



## **TERMS OF REFERENCE**

**Short term MEAL support**

### **HELASIA**

**Health, Education and Livelihoods in Africa: a Sustainable  
Inclusion Approach  
Oct 2019 – June 2023**

*Editor: Griet Van de Voorde – HELASIA COP  
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## 1. GENERAL INFORMATION

### 1.1 About Humanity & Inclusion

Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity. Humanity & Inclusion is an independent and impartial aid and development organisation working in situations of poverty and exclusion, conflict and disaster. We work alongside disabled and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

For further information about the association: <http://www.hi.org>

### 1.2 About Humanity & Inclusion in the country/region

The HELASIA project is focused on generating conclusive experience and change in the quality of life of people with disabilities by demonstrating the interaction and interdependence between advocacy for people with disabilities' rights and practical efforts in supporting them obtain access to quality, inclusive services. To achieve this, in consultation with its national and regional Organisation of Person with Disabilities (OPD) partners, the project focuses on five different sub-Saharan African countries, namely Benin, Madagascar, Mozambique, Ethiopia and Rwanda, each with its own challenges and particularities, to define access to service interventions in health, education, and livelihoods – with the balance between each sector the reflection of the specific priorities identified in each country. The experiences gained will hence form the basis for rigorous learning development and exchange between the countries, both to reinforce country-level practices, as well as to provide practical evidence to advocate for change at the Africa regional level.

This latter aligns with the second pillar of the project: to demonstrate the value and practicalities of establishing clear lines of interaction between advocacy, project experience in seeking inclusive access to services, and generating an environment that is conducive to affecting such change. This will therefore animate and reinforce a 'virtuous circle' between: states' existing obligations and commitments to people with disabilities' rights (notably but not limited to UNCRPD); the experience gained by the project in efforts to meet those commitments at the local and national levels; and using advocacy in regional-level fora to move the five focus countries forwards in meeting their disability inclusion commitments. The OPD partners will play a central, critical role in carrying forward these combined efforts as well as using the project experience to make decisive progress in strengthening their capacities in advocacy and in accompanying the strengthening of inclusive service provision in their countries.

The HELASIA project is directly implemented by country teams and national partners in each location, and in addition, counts on a regional coordination unit based in Rwanda and two regional partners, the Africa Disability Forum (ADF) and the Pan African Network of People with Psychosocial Disabilities (PANPPD).

## 2. EVALUATION CONTEXT

### 2.1 Presentation of the project to be evaluated

Project title	HELASIA - Health, Education and Livelihoods in Africa: a Sustainable Inclusion Approach
Implementation dates	44 months (October 2019 – June 2023)
Location/Areas of intervention	<b>Benin:</b> Cotonou and Parakou communes <b>Ethiopia:</b> Addis Ababa, Hawassa Region and Gambella Region

	<p><b>Rwanda:</b> Rutsiro and Nyamasheke Districts  <b>Madagascar:</b> Provinces of Analamanga, Atsinanana and Diana  <b>Mozambique:</b> Provinces of Maputo (Matola city)  <b>Africa region:</b> for regional and international advocacy.</p>
Operating Partners	<p><b>Regional Partners:</b></p> <ul style="list-style-type: none"> <li>• African Disability Forum (ADF);</li> <li>• Pan-African Network for People with Psychosocial Disabilities (PANPPD)</li> </ul> <p><b>In Rwanda:</b> National Union of Disabilities Organizations of Rwanda (NUDOR).  <b>In Ethiopia:</b> Federation of Ethiopian Associations of Persons with Disabilities (FEAPD).  <b>In Madagascar:</b></p> <ul style="list-style-type: none"> <li>• Plateforme des Fédérations des Personnes Handicapées de Madagascar (PFPH)</li> <li>• Coalition Nationale Malagasy pour l'Education Pour Tous (CONAMEPT)</li> <li>• Association des Femmes Handicapées de Madagascar (AFHAM)</li> <li>• Collectif des Organisations de Personnes Handicapées (COPH)</li> <li>• Union Nationale des Associations des Personnes Handicapées Mentales de Madagascar (UNAPHAMM)</li> <li>• Autisme Madagascar (AUM).</li> </ul> <p><b>In Mozambique:</b></p> <ul style="list-style-type: none"> <li>• Fórum das Associações Moçambicanas dos Deficientes (FAMOD)</li> <li>• Associação dos deficientes de Moçambique (ADEMO)</li> <li>• Associação Moçambicana das Mulheres portadoras de Deficiência (AMMD).</li> </ul> <p><b>In Benin:</b> Fédération des Associations de Personnes Handicapées au Bénin (FAPHB)</p>
Target Groups	<p>The programme focuses on having an impact on people (including children) with disabilities' quality of life, combining both improved respect for their human rights and effective access to inclusive and quality services. In order to reach that change, persons with disabilities through their representative organisations, are empowered and to fully and meaningfully engage with public stakeholders at all levels -local, national and African region- and guarantee the ownership and the sustainability of the project.</p>
Objectives of the project	<p>HELASIA is a multi-country project, implemented in five countries (<b>Benin, Ethiopia, Madagascar, Mozambique and Rwanda</b>) that aims to "improve the situation of people with disabilities in Africa through their effective participation in the development and implementation of policies and programmes at local, national and regional levels".  As project impact, persons with disabilities in Rwanda, Benin, Madagascar, Mozambique and Ethiopia will have improved their rights and quality of life.</p>
Expected results and indicators	<p><b>Project Impact:</b> Persons with disabilities in Rwanda, Benin, Madagascar, Mozambique and Ethiopia have improved their rights and quality of life.  <b>Project Outcome:</b> Persons with disabilities in Rwanda, Benin, Madagascar, Mozambique and Ethiopia have an increased level of</p>

	<p>inclusiveness of services.</p> <p><b>OUTPUT 1:</b> Country and regional disability movements in five African countries are strengthened for long-term engagement in advocacy.</p> <p><b>OUTPUT 2:</b> National multi-stakeholder consultation mechanisms between OPDs, CSOs and governments are established and/or reinforced.</p> <p><b>OUTPUT 3:</b> A multi-stakeholders ‘inclusive local development’ approach in Rwanda, Benin and Ethiopia promotes an enhanced quality service delivery for persons with disabilities.</p> <p><b>OUTPUT 4:</b> A multi-stakeholder ‘inclusive local development’ approach in Madagascar and Mozambique promotes enhanced quality inclusive education services and Mental Health piloting.</p> <p><b>OUTPUT 5:</b> National &amp; regional advocacy strategies are drafted and implemented to promote disability at their respective level. Indicators for each level are outlined in the project result framework (Annex1)</p>
Main activities implemented	<p>Output 1:</p> <ul style="list-style-type: none"> <li>• Capacity development organisations of people with disabilities (OPDs)</li> <li>• Training called Bridge that connects UN Convention and Sustainable development goals</li> <li>• Rights and policy monitoring</li> <li>• Advocacy plans</li> <li>• Micro-advocacy projects with Organisations of people with disabilities</li> </ul> <p>Output 2:</p> <ul style="list-style-type: none"> <li>• Assessment of the inclusiveness of policies</li> <li>• Multi-stakeholder consultation</li> <li>• Disability data collection and/or research</li> <li>• Youth advocates (Benin &amp; Rwanda)</li> </ul> <p>Output 3 and 4:</p> <ul style="list-style-type: none"> <li>• Barrier Assessment related to obstacles encountered by persons with disabilities (if not done previously)</li> <li>• Service mapping and assessment of level of inclusiveness of services</li> <li>• Capacity building of services related to inclusion</li> <li>• Awareness raising, community mobilisation</li> </ul> <p>Output 5:</p> <ul style="list-style-type: none"> <li>• National governments as mobilisers</li> <li>• African Union Advocacy and awareness raising</li> <li>• Additional Protocol on Disability</li> <li>• Lessons learning – a web documentary</li> </ul>

The HELASIA project focuses on identifying the key challenges faced by people with disabilities in the five countries of implementation (Benin, Ethiopia, Madagascar, Mozambique and Rwanda) and how a programme of experience-exchange (based on practical actions with people with disabilities in improving their exercise of rights and living conditions) could feed into country-level and, eventually, Africa regional advocacy for change. These provided the basis for the development of a comprehensive theory of change which sets down challenging but realistic ambitions for the programme.

**2.2 Justification of the consultancy**

The project is implemented since October 2019 in three target countries, namely, Benin, Ethiopia and Rwanda. The expansion of the project in Madagascar and Mozambique resulted from a grant top-up requested on June 2020 and approved in December 2020. The short-term MEAL support is framed in supporting the finalisation of the MEAL deliverables of the project. Due to a gap in staffing, the project would need further support to finalise the MEAL commitments of the project. The Tools intent to measure the results of the project. The Outcome Harvesting has as intention to measure the less tangible outputs of the project, especially at policy level. The Participation scale tools intend to measure the perceived change of participation of persons with disabilities in the target regions of the project, there is a version for adults and one for children and youth. The Socio-political participation index intends to measure the perceived change in participation of Organisations of persons with disabilities in socio-political spaces. And the capacity analysis of Organisations of persons with disabilities, will measure the progress in the way they are working on 6 domains of operational management (Ethics, safeguarding, support services, operational capacity, technical capacity and accessibility). And, finally there is the diagnostic tool that measures change in the institution and operational functioning of a service provider, mostly schools.

Some of these tools: Outcome Harvesting, Participation scale, socio-political participation index are still quite new to HI. Learning from the experience of using this tool in 5 countries is thus essential. Those learnings would then need to be formalized and shared within HI.

### 3. DESCRIPTION OF THE REQUIRED SERVICE PROVISION

#### 3.1 Overall objectives and expectations of the evaluation

The HELASIA MEAL consultant will support the finalisation of the different MEAL endlines of the multi-country HELASIA project. She/He will ensure the quality finalisation of endline MEAL reports, learning exercises and final evaluation recommendations.

#### 3.2 Specific objectives

More specifically, across the 5 countries of implementations, as well as at regional level, the evaluation will:

1. Lead the finalisation of reports together with country teams and join reflection on dissemination strategy at country-level as well as regional level. It concerns 5 MEAL tools :
  - Outcome Harvesting
  - Participation Scale endline
  - Socio-political participation index
  - Capacity assessment reports
  - Services inclusiveness assessment.

This concerns revision of the concerned reports including final editing, checking translation (English, French), final lay-out and write multi-country summary (as overall project and part of the donor final report).

2. Lead the lessons learning on different MEAL tools and present the learnings in relation to the above-mentioned tools to HI's community of practice.
3. Follow-up systems for monitoring results and evaluation:
  - Lead to the finalisation of the final project dashboards and lead the compilation of regional data (existing indicator tracking tool);

- Support preparations and participate to project closure workshop in Africa (travel), that will be focused on learning and MEAL tools (methodology, presentation);
  - Lead the evaluation feedback session organised during closure workshop;
  - Sharing of final reports and learnings (HI online platform).
4. Other tasks that can be done in the time-frame.

Specifically, the expected outcomes are:

- Clear, structured and complete MEAL tool reports that are available in a nice lay-out and shareable. It concerns 5 country reports and one multi-country summary, always created in both English and French.
- Each country has MEAL and project staff that contribute to the writing of the reports, as they have the local expertise. And in terms of lessons learning, it is important to consult them in order to collect the lessons learned at their respective levels. The consultant will work in direct relation to these persons in order to achieve the outcomes.
- A MEAL legacy of the project is available through lessons learning practices and shared internally at HI and during the closure workshop in May 2023.
- Clear final results achievement (indicator tracking) is available, compiled from country contributions.

## 4. ASSIGNMENT ORGANISATION

### 4.1 Organization of the mission

The assignment will be performed remote, unless the consultant is based in Kigali, Rwanda. In that case, the consultant could come to the HI office on occasion to work directly with the project Chief of Party.

Costs associated to participation in closure workshop in Benin, will be covered by HI and do not need to be part of the financial offer.

## 5. PRINCIPLES AND VALUES

### 5.1 Safeguarding and Anti-Corruption Policies

<a href="#"><u>Code of Conduct</u></a>	<a href="#"><u>Protection of beneficiaries from sexual exploitation, abuse and harassment</u></a>	<a href="#"><u>Child Protection Policy</u></a>	<a href="#"><u>Anti-fraud and anti-corruption policy</u></a>
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- Code of conduct: [https://hi.org/sn\\_uploads/document/ID\\_CodeOfConduct.pdf](https://hi.org/sn_uploads/document/ID_CodeOfConduct.pdf)
- PSEAH policy: [https://hi.org/sn\\_uploads/document/PI03\\_HI\\_Protection-Beneficiaries\\_EN.pdf](https://hi.org/sn_uploads/document/PI03_HI_Protection-Beneficiaries_EN.pdf)
- Child protection policy: [https://hi.org/sn\\_uploads/document/PI02\\_HI-Child-Protection\\_EN\\_1.pdf](https://hi.org/sn_uploads/document/PI02_HI-Child-Protection_EN_1.pdf)

- Anti-fraud and anti-corruption:  
[https://hi.org/sn\\_uploads/document/PI04\\_IP\\_antiFraud-bribery-corruption-policy\\_1.pdf](https://hi.org/sn_uploads/document/PI04_IP_antiFraud-bribery-corruption-policy_1.pdf)

## 5.2 Others

Safety is very important, although the 5 project countries are quite stable politically and are not very dangerous areas, decisions for field phase will incorporate the safety aspect. The assignment will be performed remotely, with exception of potential coming to HI office in Kigali and the travel for the closure workshop to Benin.

## 6. DELIVERABLES AND CALENDAR

### 6.1 Deliverables

- Contents (schedule), language, format, and quantity
  - 5 country reports and 1 multi-country summary report for the MEAL exercises of Outcome Harvesting, Participation Scale, Socio-political participation index, Capacity assessment and inclusiveness of services. Country reports are either in English or French. The regional/multi-country summary must be in both English and French.
  - Lessons learning documents produced for the 5 tools finalized, in English and French.
  - Finalised indicator achievement compiled (existing tool).
  - Presentations done during the project closure workshop in English and French.
  - Information sharing towards HI's MEAL community of practices (presentations).

### 6.2 Consultancy calendar

Number of days to be performed: 34 working days

These will be performed in the period of 17<sup>th</sup> of April – 30<sup>th</sup> of June 2023.

- Offer submission date  
2<sup>nd</sup> of April 2023 – 23.59 CET

- Estimated Consultancy timetable and number of days to be spent by the Consultant  
The evaluation consultancy is expected to last approximately 34 working days.  
It is to note that the project expects to contract the consultant by first week of April 2023.

- consultancy location(s)  
The consultancy will take remote (or of the consultant is based in Kigali, Rwanda – (s)he can come to the HI office. There will be one 5-day trip to Cotonou, Benin for the closure workshop.

- Work schedule
  - 2<sup>nd</sup> of April 2023: submission of applications
  - 5<sup>th</sup> of April 2023: selection of consultants
  - 14<sup>th</sup> of April 2023: contracting of selected consultants
  - 17<sup>th</sup> of April 2023: earliest possible start of briefing.

## 7. RESSOURCES

## **7.1 Consultant's profile**

The consultant should combine the following skills, experience and knowledge:

### ➤ Training, experience and references required for each expert

- At least 3 years of extensive experience of implementing information management & MEAL systems for end users, and the technical knowledge in the development of such systems.
- Extensive experience in project cycle management, research, data gathering and management, quantitative/qualitative analysis, outcome harvesting and reporting.
- Well practiced in setting up of participatory MEAL and IM systems.
- Experience in developing capacities of staff and partners to undertake monitoring, evaluation and learning activities.
- Well-developed conceptual, critical, analytical thinking and planning skills.
- Strong computer skills (use of MS Word, Excel, Outlook and other relevant (statistical software such as R, SPSS, Stata, will be preferred).  
Optional: Skills in software such as SurveyCTO.
- Proven experience in writing reports.
- High level of autonomy and initiative.
- Excellent (remote) communication skills and commitment to teamwork.

### Working languages

- Written and spoken English and French (required);
- Knowledge of Portuguese (preferred);

## **7.2 Budget**

The candidate must detail their offer in Euros:

- The daily cost of each consultant;
- Ancillary costs (services and additional documents);

The proposed payment modality is as follows:

- 50% upon signature of the service contract;
- 50% after the receiving of all deliverables.

If other payment modality is requested, this must be justified in the offer.

Note: No per diem will be paid to the consultant(s). The consultant will be responsible for its own security in all countries, HI will not cover any insurance fee during the consultancy period.

## **7.3 Resources**

Within the framework of the service provision, the Consultant will be asked to collaborate with Handicap International's teams and in particular with Ms. Griet Van de Voorde who will be the focal point from HI side.

Relevant project data and documents will be made available to the consultant to perform the requested tasks.

## 8. ADMINISTRATIVE AND TECHNICAL APPENDICES

Contractor (Last name Forename Position Date and Signature)	Consultant (Last name Forename Date and Signature)

Proposals from interested consultant(s) should include:

1. Letter of expression of interests, including how the skills and competencies described in the Terms of Reference are met (compulsory);
2. Curriculum vitae (compulsory) detailing the consultant's experience and qualifications the above mentioned skills requested; reference of previous assignments done or sample of work accomplished;
3. Financial proposal in Euro (compulsory). All costs related to the consultancy without exceptions (including VAT, if applicable) should be figured in the financial plan of the consultant, the cost per day for the evaluator, the overall cost of the intervention including the ancillary costs (services and additional documents). The interested candidate must include a budget in the offer that details.
4. 3 references of which 2 should be from a previous similar experience;

The applicaiton package should at least include the following administrative documents:

- Copy of Applicant ID / Passport
- Consultancy business registration of the activity or any documents certifying the regularity of the activity
- Tax Certificate / TIN Number
- Insurance certificate

Evaluation of the applications will be made through a selection committee in 2 phases:

- Administrative selection: checking for completeness of application (all compulsory items listed above). Incomplete applications will not be taken into consideration for technical selection.
- Technical selection: criteria to select the best application will be based on the quality of the consultant profile, competitive financial proposal, previous experiences, and demonstrated expertise of the applicant.

The deadline for submission of applications is 2<sup>nd</sup> of April 2023.

Proposals should be submitted to the following email: [dao@rwanda.hi.org](mailto:dao@rwanda.hi.org) , including the email subject: "HELASIA MEAL consultancy".

Only candidates who pass the administrative selection will be taken into consideration for the technical assessment and they will be afterward notified of the final decision. Selected applicants may be invited for a (phone/skype) interview. Interviews will be aimed to be conducted on first week of April 2023.

HI reserves the right to contact the applicants for further information before the final selection of the selection committee.

## 9. APPENDICES

- [The Disability - Gender - Age Policy](https://hi.org/sn_uploads/document/IP_DisabilityGenreAge_1.pdf), will be used in the work.  
[https://hi.org/sn\\_uploads/document/IP\\_DisabilityGenreAge\\_1.pdf](https://hi.org/sn_uploads/document/IP_DisabilityGenreAge_1.pdf)
- HELASIA Results Framework  
<https://drive.google.com/file/d/1xM3e7knJgtIIXNHfL0ZvWkIDxWqxtE2o/view?usp=sharing>
- HELASIA Theory of Change  
<https://drive.google.com/file/d/1wYrTIZgB4FDLIyC0OWYOf76jeVi5Uz/view?usp=sharing>