



# ***Refugee Law Project***

*School of Law, Makerere University*  
*A Centre for Justice and Forced Migrants*



## **TERMS OF REFERENCE**

### **FINAL END OF PROJECT INDEPENDENT EVALUATION**

#### **1. BACKGROUND**

The Refugee Law Project (RLP) is an outreach project of the School of Law, Makerere University, established in 1999 to ensure that all people enjoy their human rights irrespective of their legal status. Our Mission is to empower asylum seekers, refugees, deportees, IDPs and host communities to enjoy their human rights and lead dignified lives. The Refugee Law Project has a wide physical presence in Kampala, Hoima, Mbarara, Gulu, Kitgum, Nakivale, Kyangwali, Kiryandongo, Lamwo, Adjumani, Isingiro, Maaji, Nyumanzi, Bidibidi (Yumbe), Kyaka II (Kyegegwa), Omugo (Terego) and Arua.

Refugee Law Project is implementing a three-year project that started on 20<sup>th</sup> June 2020 and will end on 30<sup>th</sup> July 2023. The project, “**Improving access and retention in inclusive education for refugee children with disabilities**”, ( Funding ID: 4696505) is funded by the Comic Relief. The project is implemented in the refugee-hosting districts of Kampala and Isingiro (Nakivale) with a total budget of £337,130.

The project has four change areas:

1. Refugee Children with disabilities access and remain in inclusive quality education
2. Education system has capacity to deliver safe and inclusive quality education for refugee children with disabilities.
3. Children with disabilities and their caretakers access timely and appropriate support to improve their physical, psychological and social functionality.
4. key stakeholders effectively champion social accountability and implementation of policies and commitments on inclusive education

#### **2. PURPOSE OF FINAL END OF PROJECT INDEPENDENT EVALUATION**

- a) The purpose of this final evaluation report is to:
- b) Provide a **synthesis** of project achievements, challenges and learning – to what extent have project outcomes been achieved, and for who? Have there been any unexpected outcomes?

- c) **Assess and verify the quality of the information** generated by the project by undertaking a quality assessment of: Project MEL systems (validity and reliability of data collection, storage and analysis; effectiveness of processes to use and sharing of information)
- d) **Assess project delivery** (i.e. was the project delivered within appropriate quality standards and according to plans, or where adaptations were made that this was done on the basis of appropriate data and learning)
- e) **Assess value for money** in terms of economy, efficiency, effectiveness and equity
- f) **Provide** an assessment of the **sustainability** of project activities or results
- g) **Present recommendations** to strengthen future work
- h) Gather **feedback on Comic Relief's approach** as a grant-maker: did their grant management approach help or hinder the project?

### 3. EVALUATION CRITERIA

In assessing project performance, the final end of project independent evaluation must follow The Organisation for Economic Co-operation and Development (OECD) six evaluation criteria: relevance, efficiency, coherence, effectiveness, impact and sustainability.

#### a) Relevance:

- i. Are those changes (outcomes) relevant to people's needs?
- ii. What was the overall theory of change for this project? Has it been effective in bringing about lasting change? Were there any gaps?

#### b) Efficiency:

- i. Has the project been cost effective?
- ii. What specific measures can be taken to enhance value for money in delivering project results?

#### c) Coherence

- i. To what extent has the project contributed to the achievement of broader national and international policies, conventions, targets etc in the country/ies where the project is working?
- ii. To what extent has there been cooperation with other organisations/actors working on the same thematic components (in terms of complementarity, harmonisation and co-ordination with others) ?

#### d) Effectiveness:

- i. What have been the most effective methodologies and approaches the organisation used to bring about changes to people's lives? What has worked and what has not? What lessons have been learned? Who have they been shared with?

- ii. How have relationships between partners throughout the relationship chain (lead partner-delivery partner(s)-target groups) helped or hindered the delivery of change /outcomes?
- iii. How effective have the project's management, monitoring and learning systems been? How have they helped or hindered the delivery of lasting change?

**e) Impact:**

- i. To what degree have project outcomes been achieved? Were there any unexpected outcomes?
- ii. Who has benefited (women, men, girls and boys, or people who identify differently) and in what ways?
- iii. Have there been changes to policies, practice and attitudes of decision and policy makers to benefit the project's target groups?
- iv. To what extent has the achievement of the changes/ outcomes been influenced by external context and other factors?

**f) Sustainability:**

- i. Are the project outcomes likely to be sustainable in the medium to long term?

**3. EVALUATION OF COMIC RELIEF APPROACHES**

In addition to OECD evaluation the consultant will evaluate comic relief approaches as follows:

- a) How has Comic Relief's approach to grant management (e.g. individual work with grantholders, and learning activities with other funded organisations) helped or hindered the delivery of lasting change?
- b) Are there any other ways in which Comic Relief has helped or hindered the delivery of change?

**4. SCOPE OF WORK**

The final end of project independent evaluation will be conducted in Kampala and Isingiro districts. The proposed duration of the assignment is 51.5 days and shall cover indicators in all the four outcome areas/change areas. The key stakeholders shall include RLP staf, refugee children with disabilities in and out of school, their caretakers and teachers, medical staff in hospitals to which RLP makes referrals, UNHCR and Implementing Partners, District Local Government officials in the respective districts, the Office of the Prime Minister, and support groups and school management committees among others.

**6. METHODOLOGY**

The selected consultant will be required to prepare a detailed evaluation methodology in collaboration with RLP staff. The evaluation will be conducted in a participatory manner by engaging stakeholders at different levels and ensuring that they share their views and contribute to the evaluation. The final end of project independent evaluation will apply both quantitative and qualitative data collection methods. Safeguarding must be considered and prioritised throughout the evaluation process. The consultant is required to use a robust and acceptable formula to determine the representative sample have a say about the implementation

**7. DELIVERABLES**

- a) The work plan of the evaluation with timelines and activities
- b) Inception report
- c) First Draft of Evaluation report for comments
- d) Final Evaluation report
- e) PowerPoint presentation of final evaluation findings to RLP Management and funder

**8. Safeguarding**

Refugee Law Project is committed to protecting children against all forms of exploitation and abuse, and to promote their wellbeing. All staff, volunteers, researchers, consultants, internees, partners and service providers are required to adhere to the RLP safeguarding policies. In this regard, the consultant will review the RLP child safeguarding policy and other policies enshrined in the human resource manual and adhere to them in their work. The evaluation process will follow among others two main safeguarding principles;

- 1. The do no harm principle; which will require that nothing done during the evaluation process leads to harming the child, and other beneficiaries
- 2. Best Interest of the Child; any engagement with children during the evaluation process right from planning to field work will apply best interest principle. All beneficiaries that will interact with the consultant during the evaluation will give their written consent by signing a consent form.

RLP is committed to child safeguarding and therefore expects aspiring candidates to be aware and adhere to the RLP safeguarding policy and procedures.

**9. DURATION OF CONTRACT**

This consultancy will be for a maximum of two and half months ( 40 days).

<b>Deliverables</b>	<b>Number of days</b>
<b>Phase 1: Preparation</b>	
Drafting ToR	0.5 days
Review and approval of ToR	5 days
Run advert for ToR in print media & other RLP platforms	10 days
Shortlist potential consulting groups	2 days

Conduct interviews & select suitable consulting group	2 days
Consulting group signs contract	0.5 days
<b>Phase 2: Inception</b>	
Briefing of consulting group	0.5 days
Desk review of project documents by consulting group	3 days
Inception report delivered	2 days
Finalize workplan & methodology with RLP	3 days
<b>Phase 3: Data collection</b>	
Data collection in 2 districts (Kampala & Isingiro-Nakivale)	10 days
<b>Phase 4: Analyse data and report</b>	
Data entry & analysis	5 days
Submission of draft report before the presentation	1 day
Presentation & validation of findings	1 day
Submission of 2 <sup>nd</sup> draft report	3 days
Submission of final report	3 days
	Total days = 51.5

## 9. CONSULTANT'S PROFILE

- a) Post-graduate qualification in Monitoring and Evaluation and/or relevant field or extensive experience in leading Monitoring and Evaluation of programmes.
- b) Proven knowledge of Uganda's refugee situation, inclusive education and persons with disabilities programming
- c) Minimum of 5 years working experience in Uganda.
- d) Knowledge of different research and evaluation methodologies.
- e) Fluency in English, both spoken and written.
- f) Excellent communication and analytical skills.
- g) Minimum of 7 years of experience in evaluation of forced migration projects
- h) Experience working in the evaluation of large, multi-objective projects (preferably with some experience of Comic Relief, EU, USAID, DFID-funded projects).
- i) Knowledge of refugee operations and programs.
- j) No conflict of interest.

## 10. LIMITATIONS OF USE AND CONFIDENTIALITY OF INFORMATION OBTAINED

The consultant shall not use the information obtained from the course of their work for tender, research, or any other purpose or transmit the same to a third party without permission from Refugee Law Project.

## 11. OBLIGATIONS OF THE PARTIES

a) The Consultant

The lead consultant will assume overall responsibility for the evaluation deliverables.

b) The Client

RLP will support all stages of the evaluation process, including providing relevant documentation, supporting of the processes for data collection (giving contact details, ensuring the availability of interviewees and relevant data, providing feedback on drafts of all agreed outputs, including methodology).

The RLP Senior Management Team will guide the evaluation, and they will:

- Provide inputs into the Inception Report and the proposed methodology and tools
- Provide inputs into the draft evaluation report to be incorporated by the Consultant
- Provide inputs and sign off final deliverables (inception report, final report)

## 12. BUDGET AND PAYMENT SCHEDULE

The consultant shall submit a budget that includes professional fees, travel costs, accommodation and administration costs.

a) 20% upon contract signing.

b) 30% upon submission of a draft report after review of database and other relevant documents.

c) 50% upon submission and acceptance of the final report.

d) Refugee Law Project at Makerere University reserves the right to withhold all or a portion of the payment if performance is unsatisfactory or if outputs are not achieved.

If interested, please send the following to [recruitment@refugeelawproject.org](mailto:recruitment@refugeelawproject.org) by 21<sup>st</sup> July 2023:

- A short expression of interest outlining your approach, proposed methodology, proposed timeframe, and work plan;
- Indicative budget;
- CVs of proposed team members;
- Letters of reference from at least two referees;
- Certificate of completion of previous project evaluations;
- A sample of your most recent evaluation report