TERMS OF REFERENCE

MID-TERM REVIEW

1. BACKGROUND

The Refugee Law Project (RLP) is an outreach project of the School of Law, Makerere University established in 1999 to ensure that all people enjoy their human rights irrespective of their legal status. Our Mission is to empower asylum seekers, refugees, deportees, IDPs and host communities to enjoy their human rights and lead dignified lives. The Refugee Law Project has a wide physical presence with offices in Kampala, Hoima, Mbarara, Gulu, Kitgum, Nakivale, Kyangwali, Kiryandongo, Lamwo, Adjumani, Maaji, Bidibidi (Yumbe), Palorinya (Obongi) and Arua.

The Supporting Justice through Formal, Informal and Transitional Mechanisms (SJFIT) project is a 3 year (April 2018 to March 2021) project funded by the Democratic Governance Facility (DGF) in Uganda. The project focuses on addressing the multiple gaps in access to justice for forced migrants during displacement and transitional justice for underlying harms experienced in the course of conflict and other violations of human rights, it blends forced migration and transitional justice.

The project has the following 4 outcomes:

- Outcome 1: Physical and psychosocial healing of war victims enhanced
- Outcome 2: Collective social support systems and networks for social healing enhanced
- Outcome 3: Access to justice for forced migrants and host communities to live dignified lives enhanced
- Outcome 4: Dialogue on National reconciliation fostered

2. REQUEST FOR EXPRESSION OF INTEREST (EOI)

As COVID-19 has taken us beyond the mid-point of the SJFIT, RLP would now like urgently to invite applications from consultants'/consulting groups to conduct a mid-term review of the project.

3. PURPOSE OF THE EVALUATION

The purpose of this Midterm Evaluation (MTE) is to assess the progress made towards achieving the project’s intended objectives, to ascertain whether the project interventions are effective, efficient and sustainable, and to review the continued relevance of SJFIT project interventions. The timing of the MTE should allow the project management team to draw on
the findings to make any adjustments required to ensure that the project objectives are achieved within its defined timeframe.

More detailed objectives include:

i. Undertake a critical assessment of the overall performance of the project to date and assess the progress made towards achieving the project’s intended objectives, with specific attention to the following aspects:
   a) Relevance of the project in relation to the needs of beneficiaries
   b) Appropriateness of project design including project delivery methods.
   c) Effectiveness of the project (extent of attainment of set targets and objectives realization as well as the enabling and limiting factors).
   d) Efficiency of the project (in working towards realization of set targets and objectives) as well as the enabling and limiting factors.
   e) Gender equality and inclusiveness approaches that may have been employed, the success of their implementation and the degree to which the project was attentive to the different needs, capabilities and vulnerabilities of girls, women, boys and men, and others of all ages and abilities.
   f) impacts, positive or negative, intended or unintended, from the project and how negative impacts were mitigated;
   g) participation of beneficiaries and other stakeholders in all stages of the project cycle.

ii. Identify emerging outcomes under each result area of the project

iii. Assess how project results and objectives contribute to overall RLP’s strategic plan

iv. Identify and highlight best practices and lessons learnt, as well as present recommendations of similar interventions in the future in line of the above.

v. Ensure project is still relevant to the target groups and changing context, and being implemented in a way that maximizes sustainability of outcomes. [To ascertain the overall sustainability of the project with a focus on how sustainable the constituent initiatives and gains of the project are, while also stating the enabling and limiting factors].
vi. Identify barriers to achieving expected project results in the remaining timeframe of the project

4. MID-TERM EVALUATION CRITERIA

In assessing project interventions, the MTE must follow five evaluation criteria of relevance, efficiency, effectiveness, impact and sustainability.

1. Relevance: To what extent are the project objectives continuously consistent with needs of beneficiaries and the relevant national policies?

2. Efficiency: To what extent are the planned project outputs delivered and how are they contributing to the attainment of project objectives within the required timeframe?

3. Effectiveness: To what extent have the expected results and objectives of the project been achieved as set out in project documents?

4. Impact: Will the project outcomes attained so far lead to the desired long-term changes?

5. Sustainability: To what extent will activities, results and effects be expected to continue after donor intervention has ended?

5. HOW THE EVALUATION WILL BE USED

i. Accountability: RLP will use it to report on project progress to the donor (this is a donor requirement)

ii. Learning: RLP will use the MTE to review its strategies and implementation for the remaining year of the project, and make adjustments where needed/possible.

6. SCOPE OF WORK

The mid-term will assess progress towards the project’s intended results (as stated in the results framework). It will provide recommendations for project management. Effectiveness of partnerships and collaboration will also be assessed. Equity issues and regional and district reach of programmes conceived from the plan will also be explored as well as the prospects for scalability of the project and sustainability of interventions and outcomes.

We invite suggestions from the consultants as to the sampling frame for data collection: one that will ensure we capture the diversity of districts and target groups where the Project is being implemented.
7. METHODOLOGY

The methodology will be finalized in consultation with RLP and is likely to include (but not limited to):

i. Desk review of documentation and data: this includes donor reports, monitoring data and reports and research
ii. Interviews with key informants: implementing partners and other relevant local stakeholders.
iii. Primary data collection: likely to include in-depth interviews, focus groups discussions and participatory workshops with partners, beneficiaries, justice actors, healthcare providers, local authorities and informal leaders.
iv. Site visits to project field-based activity sites, as appropriate and feasible

8. OUTPUTS

i. An inception report at the start of the assignment highlighting study approaches, sampling methodologies, data collection procedure and tools, quality assurance mechanisms, work schedule and budget.
ii. Draft and Final evaluation reports (no more than 25 pages, excluding annexes). Annexes attached should include the terms of reference, work plan, a list of people and organizations interviewed, a list of documentation and materials reviewed and data collection instruments used.
iii. Executive summary of the final evaluation (not more than 10 pages): this may be published on the RLP website so should be readable as a standalone document.
iv. Power-point visual presentation of the final evaluation findings (no more than 30 slides).

9. MANAGEMENT AND GOVERNANCE OF THE EVALUATION

This evaluation will be directly managed by the lead consultant who will assume overall responsibility for the deliverables.

RLP will support all stages of the evaluation process, including: providing relevant documentation, assisting in the organization of data collection (providing contact details, ensuring availability of interviewees and relevant data, providing feedback on drafts of all agreed outputs, including methodology).

The evaluation will be guided by the RLP Senior Management Team, they will:
• Provide input into the proposed methodology and tools
• Sign off final deliverables (inception report, final report)
• Ensure management response to the evaluation is written and recommended actions are assigned to named individuals

10. TIMETABLE AND NUMBER OF DAYS

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Expression of Interest submitted to RLP</td>
<td>Tuesday 01 September 2020</td>
</tr>
<tr>
<td>RLP invites shortlisted consulting groups to attend an interview</td>
<td>Tuesday 07 September, 2020</td>
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<tr>
<td>RLP selects consultant</td>
<td>Monday 11 September, 2020</td>
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<tr>
<td>MTE inception report delivered</td>
<td>Thursday 24 September, 2020</td>
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<tr>
<td>Work plan and methodology finalised with RLP SMT</td>
<td>Wednesday 30 September 2020</td>
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<tr>
<td>Data collection commences</td>
<td>Thursday 1 October, 2020</td>
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<tr>
<td>Verbal presentation to discuss and validate findings</td>
<td>Friday 21 October, 2020</td>
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<tr>
<td>Submission of draft report</td>
<td>Friday 30 October, 2020</td>
</tr>
<tr>
<td>Submission of final report and summary</td>
<td>Friday 13 November, 2020</td>
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11. PROFILE OF CONSULTANTANCY TEAM

The successful bidder will have one or more members who meet the following criteria:

i. Substantial experience in carrying out process evaluation and/or impact studies, ideally with a focus on forced migration, refugees or transitional justice related interventions

ii. Demonstrable experience in undertaking qualitative and quantitative methodologies

iii. Strong analytical, facilitation and communication skills
iv. Excellent reporting and presentation skills
v. Understanding of participatory evaluation processes
vi. Ability and commitment to deliver the expected results within the agreed upon time
vii. Ability to travel within Uganda

DESI RABLE

- Transitional justice specific experience
- Legal background
- Knowledge of DGF evaluation priorities and expectations
- Experience of working with refugees, host communities and IDPs
- Ability to communicate in local languages of the project areas
- At least 4 years of progress experience on project evaluation in Uganda and the region

If interested, please send the following to recruitment@refugeelawproject.org by 12:00Hrs GMT Tuesday, September 1st, 2020

- A short expression of interest outlining your approach, qualifications
- Indicative budget
- 2-paged CVs of proposed team members
- Letters of reference from at least 2 referees
- Certificate of completion of previous project evaluations