

TERMS OF REFERENCE –FINAL OUTCOME EVALUATION CONSULTANCY

CONSULTANCY TO CONDUCT AN OUTCOME EVALUATION OF THE YOUTH AND COMMUNITY TRANSFORMATION PROJECT

1. BACKGROUND

The Government of Belize (GOBZ) has requested assistance from the Caribbean Development Bank (CDB) in financing “a comprehensive social intervention, which would respond to the challenges facing vulnerable groups... particularly youth at-risk...” on the Southside of Belize City. Communities in that area are challenged by, *inter alia*, increasing crime, inadequate social infrastructure and limited access to social service. The Youth and Community Transformation Project (YCT Project) will address these challenges by supporting the expansion of, and access to, existing social services as well as the development and implementation of new services so as to reduce social exclusion among youth and families in the Collet, Lake Independence, Pickstock and Port Loyola divisions of Belize City. The YCT Project will *inter alia*, provide services to enhance literacy and adaptive life skills, support community security and improve inter-linkages and the sharing of best practices among participating agencies working in those communities. In addition, the project will allow for the construction/rehabilitation of critical community infrastructure including a new resource centre in the Lake Independence area (the Lake Independence Resource Centre (LIRC) and the Wilton Cumberbatch playing field. The project is being implemented through the Ministry of Human Development Social Transformation and Poverty Alleviation (MHDSTPA).

Given the limited experience with similar social programmes in Belize, it is important to measure impacts on beneficiaries in order to identify which type of intervention maximizes the improvements in living conditions in poor communities. This assessment will evaluate the benefits created by the Project and the need for expending resources on continuing operations by GOBZ.

2. OBJECTIVES

The purpose of the evaluation is to:

- a) Conduct an evaluation of the activities and impact of the Project;
- b) Determine whether lessons learnt, and adjustments required in methodologies or operations identified in the 2018 Process Evaluation were implemented to ensure the achievement of the project’s objectives;
- c) Identify overall lessons learnt during project implementation; and
- d) Ascertain from Participating Agencies (PAs) their perspectives on the performance of YCT Project with regard to speed of response, efficiency, levels

of community participation in the project cycle including: project identification, planning, implementation and supervision.

3. METHODOLOGY

The Consultant is expected to submit a detailed methodology for conducting the evaluation of the YCT programme reflecting the most appropriate evaluation techniques that ensures the internal and external validity of the evaluation results, the adoption of highest ethical standards of conduct throughout the evaluation process, and the generation of data and evidence to support the findings and recommendations. The Consultant is expected to provide the proposed outlines of the deliverables as listed in section 3, particularly the Evaluation Plan and the final Evaluation Report.

It is expected that the methodology will include, but not necessarily be limited to:

- a) Review of all the relevant documentation;
- b) Field visits to resource centres participating in the project activities;
- c) Interviews, and/or workshops with all stakeholders in the Project, including project implementation unit (PIU) staff, personnel of Ministries involved, relevant non-governmental organizations (NGOs), community-based organizations (CBOs) and community groups; and
- d) Conduct participatory assessments in beneficiary communities.

4. SPECIFIC TASKS:

The Consultant will be required to perform the following specific tasks, in close collaboration with the Project Steering Committee (PSC), MHDSTPA, contractors, consultants, community participants and other stakeholders, as necessary:

- a) Review all YCT Project documentation pertinent to project appraisal, implementation and supervision;
- b) Obtain and review other documents produced by independent commentators outside of YCT Project, such as journals, newspaper articles, media reports and other written, audio or visual material;
- c) Analyze the design of the project, including its management structures and decision-making processes, and assess the degree to which it has been conducive to attaining the project's stated objectives in terms of both cost efficiency and effectiveness;
- d) Examine the system for delivering programmes and assess their effectiveness in terms of the project's objectives;
- e) Review the extent to which the targeting strategy identifies and reaches the poorest communities;
- f) Assess the degree to which the incorporation of participatory methods has influenced decision-making within the project;

- g) Assess the extent to which the project has mobilized the involvement of other donors like the private sector, NGOs and CBOs (with the exemption of PAs) and indicate the benefits accruing from this involvement and its sustainability;
- h) Assess the performance of PAs, including NGOs and CBOs, during implementation;
- i) Assess the appropriateness of the project activities as a response to need, and assess the programme's delivery to targeted beneficiaries including youth, families and communities;
- j) Using participatory assessment methods, discern from stakeholder groups, but especially project PAs, their views on:
 - (i) Methods of social intervention initiated by the Project;
 - (ii) Timeliness of the response to project proposals;
 - (iii) Effectiveness of project management;
 - (iv) Degree to which the community participated in the project implementation (disaggregated by age, gender and project target communities);
 - (v) Whether the sponsoring CBO requested or received any form of training;
 - (vi) Problems encountered in the project cycle;
 - (vii) Quality of work done by contractors;
 - (viii) The impact the project has had on community life;
 - (ix) Which groups have benefited most/least (disaggregated by age, gender and social hierarchy);
 - (x) How have targeted groups/sub-populations benefitted;;
 - (xi) What arrangements have been made for maintaining project assets (social and infrastructural); and
 - (xii) Whether any follow-up activities to the Project have been proposed and if yes, their potential level of sustainability.

5. DURATION

It is expected that the assignment will require a maximum of 60 person days over a three-month period.

6. QUALIFICATIONS AND EXPERIENCE

The Consultant should have:

- Post-graduate qualifications in Sociology/Antropology, Economics, Statistics, Accounting, Political Science, Public Administration, or related discipline in Criminal Justice.
- Relevant knowledge of literature and theoretical approaches in criminal justice, poverty and at-risk adolescents;
- At least 5 years of experience in applied research, data analysis, and evaluations of projects of similar assignments in the Caribbean.
- Strong spoken and written communication skills and fluency in the English language.
- Knowledge of the Kriol and Spanish language would be an asset.

7. REPORTING REQUIREMENTS

The Consultant shall report to the Project Coordinator in the Project Implementation Unit. The Consultant will furnish all the reports on the assignment as set out in the SCOPE OF SERVICES to GOBZ and CDB as bound documents and in electronic format. Five (5) copies of the bound reports shall be provided to GOBZ and one (1) to CDB. An electronic copy of the complete report shall be provided in Portable Document Format (PDF), or in other suitable electronic formats as may be agreed, either by email or on flash drive to GOBZ and to CDB. Reports shall be written in English and be submitted as indicated below:

- a) An Inception Report which fully outlines the methodology proposed to complete the evaluation not later than one (1) week from the commencement of the assignment;
- b) A Draft Completion Report no later than six (6) weeks after comments have been given on the Inception Report; and
- c) Aide Memoire, and Presentation of Findings to MHDSTPA senior management group;
- d) A Final Completion Report, within two (2) weeks of receipt of comments from GOBZ and CDB on the Draft Completion Report and Presentation of Findings, incorporating the comments from GOBZ and CDB.

All products and deliverables of this consultancy would be the exclusive property of the Client and shall be supplied to the Client before payment of the last installment of the contract. It is prohibited for the Consultant hired to disclose, without prior written permission of the Client, any material or information produced within the contracted research.

8. SCHEDULE OF PAYMENTS

Schedule of payments for Deliverables:

1. 20% on submission to and acceptance by the Executing Agency of an Inception Report (to include a work plan);
2. 20% on submission and acceptance by the Executing Agency of a Draft Project Completion Report;
3. 30% on Drafting, submission and acceptance by the Executing Agency of an Aide Memoire and Presentation of Findings to MHDSTPA senior management group;
4. 30% on submission to and acceptance of a Final Project Completion Report by the Executing Agency.

You can submit your expression of interest for this consultancy opportunity by emailing the YCT Project Coordinator at: projectcoordinator.yct@humandev.gob.bz by Friday June 12, 2020. Please include:

1. A cover letter, illustrating your experience
2. Copy of your Curriculum Vitae
3. Financial Proposal