of the ECID countries.
- **Final evaluation workshop** – A 2-hours (minimum) virtual final evaluation workshop must be proposed to the full ECID consortium to present the findings from the final evaluation. During this workshop, the consultant is expected to provide a power point outlining the key findings from the evaluation. This workshop should be participatory and should enable discussions and reflexions amongst participants.

8. Roles and responsibilities

Roles and responsibilities are described in different sections of this TOR; however, the below table recaps the overall management structure for the final evaluation.

Stakeholders	Roles and Responsibilities (management)
Consultancy team	The consultants are expected to deliver the agreed products in a timely manner. The consultant will report to Tiphaine Valois, MEL Lead on the ECID programme.
ECID Monitoring, Evaluation and Learning Lead	<p>Tiphaine Valois : TValois@Christian-Aid.org</p> <p>Overall responsibility to ensure that the consultancy is delivered on time and to the required standards. This will involve facilitating the project and overall management of the consultants. Closely working with the ECID final evaluation review panel and the ECID programme manager, strategic lead for the final evaluation. The ECID MEL lead will:</p> <ul style="list-style-type: none"> - Ensure timely delivery of the internal activities feeding into the final evaluation to align with the consultancy team’s timeline, - Ensure communication with the consultancy team, - Share the relevant documents in a timely manner, - Ensure technical oversight of the final evaluation along with the final evaluation panel (ensuring timely feedback), - Communicate the progress of the evaluation to the ECID Programme Manager and the consortium.

Stakeholders	Roles and Responsibilities (management)
ECID Programme Manager	Strategic lead for the final evaluation. Will be working with the ECID MEL Lead to ensure that the final evaluation is aligned to the project's strategic direction.
ECID final evaluation review panel	Will provide feedback and documents in a timely manner to ensure that the consultants can complete the work according to the timeline approved during the consultancy's inception.
ECID Country MEL focal points	Will oversee part of the data collection (Perception Survey, etc.) as described in the methodologies table. Will provide support to the consultancy team to plan for the in-country work, as required.
ECID Consortium	Key stakeholder of the consultancy. Will provide feedback on specific piece of work and key learnings and will jointly approve (sign off) the final version of the deliverables along with Christian Aid.

9. Evaluation team

The ECID consortium is seeking for a team of consultants who includes at least one national consultant from each of the ECID countries (Nigeria, Zimbabwe, and Myanmar) and who matches the below criteria:

- At least 10 years of experience working in International Development or any field related to the programme (applicable to the consultancy team lead),
- Strong experience in conducting evaluation/assessments of large consortium-led programmes,
- Proven experience in using the outcome harvesting methodology for complex programme's evaluation,
- Strong experience in developing MEL framework for complex programmes,
- Sound methodological and research skills,
- Good knowledge, understanding and experience in governance work, and gender equality and social inclusion of marginalised groups (GESI),
- Proven communication skills, including analysing complicated information and data to draw out key strategic communication points and messages and present them in an accessible format,
- Ability to identify strong stories, angles or leads for engaging content,
- Good planning, organisation and flexibility skills enabling delivery of products in a timely manner,
- Ability to write clearly and concisely in English.

All the above skills are required, and an introduction of the consultancy team should be provided with a clear demonstration of how each team member enables meeting this requirement.

10. Applications

All candidates must provide a proposition including:

a. About the consultants:

- CVs of the consultants of maximum 3 pages each (all team members).

- 3 examples of past similar experience (including at least one Outcome Harvesting evaluation and one evaluation of a governance programme).
- 3 references.

b. About the assignment:

- Technical proposal describing in your own words your understanding of the assignment, the methodology that you will use, your team (including, roles and responsibilities, as well as its structure), and a timeline (max 10 pages),
- Financial proposal detailing the budget needed to achieve this piece of work. The financial proposal must include the consultant's daily rate and all costs necessary to achieve the consultancy's objectives. Note that we encourage the consultant to propose alternatives to international travel.

All applications are to be sent to Tiphaine Valois TValois@Christian-aid.org and Johanna Fadipe JFadipe@Christian-aid.org by the **27/06/2021 midnight** (UK time).

11. Annex

a. Evaluation matrix

The below evaluation matrix is indicative. The consultant will be requested to draft one based on their desk review during the inception phase.

Evaluation criteria	Evaluation questions	Details/Definitions	Methodology proposed	Additional detail on target respondents, documents, etc.
Partnership	To what extent were partnerships between project's partners (including research partners) and civil society (including duty bearers) successful?	Successful = effective communication, transparency, coherence in the work conducted, appreciation of the added value of one another.	Desk Review KIs	Docs: Partnership model Target respondents: Key staff in the consortium (partners in country in priority), Key stakeholders from civil society
Consortia approach	What was the added value of the ECID consortium approach in delivering the ECID Theory of Change?	Successful = effective communication, transparency, participatory approach to decision making, coherence in the work conducted, appreciation of the added value of one another.	Desk Review KIs	Docs: Annual review brief, minutes from SC meetings, TPI's report on consortium working Target respondents: Key staff in the consortium
	To what extent was the ECID consortium approach successful?			
Most marginalised (GESI)	How effective was the ECID project in reaching and positively impacting the lives of the most marginalised groups in all three countries?	The objectives of the GESI strategy here: 1. Mainstream GESI within the programme's organisations and institutions (looking inward). 2. Mainstream GESI across programme delivery in each of the three countries to achieve transformative change 3. Use evidence to support collective action to facilitate GESI transformative outcomes and a positive enabling environment for women and girls and other marginalised groups in each of the three countries	Desk review KIs Perception survey Outcome Harvesting Radius Action plans	Docs: All project documents KIs: Key consortium members (including in-country partners) + key CSOs Perception survey: marginalised people in the target communities Outcome Harvesting: ECID reports, ECID OH database, Interviews with stakeholders, Radius Radius: marginalised communities Action plans: Action plan monitoring tools
	To what extent has the ECID consortium been effective in mainstreaming GESI in its work (inc. looking at the GESI scans and the LILO approach)?			

Evaluation criteria	Evaluation questions	Details/Definitions	Methodology proposed	Additional detail on target respondents, documents, etc.
Impact of the closure	To what extent is the early closure of the project impacting the sustainability of the results achieved to date (inc. the data work)?	Please, in addition to assessing the sustainability of the results achieved to date, include an assessment of the sustainability of the data work.	Desk review KIIs Radius Action plans FGDs	KIIs: Key consortium members (including in-country partners) + civil society (duty bearers, CSOs, CBOs, etc.) Radius + Action plans: marginalised communities sharing their current challenges that the project will not be able to support them overcoming. FGDs: Additional information from marginalised people on remaining challenges, etc.
	What is the potential impact of the early closure of the project on the most marginalised people targeted in each of the three countries?	-		
	To what extent is the early closure of the project affecting the ECID consortium relationships with different stakeholders (duty bearers, CSOs, CBOs, communities)?	-		
Adaptive programming	To what extent has the adaptive programming approach adopted by ECID supported the project's effectiveness?	-	Desk Review KIIs	Docs: Annual review brief, monitoring reports Target respondents: Key consortium members (including in-country partners)
	How successful was the ECID project in dealing with recurring changes in budget and timeframe?	-		
Effectiveness	To what extent has the ECID programme achieved changes contributing to the ECID Theory of Change (achievements against the logframe)?	ECID strategies being: <ul style="list-style-type: none"> . Support access and collection of quality data, . Build capacity for communities and CS actors (inc. advocacy work), . Foster new ways of working amongst 	Desk review KIIs Perception survey Outcome Harvesting	Docs: All project documents KIIs: Consortium members + key CSOs Perception survey: marginalised people in the target communities Outcome Harvesting: ECID reports, ECID OH database, Interviews with stakeholders, Radius

Evaluation criteria	Evaluation questions	Details/Definitions	Methodology proposed	Additional detail on target respondents, documents, etc.
	What is the relative effectiveness of the different ECID strategies? <i>ECID strategies being:</i>	stakeholders (inc. movement strengthening work) . Encourage research, learning and adaptation, . Overarching GESI strategy.	Radius Action plans	Radius: marginalised communities Action plans: Action plan monitoring tools
Responsible data management	To what extent has the ECID consortium mainstreamed a responsible data management process in its data work?	-	Desk Review KIIs	Docs: Responsible Data Management framework and tools, data processes (methodologies, etc.) KIIs: Consortium members
	What was the role of the 'Communication work' in the responsible and sustainable delivery of the data workstream on ECID?	-		
Innovation	How successful was the ECID consortium in proposing and testing innovative solutions aiming to address development problems?	This should include both tech innovation as well as non-tech innovation (such as the LILO approach which should be assessed in the GESI section as well).	Desk Review KIIs	Docs: Annual review brief, monitoring reports KIIs: Key consortium members
Value for Money	To what extent has the ECID programme achieved value for money according to the VFM framework developed?	ECID VFM framework is aligned to the 4Es (Economy, Efficiency, Effectiveness and Equity) for which indicators were defined. These indicators should be assessed based on existing data. If data is not existing, the consultant can use KIIs to do a qualitative assessment of the indicator.	Desk Review KIIs Outcome Harvesting Benchmark	Docs: Annual review brief, monitoring reports Outcome Harvesting: ECID reports, ECID OH database, Interviews with stakeholders, Radius KIIs: Key consortium members Benchmark: see with country level

b. Timeline

ECID Final Evaluation - Timeframe			July					August				
Task	Lead	Deadline	w2	w3	w4	w5	w1	w2	w3	w4	w5	
Recruitment of the consultant		05/07/2021										
<i>Recruitment of the final evaluation consultant</i>	ECID	05/07/2021	•									
Inception phase		19/07/2021										
Launch meeting	Consultant	07/07/2021	•									
Desk review	Consultant	15/07/2021	•	•								
Development of tools (evaluation matrix, KIIs, FGDs, etc.)	Consultant	16/07/2021	•	•								
Inception report + tools draft 1	Consultant	16/07/2021		•								
Inception meeting	Consultant	19/07/2021			•							
<i>Validation of Inception report + tools</i>	ECID	21/07/2021			•							
Data collection		10/08/2021										
<i>Radius data (ECID led) - Collection + Analysis</i>	ECID	16/07/2021	•	•								
<i>Action plans monitoring</i>	ECID	22/07/2021	•	•	•							
<i>Perception survey (ECID led) - Data collection + analysis</i>	ECID	31/07/2021	•	•	•	•						
<i>Focus Group Discussions - Data collection + transcription</i>	ECID	22/07/2021	•	•	•							
<i>Individual stories of change - Data collection + transcription</i>	ECID	22/07/2021	•	•	•							
Harvest of the outcomes	Consultant	30/07/2021	•	•	•	•						
Validation of the outcomes	Consultant	06/08/2021			•	•	•					
Verification of the outcomes	Consultant	10/08/2021				•	•	•				
Key Informant Interviews - Project Staff (20 to 30)	Consultant	10/08/2021				•	•	•				
Key Informant Interviews - CSOs (30)	Consultant	10/08/2021				•	•	•				
Key Informant Interviews - Duty Bearers (20)	Consultant	10/08/2021				•	•	•				
Analysis		20/08/2021										
Sensemaking workshop - Nigeria	Consultant	15/08/2021							•			
Sensemaking workshop - Zimbabwe	Consultant	15/08/2021							•			
Sensemaking workshop - Myanmar	Consultant	15/08/2021							•			
Analysis and interpretation of the full set of data	Consultant	20/08/2021					•	•	•	•		
Intpretation and report writing		31/08/2021										
First draft of the report	Consultant	24/08/2021							•	•		
Brief report per country - first draft	Consultant	24/08/2021							•	•		
Final evaluation workshop	Consultant	26/08/2021									•	
<i>Review report + country briefs</i>	ECID	27/08/2021									•	
Final draft of the report and country briefs	Consultant	31/08/2021									•	

c. Timeline: ECID-led process

ECID led - key tasks			
Task	Lead	Input	Deadline
Recruitment of the final evaluation consultant			
Development of the Global Final evaluation TOR	Tiphaine	Final evaluation Task Group	08/06/2021
Advertisement of the TOR	Tiphaine	HR	08/06/2021
Deadline for the reception of the applications	Potential consultant	n/a	27/06/2021
Selection of the consultant	Tiphaine	Final evaluation Task Group	02/07/2021
Interview of the top 3 consultants + selection	Tiphaine	Final evaluation Task Group	05/07/2021
Perception survey (ECID led)			
Development of the PS tools	Tiphaine	Final evaluation Task Group	09/06/2021
Development of FGDs guide	Tiphaine	Final evaluation Task Group	11/06/2021
Contextualisation and translation of the tools	MEL Country Leads	Tiphaine	16/06/2021
Building the tools on Kobo	Jenny	Final evaluation Task Group / Sam	18/06/2021
Training of the enumerators in country	MEL focal points	Tiphaine / Jenny	25/07/2021
Data collection (including FGDs and case studies)	MEL focal points	Tiphaine / Jenny	16/07/2021
Data analysis	Sam	Tiphaine / Jenny	31/07/2021
Radius data (ECID led)			
Development of Radius questions for the Final Evaluation	Tiphaine	MEL + Radius focal points	11/06/2021
Roll out of the Radius questions in country	Michito/Joseph	Radius volunteer	30/06/2021
Analysis of the Radius data	Tiphaine	Jenny / Amy / Daniel	16/07/2021
Action plans monitoring			
Action plans information collection	MEL focal points	Partners	30/06/2021
Action plans analysis	Kas	MEL focal points	15/07/2021

d. Final evaluation responsible data management plan

Please, note that the below focuses on primary data that will be collected through the final evaluation. The consultant will be expected to provide a RD plan for the data collection processes that they wish to conduct.

MATRIX			
<p>What do you want to achieve with this data? Assess the quality of the ECID project accordingly to 9 pre-defined criteria and specific evaluation questions.</p> <p>How is this sustainable? This data aims to provide legacy to the ECID consortium members and to demonstrate what worked and what didn't so other initiatives can be taken and sustain despite the early closure of the project.</p>	<p>Who do you want to share the data with? A full list of audiences was defined including: FCDO, as the donor for the ECID project, ECID consortium at global level, ECID wider consortium (in-country partners), Consortium's wider organisations, In-country CSOs and CBOS, In-country duty bearers (including national and local government), Target groups (the most marginalised people identified in all three countries), Potential future funders, Development sector (including academic Think Tanks), Wider public (UK and in country if possible).</p>		
<p>Do you have informed consent for all the data you wish to share? All data collected with individuals (through perception survey, KIIs, FGDs, Radius) will be seeking for consent. No personal data will be collected if not necessary, and unless requested by the respondents, all data will remain anonymous.</p>	<div style="background-color: #00a696; color: white; padding: 10px; border-radius: 10px;"> <p>SCENARIO <u>ECID Final evaluation</u> <i>Focus on primary data collected.</i></p> </div>		<p>Which method do you intend to share the data through? (website, meeting, community) Different outputs: reports shared via email, webinar, workshops, etc. See the comms plan for the evaluation.</p>
<p>What are the risks as we have gathered the data but early close out means we may not use it? This evaluation aims to strengthen our understanding of what the project has achieved. Data that was gathered but not yet used on the project will be used to draw conclusions in this exercise. However, the key risk is for the evaluation to be finalised too late and for the different consortium members and partners to not be available to further engage with the findings after it is finalised.</p>	<p>What are the risks to individuals when sharing their data? Some of the data that will be used for the final evaluation are sensitive (marginalisation, perception of experience), etc, therefore, if individuals are identified, they could incur some discrimination. For this reason, all data collected at community level will be anonymised. Respondents in KIIs will, however, have the possibility to have their names shared or not, it will be their decision.</p>		
What measures will you take when you do the following with the data? (Please think about stakeholders after the length of project in addition to how we will act)			
<p>Transfer PS – collected and transferred on kobo with 2 accounts. KIIs – consultant will share anonymised (when required) raw data via email with a protected password. FGDs – transferred via email. Project docs – shared with the consultant via SharePoint or a Dropbox, only available for a specific amount of time and only available for people with access.</p>	<p>Access All raw data will be protected by a password and only accessible to relevant staff with a specific need for accessing them.</p>	<p>Store All raw data will be stored on the ECID SharePoint (protected).</p>	<p>Share Data will be shared as aggregated results. If raw data is shared, it will be password protected and share only upon request judged relevant.</p>
<p>How will you feed back to communities? Through discussions during closure visits.</p>		<p>How will you retain/archive/dispose of the data? Data will be archived on the ECID SharePoint for 5 years after which it will be destroyed.</p>	