



**Spotlight
Initiative**
*To eliminate violence
against women and girls*



Terms of Reference (ToR) for the Final External Evaluation of the Project:

“Action to Eliminate Violence Against Women (ATEVAW)”

in Cross River State,
(Ogoja, Boki, Bekwarra & Yala), Nigeria.

Implemented by
Centre For Women Studies and Intervention (CWSI)

Funded by
The UN Trust Fund and Spotlight Initiative.

Implemented between
1/1/2020 – 31/12/2022



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LIST OF ACRONYMS AND ABBREVIATIONS

African Women Development Fund (AWDF)
Catholic Agency for Overseas Development (CAFOD).
Centre for Women Studies and Intervention (CWSI)
Civil Resource Development and Documentation Centre (CIRDDOC)
Civil Society Organizations (CSOs)
Community Development Associations (CDA)
Complaint Response Mechanism (CRM)
Cross River Women Empowerment Network (CWEN)
Female Genital Mutilation (FGM)
Female Genital Mutilation/Cutting (FGM/C)
Fundamental Rights Awareness for Sustainable Development (FRASUD)
Gender Equality and Women Empowerment (GEWE)
Justice Development and Peace Commission (JDPC)
Law Enforcement Agents (LEA)
Local Government Areas (LGAs)
National Agency for the Prohibition of Trafficking in Persons (NAPTIP).
Non- Governmental Organization (NGO)
Safety, Access, Dignity and Inclusion (SADI)
Sustainable Development Goals (SDGs)
United Nations Population Fund (UNFPA)
Violence Against Women /Girls (VAW/G)
World Health Organization

Background and context

1.1. Background and context of the project

Traditional attitudes by which women are stereotyped and regarded as subordinate to men perpetuate VAW/G, such as family violence, harmful widowhood practices, forced/early marriage and female genital mutilation (FGM). Such practices are used to justify protection or control of women. The effect of such violence on the physical and mental integrity of women is to deprive them of equal enjoyment, exercise and knowledge of human right and fundamental freedom. subjection of women and girls to harmful traditional practices in Nigeria is widespread. One of the most serious discriminatory and harmful traditional practices affecting women and girls in Nigeria is FGM. Ekajok community in Ogoja local government area of Cross River state has been credibly identified as one location where FGM is still being practiced. This proposal seeks to initiate and implement an intervention project towards eliminating VAW and FGM in 4 local governments of Cross-River state which are Ogoja, Boki, Yala and Bekwarra. An earlier study jointly published by UNICEF and National planning commission of Nigeria (2001) says that FGM is widely practiced in Nigeria which due to its large population has the highest absolute number of cases of FGM in the world accounting for about one quarter of the estimated 115 – 130 million FGM cases worldwide. More recent research titled 'The consequence of genital mutilation on women in Cross River state' was authored by three University of Calabar Dons and published in the international Journal of academic research in progressive education and



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development 2012. The research which was on the prevalence of FGM showed that younger generation of girls were more vulnerable to FGM. The Critical gaps that this project is intending to address are: No Government policy to ensure proper sexuality Education to sensitize youth on the dangers of FGM and VAW/G Acute lack of Legal aid for women and survivors of VAW/G. Lack of Government intervention programmers' or Civil Society towards eliminating VAW/G and FGM in the proposed target communities. Absence of women's voices, input, lack of community awareness and participation in taking a stand against obnoxious traditional practices that inhibit women development and constitute violence against women. Existence of typical patriarchal customs and gender stereotypes that exacerbate violence against women and detrimental to the achievement of gender equality. Furthermore, violence against women was heightened by COVID 19 pandemic, as families lost monies, suffered from isolation, domestic violence sexual abuse, intimate partner violence, two-thirds of them never receive any kind of support because they were excluded on the basis of gender during the COVID-19 pandemic.

The project locations were in four (4) Local Government Areas (LGA) of Cross River State (Ogoja, Bekwarra, Boki and Yala). Within the target location, specific attention was given to Ekajok communities where Female Genital Mutilation (FGM) exist. The overall goal of the project is to see that women and girls in four local government areas live in communities where human rights and dignity of persons are upheld and respected. This project is a practical and right – based project, which aims at eliminating FGM within Ekajok communities in Ogoja LGA and Violence Against Women /Girls (family violence, harmful widowhood practices and forced/early marriage) through Advocacy, intergenerational dialogue, sensitization, capacity building and multi-sectoral action. The direct beneficiaries of this project include rural women and girls, youths and adolescents. Others are adult men and women/ girls with disabilities. Expected result is that beneficiaries adopt a change in behavior towards FGM/C and become advocates against VAW and FGM; thus, the women and girls through new knowledge and education acquired will take a stand against the practice of FGM, have their voices amplified and strengthened to denounce VAW/G. Women and girls will key into and own the project and use available platforms as a means of eliminating violence against women for instance, reporting and tracking incidences of violence as well as defending their rights where necessary. More so, the women will form a formidable group that will enhance their collective and individual initiatives to eliminate FGM/C and VAW/G within their communities. Among our partners mentioned for this proposal, is the CATHOLIC AGENCY FOR OVERSEAS DEVELOPMENT (CAFOD). These partners will play the vital role of sustaining the project and its results within the target communities especially when the project has ended.

Project details	
Organization	Centre For Women Studies and Intervention (CWSI)
Title of the project	Action to Eliminate Violence Against Women (ATEVAW)
Project duration	3 years (1/1/2020 – 31/12/2022)
Geographical areas	The project location is in four (4) Local Government Areas (LGAs) of Cross River State (Ogoja, Boki, Bekwarra & Yala). Nigeria
Specific forms of violence addressed by the project	Violence in the family, Harmful practices, forced marriage, Female genital mutilation/cutting
Main objectives of the project	<u>Overall objectives:</u> To see that women and girls in the four local government areas live in communities where human rights and dignity of persons are upheld and respected



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Description of targeted primary and secondary beneficiaries	Primary beneficiaries of the project include: Adolescent girls (10-17)-600, Women and girls in general-800, women/girls with disabilities-20, women/girl’s survivors of violence-40. While Secondary beneficiaries will include men, male youths, Adolescent boys and few women-440
Total resources allocated for the project	\$411,566
Key partners involved in the project	Centre For Women Studies and Intervention (CWSI), Cross-River Women Empowerment Network (CWEN), Community Development Associations (CDA)/ Age Grade Group & Catholic Agency for Overseas Development (CAFOD)

1.2. Strategy and Theory of Change/Results chain

The overall goal of the project is to see that Women and girls live in communities where human rights and dignity of persons are upheld and respected. In order to achieve this goal, CWSI will work to end FGM in Ogoja (Ekajuk communities) and VAW/G in four LGA (Ogoja, Boki, Bekwarra and Yala) in Cross-River State through changes in perception of the communities’ obnoxious traditional behavior and harmful practices.

The key theory of change for this project is that “if women’s rights groups and CSOs knowledge and capacity are strengthened and work in partnership, with effective advocacy and platforms to influence stakeholders/duty bearers” then, the communities will change behaviors on FGM and other VAW/G

Project Goal	Women and girls in four local government areas (Boki, Bekwara, Ogoja and Yala) live in communities where their human rights and dignity are upheld and respected		
Outcome 1	women, girls, boys and men in the target local government areas support actions to end VAW/G.	Output 1.1	women and girls who have participated in project dialogue/ training have knowledge on their rights and feel empowered to take a stand against VAW/G.
		Output 1.2	Primary/secondary students have increased understanding of human rights and become champions/vanguards of ending VAW/G.
		Output 1.3	Men and male youths in 4 Local Government Areas have increased understanding of gender issues and VAW/G.
Outcome 2	Traditional leaders, Law enforcement and legal agents as well as women and Human rights groups have improved capacity on monitoring, reporting and enforcement of women's rights.	Output 2.1	Traditional leaders have knowledge of existing laws on women's rights and know how to develop community laws/ Code of Conduct to eliminate VAW/G in their communities
		Output 2.2	Law enforcement agents, women groups, paralegals, human rights groups know how to monitor and report incidents of VAW/G
Outcome 3	Women groups and CSO's networks effectively, advocate for Gender Equality and women's empowerment and for ending VAW/G with relevant stakeholders at community level.	Output 3.1	Women groups and CSOs have enhanced knowledge on gender equality and women's empowerment and on ending violence against women

Our project outcomes are:

- Improved prevention of VAW/G through changes in behavior, practices and attitudes
- Improved reporting, monitoring and enforcement of women's rights.
- Strengthened women groups and CSOs influence and advance progress on GEWE.

The results are:

1. Improved prevention of VAW/G through changes in behavior, practices, and attitudes: The result will be women and girls who are now bold enough to resist the traditional practices that lead to VAW/G. Secondary school students now engage in activities that promote behavioral changes in communities. These activities would range from peer-to-peer discussion, school dramas. The achievement of this outcome will be coordinated by CWSI and CWEN. CWEN will be responsible for mobilization of the project participants while CWSI will provide capacity strengthening.

2. Improved reporting, monitoring and enforcement of women's rights: Based on the knowledge acquired under result 1, incidences of women rights violations are reported timely and law enforcement agencies respond by enforcing the necessary sanctions after due investigations. In other to achieve this result, CWSI in collaboration with its paralegals and human rights group will monitor and report violations and abuses. They will also follow up on the enforcement of the law. CAFOD will facilitate development of community code of conduct, rules and regulations on the protection of women's right. CWEN will provide the safe space for women and girls and support for survivals.

3. Strengthened women groups and CSOs influence and advance progress on Gender Equality and Women Empowerment: This result aims to provide a platform for the engagement of duty bearers by CSOs and women groups. Through their influence and advocacy, CWSI anticipate that the 16 communities will be



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transformed to become places where the rights of women and girls are respected. CWSI, CWEN, and CSOs will lead the advocacy.

2. Purpose of the evaluation

To make an assessment, as systematic and objective as possible, of the above-mentioned project, its design, implementation, and results. The aim is to determine the relevance, effectiveness, relevance, knowledge generation, and the impact that can be attributed to the project, as well as the cross-cutting gender equality and human rights criteria as per the evaluation objective. The evaluation should provide information that is credible and useful, enabling the incorporation of lessons learned into the decision-making process of both CWSI and its partner organization, CAFOD, as well as for the funders, UN Trust Fund and Spotlight initiatives and the beneficiaries at its final implementation stage. In line with CWSI's commitment to use learning to *inform* and improve programming, the specific purpose of the final external evaluation is to:

- Verify that implementation was followed in line with the approved proposals.
- Identify the key impacts of the program and assess how change has happened
- Evaluate the extent to which the impact and outcome statements were achieved, noting gaps in program delivery and entry points for follow-on interventions.
- Document considerations made to ensure the sustainability of program successes and recommend ways in which key drivers of change can be further improved and sustained;
- Assess the extent to which the program targeted and met the needs of the poorest and most vulnerable; and how inclusive the program has been for marginalized groups (specifically women and girls, people living with disability, and women at risk of GBV.
- Examine the strength of relationships built and leveraged through the program.
- Examine to what extent the program built and leveraged partnerships and obtained buy-in from program stakeholders such as local and district government authorities. How have these relationships benefitted the program?
- Record and share lessons learned, including success stories and case studies;
- Identify, measure, and record any distinctive or value-added contribution of CWSI to the program (beyond any CWSI funding), e.g. CWSI's partnership approach and capacity strengthening with local civil society;
- Identify, measure and record examples where CWSI and its partner demonstrated Value for Money considerations in decision-making and program implementation; and judge the extent to which the program has a strong return on investment.



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3. Evaluation Objectives and scope

3.1. Scope of evaluation

The evaluation encompasses the entire project duration from January 2020 to December 2022 in all project locations in Ogoja, Boki, Bekwarra and Yala LGAs (through representative sampling). The evaluation should cover the project's three sectoral results and their associated indicators as well as the key outcome indicators of the project. All target groups should be involved in the evaluation that is all primary and secondary beneficiaries covered by the project. The evaluation should also include a comprehensive analysis of how the intervention context has changed over time and how this has affected project participants.

The direct beneficiaries of the project from 16 communities of 4 LGAs who are expected to have a change in behaviour are: women and girls who have no knowledge on their rights, harmful effects of FGM/C and legal implication of VAW/G. Others are women and girls who are survivors of Violence, youths, Elderly women, School Children, traditional/religious leaders, Traditional Birth Attendants. But the secondary beneficiaries will include: Teachers, men, Law enforcement agents, CSO's, Local community associations. Both primary and secondary will benefit from the project through a training of trainer's programme captured within the capacity building and step-down training by direct beneficiaries.

Type of beneficiaries	Categories	Number of beneficiaries
Primary beneficiaries	Adolescent girls (10 - 17)	600
	Women (18 years and above)	860
Secondary beneficiaries	Include men, male youths, adolescent boys and few women	440
Total	Primary and secondary	1900

3.2. Objectives of the evaluation

Objective 1: *To evaluate the entire project (01/01/2020-31/12/2022), against the effectiveness, relevance, efficiency, sustainability, knowledge generation and impact criteria, as well as the cross-cutting gender equality and human rights criteria (defined below);*

Objective 2: *To identify key lessons and promising or emerging good practices in the field of ending violence against women and girls, for learning purposes.*

Objective 3: *Based on the findings, provide concrete and actionable recommendations on areas to improve on, on closing gaps in delivery and beneficiary satisfaction, and on improving implementation and consortium setup that can be incorporated into future program design.*

Objective 4: *To gauge the effect of COVID-19 on women and girls during the pandemic and how the project helped mitigate the impact of the pandemic among women with respect to SGBV.*

Objective 5: *To assess the effectiveness of the approaches used by the project in mitigate SGBV during the COVID-19 pandemic.*

4. Evaluation questions and criteria

Evaluation Criteria	Mandatory Evaluation Question
<p>Effectiveness <i>A measure of the extent to which a project attains its objectives/results (as set out in the project document and results in the framework) in accordance with the theory of change.</i></p>	<p>1. To what extent were the intended project goal, outcomes, and outputs (project results) achieved, and how?</p> <ul style="list-style-type: none"> - To what degree were the approaches used by the project effective in mitigating SGBV during the COVID-19 pandemic? - To what extent did the project reduce the impact of SGBV among women and girls during COVID-19 pandemic.
<p>Relevance <i>The extent to which the project is suited to the priorities and policies of the target group and the context.</i></p>	<p>2. To what extent do the achieved results (project goal, outcomes, and outputs) continue to be relevant to the needs of women and girls?</p> <ul style="list-style-type: none"> - <i>How relevant were the objectives and activities, implemented by the project, in addressing national strategies, policies and beneficiary needs in eastern region of Sierra Leone?</i> - <i>What significant contribution did the project make to the reduction of violence against women and girls in eastern region of Sierra Leoneans well as to national priorities?</i> - <i>How do beneficiaries perceive the relevance of the project and how has the activities implemented improved their lives? Are there any stories of change?</i> - <i>To what extent was project able to adapt and provide appropriate response to context changes and emerging local needs, and the priorities of beneficiaries?</i>
<p>Efficiency <i>Measures the outputs - qualitative and quantitative - in relation to the inputs. It is an economic term that refers to whether the project was delivered cost-effectively.</i></p>	<p>3. To what extent was the project efficiently and cost-effectively implemented?</p> <ul style="list-style-type: none"> - <i>How efficiently and timely has this project been implemented and managed in accordance with the Project Document?</i> - <i>Is the length of the program cycle (three years) sufficient to achieve the program outputs and outcomes?</i> - <i>What factors of the program facilitated the efficient development, delivery and impact of the program?</i> - <i>What factors obstructed the efficient development, delivery and impact of the program?</i> - <i>How efficient was the delivery of project by, CWSI, not only in terms of expenditure, but also in terms of implementation of activities and adaptation to changing context?</i>
<p>Sustainability <i>Sustainability is concerned with measuring whether the benefits of a project are likely to continue after the project/funding ends.</i></p>	<p>4. To what extent will the achieved results, especially any positive changes in the lives of women and girls (project goal level), be sustained after this project ends?</p> <ul style="list-style-type: none"> - <i>Will the changes caused by this programme continue beyond the life of the project?</i>

	<ul style="list-style-type: none"> - What, mechanisms have CWSI and partners put in place to sustain the key programme Outputs and Outcomes? - How has the programme worked with local partners to increase their capacity in a sustainable way? - What motivations /mechanisms exist for partners to continue playing these roles? - What are the risks facing sustainability of programme Outputs and Outcomes?
<p>Impact <i>Assesses the changes that can be attributed to a particular project relating specifically to higher-level impact (both intended and unintended).</i></p>	<p>5. To what extent has the project contributed to ending violence against women, gender equality and/or women’s empowerment (both intended and unintended impact)?</p> <ul style="list-style-type: none"> - Identify and analyse the significant changes that the project has brought in women and girls. Assess the progress towards the actual project impact. - How has the collaboration between, CWSI, Local partners and line ministries contributed to appropriate response of specific needs and priorities of the beneficiaries?
<p>Knowledge generation <i>Assesses whether there are any promising practices that can be shared with other practitioners.</i></p>	<p>6. To what extent has the project generated knowledge, promising or emerging practices in the field of EVAW/G that should be documented and shared with other practitioners?</p> <ul style="list-style-type: none"> - How innovative is this knowledge? - Has the generated knowledge potential for replication or scale up in other projects or contexts?
<p>Gender Equality and Human Rights <i>Practically this could mean: incorporating an assessment of human rights and gender responsiveness throughout the evaluation questions above - if not obvious; ensuring the evaluation approach and methods of data collection are gender responsive (e.g. women and girls must feel safe to share information); specify that the evaluation data must be disaggregated by sex and other social criteria of importance to the project’s subject.</i></p>	<p>7. Cross-cutting criteria: the evaluation should consider the extent to which human rights based and gender responsive approaches have been incorporated throughout the project and to what extent.</p> <ul style="list-style-type: none"> - To what extent did the project incorporate human rights based and gender responsive approaches throughout the project? - How safe are women and girls in sharing information?

6. Evaluation design and methodology

6.1. Proposed evaluation design

The evaluator is required to apply an adequate evaluation design and mixed methodology approach including participatory methods¹ to produce verifiable information for answering the above-listed evaluation questions, make recommendations that are sufficiently valid and reliably based on dependable, triangulated data, analysis and interpretation. The collection of gender/age-disaggregated data should allow for an

¹ Participatory Impact Assessment: A Design Guide: <https://fic.tufts.edu/publication-item/participatory-impact-assessment-a-design-guide/>



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adequate presentation of how men/boys and women/girls are impacted by the project. A detailed design and methodology for the intermediate evaluation will be proposed by the evaluator in the inception report (see deliverables). The evaluator will report to the evaluation task manager as well as the evaluation Team. The evaluator will execute his/her mission in complete independence and will receive only general instructions from Centre for Women Studies and Intervention CWSI, justified by the necessities of the collaboration between the parties and the orderly execution of the confined tasks.

6.2. Data sources

Documents to be consulted: SDGs and the 2030 Agenda - United Nations Development

- Relevant national strategy documents (SDG and 2030 Agenda – United Nations Development)
- The project document and theory of change (Project Proposal Document)
- The Results and Resources Framework (Project Document)
- Baseline Report (Project Document)
- Any data collection tools, monitoring plans, indicators and collected data (Project document)
- Progress and annual reports of the project (Project Report Document)
- Reports from previous evaluations of the project and/or the organization, if any. (Project Reports)

6.3. Proposed data collection methods and analysis

Suggested evaluation methods to be used may include, but are not limited to:

- 1) Review of project documentation (including baselines, endlines, monitoring reports, mid-term-reviews, data stemming from the project feedback and complaints mechanism, as well as secondary data like statistical data, documents pertaining to similar projects led by other donor organizations, etc.). Existing project documents and reports are to be shared with the evaluator in order to facilitate the analysis. The evaluator is invited to request additional documents that may be needed for the completion of the evaluation.
- 2) Appropriate draft data collection tools (e.g. methodological guidelines, FGD interview questions), these tools will be validated by the evaluation manager and evaluation team and then finalized for field activity
- 3) Raw data in any of the following statistical packages (Excel, STATA, SPSS, CPro) and also transcribed qualitative scripts
- 4) Key Informant Interviews (KIIs). Including (semi-) structured Interviews with beneficiaries is a must and should be supported by interview protocols and the list of respondents (e.g. direct project beneficiaries, project staff, senior management, etc.). The selection criteria should be based on gender, age, beneficiaries/non-beneficiaries and geographical spread in the project region, as well as representative of the project consortium.
- 5) Three Focus group discussions (FGDs) with beneficiaries, local leaders, and local partner staff. Methods that allow impact measurement and reflection for unschooled people, e.g. ranking, scoring, rich picture, narratives, stories, timelines etc. must be considered.
- 6) Standardized surveys and questionnaires to quantify results and conduct statistical analysis. The selection criteria should be based on gender, age, beneficiaries/non-beneficiaries and geographical spread in the project region. The exact sample size should be proposed by the evaluator and discussed with the evaluation Task manager.



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- 7) Participatory Impact Assessment. It is required that the Evaluators apply participatory approaches in their data collection, to be found in the Feinstein International Centre – Practitioner’s Guide on Participatory Impact Assessment.² The choice of exact approach/methodology is the responsibility of the consultant.

8)

6.4. Proposed sampling methods

The sample size will be chosen in accordance with the proportion that most accurately reflects the target location's entire population, including the statistical sample. Any empirical study with the aim of drawing conclusions about a population from a sample must take into account the sample size as a crucial component. The sample size will be used to assess if it will be more or less expensive, convenient, or time-consuming to collect the data and whether it will have enough statistical power. When a sample is obtained, a statistical test will be used to determine the evaluation's power. The bigger the needed confidence level, the larger the sample size (given a constant precision requirement). The inception report will highlight the following:

- i. The area and population (total number of people in the project target area)
- ii. The sample (%) to be included in the data collection and analysis
- iii. The rationale for the selection
- iv. Sample size and
- v. The procedure of selection and limitations to the sample

6.5. Field Visits

The evaluator will visit the four project sites during the data collection process to train enumerators and supervise the data collection process to get first-hand experience of the community and participate in the focus group discussion after the inception report. The field visits will be informed by the program team to enable the evaluator access to the community members, the program team. Debriefing and presentation of preliminary findings will be done by the evaluator with program team members. The evaluator shall facilitate presentation of preliminary findings of the evaluation to the project key stakeholders (including partner Staff) to gather feedback on the findings and build consensus on recommendations; to develop action-oriented lessons learning and proposed improvements for future programming. This can be done in the face to face or online, modalities will be defined with the evaluator at evaluation inception stage.

6.6. Level of Stakeholder engagement

The evaluator/s are expected to engage with stakeholders and partners not only to collect information and insights but also to make a (collective) sense of that in order to understand the following: - Their engagement in the process, how it has been promoted and how it fits with their own work/aims. - The difficulties they have endured to engage in the project (internal and external). - Their perspectives on the issues. The capacity, awareness, relationships and resources developed during their engagement with the project and what they have been able to do with that.

² https://fic.tufts.edu/wp-content/uploads/Part_Impact_10_21_08V2.pdf



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6.7. Evaluation Briefing

Prior to the evaluations taking place, the evaluator is expected to attend a briefing with CWSI and the Partner team. Briefings can be done via skype, teams, or any other means to be determined and agreed upon by CWSI/Partner team and the evaluator.

6.8. Desk Review

The evaluator will undertake a desk review of project materials, including the project documents and proposals, monthly reports, distribution lists and records and outputs of the project (such as case studies, communication materials etc.), results of any internal planning process and relevant materials from secondary sources.

6.9. Inception Report

At the end of the desk review period and before the field mission (if applicable), the evaluator will prepare an inception report based on the format provided below. The report will be written in English and will include the following sections:

Deliverables

The consultant is expected to provide the following deliverables within the agreed timeframe and budget: The inception report, which will serve as an agreement between parties on how the evaluation will be conducted. Below is the format for the inception report: Items to address include:

- A. Introduction
 - a. Background and context
 - b. Description of the project
 - c. Strategy and Theory of change/Result chain
- B. Purpose of the evaluation
- C. Evaluation objectives and scope
 - a. Scope of evaluation
 - b. Objectives of the evaluation
- D. Evaluation questions and criteria
- E. Evaluation Team
- F. Methodology
 - a. Proposed evaluation design
 - b. Data sources
 - c. Proposed data collection methods and analysis
 - d. Proposed sampling methods
 - e. Limitations to the evaluation methodology
- G. Evaluation ethics
- H. Work plan and key deliverables
- I. Annexes
 - a. Final version of the Term of Reference
 - b. Evaluation matrix
 - c. Data collection instruments
 - d. List of documents consulted



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- e. List of key stakeholders/partners to be consulted
- f. Documents to be consulted
- g. Required structure before the final report

Items to address in the inception report include:

- Understanding of the issues and questions raised in the ToR
- Data sources; how to assess the questions in the ToR
- Detailed research methodology, including suggested sample and size
- Schedule of activities and traveling (timeline)
- Detailed budget

Draft and Final Evaluation Reports

Evaluation reports shall follow the following format and be written in English:

- a. Cover Page;
 - b. Summary Table to follow template provided Table of Contents
 - c. List of acronyms
 - d. Executive Summary must be a standalone summary, describing the intervention, main findings of the evaluation, and conclusions and recommendations. This will be no more than 2 pages in length
 - e. Background and Context
- B. Purpose of the evaluation
- C. Evaluation objective and Scope
- D. Evaluation questions and criteria
- E. Evaluation Team
- F. Methodology
- a. Evaluation Design
 - b. Data sources
 - c. Data collection Methods and Analysis
 - d. Sampling methods
 - e. Limitations to the methodology
- G. Evaluation Ethics
- H. Findings and Analysis per Evaluation Question
- a. Findings and Analysis per evaluation questions includes overall assessment of the project against the evaluation criteria, responds to the evaluation questions, all findings are backed up by evidence, cross-cutting issues are mainstreamed and; unintended and unexpected outcomes are also discussed
- I. Conclusions are formulated by synthesizing the main findings into statements of merit and worth, judgements are fair, impartial, and consistent with the findings
- J. Lessons Learnt and Good Practices present lessons that can be applied elsewhere to improve project performance, outcome, or impact and; identify good practices: successful practices from those

lessons which are worthy of replication; further develop on one specific good practice to be showcased in the evaluation reports.

- K. Recommendations should be as realistic, operational and pragmatic as possible; that is, they should take careful account of the circumstances currently prevailing in the context of the action, and of the resources available to implement it both locally. They should follow logically from conclusions, lessons learned and good practices. The report must specify who needs to take what action and when. Recommendations need to be presented by order of priority
- L. Annexes should be listed and numbered and must include the following: Final version of the ToRs, Evaluation matrix, Beneficiaries Data sheet, Data collection instruments and protocols, List of key stakeholders/partners to be consulted, list of documents reviewed.

In addition, the final evaluation should contain appropriate graphs, visuals, tables and/or a dashboard with explanatory texts

7. Evaluation ethics

The evaluator/s must put in place specific safeguards and protocols to protect the safety (both physical and psychological) of respondents and those collecting the data as well as to prevent harm. This must ensure the rights of the individual are protected and participation in the evaluation does not result in further violation of their rights. **The evaluator/s must have a plan in place to:**

- Protect the rights of respondents, including privacy and confidentiality;
- Elaborate on how informed consent will be obtained and ensure that the names of individuals consulted during data collection will not be made public;
- If the project involves children (under 18 years old) the evaluator/s must consider additional risks and the need for parental consent;
- The evaluator/s must be trained in collecting sensitive information and specific data relating to violence against women and select any members of the evaluation team on these issues.
- Data collection tools must be designed in a way that is culturally appropriate and does not create distress for respondents;
- Data collection visits should be organized at the appropriate time and place to minimize risk to respondents;
- The interviewer or data collector must be able to provide information on how individuals in situations of risk can seek support (referrals to organizations that can provided counseling support, for example)

7. Key deliverables of the evaluator and timeframe

No.	Deliverable	Deadlines of Submission to UN Trust Fund M&E Team	Deadline
1	Evaluation Inception Report	This report should be submitted by the evaluator within 10 working days of starting the assessment . The inception report needs to meet the minimum requirements and structure specified in this guideline for CWSI's and UN Trust Fund's review and approval.	By 9 December 2022

2	Draft Evaluation Report	In accordance with the timeline agreed with the evaluator hired by the grantee, however it is recommended that the report is submitted between 1 month and 2 weeks before the final evaluation is due . The Draft Report needs to meet the minimum requirements and structure specified in this guideline for CWSI's and UN Trust Fund's review and approval.	By 3 February 2023
3	Final Evaluation Report	No later than 2 months after the project end date . The Final Report needs to meet the minimum requirements and structure specified in this guideline for CWSI's and UN Trust Fund's review and approval.	By 24 February 2023

8. Evaluation team composition

8.1. Roles and responsibilities

Evaluation A (Senior evaluator)

- Will be responsible for undertaking the evaluation from start to finish
- Will be responsible for managing the evaluation team under the supervision of evaluation task manager from CWSI
- Will be responsible for the collection of data and analysis
- Will be responsible for report drafting and finalization in English.

Evaluation B (Field Research Enumerator)

- Attends enumerators training on assessment methodologies and questionnaires
- Ensure high quality data collection and that assessments are conducted in a manner that respects all respondents
- Conduct interviews and /or survey to the identified community members
- Ensure that all questionnaire and tools are accounted for
- Ensure anonymity and follow confidentiality procedures to ensure respondent privacy is protected during data collection exercise

8.2. Required Competencies

Evaluator A (e.g. Senior Evaluator)

- Evaluation experience at least 3 year in conducting external evaluations, with mixed-methods evaluation skills and having flexibility in using non-traditional and innovative evaluation methods³
- Expertise in gender and human-rights based approaches to evaluation and issues of violence against women and girls

³ Number of years of experience can be flexible in cases where the pool of qualified national consultants is limited. Commissioning organizations may consider applications/proposals from recent graduates and young and emerging evaluators with core competencies in EVAW, research and evaluation.



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- Experience with program design and theory of change, gender-responsive evaluation, participatory approaches and stakeholder engagement
- Specific evaluation experiences in the areas of ending violence against women and girls
- Experience in collecting and analysing quantitative and qualitative data as well as data visualization
- In-depth knowledge of gender equality and women's empowerment
- A strong commitment to delivering timely and high-quality results, i.e. credible evaluation and its report that can be used
- A strong team leadership and management track record, as well as interpersonal and communication skills to help ensure that the evaluation is understood and used.
- Good communication skills and ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts
- Regional/Country experience and knowledge: in-depth knowledge of Nigeria (South-South) is required.
- Language proficiency: fluency in English, Local language, Pigin (Broken Nigerian English) English) is mandatory; good command of local language is desirable.

Evaluation B (Field Research Enumerator)

- Highly organised individual, punctual, capable of handling multiple priorities, meeting deadlines, and managing time effectively
- Ability to gather information in an objective, appropriate and sensitive way
- Willing to travel to field different locations
- Good communication skills and experience in participatory methodology
- Demonstrated skills in electronic data collection of similar projects is a prerequisite in the selection process.

9. Management Arrangements of the evaluation

8.1 Evaluation management and CWSI

CWSI has appointed an evaluation task manager, the manager will be responsible to provide overall supervision of the evaluation process, from desk review to tool design, facilitating stakeholders' engagement at the community/state and national level. The consultant will work with the evaluation consultants to provide coordination and logistical support for the evaluation process. The consultant will report all technical requirements of the evaluation to the program manager. In the same vein, the program manager will report all coordination and result of the evaluation with the funders lead on evaluation.

8.2. Consultants

The evaluation consultants are responsible to undertake the evaluation from start to finish and for managing the evaluation team/co-evaluators/enumerators under the supervision of the evaluation task manager. The consultant will also deliver on the following deliverables as milestones, the inception report draft and final report of the evaluation and the learning session, and a validation workshop of the draft report with stakeholders in attendance to further validate the findings and report from the final evaluation.

8.3 Stakeholder Reference Group

10. Timeline of the entire evaluation process

Stage of Evaluation	Key Task	Responsible	Number of working days required	Timeframe
Inception stage	Briefings of evaluators to orient the evaluators	Evaluation Task Manager	10 working days	1st December 2022
	Desk review of key documents	Evaluator/s		2-8 December 2022
	Finalizing the evaluation design and methods	Evaluator/s		2-8 December 2022
	Submit draft Inception report	Evaluator/s		9th December 2022
	Review Inception Report and provide feedback(All reviews will be done online)	Evaluation Task Manager, Stakeholder Group and UNTF	5 working days	12-16 December 2022
	Incorporating comments and revising the inception report	Evaluator/s	4 working days	12-16 December 2022
	Submitting final version of inception report	Evaluator/s		
	Review final Inception Report and approve	Evaluation Task Manager, Stakeholder Group and UNTF	5 working days	By 19-20 December 2022
Data collection and analysis stage	Desk research	Evaluator/s	10 working days	By 21-30 December 2022
	In-country technical mission for data collection (visits to the field, interviews, questionnaires, etc.)	Evaluator/s	Over 3-4 weeks (depending on travels)	3-20 January 2023
Synthesis and reporting stage	Analysis and interpretation of findings	Evaluator/s	4 weeks	23 January -3 February 2023
	Preparing a first draft report	Evaluator/s		
	Review of the draft report with key stakeholders for quality assurance	Evaluation Task Manager, Stakeholder Group and UNTF	10 working days	6-10 February 2023
	Consolidate comments from all the groups and submit the consolidated comments to evaluation team	Evaluation Task Manger		
	Incorporating comments and preparing second draft evaluation report	Evaluation Team		
	Final review and approval of report	Evaluation Task Manager, Stakeholder Group and UNTF	5 working days	13-17 February 2023
	Final edits and submission of the final report	Evaluator/s	4 working days	20-24 February 2023



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The evaluator(s) must take all required steps to ensure that the evaluation is designed and conducted to respect and protect the rights and welfare of the people and the communities of which they are members, as well as to ensure that the evaluation is technically accurate, reliable, and legitimate, and conducted in a transparent and impartial manner.

All documents and data acquired from documents as well as during interviews and meetings are confidential and to be used solely for the purpose of the evaluation. Interview partners will not be quoted in the report without their prior permission. The documentation as well as all material linked to the evaluation (produced by the consultants or the organisation itself) is confidential and remains at all times in the property of the contracting party.