



EVALUATION TERMS OF REFERENCE

EVALUATION TITLE: A Final Evaluation of the Project Titled “Supporting Lesotho in Trafficking in Persons (TIP) Prevention and Protection”

TYPE OF CONTRACT: External Individual Consultant/Consultancy Firm

TIMING OF ASSIGNMENT: August-October 2023

COMMISSIONED BY: IOM Lesotho

1. INTRODUCTION

With the overall objective to combat trafficking in persons in Lesotho, the US Government provided financial support to the Project titled ***Supporting Lesotho in Trafficking in Persons (TIP) Prevention and Protection***. IOM Lesotho Country Office implemented the project with a total amount of 500,000 USD from 1 March 2020 till 28 February 2022 (24 months). Due to the delayed start of the project caused by COVID-19 pandemic, IOM submitted the request for a six month No-Cost Extension (NCE) to J/TIP. The request was approved by J/TIP and the project was extended for an additional six months. In parallel, IOM submitted Cost Extension (CE) Request of additional 350,000 USD to J/TIP to consolidate the counter trafficking efforts in Lesotho until July 2023 which includes the transition period of the Government of Lesotho (GoL) during the upcoming election in October 2022. The CE was approved for the period from 1 August 2022 to 31 July 2023. The total funding therefore received for this action was USD 850,000.

The project was expected to contribute to a strengthened response to TiP in Lesotho with a focus on prevention of TiP and protection of Victims of Trafficking (VoTs). Its overall objective was to ***contribute to strengthening the response of the Government of Lesotho (GoL) and civil society to address Trafficking in Persons***. The project was designed to meet a number of programming priorities listed by J/TIP for Lesotho for Fiscal Year (FY) 2019, namely, (a) to create results-driven community, sub-national, national and regional networks empowered to combat human trafficking; and (b) to raise awareness and provide educational information on human trafficking issues and risk factors to the target population. This proposed project intended to address the J/TIP priorities through i) strengthening the TiP response through

multi-sectoral committees at national and district level; and ii) increasing TiP awareness leading to behavioural change through two-way communication with communities. The project envisions an external final evaluation to be conducted within the final quarter of the project period for the duration of 60 days inclusive of dissemination of external final evaluation report among stakeholders.

2. EVALUATION PURPOSE AND SCOPE

The purpose of this external final evaluation (hereinafter evaluation) is to assess the extent to which the project delivered results as outlined in its results framework. This will focus on performance in the delivery of immediate results(outputs) as well as the extent to which these contributed or have the potential to contribute towards medium and long-term results. The evaluation will also serve a learning purpose. It will identify and analyse factors that drove or hindered project achievements, identify and document key lessons learnt and good practices and develop recommendations that can improve the design, implementation and results of the immediate follow up project and other future counter-trafficking interventions in similar settings.

In terms of scope, this evaluation will be summative in nature. It is an end-line evaluation and therefore it will review and analyse all project practices from when it was started to its completion. It will draw and build upon the internal evaluation conducted for the project earlier in the year and as much as possible, draw out results or outcome level changes that have occurred emanating from the work of the project. It will carry out an assessment of all aspects of the project including but not limited to its design and planning processes, implementation and management, progress tracking, reporting and results measurement, resource allocation and utilization, key stakeholder participation in relation to how these facilitated or hindered project delivery and production of results. It will also assess the integration of key cross cutting themes especially gender equality and human rights and draw out any gender or human rights outcomes the project may have brought about (both positive and negative; expected and unexpected). In terms of geographical scope, this evaluation will for the most part cover the districts and stakeholders not covered by the very recent internal evaluation, but on a need basis may also cover the other two districts. Preferably, the

evaluation will ensure that the evaluation study covers the districts that the new incoming phase will cover as that would provide useful insights and strategic information that can directly benefit the new project phase. As virtual means will mostly be utilized, all efforts will be made to ensure evaluation of participants from all districts of Lesotho.

3. METHODOLOGY AND KEY EVALUATION QUESTIONS

This evaluation will be a largely qualitative research design exercise. Interested applicants will propose effective data collection methods to use but suggestively desk review, key informant interviews, FGDs and/or Outcome Harvesting are possible methods that can be used. IOM Lesotho prefers the use of multiple, rather than one single method to enhance triangulation of data. Desk review can focus on a wide range of project and other documents such as the project proposal and budget, project reports, publications and other documentation produced by the project, relevant government documents and other relevant scientific or research literature. Semi structured Key informant interviews (KII) will mostly be conducted in person and where not possible via telephone, skype, Zoom or related applications.

The evaluator, having reviewed all project documentation will collaboratively with the project team identify the key informants who may include the Multi Sectoral Committee (MSC) members, members of various TIP task teams both at national and lower levels, IOM staff responsible for project implementation, IOM staff who provided technical support and management of the project (e.g at Regional office), IOM Washington relevant colleagues, the donor representative (if available) and any others that may be identified by the evaluator. A Given that the project performed a significant profile of activities in “awareness creation” and “capacity building/training”, it is recommended that interested applicants propose methods that can also measure the effect of such type of activities such as a mini Knowledge & Attitudes survey and for capacity building “knowledge application and use survey”. Data collected from these different sources will then be synthesized to arrive at findings, from where recommendations will be developed.

4. EVALUATION CRITERIA AND QUESTIONS

The evaluation will be framed against the six standard, OECD/DAC criteria (also endorsed by the UN Evaluation Group (UNEG) which focuses on relevance, coherence, effectiveness, impact, efficiency and sustainability as indicated below with some of the respective broad questions: However because a recent evaluation can fill in some data gaps in some of the areas, for this external evaluation greater emphasis would be laid on generating deeper findings and rendering value judgements related to impact, effectiveness and sustainability criteria.

- **Relevance:** In what ways did the project respond to the needs of the beneficiaries? To what extent was the project design fit for purpose i.e., to contribute to the Government of Lesotho (GoL) and civil society efforts to uphold the rights of victims of trafficking and increase prosecution of TIP cases?
- **Coherence:** Some key questions to explore include to what extent did the project compliment others implemented in IOM and externally by other stakeholders? How the policy affected the policy environment and policy environment in turn affected the project? What gaps did the project fill and how well?
- **Efficiency:** this refers to the extent to which resources (human, financial, time and other resources) were allocated and utilized to enable or hinder project delivery with most efficacy. e.g., Were the mechanisms through which the project was planned to achieve its intended results work? Could there have been more cost-effective means?
- **Effectiveness:** the extent to which the programme achieved its results (both intended and unintended; positive and negative). Specific questions will include to what extent has the project contributed in strengthening the coordination and collaboration of TIP task teams at various levels; the extent to which victims of TiP are now better protected as a result of the project? To what extent did the project increase knowledge and capacities in TIP in the country? What, if any, are the observed unintended negative or positive results? What factors enabled or hindered greater project effectiveness?

- **Impact:** the impact refers to the broader lasting change to which the project contributed or will in the long run lead to in benefiting the GoL in preventing and combating TiP and identifying and assisting VoT. Key question would be to what extent has the project contributed or has the potential to contribute to the outcome and overall goal of the project?
- **Sustainability:** this primarily refers to the extent to which the effects of the project contribution (including the project delivery infrastructure left behind) are likely to live on after the project has ended. To what extent are the project delivery infrastructures or mechanisms created by the project and its partners sustainable e.g. the various committees formed under the project; the knowledge imparted; awareness acquired? What measures did the project and stakeholders put in place to ensure sustainability beyond the project and are there indications that they are working for possible replication in the next phase?

5. EVALUATION TEAM, DELIVERABLES AND TENTATIVE TIMELINES

This will be an external independent evaluation. IOM requires a well-established evaluation Consultant or firm and staff with extensive experience in this area.

The expected deliverables of the evaluation exercise are:

- a) An evaluation inception Report that further enumerates the proposed methodology, data collection tools and an evaluation matrix, with more specific evaluation questions under each evaluation criteria. It will also indicate the tentative workplan to finalize the assignment and preparations that need to be made.
- b) Development and submission of tools to be used in the final evaluation. These include but not limited to; informed consent form¹, KII interview tools and KII interview guides.
- c) A draft evaluation report utilizing [IOM evaluation report format](#) for review, feedback and comments

¹ If the evaluation envisions speaking with beneficiaries, consultants are bound by IOM's principles, regulations and SOPs i.e., data protection principles, do no harm, and informed consent.

- d) A final evaluation report and [evaluation brief](#) (using provided template) having considered acquire feedback. e) A draft management response matrix template: Add your recommendations to the matrix)

6. ROLES AND RESPONSIBILITIES

The consultancy firm/Individual Consultant will be the evaluator. The evaluator will be responsible for finetuning the methodology and creating a shared agreement of the evaluation approach and protocol; designing the various data collection tools; carrying out data collection and analysis; developing a draft and submission of a final evaluation report and accompanying documents. The evaluator will work closely with an evaluation management team comprising of the Regional M&E Officer for Southern Africa; Regional Thematic Specialist for Migrant Protection and Assistant; country office M&E focal point; the, the Project Officer for the project and by extension the Chief of Mission (CoM) of Lesotho who will ensure technical and administrative support is provided for the evaluation. The role of the evaluation group is to provide ongoing evaluation and countertrafficking thematic areas technical and quality assurance support as well as supporting the Evaluation Manager (Project Officer) in coordinating the exercise.

The project team on the ground will be responsible for providing all logistical support required for the execution of the evaluation including but not limited to introducing the evaluation, its purpose and the evaluator to the different identified participants in advance and acquiring their early consent to participate in the evaluation study, making appointments in time for virtual or physical interviews or discussions; arranging for transport and other related arrangements for evaluator where necessary; following up and reminding participants of agreed appointments providing to the evaluator, required documentation or information and ensuring that EMG members provide inputs/comments to the various deliverables on time.

7. INDICATIVE TIMEFRAME

The evaluation will be conducted between mid-august and October 2023. The below is an indicative timeframe to undertake this evaluation. Interested applicants are invited to include in their proposal a proposed timeline of activities and consulting days that ensures finalization

by the stated broad dates. The ability to deliver comprehensive and quality work within a realistic timeframe and budget will meet favourable consideration.

	Deliverables	Duration
1	Inception Meeting with IOM officials to discuss the next step for the evaluation	1 September 2023
2	Submit draft inception report with includes the methodology and the workplan and incorporate IOM’s inputs	5 September 2023
3	Submission of Draft Report for IOM Inputs	30 September 2023
4	Submission of the final report that has incorporated IOM inputs and an Evaluation Brief	15 October 2023

8. QUALIFICATIONS AND EXPERIENCE

The successful Lead consultant should have the following qualifications and experience:

- a) Master’s degree or above in a social science discipline such as monitoring and evaluation; development studies; population or migration studies; international relations or development; social statistics, statistics, international relations, law; social science research or another relevant field. If working in a team (team members will also need to have relevant qualifications based on the role they will play in the evaluation)
- b) Minimum of 10 years of relevant professional experience in a development context (such as with international organizations such as UN, INGOs) or academia in Africa
- c) Proven previous working experience in conducting project evaluations, or related studies, assessments or reviews in related areas and preferably in Southern Africa region. Specific experience in evaluating counter trafficking projects or other related projects is a strong asset.
- d) Experience working with vulnerable communities and on politically sensitive topics.
- e) Good knowledge of migration concepts, frameworks, instruments especially related to trafficking in persons is an asset.

- f) Working experience with senior officials within government, inter-governmental, and non-governmental organizations.
- g) Full computer literacy, including familiarity with research tools.
- h) Proven capacity to coordinate all administrative and technical aspects of the consultancy.
- i) Excellent writing skills.
- j) Demonstrated ability to work in a multicultural environment and establish harmonious and effective relationships.

9. EVALUATION BUDGET AND TIMELINE

The evaluation is expected to start from 1 September 2023 and should have been finalized by 30 September 2023.

10. APPLICATION PROCEDURE

Interested candidates should submit their proposal (both technical and financial proposal) not exceeding 20 pages. The technical Proposal should outline the proposed methodology and list of tools to conduct the evaluation, a short bio of the main evaluator and any other individual to be involved in the evaluation directly or indirectly demonstrating their experience, qualifications and suitability against the requirements above. It would be advantageous if a list or samples of similar or other evaluations conducted in the past are provided to support your application with references. The proposal should also have a suggested tentative timeline of key activities. Candidates who demonstrate ability to deliver quality work within reasonable time and cost will be highly considered. The financial proposal should indicate the daily consulting fee charged, the number of consulting days proposed, any other costs and the grand total amount for your application (in US Dollars).

Full proposals to be submitted via email to lesothoadmin@iom.int by 07th August 2023. Only shortlisted applicants will be contacted.

11. APPLICATIONS SHOULD CONTAIN:

- Cover Letter
- Technical Proposal



- Financial Proposal
- Detailed Curriculum Vitae of lead and team members if applicable
- Proof of previous related work e.g., links to previous evaluation reports; sample written work etc