

Terms of Reference

Midterm Evaluation of the LVEMPII Civil Society Watch Project of the East African Sustainability Watch Network

1.0 Project description

The East Africa Sustainability Watch (EA SusWatch) Network is a network of NGOs from Kenya, Uganda and Tanzania spearheaded by Uganda Coalition for Sustainable Development (UCSD), Sustainable Environmental Development Watch Network (SusWatch Kenya), and Tanzania Coalition for Sustainable Development (TCSD). EA SusWatch Regional Secretariat is hosted by UCSD in Kampala, Uganda.

The Mission of EA SusWatch *to catalyze and mobilize civil society in Eastern African to exert accountability from governments and international development institutions to achieve a socially and environmentally sustainable world.*

The mandate of EA SusWatch is *“monitoring and advocating for the effective implementation of national and regional obligations to International agreements and other arrangements for sustainable development in Eastern Africa”.*

The three networks of Civil Society Organizations described above have since 2005 been working together. Between 2006 to 2009, the 3 Networks worked together as part of the East African Civil Society Watchdog (EA SusWatch) project of sustainable development in the Lake Victoria basin supported by Government of Sweden. The main focus of the project was to localize ‘Sustainability Watch’ in the Lake Victoria basin through Citizen Empowerment and participation; Networking and Information Sharing and Capacity Building for sustainable development in the Lake Victoria basin. The SusWatch project aimed to empower individuals and civil society in supporting/enhancing sustainable development practices and policies.

The EA Suswatch Network is currently implementing *LVEMP II Civil Society (CS) Watch project*. This is a three-year initiative of the East African Sustainability Watch (EA SusWatch) Network, implemented from November 2011 to October 2014, with support from the Government of Sweden, working in partnership with Uganda Coalition for Sustainable Development (UCSD), Tanzania Coalition for Sustainable Development (TCSD), and Sustainable Environmental Development Watch Network (SusWatch Kenya).

On the basis of a Memorandum of Understanding signed by the 3 National Networks (2011) that is annually updated, UCSD is the Regional Lead agency for this Project, and hence hosts the Regional secretariat, as well as the Uganda National Project Focal Point. Tanzania Coalition for Sustainable Development and SusWatch Kenya host the Tanzania and Kenya project focal points in Mwanza and Kisumu respectively.

Among other roles, UCSD is tasked to secure inclusive and transparent decision making procedures based on consensus built from the PSC and as outlined in the Project Document and the Agreement between UCSD and the Government of Sweden.

The National Focal Points are tasked to facilitate information sharing and communication, stimulate networking and membership development, facilitate capacity building, and spearhead evidence-based advocacy and lobbying work at national, regional and international level. The National Focal Points are accountable to and shall co-operate closely with the national networks and with the team at the Regional Lead Agency Secretariat as well as national and regional LVEMP II implementation teams, and other relevant actors in the Lake Victoria region.

LVEMP II Civil Society Watch Project builds on the management structures and administrative procedures in the 3 networks as well as in the participating organizations that have been informed from the previous engagements. The structure will comprise of the following:

- The Project Steering Committee (PSC)
- Regional Lead Agency - Pending EA SusWatch attaining legal status, UCSD will continue to act as the Regional Lead Agency
- National Focal Points (NFPs) in each of the 3 networks with National Coordinators and Accounts Assistants. The National Focal Points are the Networks that have agreed to be responsible for this project, and can recall and delegate this responsibility to another organization based on meeting an agreed set of competences.
- National Steering/ Executive Committees who are elected representatives of the 3 National networks

Overall responsibility of the project towards the Embassy of Sweden belongs to UCSD as the Regional Lead Agency, SusWatch Kenya and TCSD. In the respective countries each of the 3 networks will delegate day-to-day responsibilities for the execution of activities — and for the consequent achievement of objectives and the outputs foreseen by the Project Document and the Contract Agreement between the Government of Sweden and Uganda Coalition for Sustainable Development on the *LVEMP II CS Project*— to their respective partners.

The Project is funded by the Swedish Government to the tune of **USD 2,766,807** over a period of 3 years starting November 1, 2011 to October 31, 2014.

The financing agreement for implementation of the project was signed between Government of Sweden and UCSD in November 2011. As a result of the gaps noted at the first Joint Project Review (December 2012), changes were made to the Project as explained below.

Project specific objectives

This project seeks to lobby and advocate for realization of results-based performance from the Lake Victoria Environmental Management Project (LVEMP II) and implementation of the East African Community Climate Change Policy (EACCCP). In relation to LVEMP II, the project seeks to monitor national level interventions of the LVEMP II (Component 3) on Watershed management focusing on natural resources conservation and livelihoods improvement. At the regional level the project focuses on components 1 on Strengthening Institutional capacity for managing shared water resources and fisheries resources (focusing on harmonization of policies, legislations and regulatory standards)

The overall goal of this Project is to lobby and advocate for realization of results-based performance from LVEMP II and implementation of the East African Climate Change Policy (EACCCP, 2011)

The specific objectives¹ of the project are as follows:

- b. To periodically assess and document community beneficiary experiences, capacity, knowledge and level of adoption of sustainable land management (SLM) practices under LVEMP II, in selected areas in River Nyando (Kenya), River Simiyu (Tanzania) and River Katonga (Uganda) arising from the Community-Driven Development sub-projects that aim at reducing non-point sources of pollution into Lake Victoria so as to influence project implementation.
- c. To influence the operationalization of East African Climate Change Policy (EACCCP) provisions by LVEMP II, LVBC, LVFO and other regional institutions and interventions starting with assessing compliance of the key sectors of water supply and sanitation; agriculture and food security; rural energy supply.
- d. To further develop the EA SusWatch Network 's institutional capacity as a regional CSO network enabling environmental and natural resources – related collective quality monitoring, advocacy and watchdog roles for LVEMP II and other interventions in the Lake Victoria Basin.

Hence, SusWatch will advocate at the regional level (LVBC) for fair and timely implementation of these regional commitments based on regular assessments made (evidence).

To date approximately USD 1,460,690 has been disbursed to the project.

Achievements to date include:

- Preparation and dissemination of a wide range of Information, Education and Communication materials that have been used to scale up awareness about LVEMP II amongst Government agencies, LVBC and other EAC institutions, NGOs and Community Groups, and the media.
- EA SusWatch network has initiated advocacy work (supported by online information generation and sharing using social media tools) in relation to highlighting challenges in implementation of the East African Community Climate Change Policy (EACCCP) and raising concerns over the pace in implementation of LVEMP II at the national levels in Kenya, Tanzania and Uganda (through a joint CSO communiqué to other actors) during the lake Victoria basin stakeholders forum.
- EA SusWatch network has successfully prepared 6 baseline study reports in a participatory manner in the selected areas in the 3 River basins. These will inform the subsequent 'tracking' of changes starting 2013
- 3 Computer centres have been set up in the three National chapters under the management of host institutions within the communities. The host institutions are: Nature Palace Foundation located in Kasanje (Wakiso district) in Uganda, in Kenya, the computer centre is hosted at the Victoria Institute for Research on Environment and Development (VIRED International) located near Ahero, while in Tanzania, the computer centre is hosted by MAPERECE in Magu

¹ In Year One, the result on having the seven projects dated implementation covenants under the GEF Grant Agreement with EAC and the IDA Financing Agreements with Kenya, Tanzania and Uganda gradually fulfilled and implemented throughout Kenya, Tanzania and Uganda (objective a), was dropped in response to the restructuring of LVEMP II that necessitated EA SusWatch Network to also change accordingly.

- A regional CSOs meeting attended by 30 CSO representatives across the region raised concerns regarding the slow pace in the implementation of LVEMP II in a communiqué that was presented to LVBC during the 3rd Lake Victoria basin stakeholders forum. The communiqué resulted in reaction from LVBC to follow up with the concerns expressed.
- EA Suswatch was identified by LVBC after the 3rd Lake Victoria basin stakeholders' forum, to lead the thematic group on information and knowledge management based on its perceived strength in documentation and expansive outreach.
- Participation in local, regional and global events to contribute to sustainable development discussions and as part of capacity development within the Network
- Facilitating Network members through Mentoring and Coaching that has enabled them to learn and share ideas and experiences
- EA Suswatch Network has also conducted an assessment on the progress and level of implementation of the EACCCP in relation to rural energy supply to coincide with the global agenda of observing the Year 2012 as the UN International Year for Sustainable Energy. The key issues therein (summed up in the Lake Victoria Climate Change Readiness Brief No.1) has been a useful advocacy platform for the 3 national networks for Governments and other development actors to scale up rural energy options.
- EA Suswatch Network has initiated and sustained media interest on climate change and other sustainable development issues in the Lake Victoria basin through contributions of articles to media houses and through the EA SusWatch Network Facebook platform, You tube video uploads, monthly *LVEMP II Civil Society Watch Ebulletin as well as in the East African SusWatchdog Newsletter*.
- Community meetings have been held that has enabled communities to understand LVEMP II better while raising key issues like the slow disbursement of CDD subproject funds by LVEMP II.

2.0 Evaluation Objective and scope

2.1 General information

The programme since November 2011 to date (i.e. June 2013) is to be evaluated including activities in all three countries of operation (Uganda, Kenya and Tanzania) and regional activities. The team of consultants will travel within the Lake Victoria region to make this possible.

The MTR is being primarily undertaken to capture early lessons and experiences that could be used to improve on areas where there are weaknesses in time and to scale up good ones (tool for learning). It is also forward-looking in the sense that as EA SusWatch Network has decided to develop a follow-up proposal/ intervention, the findings from the progress so far are awaited to inform this process.

In terms of internal organisation growth, the MTR will help EA SusWatch Network stakeholders to have an opportunity to participate in this process based on their experiences

In order to address accountability, the MTR is meant to assess progress towards achieving the Project Results-Based as per the Project's RBMEF.

In summary, the MTR intends to contribute to the following:

- Learning and improvement of LVEMPII CS Watch Project intervention in order to improve its implementation.
- Accountability and judgment of the overall merit, worth, value and significance of Project so far (so as to inform the planned follow-up proposal.)
- Support innovative exploration of evolving approaches to enable CSOs to collectively address problems related to implementation of the LVEMPII CS Watch Project.
- Help identify emerging LVEMPII CS Watch Project-related challenges and build consensus on how to respond

2.2 Specific objectives of the Evaluation

- To ascertain results and assess the effectiveness, efficiency and relevance of a EA SusWatch project
- To analyse and document lessons learnt and best practices with the purpose of improving Project design.
- To provide findings and recommendations that will serve to improve project relevance and effectiveness.
- Define potential areas of improvement for Government of Sweden's future cooperation with the EA Suswatch Network.

The Consultant is expected to prepare recommendations based on findings to improve, where necessary, Project relevance and effectiveness and to consolidate and promote those actions that have contributed to a successful implementation of the project.

2.3 Scope of work-

It is expected that the following criteria will be used to conduct the evaluation: relevance, effectiveness, efficiency, impact, and sustainability.

Evaluation questions and criteria

a) Relevance - *To what extent does the development intervention conform to the needs and priorities of the target groups and the policies of recipient countries and donors?*

- √ Assess the progress of the project in fulfilling its LVEMPII watchdog function at both national and regional levels clearly identifying any constraints and propose ways/actions to improve this role.
- √ Review and evaluate the extent to which the project activities have supported the intended beneficiaries.
- √ Assess the choice of intervention strategies, including their strengths and weaknesses, and provide a brief summary of key issues.
- √ Provide a brief overall assessment of the intervention logic in relation to the LVEMPII Project and institutional set up.
- √ Gaps and niches – what opportunities are not being taken advantage of

b) Effectiveness - *To what extent has the development intervention achieved its objective?*

Assess progress towards attaining the project objectives and outcomes, and the effectiveness of these actions given the available funding including but not limited to the following:

- √ Assess the progress and effectiveness of the project to lobby and advocate for realization of results-based performance from the Lake Victoria Environmental Management Project (LVEMP II) and implementation of the East African Climate Change Policy (EACCP).
- √ Assess the relevance, effectiveness and impact of the information materials produced by the project
- √ Assess the progress made with cooperation with/networking with relevant regional actors (LVBC, LVEMP II National Secretariats, District authorities within the 3 focus sub catchments, media, other NGOs / CSO networks, intergovernmental agencies etc) in realization of results-based performance from the Lake Victoria Environmental Management Project (LVEMP II) and implementation of the East African Climate Change Policy (EACCP).
- √ Explore possible ways of improving and strengthening of EA SusWatch, in its role, focus and partnerships.

c) Efficiency - *To what extent can the costs for the development intervention be justified by its results, taking alternatives into account?*

- √ Make a comparison of achieved results and progress made in comparison with the funds disbursed and highlight any constraints.
- √ Assess the adequacy of the implementing structure of the project and the effectiveness of PSC in decision making regarding project development, management and achievements clearly identifying constraints, if any.
- √ Examine the effectiveness of the Regional Lead Agency (RLA), in definition of tasks and responsibilities; quantity, quality and timeliness of inputs for the project with respect to execution, enactment of necessary budgetary provisions and extent to which these may have affected implementation of the Project

d) Impact - *What is the totality of the effects of the development intervention, positive and negative, intended and unintended?*

- √ Assess the impact the project activities in the region (What are the intended or unintended impacts (positive or negative) of the intervention on people, institutions and the environment?)
- √ How has the projects activities and the Government of Sweden support benefited different groups, beneficiaries and stakeholders?

e) Sustainability - *To what extent is there (or what is the likelihood of) a continuation or longevity of benefits from a development intervention after cessation of development assistance?*

- √ Propose factors which will require attention in order to improve the sustainability of the project outcomes. Relevant factors include for example, development of a sustainability strategy, establishment of financial and economic instruments and mechanisms, integration of project objectives into institutional mandates, plans, and strategies.
- √ Draw recommendations to improve project design and implementation consolidating successful aspects of it.

3.0 Organisational, management and Stakeholders

The project is regional in nature under the auspices of the East African SusWatch Network (involving TCSD, SusWatch Kenya and UCSD).

Therefore activities are implemented in a 'collective' manner based on the following strategies:

- Evidence-based assessment and documentation of progress in form of alternative reports (packages in form of *SusWatch briefs*).
- Public information and advocacy work. Involving provision of 'platforms' at national and regional levels, to share and discuss the alternative reports and proposals; community info sheets and The monthly *LVEMPII Civil Society E bulletin*
- Capacity building. Through provision of project relevant knowledge, skills and exposure; as well as institutional strengthening involving internal systems, human resources, etc.; outreach and exchange visits that can inspire learning and evolving of possible solutions to development challenges; enabling communities and CSOs to regularly interface with those in authority throughout the LVEMP II project interventions.
- Coalition building. By securing that EA SusWatch is close to the communities and CSOs working in LVB in the 3 countries; grounding legitimacy at national and regional levels, and identifying community-based campaign issues for collective actions.
- Collaboration with other LVB stakeholders. Working with LVBC, LVFO, donors, media and other actors aimed at informing and influencing LVEMP II implementation.

Hence, the project Project beneficiaries and target group are as follows:

- The principal beneficiaries are the resource constrained communities in the LVB targeted by the LVEMP II Project of the East African Community.
- The secondary beneficiaries will be LVBC, LVEMP II implementing teams in Uganda, Kenya and Tanzania, LVFO and EALA.
- NGOs / CSOs and interested media working with and relate with the LVB communities on a day- to- day basis. Specifically, NGOs and CSOs are expected to benefit from enhanced capacity in knowledge, advocacy and information related skills and networking for sustainable development at a regional level. EA SusWatch Network will particularly strategically involve Rwandan and Burundi CSO networks in some activities (since both Rwanda and Burundi have since June 14, 2011 joined LVEMPII under APL2)

4.0 Methodology

The Consultant shall develop and propose the methodology to be used, using the indicative guidelines below.

It is expected that the work shall consist of: Review of documentation, Field work for verification and for collection of complementary information and views and a de-briefing seminar with key stakeholders to present and discuss preliminary findings.

The Consultant shall consider if and how to inform informants and organisations beforehand and request them to prepare their inputs to the evaluation in various ways. The evaluation methodology to be used will be finalized in consultation with EA SusWatch Network.

Key informant interviews are expected to include but not be limited to:

- Government of Sweden (Embassy of Nairobi)
- Lake Victoria Basin Commission (LVBC)
- Media organisations
- Member organisations and CSO networks
- LVEMPII National Secretariats in the three countries of operation
- NEMAs / NEMC
- Relevant Government line ministries in the respective countries e.g Ministry of EAC Affairs.
- CBOs in LVEMP II target communities.
- Other organisations in the region dealing with environment/sustainable development.
- National Focal points for LVEMPII/LVBC in respective countries

EA SusWatch Network Partners (Kampala, Kisumu and Mwanza) shall contribute the following:

- All basic documentation concerning the project before the start of the assignment
- Any complementary information necessary (through documentation or interviews)
- Feedback on proposed work schedules and draft reports
- Facilities for meetings etc
- Consultations and information sharing with all relevant stakeholders on the purpose and work plan of the evaluation/review before commencement of work
- Introductory letters and contact addresses
- Feedback on proposed work schedules and draft reports

Tentative List of Documents

- Project Document: *LVEMPII CS Watch Project* (Nov.2011 – October 2014)
- EA SusWatch Results-Based Monitoring and Evaluation Framework (Ver. April 2012 & Ver. March 2013)
- Agreement between EA SusWatch Network and Government of Sweden
- The East African SusWatch Strategic Plans (2009-2013)
- Annual Progress Report (Nov. 2011 – October 2012) and Project Work plans, as well as financial and audit reports.
- Six months Progress Report (Nov. 2012 – April 2013) as well as the financial report
- Operational Policies, Procedures and Guidelines; and monitoring reports and Minutes of the Project Steering Committee and National Executive Committees
- PAD (LVEMPII Project Appraisal Document) and the LVEMPII Restructuring Paper

Schedule

The work is proposed to start (after signing of the contract) with a Start-up meeting at the Uganda Coalition for Sustainable Development in Kampala to discuss the consultant's elaboration of a detailed methodology and schedule for the field mission. The Consultant is expected to spend 2 weeks in the Lake Victoria Region. The Consultant is expected to visit the Swedish Embassy in Nairobi.

At the end of the field visit the Consultant shall hold a de-briefing seminar with key EA SusWatch Network stakeholders to present and discuss preliminary findings, with the purpose of disseminating preliminary findings and to receive feed-back. Practical arrangements for the debriefing seminar will be arranged by UCSD in close cooperation with the Consultant in Kampala.

After the field visit and the de-briefing seminar, the Consultant will prepare a draft Evaluation Report. The report will be submitted to UCSD for comments, to be taken into account in the final report.

Draft reports are expected to be submitted to UCSD 4 weeks after commencement. UCSD and selected stakeholders shall thereafter provide comments within two weeks. Final reports shall thereafter be prepared within two weeks.

5.0 Profile of the supplier and requirements for personnel

The evaluation will be carried out by a team of two professional consultants, one of which shall be the team leader with regional/international experience in project/programme monitoring and evaluation. The team leader will work with one regionally-based expert, to strengthen the team's understanding of prevailing local conditions. The local consultant will be contracted by Uganda Coalition for Sustainable Development

5.1 Person principally responsible for the implementation of the service (team-leader)

The Team leader shall possess the following qualifications:

- A higher university degree in a relevant discipline (sustainable development, rural development, development related studies etc)
- At least 5 years experience from development co-operation projects in Africa Region (planning and implementation) and the East African region in particular.
- Experience from working with sustainable development (social, economic and environmental) and regional approach in development,
- At least two years experience as team leader for evaluations or reviews,
- Proven good communication skills,
- Fluency in the English language and a working knowledge in Kiswahili is preferred,
- Experience from working with Civil Society Organisations (CSOs) coordination and networking as well as institutional capacity building for sustainable development.

It is considered a merit if the consultant has working experience from the Lake Victoria Region as well as experience and/or familiarity with East African integration process.

The tender must include:

- A description in the form of Curriculum Vitae for the person who is to be responsible for the performance of the task. The CV must contain a full description of the person's theoretical qualifications and professional work experience. The CV must be signed by the person proposed.
- Two written specifications of previously performed similar tasks by the proposed person. <The specifications must be signed by the principal for whom the person performed the similar assignments>.
- Expected fees to be charged for the assignment
- Tender in your interest to the **Attention: Chairman Uganda Coalition for Sustainable Development on email: rkimbowa@ugandacoalition.or.ug by Monday July 8, 2013**

6.0 Reporting and Documentation

The expected reports are as follows:

- a. A Work Plan detailing activities and its corresponding tasks, as well as methodology to satisfactorily conduct consultancy objectives and its identified phases.
- b. An Evaluation Draft Report including recommendations.
- c. A Final Report including recommendations.

All Reports will be submitted in hard copy (2 copies each) and digital format. Digital reports should be made using MSWord and presentations in MS PowerPoint.

The contents of the report shall:

- Reflect the areas of particular interest (see section 3above)
- Specifically produce a cumulative overview of all costs inputs vs. realised outputs for the entire period and account for any deficiencies relative to the plans
- Not exceed 30 pages (excluding annexes), including an Executive Summary not exceeding 2 pages

7.0 Suggested Format for the MTR

Title Page, including project title, date of report, authors and their affiliations, etc.

Executive Summary (1-4 pages):

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

Acknowledgements

Table of Contents

List of Acronyms and Abbreviations

Main Report

- Purpose of the evaluation
- Audience for and use of the MTR
- Objectives of the MTR
- MTR methodology, including: rationale for choice of methodology, data sources, methods for data collection and analysis, participatory techniques, ethical and equity considerations, major limitations of the methodology
- Composition of the MTR team, including any specific roles of team members
- Project description, including: context, underlying rationale, stakeholders and beneficiaries, conceptual model, results chain or logical framework, and project monitoring system

- Evaluation findings, documented by evidence:
 - Design: quality and relevance
 - Effectiveness (progress towards objectives and results); contributions of stakeholders; constraints or problems encountered
 - Efficiency of Planning and Implementation
 - Impact; progress towards Project Goal
 - Sustainability of project / programme impacts; capacity built; institutional and stakeholder issues
- Conclusions: insights into the findings; reasons for successes and failures; innovations
- Recommendations (based on evidence and insights)
- Lessons learned with wider relevance and that can be generalized beyond the project

Annexes to the MTR report:

- Terms of Reference for the MTR
- MTR matrix
- Timetable
- List of individuals interviewed and of stakeholder groups and/or communities consulted
- List of supporting documentation reviewed
- Research instruments: questionnaire, interview guide(s), etc. as appropriate
- Project logical framework
- Specific monitoring data, as appropriate
- Summary tables of progress towards outputs, targets, goals – referring directly to the indicators established for these in the Project's RBMEF
- Short biographies of the evaluators.