



TERMS OF REFERENCE

Title: Final Evaluation of the project ‘Adding Value to the Arc: forests and livelihoods in the South Nguru Mountains’

Date: 02/02/2018

1. Project Summary

Since January 2013, the Tanzania Forest Conservation Group (TFCG) in collaboration with the Community Forest Conservation Network of Tanzania (MJUMITA), the Tanzania Forest Services Agency (TFS) and Mvomero District Council (MVDC), have been implementing the project “*Adding Value to the Arc: Forests and Livelihoods in the South Nguru Mountains*”. The project is being implemented in 38 villages in Mvomero District, Morogoro Region, Tanzania.

The 63-month project is funded by the European Union through the 10th EDF support to Non-State Actors in Tanzania.

These terms of reference are for an external final evaluation of the project. The evaluation will take place between March and May 2018.

Summary of the Action

Objectives of the action	<p>Overall objective: <i>To alleviate poverty and improve economic resilience among marginalised rural communities in Mvomero District, Tanzania</i></p> <p>Specific objective: <i>To strengthen participatory forest management and sustainable economic development around the South Nguru Mountains</i></p>
Target group(s)	<i>1085 members of 34 Village Natural Resource Committees and Village Governments and 6,000 women and men participating in enterprise development, improved agriculture and microfinance; Participatory Land-use Mapping and Participatory Forest Management teams of Mvomero District Council, Regional Catchment Forest office and Nature Reserve Office of Tanzania Forest Service</i>
Final beneficiaries	<i>85,000 residents of project villages (37,000 engaged in CBFM, 78,000 in JFM and 30,000 in both); at least 1 million downstream water users through the conservation of the Wami River catchment; Tz society at large through conservation of the national biodiversity heritage.</i>
Estimated results	<ol style="list-style-type: none"> <i>1. Community-level institutions and district authorities exercising legislated rights and responsibilities for management of forest resources on village land;</i> <i>2. Community-level institutions and central government agencies exercising legislated rights and responsibilities for co-management of forest resources within central government reserves;</i> <i>3. Conservation-compatible enterprise opportunities developed at community level;</i> <i>4. Capacity of government institutions to implement forest management enhanced;</i> <i>5. Project impacts objectively measured, verified and attributed, and experiences synthesised and communicated.</i>
Main activities	<ol style="list-style-type: none"> <i>1.1 Raise awareness on land use planning and community-based forest management (CBFM) and build capacity on natural resources governance.</i> <i>1.2 Conduct participatory village land use planning with district PLUM team.</i> <i>1.3 Conduct resource assessment and develop CBFM plans and bylaws.</i> <i>1.4 Formalise and implement village land use plans, CBFM plans & by-laws.</i>

	<p>1.5 Advocate for improved forest governance on village land.</p> <p>2.1 Raise awareness on joint forest management (JFM).</p> <p>2.2 Assess village JFM capacity and build capacity as necessary.</p> <p>2.3 Revise JFM agreements, management plans and by-laws to reflect Nature Reserve establishment and other changes.</p> <p>2.4 Formalise and implement JFM agreements with TFS.</p> <p>2.5 Build capacity and support community advocacy on rights with respect to forest access and benefit sharing and improved forest governance on reserved land.</p> <p>3.1 Identify enterprise opportunities that are economically viable at community level, conservation compatible and resilient to climate change.</p> <p>3.2 Assess capacity and strengthen micro-finance institutions.</p> <p>3.3 Address identified constraints to community-level enterprise, including agriculture, ecotourism and sustainable charcoal production.</p> <p>4.1 Clarify roles and responsibilities of government agencies in forest governance and PFM.</p> <p>4.2 Train / re-train government teams on interpretation of PFM.</p> <p>4.3 Build capacity of district and central government teams to support and monitor PFM and REDD at community level.</p> <p>5.1 Develop monitoring, evaluation and communication (MEC) framework.</p> <p>5.2 Implement M&E strategy (data collection, surveys, evaluations), document and share project experiences, and advocate for key lessons.</p>
Project Duration	1 st January 2013 – 31 st March 2018

More information about the project is available at: <http://www.tfcg.org/nguru.html>

2. Scope of Evaluation

2.1 Overall Objectives and approach of the Evaluation

The overall objective of the final evaluation is to review the impact, effectiveness, efficiency, relevance, sustainability, cross cutting issues, and risk management of the project. Coherence of the project with national laws, European Commission strategy and other activities undertaken by other organizations in the sector should also be assessed.

The evaluation should provide information that is credible and useful, enabling the incorporation of lessons learned into the decision-making process of the project partners, and the donor.

Principles underpinning the approach to the evaluation are:

- Impartiality and independence of the evaluation process;
- Credibility of the evaluation, through use of appropriately skilled and independent experts and the transparency of the evaluation process, including wide dissemination of results;
- Participation of stakeholders in the evaluation process, to ensure different perspectives and views are taken into account; and
- Usefulness of the evaluation findings and recommendations, through timely presentation of relevant, clear and concise information to decision makers.

Impact

The Final Evaluation will evaluate the progress that the project has made towards achieving the project's overall objective.

Effectiveness

The Final Evaluation will evaluate the progress that has been made towards the project's specific objective; expected results; and cross-cutting issues including gender and HIV.

Efficiency

The Evaluation Team will assess the value for money of the project in terms of how economically resources and inputs in terms of funds, expertise and time, have been converted to results.

Relevance

The Evaluation Team will assess the appropriateness of the project objectives to the problems that it sought to address, and to the physical and policy environment within which it operates. This will include consideration of whether the project has been consistent with the livelihood strategies/living conditions of target groups with a particular focus on evaluating the relevance of the project's focus on conservation agriculture, micro-finance, agroforestry, poultry and forest-based enterprises.

The Evaluation Team will assess the level of stakeholder involvement in the project, from community to district and higher government, and recommend on whether this involvement has been appropriate to the objectives of the project

Sustainability

The Evaluation Team will assess the probability of continued (long-term) benefits following project completion, and the potential for replication.

Gender

The Evaluation Team will assess the project's performance in addressing gender issues; and the degree to which project benefits have reached women.

Risk management

The Evaluation Team will assess how the project has addressed the risks outlined in the project document. The review should further examine if there have been other risks outside those mentioned in the document and measures used to address them.

3. Methodology

The Team is expected to propose an acceptable, efficient and cost-effective methodology for executing the assignment; and to undertake a participatory consultation with all relevant stakeholders when executing the assignment. The consultants shall undertake, but not be limited to, the following activities in order to reach the main objectives of the assignment:

- (i) Meet with the Project Partner Representatives to discuss the review methodology and approach to be used.
- (ii) Review all technical documentation related to the projects (Project Document, Contract with the European Union, Partner Agreements, biannual ROM Reports, monitoring and evaluation plan, visibility plan, interim reports, monitoring reports, as well as other relevant literature and financial documentation as required.
- (iii) Collect and synthesize inputs by consulting relevant stakeholders (e.g. in-person and telephone interviews, field visits, correspondence), including the EU contact person, partner representatives (TFS Mkingu Nature Reserve, MVDC, TFS-Mvomero District Office and MJUMITA); at least two Ward Executive Officers; community leaders from at least two villages including members of the village council, village land use management team and village natural resources committees; MJUMITA community network members; members of farmer field schools from at least two villages; members of VSLA groups from at least two villages; sustainable charcoal or timber producers trained by the project; and participants in the fuel-efficient stove training and Allanblackia groups from at least one village; primary school teachers trained on environmental education from at least two villages; and representatives from TFS head-quarters or Eastern Zone office.

- (iv) Prepare draft and final evaluation reports, incorporating feedback comments from Project Partners.
- (v) Present the results of the evaluation to the project partners and other stakeholders during a one-day meeting to be held in Mvomero.

4. Outputs of this consultancy

4.1 Inception Report

An inception report documenting the consultants’ ideas, views and preliminary findings from the literature review. The report must also highlight the overall approach to the assignment and will include a detailed work plan. The inception report will be discussed with TFCG and subsequently finalized within the second week.

4.2 Evaluation Report

The consultant shall provide an evaluation report. This will provide detailed information of the specific evaluation objectives described above.

Sections that this report will include are:

- i. Executive Summary
- ii. Acronyms
- iii. Acknowledgements
- iv. Introduction and background
- v. Methodology, sampling intensity and limitations
- vi. Literature review
- vii. Review Results (covering impact, effectiveness, efficiency, relevance, sustainability and risk management and other issues as outlined in the scope of the evaluation section).
- viii. Conclusions
- ix. Recommendations
- x. Annexes (Terms of Reference, Itinerary, Persons Interviewed).

All reports should be delivered in English and submitted in both soft and hard copy (3 copies) formats.

4.3 Meeting with project partners

The Consultant shall present the findings of the evaluation to the Project Team during a one-day meeting.

5. Location

Data collection will take place in Dar es Salaam, Morogoro and in Mvomero District.

6. Team Composition

Team members should collectively display the following qualifications:

- Relevant academic background and detailed knowledge of the participatory forest management, and rural development in Tanzania particularly in the context of climate change;
- Experience in conducting reviews or evaluations of a similar nature with knowledge of project evaluation, risk analysis and impact assessment; and
- Excellent writing (English) and communication (English and Kiswahili) skills.

7. Tentative roadmap for Consultancy Team (to be streamlined with final approved dates)

By March 15 th 2018	➤ Preparation, Review and Approval of Inception Report including work plan
15 th March –	➤ Meeting with stakeholders, field visits and other evaluation activities. 15 th March – 10 th April

30 th April	➤ Report writing, submission of draft report to AVA Partners by 15 th April
	➤ Meeting with AVA partners on 23rd April to present report with final comments provided by 30 th April
	➤ Report final version by 10th May

5. Budget

The budget will be according to TFCG payment schedule and the consultant's offer.

6. Tendering procedures

TFCG invites eligible consultants to submit technical and financial proposals to undertake this work.

Technical and financial proposals should be sent to tfcg@tfcg.or.tz indicating 'Proposal – AVA Final Evaluation' in the subject line and should be addressed to Executive Director, Tanzania Forest Conservation Group, PO Box 23410, Dar es Salaam.

Proposals should include the CVs for the proposed Consultancy Team and should specify clearly the number of days for each team member and their roles and responsibilities. Applicants should show clear previous, relevant experience.

The closing time for receipt of applications is **13th February 2018** local time in Tanzania.