



**TERMS OF REFERENCE (TOR)**

**End Of Project (EOP) Self – evaluation.**

**Date: August, 2024**

<b>1. GENERAL INFORMATION</b>	
<b>Work Description:</b>	Recruitment of a consultant to work with HCB team to conduct endline evaluation of effectiveness and impact of Ikigega Iwacu phase 2 project.
<b>Project:</b>	Ikigega Iwacu project Phase 2(#2924): Farming and savings groups for improved food security for rural beneficiaries <i>in three provinces Rutana, Makamba and Kirundo of Burundi</i>
<b>Title:</b>	Endline evaluation of effectiveness and impact of Ikigega Iwacu Phase 2 project(#2924):
<b>Project owners:</b>	Help Channel Burundi
<b>Project districts:</b>	12 collines in 3 provinces Kirundo province: Rushubije, Gahe, Bwinyina & Muramba Rutana province: Bugunga, Gaterama, Nyamure, Gasakuza Makamba province: Mutwazi, Mabanda, Mara, Gikurazo
<b>Duration:</b>	67 days (August- October 2024)
<b>Project Implementation Period:</b>	February 2020- January 2025
<b>ToRs release date:</b>	August 21 2024
<b>Question/ Inquiry Submission Deadline:</b>	August 26, 2024
<b>Proposal submission deadline</b>	August 30, 2024
<b>Selection committee date:</b>	September 02, 2024
<b>Notification of award:</b>	September 03, 2024
<b>Signing contract:</b>	September 06, 2024
<b>Expected start date:</b>	September 09, 2024
<b>Electronic submission to the attention of:</b>	<a href="mailto:info@helpchannelburundi.org">info@helpchannelburundi.org</a>
<b>Contact information for inquiries about the ToRs:</b>	Normand Ndayizeye Tel: +257791484 Email: <a href="mailto:normand.ndayizeye@gmail.com">normand.ndayizeye@gmail.com</a> or Ndyaguma Nduhukire Tel: +257 76824047 Email: <a href="mailto:nkndyaguma@gmail.com">nkndyaguma@gmail.com</a>
<b>Electronic submission of technical and financial offers to:</b>	<a href="mailto:info@helpchannelburundi.org">info@helpchannelburundi.org</a>

## 2. BACKGROUND

**Help Channel Burundi (HCB)**, is “an inter-denominational Christian organization working to deliver aid and development programs in rural Burundi”, it has been operational in Burundi since 2000. Its vision is to be Christian-oriented organization of reference in the empowering society where human dignity reigns, food secure and of sound livelihoods. Following the example of Jesus Christ, HCB's main mission is to work with groups in need to promote food security and livelihoods, environmental protection, respect for human rights including education, children's rights and gender equality at the national level and in the sub-region. In achieving the mission and vision of the organisation, HCB work is guided by the values of: Fairness, Integrity, Accountability, Tolerance and compassion. HCB has its head office in Bujumbura, Burundi.

Please visit HCB website: <https://helpchannelburundi.org> to know more about our work and intervention in Burundi.

## 3. PROJECT DESCRIPTION.

With the support of the funds from Canadian Food Grain Bank (CFGFB), HCB has been running Ikiyega Iwacu Phase 2(#2924) project in 8 of 13 provinces of Burundi. The HCB's interventions include: environmental protection, increasing agriculture production, agribusiness, social-economic empowerment, promoting youth skill through Technical and agricultural vocational training (TVET/AVET). The project is being implemented in Kirundo, Rutana and Makamba provinces because these provinces were consistently registering households with high food insecurity as compared to other provinces in Burundi according to the 2020 IPC data which categorized them in either level 3 or 4. Furthermore, according to 2015 situational analysis carried out by HCB in these 3 provinces, the chief problems faced by the population in the project areas were; (i) low agricultural production which was a result of: soil erosion, low soil fertility, lack of improved agricultural inputs and small land size; (ii) poor post-harvest management due to inadequate storage facilities and limited post-harvest management skills forcing them to sell their produce early at low prices (iii) poor farming skills whereby most farmers were still broadcasting seeds, using local seed varieties of maize and other crops and inability to access modern agriculture inputs like fertilizer and improved seeds, (iv) low incomes by community members whereby they are unable to access credit and the only access to credit was through the predatory lending operations that charged exorbitant interest or *Umurwazo* (a system of selling your immature crop/give away price).

Another significant contributor of the food insecurity was unfair sharing of roles in homes basing on gender. According to 2015 conducted situation assessment, it was found that women are largely responsible for reproductive roles (cleaning, cooking, childcare, care of sick and elderly household members) and expected to manage most of the agricultural work (labor, planting, weeding, harvesting). Men are in charge of the productive roles, namely managing the financial part of the household. The men are generally in charge of decision making but are not required to be participating in the domestic or agricultural work, though some men do contribute to work on the farm. Similarly, girls in rural Burundi are usually involved in domestic work, while boys oversee the livestock and other related tasks and previous surveys and evaluations of HCB found that food security did not affect men and women equally for reasons such as men having greater control over and access to family resources and stored food, as well as traditions

like women eating last in a household. Men also are known to take some meals outside the home, at times at the expense of other household needs.

Due to these obstacles, local communities faced with a challenge of food insecurity pointed out that by; (i) improving agriculture productivity of their farm lands through good agriculture practices, (ii) enabling them to store their produce for a longer period of time through equipping them with post-harvest knowledge and improved storage equipment, and (ii) improving their income to have consistent means through which they can purchase supplementary food items on market will improve their food security situation.

Ikigega Iwacu project began in 2016 as a 3-year project that expanded into a second phase in 2020 for an additional 5 years (#2924). Phase I of the project engaged households from 6 collines and phase II has engaged 12 collines (6 old collines and 6 new collines). In February 2020, phase II of the Ikigega Iwacu project (#2924) began with funding from MCC and CFGB. Ikigega Iwacu phase II is a 5-year project aimed at addressing food insecurity in the provinces of Rutana, Makamba and Kirundo by engaging households in 12 targeted collines (meaning hills or villages). This program is currently in last year of project implementation, ending in January 2025.

The Ikigega Iwacu project focuses on improving food security for all members of rural households in 12 targeted collines from 3 provinces in Burundi by 2025 through engaging farmer field groups using farmer field school extension model in order to increase agricultural productivity, household incomes, and as a result enhance food security. The project's implemented extension model included training beneficiaries in; gender equality, good agricultural practices (GAPs), Conservation Agriculture (CA), post harvest management, Village Savings and Loan Associations (VSLA), and other related topics in order to increase agricultural productivity, post-harvest management, household incomes. Other major project components include nutrition, environmental issues, and other community level concerns through installing soil conservation systems, contributing to rural road rehabilitation, and assisting with access to community granaries and community-level processing units.

Based on the overall goal of the project, the expected outcomes of the project have been developed and are stated in the table below.

Project 2924	
<b>Budget and Timelines</b>	February 2020 – January 2025; \$2,124,140 USD (\$2,822,451.03 CAD)
<b>Project Title</b>	Ikigega Iwacu Phase II
<b>Beneficiary Households</b>	~2000-2500
<b>Ultimate Outcome</b>	All community members—women, men and children—have sufficient, safe and nutritious food, in a well-protected environment, at all times to maintain a healthy and active life.
<b>Intermediate Outcome 1</b>	By 2025, women have improved access to and control of resources within their household and community
<b>Intermediate Outcome 2</b>	By 2025, all members of targeted households—women, men and children—eat a balanced diet and can afford three meals a day throughout the year
<b>Immediate Outcome 2.1</b>	Improved agricultural production

<b>Immediate Outcome 2.2</b>	Improved post-harvest management
<b>Intermediate Outcome 3</b>	By 2025, all households have income to meet their basic needs (food, education, medical, etc.)
<b>Immediate Outcome 3.1</b>	Improved access to credit and income generating activities

### 3.1 Evaluation Objectives

HCB end of project evaluation aims to respond to the following key objectives:

1. To understand the effectiveness of the project activities and the implementation approaches for those activities, (or how they have achieved change, and what can be strengthened or improved etc.)
2. To understand the impact that has been achieved in different dimensions of the lives of project participants (or what has changed)

## 4. ABOUT THIS EVALUATION

This program is currently in its final year of project implementation. To assess impact and effectiveness of project intervention in the areas of training and project accompaniment of the community in good agricultural practices (GAPs), Conservation Agriculture (CA), post harvest management, Village Savings and Loan Associations (VSLA), gender empowerment, nutrition, environmental protection and cooperative management. The project team will conduct a participatory self-evaluation (PSE) to assess whether the impact and effectiveness of project results and objectives have been achieved.

### 4.1 Rationale for conducting endline evaluation

The evaluation findings will enable HCB to; (i) know how the FFS extension model was effective and had impact on improving food security in targeted beneficiaries, (ii) understand the challenges that could have limited the achievement of project goals and objectives as well as the factors contributing to the success of the project; (iii) identify adjustments to improve the project going forward; (iv) inform the design of future similar project in HCB; (v) facilitate organizational learning of HCB and (vi) ensure accountability to project participants and local stakeholders.

### 4.2. SCOPE OF ASSIGNMENT

The geographical scope of this endline evaluation will be the 12 targeted collines of the project in 3 provinces of Rutana, Makamba and Rutana.

- (i) In Kirundo Province, it will be in Bwinyana, Muramba and Gahe Collines in Vumbi Commune and Rushubije Collines in Ntega Commune
- (ii) In Rutana Province, it will be in Bugunga, Gaterama, Nyarure and Gasakuza Collines in Rutana Commune.
- (iii) In Makamba Province, it will be in Mabanada, Mara, Mutwazi and Gikurazo Collines in Mabanda Commune.

The targeted participants of the endlines evaluation will include;

- a. Farmer field school members (FFS): 2880 members from 144 FFS with 12 FFS/collines with average 20 members per FFS. These are the members in VSLAs
- b. Cooperatives: 33 cooperatives (Rutana project area: 17 cooperatives; Makamba project area: 16 cooperatives and Kirundo project area: 16 cooperatives) with 148 cooperative leaders
- c. Local leaders: 54 persons who include: chief of collines- 12 people; chief of zones- 4 people, commune administrators-4 people; colline agronomists-12 people, commune agronomist-4 people, commune CDPC- 4 people; commune officers in charge of civil registration- 4 people; commune veterinary officials-4 people; BPEAE officials-3 people; commune cooperative supervisors-3 people

#### **4.4.EVALUATION APPROACH/METHODOLOGY**

This endline evaluation will use mixed quantitative and qualitative methods to ascertain the impact and effectiveness of the project. The quantitative method will use survey technique while qualitative methods will include focus group discussion and key-informative interviews.

- (a) Desk review: This will allow the external research team to review different project documents that include project proposal and logic framework, workplans, project reports and project data.
- (b) Focus group discussions (FGD) (using FGD guide): The assessment team will use focus group discussion to get more detailed information on the 10-guiding question of the assessment based on the evaluation matrix. The FGD participants will include VSLA and FFS members, cooperative members. For each colline 2 FGDs one for male and another for female will be conducted
- (c) Survey interviews (Using questionnaires): A survey will be conducted to collect quantitative data of project impact and effectiveness using a 5-likert scale measure. The participants in the survey will include FFS members and cooperative leaders. HCB field staff will conduct surveys. its planned to interchange the field staff (agronomist and community mobilizers) i.e field staffs from one province will collect data from another province where they are not based. This practiced allowed staff not to influence results from their own province and also gave an opportunity for staff to learn from results of different province
- (d) Key-informative interviews (Using KII guide): The participants will include local leaders (commune leaders) and government technical personnel like BPEAE officials, commune agronomists, CFDC officers, officials in charge of civil registration, communal cooperative supervisors. These will help to give information on how relevant the project has been in complementing government goals.

#### **Measuring the effectiveness and impact of the project**

HCB will be guided by the following evaluation questions to measure the effectiveness and impact of the project:

- (i) How much and what kind of change have project participants experienced as a result of the project?
- (ii) Is this the change the team expected “does it fit with their theory of change?”

#### **4.5.DELIVERABLES**

##### **4.4.1. Inception Report**

The consultant will prepare and submit an inception report in English detailing how the evaluation will be carried out from his/her point of view in relation to the highlighted evaluation methodology. The consultant will elaborate the methodology in line with the study protocol in

the terms of reference in discussion with HCB. The report will outline the evaluation design, sampling methods, methodologies to be used and questions to be answered, and a detailed work plan for the entire exercise. Draft survey questionnaires, interview guides (KII & FGD), and other data collection tools will be submitted to the HCB for review and approval before data collection starts. As part of the inception report, the consultant must provide a data analysis plan showing the questions and analysis for each of the project objectives to be investigated. The analysis framework provided by HCB should be used to elaborate the analysis concept. This is expected to be three weeks before data collection starts. The inception report needs the approval by the HCB representative.

#### **4.4.2. De-brief presentation**

The researcher will do debrief presentation to HCB to share the emerging findings and clarify any confusion or contradictory findings before drafting the report.

#### **4.4.3. Preliminary Report**

The consultant will submit a draft evaluation report in English to HCB Country Representative. The draft report will be reviewed, and comments provided on the report within a week of submission.

#### **4.4.4. Final evaluation Report**

The consultant will submit a detailed final report in English outlining the evaluation methodology, findings, lessons learned, challenges and recommendations. The report shall incorporate specific and achievable recommendations, including the most appropriate strategies that can be undertaken and/or incorporated by HCB to address the issues identified in relation to CA adoption. The final report should address the issues and questions raised in this ToR and correspond to the study objectives set out above. A final report in both hard and electronic copies shall be made available to HCB Rwanda/Burundi Representative.

The report should contain (but not be limited to) the following:

- Executive Summary presenting the background and rationale, study objectives and rationale, summary of the methodology, major findings, conclusions, and recommendations.
- Background and rationale for the study
- Aims, objectives, and scope.
- Description of the methodology used detailing:
  - 1..1. The project's underlying impact logic.
  - 1..2. Limitations.
  - 1..3. Description of the assessment context and process including its constraints and challenges.
- Demographic information
- Detailed findings (organized according to evaluation objectives)
- Lessons learned and the capitalization of good practices.
- Contributing factors and actors
- Challenges
- Conclusions
- Recommendations.

- Relevant annexes

The evaluator and the rest of the team will directly report to HCB Burundi office. They will be bound by HCB rules of confidentiality. All material collected during the evaluation process will be handed over to HCB Burundi before termination of the contract. The study report and all background documentation will become the property of HCB. The report will be published accordingly by HCB. The analysis team will not be allowed to present any of the analytical results as its work or to make use of the analysis results for private publication purposes.

- The study report should represent a thoughtful, well-researched, and well-organized effort to objectively evaluate attitudes, successes, contributing factors and barriers of ikigeza iwacu project. This can include what worked on the project, what did not, and why.
- The study report shall address all questions included in the scope of the work.
- The study report should include the scope of work as an annex.
- All modifications to the scope of work, whether in technical requirements, analysis questions, analysis team composition, methodology, or timeline need to be agreed upon in writing by the HCB.
- Analysis methodology shall be explained in detail and all tools used in conducting the data collection such as questionnaires, checklists, and interview guides will be included in an Annex in the final report.
- Limitations to the analysis shall be disclosed in the report, with particular attention to the limitations associated with the analysis methodology (selection bias, recall bias, etc.).
- Analysis findings should be presented as analyzed facts, evidence, and data. Findings should be specific, concise, and supported by strong quantitative or qualitative evidence.
- Sources of information need to be properly identified and listed in an annex.
- Recommendations need to be supported by a specific set of conclusions and the findings.
- Recommendations should be action-oriented, practical, and specific, with defined responsibility for the action.
- Roadmap for implementation of key recommendations

#### 4.6.ASSIGNMENT DURATION

HCB plans to conduct the endline evaluation in a period of 2months from August to October 2024 (approximately 67 working days). This will include conducting field data collection, one-day provincial level stakeholder’s meeting in each province and a one national –level workshop. The table below highlights period for main events of the PSE. The consultant will be billable for 57 days

Item/Activity	Estimated period
Recruitment of external facilitator- to be locally recruited	10 days
Desk review of different project document	7 days
Development of data collection tools and pre-testing of tools, development of data collection sample	7 days
Field visits: field data collection and 2 days provincial stakeholder’s workshops	18 days
Three-days provincial level stakeholder’s meetings to present PSE findings	3 days
One-day national level stakeholder’s meetings to present PSE findings	1 day
Data analysis, Report writing	21 days



<b>Total days</b>	<b>67 days</b>
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**5.0. Required Qualification and experience: External Facilitator**

The external facilitator should meet the following criteria:

- Extensive experience in using quantitative and qualitative data collection and evaluation methods and other relevant data collection tools;
- Experience in project/program evaluations, including evaluation experience of agriculture programming in complex environments;
- Experience in rural Burundi, understanding of local dynamics and culture preferred;
- Minimum masters degree in community development or Agricultural related studies;
- Technical knowledge in humanitarian food assistance and agriculture programming;
- Experience in gender-sensitive and gender-transformative programming principles;
- Excellent analysis and synthesis skills;
- Excellent interpersonal, facilitation, and communication skills;
- Language requirements: English and French required. Fluency in Kirundi preferred; and
- Willingness to work and travel in challenging environments.

Minimum Information to provide on the Expression of Interest (EOI):

- Curriculum Vitae (CV), with three professional references
- A writing sample from at least three recent work
- Expression of Interest
  - Indicate relevant experience and knowledge, how you meet the candidate requirements, and suggested approach for how you envision providing the requisite technical support to the HCB project evaluation team.
  - Details of the offer
  - Number of proposed days of work
  - Total cost of the offer (including consultant fee, transportation, lodging, food, etc.
  - Currency of the offer
  - Validity of the offer (Minimum one month)
  - Date and signature
  - Name, address, phone, and contact person

**6.0. Participatory team in endline evaluation**

The team to conduct the participatory endline evaluation exercise will comprise of mostly HCB ikigeza iwacu project team and one external facilitator. This will allow maximum participation of project team in self-assessment and learning. These will include the following persons

<b>Person</b>	<b>Responsibility</b>
Director Quality assurance and Organisational development	Will provide the overall leadership during the process of conducting the PSE exercise, facilitate the national-level stakeholder workshop

Project Manager	Will lead the team in conducting the PSE exercise at field level, facilitate the provincial stakeholder meetings, supervise and work directly with the recruited external facilitator
M&E officer	Work with external facilitator to develop data collection tools, develop sample size for interviews and FGD, take notes during stakeholder's workshops at provincial and national level
Project field coordinators	Facilitate FGDs with beneficiaries at field level and mobilizing different respondents/stakeholders to participate in the PSE exercise
Field staff (Agronomists and community mobilizers)	Conduct data collection using survey questionnaires
Recruited external facilitator	Develop inception report, conduct desk review, develop data collection tools in collaboration with M&E officer, develop the sampling frame, conduct key informative interviews, co-facilitate provincial and national stakeholder's meetings with project manager and Director of quality assurance and organizational development Respectively, work with M&E officer in data analysis and compiling of the endline survey report

### Annex 1. Evaluation Matrix

The evaluation matrix is an important tool summarizing the evaluation design. First the key questions for the evaluation are defined. These then are broken down into specific research questions. Then for each specific research question, data sources are identified, together with data collection tools or methods appropriate for each data source. This matrix is also useful to specify indicators by which the specific questions will be evaluated.

Issues	Data Sources	Methods / Tools	Data analysis method
Did the outputs lead to the intended outcomes (effectiveness)?			
Were the project outcomes achieved (effectiveness)?			
What change did the project bring about (impact)?			
How did project activities related to gender enhance gender equity and improve food security situation in households of beneficiaries?			
How did project activities related to VSLA improve the social-economic and food security situations in households of beneficiaries?			

How did project activities related to nutrition change food consumption behaviors in households of beneficiaries?			
How did project activities related to CA and GAP farming technics increase agricultural productivity and food security situation among households of beneficiaries?			
How did project activities related to post-harvest management reduce post-harvest losses and improve food security situation in households of beneficiaries?			
How did project activities related to environmental protection ensure environmental protection in targeted communities and food security situation in households of beneficiaries?			
How did project activities related to cooperatives strengthen the VSLA operation, ensure market access of member products and improve financial access and agricultural production?			

## Annex 2. Documents to be consulted

This is the list of important documents that the evaluators should read at the outset of the evaluation and before finalizing the evaluation design. This should be limited to the critical information that the evaluation team needs. Data sources and documents may include:

- HCB strategic plan 2021-2027
- Ikigega iwacu II Project proposal
- Latest Annual work plans
- Monitoring data and analysis of the data
- Project Mid-term evaluation report
- Latest full year technical report,
- Key outputs produced: research/ surveys conducted, Regulations and policies developed

## Annex 3. Required Format for the Endline-Evaluation Report

Title Page, including project title and number, date of report, authors and their affiliations, HCB contact point for the evaluation, etc.

- Brief project description and context
- Purpose and expected use of the evaluation
- Objectives of the evaluation
- Summary of the evaluation methodology
- Principle findings and conclusions, especially relating to project goals / targets
- Summary of lessons learned

- Key recommendations
- Roadmap for implementation of key recommendations

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<http://helpchannelburundi.org/who-we-are/>

Date: 21.12.2024

Approved by;



NDIKURTYO Cassien  
Executive Director  
Help Channel Burundi

A handwritten signature in blue ink, appearing to read "C. Cassien", written over the printed name and partially overlapping the stamp.