CIVIL SOCIETY FOR POVERTY REDUCTION TERMS OF REFERENCE FOR
THE STRATEGIC PLAN (2016-2020) END TERM EVALUATION

1.0 CONTEXT AND BACKGROUND
The Civil Society for Poverty Reduction (CSPR) is a civil society network of 72 members that has been building the voice for poor people in the fight against poverty. It was established in 2000, primarily, to ensure that civil society effectively and meaningfully participates in the formulation, implementation and monitoring of National Development Plans to ensure government provides a means by which Zambians can effectively strategize on reducing the escalating levels of poverty.

The Civil Society for Poverty Reduction Strategic Plan was launched in 2016 and will expire in 2020 after a 5-year implementation period (2016-2020). The vision of the current strategic plan is “A Zambia where citizens are empowered and have access to basic needs.” For the Institution the strategic plan envisions, “A leading well-resourced civil society network whose members participate in pro-poor development at all levels in Zambia”

CSPR’s Mission Statement in its 2016-2020 Strategic Plan is “To promote pro-poor development through coordination of network member efforts, evidence-based policy engagement and community participation in order to reduce poverty in Zambia”. To achieve this mission the plan has 4 strategic objectives:

1. To contribute to effective national resource generation and utilization for enhanced public service provision especially for women and children;
2. To enhance the capacity of the poor to participate in, contribute to and benefit from growth in ways that recognize the value of their contributions and make it possible to negotiate a fairer distribution of the benefits of growth;
3. To build CSPR’s membership for enhanced information sharing, ideas and resources to effectively participate and engage in developmental process both individually and group;
4. To effectively and innovatively manage information and advocate for pro poor policy formulation and implementation through engagement with state and non-state actors to promote good governance.
5. To reinforce CSPR network to effectively generate, allocate and use human, material and financial resources to attain specific objectives on a sustainable basis

A major departure of the Plan from preceding Plans was its focus on the integrated programming approach. This was a shift from the ‘functional’ programme design and based on the strategic objectives, the following programs are established under the current strategic plan:
As the Plan concludes in 2020, CSPR will be embarking on the formulation of a new strategic plan (2021-2025). A requirement for the commencement of this process is the undertaking of an End-Term Evaluation by the end of the year 2020.

### 2.0 THE EVALUATION

#### 2.1 PURPOSE

The Purpose of this end-term evaluation is to provide an overall assessment of progress and achievements made against planned results, as well as assess and document challenges and lessons learnt since the commencement of the strategic plan.

The specific objectives of the End-Term-Evaluation will focus on performance assessment, lessons learned and recommendations:

#### 2.2 Performance Assessment

To review the extent to which the implemented projects between 2016 and 2020 have achieved the programme strategic objectives as set in the strategic plan. This will also involve impact assessment on the effect of implemented activities on the poverty and vulnerability of the targeted beneficiaries in the 6 provinces where CSPR is currently operating. The achievements will be weighed against the baseline indicators at the commencement of the strategic plan.

#### 2.3 Lessons Learned

To document key lessons from the implementation of activities over the 5-year period and the ongoing learning processes during the strategic plan implementation period and how this knowledge has been managed to inform future strategic plans. This will further assess the learning and knowledge management systems within CSPR between 2016 and 2020.

#### 2.4 Recommendations

To generate evidence-based recommendations which will inform the design of programme areas in the next strategic plan (2021-2025). The recommendations should also embrace innovation in the scaling up of best practices and achieved desired results during the current strategic plan period.

#### 2.5 Scope of Evaluation

The criteria of the End-Term-Evaluation will focus on the following areas:
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<th>Criteria</th>
<th>Core Question</th>
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<tr>
<td>Relevance</td>
<td>How were the implemented strategic plan interventions between 2016 and 2020 consistent with and responsive to the needs of CSPR beneficiaries in the 6 operational provinces?</td>
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<td>Efficiency</td>
<td>How were the available resources used in a cost-effective manner measured against the quality of outputs and achieved results during the plan implementation period?</td>
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<td>Effectiveness</td>
<td>To what extent were the desired strategic objectives achieved at outcome and at impact/goal level?</td>
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<td>Sustainability</td>
<td>Will the achieved results and benefits continue even after the end of the close out of the strategic plan interventions at institutional, community and national level?</td>
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<tr>
<td>Impact</td>
<td>What has been both the positive and negative change in poverty and vulnerability levels which has occurred as a result of the strategic plan interventions between 2016 and 2020?</td>
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The evaluators will undertake both desk review and field studies to successfully conduct this ETE. Key reference documents for the desk review include:

i. CSPR Annual Reports for the years 2016 to 2020
ii. 7th National Development Plan Annual Reports and Mid-Term Review Report
iii. 2020 Sustainable Development Goals Voluntary National Report for Zambia
iv. Project Evaluation Reports for Key projects under each Program
vi. Provincial Development Progress Reports for Lusaka, Eastern, Luapula, North Western, Western and Southern Provinces

One District will be sampled for Interviews in each of the Six (6) provinces during the field visit. The main respondents will be from community structures being supported by CSPR and duty bearers who are working with CSPR under different projects. Further the Interviews will also be conducted with sampled CSPR Network Members in each district during the field visit. CSPR staff will also be interviewed at both Secretariat and at the Provincial level.

2.6 Evaluation methodology

The evaluation methodology and design will be developed by the evaluator(s) in close collaboration with the CSPR Evaluation committee during the inception phase of the evaluation. The evaluation questions mainly call for qualitative methods, preferably an outcome harvesting approach.

The evaluator(s) are requested to formulate a brief overview of the proposed methodology based on the evaluation questions and objective of the evaluation. On the basis of available documentation, the evaluator(s) are then requested to further elaborate on methodology, tools and timeline in an inception report. The evaluator(s)’ gender and child sensitivity and awareness is supposed to be methodologically integrated in the process.

2.7 Expected Outputs and Key Timelines for Deliverables

- Inception Report – 21st November, 2020
- First Draft Report - 5th December, 2020
2.8 Technical Proposals

CSPR Zambia would like to invite interested lead evaluators to submit a proposal in the form of a short outline of the work plan of approximately 1000 words covering the entire Terms of Reference. The proposal should include the lead evaluator’s CV, two references, a sample of the lead evaluator’s work, a short outline of the work plan and proposed budget, and the CVs of the envisioned co-evaluators.

Besides showing the presence of the team requirements as presented under 2.6 the proposal should show:

- Correct understanding of the Terms of Reference,
- Creative approach towards answering the Evaluation Questions, particularly showing which evaluation methods will be used, how data can be collected at community level and how the ‘attribution’ question will be addressed.

3.0 APPLICATION AND SELECTION OF EVALUATION CONSULTANT

The Consultant will be selected based on the following criteria:

- Must have a minimum of a Master’s Degree in Social Sciences. A postgraduate qualification in Demography or Statistics will be an added advantage;
- Must have at least five years of continuous professional experience in the preparation of reviews and evaluations processes;
- Must have at least three years of professional experience in different approaches for design, monitoring and evaluation of strategic plans;
- Must have at least three years of professional experience in the planning, design, management, monitoring and review of institutional strategic plans;
- Must have sufficient knowledge on poverty reduction strategies;
- Must be willing to work with national professionals and project-level staff;
- Must be able to demonstrate high level of computer literacy

All electronic applications must be emailed to cspr@csprzambia.org and copied to stellah.mungaila@yahoo.co.uk. They should be captioned with the Subject: “CSPR Zambia Strategic Plan End-Term Evaluation”.

No physical submissions will be receipted and applicants are encouraged to follow up with a phone call confirmation on +260971815349.

All queries must be addressed to the email or phone number indicated above.

APPLICATIONS MUST REACH CSPR NO LATER THAN......13th November, 2020 BY 17:00HRS.