

TERMS OF REFERENCE

to conduct an outcome harvesting of the CAPABLE project

1 BACKGROUND

Foundation for Partnership Initiatives in the Niger Delta (PIND) is a Nigerian non-profit Foundation established in 2010 with initial funding by Chevron Corporation to support a portfolio of socio-economic development programs for Nigeria's Niger Delta in order to improve standards of living of communities in the region. PIND supports projects in collaboration with a diverse range of donor partners including bilateral and multi-lateral aid agencies, federal and state government agencies in Nigeria, private companies and foundations. With an overarching goal of increasing income and employment in the region, the Foundation uses regional knowledge to understand the root causes of economic instability and forge community owned, market-driven, sustainable results. Its activities fall under four distinct but interrelated program areas:

- An **economic development program** focused on generating opportunities for pro-poor market development and employment generation.
- A **capacity building program** that will build the service delivery and engagement capacity of government, civil society and communities.
- A **peace-building program** that strengthens conflict resolution mechanisms for enabling integrated peace and economic growth.
- An **analysis and advocacy program** that improves analysis and understanding of systemic constraints to growth in the Niger Delta region.

Back in 2011, stakeholders' consultations showed that the weak capacity of Niger Delta-based civil society organizations was a major concern as development within the region would be impossible without their engagement and assistance. In response, PIND launched the Capacity Building for Local Empowerment (CAPABLE) initiative in 2012 to upgrade the institutional and technical capacities of local civil society and business membership organizations to enhance their competitiveness in accessing development resources and improve service delivery in communities where they operate.

Evidence of what works, particularly how organizations that benefited from the CAPABLE interventions are providing improved services to their constituencies has been generated through an instrument that captures only the perception of the organizations / service providers. Understanding, documenting and communicating what works are important dimension of the CAPABLE, therefore other instruments of evidencing are being considered, including studies which capture significant changes resulting amongst target groups of benefiting organizations and the contribution CAPABLE has made to catalysing these changes.

2 PURPOSE OF ASSIGNMENT

The objective of this consultancy is to prepare a detailed report which captures significant changes experienced by the target groups of CAPABLE benefiting organizations, the perceptions of these groups on the quality of services received, and the contribution played by the CAPABLE intervention in bringing these changes about.

Specifically, the assignment will validate the reports from the organizations trained under the CAPABLE initiative and supported to provide improved services to their constituents by exploring and verifying:

1. **What has changed**, looking at the situation (not limited to the knowledge base of individual beneficiaries but also taking into account other sources of information) before and after the engagement/participation of the organizations in different CAPABLE training programs.
2. **What caused the change**: How the changes have been achieved/happened? (i.e. what *specific* services (activities) were provided by these organizations?) What other factors apart from CAPABLE inspired interventions led to the changes?
3. **How the different people have experienced the change**, with a particular focus on hearing from those who have been reported by the CAPABLE project staff and benefiting organizations to have changed and those in their sphere of influence who are experiencing the change.

The study will focus on the last 4 years of implementation (2015 – 2018) of the CAPABLE project and its findings and recommendations will inform ongoing programming and review of CAPABLE approach and its evidencing strategy.

3 SCOPE OF WORK

The study will broadly follow an Outcome Harvesting¹ approach process and thus involve the following steps:

1. **Design of the Outcome Harvest:** The Consultant/s will develop the study methodology and questions to guide the study based on agreement reached with PIND on what information needs to be collected and from whom to answer the questions.
2. **Review of documentation and draft outcome descriptions:** The Consultant/s will review the data that the key actors (i.e. CAPABLE benefiting organizations) make available and identify and draft outcome descriptions and what these benefiting organizations did to contribute to them. This will inform the areas to be investigated further through the additional data collection and will inform the question guides for the FGDs with informants (target populations of the benefiting organizations).
3. **Data collection and substantiation:** The Consultant/s will select the outcomes to be verified in order to increase the accuracy and credibility of these outcomes. Where possible, the Consultant/s will obtain additional data in the field to verify and substantiate the data by engaging directly with target populations of the CAPABLE benefiting organizations through FGDs and IDIs.
4. **Report production:** The Consultant/s will prepare a report that have analytical depth and well evidenced using the data collected/collated. The report will only capture *related* issues arising from the study that are pertinent to CAPABLE project and informative to PIND.

¹ Outcome Harvesting collects (“harvests”) evidence of what has changed (“outcomes”) and, then, working backwards, determines whether and how an intervention has contributed to these changes.

4 ACTIVITIES AND TIMELINE

Time inputs for two consultants are in the table below. The scope of work above is broken down to key activities, with the total number of days required to deliver each:

Description of activities		Level of Effort
T1.	Attend a briefing meeting with PIND to clarify the expectations from the assignment.	1 day
T2.	Design of the outcome harvest – to define methodology for the study and tools and other necessary materials.	2 days
T3.	Review of documentation and drafting of outcome descriptions to update the T2 materials.	3 days
T4.	Implement data collection and substantiate the outcomes identified in T3.	6 days
T5.	Analyze data and produce a draft report.	4 days
T6.	Make presentation of headline results to PIND and CAPABLE benefiting organizations.	1 day
T7.	Incorporate comments from PIND and partners, and submit final report.	1 day

5 DELIVERABLES

Deliverables stated in the table below are directly linked to specific tasks in previous section. Due dates are tentative and dependent upon contract execution in July 2019:

Item		Due date
D1.	Inception report with detailed methodology and outcome description. <i>Relates to T1 – T3</i>	23rd July 2019
D2.	A well-written draft report, with a description of the methodology used, inclusive of summaries of case studies and conclusions. Written in English for a non-academic audience. <i>Relates to T4 – T5</i>	30th August 2019
D3.	PowerPoint of key findings. <i>Relates to T6</i>	10 September 2019
D4.	Final study report which can be considered as publishable in various media outlets and is intended for a non-academic audience. <i>Relates to T4 – T5 & T7</i>	30 September 2019

6 DURATION

The Consultant/s in discussion with PIND will agree to a suitable timeline and schedule for the assignment. The consultancy is expected to last for a period of 18 *paid* days.

7 COSTS

The interested individual(s) or firms will propose daily fees that are based on prevailing market rates.

PIND Foundation will make arrangement for in country accommodation and transportation during the field missions. Where the Consultant is not Nigerian-based, insurance and tax will be covered by Consultant.

8 QUALIFICATIONS / SELECTION CRITERIA

Given the objectives, scope of work and expected outputs of this assignment, the Consultant/s are expected to possess relevant qualifications and extensive work experience in measuring social impact and evaluations, and a good understanding of social accountability.

Preference will be given to individuals with evidence of undertaking similar task. The Consultant/s should have the following qualifications and experiences:

- A proven academic and professional record, with extensive knowledge and experience in the fields of development studies, management, social sciences, or development communications.
- At least eight years of experience in evaluation of development programs and a bias towards using outcome harvest approach.
- Strong critical analysis and demonstrated excellence in preparing reports in a clear and concise manner.
- Ability to communicate effectively with and relate to people of different cultures, demonstrating ability to see issues from others' perspectives.
- Availability to complete the work before **30 September 2019**.

9 HOW TO APPLY

Interested persons should submit the following application documents:

- A. Expression of interest (maximum 4 pages sides of A4) a) detailing how the Consultant/s meets the selection criteria and b) their understanding of the TOR and methodology.
- B. Copy of CV of the consultant/s who will undertake the assignment (maximum 6 sides of A4 each);
- C. Financial proposal detailing consultant/s itemized fees;
- D. One recent example of similar report written by the applicant (if joint authored to include a description of the role of the named consultant(s) in the report);
- E. Contact details of two independent referees

In addition, these mandatory items **MUST** be submitted along application documents:

1. Certificate of business registration (for firms) / Means of personal identification (for individuals)
2. Profile of organization or CV of the individual consultant(s) as in B aforementioned
3. Most recent Tax clearance certificate
4. Tax identification number
5. Full physical contact address
6. Bank reference letter
7. Bank details as follows:
 - i. Name of Account
 - ii. Account Number
 - iii. Name of Bank
 - iv. Address of Bank

The application documents should be sent no later than Monday 15th July 2019 to procurement@pindfoundation.org

Non-Discriminatory Clause:

PIND Foundation provides equal opportunity in employment and engagement for all persons, vendors and contractors, and prohibits unlawful discrimination and harassment in all aspects of contractual engagement or employment because of age, sex, gender, marital status, disability, nationality, race, religion or any fact.