



TERMS OF REFERENCE FOR END OF IMPLEMENTATION EVALUATION

1. Introduction

Social Action Trust Fund (SATF) is registered under the Trustee's Incorporation Ordinance (Cap 375) of 1956. SATF was capitalized by the United States Agency for International Aid (USAID). The Trust commenced its activities in April 1998. SATF is dedicated to supporting Most Vulnerable Children and address the impact caused by HIV and AIDS and poverty in Tanzania in accordance with national guidelines on Most Vulnerable Children (MVC). This is achieved through the provision of grants and technical support to Civil Society Organizations (CSOs) Non-Government Organizations (NGOs), Faith Based Organizations (FBOs) and Community Based Organizations (CBOs) registered in Tanzania. Currently the Trust is operating in 36 district councils in 19 regions.

2. Overview

From the year 2018 to 2022 SATF has been implementing a five-year strategic plan focusing on five key results areas namely, Investments, Programs and Resource Mobilizations, Human Resources, Communication and Publicity. During the midterm review the Trust have increased comprehensiveness in MVC service delivery by integrating core MVC Care and Support thematic areas that includes Education support, Health Care, Household Economic Strengthening as well as Child Protection as stipulated under the National Costed Plan of Action (2018) and the National Guidelines for Improving Quality of Care, Support, and Protection for Most Vulnerable Children in Tanzania(2009) along with the National Costed Plan of Action for Ending Violence Against Children and Women (2017-2022). The current Strategic Plan is coming to an end in 2022. Before developing the new strategic plan, the Trust would like to conduct end of implementation assessment to determine the relevance of planned interventions, efficiency, effectiveness, impact as well as sustainability of implemented activities.

3. Purpose

SATF intends to engage a consultant to undertake the end of implementation evaluation covering the period of the Strategic Plan implementation ie year 2018 to 2022. The Consultant is expected to perform the below tasks.

3.1 Responsibility and tasks

The Consultant will be responsible for executing the scope of this assignment which will include.

- a) Reviewing existing literature such as annual workplans, baseline information, progress reports, relevant national documents, etc

- b) Design study methodology to ensure high quality data collection, this will include developing data collection tools and data analysis plan
- c) Conduct field data collection covering 50% of geographical coverage and 10% of stakeholders,
- d) Conduct data analysis and production of final evaluation report detailing findings and recommendations

4. Expected Output/deliverables:

The Consultant will be directly responsible to SATF and will submit the following.

- a) Inception report detailing the project design and data collection tools within two (2) weeks after signing the contract
- b) Draft report within one week after the field work
- c) Final report within one week after receiving inputs

5. Consultant's minimum requirements and Qualifications:

The Trust is looking for a Firm specialized in project assessment assignments or an Individual Consultant with the below qualifications.

- Advanced university degree in Social Sciences, Business Administration, Community Development, Public Health, or any other related field of study with track experience in project management.
- Solid working experience in the review, evaluation and assessment of community projects and development projects.
- Good understanding of Tanzania Social welfare system, MVC/OVC programing and Endowment constituted organizations.

Ability to analyze the performance of economic situation of the Country in relation to investment base of the Trust.

- Ability to analyze, plan, communicate effectively orally and in writing, meet expected results and produce well written analytical report.
- Fluency in English and Kiswahili languages.

6. Tentative Work plan:

No.	Activity	Week
1	Literature review, preparation of data collection tools and presenting an inception report	2
2	Field data collection	2
3	Data analysis and draft report preparation	1
4	Circulation of draft report for Inputs including incorporation of inputs	1
5	Final report preparation and submission	1