

TERMS OF REFERENCE

Programme ARTXCHANGE - Connecting creative youth in Africa and Europe

Location: Nairobi (Kenya) and Mogadishu (Somalia) and virtual

Duration and Modality: 30 days (In person in Kenya and Virtual in Somalia and other countries)

Reports to: CISP MEAL Manager

Objective: End line evaluation

1. Background

CISP – Comitato Internazionale per lo Sviluppo dei Popoli (International Committee for the Development of Peoples) is a rights-based international NGO established in 1983 in Rome. CISP implements humanitarian, rehabilitation, and development projects through its cooperation with public and private local actors in over 30 countries globally. Since 1997 CISP has been working in Kenya to carry out projects in areas of development by supporting national and county authorities to provide quality, equitable, transparent, and accountable services in various sectors. Over the past 23 years CISP Kenya has expanded its activities across more than 12 Counties in both rural and urban areas in various sectors of intervention, including Agriculture and Food Security, Conservation, Livelihoods, Health and Nutrition, Protection (children, refugees, GBV), Education (early childhood, university), Governance, and Arts and Culture.

CISP is currently implementing a 30-month project titled 'ARTXCHANGE - Connecting creative youth in Africa and Europe' in Nairobi and Mogadishu with the support from European Union (EU). The project is implemented through a consortium of partners with the objective of enhancing inclusion, empowerment, and connection for youth in the creative sector in Africa and Europe by supporting young creative professionals, CSOs and organizations and promoting collaboration, capacity building and exchanges in Kenya, Somalia, Italy, and Sweden.

The project is implemented in partnership with: -

1. The GoDown Arts Centre

The GoDown Arts Centre is home to Kenyan creativity in arts and media it was established in 2003, has contributed significantly to the growth, recognition, and visibility of local artists. Their Programs: training and development of artists, creative entrepreneurship, visual art exhibitions, local events, and community mobilization. Their role within the projects is 1) Capacity Building of creative youth and CSOs, 2) Organization of creative workshops and networking events, 3) Support innovative productions and cultural business incubators and 4) Organization of cultural events

2. Somali Academy of arts and Science

The Somali Academy of Sciences and Arts is an independent, non-profit, professional institution dedicated to research, innovation and promotion of science, culture, and preservation of the Somali cultural heritage.

Thanks to the contribution of CISP and European Union, the Academy resumed its activities in December 2016, after 25 years of inactivity due to the civil war. Strategic partner in the cultural sector in Somalia, is the most relevant local institution in the Country. Their role within the project is 1) Support policy development in liaison with Somali authorities, 2) Mobilization of Somali young creatives, CSOs and stakeholders, 3) Support the organization of training and networking events in Somalia and 4) Offer spaces for Youth Hub

3. Natverkstan

Nätverkstan Kultur is a Cultural and Civil Society Organization based in Sweden that provides services and projects within the independent cultural and civil society field. The main areas of focus: education and training, accounting services, Media lab, international exchange, Art and entrepreneurship, cultural project management, cultural economics and policy, leadership within cultural organizations. Their role within the project is - 1) Capacity building of creative youth and CSOs in Sweden and Kenya, 2) Creative and cultural entrepreneurship and management trainings and 3) Support in the mobilization of cultural organizations, art institutions, authorities, and private enterprises for exchanges

4. Coopculture

This is a Cooperative operating in the heritage and cultural activities sector in Italy. It Offers answers and solutions from the perspective of integration between cultural heritage, culture, tourism, and local economy. Special attention to local communities in all of their aspects: families, young people, children, the elderly and immigrant communities. Their role in the project is - 1) Strategic support and liaison with Italian authorities and stakeholders, 2) Trainings on cooperative model, capacity building exchanges and networking in Kenya and 3) Organization of intercultural international events in Europe

CISP as the project lead seeks the services of a professional consultant to provide support in external endline project evaluation of the **ArtXchange** project.

	Project/Department _ Intervention Logic
Overall Project Objective	To enhance inclusion, empowerment, and connection for youth in the creative sector in Africa and Europe.
Specific Project Objectives	To support young creative professionals, CSOs and organizations, by promoting collaboration, capacity building and exchanges in Kenya, Somalia, Italy, and Sweden.
Relevant Project Result Areas	▪ Increased access to capacity and skills development opportunities for youth and youth-led organizations in the creative sector in East Africa. ▪ Increased access for young creatives in East Africa to professional networks/ platforms, job, and market opportunities in the creative sector locally and internationally. ▪ Promoted intercultural dialogue and inclusion through co-production of innovative and impactful creative events and projects by and for youth in East Africa and Europe.

2. Objective of the Assignment

CISP is seeking a consultant/s to verify the relevance of the project with respect to the problems faced by the target group, the coherence of the implemented action to the set objectives and results, the effectiveness and efficiency of the action, the impact and sustainability of the project in the long term. The measurement of the impact will be based on the objective and result indicators set and agreed with the donor. Furthermore, the evaluations will aim to:

- a) Assess the Relevance, Coherence, Effectiveness, Efficiency, Impact and Sustainability of the project.
- b) Ensure sound administrative and financial management.
- c) Evaluate the outcomes and impact achieved (intended or unintended) by the project
- d) Provide information about how the project activities can be better aligned with policies and guidelines.
- e) Identify best practices and lessons learnt that came out of the project and propose practices that can be scaled up in future programming.

3. Scope of Services, Deliverables & Timelines

The consultancy will deliver the services for 30 days in the month of September 2022 (at the end of the project). The main expected outcomes from this assignment which will be physical evaluation for Nairobi and virtually in Somalia and Europe are detailed in the tables below:

Scope of Services		Deliverables	Timeline						
Design, plan and conduct the project final evaluation at the end of the project. The evaluation strategy should correspond to the project's operational context, learning and operational needs. The evaluations should be guided by well-known approaches and theories, such as the Capability Approach, with the aims of: a) Measuring the performance of the project according to DAC criteria (Relevance, Coherence, Effectiveness, Efficiency, Impact and Sustainability) and b) Identifying best and promising practices for replication and dissemination The key questions (following DAC criteria) that should be answered by the evaluations include the following, divided into categories of analysis: <table><tr><th>Evaluation Criteria</th><th>Mandatory Evaluation Questions</th></tr><tr><td>Relevance</td><td> 1. To what extent was the project strategy and activities implemented? 2. To what extent do achieved results (project goal, outcomes, and outputs) continue to be relevant to the needs of the targeted beneficiaries? </td></tr><tr><td>Coherence</td><td> 1. To what extent is the project compatible with other interventions in the sector? </td></tr></table>		Evaluation Criteria	Mandatory Evaluation Questions	Relevance	1. To what extent was the project strategy and activities implemented? 2. To what extent do achieved results (project goal, outcomes, and outputs) continue to be relevant to the needs of the targeted beneficiaries?	Coherence	1. To what extent is the project compatible with other interventions in the sector?	1. An inception report detailing the approach and methodology to be used and sample size calculations, a detailed execution plan and data-collection tools. 2. Collected data (raw) after analysis submitted to CISP alongside the final evaluation report (in soft and hard copies). 3. A preliminary report of findings gathered during the endline evaluation for validation workshops. 4. An updated project logical framework based on the findings.	30 days - to be completed by 30 th September 2022
Evaluation Criteria	Mandatory Evaluation Questions								
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Coherence	1. To what extent is the project compatible with other interventions in the sector?								

	2. To what extent is the project consistent with intervention by other actors in the sector.	5. A final full-length technical evaluation report (in soft and hard copies) of the endline evaluation intended for CISP, the consortium partners and the donor. 6. A summarized version of the endline evaluation report in a visually pleasing, graphically designed, and digestible format intended for external dissemination	
Effectiveness	1. To what extent were the intended project goal, outcomes and outputs achieved and how? 2. To what extent did the project reach the targeted beneficiaries at the project goal and outcome levels? How many beneficiaries have been reached? 3. To what extent has this project generated positive (or negative) changes in the lives of targeted (and untargeted) beneficiaries. Please describe those changes. 4. What internal and external factors contributed to the achievement and/or failure of the intended project goal, outcomes, and outputs? How?		
Efficiency	1. How efficiently and timely has this project been implemented and managed in accordance with the Project Document? Specifically have resources been used well and strategies to implementation been appropriate. 2. How could the efficiency of the project be improved without compromising outputs? 3. How adequate were the reporting and monitoring systems of the project?		
Impact	1. What are the unintended consequences (positive and negative) resulted from the project?		
Sustainability	1. How are the achieved results, especially the positive changes/ models generated by the project to be sustained after this project ends?		

	2. How strong are the relationships with government, other agencies, and Civil Society Organization (CSOs) that can be improved (in terms of partnerships, collaboration, networking, and coordination)?		
Knowledge Generation	1. What are the key lessons learned that can be shared with other practitioners and stakeholders in the arts and creative sector? 2. Are there any promising practices? If yes, what are they and how can these promising practices be replicated in other projects?		
The evaluations should also include recommendations for learning purposes, as well as flagging and analysis of issues where management and strategic attention is required in future programming.			

4. Consultancy timeframe

The consultancy shall run for 30 days, with preference made for a service provider that can optimize the timing to reduce the total number of days by finding synergies between the partners in Nairobi and Mogadishu.

Before commencing the tasks, the Consultant should develop and share plans with CISP (project lead), which will coordinate the feedback of partners and key stakeholders in Nairobi, Mogadishu, and Europe for any comment/inputs in order to validate the plan.

5. Consultancy delivery methodology

In addition to attending briefing meetings, the consultant will develop an evaluation methodology; the below methodologies will be utilized but not limited to.

- i. Desk review
- ii. Sites visits and Observation
- iii. Semi structured interviews and focus group discussion with beneficiaries
- iv. Staff, project partner and other relevant stakeholders Interview
- v. The consultant is responsible for data collection, analysis and interpretation of the data and writing of the final report

The Service Provider will make its own logistic arrangements and cover all relevant expenses associated with the service, including data collection in the field and training, and meeting logistic expenses. CISP, and its partners will assist in the provision of requisite background information and, where possible, will link up the Service Provider with beneficiaries. CISP and partners will facilitate contact with key stakeholders.

6. Contract Award Criteria

The contract will be awarded based on the following evaluation process in chronological order:

- a) Preliminary Evaluation:** Applications will be assessed against the application instructions (see below, “preliminary evaluation table below”). Non-compliance or lack of meeting any of the minimum requirements will result in automatic disqualification of the application. Applicants that comply with all the minimum requirements will pass on to the Technical Evaluation stage.
- b) Technical Evaluation:** Applications that pass the preliminary evaluation will be assessed only on their Technical Proposal. Only applications that obtain a score of over 30 out of 50 or higher on the Technical Evaluation will proceed to the Financial Evaluation.
- c) Financial Evaluation:** Applications that proceed to the Financial Evaluation stage will be assessed on their Financial Proposal against the application instructions. Non-compliance or lack of meeting any of the minimum requirements for the Financial Proposal will result in automatic disqualification of the application. The final selection will be based on the principle of “best value for money” i.e., achieving desired outcome at lowest possible fee.

1) Preliminary Evaluation		
	Yes/No	Comments
Name/firm has been verified on EU website www.sanctionsmap.eu and certified it is not in the sanctions List		
Cover page is submitted		
A detailed technical proposal		
A financial proposal		
CV of the applicant (s) including 2 referees		
Two Letters of recommendations from Companies/Organizations served in the past three years are included in the application		
At least two samples of previous work are included in the application		
Tax Compliance Certificate is included in the application		
At least 5 years of experience in conducting evaluations		

2) Technical Evaluation		
	Maximum Score	Comments
Adherence to ToR's specifications: a clear understanding of required deliverables.		
Technical experience in Project's evaluation, MEAL tools, etc.		
Excellent report writing		
Compliance with intended completion date and demonstrated optimization of the workplan		
Experience in youth empowerment preferably in Kenya and somalia or more countries		
Excellent understanding of qualitative & quantitative data analytical skills		
Understanding of art for social change methodologies		

3) Financial Evaluation		
	Yes/No	Comments
The Financial Proposals is inclusive of all costs required to render the services and achieve the deliverables of this TOR.		
The currency used for the Financial Proposal is in Kenya Shillings and should include all relevant taxes.		

7. Payment

Parties will agree on a payment schedule with the successful candidates based on the achievement of set milestones. The applicants are encouraged to propose the payment schedules in their financial proposal. Please note this will not affect the selection.

8. Service Provider Profile

The profile of the Service Provider must meet the following minimum requirements:

- Minimum of a bachelor's degree in Arts and culture, economics, social sciences, statistics, education, or any other relevant field.
- At least 5 years' experience of conducting program evaluations / impact evaluations with a focus on both qualitative and quantitative approaches.
- Excellent command of written and spoken English.
- Preferable with good understanding of at least one local language either Swahili or Somali. (Having both is an asset)
- Good understanding of youths programming, arts, and culture in the region particularly Kenya and Somalia context (particularly creativity among youth)
- Well versed in the use of appropriate analytical software as will be appropriate for a mixed methods study.
- Strong analytical and reporting skills

9. MODE OF APPLICATION

Applications should be submitted on or before 17:00 EAT (20th July 2022) via email as follows:

TO kenya@cisp-ngo.org

CC andrew.chemoiywo@cisp-ngo.org

All applications must include all of the following:

1. Cover letter (maximum 1 page)
2. Technical Proposal – technical proposal must include the following: -
 - a. Profile of the Service provider with particular emphasis on previous experience in this kind of work
 - b. Description of the proposed approach with clear justifications, understanding of the TOR and the tasks to be accomplished, highlighting the bidder experience and qualified personnel to perform all aspects of the assignment and deliver the services.
 - c. Description of how you intend to manage the remote evaluation in Somalia and Europe
 - d. Proposed workplan for the assignments.
3. Financial proposal: A quote that should be inclusive of all costs required to render the services. The currency used for the Financial Proposal should be in Kenya Shillings should including all relevant taxes.

Note that: The above attachments are requirements including the other mandatory documents for preliminary evaluation.

At the discretion of CISP, applicants may be invited to supply additional information on the contents of their proposal during the Evaluation and award process; this will be communicated via email should need arise.

CISP is strongly committed to ending child abuse, all forms of sexual exploitation and abuse, and to building a work environment that is safe and welcoming for all, where sexual harassment does not take place. The desired candidate for any position should share and support this commitment in all aspects of their personal and professional behavior. Any history implicating that the applicant has a history of child abuse, sexual exploitation and abuse, or sexual harassment, is a reason for excluding him or her from employment with CISP.