



CHRISTIAN COUNCIL OF TANZANIA

PROPOSED TERMS OF REFERENCE FOR THE EXTERNAL EVALUATION OF CCT PROJECT NO. A-TZA-2016-0244

The Christian Council of Tanzania seeks a reputable, qualified and experienced consultant/consulting firm to carry out an evaluation of one of its major program that is funded by Bread for the World for its implementation cycle 2017-2019.

1.0 INTRODUCTION

The Christian Council of Tanzania (CCT) was established in January 1934 by missionaries of the Anglican, Moravian and Lutheran churches as a fellowship of Church and non-Church Christian organizations to promote the spiritual and prophetic unity of the Church, its development and advocacy. It was then named the Tanganyika Missionary Council, registered under the Societies Ordinance and issued Registration Certificate No. SO. 4632. In 1960 it changed its name to Christian Council of Tanganyika and in 1964 adopted its current name, i.e. Christian Council of Tanzania. It is currently constituted of 12 National Churches and 12 Church-related organizations.

CCT Objectives:

To promote expansion of the Kingdom of God by nurturing physical and spiritual development of the people in Tanzania

Promote prophetic role of the Church; development and advocacy

CCT vision:

An ecumenical Christ centered instrument promoting sustainable holistic development for the kingdom of God

CCT mission and Values:

To foster unity in the body of Christ and coordinated engagement in addressing challenges and using the available opportunity to achieve sustainable holistic development in the society

CCT is guided in its work by the core values of love, compassion, unity and ecumenism, professionalism, faithfulness, transparency, accountability, stewardship, trustworthy (trustworthy (integrity/honesty)).

CCT Structure:

The Council's decision-making structure comprises of the General Assembly, the Executive Council, the Officers and the Standing Committee. The General Assembly is the supreme organ of the Council. It is constituted of all the heads of the member churches/Dioceses and organizations, youths and women representatives, heads of Council's Directorates and Programs, Corporate agencies and Chaplaincies. It meets once in every four years to admit, confirm or terminate members and elect Officers.

The Executive Council consists of the Officers of the Council, the Heads of Church members/Dioceses, Corporate Agencies, and the General Secretaries of unified Churches, heads of the Council's Directorates and Departments. The Council's Chair, the First Vice-Chair, the Second vice Chair and the General Secretary collectively constitute an organ of CCT known as the Officers. The Officers and five other members elected by the Executive Council constitute a Standing Committee that meets twice in every year to employ to implement the decisions of the General Assembly and/or the Executive Council.

The day-to-day management of the Council's affairs is vested in the General Secretary assisted by a team of full time professional staff who constitute the Council's Secretariat. In discharging this responsibility the General Secretary is the CCT main functional structure comprises of five directorates: The Directorate of Administration, The Directorate of finance, The Directorate of Advocacy and Development Programs, Directorate of Mission and Evangelism and lastly the Directorate of Resources Mobilization.

2.0 Program Description

CCT works exclusively around the following programs: Health and HIV/AIDS, Advocacy and Policy Analysis; Bread for the World is among the prime development partner of CCT, funding initiatives under Women Development, Children and Gender; Youth Development; Climate Change, Environment and Food Security; National Advocacy; Peace, Socio-Economic Justice and Good Governance; and Interfaith Relations and Ecumenism.

- Peace, Social Economic Justice and Good Governance (PSEJGG: Fosters good governance by promoting transparent, accountable, responsive, and effective governance processes. It also builds capacity of citizens to follow up and engage into dialogues with local government, lobbying and

advocating on their rights/resources, good governance and challenging the unjust systems as they address land based conflicts.

- Climate, Environment and Food Security: CCT facilitates the adaptation and mitigation of climate change in 5 districts where it has intervened. The approach is through planting trees, energy saving stoves, conservation farming, and food storage.
- CCT approach to address issues of women development, gender, and children uses the platforms of paralegals and IR VICOBA working in close collaboration with other stakeholders that include local government administrations, NGOs and FBOs.
- Advocacy at different National and local level advocate for favorable policies and laws for the wellbeing of the people. CCT advocates for the proper implementation of government policies in areas where the policies are not well implemented and policies that affects women and children and other vulnerable groups.
- Interfaith Relations: Addressing issues of religious radicalization and promote interfaith dialogue for peaceful co-existence through district interfaith committees at districts level in different parts of the country.
- Youths Development: Empowerment of youths through trainings. coordinate Carrier Guidance and Counseling and train Youth pastors. This contributes to reducing religious radicalization and extremism in schools and universities.

The ultimate program goal is to eradicate extreme poverty and promote human dignity by mobilizing local communities into organized coordinated collective efforts in response to poverty, human right violence, corruption, gender based violence, environmental degradation, and interfaith related issues.

3.0 GOAL, OBJECTIVES AND INDICATORS FOR THE PROGRAM

Goal: The Program contributes to the reduction of poverty and inequality and to the promotion of human dignity in Tanzania. The program also contributes to peace and interreligious tolerance, social justice and good governance in Tanzania. The following are the key objectives for each project and the indicators:

1. **Peace Social Economic Justice and Good Governance (PSEJGG):**
Communities mitigate and solve local conflicts.
Indicators:
 - 1.1 Frequency of occurrence of new land based conflicts in Kiteto and Bahi are reduced by 60%.
 - 1.2 300 new cases of human rights violation documented and addressed in the districts of Kiteto, Bahi and Gairo.

2. **Interfaith Relations:** 13 interfaith committees are established for dialogues and for detecting, preventing and resolving religious based conflicts in communities.
Indicator:
2.1 At least 80% of all Interfaith committees meet quarterly.
3. **Youth:** Improved access for youths to carrier guidance and counseling.
Indicator:
3.1 Improved access for youths to carrier guidance and counseling at 300 secondary schools in 20 regions by 2019.
4. **Climate change, Environment and Food security (CEF):** Increased use of environmentally sustainable practices in Geita, Gairo, Chunya and Same.
Indicator:
4.1 At least 1,500 IR VICOBA members in Songwe, Bahi, Gairo, Kiteto, Geita, Chunya, and Same adopt environmentally sustainable practices (eg. Environmentally friendly sources of energy, sustainable farming practices or tree planting).
5. **Women Development Gender and Children (WDGC):** Prevalence of GBV in Ikungi District reduced.
Indicator:
5.1 FGM prevalence reduced by 60% in Ikungi District.
6. **National and international advocacy:** Improved dialogue between religious leaders and the Government at National levels.
Indicator:
6.1 Number of consultative engagements between religious leaders and the Government on various issues at national level increases from one to three annually.

4.0 OBJECTIVES OF THE EVALUATION

4.1 Purpose of the Evaluation

The purpose of the external evaluation process is to assess performance of the 2017-2019 program implementation, determine if planned strategies, approaches and indicators achieved the desired results and generate information and learning to inform the planning, design, and formulation of the new 2020-2022 implementation plan. CCT will use the evaluation results for the next planning circle. Therefore, this evaluation will need to be forward-looking; the findings and judgments must be based on concrete evidence that will support strategic thinking for its new program cycle, specifically in determining program priorities. This is in line with CCT planned activity as well as requirement by the Bread for the World who funds the programs.

4.2 Specific Objectives of the Evaluation

The specific objectives of the evaluation are:

- i) To measure the performance indicators of the project initiatives against the achievement and provide an analysis of the outcomes and results and come up with a gap analysis.
- ii) To assess the strengths and weaknesses of approaches, processes and systems that could have affected (or contributed to) the achievements of the planned objectives, identify reasons for the deviation (if any) from our approaches and methodology used.
- iii) Assess the relevance of the program to its beneficiaries and its roles in promoting accountability, interfaith relations for peace and socio-economic justice nationally and regionally.
- iv) Assess impacts and outcomes of program results in addressing the felt needs of the beneficiary communities, including factors that facilitate and/or hinder the progress in achieving the outcome, both in terms of the external environment and those internal; weaknesses in design, management, and human resource skills. Draw key lessons learnt, best practices and high impact success story or stories of change for replication and scaling up in the new program cycle.
- v) Assess the effectiveness, appropriateness and efficiency of program plan, design and strategies including management, coordination and staffing and lower level of implementation with the member churches.
- vi) Assess emerging trends, issues and opportunities that are relevant in the development of the new program cycle and make specific recommendations on strategies for a long term viability of the intervention and further implementation beyond the planning period.

5. SCOPE OF WORK

The evaluation will assess the performance of CCT-Bread for the World Program implementation during 2017-2019 in the following dimensions:-

i) Relevance – To what extent do the intended outcome and the relevant outputs address national priorities and to what extent is this aligned with CCT’s mandate?

- Have CCT interventions been relevant to women and other marginalized populations?

- Has CCT been able to adapt its programming to the changing context to address priority needs in the country?

- To what extent were the results (impacts, outcomes and outputs) achieved?

- Were the inputs and strategies identified, and were they realistic, appropriate and adequate to achieve the results?
- Was the project relevant to the identified needs?

ii). Impact – The extent to which the Program made positive changes on the members and the people in the communities; extent to which these have been translated to policy and practice in addressing poverty, youth radicalization, gender based violence, climate change issues, land based violence and other injustice.

iii.) Effectiveness- Describe the management processes and their appropriateness in supporting delivery

- Was the project effective in delivering desired/planned results?
- To what extent did the Project’s M&E mechanism contribute in meeting project results?
- How effective were the strategies and tools used in the implementation of the project?
- What are the future intervention strategies and issues?

iv). Efficiency – Of Project Implementation

- Was the process of achieving results efficient? Specifically did the actual or expected results (outputs and outcomes) justify the costs incurred?
- Were the resources effectively utilized?
- Did project activities overlap and duplicate other similar interventions?.
- Are there more efficient ways and means of delivering more and better results (outputs and outcomes) with the available inputs?
- Could a different approach have produced better results?

v). Sustainability-

- How strong is the level of ownership of the results by the relevant communities and other stakeholders?
- What is the level of capacity and commitment from the communities and other stakeholders to ensure sustainability of the results achieved?
- What could be done to strengthen sustainability?
- Describe key factors that will require attention in order to improve prospects of sustainability of Project outcomes and the potential for replication of the approach?

6.0 EVALUATION PRODUCTS

The evaluation team is expected to produce the following deliverables:

- Draft Inception report: The evaluators will prepare a draft inception report which will outline the scope of work, intended work plan and the

process. The inception report will provide CCT Management team the opportunity to verify that they share the same understanding about the evaluation objectives. The inception report should detail the evaluators' understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of proposed methods; proposed sources of data; and data collection procedures. The inception report should include a proposed schedule of tasks, activities and deliverables, designating a team member with the lead responsibility for each task or product. The inception report will be discussed and agreed upon with the Management team.

- Implementation plan: The evaluator will present the plan for discussion with the management team and will receive feedback for amendments or adjustments
- Final Inception report: The evaluator will submit the final inception report with corrections, additions and suggestions given during the discussions with the management team.
- Draft Evaluation Report to be shared with CCT Management team and relevant stakeholders for feedback and quality assurance.
- Final Evaluation Report and the implementation plan to be shared with CCT and key stakeholders where main findings will be presented.
- Evaluation Brief - a concise summary of the evaluation findings in plain language that can be widely circulated. This can be in a form of a PowerPoint presentation or a two-page briefing document.

7.0 APPROACH/METHODOLOGY

7.1 Approach

The evaluation process will be guided by the current work plan, logical framework, previous strategic plan, semi annual and annual progress reports. During the evaluation process, the progress and achievement of objectives and impact will be measured by using the indicators, the outputs and their usage, targets and actual achievements focusing on relevance, effectiveness, efficiency, impact, and sustainability. The consultants will also review the internal and external context of the organization. These will include institutional aspects as well as the political, economic, and socio-cultural context.

The process will be participatory and will seek to engage key stakeholders at appropriate stages. These will include, the CCT General Secretary, CCT Management staff, Bread for the World/donor agencies, target beneficiaries,

member churches and organizations, women, government departments and other collaborating agencies.

There will be continuous consultations and feedback as the process progresses. This will ensure that the process responds to the desired outcomes, issues are handled appropriately and in a timely manner, and that ownership of the process is enhanced from the onset. In addition, the consultants will provide information on any emerging issues and obtain any additional information they may require for effective execution of the assignment.

7.2. Methodology

The evaluator will determine the specific design and methods for the evaluation during the initial inception period in close consultation with CCT Program Officers and Management team at large. In order to understand whether everything has been done to contribute to the achievement of the outcome, the evaluation also needs to look at how well the initiative was planned, what activities were carried out, what outputs were delivered, how processes were managed, what monitoring systems were put in place, and how CCT interacted with Bread for the World. That means the initiatives will be evaluated in terms of their overriding intention to bring about change in human development.

The evaluation team is expected to apply a mixed-method approach collecting both quantitative and qualitative data to validate and triangulate data. The development of evaluation methodology will be done in close collaboration with CCT.

The evaluation will provide quantitative and qualitative data through the following methods:

- Desk study and review of all relevant project documentation including strategic plan document 2014-2018, project documents, annual work-plans, project progress reports , annual project reports, relevant policies, materials available in the website, etc.
- In depth interviews to gather primary data from key stakeholders (Member Churches–Respective church leaders in the areas visited, Communities. faith Committees, PETS, GBV survivors, Paralegals, IR-VICOBA, CCMP beneficiaries, using a structured methodology
- Focus Group discussion with project beneficiaries and other stakeholders.
- Interviews with relevant key informants (Donor Agencies, Local Agencies, Regional Networks, Government Agencies – Local Governments)
- Direct observations during field visits to selected sites.

8.0 TIME-FRAME FOR THE EVALUATION PROCESS

The evaluation is to be conducted for 40 days between March-April, 2019 based on the following milestones:

s/n	Key Activity	Results	Date	Responsible person
1.	Creating ToR for evaluation	ToR for evaluation	15 th January – 8 th March, 2019	Director of Development Programs and PME
2.	Finding and engaging the consultant	Qualified Consultant	9 th -20 th March, 2019	CCT Management team
3.	Inception Report from the Consultant and agreeing on ToR	Revised ToR, signing a Contract	20 th -25 th March, 2019	Director & PME
4.	Final Inception Report from the Consultant	The Consultant submits the final inception report with agreed implementation plan	28 th -30 th March, 2019	Consultant
5.	Submitting to Consultant secondary sources of data (ie. reports, project plans, agreement and other relevant project documents)	The consultant is able to collect data relevant for evaluation and understand the context of CCT and the program	29 th - 30 th March, 2019	CCT Management team
6.	Field visits for data collection	The consultant meets sampled beneficiaries and is able to collect relevant data from beneficiaries and stakeholders including BftW	1 st – 20 th April, 2019	Consultant
7.	Internal evaluation	Internal reflection on how CCT has been able to deliver its expected results. The internal evaluation will prepare the management team to properly engage in the discussion of key findings.	22 th -24 nd April,2019	CCT Management team
8.	Data analysis and	The Consultant	22 th – 30 th April	

	report writing	analyses data and prepares draft report		Consultant
9.	Sharing of Key Findings by Consultant	Syncing consultants findings, opinions and analysis with knowledge of program officers	5th –6 th May, 2019	Consultant and Management team
10.	Submission of 1 st Draft of Evaluation Report	CCT Management and BftW are able to discuss and make recommendations before the final report	8 th May 2019	Consultant, Management team, BftW
11.	Submission of Final Version of Evaluation Report	Evaluation exercise ends with a report at hand	30 th May, 2019	CCT Leadership

9.0 REQUIREMENTS FOR THE CONSULTANT

The Evaluator shall have the following skills and qualification:

- At least Masters degree in Public Policy, Development studies, Economics, Planning, International Relations or any other relevant university degree.
- Experienced in evaluation and formulation of strategic; with at least 5 years of experience in conducting evaluations in related fields and with at least 4 evaluations two of which as the team leader
- Solid experience in project cycle management and demonstrated experience in results based management and formulation of theories of change.
- Ability to deal with people of diverse age groups, social - economic diversity and personal opinions.
- Should profess the faith in Jesus Christ, demonstrate and understand the great commission of the Church.
- Deep knowledge of the political, cultural, and economic contexts of the Country, Tanzania.
- Good analytical and strategic thinking skills as well as Excellent inter-personal, communication, and teamwork skills.

- Familiarity with the working with FBO's will be an added advantage
- Excellent written and spoken English as well as reporting and communication skills.

10. MANAGEMENT ARRANGEMENT

The Evaluator will report to 'Evaluation Steering Committee' composed of the General Secretary, Director for Advocacy and Development Programs, Director for Administration and PME.

The Director for Development Programs and Advocacy and the PME will provide technical guidance on evaluation and ensure independent of evaluation process. The PME will manage the evaluation and provide logistical support.

11. Payment Schedule

- 60 % upon at the beginning, after signing the working contract.
- 40% upon submission of final report.

The Applications can be send to:

Director of Development Programs and Advocacy
Christian Council of Tanzania
P. O. Box 1454 Dodoma

Or through email: clondezi@gmail.com; programsdirector@cct-tz.org