



Funded by  
the European Union



## TERMS OF REFERENCE

### Mid-Term Review for Strengthening Grass Root Social Accountability Project

#### **1.0. Introduction and background**

The Uganda National NGO Forum (UNNGOF) is a National Platform for NGOs in Uganda. Its mission is to provide a sharing and reflection platform for NGOs to influence governance and development processes in Uganda and enhance their operating environment. UNNGOF envisions an NGO sector that is coherent, respected, and well-informed, actively contributing to citizens' well-being and safeguarding their rights. UNNGOF's mainstream programming is anchored around two programme areas namely; 1) Civil Society Strengthening, and Policy Governance and Civic Engagement.

With funding from the European Union, UNNGOF together with West Nile Civil Society Network (WECSNET) has been implementing a 3-year project titled – ***Strengthening Grass Root Social Accountability*** for the past 18 months. The project is designed to balance the power between the citizens and their leaders and ensure the meaningful participation of citizens in development processes. The project's overall goal is to contribute toward the improved capacity of citizens and CSOs to hold governments accountable for good governance and service delivery in Eastern and West Nile sub-regions by 2025.

The initiative mainly focuses on two outcomes namely;

- i) Increased demand of citizens and organized civil society for social accountability and better service delivery in the districts of Kibuku, Budaka, Yumbe and Maracha.
- ii) Enhanced responsiveness of duty bearers to citizens' demands for good governance and better quality of public social services in the districts of Kibuku, Budaka, Yumbe and Maracha

#### **2.0 The mid-term review:**

Since the project is at its middle point, the UNNGOF is seeking to undertake a Mid-Term Review (MTR) to determine progress made so far under this initiative and the extent to which it is on track to deliver against its original objectives – at impact, outcomes and outputs level.

The MTR will also facilitate a reflection on learnings so far and help identify potential changes or adjustments that will help enhance the programme and increase the likelihood of its success. Findings from the MTR will help frame priorities, plans, and activities for the remaining period of the programme and beyond.

UNNGOF is therefore seeking applications from competent individuals or firms to conduct a mid-term review for the project.

### **3.0 Design and Methodology**

The identified consultant will propose an appropriate survey design using a mix of quantitative and qualitative methods to establish indicator performance and characterize the current situations regarding citizens' engagement in social accountability.

A list of indicators for which Mid-term review findings will be collected under the present study will be provided to the successful candidate to enable the preparation of appropriate methodology and tools.

The consultant will use the appropriate sampling methodology to conduct the assessment within the specified timeframe and available resources. The proposed design and methodology will be discussed and agreed upon between the consultant and the UNNGOF before work commences

#### **3.1 Scope of the Midterm Review**

This Mid-term review will be conducted in four districts of Kibuku, Budaka, Maracha and Yumbe districts. The sample will be drawn from a target population, which will include but not be limited to; women, youth, people with disabilities, grassroots and community-based CSOs, local leaders and social service providers.

The mid-term evaluation will be used to identify which outputs are being delivered according to the plan, which is being exceeded and whether any activities are falling behind and the reasons. It is also important to assess whether the achievements to date are on course to achieve the intended outcome/impact.

The mid-term evaluation will also check whether outputs are being delivered in the most efficient and effective way i.e. whether programme management and communication arrangements are efficient, and whether the outputs are likely to lead to intended outcomes.

The mid-term evaluation will provide a view of whether the intended objectives and activities are still relevant (e.g. as a result of changes in the context or availability of new information). This is also a good opportunity to test whether current monitoring and evaluation arrangements will be adequate to demonstrate results by the end of the project. It will test the veracity of the Logical Framework to inform the programme implementation team on the status of planned milestones based on observed results.

Key to this, the mid-term evaluation will be as participatory as possible with key partners playing key roles to ensure a high degree of ownership, accountability, and transparency.

While OECD-DAC criteria can be used as a guide, these TORs is focused on providing information against the key questions needed to support intervention for the remaining period. However, key evaluation criteria will cover; effectiveness, efficiency, co-ordination and linkages, sustainability, and economy.

### **4. Major tasks and deliverables of the mid-term evaluation**

Deliverables under this consultancy will include the following:

1. An inception report: The firm/consultant will share the inception report that details the study design (rationale, methodology), data collection tools, and a detailed work plan within 5 days of engagement, to be approved by UNNGOF.
2. Data collection tools: Develop the data collection tools and have them approved by UNNGOF before data collection, analysis, interpretation

3. Draft Evaluation report: The firm/consultant will prepare a draft evaluation report with details of findings, recommendations and lessons learnt for review
4. Validation workshop: Hold a validation workshop/meeting with relevant UNNGOF and partner staff.
5. Final Evaluation Report: The firm/consultant will share a final evaluation report after incorporating the comments. This will be both in electronic and hard copy (MS Word document, PowerPoint slides).
6. Data sets: The firm/Consultant will deliver all the data sets to UNNGOF.

## **5. Duration of the Assignment**

The consultancy will be completed within 20 -25 days agreeable between UNNGOF and the consultant during the inception meeting.

## **6. Team Composition**

The Consultant will ensure that all selected team members assigned to the particular assignments allocate the time specified inside the proposal. Moreover, the team leader of the assignment should be present at all major meetings as required by UNNGOF. In the instance when an assigned team member is no longer able to continue her/his role, the Consultant will notify UNNGOF and ensure a proper replacement of the member.

## **7. Budget/Payment Procedure**

Applicants are expected to submit their financial proposal for the entire exercise. Please note that the consultant/consultant firm will be paid in phases upon completion and submission of key deliverables.

## **8. Institutional Arrangements**

The assignment will be executed by the Individual Consultant or Consultancy Firm with the collaboration of UNNGOF. The Team Leader Results Management, Learning and Communication will work closely with the consultant and will provide regular feedback, guidance, and advice and make major decisions associated with the assignment. The Team Leader – Policy Governance and Civic Engagement will provide technical and programmatic support. The Executive Director will provide overall supervision and guidance during the process of the assignment.

## **9. Qualifications, skills and experience required**

Interested individuals and or firms should possess the following experience, skills and competencies:

- Minimum 10 years experience in designing, implementing, managing and coordinating surveys/research/assessment/etc.
- The lead researcher and the members of the team should have excellent academic and research backgrounds and have proven track record in conducting similar assignment
- Research experience in Social accountability, governance, development processes, capacity building, Organizational Development
- Knowledge and experience in using research/survey concepts, approaches, tools, techniques, methodologies, and sampling for social accountability.
- Experience in qualitative and quantitative data collection, validation, entry and analysis using statistical software and drafting skills.
- Strong analytical skills and overall aspects of designing and conducting surveys
- Excellent communication and facilitation skills as well as fluency in English
- Ability to work collaboratively with multiple individuals and groups
- Ability to develop high-quality Baseline reports in English

## 10. How to Apply

Interested Consultants/Firms should submit a detailed (a) technical and (b) financial proposal with the following components:

- Understanding and interpretation of the TOR
- Statement of capability by the firm /Consultant
- Methodology to be used in undertaking the assignment indicating the overall process including sampling, quality assurance
- Profile and experience of the Consultant/Team
- Clear work plan including outputs/deliverables and detailed time frames
- A detailed financial proposal (in Ugandan shillings) highlighting total costs as per man-day rates, work plan and any other costs anticipated in undertaking the process of the assignment
- Contact details from at least two independent referees with in-depth and proven knowledge of the applicant's expertise and relevant work experience
- Sample of 2-3 relevant studies previously produced
- A cover letter outlining the suitability of a consultant or consultancy firm for the assignment, motivation and summarizing the relevant experience.

## 11. Evaluation and Selection Process

The selection process of the Consultant or Firm will be based on the set of criteria developed by the UNNGOF procurement policy to evaluate the proposals. The short-listed consultant or firm may be asked for a formal presentation prior to the final selection.

## 12. Ethical Standards and Intellectual Property

Ownership and copyright of all data, drafts and final products of the assignment will be the sole and exclusive property of UNNGOF and restricted for public use. The consultant or firm will submit all original documents, materials and data to UNNGOF.

## 13. Submission

Full Technical and Financial proposals should be sent via email or by registered post to UNNGOF by close of business on 14<sup>th</sup> June 2024

**Proposals should be addressed to:**  
**Executive Director**  
**Uganda National NGO Forum (UNNGOF)**  
**Plot 25, Muyenga Tank Hill Road, Kampala. Email:**  
[procurement@ngoforum.or.ug](mailto:procurement@ngoforum.or.ug)

**Disclaimer:** UNNGOF reserves the right to accept or reject any or all proposals without any reason whatsoever.