

Terms of Reference for Evaluation ¹

1. Evaluation Summary

Project ID and Program/Project Name	Comprehensive Program for Empowerment of Persons with Disabilities and Inclusive Access to Basic Services of Health and Education in the Northwest Region of Cameroon.
Name of Partner Organisation/s	Cameroon Baptist Convention Health Services (CBCHS)
Project start and end dates; phase of project if applicable	1st October 2022 to 31 December 2024
Evaluation Purpose	To carry out final evaluation of the overall project impact and review of outcomes for future orientations on the project
Evaluation Type	Project final evaluation
Contracting organisation/contact person	CBC Health Services Mr. Ngum Samuel, PGDip, MSc. (International Health) Director of Health Services. Cameroon Baptist Convention Baptist Centre Box 1 Nkwen, Bamenda Email: spd@cbchealthservices.org / dhs.admin@cbchealthservices.org
Evaluation Team members (if known)	<i>(e.g. team of x number of external consultants OR mixed team of CBM staff and external consultants)</i>
Primary Methodology	Mix method using qualitative and quantitative methods; Human Rights based, participatory and inclusive approaches.
Proposed Evaluation Start and End Dates	25 th September to 25 th October 2024
Anticipated Evaluation Report Release Date	November 10
Recipient of Final Evaluation Report	Cameroon Baptist Convention Health Services (CBCHS) CBM

¹ Evaluation ToR, Final Report and Management Response to be uploaded in ProMIS Project page Document library.

2. Project Description (max 1 page)

The adoption of the SDGs in 2015 marked the advent of the decades for disability inclusion in mainstream development. Following this global shift, in partnership with CBM, CBCHS implemented the first phase of its Community Based Inclusive Development (CBID) design from 2020-2022 under the title "Enhancing Capabilities and Participation of Persons with Disabilities: Building Communities for Everyone". The project focused on strengthening municipal, health, and education systems in the Northwest Region of Cameroon for effective inclusion of people with disabilities. An outstanding success of CBID Phase I was its ability to put disability inclusion as a major policy discourse in the municipal, health, education and humanitarian sectors in the NW Region and empowering organisations of People with Disability (OPDs) to assert their rights for equitable access and participation in a contested development and humanitarian context.

Following the implementation of this phase a new phase titled "Comprehensive Program for Empowerment of Persons with Disabilities and Inclusive Access to Basic Services of Health and Education in the Northwest Region of Cameroon" was designed with the overall objective to improve the quality of life for people at risk of/with disabilities and specific objective to improve access to health, education, economic and social participation opportunities for people with disabilities in the Northwest Region. This specific objective is achieved by focusing on two key fronts: Influencing key development actors to be aware of and take actions to promote disability inclusion in their work on the one side and on the other, making sure that specialized services to address the health/rehabilitation, education, and economic empowerment needs of persons with disabilities are put in place or improved.

With funding from CBM, the project seeks to provides access to services for 211,470 people and is broken down as follows: 161,491 people accessing inclusive health services at base hospital and through multidisciplinary health outreach, of whom 10% are persons with disabilities, 49,454 children to participate in education in targeted primary and secondary schools. Of this, at least 11% are be children with various disabilities, 525 people with disabilities and parents of children with disabilities supported with income-generating activities in the areas of vocational training (50 people), and 475 involved in savings groups (VSLA, Village Savings and Loans Associations).

3. Evaluation Objective and Intended Use

The purpose of this evaluation is to carry out final evaluation of the overall project impact and review of outcomes for future orientations on the project beyond 2024. More specifically, the objectives are:

- To assess the relevance, efficiency, effectiveness and impact of the project's results 2022 to 2024.
- To identify levers for sustainability.
- To reflect on the strengths and weaknesses of the project's strategy.
- To establish lessons learnt against challenges and make recommendations for future planning.

4. Scope of the evaluation

The evaluation should focus on the outcomes achieved in selected divisions within the project's geographical coverage which include Mezam, Boyo, Menchum, Donga-Mantung

and Bui. Also, in the Southwest region with focus on the CBCHS hospital facility in Mutengene from 2022 to 2024.

In health; the role of the regional delegation of public health (MOH), Health districts in targeted divisions, and CBCHS facilities.

In education; the regional delegations for basic and secondary education, the University of Bamenda and the GCE board.

In social inclusion, livelihood and empowerment; MINAS, municipal councils, decentralized support structures and the disability community.

Stakeholders of the project

The evaluation should consider the views of

- **Policy Makers and duty bearers** (Regional delegations for Health, Social Affairs, Basic Education, Secondary Education, Decentralization and Local Development, Women Empowerment and the Family, Higher Education/University of Bamenda, District health Officers and Mayors),
- **Service Providers** (Management staff-Administrators, directors of hospitals, and Chief of Centers in decision-making positions- PTA leaders, school authorities, resource teachers (sign language interpreters and Brailist, primary and secondary school teachers and TVET trainers),
- **Service Users** (Women, men, boys, and girls at risk of disabilities and Women, men, boys, and girls with disabilities),
- **Civil Society Organization** (Organizations of Persons with Disabilities, Organizations of parents with disabilities, Bamenda Coordinating Centre for Studies in Disabilities and Rehabilitation Print and audio-visual media),
- CBM and CBCHS management staff as well as project staff.

5. Limitations

Since 2017, the Northwest and the Southwest Region has been in humanitarian crisis with a reduced development space. Hence, sporadic security incidents and movement restrictions may affect timing, and levels of participation of key actors in this evaluation. The consultant may consider to use local enumerators for data collection and potentially suggest remote data collection methods.

6. Target audience and learning

The evaluation findings will be used by CBCHS and her partners for learning, service and practice improvement, and defining of new strategic orientations for her work in promoting disability inclusion through the Community Based Inclusive Development approach.

The final beneficiaries also have an interest to understand the results and recommendations of the evaluation.

It is also expected that the findings will provide CBM and CBCHS a repertoire of proven successful approaches and lessons learnt from project planning, implementation, monitoring and learning that would guide future project management and inform effective strategies for sustainability of the CBID practices in the region and beyond.

7. Evaluation Questions

The overall assessment-question should be: has the project, after three years of implementation, met the expectations formulated in the Project design (narrative and log frame), does the project outcome justify its continuation, in a similar or adjusted form, are there lessons learnt that are worth upscaling and sharing with other stakeholders?

1. Relevance (Is the project/programme doing/ has it been doing the right things?)

- How responsive was the project design to the cultural, social, and economic context of the community?
- Were the perspectives and experiences of women and men, girls and boys with disabilities actively incorporated into the project planning and implementation?
- Have the specific needs of different gender and age groups been identified and addressed by the project? Which obstacles were encountered?

2. Effectiveness (Is the project/programme achieving its objectives?)

- To what extent has this project achieved its intended outcomes, particularly in enhancing the inclusion of persons with disabilities?
- What barriers were encountered in achieving the project objectives, and how were they addressed?
- How effective were the strategies and interventions in empowering persons with disabilities and their families within the community?
- What changes, if any, have occurred in the attitudes, practices, and behaviours of the community towards persons with disabilities?
- What different outcomes were achieved for women/men, girls/boys or the elderly women and men?

3. Efficiency (How well have resources been planned and used?)

- How efficiently were the project resources (financial, human, and material) utilized to achieve the intended outcomes?
- Were the project activities implemented within the planned timeline and budget?
- How well did the project management adapt to any changes or challenges during implementation?
- Were there any cost-effective measures or strategies employed in delivering the project outputs?

4. Impact (What difference did the project make?)

- What significant changes, positive or negative, intended or unintended, have resulted from this project in the lives of persons with disabilities and the broader community?
- What evidence exists that the project has influenced broader policy or practice in disability inclusion at the local or national level?

5. Sustainability (Will the benefits last?)

- To what extent are the benefits of the CBID initiative likely to continue after project completion?
- How well has the project built the capacity of local stakeholders, including persons with disabilities, to continue inclusive development efforts?
- What mechanisms have been put in place to ensure the ongoing maintenance and support of project outcomes?

- How has the project addressed potential risks to sustainability, such as funding, local ownership, or changes in the socio-political environment?

6. Safeguarding of children and vulnerable adults

The evaluation should adhere to safeguarding ethics during the entire evaluation process if children at risk are involved and also consider/report on child safeguarding aspects of the project. It should investigate how a safe environment for children has been established and maintained throughout the stages of planning and implementation and in its partnerships with other stakeholders. Assess the degree to which the CBC and CBM safeguarding standards are known and understood by the various stakeholders.

7. Equality and inclusion/gender equality

The evaluation should investigate the degree to which people with disabilities are empowered by the project and the extent to which men, women, persons with and without disabilities were involved in the project activities.

8. METHODOLOGY

The evaluation should collect and analyse primary and secondary data, quantitative and qualitative.

- The existing data on outputs and outcomes achieved as in narrative and other reports shall be reviewed and be incorporated in the analysis.
- The investigation shall include various forms of surveys and interviews that are fit to answer the evaluation questions. It shall be considered to have targeted interviews with different groups of people, e.g. separate interview with female beneficiaries. Due to the situation, ideas for remote data collection methods might be needed.

A detailed methodology to be proposed by consultant indicating study methods/tool, evaluation action plan and limitations.

9. Management Responsibilities and Evaluation Team

Commissioning responsibility

CBCHS, liaising with the CBM Cameroon Country Office, is responsible for developing the Terms of Reference and approving key documents in the evaluation process, including:

- Detailed methodology as proposed by consultant.
- Working with the Senior Meal Officer to organise meeting schedule for evaluation team.
- Identifying "neutral" and disability accessible locations for interviews/ meetings to take place.
- Draft evaluation report.
- Final evaluation report – before final payment milestone.
- CBCHS shall also participate in key planning and scoping meetings with consultant and CBM Cameroon country office to determine more detailed evaluation approach.

Management Responsibility and Logistics

A focal point person from CBCHS shall be involved in supporting the evaluation logistics on a day-to-day basis.

Evaluation Team

A team including a sign language interpreter will be needed. The evaluation team could include people engaged with the project (but not employed by the project), and a project staff member. All team members should have the skills to conduct interviews, facilitate small group discussions and take notes. It is important that there are both men and women on the evaluation team, and that at least one person on the team is a person with a disability.

The team leader should not have been involved in the Project Implementation. S/he should have a background in evaluations, be familiar with the principles and practice of inclusive health, education, Social Inclusion and livelihood and be fluent in English.

Team leader has responsibility for:

- Organising team, managing work processes and training team evaluation methodology and data collection tools.
- Developing evaluation methodology and liaising with Project Manager regarding meetings required to be organised.
- Managing any conflicts of interest arising.
- Developing interview question guides, training evaluation team, testing approaches, and quality control.
- Managing collection and collation and confidentiality of data
- Undertaking evaluation team briefings and end of day debriefings
- Ensuring Products are delivered by due dates.

The consultant/s should possess the following minimum qualification and skills:

- Post graduate degree in either development studies, sociology, anthropology, or public health.
- At least 5 years of experience conducting contextual analysis, research, and program development.
- Excellent analytical, facilitation and report writing skills.
- Experience in the use of participatory and gender sensitive participatory research methodologies.
- Familiarity with socio-economic trends in Cameroon and a working knowledge of official and local languages will be an asset.

Familiarity with disability inclusive development will be an advantage.

10. Deliverables

The consultant should work in consultation with CBCHS and CBM to develop a more detailed methodology and approach, and should then develop interview questionnaires/guides based on these and train the evaluation team in their use.

On the final day of field work, the consultant should present feedback on the main findings of the review on the last day of the field visit. This could be a verbal report, supported by some draft summary notes/ slides.

The inception report should be due by 30th October, 2024.

The full evaluation report:

- Final evaluation report in English that includes a 2-3 page summary that could be used as a stand-alone document to be shared with stakeholders. Detailed interview guides and related data shall be annexed to the report and reporting needs to ensure privacy and anonymity of respondents.

Final report format shall be defined by CBCHS and CBM (see annex 1).

- Shall be submitted to CBM CO for review and comment by December 5, 2024.
- Finalised Report including a power point presentation due by December 10, 2024 to be shared with CBCHS to inform next steps.
- Final payment will be made on acceptance of the final report.

11. Evaluation Schedule

Insert expected time frame for the entire evaluation, including time for preparation and in-country briefings. You may consider a planning meeting (online) that is scheduled weeks before the field work, during which methodology and sampling is discussed.

(Note: Calculating number of days required will allow you to estimate the rough cost based on daily professional and logistic fees. For preparation of evaluation budget pls consult this document.)

Task	Location	Number of Days	Expected Dates
Briefing	Online/CBM office		
Desk Study	Consultants' desk		
Field Phase, Project Visit or remote data collection phase			
De-briefing with initial findings	Online/partner office		
Analysis and draft report	Consultants' desk		
Finalising report	Consultants' desk		
(Option of wrap-up workshop with stakeholders)	Online/partner or CBM office		
TOTAL			

12. Payment Mode

Give an indication on the management of payments. Detail payment milestones according to delivery of specific products (batches of payment – inception, mid-term, final). There is no need to write the total amount available for this evaluation in the TOR. You need to refer to country specific contractor agreement if you engage external evaluators.

Please detail what costs will be covered by whom, such as:

- *Logistic costs: airfares, accommodation, visa fee, local transport (those costs will be reimbursed upon receipt of proper invoices).*
- *Make sure that VAT is added to fees either by the consultant or by your office.*

13. Application

Consultants that meet the qualification, skills and requirements mentioned above should submit expression of interest including:

- o A technical proposal
- o Indicative budget (including consultancy fee, travelling cost and other associated costs)

All applications should clearly be marked as 'End of Phase Evaluation of the Comprehensive Program for Empowerment of Persons with Disabilities and Inclusive Access to Basic Services of Health and Education in the Northwest Region of Cameroon' and should reach the Directorate of Health Services by October 28, 2024, at the following address;

Director of Health Services
Cameroon Baptist Convention
Baptist Centre
Box 1 Nkwen, Bamenda
Email : spd@cbchealthservices.org / dhs.admin@cbchealthservices.org

14. Documents

The following documents will be made available to the consultant:

- Project proposal
- Logframe
- Project progress reports
- Mid-term evaluation report
- Monitoring reports

Appendix 1: Stakeholder Analysis for Evaluation.

Stakeholders	What is their interest and contributions in the proposed project?	What is their power and influence in the project (1-5 rating, 1=low, 5=high)	Will the project involve / these stakeholders in the evaluation? How?
Primary Stakeholders			
Women with disabilities	Beneficiary Took part in consultative discussions	P=5 I=2	Interview
Men with disabilities	Beneficiary Took part in consultative discussions	P=5 I=2	Interview
Girls with disabilities	Beneficiary	P=5 I=2	Interview
Boys with disabilities	Beneficiary	P=5 I=2	Interview
Secondary Stakeholders			
Parents/caregivers	Beneficiary	P=5 I=2	Interview/FGD
Local councils	Decision making on inclusive and accessible communities	P=5 I=5	KII/FGD
NASLA	Provide training to students on inclusive development. Consultative meeting	P=5 I=3	KII
UCCC	Build capacity and coordinate councils for inclusive local governance.	P=5 I=3	Interview

Stakeholders	What is their interest and contributions in the proposed project?	What is their power and influence in the project (1-5 rating, 1=low, 5=high)	Will the project involve / these stakeholders in the evaluation? How?
<i>Network of Inclusive Education service providers.</i>	<i>Apply skills and knowledge on the practical inclusion and management of learners with disabilities.</i>	<i>P=5 I=4</i>	<i>Interview/FGD</i>
<i>Northwest Development Authority</i>	<i>Develop and direct rural development that addresses the needs of all people including people with disabilities.</i>	<i>P= 5 I=3</i>	<i>Interview</i>
<i>Regional education authorities.</i>	<i>Advocate for inclusive and accessible education for all.</i>	<i>P=5 I=5</i>	<i>Interview</i>
<i>Religious and traditional institutions</i>	<i>Advocate for the wellbeing of marginalized groups.</i>	<i>P=4 I=3</i>	<i>Interview/FGD</i>
<i>Regional Health authorities.</i>	<i>Coordination of Inclusive and accessible health services. Provide administrative support for project activities.</i>	<i>P=5 I=5</i>	<i>Interview/FGD</i>
<i>Humanitarian organizations.</i>	<i>Provide inclusive humanitarian services.</i>	<i>P=3</i>	<i>KII</i>
<i>University of Bamenda</i>	<i>Build capacity of lecturers on disability mainstreaming in education. Provide inclusive learning environment to learners with disabilities</i>	<i>P=5 I=4</i>	<i>KII</i>
<i>DPOs</i>	<i>Advocate for opportunities for persons with disabilities</i>	<i>P=5 I=4</i>	<i>Interview/FGD</i>

Stakeholders	What is their interest and contributions in the proposed project?	What is their power and influence in the project (1-5 rating, 1=low, 5=high)	Will the project involve / these stakeholders in the evaluation? How?
<i>Project staff</i>	<i>Implementation of project activities</i>	<i>P=5 I=5</i>	<i>Interview/FGD</i>
<i>Media</i>	<i>Create awareness on CBID</i>	<i>P=3 I=2</i>	<i>Interview</i>
Secondary Stakeholders			
<i>CBM CO</i>	<i>Provide oversight for project implementation</i>	<i>P=5 I=5</i>	<i>Interview</i>
<i>CBCHS</i>	<i>Project implementation</i>	<i>P=5 I=5</i>	<i>Interview</i>
<i>TVET centres</i>	<i>Provide vocational skills to persons with disabilities</i>	<i>P=3 I=3</i>	<i>Interview/FGD</i>
<i>General public/wider community</i>	<i>Beneficiary</i>	<i>P=2</i>	<i>Interview/FGD</i>