



## **TERMS OF REFERENCE FOR CONDUCTING A MID TERM EVALUATION FOR NUDIPU'S STRATEGIC PLAN**

### **1.0 Introduction**

The National Union of Disabled Persons of Uganda (NUDIPU) is an Umbrella Organization established in 1987 with a Vision of Creating a Just and Fair society where Persons with disabilities live a Prosperous and dignified Life. NUDIPU is a Non-governmental Organization that advocates for the rights of Persons with disabilities in Uganda. It brings together all categories of PWDs including the physically, sensory and mentally impaired people. NUDIPU exists to create a unified voice of PWDs in order to advocate for equalization of opportunities, involvement and participation in policy planning and implementation of disability programmes in close co-operation with government, NGO's and the public. NUDIPU's membership comprise 146 District Unions (DUs) and 14 National Disabled Person's Organizations (NDPOs). Their main purpose is to influence and mainstream the provision of services in favor of PWDs in Uganda.

### **2.0 Background to NUDIPU's 5-year Strategic Plan 2020- 2024**

In 2018, NUDIPU with the support of the National Lottery Community Fund and Aga Khan Foundation embarked on a five year (2020-2024) Strategic Plan development process. The consultative process involved a performance review of the 2015/19 strategic plan and analysis of the disability context.

The review of the 2015/19 strategic plan indicated that NUDIPU has registered success in terms of strengthening the socio-economic empowerment of Persons with Disabilities, lobbying and advocacy, building a network and partnerships with varied stakeholders. However, NUDIPU was constrained in strengthening her internal capacity specially the knowledge management system and agility to deliver her mandate. Over the years, NUDIPU learnt the need for stronger coordination, collaboration with the membership DPOs fosters synergy within and beyond the sector. Similarly, continuous adaptation is critical in ensuring the relevance, efficiency and effectiveness of disability inclusion and empowerment.

The 2020/24 strategic planning context highlights progressive commitment on part of government through legislative and policy frameworks to promote and protect Persons with Disabilities. These advances notwithstanding, barriers such as limited access to justice by Persons with Disabilities, inaccessible technology in agriculture, education and health, inaccessible physical infrastructure, low government funding for the disability sector, limited capacity of disability political leaders, and discrimination against Persons with Disabilities still persist pointing majorly to a disconnect between policy intent and its translation into implementable programmes. Weak coordination between



NUDIPU secretariat and the membership DPOs, limited funding to support programmatic work, inadequate monitoring, evaluation and learning systems, and adequate analysis of disability data point to significant capacity gaps and challenges at institutional level.

Given the above context, NUDIPU in collaboration with the membership DPOs and other disability stakeholders, has carefully considered strategic priorities for the next five years (2020/24) to address the institutional gaps and needs of Persons with Disabilities. The intervention logic and delivery options for NUDIPU's strategic plan reflect this shift. NUDIPU's strategy for the next five years puts emphasis on strengthening the institutional capacity of her Secretariat, District Unions and membership DPOs; strengthening coordination, collaboration and synergy between NUDIPU secretariat and the DPOs; improving relationships with actors within and beyond the disability sector including mainstream CSOs, DPOs, development partners ,networks, government, and private sector among others; improving access to social-economic services by Persons with Disabilities; and effectively influencing inclusive policy formulation and implementation.

**The overall Objectives of the NUDIPU Strategic Plan (2020-2024) include:**

Strategic objective 1: Deliver an evidenced-based and co-produced capacity strengthening programme for NUDIPU and DPOS

Strategic objective 2: Advocate for, and monitor the translation and implementation of policies and legislation into disability inclusive procedures and practice that are effective.

Strategic objective 3: Contribute to the co-production, implementation and monitoring of socio-economic programmes to ensure that they are disability inclusive

Relevant Indicators have been developed to measure progress on achievement of the above stated Strategic Plan Objectives. It is upon this background the NUDIPU seeks services of an external consultant to conduct a Mid term Review of its strategic Plan

**3.0 Purpose of the Mid Term Evaluation**

The Purpose of the Mid Term Evaluation is to assess the continued relevance of our interventions and the progress made towards achieving the planned objectives. This will provide an opportunity to make modifications where necessary to ensure the achievement of these objectives within the time period of Strategic Plan.



## Specific objectives

Specific objective of the task are as follows:

**The general objectives of a Mid-Term Evaluation** are to:

- a) Measure Progress of the Strategic Plan indicators vis a vis the set Targets
- b) Support the Organization to improve the efficiency, effectiveness, relevance and impact of its activities
- c) Support NUDIPU to identify and understand its successes to date and the problems that need to be addressed, and provide the Organization with an external, objective view on the various Projects statuses, their relevance, how effectively they are being managed and implemented, and whether the available Projects are likely to achieve the Organization's intended outcomes
- d) Provide NUDIPU with recommendations clearly elaborating any available additional opportunities, as well as any corrective actions needed to resolve outstanding issues and improve performance for the remaining Strategic Period
- e) Support the Organization to set the course for the remaining Strategic Period.
- f) Support NUDIPU to draw initial lessons about Strategic Plan design, implementation and management.

### 4.0. Scope of the Assignment

The consultant will lead the Mid Term Evaluation Process in close coordination with the MEL Manager, in the following scope of work required.

- The Evaluation will focus on all Projects implemented within the Strategic Period 2020-2024
- The Consultant will develop an action plan and timeframe for the Evaluation;
- Prepare the Mid-term Evaluation framework and methodologies to be used;

*Specifically, the midterm evaluation will (1) provide an early signal of the project's relevance, effectiveness and efficiency, impact and sustainability; (2) collect performance indicator data; (3) assess whether the Organization is on track towards achievement of its strategic objectives (4) review the results frameworks and theory of change; and (5) identify any necessary mid-course corrections.*

- Produce the Evaluation report in English;
- Provide presentation of initial findings to the Organization BOD, staff and its key stakeholders; and
- Finalize report for submitting to NUDIPU.

### 4.1 Evaluation Questions

The Mid term Evaluation can be guided by the following Key Evaluation questions, which can be further improved by the consultant



Relevance	<ul style="list-style-type: none"> <li>▪ Is the Organization’s strategic Plan relevant to the beneficiaries’ needs?</li> <li>▪ Does the Organization’s Strategic Plan complement other donor-funded and government initiatives?</li> </ul>
Effectiveness and Efficiency	<p>What is the progress of Strategic Plan implementation – is it on track as planned?</p> <ul style="list-style-type: none"> <li>▪ To what degree have (and have not) the interventions resulted in the expected results and outcomes?</li> <li>▪ How can the theory of change be altered to increase efficiency and effectiveness?</li> </ul>
Impact	<p>To what degree has the Organization made progress toward its intended outcomes</p> <ul style="list-style-type: none"> <li>▪ Have there been any unintended outcomes, either positive or negative?</li> <li>▪ What internal and external factors affect the Organization’s achievement of intended results?</li> </ul>
Sustainability	<p>How effective is the Sustainability strategy of the Organization both at government and Beneficiary level?</p>

## 5.0 Methodology

The methodology will be designed by the evaluation team during the inception phase. It should:

- Employ the International evaluation criteria of relevance, efficiency and effectiveness, impact and sustainability
- Contain a sampling strategy, including the sampling method, sample size calculations, and power calculations.
- Demonstrate impartiality and lack of biases by relying on a cross-section of information sources (stakeholder groups, including beneficiaries, etc.)
- Using mixed methods (quantitative, qualitative, participatory etc.) to ensure triangulation of information through a variety of means.
- Apply an evaluation matrix geared towards addressing the key evaluation questions taking into account the data availability challenges, the budget and timing constraints;



## 6.0 Reporting and presentation of findings

The Consultants will follow the following Process

**Preparation** → **Inception** → **Data Collection/ Literature review** → **Data Analysis and reporting** → **Report Dissemination**

### 6.1 Inception report

The consultant shall cause a meeting to be attended and financed by NUDIPU to elaborate his/her understanding of the Terms of Reference prior to commencement of the survey. The consultant shall to this effect produce and deliver an inception report to NUDIPU. The report shall clearly state out the Methodology to be applied in this Evaluation Process

### 6.2 Submission of draft and final report

- A preliminary draft report will be submitted to NUDIPU for comments.
- Feedback by NUDIPU and its stakeholders shall be sent to the consultant.
- The final Mid Term Evaluation report will then be delivered in both hard and electronic copies to NUDIPU

The suggested Table of Contents for the report;

- Executive Summary
- Introduction
- Background (purpose of evaluation)
- Methodology and Implementation
- Results and Findings
- Conclusions
- Recommendations
- Lessons Learned
- Annexes
  - Table of performance indicators with updated values
  - List of meetings
  - Survey instruments
  - TOR



## **7.0 Budget**

The consultant will submit a budget with a breakdown of expected costs along with their Inception Report

## **8.0. Consultant Responsibilities**

The consultant is responsible for performing the following activities: The consultant will be required to lead on all the tasks below, in consultation and collaboration with NUDIPU:

1. Develop an Inception report and time frame for executing the Evaluation plan
2. Develop Methodology to be used for conducting the Evaluation
3. Review the relevant documents/literature to increase awareness and understanding of the Consultant
4. Hold meetings with stakeholders including Staff where necessary to obtain key information for the Evaluation
5. Apply gender perspectives into all information analysis for the report;
6. Prepare the draft Evaluation report based on the findings;
7. Present the findings to NUDIPU BOD, Staff and stakeholders for comments/validation
8. Finalize the Evaluation report
9. Submit final report to NUDIPU

## **9.0 The Roles of NUDIPU**

- a) Pay the Consultant an agreed consultancy fee.
- b) Provide the necessary information (literature) available
- c) Provide transport and other logistics necessary for the inception, validation workshop and field work activities.
- d) Link the consultant to relevant respondents and stakeholders where necessary.
- e) Disseminate the report Findings

## **10. Time frame**

The study will be carried out in July 2022. The anticipated total number of workdays is 20 days inclusive of conducting report validation meeting and Submission of Final report to NUDIPU

## **12. Professional qualifications and experience:**

The required consultant shall possess the following qualifications and experience:



- Demonstrable wealth of experience in conducting Surveys/ Evaluations
- At least a Masters degree in relevant field
- Familiar with / knowledgeable about disability issues.
- Skilled in conducting surveys, data analysis and reporting
- Good writing, communication and presentation skills

### **13.0. How to Apply;**

We invite interested individuals and companies to submit the following application documents:

- A proposal outlining how the consultant(s) meets the selection criteria and their understanding of the Terms of Reference
- A proposed activities schedule/work plan with time frame;
- Copy of CV of the consultant(s) who will undertake the evaluation;
- One recent example of similar evaluation report written by the applicant;
- Financial proposal detailing consultant(s) costs and budget

Send your technical and financial proposal not later than 10<sup>th</sup> June 2022

Addressed to;

The Chief Executive Officer, NUDIPU

Plot 530 Kisaasi Road, Bukoto

P.O. Box 8567 Northern Bypass Kampala Uganda

Tel: 256 41 540179|+256 41 431380

Hard copy or soft copy applications will be received. Applications in soft Copy can be emailed to; [procurement@nudipu.org](mailto:procurement@nudipu.org)

**Only shortlisted candidates will be called for interviews**