

ToR for External Evaluation 2017

Women's Health Association of Ethiopia



General Information

Women's Health Association of Ethiopia (WHAE) is a local women organization working in eight regions in Ethiopia. (www.womenhealthethiopia.org) This organization has been getting support since 2010 from Forum for Woman and Development (FOKUS) through its sister organisation Norwegian Women's Public Health Association (NKS). (www.sanitetskvinnene.no/sanitetskvinnene/english), (www.fokuskvinner.no/en/About-FOKUS/) FOKUS is an umbrella-organisation consisting of 64 women's organisations based in Norway. The project run by WHAE is at its second phase of the project period and the current project has been running since January 2015. As the project has been taking place for more than two years, all the partners agreed that this will be a good time to evaluate the project and shape the project to run on the right track and also replicate the good practices.

Purpose of the evaluation: The evaluation aims to give an independent assessment of the implementation of the project "FOKUS project 10801 – Women's Health Association of Ethiopia", looking at impact, relevance, efficiency, effectiveness and financial sustainability of WHAE's project and the added-value to the project by NKS and give recommendations to future organizing of WHAE's work and cooperation with NKS.

Location: Ethiopia

Audience: WHAE (staff, board and members), NKS and FOKUS. The evaluation report will be important for assessing the obtained results of the project, and determine some of the success factors; to assess whether there are changes that should be made in the last year of the project (2018); for the planning of future projects and cooperation between NKS and WHAE; and will also be part of the background documents for WHAE when deciding on future strategic and organizational framework for the organization.

Time scope: The assessment shall cover the period from January 2015 - 2017 (time of evaluation).

Expected outputs: A report that describes the evaluation, the evaluation findings, lessons learned and recommendations (specified on page 13).

Roles and responsibilities: NKS is formally responsible for the evaluation, and will be the signing party to the contract with the evaluator(s).

FOKUS shall approve of final ToR, selection of evaluation team/evaluator, inception report and final report.

WHAE will play a supportive role for the evaluation team, including assisting with logistics.

Organizational Background

Women's Health Association of Ethiopia is a registered civil society organization contributing its share to the ongoing government effort towards improving the well-being of Ethiopian Women. It focuses on empowering women to play a leading role in their own, family, and community. WHAE is a national association with local units in eight regions in Ethiopia.

Women's Health Association Ethiopia was formed on December 2010 by dedicated women professionals. It is locally registered as an Ethiopian resident charity organization under the Ethiopian Charities and Societies Proclamation no. 621/2009 in January 2011 under the registration no. 2163 with the general objective of economical and social empowerment of Ethiopian women to contribute to the well-being of the society by establishing a pool of local volunteer women.

Partnership

Women's Health Association of Ethiopia is a sister organization of the Norwegian Womens Public Health Association (NKS) and is fully funded by/through the same organization. N.K.S. was established in 1896 and has been a very important NGO ever since. N.K.S. has been a front-runner in Norway in many different fields and has been very active in developing the Norwegian Welfare Society. N.K.S. is the biggest Women's Association in Norway and is

focusing very strongly on women's health and women's rights in Norway. It has 650 local units all over Norway and has 41 000 members.

Women's Health Association of Ethiopia is staffed with an Executive Director, Finance and Admin, Human Resource Manager and project officers at the head office in Addis Ababa, Ethiopia. Each region is coordinated by a part-time field regional coordinator who is assisted by marketing staff and nurses. WHAE is lead by elected volunteer board members with rich experience on women and development in Ethiopia.

WHAE gets its resource from NKS, Twinning partners (local N.K.S. units) who choose and support one local WHAE branch and gets its organizational and main health education support from FOKUS through NKS.

How WHAE works

WHAE firmly believes that investing on specific group of women for a longer period of time enables them understand their strength and opportunities and bring them together for a better action. To this effect, the implementation mechanism used by WHAE is the establishment of local units-one in each region- with a maximum number of 55 members with the aim of having a multiplication effect. A coffee making set and cleaning materials are the two material inputs each local unit gets at the beginning of the formation the local units. The women then undertake formal and informal trainings on health, lifeskills, leadership and other selected issues. Thereafter, all members meet every month over a traditional coffee ceremony and discuss social issues, to learn about health, to better know each other and inculcate a feeling of cohesiveness. These monthly meetings are also venues for the women to start saving money as a group for their future business. The local units are expected to carry out community health education and cleaning campaigns in their second year.

The monthly meeting continues for years and at the end of their second year a business plan is prepared and seed money is granted as a revolving fund. This revolving fund will be paid back to WHAE to establish more local units. The businesses are run by the women and are expected to graduate at the end of the fifth year of their establishment.

The project runs in eight regions in Ethiopia (Amhara, Gambella, Tigray, South, Oromiya, Benishangul Gumuz, Harar, Dire dawa and Addis Ababa). In every region it works with women that are minorities (Women that have never been included in projects by other NGO's and Wwd). In every region we have identified 'kebeles' that have the least health coverage, the least literacy level and also the highest maternal and child mortality. This kebeles are either inhabited by poor and vulnerable community members or it mostly comprises of immigrants from another rural areas, due to lack of farm land or conflict. WHAE in collaboration with the government selects places for operation. After selection of these places, it then looks for the women that are vulnerable. The project now runs in Chancho in Oromia, Assosa in Benishagul Gumuz, Gullele in Addis Ababa, Shonie in South, Ayder kebele in Tigray , Harar-Abubeker kebele, 06 kebele in Diredawa, and Belay Zeleke kebele in Amhara.

WHAE's Major achievements

- Established local units with a maximum of 50 volunteers in seven regions in Ethiopia
- Inclusion of disabled women in two local units
- Training of local unit members on various health-related issues and equipping them with skills and required materials
- Business establishment in four regions
- The establishment of twinning projects of the local units with Norwegian sister local units
- Securing land for business start up in four regions
- The community health education run by the local units
- The start up of cleaning campaigns
- Securing business start up seed money for all local units
- Developed necessary working manuals
- Capacitated its employees with the required trainings
- Employing necessary staff and field coordinators

Project Overview

The current project is a four-year project (2015-2018), funded through FOKUS' agreement with Norad (the Norwegian Agency for Development Cooperation). The content of the project is described in the application by FOKUS to Norad (submitted November 2014), and details in contract between FOKUS and NKS (and subsequently, between NKS and WHAE).

WHAE's project is two-fold; aiming both at the organisational strengthening of WHAE and empowering women at local level. The first part is for WHAE to be a financially independent organization by having its own main office, car and start its own income generation activity in the coming five years. This is believed to transform the office to generate its own income and lead the project locally. The second part is the empowerment of the community through health education and business development. This works by forming women groups and training them on health and life skill for at least three to five years.

The Development Impact of the project is: *To see an equal society in Ethiopia.*

The project Outcome is: *Women's access to health and living condition is improved.*

Expected outputs of the projects are

- *WHAE becomes a more financially independent organization*
- *WHAE becomes a strong membership organisation that advocates for women's health and economic right*
- *Local women become active actors in the society*
- *Women's decision making power is increased.*

The project forms part of a larger FOKUS programme, consisting of two Ethiopian organizations. The outcome of the larger programme is: *Improved protection from preventable diseases and violence against women.*

Background to the Evaluation

NKS has established a drop box file that will be made available for the evaluator with all the relevant background information and documents for the evaluation. (e.g. project application/description, budgets, annual reports, internal evaluation from 2014 and historical documents.)

Objectives of the External Evaluation

The evaluator is responsible for conducting the evaluation according to established standards and methods for assessing development cooperation (the DAC criteria for evaluating development assistance; Relevance, effectiveness, efficiency, impact and sustainability). In this evaluation we want less focus on relevance, but it can be considered if appropriate in connection with other criteria. The main objective of the external evaluation are:

1. Assess the project's progress towards achieving the project objectives as defined in long term plan and result Matrix for 2015-2018, and define the main factors influencing the achievement (or non-achievement) of the objectives. Assess efficiency and effectiveness of outputs in relation to the input.
2. Assess the impact of the project on the women members' life and the community in general.
3. Analyse and evaluate the value-added of NKS in the implementation of the project and the organizational strengthening of WHAE.
4. Analyse the sustainability of the project activities and WHAE's organisational structure, and give recommendations on how to ensure the sustainability of the project both for the target group and for the organization.

Key question to assess under each objective

1. Assess the project's progress to what extent the project objectives are met as defined in according to long term plan and result Matrix for 2015-2018, and define the main factors influencing the achievement (or non-achievement) of the objectives.
 - To what extent were the objectives achieved/are likely to be achieved during the project period?
 - Assess the main factors influencing the achievement (or non-achievement) of the objectives.
 - Assess the consistency of the project: To which degree are the activities and outputs of the project consistent with the overall goals (outcome and development impact)? To which extent is the chosen methodology (community outreach model) appropriate for the expected results?
 - Is the project creating positive results for the participants and other stakeholders in the communities?
 - Is there any best practices done by the organization, that can be used for "advocacy" work towards the government?
 - Recommendations for improved monitoring methods, documentation and reporting systems of the project.

2. Assess the impact of the project on the women members' life and the community in general
 - What real difference has the project brought to the members of WHAE and to the broader community through the community outreach programmes (cleaning campaigns/community health education)?

- Are there any unintended positive or negative consequences of the project that are not measured?
3. Analyse and evaluate the value-added of NKS in the implementation of the project and the organizational strengthening of WHAE
 - What has been the added-value of NKS to the project (besides the financial support) and to WHAE as an organization?
 - To what extent has the cooperation with NKS (and FOKUS) affected the implementation of the project by WHAE?
 4. Analyse the sustainability of the project activities and WHAE's organisational structure, and give recommendations on how to ensure the sustainability of the project both for the target group and for the organization.
 - To what extent can the project activities and/or achieved results sustain after the donor funding has ceased?
 - What is the main challenge/ asset towards achieving organizational- and project sustainability?
 - Recommendations on how to find other donors, or other income generating activities

Methodology

The evaluator can recommend methods, but NKS requires:

- Field visits to at least three local units representing the organization both geographically and thematically.
- Individual and focus groups discussions (Interview local Unit women, Steering committee members (Government partners) and staffs of WHAE)

- Document review of relevant documents (Proposal, policy-Organizational policy, strategic plan and Government development policy)

It is important to interview government bodies directly related to the work of WHAE, interview regional and national staffs, interviewing women local unit members, interviewing steering committee members formed in each region.

It is expected that evaluator reflects upon the OECD DAC criteria according to the objectives of the external evaluation.

Expected products:

- A specific methodological proposal for the evaluation, with designed methodological techniques and tools.
- An inception report
- An evaluation report in Word and PDF. The main sections of the evaluation report shall include:
 1. Introduction
 2. Explanation of applied methodology, scope, limitations and contents of the evaluation
 3. Executive Summary (achieved results, lessons learned and main conclusions and recommendations)
 4. Description, analysis and assessment of the Project on the basis described in the specific objectives of the evaluation. Analysis of indicators and measure of the progress of the results qualitatively (analysis) and quantitatively (graphs, statistics, etc.)
 5. Project analysis based on core evaluation criteria: relevance, efficiency, effectiveness, impact, sustainability and added-value
 6. Conclusions and recommendations about project implementation and achievements as well as other assessed areas according to the elements of the evaluation.

Recommendations should be practical and if necessary divided for various actors and stakeholders.

8. Annexes: methodological proposal, work plan, list of activities, interviews and sessions for evaluation; and other relevant documents prepared for evaluation

The final report will be the property of NKS and shall not be circulated to other parties by the author or any other parties without prior consent by NKS. All documents must be written in English.

Time frame

ACTIVITIES	Time: 2017
Announcement	At the latest 26th of May
Tender Deadline - A specific methodological proposal for the evaluation, with designed methodological techniques and tools	11th of June
Assessment of tenders NKS / WHAE and approval of tender by the Focus	21th of June
Signing the contract	23th of June
Inception report. (Preparation method and practical implementation between evaluator, NKS and WHAE)	15th of August- 12th September
Implementation of Evaluation	13th of September 10th of-October
Writing reporting phase	11 th of October-9 th of November
Review of draft evaluation report by NKS, WHAE and FOKUS	10 th of November
Final deadline for submission of report	1 st of December
Presentation of the output to stakeholders in Ethiopia	December 4 or 5??

Budget

Total budget amount is NOK 180.000 including VAT

Tender must cover all costs of the evaluation project, including travel expenses required for the evaluation, the total number of working days needed for the evaluation team, per diem, accommodation, eventually interpreter/ translations costs ex. for field visits, and any other relevant costs.

How to organize the evaluation

The evaluator will work closely with NKS on the planning and implementation of the evaluation process, and with WHAE on logistics and practicalities related to field trips.

The evaluator will have responsibility to carrying out the evaluation, day-to day management of the evaluation process, development of results and recommendations, production of deliverables in accordance to the requirements listed under expected products.

Competitive criteria for tender and choice of consultant

1. Have extensive knowledge of Ethiopia. (political, economic, social and cultural conditions)
2. Have demonstrable credibility and experience of working with/evaluating development cooperation through NGO work.
3. Be fluent in English (spoken and written).
4. Solution proposal
5. Independence – the evaluator must have no stake in the outcome of the evaluation.

References

The offer must contain at least three relevant reference projects with contact information.

The technical proposal should contain

- Proposed approach, methodology, timing and outputs – detailed description of the manner which the evaluator would repond to the ToR.
- A detailed work plan.
- Profile of the evaluator – CV must be enclosed.

- The proposal has to be sent by email to; post@sanitetskvinnene.no within 11th of June 2017, with copy to: tone.hammerlund@sanitetskvinnene.no and btiruneh@gmail.com
- Any questions about the tender may be addressed to Tone Hammerlund at:
tone.hammerlund@sanitetskvinnene.no