

TERMS OF REFERENCE FOR FINAL EVALUATION OF PROJECT

CONTRACTOR: ADPP

PROJECT: "Community Centres for Development of Competencies in Mozambique"

LOCATION OF THE ACTION: Provinces of Maputo (Machava), Manica (Chimoio), Nampula (Nacala) and Sofala (Nhamatanda)

DURATION OF THE CONSULTANCY: 23 days

EXPECTED START DATE: **23 May 2016**

BACKGROUND

ADPP is a Mozambican Non-Governmental Organization established in 1982. ADPP's overall mission is to promote the equitable social and economic development of the people of Mozambique, in particular those in most vulnerable positions: children, orphans and the rural poor, especially women and girls in order to ensure that they can participate on equal terms in the development of the country and enjoy their human rights to the fullest.

ADPP works in all the 11 provinces of Mozambique and is affiliated to the Federation of Humana People to People. ADPP's work in Mozambique is broadly set out in four main sectors: (i) Education, (ii) Health including HIV and AIDS, TB, (iii) Agriculture, and (iv) Rural Development and Renewable Energies.

ADPP's strategy is grounded on a Rights based approach and solidary humanism, which seeks to achieve sustainable change through empowering people and enabling them to find solutions to their challenges. ADPP's motto "People to People" best sums up the work done mainly at grass root level.

ADPP has been implementing "**Community Centres for Development of Competencies, (CCDC)**" project since November 2012 in Chimoio, Machava, Nacala and Nhamatanda Vocational schools. This project is funded by the European Union with the aim of addressing the problem of high unemployment rates caused by the lack of skilled workforce and limited number of workplaces. This was to be achieved through establishing 4 Community Centres for Development of Competencies which developed business and technical vocational education and training activities that respond to local labour market demand and produce relevant and useful professional skills both in the formal and informal sectors, including self-employment or set up their own businesses. Machava and Nacala CCDC courses ran until the end of March 2016, after being awarded a no cost extension by the European Union. The other two centres of Chimoio and Nhamatanda ran from November 2012 to October 2015 according to the initial contract agreement.

This project responded to the call of government that all vocational training centres should start providing short courses benefitting in particular local youth and local communities through providing training for employment as well as training farmers and other producers so that they could be competitive producers and entrepreneurs. The project also responded to the need to coordinate training by the involvement of private sector in the definition of skills need (through a market survey and workshops with private sector) as well as matching professional training to the economy and work market demands.

In ADPP's instance, the CCD centres were created as annex to existing infrastructures as a starting point to maximise these existing structures and existing financing from ADPP as the funding from the EU was limited and directed for specific activities.

In line with the contract with the European Union Delegation to Mozambique, the project is scheduled to conduct a Final project Evaluation at the end of the contract period. At the beginning of the project, a market survey was conducted. During the course of implementation, annual reports were produced references from which relevant information can be sourced for trends and comparative analysis of results.

PROJECT OBJECTIVES

The project sought to stimulate the creation of employment through the delivery of market-relevant vocational training to adults and youth, men and women, in Mozambique. The project will support the beneficiaries to find employment or set up their own businesses, generate incomes and raise their standards of life and those of their families. The project's long term goal is to raise the qualifications of the workforce, stimulate entrepreneurship and contribute to poverty reduction in the target areas of the project.

Specific Objective 1: Improve employability of adults and youth through the creation of Community Centres for Development of Competencies.

Results

- 1.1. 4 CCDCs established in the existing schools of ADPP: Vocational School in Machava (Maputo), Vocational School in Nhamatanda (Sofala), Secondary School in Chimoio (Manica), and Teacher Training College in Nacala (Nampula).
- 1.2. 3 market-relevant courses developed in each of the 4 CCDCs in cooperation with the private sector and the local authorities,
- 1.3. 3.500 adults and youth trained in market-relevant business and vocational skills in the period of 3 years
- 1.4. 20% of the graduates found employment

Specific Objective 2: Promote development of micro and small enterprises by the graduates of the CCDCs

Result 2

- 2.1. 3.500 youth and adults trained to apply for micro credits and district development fund loans (cooperation will be established with the local authorities to facilitate the process of applying and allocation of the funds for the project's participants),
- 2.2. 50% of the graduates establish micro or small enterprises or improve the income generating activities that they already had

Specific Objective 3: Promote the self-sustainability of the CCDCs

Result 3

- 3.1. Staff trained in management of CCDCs, including the development of a business activity to cover the running costs of the centres,
- 3.2. 4 CCDCs establish Income Generation Activity (IGA) in order to cover the basic running costs of the centre (part of the profit coming from own production of the centre, part from fees paid by the centre's graduates for using the equipment of the centre to produce goods for sale and/or from scholarships paid by the district or the private sector – companies that pay for the training of their staff),
- 3.3 The model of the CCDCs disseminated to other stakeholders through meetings/workshops, publication and film about the good practice of the project.

PROJECT COMPONENTS

The project has the following key activities:

1. Recruitment and placement of project team of: 1 Project Coordinator, 4 CCDC managers, 8 full-time facilitators (+ technical persons contracted temporarily – approx. 20 hours per centre per month), 1 Administration Officer, 1 Accountant and 1 Cashier
2. Small improvements on the sites where the CCDCs will function

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3. Training and capacity building of the project team in project management and business skills management
 4. Market research
 5. Selection and design of appropriate courses / development of curriculum, as well as equipping the workshops appropriately
 6. Meetings of the CCDC managers and facilitators to exchange experiences (3 times in the 1st year of the project and twice a year in the 2nd and 3rd year)
 7. Publicity of the centres in the provinces including inauguration of the centres
 8. Recruitment of participants (students)
 9. Delivery of the business, micro credit schemes vocational short-term (3 months) courses
 10. Internships for the graduates in the private sector
 11. Annual workshops with private sector
 12. Quarterly meetings with the local authorities and micro credit institutions
 13. Follow-up session to coach the participants to run and develop their businesses/Income Generation Activities
 14. Identification and start-up of a market-relevant Income Generating Activity at each CCDC
 15. Monitoring and Evaluations of the project
 16. Production and dissemination of a publication and film about the good practice of the project
 17. Final workshop with stakeholders

SCOPE AND FOCUS OF THE CONSULTANCY

- Assess the extent to which the project achieved the intended results and present a full report with results and objectives not achieved and whether there were any unexpected results
- Determine who has benefitted (women, girls, men and boys) and in what ways
- Look at efficiency and effectiveness issues looking specifically at project planning approaches, execution and financial management and provide recommendations for consideration for this project and for general ADPP use in other projects
- Determine the strengths (including successful innovations and promising practices) and weaknesses of the implementation and monitoring of the project
- Determine the project contributing to integrating vulnerable groups' access to employment / entrepreneurial skills and the effectiveness of the methodologies used. What has worked and what has not worked? What lessons have been learned and who have they been shared with?
- Determine project contribution to involving the private sector and local authorities to respond to high unemployment among youths, and assess how beneficiaries, communities and private sector stakeholders value the work of the CCDCs. What has worked and what has not worked?
- Provide actionable and practical strategic recommendations on how ADPP and its partners can use the learning from this project to strengthen future work

PROCESS AND METHODOLOGY

The evaluation exercise will employ both quantitative and qualitative assessment methods. We require a participatory methodology whereby the work engages all key stakeholders including beneficiaries, trainers / facilitators, community members, private sector partners, local government staff and ADPP staff. The consultant will collect primary data from direct beneficiaries of the project and also use secondary data. The consultant will: • develop evaluation tools, methodology and a schedule of field activities. The consultant should include: a) an overview of the project b) Expectations of the Evaluation c) Team Composition and Roles and Responsibilities d) Evaluation Methodology e) Evaluation Matrix with questions f) Information Collection, Analysis and Reporting g) Work Scheduling • Use participatory/consultative methods (including but not limited to – pictures, case studies) and should provide details of the approach/methods to be used.

Stakeholder Participation: The key participants of the exercise will include the adults and youth who are direct beneficiaries, local authorities, and relatives of the direct beneficiaries, private sector companies,

other NGO representatives, ADPP staff, and EU representative. Participatory methodologies should be used during the exercise. These should be defined in the proposed methodology.

To conduct this work, the consultant will have access to all the documents related to the project (full proposal, narrative and financial reports, workshop reports).

DELIVERABLES

A final evaluation report in English of not more than **20 pages** in length should be produced and submitted to ADPP. The report should be jargon free and contain an Executive Summary, Findings, and recommendations presented against each specific objective / result. The analysis of achievements should be reported with relevant data with information on how this has been sourced. Recommendations should include details as to how they might be implemented. Annexes can be outside this page limits with technical details, list of informants and work schedule. The report must include:

1. Title page
2. Table of Contents / Figures & Tables
3. Abbreviations / Acronyms
4. Executive Summary (not more than 2 pages)
5. Background and a short introduction to the projects
6. Evaluation methodology
7. Findings
8. Lessons learnt
9. Case Studies
10. Conclusions and summary of recommendations
11. References

REQUIRED QUALIFICATIONS, applicants should possess the following qualifications and experience:

- University degree in education, social sciences, business administration, economy and other related areas
- Demonstrable track record in working with vocational skills training projects or small business development and entrepreneurship and of working with diverse populations from various cultural and economic backgrounds
- Excellent monitoring and evaluation skills
- Good research and monitoring and evaluation skills including usage of participatory methodologies
- At least 5 years' experience in carrying out project reviews and similar analytical exercises including proven work with the logical framework approach
- Experience in producing quality and accurate reports for high level clientele
- Highly driven, dependable and results oriented
- Excellent verbal and written skills in English and Portuguese are essential

TIME FRAME AND FEES

No	Activity	Days
1	Revise documents, develop and refine tools, logistics & report framework Field activities schedule completed including meeting ADDP Maputo team	4
2	Field visits/ interviews for data collection	10
3	Data Analysis and report preparation	4
4	Report presented to ADPP project team for internal review with a Power Point presentation	1
5	Revision of report with input from ADPP including preparation of lesson sharing document preparation	1
6	Finalisation and submission of final report	3
	Total Number of Days	23

HOW TO APPLY:

Recruitment and appointment

The selected candidate will be contracted for 23 person days and will commence work shortly after recruitment. A service contract will be signed between consultant and ADPP. Applications must include detailed curriculum vitae with three references (two professional and one personal) along with a 3 page proposal outlining how and they intend to accomplish this task. Please provide professional fee including costs for food and accommodation expectations per day while other terms to be discussed in person. The budget should not exceed 7,000 Euros in total. The local flight and accommodation costs will be covered by ADPP.

Interested consultants should send their application letters and CVs individually or as a team to mzikazi.ntuli@adpp-mozambique.org by the **17th of May 2016**. Only short listed candidates will be contacted.

