



Terms of Reference For

Conducting an End of Project Evaluation

For

**PROMOTING SOLAR POWERED ENERGY EFFICIENT
STOVES IN KYANGWALI REFUGEE SETTLEMENT
(PROSPERS)**

Project Background & Context

With support from Dutch Relief Alliance Innovation Fund, CARE International in Uganda in partnership with African Clean Energy (ACE) and Kabarole Research and Resource Centre (KRC) has been implementing an innovative clean energy project for the humanitarian context since Jan 2021. The project is code named PROSPERS **“PROMOTING SOLAR POWERED ENERGY EFFICIENT STOVES IN KYANGWALI REFUGEE SETTLEMENT”** in Kikuube district, Southwest of Uganda. This project aims at improving the accessibility of quality and affordable clean energy solutions to refugees (particularly women) in the Kyangwali refugee settlement. The project’s innovative package includes two complementary programs namely; a) The User Referral Bonus (URB) model whereby the ACE package (ACE one stove + smart phone + solar powered lamp) will be made affordable to refugees in Kyangwali settlement and host communities, by allowing for payment in installments and also enabling URB participants to earn waivers on their monthly instalments through recommendation of peers; and b) Briquetting program whereby the first ten groups (farming cooperatives/VSLAs) which enroll at least half of their members into the URB will be supported with knowledge and equipment for clean, biomass briquette production, and also empowered to set up their own briquetting businesses. For both programs, the partners will ensure gender integration, advocacy (for increased uptake of the innovation beyond the project), action research, as well as the Monitoring, Evaluation, Accountability and Learning (MEAL) to inform continuous innovation and adaptation of the project to emerging realities.

The project targets a total of 700 households (70% refugees and 30% host community members), including 10 groups of around 30 refugee and host community's members each. The project has the following outcomes: increased access to and adoption of solar-biomass hybrid improved cook stoves among 700 refugees and host community households in Kikuube by 2021; and increased adoption of briquette as alternative source of fuel among 700 refugees and host community households in Kikuube by 2021.

Objectives

The main objective of this evaluation is to provide an opportunity for the project to evaluate if/how the innovation has addressed the challenge/problem statement, drawing on the reflections and learnings of key persons involved as well as considering the learnings and recommendations of review and learning meetings, the action research and market studies conducted during the project and the ongoing RVO-supported research on SDG 7, in which CARE participates. The specific objectives of the study are:

- 1) To assess whether the innovation has provided a (or part of the) solution to the challenge of quality and affordable clean energy solutions to refugees
- 2) To determine if/how (part of) the innovation (project) has contributed to improvement of the humanitarian aid/sector, especially regarding social impact for refugees (women in particular) and environmental impact (CO2 reduction and tree-cutting)
- 3) To demonstrate appropriately with robust and credible evidence that the innovation works better than any alternatives and identify the reasons why. This requires the evaluation to demonstrate used methods and approaches that are clear and replicable and that demonstrate efforts to minimize bias.
- 4) To provide learnings on the process of innovation, including the (unusual) partnerships and the approach the project has taken in its innovation journey. The evaluation needs to reflect on the learning questions and assumptions either developed at the beginning of the project and/or during implementation including but not limited to the effects of the set-up of the partnership, the delayed distribution of the cookstoves on the success of the project and its implications for the localization objective of the call for proposals
- 5) To assess the effectiveness and sustainability of the project and propose recommendations for improvement and scaling

In addition, the study will be required to generate answers to the following learning questions:

1. Learning question related to CARE Climate Justice strategy:

What combination of PROSPERS' approaches, strategies and interventions empowered the target group to strengthen their capacities and assets for resilience to climate change in what types of contexts and to what type of risks? And which combination did not?

2. Learning question related to synergies and cooperation across impact areas:

What are the best ways for CARE Uganda Humanitarian response Impact Area to integrate the model piloted in its humanitarian work to increase resilience of refugee/displaced populations to climate related shocks and stresses? In a future similar intervention, which additional activities

could be included to increase the resilience of refugee/displaced populations to climate related shocks and stresses (e.g. climate-resilient livelihoods, climate information and knowledge, Climate-resilient housing/shelters, available financial services to use for climate resilience, climate resilient decision-making, etc.)?

3. Learning question related to evidence that our approaches contribute to gender equality:

To what extent has the project contributed to improved gender equality in Kywangali refugee settlement, specifically with regard to gender differences in accessing and using clean energy, gendered division of labour, (in)formal decision making and control over productive assets? Which approaches were effective and why?

Scope

This end of project evaluation will be carried out in Kikuube district. The study will target refugees, host communities who benefited from the solutions and key stakeholders like the project staff, natural resources, and district forest officers of Kikuube district, implementing partners in Energy Sector in Kyangwali, Office of the Prime Minister (OPM) in Kikuube among others.

Methodology

While the consultant will propose a suitable methodology; its overall design will utilize mixed methods that apply qualitative and quantitative tools as applicable to different sampling units. The proposed methods should be able to cover the specific objectives in adequate detail. The methodology should also clearly define the data collection process including the data quality approaches that will be employed throughout the assessment. In addition, the methodology should layout steps that will be taken to manage the data responsibly (Do-No-Harm). The proposed methodology will be reviewed and validated by The DRA Innovation Manager, CARE International in Uganda, African Clean Energy (ACE) and Kabarole Research and Resource Centre (KRC) before the contractor engages in fieldwork.

Deliverables

The contractor shall be required to deliver the following key outputs:

Inception report and data collection. The consultant is expected to submit a technical design after reviewing project documents in the form of an inception report. The report should be submitted within 14 days after signing of the contract between the contractor and CARE Uganda (CUGA). The report should at least include background information, a brief overview of the project, general and specific objectives of the study, study methodology, evaluation matrix (**which should detail a mix of descriptive, normative, and cause-effect evaluation questions that the study will answer, data sources, data collection, analysis tools or methods appropriate for each data source**), reporting deliverables, and evaluation schedule. *Note that the questionnaires and key informant and focused group discussions interview guides should be submitted as an annex to the inception report.*

Draft end of project evaluation report. The consultant will submit a draft end of project evaluation report to CUGA for review and comments. This should happen before drafting and sharing the final version of the report.

- **Final end of project evaluation report.** The consultant will submit the last version of the report five days after receiving the comments. The last version must capture relevant comments and feedback from CARE and partners. **The content of the final report will cover the following:**
 - Cover page: Title page with submission date, logos for CARE, ACE & KRC
 - Executive summary: a brief of maximum of three pages with description of the methodologies, main findings, conclusions, and recommendations
 - Introduction
 - Brief description of the project
 - Objective of the study
 - Evaluation methodology
 - Detailed report on findings
 - Recommendations.
 - Annexes: evaluation table/matrix, the composition of consultant team, tools, a list of sites visited, a list of key informants, references, etc.
- **Raw Data:** Survey data, digital transcripts of interviews including discussions, such as FGDs, and KIs.

Implementation Arrangements

The contractor shall hold overall responsibility for planning, leading this assignment and for producing high quality deliverables within the agreed scopes, budgets, and schedules. CARE will be responsible for the following: Providing comments on the inception report, in particular on technical design, methodology and the research questions and that this comments must be processed before the final technical design, providing the consultant with a copy of the ToR, log frame, action research reports, quarterly donor reports, midyear report, baseline report, baseline data collection tools, and any documents relevant for study preparation; monitoring the overall progress of the work in line with the ToR ; consolidating comments and feedback on draft reports and sharing with the contractor; Providing any information and data on their operational area (e.g. lists of client households, locations of activities, group supported, etc.) as requested by consultant for designing study or implementing field work; and assisting the consultant in recruiting and orientation of data enumerators (if needed); reviewing and approving deliverables ; and effecting payment for work done.

Time Frame

This study is expected to take 30 working days. Late delivery of a final report cannot be allowed as the donor has strict due dates on submission. At a minimum, the time breakdown for the following activities should include desk review or document review; Briefings of study consultants (inception meeting); Finalizing the evaluation design and methods and preparing the detailed inception report; Visits to the field, interviews, and questionnaires; Preparing the draft

report; Stakeholder meeting and review of the draft report; and Incorporating comments and finalizing the evaluation report.

Qualifications & Application Procedures

Successful implementation of these tasks requires a contractor with a mixed expertise in renewable energy, humanitarian affairs, action research and gender, equity and diversity. Demonstrated knowledge and skills on implementation of quantitative and qualitative data collection methods is a must. The contracted evaluator should be not involved in the management and/or implementation of the project and who do not hold any other contractual relation with the legal entities of the DIF project. In addition, the contractor is required to possess the following specific qualifications.

- At least MSc/MA degrees in any discipline from a recognized institution
- More than 10 years' experience in conducting end of project evaluations
- Experience with clean energy projects, preferably in humanitarian settings.
- Excellent knowledge in environmental management and natural resources degradation
- Excellent skills in analytical report writing and visualization
- Proven history of delivering quality products on time
- Excellent analytic and evaluative thinking skills

Interested applicants who meet the minimum requirements should submit the following documents to be considered for the assignment.

Technical Proposal (not more than 15 pages) that includes:

- Introduction
- Interpretation/Understanding of the ToR
- Methodology
- Work plan
- Proposed personnel and summaries of their relevant educational backgrounds, experience, and skill sets
- Experience and capabilities statement. Which includes individual and/or institutional past performance references.
- Sample products from previous assignments (feel free to use links/pointers to the documents or evidence)

Financial Proposal (not more than 3 pages) that lays out: detailed costs for the period of the contract broken down by deliverables. This should include all costs associated with the study including professional fees for technical team members, data collectors, supervisors, etc., material and service (printing, communication, etc.) and any other relevant costs and should be presented inclusive of Value Added Tax (VAT). Attach copies of relevant legal documents like license, VAT registration, etc.

Draft 4

Thus, interested applicant should submit the soft copy (ies) of the above proposals and required documents to the CARE Uganda Procurement Unit. An electronic copy of technical and financial proposals should be sent to UGA.procurement@care.org. The subject of the email/address on the envelop should read **Application to Conduct an End of Project Evaluation for The PROMOTING SOLAR POWERED ENERGY EFFICIENT STOVES IN KYANGWALI REFUGEE SETTLEMENT (PROSPERS)**. No applications shall be accepted later than **Monday, 3rd March 2022** Close of Business. Please note that applications will be reviewed on a rolling basis.