

TERMS OF REFERENCE (TOR) FOR PHASE-OUT PLAN EVALUATION.

NAGURU TEENAGE INFORMATION AND HEALTH CENTER (NTIHC) EVALUATION OF 2021 – 2023 PERIOD

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| Project | Adolescent Sexual Reproductive Health and Rights (ASRHR) |
| Organization name & Address | Naguru Teenage Information and Health Center (NTIHC). P.O Box 27572, Kampala. Tel: 0393216467 www.ntihc.or.ug |
| Supported by | Embassy of Sweden: Swedish International Development Agency (SIDA) |
| Evaluation period | January 2021 to March 2023 |
| Contact Person | Executive Director - Naguru Teenage Information and Health Center (NTIHC). |

Mode of application.

Applicants are encouraged to submit the detailed Technical and financial proposals including a filled-in bid form to info@ntihc.or.ug, attach detailed CV including three contacts for professional referees and at least three references based on prior works on a similar activity. Three hard copies of the proposal must also be submitted to the head office located at Kiswa HCIII, Bugolobi. Applications should be addressed to The Executive Director, Naguru Teenage Information and Health Centre. All submissions should be on mail and hard copies.

Closing date: 28th October 2022 17:00 hrs

SECTION 1: INTRODUCTION AND BACKGROUND

1.1. Introduction

In 2020 Naguru Teenage Information and Health Centre (NTIHC) developed a two- and half-year phase-out plan (2021 – 2023). With the phase-out plan expiring in March 2023, NTIHC is prepared to conduct a final evaluation of the Plan; referred to here as “Evaluation of the Phase-out Plan”. The Evaluation is aimed at determining the **Impact and Relevance** of NTIHC programming on Adolescent Sexual and Reproductive Health and Rights (ASRHR) in Kampala and Surrounding Districts in central regions of Uganda and the **Readiness** of NTIHC to transition beyond core support from Embassy of Sweden. The Evaluation will guide future ASRHR program of NTIHC, acting as one of the key reference documents for development of a new funding proposals and sustainability plans.

This ToR is developed to guide implementation of the evaluation process. With this ToR, NTIHC is soliciting for consultancy service to conduct the evaluation as stipulated herein.

1.2. Background

Naguru Teenage Information and Health Centre (NTIHC) was founded in 1994 under Kampala City Council. At that time it was located at the Naguru Health Centre IV in Nakawa Division. In 2009, NTIHC shifted to Kiswa Heath Centre III in order to give way for the construction of a district hospital. Over time, NTIHC has developed into a fully-formed information and health centre and an organisation with a wider programme on adolescent sexual and reproductive health and rights. In 2014 NTIHC completed a major step in its development by formally registering as an NGO.

Throughout its programming, NTIHC is focused to delivering Sexual and Reproductive Health (SRH) services to adolescents and young people (10 - 24) years as its primary beneficiaries. NTIHC envisions “A society of young people who are empowered in Adolescent Sexual Reproductive Health and Rights (ASRHR)”. The Mission is to advocate for and promote access to quality Adolescent Sexual and Reproductive Health Services and information to young people.

The goal of the phase-out plan is Empowering young people for good health and well-being
The phase out plan has 4 objectives:

1. To increase access and utilization of youth friendly health services by 15% in the 32 supported public health facilities and their catchment areas in 9 districts in Central Uganda.
2. To empower young people with SRHR information in the communities of the catchment areas of the 32 supported public health facilities in the 9 districts of central Uganda

3. To promote an enabling environment for young people in the communities of the catchment areas of the 32 supported public health facilities in the 9 districts of central Uganda to exercise their rights.
4. To sustain NTIHC operations and activities as per Strategic Plan 2021-2025.

With this Phase-out Plan, NTIHC is implementing service delivery activities in Kampala and 8 selected districts in the central region, as well as promoting an enabling environment for young people in the communities of the catchment areas of the 32 supported public health facilities in the 9 districts of central Uganda to exercise their rights.

This phase-out evaluation will focus on the entire NTIHC program activities implemented from January 2021 to March 2023.

The rational of the Evaluation

The evaluation is an opportunity for reviewing the phase-out implementation approaches and strategies of sustainability beyond the core funding from Embassy of Sweden and **defining the YFS model championed by NTIHC** including accomplishments for the implementation period 2021 - 2023, as well as challenges faced and how the challenges have been solved during implementation. The evaluation will measure the achievements of the project against the set outcomes and related indicators, as well as record lessons learnt and make recommendations.

The evaluation will also attempt to inform NTIHC's positioning and realignment of the current strategic plan that will be used for mobilization of funding.

1.3. Evaluation purpose and Intended users

1.3.1. Evaluation Purpose

The purpose of the evaluation is to review and analyse the projects **relevance, effectiveness efficiency, sustainability** and **impact**. It will also evaluate the phase-out plan's results, achievement of objectives and impacts/outcomes and its effects with a focus on young peoples' sexual and reproductive health and rights. It will also identify possible lessons learned, and recommendations for modification/improvements in design and methodologies used.

The evaluation is expected to generate relevant findings, lessons, and recommendations which will inform future programme design in the area of adolescent sexual and reproductive health and rights which will be shared with key stakeholders at the district and national level.

The Objectives of the evaluation are;

1. To measure the achievement and outcomes and to identify NTIHC's contribution to overall impact in promoting reproductive health rights among young people in Uganda especially on access and utilization of SRH services.

2. To define the costed YFS model being implemented by NTIHC.
3. To ascertain the extent to which the goals and objectives of the phase-out plan have been met, challenges observed and how they were solved.
4. Identify lessons learnt and explore potential for sustainability and scale-up of developed practices and services by Ministry of Health at national and district level through enabling policy and economic environment.
5. Provide recommendations for improving program quality and program accountability to beneficiaries (especially young people) and contribute to wider learning within NTIHC.

The Consultant will use the five criteria set out by the Development Assistance Committee (DAC) of the Organization for Economic Cooperation and Development (OECD) to conduct the final evaluation. The five evaluation criteria are: Relevance; Effectiveness; Efficiency; Impact and Sustainability. For each of the criteria, the Consultant will get specific information on the organization's performance from beneficiaries, partners and stakeholders. Below is the specific information that should be collected under each criterion.

- **Relevance**
- **Effectiveness:**
- **Efficiency:**
- **Impact:**
- **Sustainability:**

1.3.2. Intended Users of the Evaluation

The primary intended users of the evaluation are:

- Naguru Teenage Information and Health Center (NTIHC)
- The Embassy of Sweden in Uganda (ES)

The evaluation is to be designed, conducted and reported to meet the needs of the intended primary users and thus the consultant is required to elaborate on how the above purpose will be achieved in the evaluation process.

Other users that should be kept informed about the evaluation include:

- Ministry of Health of Uganda and other development partners
- Kampala Capital City Authority (KCCA), department of public health and supported KCCA health centers.
- Local governments and management of district health offices especially in the 8 project districts in central region of Uganda

SCOPE OF THE EVALUATION

The evaluation will examine the results achieved by the project. It will explore programmatic changes achieved by the project as well as impact on targets. The evaluation will include in-depth discussions with young people, service providers and government officials, implementing partners, communities and other relevant key stakeholders. It will also review some of the M&E data. It will also incorporate the findings from the various reports, reviews and project documents. It is expected that the evaluation will cover project locations in supported districts.

The Consultant's Deliverables

1. Provide an inception report highlighting understanding of the TORs for the external evaluation proposed methodology and plan for execution framework including the tools for data collection and detailed evaluation work-plan. This may include working with NTIHC team to refine the evaluation design and sharpen the methodology and tools to be used including questions.
2. The consultants will review and analyse existing project documents provided by NTIHC and manage the field data collection, analysis and report writing with support from NTIHC team.
3. Evaluate overall impact in relation to the phase-out plan design and approaches applied. Assess as to whether the phase-out plan contributed in a meaningful way to the achievement of its overall vision.
4. Assess the overall achievement and effectiveness of the phase-out plan in relation to stated objectives, outcomes and impact. Provide reasons for achievement or non-achievement of the objectives.
5. Assess the added value of the phase-out plan interventions to Uganda conducted through its supplementary role in promoting young people's sexual and reproductive health and rights specifically the youth between 10 -24 years.
6. Identify the best practices and lessons learnt from the plan that can be replicated and/or scaled up elsewhere.
7. Define the YFS model being implemented by NTIHC
8. Provide explanations on the cost effectiveness and efficiency of the project.
9. Make recommendations, conclusion and how to sustain the project interventions
10. Debriefing NTIHC, Embassy of Sweden, incorporate feedback and update the report.
11. Moderate Evaluation workshop to present and validate the evaluation report
12. Submit final report with the analysis and conclusions of the evaluation process.

NTIHC is responsible to:

1. Provide relevant project documents (Strategic plan, phase-out plan, semi/annual narrative reports, annual budgets & workplans, activity/training reports, minutes, monitoring and evaluation plans and other relevant project deliverables.)

2. Provide list and set appointments with key respondents, collaborators, implementing partners, Government officials and other stakeholders who the Consultant agrees with NTIHC to meet and interview.
3. The NTIHC team will be available for interviews, guiding the consultant to meet key stakeholders, acquire documents created by the project or elsewhere but relevant to the consultancy and other support to enable the consultant to get required information.
4. Inform the consultant about the programme's operations and objectives, characteristics of the target population, and the benefits that programme expects from the evaluation.
5. Provide feedback to the consultant throughout the evaluation period
6. Provide information to all partners before and after the evaluation process.
7. Plan for consultative and debriefing sessions with the consultant at various times during the evaluation and at its conclusion.
8. NTIHC and the ES will review the inception note and draft evaluation report.

EVALUATION DESIGN AND METHODOLOGY

The consultant will design a methodology that is suitable and acceptable for conducting scientific enquiry, using relevant evaluation methods and techniques. We propose a combination of approaches that is focused on estimating the size of effect (Robert Coe 2002, effect size estimation) and quantifying the differences caused by NTIHC's intervention on targeted population (Card and Krueger 1994, Difference in Differences), before and after the plan period. However, this may be discussed and agreed by the consultant and NTIHC with the aim of ensuring that every possible source of important document is consulted. The evaluation shall be carried out through analysis of available project documents and other documents considered necessary by the consultant and NTIHC. To ensure the methodology is participatory, interviews shall be carried out with, but not limited to project beneficiaries, representatives of the organization, strategic partners, and other relevant stakeholders.

The evaluation shall be carried out based on a gender and rights perspective, i.e. analysis made and findings presented shall consider the involvement of males and females as well as their communities.

This evaluation will involve methodological triangulation of both qualitative (In-depth interviews and focus group discussions) and quantitative (Interviews) approaches. The consultant will prepare or adopt appropriate tools, which cover the key areas identified in the scope of work and key tasks of the Evaluation.

Stakeholders involvement

The consultant shall visit the field areas and meet the beneficiaries in their various categories and other stakeholders. He/she shall apply participatory methods to gather

information useful for the analysis and final assessment. Stakeholders who will be involved will include:

1. Young people including key population and vulnerable groups
2. NTIHC Staff and the Board
3. Supported Health facilities (Health workers & Peer Educators)
4. Local Government Authorities of the supported districts
5. Ministry of Health Ministry of Health
6. Ministry of Education and sports
7. Ministry of Gender labor and social development
8. Multilateral and Bilateral development partners working on young people's sexual and reproductive health and rights i.e (ES, UNFPA, CARE International in Uganda...)
9. CSOs supported by the project

EVALUATION QUALITY

The evaluation shall conform to OECD/DAC's Quality Standards for Development

The inception report will form the basis for the continued evaluation process and shall be approved by NTIHC & ES before the evaluation proceeds to implementation. The inception report should be written in the English language and cover evaluability issues and interpretations of evaluation questions, present the methodology, methods for data collection and analysis as well as the full evaluation design. A specific time and work plan for the remainder of the evaluation should be presented which also cater for the need to create space for reflection and learning between the intended users of the evaluation.

The final report shall be written in the English language and be professionally proof read. The methodology used shall be described and explained, and all limitations shall be made explicit and the consequences of these limitations discussed. Findings shall flow logically from the data, showing a clear line of evidence to support the conclusions. Conclusions should be substantiated by findings and analysis. Recommendations and lessons learned should flow logically from conclusions. Recommendations should be specific, directed to relevant stakeholders and categorized as a short-term, medium-term and long-term.

Geographical Coverage

The evaluation will be conducted in sampled project supported districts and other areas based on may be discussed with NTIHC. This evaluation will majorly cover 24 sub counties in 8 districts in central region and 5 divisions of Kampala where NTIHC currently implements ASRHR program.

TIMEFRAME

The consultants shall prepare and submit a preliminary work-plan and budget for the evaluation. He /She shall accomplish the work within an agreed timeframe of not more than **30 days** (approximately four weeks) including weekends, public holidays and travel time.

This will involve travels to various areas (within the supported districts), to consult and interview various people, conduct desk reviews, analysis, preparation of a draft report, discussions with stakeholders for feedback on draft and preparation of the final report.

A brief inception report shall be submitted to NTIHC and shared with Embassy of Sweden before commencing the field work.

The Consultant will submit draft reports to NTIHC which will be shared with Embassy of Sweden for review and feedback.

The Consultant(s) will submit a consolidated final evaluation report days after receiving feedback and inputs from NTIHC and Embassy of Sweden.

The Final Evaluation report shall be submitted for approval to NTIHC, not later than **31st January 2023**.

Table below lists key deliverables and timelines for the evaluation process

| Activity | Responsibility | Timelines | | | |
|--|----------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | | Oct | Nov | Dec | Jan |
| Run an advert for Expression of Interest & uploading of ToR | NTIHC | 17 th – 21 st | | | |
| Receipt of proposals | NTIHC | 24 th – 28 th | | | |
| Analysis of proposal | NTIHC | | 31 st – 2 nd | | |
| Communicating to the successful consultant | NTIHC | | 4 th | | |
| Inception meeting with consultant (consultant presents the inception report) | NTIHC and consultant | | 7 th | | |
| Consultant reviews and finalizes inception report | Consultant | | 8 th – 10 th | | |
| NTIHC reviews final report | NTIHC | | 11 th –4 th | | |
| Final inception meeting and sign contract | NTIHC & consultant | | 15 th | | |
| Implementation of Evaluation | Consultant | | 16 th - 15 th | | |
| Writing Evaluation report | Consultant | | | 16 th – 30 th | |
| Submit Draft Evaluation report | Consultant | | | | 2 nd |
| Review Draft report | NTIHC | | | | 2 nd –13 th |
| Review meeting on Draft report | NTIHC and consultant | | | | 17 th |
| Finalize and Submit fair draft of report | Consultant | | | | 18 th – 20 th |

| | | | | | |
|---------------------------------------|-------------------------------|--|--|--|------------------------------------|
| Present Fair Evaluation report | NTIHC, ES, Board & Consultant | | | | 24 th |
| Review and finalize Evaluation report | Consultant | | | | 25 th –30 th |
| Submit Final evaluation report | Consultant | | | | 31 st |

Reporting format

The report shall present the methodology, main findings, discussion and conclusions, and include recommendations essential for future development and implementation. The evaluation report shall be written in English and shall have the following structure:

Main sections:

1. Executive Summary- Summary of the end-of-funding evaluation with emphasis on main findings
2. Evaluation Background:
3. Assessed interventions - description of the assessed interventions, its purpose, logic, history, organization, stakeholders and other relevant information
4. Methodology and approaches
5. Finding/ Results
6. Lessons Learnt - general conclusions including a reflection on the project's response to the midterm evaluation
7. Recommendations

The evaluation report shall not exceed 40 pages, excluding annexes.

After completion of field work and analysis of the information collected the consultants will submit a draft report. The draft report will be submitted to NTIHC electronically no later than **2nd January 2023**.

Within one week after receiving the draft, NTIHC and Embassy's comments will be shared on the draft report; a final version shall be submitted to NTIHC, again electronically and in 2 hardcopies not later than **31st January 2023**. The **Final Report** must be presented in a way that enables publication **without further editing**.

RESOURCES

Detailed total budget for the assignment, with figures inclusive of all taxes shall be indicated by the consultant. Budget to cover professional and reimbursable costs. Budget to be expressed in UGX with a proposed payment schedule linked to key consultancy deliverables.

ORGANISATION OF THE EVALUATION & MANAGEMENT

This evaluation is commissioned by NTIHC, supported by the Embassy of Sweden. The two agencies form a steering group which has contributed to and agreed on this ToR. The role of

the steering group is to evaluate consultants and approve the inception report and the final evaluation report. The steering group will be participating in the start-up meeting of the evaluation as well as in the debriefing workshop where preliminary findings and conclusions are discussed.

Contact persons and decision-making

1. The consultant(s) will report directly to, and address any Administrative decision - making issues to, the NTIHC Executive Director, Dr. Rodgers Ampwera, P.O. Box 27572 Kampala, rampwera@ntihc.or.ug, cc. Head of Programs, sasiimwe@ntihc.or.ug
2. The consultant(s) will report directly to, and address any Evaluation Technical issues to, the Monitoring and Evaluation Manager, Mr. Silas Isabirye, P.O. Box 27572 Kampala, sisabirye@ntihc.or.ug cc. Executive Director & Head of Programs (NTIHC).
3. The consultant(s) will report directly to, and address any financial decision-making issues to, the Head of Finance NTIHC, Mr. Richard Guma, P.O. Box 27572 Kampala, rguma@ntihc.or.ug, cc. Executive Director & Head of Programs (NTIHC)

PROFILE OF CONSULTANT

The NTIHC procurement process will be used in identifying the successful consultant to execute this assignment. The consultant should not be affiliated or representing the organization in anyway. In terms of team composition, the consultants are expected to have the following key qualifications.

1. Minimum of a Postgraduate qualification (Masters in Humanities or Public Health) or any other related field.
2. An evaluation specialist, knowledge and demonstrated experience in monitoring and evaluation methodologies including Results based management frameworks.
3. With over 10 years' experience in conducting project evaluations and in particular evaluating sexual reproductive health and development programmes.
4. Excellent research and analytical skills, in both qualitative and quantitative methodologies.
5. Sound experience in institutional development assessments
6. Clear understanding of expected role of civil society in development process
7. Sound experience in conducting project end term evaluations of Adolescent Sexual and Reproductive Health programmes would be an added advantage

The consultants are expected to have a sound background and good knowledge of the following areas;

1. Program monitoring and evaluation
2. Participatory methodologies
3. Organizational development

4. Financial management
5. English language proficiency
6. Computer skills especially the use of statistical analysis software packages for qualitative and quantitative data analysis