

Terms of Reference (ToR) for End of Project Evaluation of Evidence and Effectiveness Call - Small Grants Component

Ghana Somubi Dwumadie
(Ghana Participation Programme)
August 2022

Contents

Contents.....	2
1. Background	3
2. Rationale and Purpose of the Final Evaluation of Evidence and Effectiveness Grant (Small Grantees)	3
3. Purpose and Objectives of the Evaluation	4
4. Approach	6
5. Scope of the Assignment.....	7
6. Key Documents	8
7. Ethics, Data Protection and Safeguarding	9
8. Consultant’s Competencies, Experience and Skills Requirements.....	9
9. Points of Contact	10
10. How to Apply	10

1. Background

Ghana Somubi Dwumadie (Ghana Participation Programme) is a four-year disability programme in Ghana, with a specific focus on mental health. This programme is funded with UK Aid from the UK government. The programme is run by an Options-led consortium, which also consists of Basic Needs-Ghana, King's College London, Sightsavers and Tropical Health, and focuses on four key areas:

1. Promoting stronger policies and systems that respect the rights of people with disabilities, including people with mental health disabilities
2. Scaling up high quality and accessible mental health services
3. Reducing stigma and discrimination against people with disabilities, including mental health disabilities
4. Generating evidence to inform policy and practice on the effectiveness of disability and mental health programmes and interventions

2. Rationale and Purpose of the Final Evaluation of Evidence and Effectiveness Grant (Small Grantees)

Ghana Somubi Dwumadie has implemented three thematic grants rounds since 2020. This includes a COVID-19 Psychosocial Resilience Support grant and an Evidence and Effectiveness grants round which funded a range of advocacy focused and social behaviour change (SBC) focused grants awards (large and small grants), and a new Legacy and Sustainability grants round.

The Evidence and Effectiveness Grants were awarded to nine grantees, with 5 of them classified as small grantees¹ who closed by July 2022, and 4 large grantees who are continuing until December 2023.

The overarching objective of the Ghana Somubi Dwumadie evidence and effectiveness grants for mental health and disability inclusion is to ensure that people with disabilities, including people with mental health disabilities are in the lead on approaches to improve their wellbeing, social and economic outcomes, and rights.

The specific objectives of the Evidence and Effectiveness grant round are as follows:

1. To improve the wellbeing of, and empower people with disabilities, including mental health disabilities, through evidence-based approaches to improve

¹ Small grantees are 12 months in duration with a grant value of no more than GHS200,000

integration and accessibility of mental health and social services and user-led advocacy initiatives

2. To reduce stigma and discrimination against people with disabilities, including people with mental health disabilities
3. To generate evidence through research to inform policy and practice on disability and mental health needs, programmes and interventions, in particular community-based rehabilitation (CBR) initiatives.

Small grantees responded to either objective 1 ('advocacy grantees'), or to objective 2 ('SBC grantees'). The SBC grantees further responded to specific elements of the programme SBC strategy, as outlined in their results frameworks.

Each grant has a results framework including the project results logic (activities > outputs > outcomes > goal), a work plan and a monitoring and evaluation plan. The grantees reported progress every quarter during the project implementation and have issued a project completion report.

In line with the requirements of the Programme's MEL and Grants Manuals, an End of Call Evaluation is to be conducted. This Terms of Reference (TOR) describe the purpose, scope, approach and timelines for the End of Call Evaluation. This evaluation is conceived as one of a series of reports and evaluations from set up phase of the Call, through to final evaluation, as follows:

Grants call set up

- Stigma and Discrimination formative research,
- KAP survey;

Grants Call and implementation phase

- Learning events alongside grant activities

Evaluation phase

- assessment of the small grantees (this evaluation),
- a mid-project evaluation for the large grantees and
- an end-project evaluation for the large grantees which also evaluates the overall grants call,
- in addition to a final KAP survey.

3. Purpose and Objectives of the Evaluation

The purpose of the assignment is to evaluate Ghana Somubi Dwumadie's portfolio of the 5 small grants under the Evidence and Effectiveness grant call which have closed in July 2022. Of these 5 small grants, 2 were focused on Advocacy (Objective 1 above) and 3 were focused on SBC strategy objectives (Objective 2 above). The location of grant activities are in the following districts;

- CALID (Tamale Metro, Sagnarigu and Savelugu Municipalities),
- ABAK Foundation (Cape coast metro, Goama West District, Mfantseman Municipal, Agona West, Effutu Municipal),
- CPRI (Wa Municipal, Daffiama-Bussie-Issa, Lawra, Nandom),

Ghana Somubi Dwumadie, TOR- Grants Close out

- FOCEP (Mamprugu-Moaduri) and
- GLOWA (Biakoye and South Dayi).

The evaluation will collate the overall results achieved by these 5 projects and the contribution of these projects to the relevant overall objectives of the grants round call. The evaluation will assess the performance of the projects in regard to their effectiveness, efficiency, and promising good practices and lessons learnt.

The objectives of the evaluation are as follows:

Effectiveness:

- a) To assess the extent to which the specific projects under this Grants Round Call achieved their respective **outcomes**, as set out in the respective project's Results Framework. This will include identifying project implementation strategies and factors which contributed to the achievement or non-achievement of results (including unforeseen consequences);
- b) To assess the extent to which specific projects under this Grants Round Call achieved their respective **outputs**, as set out in the respective project's Results Framework. This will include identifying project implementation strategies and factors which contributed to the achievement or non-achievement of results;
- c) To assess the extent to which the 5 projects contributed to the relevant objectives of the Evidence and Effectiveness grant. For the 3 SBC grantees, this should extend to evaluate their contribution to the achievement of the specific elements of the programme SBC strategy objectives in target communities that were included in their results framework, e.g. 1. Creating a culture of support for people with disabilities 2. Increasing the use of positive disability and mental health language

Efficiency:

- d) To assess the extent to which the projects have applied the following to ensure that the project has been efficiently implemented:
 - (i) sound monitoring and quality management approaches;
 - (ii) timely implementation of workplans;
 - (iii) mitigation of any challenges experienced, and;
 - (iv) sound budget management
- e) any reflections on how the programme grants mechanism has managed, supported or hindered efficiency

Promising good practices and lessons learnt:

- f) To assess the performance of the projects in regard to building partnerships and stakeholder management in the implementation of their projects.

- g) To document key emerging and promising practices/lessons learnt and good practices, where these are identified.
- h) To document facilitating factors and barriers towards sustaining project results and/or activities beyond project lifetime, where relevant.

The evaluation should ensure it builds on existing documented learnings, and draw out specific lessons and recommendations with the aim to improve the Grants Mechanism of Ghana Somubi Dwumadie for application in the final period of the large Evidence and Effectiveness grants, as well as the new Sustainability and Legacy grants. Where relevant, evaluation recommendations should also be developed in a way which will help local partners and communities to continue the project activities and policy influencing.

4. Approach

The assignment will be a mix of desk-based review of all relevant documents both from Ghana Somubi Dwumadie and its Grantees, as well as key interviews with grantees and key programme staff, collaborating with grants team members as necessary. It is also expected that the evaluation will seek information through additional interviews from other stakeholders and potential project beneficiaries such as, inclusion champions, members of self-help groups, local media, religious and community leaders and other people with disabilities and their families, as appropriate and feasible within the scope of the evaluation. The consultant should make efforts to capture people with a variety of experiences, particularly women, people with disabilities and people with mental health conditions. Much of this should have been captured by the grantees, however, and the consultant should limit this to 3 additional interviews per grantee (separate to the key interviews). Any significant gaps in information needed to answer the evaluation questions should be flagged to the programme early in the process.

As the grantees conducting these projects have themselves undertaken some primary data collection with stakeholders and beneficiaries, as part of the end of project reporting, this will be made available to the successful consultant(s). The evaluation should therefore seek to complement and not duplicate any grantees primary data collection. A sampling approach to field visits is likely to be needed, and should focus on areas which have not already been explored. A list of key informants will be developed as part of the detailed methodology development by the successful applicants in collaboration with the Ghana Somubi Dwumadie team, and a sampling approach agreed for any field work. Ghana Somubi Dwumadie highly recommend that the consultant/s considers effective approaches and design that responds to the evaluation objectives and scope of this assignment, which should take into account the available programme data throughout the project cycle.

For the SBC element, the consultant should consider how they intend to assess whether there has been any change in stigma and discrimination. The consultant can review our partner Sightsavers' disability stigma systematic review, page 64-67 on metrics for measuring stigma <https://research.sightsavers.org/wp->

<content/uploads/sites/8/2021/08/Sightsavers-systematic-review-into-stigma-and-disability-FINAL-UPDATED.pdf>

Additional and effective approaches may be recommended to meet the data requirements for the evaluation as agreed with Ghana Somubi Dwumadie team.

5. Scope of the Assignment

The assignment is expected to take place from 22nd August to 16th September 2022.

No.	Tasks	Timeframe	Expected Deliverables
1	<p>Design methodology and evaluation criteria:</p> <p>Following an initial review of key grantee documents, the consultant will develop a detailed methodology for the assignment including approach for achieving the deliverables. In addition, the consultant will develop an evaluation assessment framework containing a set of criteria to be used in objectively evaluating the performance of each grantees project.</p>	3 days	Evaluation methodology and assessment framework
2	<p>Desk review, data collection and analysis:</p> <p>The consultant will undertake a desk review of relevant documents including the Call for Proposal document, grantees' quarterly and end of project reports (financial and narrative), grantees' results frameworks, and other relevant reports and documents including learning papers. As primary data collection, the consultant will plan and undertake interviews with identified and agreed key informants, according to the sampling approach determined, to fill in any gaps from the document review. (This will particularly include interviews/discussions with grantee staff, Ghana Somubi Dwumadie grants team and as appropriate, key informant interviews or focus group discussions with other stakeholders and beneficiaries). In addition, the consultant will use the evaluation assessment framework to</p>	14 days	Completed assessment framework for each grantee

No.	Tasks	Timeframe	Expected Deliverables
	analyze the performance of each grantee project		
3	Develop report with recommendations: The consultant will prepare a report that responds to the key evaluation objectives in this ToR. A report outline will be agreed with the Programme submitted as part of the methodology by the consultant. Time includes submission of initial draft and any revisions following feedback.	6 days	Evaluation Report
4	Presentation of summary evaluation findings to Ghana Somubi Dwumadie and key partners/grantees or end-users	1 days	Meeting held and presentation shared.
TOTAL		24 days	

Payment Schedule

Payment of consultancy fees, in line with the contract amount, will be done in phases as per the itemised deliverables below.

Tranche	Percentage	Deliverable
1 st Payment	20%	Upon signing of the contract
2 nd Payment	40%	Upon completion and approval of Tasks 1 and 2
3 rd Payment	40%	Upon completion and approval of Tasks 3 and 4
Total	100%	

Any pre-agreed reimbursable expenses, e.g. for travel costs, will be paid in line with the programme standard operating procedures.

6. Key Documents

- Ghana Somubi Grants Strategy
- Ghana Somubi Social Behaviour Change Strategy
- SBC Communication Materials
- Disability-related stigma and discrimination in sub-Saharan Africa and south Asia: a systematic literature review
- Knowledge, Attitudes and Practices Baseline Survey conducted by Ghana Somubi Dwumadie

- Stigma and Discrimination Research Report conducted by Ghana Somubi Dwumadie
- Evidence and Effectiveness Grant Call for Proposal
- Learning Product What works in grant-making mechanisms for mental health and disability inclusion programmes in Ghana
- Learning event reports (x2)
- Grantees Project Results Framework and Budgets (5 grantees)
- Grantees quarterly reports (Narrative & Financial) (5 grantees)
- Grantees end of project reports (Narrative & Financial) (5 grantees)
- Quality Assurance tools undertaken with grantees

7. Ethics, Data Protection and Safeguarding

The consultant must explain how data and information shared for the purposes of this assignment will be protected through the application of good data protection principles such as fair collection and processing, safe storage and safe transfers. This must also include consideration of any risks related to the data loss and how these will be mitigated. The programme works to both Ghana Data Protection and General Data Protection Regulation (GDPR) standards.

Safeguarding is a priority concern for Ghana Somubi Dwumadie and the Programme is committed to ensuring that its staff, programmes, consultants and activities ‘Do No Harm’. In our context, safeguarding focuses in particular on measures undertaken to protect adults with disabilities, including people with mental health conditions, against Programme risks, actions and behaviours which results in them being harmed, exploited, neglected or discriminated against. In view of this, the consultant is required to describe in detail the safeguarding measures to be put in place and how these will be observed in the assignment. Specifically, in the event of field work, the consultant shall explain how appropriate, safe, non-discriminatory participation of all respondents will be ensured and how special attention will be paid to the needs of people with disabilities, including people with mental health conditions. It should be noted that consultants who fail to detail ethics and safeguarding’s process will not be considered.

8. Consultant’s Competencies, Experience and Skills Requirements

This consultancy assignment is open to consulting firms and individual consultants with sound experience in evaluation particularly evaluating grant funded projects or programmes. Interested applicants should submit their application following instructions under section 10 of this ToR. The consultant will be selected through a closed competitive solicitation. Applications will be reviewed against a set of criteria including:

- Prior experience in donor-funded programme/project evaluation
- Experience in Evaluation studies/ in mental health and disability
- Prior experience in evaluating programmes/projects benefitting people with disabilities, including people with mental health conditions
- Prior experience in evaluating social behaviour change and advocacy projects
- Methodological and research skills in evaluation particularly strong qualitative evaluation skills
- Strong expertise in qualitative analysis and track record in conducting thematic reviews and analysis
- Strong track record of designing and conducting evaluations
- Good communication, both oral and written skills and presentation skills
- Analytical capacity and experience in conducting process and impact assessment for development programs
- Submission of a clear, credible, and structured proposed methodology
- Value for money (suitability of the financial proposal)

9. Points of Contact

The primary point of contact for this contract is the Programme Monitoring and Evaluation Advisor Emmanuel Osei-Mensah (Email: E.Osei-Mensah@ghanasomubi.com). Other Ghana Somubi Dwumadie staff to be involved in the study to provide targeted support when required is the Grants Advisor Matthias Aneinini (Email: m.aneinini@ghanasomubi.com) and the Programme Manager Philip Hand (Email: p.hand@ghanasomubi.com)

10. How to Apply

Interested consultants/firms should:

Express their interest by submitting their CVs, a Daily Fee rate quotation and a brief methodology for completing the assignment, with the latter not exceeding 3 pages, as well as a sample evaluation report of a similar assignment conducted by the consultant to E.Osei-Mensah@ghanasomubi.com copying Grants Advisor (Email: m.aneinini@ghanasomubi.com) and the Programme Manager (Email: p.hand@ghanasomubi.com)

- by close of business **17th August, 2022**