



SUSTAINABLE ENVIRONMENT MANAGEMENT ACTION (SEMA)

02/10/2020

Call for Consultancy for Project Final Evaluation

SEMA Pre-amble:

SEMA is a Singida-based NGO which set out to fight poverty through improving **health, education, WASH services, good governance and legal empowerment, agriculture and environment** in the rural areas of the poor and marginalised communities.

It works to support communities' initiatives to tackle their own **economic, social and environmental problems**.

SEMA specifically works towards: *Villages empowerment; Improved health and availability of safe and sustainable water; Improved attitudes towards environmental protection; Increased household income and economic resilience; and Enhancing preventive skills and measures against HIV/AIDS spreading among rural communities*

Project Background Information:

Legal empowerment project in Singida region named *"Increasing access to justice by strengthening the capacity of Paralegals for improved and sustainable legal Aid"* has been implemented in the region since 2017 and it covers Six (6) Councils of Singida with exception of Itigi. It's four (4) years project funded by Legal Service Facility (LSF) and its implemented by SEMA in collaboration with other key Partners which are District Paralegal Organizations (WASS, MPACE, IPAC – Ikungi, IPAC –Ilongero, ILAM and MAPAC), LGAs, Court, Networks (TANLAP, SINGPRESS, IR VICOBA), TLS, Court of Tanzania, Local government Authority (LGA) et.c

This project aims at;

"Increased access of justice to all, women in particular"

And it specifically focuses on achieving the following:

- Increased capacity of Districts paralegals for sustainable legal aid provision.
- Provision of legal education to the community through Districts Paralegals.
- Strengthened relationship between Paralegals, their organizations and LGAs, Court of Tanzania et.c

PURPOSE OF THE EVALUATION

The purpose of the final evaluation is to assess the relevance, efficiency, effectiveness, the impact and the sustainability of the project with the project log frame as the point of reference. The consultant is expected to review the project documents including the project proposal, log frame, project reports, monitoring data and gathered information from beneficiaries, implementing partners as well as from the project team. The evaluation will include a desk review as well as interviewing of the key project partners and target groups.

METHODOLOGY AND SOURCES

Applicants should briefly but clearly describe the methodology and approaches to be used in the final evaluation exercise. The methodology is one of the selection criteria for this assignment apart from other.

ACTIVITIES AND DELIVERABLES

The consultant is expected to strictly adhere to the dates listed in the table:

Month	Week	Activities and Deliverable (s)
November	W1	Planning and preparation of field visit
	W2	Field visit in all levels as per call requirements
	W3	
	W4	Production of final reports

CONTENTS OF THE REPORT

The evaluation report should include at least the following elements:

- 1) Short description of the project
- 2) Executive Summary
- 3) Methodology
- 4) Context analysis
- 5) Project design
- 6) Relevance
- 7) Effectiveness
- 8) Efficiency
- 9) Sustainability
- 10) Impact
- 11) Recommendations for future actions
- 12) Other comments/insights
- 13) Conclusions and recommendations
- 14) Annexes :
 - a. Program
 - b. sources
 - c. survey tools (questionnaires etc.)
 - d. Literature (if applicable)

SHORTLISTING SPECIFICATION

If you are interested in applying for this work, please provide a response to this document (3 pages of A4 max), and include:

1. Experience in working with paralegals and/or community.
2. A description of your proposed approach and methodology for the work, including key milestones and accompanying timeline.
3. A quality assurance plan that sets out the systems and processes for quality assuring the evaluation process and deliverables of the project.
4. A breakdown of the expected allocation of days (limited to 30 days) for the different deliverables
5. Team composition (if applicable) including roles and responsibilities for this work and their relevant experience

Annexes to the application includes:

1. A budget to include consultancy fees and figures for expenses and/or VAT where appropriate
2. CVs of relevant team members if any
3. Consultant's Profile
4. Any other relevant information.

How to Apply?

Interested consultant (or consultants) should send the above-mentioned documents, to sema.recruitment@gmail.com copying, semasingida@gmail.com, clearly indicating in the subject heading "Application for consultancy for final evaluation". Closing date for submission proposals is **October, 25th, 2020**.