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## **INVITATION FOR PROPOSALS FOR EXTERNAL ENDLINE EVALUATION**

Young Men Christian Association (YMCA) of Liberia invites proposals from consultants to conduct an external endline evaluation of a project funded by United States Agency for International Development (USAID). The project is implemented by YMCA.

The purpose of this endline evaluation is to assess the impact of the intervention, determine whether the project achieved its targets and if structures are in place to sustain results.

Candidates should study the Terms of Reference below and submit an initial proposal to YMCA of Liberia, which could lead to an invitation to attend an interview.

The initial proposal should include:

- (1) a cover letter setting out your qualifications, experience and suitability for this task, as well as two suitable contacts who can give a professional reference on your recent work as a consultant or in a salaried role;
- (2) your CV;
- (3) a document explaining the methodology that you would use, the number of days work and timeline;
- (4) A detailed budget.

In advance to submitting the initial proposal, candidates can write to YMCA Liberia to request the project MEL Plan and an overview of output level progress for reference.

Candidates must have extensive knowledge of, and experience in, peacebuilding efforts in Liberia as well as a proven track record in Monitoring and Evaluation and similar consultancies.

A shortlist will be drawn up of prospective candidates who will be invited for interview.

Candidates should send their initial proposals and/or inquiries to:

Benedict D Seekey (Project Manager, YMCA Liberia) [benedict@ymca.org.lr](mailto:benedict@ymca.org.lr)

Jerry G Paye (Director of Programs, YMCA Liberia) [jerry@ymca.org.lr](mailto:jerry@ymca.org.lr)

Amanda K Amah (MEAL Officer, YMCA Liberia) [amanda@ymca.org.lr](mailto:amanda@ymca.org.lr)

**[The deadline for submissions is Friday 18 June 2021.](#)**



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## **TERMS OF REFERENCE EXTENRAL ENDLINE EVALUATION**

### **‘ Community Dialogues for Conflict Mitigation and Reconciliation Program (CDRP): Strengthening Social Cohesion and Building Trust and Safety in Six Counties, Liberia’**

#### **1. INTRODUCTION AND BACKGROUND**

In October 2018, YMCA of Liberia with technical support from ZOA Liberia, started the implementation of the CDRP project in eight project locations across six counties in Liberia. The three-year project is funded by USAID and aims to create safe spaces where meaningful reconciliation can take place, and in which social cohesion and intergroup harmony can be fostered. Building on this basis, the project also aims to increase cooperation, safety and trust between communities, civil society and government through facilitating positive and inclusive encounters and dialogues. The CDRP project strengthens processes of reconciliation and conflict resolution in Liberia at individual, family, community and institutional / local governmental levels.

The project has the goal of ‘facilitating a process wherein community members can address the underlying causes of conflict and trust, regain dignity and enable trust, reduce social and mental distress by giving new and adequate meaning to conflicts caused by religion, land or lack of trust in project locations. YMCA focus on two intermediate result:

- Intermediate Result1: Social relationships at household, community and school levels improved.
  - ✓ Output indicator 1: Number of students participating in peace clubs
  - ✓ Output indicator 2: Number of individuals in targeted communities participating in CBS
  - ✓ Output indicator 3: Number of US Government supported events, trainings, or activities designed to build support for peace or reconciliation among key actors to the conflict
- Intermediate Result 2: Functional institutions/existing traditional conflict resolution mechanisms improved:
  - ✓ Output indicator 4: Number of new groups or initiatives created through USG funding, dedicated to resolving the conflict or the drivers of conflict
  - ✓ Output indicator 5: Number of community leaders participating in community leadership forum
  - ✓ Impact indicator: Percentage of participants reporting a positive change in solving conflicts at household level.

Under output indicator one, peace clubs have been formed in 160 schools. Peace club members and mentors have received training in peace building and conflict resolution. Peace clubs meet regularly and develop action plans to address conflict issues at schools and in the wider community.

Under output indicator 2, facilitators have been trained on the principles of Community Based Sociotherapy (CBS) and on how to facilitate sociogroups. Seven cycles with a total 728 sociogroups have been implemented. Each sociogroup has between 12 and 15 participants and sessions run for a period of 15 weeks.

Under Output Indicator 3 & 4, we have established Community Steering Groups in the counties that have engaged in community activities aimed at addressing peace and conflict issue in the communities.

Under output indicator 5, Community Leaders Forums (CLFs) have been organized across the eight project locations. Participants in these activities include community leaders, CBS members, elders, women and youth group leaders, security sector staff, peace club mentors and student



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representatives, school authorities, the media, religious leaders and local authorities. The intention of the forum is to promote dialogue and strengthen relationships amongst communities and their leadership, to enable communities to identify issues affecting the community that could lead to conflict and come up with ideas on how to resolve those issues and promote joint community action in resolving issues that affect the community.

In February and March 2019, a baseline study was carried out that provided data on a set of indicators related to each of the outputs in line with the project's logical framework. Between February and March 2021, a data quality assessment was conducted, which reviewed progress against targets, preliminary impact and provided recommendations for the improvement of the project. The end line evaluation is expected to build further upon this.

## 2. OBJECTIVES AND SCOPE OF THE EXTERNAL END LINE EVALUATION

The objective of the external endline evaluation is to assess the impact of the intervention and provide learning. While specific measurement against the logical framework is important, the aim of the endline evaluation is as well is to look beyond this and see how the project is functioning within the broader peacebuilding landscape. To this end, the evaluation should be structured around the OECD DAC principles of effective evaluations.<sup>1</sup>

The main categories the evaluation should thus cover:

- Relevance: did the intervention do the right things?
- Coherence: How well does the intervention fit?
- Effectiveness: did the intervention achieve its objectives?
- Efficiency: How well were resources used?
- Impact: What difference does the intervention make?
- Sustainability: Will the benefits last?

Furthermore, the evaluation is expected to assess linkages between the project outcomes, to evaluate whether the Theory of Change is valid. Since the COVID-19 pandemic has largely interfered with programming, YMCA expects the consultant to investigate the impact of COVID-19 on programming and project outcomes.

The project is implemented in eight project locations in six counties: Montserrado (Jacob town/Somalia drive and Todee), Bong (Gbarnga and Totota), Bomi (Tubmanburg), Lofa (Foya) , Nimba (Senniquellie) and Grand Gedeh (Zwedru). Data collection for the end evaluation is expected to take place in at least six out of eight project locations covering all six counties.

## 3. METHODOLOGY

The consultant will develop the methodology and approach to carry out the endline evaluation. YMCA will provide input and assist in reviewing the methodology and tools before providing approval. The following aspects should at least be considered in the methodology:

- The use of secondary data, such as project reports, field mission reports, the baseline study, Data quality assesment report and any other relevant document;
- Collection of qualitative and quantitative data among project stakeholders, which include CBS trainers, facilitators and participants, peace club members and mentors, CLF participants and project staff. During the evaluation, a data quality assesment has been implemented to establish baseline values and to assess progress against targets. The consultant is expected to employ similar methods to provide endline values. Qualitative methods will be used to add to the quantitative data and to gain a more holistic understanding of the project impact.

Due to the COVID-19 outbreak in Liberia, the above-mentioned methodology aspects might not be feasible; in particular, primary data collection, which includes field travel and face to face meetings.

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<sup>1</sup> <https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm>



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YMCA therefore requests flexibility of the consultant in adapting methodologies and timelines according to the evolving situation. In the development of the methodology it is key to consider government regulations and restrictions, and to adhere at all times to COVID-19 safety and preventive measures as to minimize the risk of spreading COVID-19.

#### **4. DELIVERABLES**

The consultant is responsible for providing the following deliverables:

- Inception report submitted the week after contract award to confirm the methodology and logistics behind the rest of the consultancy.
- Draft evaluation report, structured around the OECD guidelines for effective evaluations, but also explaining the methodology and limitations. The report should not exceed 20 pages (excluding annexes) and the detailed structure/chapter headings should be agreed with YMCA.
- A revised and final evaluation report after any clarifications have been sought.
- The project logframe including endline values
- Presentation of results and discussion of findings for project staff and other relevant stakeholders;
- Excel spreadsheet with quantitative and qualitative data gathered during the evaluation.

#### **5. TIMELINE**

- The deadline for submission of bids is 17:00 (GMT) 18 June 2021.
- The contract is expected to be awarded 25 June 2021
- The deadline for the inception report 09 July 2021
- The deadline for the first draft of the report is 09 August 2021
- The final report and presentation should be complete before 27 August 2021

#### **6. BUDGET**

The following guidance notes are to help with the preparation of the budget in line with expectations.

- The budget must include all costs incurred by the consultant; including the hiring of enumerators, accommodation, transportation and other requirements of the evaluation.
- Implementation of quantitative and qualitative data collection methods.
- Data is expected to be collected in all six counties in at least six out of the eight project locations.