**FINAL EVALUATION TECHNICAL PROPOSAL: [INSERT PROJECT TITLE HERE]**

**DATE:**

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Use a photo from the project in place of the above photo

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Acronyms and Abbreviations

|  |  |
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| Acronym | Full Expansion |
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1.
2. Project Background
	1. Project Context
* Give a brief introduction to the problem(s) that the project is seeking to address.
* Give background information on the areas that the project is working in, with current trends in relation to the problem
* Provide information on recent projects and interventions in the project area, whether by Farm Africa or other organisations
* Explain the relevant international, national and local policy environments and frameworks with which the project is operating in
* The project proposal should be a useful source of information this section
* Explain how the external environment has changed throughout the project duration, and any challenges the project has faced
	1. Project Overview
* Give background information on the project including the donor, implementing partners, project budget, project duration, and the number of people the project reached
* Describe the goal and intended impact of the project
* Describe the objectives of the project and how they will contribute to the goal and impact of the project (refer to Theory of Change)
* List each objective and under each describe the activities that will contribute towards the objective (refer to Linear Logframe)
* Describe the roles and responsibilities of the different implementing partners
1. Evaluation Framework

This evaluation seeks to assess the project in accordance with the OECD-DAC Evaluation criteria. The project overall will be assessed in terms of Impact, Effectiveness, Sustainability, Relevance and Efficiency. Each separate project objective will be assessed against the Effectiveness, Sustainability, Relevance and Efficiency criteria, to allow for an overall assessment on project performance, as well as the relative success of the different aspects of the project. Finally the evaluation will also demonstrate the learning from the project, through highlighting best practices, project failures, and policy recommendations and opportunities to scale up. Below, the OECD-DAC criteria by which the project will be evaluated are outlined. The criteria have been adapted to develop prompting questions that are specific to this evaluation.

* 1. Impact

Impact is the positive and negative changes produced by a development intervention, directly or indirectly, intended or unintended. This involves the main impacts and effects resulting from the activity on the local social, economic, environmental and other development indicators. This evaluation will review both intended and unintended results and must also include the positive and negative impact of external factors, such as climate, weather and financial conditions.

**Please review the list below and adapt, remove and add to the questions below to ensure they are relevant to project and evaluation.**

The following prompting questions will be used to assess the impact of the project:

* What has happened as a result of the programme or project?
* What real difference has the activity made to the participants?
* What changes that the project has resulted in have been positive and which have been negative?
* How many people have been affected by the change?
* Was the change that was seen what was expected based on the Theory of Change?
* What were the unintended results of the project? What happened that was not part of the Theory of Change?
	1. Effectiveness

Effectiveness is the extent to which the project outcomes and objectives were achieved. It assesses how effective the project was in bringing about change in relation to the resources at its disposal. Effectiveness assess the change at an outcome level. It assesses the contribution of the project towards the project results that are considered within the project’s sphere of influence.

**Please review the list below and adapt, remove and add to the questions below to ensure they are relevant to project and evaluation.**

The following prompting questions will be used to assess the effectiveness of the project:

* To what extent were the objectives and outcomes achieved?
* What other effects – also negative ones – were observed?
* What were the major factors influencing the achievement or non-achievement of the objectives?
* To what extent were the originally defined objectives of the development intervention realistic?
* What was the contribution of the relevant activities towards achieving the objectives? Did other factors outside of our control lead to positive outcomes?
	1. Sustainability

Sustainability is concerned with measuring whether the benefits of an activity are likely to continue after donor funding has been withdrawn. Sustainable projects are financially stable in that the activities continue once funding has been withdrawn. They are also environmentally sustainable in that they ensure the environment in which the project operates will continue to be appropriate to project activities, and is not degraded to the detriment of other environmental needs.

**Please review the list below and adapt, remove and add to the questions below to ensure they are relevant to project and evaluation.**

The following prompting questions will be used to assess the sustainability of the project:

* To what extent will activities continue after donor funding ceased?
* To what extent will the impact and outcomes continue after donor funding ceased?
* To what extent does the intervention reflect on and take into account factors which, by experience, have a major influence on sustainability like e.g. economic, ecological, social and cultural aspects?
* What is the willingness and capability of participants to continue with the project activities after project end?
* What is the willingness and capability of other stakeholders to continue with the project activities after project end?
* Is there any evidence that the activities of the project are being replicated by other actors or communities?
* What were the major factors which influenced the achievement or non-achievement of sustainability of the programme or project?
	1. Relevance

Relevance is the extent to which the objectives of a development intervention are consistent with participants’ requirements, country needs, global priorities and partner’ and donor’s policies.

**Please review the list below and adapt, remove and add to the questions below to ensure they are relevant to project and evaluation.**

The following prompting questions will be used to assess the effectiveness of the project:

* To what extent are the objectives of the programme still valid? Has anything changed during the project duration – have certain challenges become more or less relevant – what are the main challenges now? Are they the same as the beginning of the project? Were the activities that were carried out still relevant to the emerging challenges?
* Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives?
* Are the activities and outputs of the programme consistent with the intended impacts and effects?
* To what extent does the intervention comply with development policy and planning of the recipient country or the partner government?
* How important is the intervention for the target group and subgroups (e.g. women), and to what extent does it address their needs and interests?
	1. Efficiency

Efficiency measures the outputs -- qualitative and quantitative -- in relation to the inputs. It is an economic term which signifies that the project has used the least costly resources possible in order to achieve the desired results. This generally requires comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been adopted.

**Please review the list below and adapt, remove and add to the questions below to ensure they are relevant to project and evaluation.**

The following prompting questions will be used to assess the effectiveness of the project:

* Were the outputs achieved in line with the project targets?
* Were the outputs achieved on time? If not, why was this the case?
* Was the budget spent in full? If not why? Was it spent on time?
* Were activities for this objective cost-efficient?
* Was the programme or project implemented in the most efficient way compared to alternatives?
	1. Gender

To examine the project in relation to gender this evaluation applies the above criteria in respect to the different experiences according to gender.

* How was the project more or less impactful for women?
* How was the project more or less effective for women?
* How is the project more or less sustainable for women?
* How was the project more or less relevant for women?
* How was the project more or less efficient for women?
1. Evaluation Methodology

To assess the performance of the project a wide variety of data sources and methods will be used. Primary data will be collected through an endline participant survey, key informant interviews, focus group discussions and collection of documents from different stakeholders. A document review covering documents and data from throughout the project lifetime will also be conducted.

* 1. Indicators and Data Collection Method

Different data collection methods will be used to collect the endline values for the project indicators. Below is a table that states the data source for each indicator.

|  |  |
| --- | --- |
| Indicator | Data Collection Method |
| **Impact Indicators** |
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| **Objective 1** |
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| **Objective 2** |
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| **Objective 3** |
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| **Objective 4** |
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Table 1: Project Indicators and Corresponding Data Collection Methods

* 1. Participant Survey

A participant survey will be conducted to collect endline values for indicators x, y, and z. The participant survey will include:

**List below the relevant tools that were included in the participant survey. Some examples are below.**

* Farm Africa Household Income Tool
* Farm Africa Production Tool
* Farmer KAP Survey

Sampling

Explain what sampling techniques will be used. Explain how you formulated your sample and then within that how you selected/will select the respondents. Please include a table showing your planned sampling frame.

Data Collection

Explain the practicalities of the data collection.

* What platforms will be used?
* How will enumerators be trained?
* How will you assure the quality of the data?
* What testing of the survey will be done before data collection

Data Cleaning

How will you do the data cleaning?

* What criteria will you use for data cleaning – what errors are you anticipating?
* What problems might you find in the data?

Data Analysis

* Explain what platform will be used to carry out the data analysis on the cleaned data
* Explain what methods you will use to analyse the data
* How will you calculate the different values?
* How will you assess if the results were significant or not?
* Explain how you will measure change in the project

Data Limitations

* Explain the limitations of the data
* Refer to the sampling and non-sampling errors that might occur
* State in the data analysis what confidence level you anticipate using for different variables what this means for the results
* Comment on the anticipated overall reliability and validity of the data
	1. Document Review

A range of different documents will be reviewed as part of the final evaluation. The purpose of these ranges from collecting additional documents from different stakeholders, to reviewing internal Farm Africa documents. It is not necessary to include publications that are referenced in this report in the Document Review table, these should be cited in the text and included in the reference list.

Below is a table of the different documents to be collected and reviewed.

**List below the relevant documents. Some examples are below.**

|  |  |  |
| --- | --- | --- |
| Document | Purpose | Document Date |
| Project Proposal | To understand the project plan |  |
| Linear Logframe | To understand the project logic |  |
| Monitoring and Learning Plan | To review indicator definitions and values |  |
| Project Management Document |  |  |
| Theory of Change |  |  |
| VSLA Records |  |  |
| Cooperative Records |  |  |
| KAP Survey Results |  |  |
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Table 2: Documents to Review

* 1. Focus Group Discussions
* State what the focus groups will be used for – what questions are they trying to answer – what are you trying to find out
* State how why you have chosen the groups to conduct FGDs with, and how you will select the participants
* State what techniques will be used in focus groups to answer the research questions
* State any limitations anticipate in terms of limited access to participants, or challenges you might face within the focus groups

Below is a summary table of the FGDs that will be carried out as part of the final evaluation

|  |  |
| --- | --- |
| Topic | Participant Selection Criteria |
|  | e.g. 5 women farmers, 5 men farmers, 5 youth farmers (male or female) |
|  | e.g. Coop Chairperson, District Officer for Livestock |
|  |  |

Table 3: Planned Focus Group Discussions

* 1. Key Informant Interviews
* State what interviews are planned – what questions are they trying to answer – what are they trying to find out
* State how you will choose which informants to carry out the interviews with, and how you will the participants
* State what techniques will be used in the KIIs to answer the research questions
* State any limitations you anticipate in terms of informants you might not be able to access, or potential challenges within the interviews

Below is a summary table of the planned KIIs

|  |  |
| --- | --- |
| Topic | Key Informant |
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Table 4: Planned Key Informant Interview Details

1. Timings and Workplan

*Please detail below your planned schedule for completing the work. Please ensure that you indicate days/staff allocated to each task/deliverable listed.*

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| --- | --- | --- |
| Deliverable | Person Responsible | Days Allocated |
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Table 5: Proposed Workplan

1. Team Members and Person Specification

*Please clearly summarise how your team members meet the essential criteria listed in the ToR*

Annex A: References

There are no sources in the current document.

Annex B

Please include any other Annexes that you deem relevant.

Name the Annexes in alphabetical headings and assign the ‘Headings’ style to ensure that all Annexes are included in the table of contents.

Relevant Annexes may include:

* Any tools planned to be used in the data collection, including Participant Surveys, KAP surveys, KII Guides, FGD guides etc.
* Sample populations for the selection of districts/villages/groups/individuals in surveys
* Lists of KIIs and FGDs including participants, date, location etc.