

Terms of Reference for the Sufosec Mid-Term Evaluation

Evaluation Synthesis

1. Purpose of the Mid-Term Evaluation

Since 2021, the Sufosec Alliance has been implementing a joint international programme that will last until the end of 2024. The Alliance undertakes a Mid-Term Evaluation (MTE) that includes two components:

External evaluation synthesis: The purpose of this component of the MTE is to synthesise the best evidence and learnings of the project and programme evaluations conducted by the Alliance members between January 2021 and March 2023.

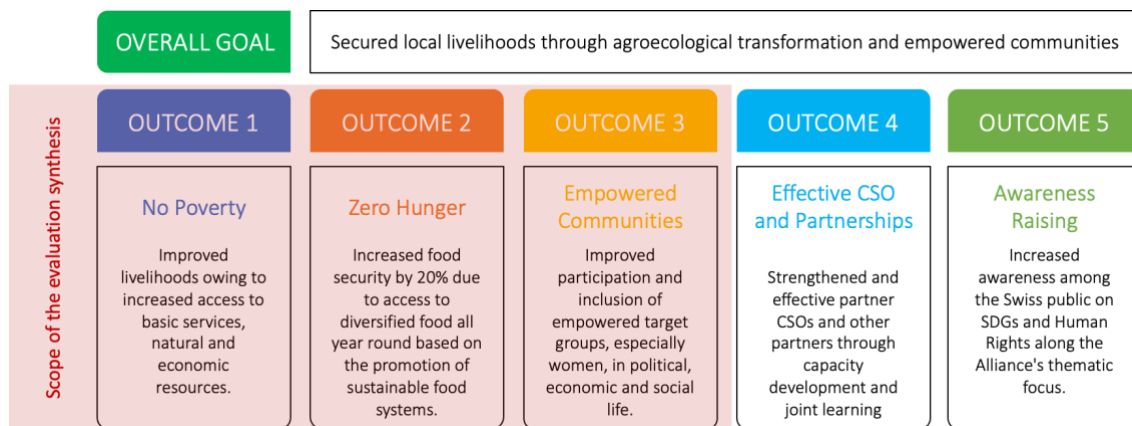
Externally facilitated self-evaluation of learning and synergy effects: The purpose of this component is to critically review the joint learnings and the programme synergies achieved so far, and to explore opportunities for the rest of the programme phase and beyond.

These ToR cover the first component of the MTE only.

The evaluation findings will inform the steering of the current international programme as well as the design of the future Sufosec joint programme beyond 2025.

2. Background and scope of the evaluation

The Sufosec joint programme includes projects by the Alliance members and their partner organisations in 28 countries. The programme is composed of five outcomes of which the evaluation synthesis will cover outcomes 1, 2 and 3, as shown in the figure below.



The evaluation synthesis will include selected external and internal project/programme evaluations of the Alliance member organisations that contributed to one or more of the three outcomes.

3. Evaluation questions

The primary aim of the evaluation synthesis is to summarize the evidence and learnings of the project and programme evaluations conducted by the Alliance members in 2021 and 2022. A secondary aim is to assess the quality of the evaluations, and to draw recommendations towards a more systematic evaluation management amongst Alliance members.

Evaluation questions:

1. To what extent did the evaluated projects/programmes improve
 - a. the livelihoods (outcome 1),
 - b. food security (outcome 2) and
 - c. community empowerment (outcome 3)?
2. What is the strength and relevance of the evidence, and where are the evidence gaps? What were the major learnings?
3. To what extent and how did the evaluated projects/programmes strengthen local food systems?
4. To what extent did the evaluated projects/programmes include people left behind?
5. Did the evaluated projects engage in a policy dialogue with government authorities or other influential stakeholders? Did the projects/programmes contribute to policy changes?
6. What was the quality of the reviewed evaluations? How can the Alliance contribute to improving the evaluation practice and management of the Alliance members?

4. Evaluation method and process

The evaluation synthesis will be based on a desk review and qualitative analysis of selected evaluation reports. Key informant interviews and the review of other documents can be considered as additional sources of information. With regard to the evaluation process, Sufosec foresees the following elements:

- **Selection of evaluations:** based on a set of selection criteria (criteria to be defined), a selection of approximately 20 evaluations will be defined that will be included in the synthesis. Alliance members will pre-select their evaluations; the Programming Group will select the evaluations to be included, based on criteria proposed by the consultant.
- **Mapping:** the selected evaluations will be mapped with reference to the Sufosec results framework.
- **Qualitative analysis and rating against the 6 evaluation questions:** the consultant will conduct a qualitative analysis of the evaluation reports. A rating will be conducted with regard to the relevance and strengths of the evidence. The rating will be based on agreed criteria and a rating scale.
- **Recommendations:** The consultant will develop recommendations on the steering of the programme until 2024 and on the design of the new programme phase 2025-2028.
- **MEL workshop 2023:** the consultant will present the findings at the annual monitoring, evaluation and learning workshop of the Alliance.

The detailed methodology will be proposed by the consultant.

5. Roles and responsibilities

Contracting authority: the Sufosec Alliance

Programming Group: The Sufosec Programming Group will be the steering body. Its responsibility is to oversee and guide the evaluation process. It will be consulted at critical points during the evaluation process. Based on the conclusions and recommendations of the evaluation report, the Steering Committee will develop a management response, based on the suggestions by the Programming Group.

Sufosec Steering Committee: Based on the Management Response prepared by the Programming Group, the Steering Committee will decide on necessary strategic measures.

Evaluation manager: The evaluation process will be managed by the Sufosec AMEL Unit. It manages the call for proposals and serves as focal point to the selected consultant. It provides the consultant with the necessary documents, ensures deadlines, and schedules and prepares the respective meetings with the Programming Group.

6. Deliverables

The deliverables include the following documents:

- **Inception report:** the report includes the consultant’s understanding of the mandate, a proposal of the selection and rating criteria, the methodology, and a work plan and timeline.
- **Mapping document:** this document (table or graphic) provides a first overview of the selected evaluations with reference to the Sufosec results framework.
- **Evaluation report:** The report must not exceed 20 pages (excluding appendices). It must include an executive summary, answers to the evaluation questions, conclusions, and recommendations to the Alliance.
- **Presentation:** results to be presented at the annual MEL workshop (18 April 2023).

7. Timeplan

Date	Milestone	Responsible
23 September 2022	Deadline for offers	AMEL Unit
14 October 2022	Selection and contract with the consultant	Programming Group
11 November 2022	Deadline inception report	Consultant
29 November 2022	Review of the inception report	Programming Group
30 December 2022	Deadline mapping document*	Consultant
24 January 2023	Review the mapping document	Programming Group
31 March 2023	Deadline draft evaluation report*	Consultant
18 April 2023	Review draft evaluation report (MEL Workshop 2023)	Programming Group
2 June 2023	Deadline final report	Consultant
30 June 2023	Prepare Management Response and submit it to Steering Committee	AMEL Unit, Programming Group

* the evaluation synthesis will include preliminary results of evaluations that will be completed during the first quarter of 2023 (e.g. programme evaluations by Fastenaktion)

8. Budget

The evaluation is a desk review only. Sufosec foresees approximately 14 working days to complete the assignment. There are no expenses foreseen other than the fee and minor travel charges.

9. Hiring process

Deadline for offers: 23 September 2022. Interviews will be held online during the week of 3 October 2022.

Offer: The offer must include a short proposal on how the consultant would approach the assignment, and the financial offer including all fees and taxes (max. 2 pages in total). The CV must be added.

Selection criteria: the offers will be evaluated based on the following criteria:

- Thematic Background and experience with similar tasks: 30%
- Understanding of the ToR and quality of the short proposal: 40%
- Financial offer: 30%

References: Candidates are requested to provide the contact of two reference persons and to attach one reference document that demonstrates his/her evaluation skills.

Contact: Submit your offer to Thomas Gass, Sufosec Alliance MEL Unit: contact@thomasgass.dev

TG/5 September 2022