



RESEARCH AND ACTION FOR PEACE NETWORK
CALL FOR EXPRESSION OF INTEREST
Terms of Reference



1. Introduction

The Consortium partners of the Research and Action for Peace Network (RECAP) project are soliciting proposals from certified Consultancy Firms/Independent Consultants to conduct a Mid-Term Evaluation of the RECAP Project aimed at reviewing the project performance using the OECD/DAC criteria (relevance, consistency, effectiveness, efficiency, impact and sustainability), and also in line with the DAC Evaluation Quality Standards. This will also include the use of consistency criteria as normative framework to determine the merits of the intervention with specific attention to strategy, approaches and project activities implemented since the inception of the project. These criteria should be also used to determine compatibility of intervention and links between RECAP and other EU funded projects by Consortium partners in the 18 countries in West Africa and Lake Chad Basin.

The objective of the Mid-Term Evaluation is to independently examine the overall implementation of the project to determine whether the intervention and expected output deliverables are on track, identify key lessons and proffer recommendations on how best to attain the broader objective of the project within the remaining project period, and also within the available financial resources. The Consulting Firm/Independent Consultant will be examining implementation in line with the Theory of Change and the Project Assumptions; assess the overall project design, the implementation status, strategies, approaches as well as partnership and coordination mechanism adopted by the Consortium to effectively and efficiently deliver on objectively verifiable results as stipulated in the Action Description of the project.

2. Background

The RECAP is a 36-months project funded by the European Union (EU) and implemented by the West Africa Network for Peacebuilding (WANEP), the Danish Refugee Council (DRC) and the Stockholm International Peace Research Institute (SIPRI) in 18 countries of West Africa and the Lake Chad Basin. The primary objective of the project is to strengthen the role of civil society in effective peacebuilding, crisis management and prevention of conflict and violent extremism in the 18 countries covered by the project and to enable more informed decision making by policy makers. The Network has already been established to serve as an interactive platform for regional cooperation among already existing expert networks, think-tanks, civil society, implementing partners, regional organisations and governments to foster experiential learning, production of knowledge and scientific information as well as an objective grounds for discussions, debates, and cross-learning. Furthermore, the RECAP Network is promoting exchanges of expertise and best practices among professionals from West Africa, the Lake Chad basin and Europe.

3. The Purpose and Scope of the Mid-Term Evaluation

The Mid-Term Evaluation will cover the period from 1st February 2022, up until September 2024. This assignment will be conducted from 1st November to 12th December 2024, through effective engagement with Consortium partners and other stakeholders of the project including the FPI Unit of the EU Delegation in Senegal, members of RECAP's Scientific Committee, purposive samples of members of the RECAP Network and project beneficiaries in the target countries in West Africa and Lake Chad

Basin. The consultancy service will commence with initial briefing with the leadership of WANEP, project team at the Secretariat level, and then with other stakeholders of the project including the FPI Unit.

The Mid-Term Evaluation is particularly intended to help determine whether the project is being implemented in accordance with the commitments and directives of the Action Description of the project; whether the overall strategy has been effective; whether some of the activities could not be implemented as a result of any internal and external risk factors; and proffer options needed to improve on project implementation. In this regard, the Consultant will be examining the logical and result frameworks to help inform evident-based decision making of stakeholders, having determined objectively variable results, progress, as well as gaps and challenges to date. The assessment will also identify outcomes or preliminary indications of impacts from the viewpoints of beneficiaries.

The Consultant will examine project scope and context to determine whether changes in the political and security landscape of some of the target countries in West Africa and Lake Chad Basin, particularly in the Sahel region, combined with other emerging unexpected risk factors requires change in implementation strategies and approaches, and to recommend viable options for decision making.

4. The Specific Objectives of the Mid-Term Evaluation

The Specific Objectives of the are as follows:

- I. **Examine the relevance of the Theory of Change and Project Assumptions** to determine whether the project is on track, as guided by the Theory of Change, and whether there is a need to review the Theory of Change based on ongoing challenges and other unforeseen risk factors.
- II. **Assess the Principal Objectives and Output Deliverables** to determine the extent to which Consortium partners are effectively strengthening the role of civil society in peacebuilding, crisis management and prevention of conflict and violent extremism in the 18 countries covered by the project to enable more informed decision making.
- III. **Review of the changes in the political and security landscape, as well as other unforeseen risk factors;** this will involve a contextual analysis to determine whether there has been any current unforeseen changes in the political and security landscape of the target regions compared to the risks analysed at the inception phase.
- IV. **Assess Partnership, coordination, communication and information dissemination** to determine whether they are efficient and effective in line with partnership agreement, communication strategy and coordination mechanism adopted by Consortium partners;
- V. **Assess cross cutting issues** to determine the extent to which cross cutting issues including active involvement of women and youth in project activities have been considered in project design and implementation.
- VI. **Proffer recommendations and options for improvement** to inform stakeholders of key prospects and challenges and justify the need for key decision making.

5. Methodology of the Mid-Term Evaluation

The Mid-Term Evaluation will be conducted using qualitative and quantitative methods. It will be carried out through a wider stakeholders' consultations including an effective engagement with the FPI Unit of the EU Delegation in Senegal, Project Secretariat, Project Scientific Committee, and purposive samples of Members of REcAP Networks in the target countries in West Africa and Lake Chad Basin. Implicitly, qualitative data will be acquired from stakeholders' consultations, and review of project documents. Sets of pre-determine evaluation questions will be formulated by the Consultant and reviewed by Project Secretariat. Similarly, quantitative data will pay critical attention to project outputs and outcomes, as well as the aggregation of participants according to gender, as well as expertise and the nature of institutions/Organisations etc. Some of the data could be sourced primarily from the first- and

second-year Interim Narrative reports, project activity reports and other documents including the result framework. Implicitly, useful information should be acquired from the review of the logical framework, Description of the Action, Interim Narrative and Financial Reports, reports of seminars, workshops, training, etc.).

Table: Timeline for Deliverables and related Activities

Output Deliverables	Activities	Contents	Timeframe
Preliminary briefing held with WANEP/REcAP Secretariat /FPI Unit of the EU in Dakar	Discuss the contents of the Term of Reference and contractual issues.	<ul style="list-style-type: none"> The required Project documents to be reviewed will be shared during the debriefing meeting; Contractual issues will be discussed with WANEP, and consensus reached. Coordination and working modalities will be discussed and consensus reached. 	1 Day (One to 2 Hours meeting)
Inception Report produced	Inception report presented for comments, suggestions and recommendations	The contents of the inception report will include methods, evaluation tools, workplan, detailed pre-determined evaluation questions as well as approaches to be adopted.	5 days
Documents review and stakeholder consultations conducted to produce the first Draft of evaluation Report.	<ul style="list-style-type: none"> Review project documents received during the inception meeting. One-on-one structured/semi structured interviews conducted virtually with stakeholders of the project. Organise a Focus Group Discussions with selected members of the REcAP Network and beneficiaries. 	<p>A document that presents the initial findings, analysis, and recommendations based on the evaluation. It should include (for details on each section see the content of the final evaluation report):</p> <ol style="list-style-type: none"> Executive Summary Introduction Methodology Findings Analysis Conclusions Recommendations Lessons Learned Limitations Annexes <p>This draft will serve as a basis for discussion and feedback from stakeholders, which will be used to refine and finalize the report.</p>	19 days
Virtual validation meeting organised	<ul style="list-style-type: none"> Presentation of final evaluation report at virtual meeting. This will be done having incorporated preliminary comments, suggestions and recommendations proffered by stakeholders. 	Stakeholders will ensure that the findings, conclusions, and recommendations presented in the evaluation report are accurate, credible, and supported by evidence, and determine whether the preliminary comments, suggestions and recommendations have been incorporated into the final draft presented.	1

Presentation of Final evaluation report	Presentation of the final report having incorporated the comments and suggestions, and recommendations proffered at the validation meeting held.	The final report produced in accordance with OECD/DAC Evaluation Quality Standards , as well as Consistency criteria.	4 Days
Total number of working days for the Consultancy Service			30 Days

6. Major tasks and Expected deliverables of Consulting Firm/Independent Consultant

Deliverables under this consultancy will include the following:

- I. **Preliminary Briefing Meeting:** a preliminary briefing will be held with WANEP/REcAP Secretariat and FPI Unit in Dakar to discuss and agree on the contents of the Terms of Reference, and on the methods of stakeholders' engagements, clarify tasks to be delivered. In the process, all required project documents needed by the Consultant will be shared. Questions will be asked, and clarifications made with respect to project implementation trajectory and any other cross cutting issues. Contractual issues will be discussed with WANEP, and consensus reached.
- II. **An Inception Report:** The Consultant is expected to share a detailed inception report with significant consideration to evaluation design, data collection tools, and a detailed workplan within five (5) working days starting from the date of signing the contract. This will be approved by the REcAP Secretariat and the FPI's focal point after comments, suggestions and recommendations have been incorporated.
- III. **Data Collection Tools:** the Consultant is expected to develop the data collection tools at the inception phase before embarking on data collection, data collation and analysis.
- IV. **Draft Evaluation Report:** The first draft evaluation report will be produced with details including findings, challenges, recommendations and lessons learnt to be reviewed by the REcAP Secretariat and the FPI Unit of the EU. Comments, suggestions and recommendations proffered by stakeholders will have to be incorporated.
- V. **Virtual validation meeting:** A virtual validation meeting with project stakeholders to ensure that the findings, conclusions, and recommendations presented in the evaluation report are accurate, credible, and supported by evidence.
- VI. **Final Evaluation Report:** The final evaluation report is expected to build on the draft by incorporating feedback from project stakeholders and making necessary revisions. It should be polished, comprehensive, and ready for potential dissemination. The final evaluation report should at least include:
 1. **Title Page:** Title of the report, date, and author(s).
 2. **Executive Summary:** A one-page concise summary of the key findings, conclusions, and recommendations.
 3. **Table of Contents**
 4. **List of Acronyms and Abbreviations**
 5. **Introduction:** Background information on the project, the purpose of the evaluation, and the scope.
 6. **Methodology:** Detailed description of the Mid-Term Evaluation methods, data collection, and analysis techniques used.
 7. **Findings:** Comprehensive presentation of the data and evidence collected, organized by evaluation questions or themes.
 8. **Analysis:** In-depth interpretation of the findings, including identification of patterns, trends, and significant insights.

9. **Conclusions:** Summary of the main conclusions drawn from the analysis, addressing the evaluation objectives.
10. **Recommendations:** Practical and actionable suggestions based on the conclusions, aimed at improving the project or informing future initiatives.
11. **Lessons Learned:** Insights gained from the evaluation that can be applied to other projects or contexts.
12. **Limitations:** Discussion of any limitations or challenges encountered during the evaluation and their potential impact on the findings.
13. **Annexes:** Supplementary materials such as data collection tools, detailed data tables, list of individuals or organizations that contributed to the evaluation, or additional background information.

The final report should be clear, well-organized, and provide a thorough account of the evaluation process and outcomes. It serves as a key document for stakeholders to understand the project's impact and to guide future actions. Both electronic version and hard copy of the final evaluation report will be produced. At least, the report should not exceed thirty (30) pages (not including annexes).

7. Timeframe

The evaluation will be conducted within 30 working days, spanning from 1st November–12th December, 2024.

8. Cost of the Consultancy Service

As part of the application and selection process, interested Consulting Firm/Independent Consultant are expected to submit a detailed budget proposal based on the understanding of this Terms of Reference, as well as the tasks and outputs involved. The selected applicant will discuss with Senior Management of WANEP involving Consortium partners and FPI Unit to reach a consensus on the proposed budget submitted.. Payment will be based on submission of satisfactory deliverables of Consortium partners. Implicitly, payments will only be made when the deliverables have been assessed and approved by the RECAP Secretariate to be of good quality in line with EU Standard. The taxation laws of Ghana regulating Consultancy Services must be taken into consideration.

The following mode of payments will be adopted and agreed upon.

- 30% will be paid upon signing the contract, and also upon submission and approval of inception report.
- 20% will be paid upon approval of the draft evaluation report
- 50% will be paid upon validation and approval of the final evaluation report

9. Qualifications, skills and experience required

- I. Post-graduate degree in Social Sciences, Peace and Conflict Studies, International Relations, Political Science, Development Studies, or a related field;
- II. Minimum of 10 years' relevant professional experience in monitoring and evaluating projects related to peacebuilding and conflict prevention in the African context;
- III. Proven track record of working on projects in West Africa and the Lake Chad Basin, with a deep understanding of the regional context and dynamics.
- IV. Proficiency in both qualitative and quantitative research methods, with a focus on conflict analysis and peacebuilding evaluation frameworks;
- V. Familiarity with participatory evaluation methods that engage researchers and practionners, such as local CSOs, and other stakeholders.

- VI. Excellent written and verbal communication skills to produce clear, concise, and well-structured reports;
- VII. Strong interpersonal skills to engage with project staff, beneficiaries, and other stakeholders in a culturally sensitive manner;
- VIII. Fluency in English and French is essential, given the multilingual context of West Africa and the Lake Chad Basin. Knowledge of Portuguese would be an advantage;
- IX. Strong organizational and time management skills to handle multiple tasks and meet deadlines;
- X. Familiarity with digital tools for remote data collection and analysis;
- XI. Experience in evaluating similar EU funded project will be an added advantage.

These qualifications, skills, and experience will help ensure that the consultant can effectively evaluate the RECAP project and provide valuable insights and recommendations that are contextually relevant and actionable.

10. Application Process and Procedures

Interested Consulting Firms/Independent Consultants are required to submit the following:

- i. **CV/Resume** indicating all past experience from conducting similar evaluations, as well as the contact details of at least three (3) professional referees;
- ii. **Cover letter** outlining how the candidate meets the skills set out in the terms of reference, confirmation of interest and availability to deliver on this consultancy service within the stated period. This should also include brief description of why the individual considers him/herself as the most suitable candidate for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.
- iii. **Technical Proposal** with consideration to sound evaluation design, methodology and detailed work Plan will be submitted. This will include the proposed methodology including understanding of the assignment and innovativeness of the approach to undertake it.
- iv. **Financial Proposal** will be submitted indicating the all-inclusive fixed total contract prices, supported by a breakdown of costs, and also with consideration to Ghana taxation law.

11. Application Deadline and Instructions:

Applications must be received by 15th October, 2024. All applications must be submitted electronically to recapsecretariat@wanep.org/wanep@wanep.org with “**Proposal for Mid-Term Evaluation of RECAP Project**” in the subject line.

12. The Application Processes and Procedure

Only shortlisted candidates will be contacted for an interview with the panel to ensure their understanding of the assignment. The research proposals will be evaluated following the criteria outlined below.

Selection Criteria	Contents	Percentage Scores	Max Points
At least a Master's Degree in Social Sciences, Peace and Conflict Studies, International Relations, Political Science, Development Studies, or a related field. A Doctoral Degree will be an advantage.	<ul style="list-style-type: none"> • Are his/her qualifications relevant to the field of Monitoring and Evaluation? • Which other relevant qualifications and transferable skills do you think he/she possess that are also appropriate for the assignment and tasks involved? 	10%	10
Technical proposal with consideration to sound evaluation design, methodology and	<ul style="list-style-type: none"> • How technically sound is the proposed methodology? Are the methods and 	40%	40

detailed work Plan in compliance with OECD/DAC criteria (relevance, effectiveness, efficiency, impact and sustainability), and DAC Evaluation Quality Standards	<p>tools appropriate for the tasks involved?</p> <ul style="list-style-type: none"> • How innovative is the approach? • Does the proposal address the objective of the ? • Are the evaluation objectives and pre-determined evaluation questions well-constructed and easily understood? • How realistic is the workplan towards delivering the tasks within the intended timeframe? • How technically sound is his/her financial proposal? 		
<p>Proven evident-based experience in monitoring and evaluating peacebuilding, conflict prevention and VE programme within an African context;</p> <p>Proven evident-based experience in evaluating similar EU funded peacebuilding and conflict prevention programme</p>	<ul style="list-style-type: none"> • How many similar s he/she has conducted? • How many similar EU funded peacebuilding and conflict prevention projects has he/she evaluated? 	35%	35
At least 10 years of experience	How many years of experience he/she had?	10%	10
Fluency in English and a working knowledge of French	What is his/her level of fluency in French and working knowledge in English?	5%	5
Total Scores		100%	100