



AERC AFRICAN ECONOMIC RESEARCH CONSORTIUM

REQUEST FOR PROPOSAL TO CONDUCT AN END OF PROJECT EVALUATION

THE IMPACT OF COVID 19 PANDEMIC ON LIVELIHOODS IN AFRICA PROJECT

1. Introduction

Established in 1988, The AERC is a not-for-profit premier capacity-building institution in advancing research and graduate training that inform economic policies in Africa. The principal mission is to strengthen local individual and institutional capacity to conduct an independent, rigorous inquiry into problems pertinent to the management of Sub-Saharan African economies through synergistic programmes combining economic research with postgraduate training in economics. The mission and objectives of AERC are achieved through a long-standing collaborative and networking framework of its research and training programmes, supported by interactive communication and outreach programme and backed by a comprehensive management and administration component. AERC's Collaborative research programme addresses topical policy issues of pertinence to policy making in Africa and brings together senior African and international researchers to generate a range of framework papers and country case studies, which are disseminated through AERC's senior policy seminars and national policy workshops.

OXFAM is a global movement of people fighting inequality to end poverty and injustice. OXFAM is a confederation of more than 20 members which works across regions and is present in more than 90 countries, with thousands of partners, and allies, supporting communities to build better lives for themselves, grow resilience and protect lives and livelihoods also in times of crisis. In Africa, OXFAM has a presence in more than 30 countries organized around regional teams. Within the Pan African Program, there is an Oxfam-AU liaison office in Addis Ababa, Ethiopia, based on an MOU that commits Oxfam to work with and engage/positively influence the AU and its different directorates and departments in a number of thematic areas including but not limited to Peace and Security, Gender and Women rights, Economic Development, Climate Change, and Food security as well as Governance. Oxfam also has active strategic and implementing partnerships with many Pan African civil society organizations.

Funded by the [International Development Research Centre \(IDRC\)](#), the [African Economic Research Consortium \(AERC\)](#) and [OXFAM](#) partnered to implement a collaborative research project on the Impact of COVID 19 Pandemic on Livelihoods in Africa.

2. The Project and Funding

In August 2020, the International Development Research Centre (IDRC) signed a Grant Agreement with AERC to support research on Gendered Impact of COVID 19 Pandemic on Livelihoods in Africa to enhance evidence-based policy responses to the economic impacts of the COVID 19 pandemic in Africa. The research was implemented in partnership with OXFAM in selected African countries, including Kenya, Ethiopia, Nigeria, Zambia and South Africa.

3. Focus of the Evaluation.

This end-of-project evaluation will focus on the AERC-OXFAM-IDRC Gendered Impact of COVID 19 Pandemic on Livelihoods in Africa Project, covering the period September 2020 to November 2022. The Project proposal and the progress reports will be the main documents of reference. However, the reviewer(s) may use other documents, questionnaires, and interviews (in person or by telephone) as well as contacts with the Consortium to carry out the task.

The overall purpose of this evaluation is to conduct, on behalf of the AERC, an assessment of the project implementation to determine the relevance and extent to which the project objectives were met.

4. The Objectives of the Evaluation

The overall objective of this consultancy is to carefully review and evaluate the implementation process, quality, cost, and effectiveness of the Gendered Impact of the COVID 19 Pandemic on Livelihoods in Africa Project. The consultant will be required to review the extent of achievement of the project objective of determining the impact of COVID 19 pandemic on livelihoods in Africa. The project sought to provide evidence on gender-differentiated impact of the COVID-19 pandemic on livelihoods in Africa, with specific attention following domains:

- a) Micro-level analysis of the gendered impacts of COVID-19 pandemic in one or more of the following dimensions: Livelihoods, social protection, health, education, food security and nutrition, and public infrastructure
- b) Macro and sectoral level analysis of policies that can mitigate the impacts of COVID-19 on the dimensions in (a) above and promote a gender-equitable recovery.

The specific objectives include the following:

- i. To assess the quality of the gendered impact of COVID 19 pandemic on livelihoods in Africa Project compared to other international related projects.
- ii. To assess the relevance and effectiveness of the project in addressing the impact of COVID 19 pandemic on livelihoods in Africa.
- iii. To assess efficiency, effectiveness and sustainability of the Project in terms of project deliverables.

- iv. To assess the relevance and impact of the dissemination and influencing and advocacy workshops of the project.
- v. To assess to what extent the project has met its targets and contributed to raising the visibility issues raised in the research
- vi. To assess to what extent the project has centered and put into consideration gender equality, vulnerable and marginalized groups.
- vii. To identify ways for improving effectiveness of similar projects of the AERC and OXFAM by considering whether there are alternative implementation, research and advocacy methodologies can be applied.
- viii. To evaluate the AERC's and Oxfam staff complement and ability to efficiently implement the project.

5. Deliverables/Reporting

The main deliverable of this consultancy is the End-of-Project Evaluation Report. The first draft will be reviewed by the AERC Management, and comments shared with the consultant. The consultant will then revise the report and submit a second draft for review. Upon submission of comments on the second draft, the consultant will revise, incorporating comments, if any, and submit a final report using the following template.

1. Executive summary of maximum 2-3 pages, which should be able to be read as a standalone document.
2. Purpose and scope of assessment
3. Background
4. Description of the organization and aspects to be examined
5. Assessment criteria
6. Methodology
7. Findings and assessments
8. Recommendations for follow-up
9. Sources of information used

The final report should provide recommendations in areas that may need improvements and or reforms and present conclusions backed by reference to findings and give clear recommendations. The recommendations shall be presented in order of priority. The final report shall be no more than 25 pages (excluding annexes). It should include an executive summary of maximum 2-3 pages, which may be read as a standalone document.

The terms of reference are detailed in Section 6.

6. Approach and Methodology

It is recommended that this evaluation be based largely on a study of secondary sources of literature, supplemented by interviews and observations of activities of the gendered impact of COVID 19 pandemic on livelihoods in Africa project. The following approaches to the implementation of the evaluation are suggested:

6.1 Desk Study and Review

This will entail a review of the project documents in relation to the extent of implementation. Useful documents for this exercise include the following:

- a) The impact of COVID 19 pandemic on livelihoods in Africa Project Proposal
- b) The impact of COVID 19 pandemic on livelihoods in Africa Project Progress Reports December 2020, September 2021, February 2022 and August 2022
- c) The impact of COVID 19 pandemic on livelihoods in Africa Project policy briefs
- d) AERC Annual Reports, 2019/20, 2020/21, 2021/2022
- e) The Final research reports on the impact of COVID 19 pandemic on livelihoods in Africa Project

6.2 Visit to the AERC Secretariat and OXFAM Offices in Nairobi

A visit to the AERC Secretariat and OXFAM offices in Nairobi would provide an opportunity for the consultant(s) to conduct in-depth individual meetings with representatives of the AERC and OXFAM Management and implementing staff. Where face-to-face meetings will not be feasible, virtual platforms will be utilized.

6.3 Participate as an observer at the AERC-OXFAM-IDRC impact of COVID 19 pandemic on livelihoods in Africa project *Regional Policy Forum* and other advocacy activities as agreed upon and interview researchers, policy makers and practitioners in the forum and thereby assess the quality and policy relevance of the research outputs.

7. Proposed Calendar of Implementation

Activity	Suggested timeframe
i. Desk Research/Consultations	October 2022
ii. Visit by Consultant to AERC Secretariat and OXFAM	October 2022
iii. Participate as observer at the Regional Policy Forum and other advocacy activities	October /November 2022
iv. Interviews with various stakeholders	October 2022
v. Interim Progress report	October 2022
vi. Presentation of draft end of project evaluation report	15 November 2022
vii. Submission of Final Report to AERC Secretariat	30 November 2022

8. Selection Criteria

The consultant should have the following qualifications:

- a) Master's in economics, Gender and development studies or related field.
- b) Experience demonstrated by at least 5 end of project evaluations of similar projects in sub-Saharan Africa.
- c) A good publication record detailing relevant articles in reputed journals.

- d) Provide an innovative and technically sound proposal indicating how the assignment will be delivered.
- e) Specify the total cost of the assignment, in the form of a daily fee and any other reimbursable costs for the part of the assignment carried out. Reimbursable costs must as a minimum, when applicable, be specified with costs for per diem, accommodation, and type of flight ticket, to make sure that economy class is used. All types of costs shall be given in US Dollars or Kenya Shillings, with a separate line item showing VAT amount. The invoice shall be specified in the same way as the budget as presented in this request for proposal.

Interested consultant(s) are requested to submit the following:

- i. A Technical and Financial proposal which should include a description of the proposed methodology to be used and a schedule of planned activities (5 Pages Max)
- ii. Two (2) samples of previous work.
- iii. CV(s) (5 page) of the professional(s) with suitable references to undertake the consultancy clearly indicating the following:
 - a) Key academic qualifications
 - b) Professional training and certificates obtained.
 - c) Employment record clearly stating the name of employer, period of employment, position held and brief description of main responsibilities.
 - d) Experience in project end evaluation clearly stating institution, period, position held and main responsibilities
 - e) Names and addresses of 2 references who can provide a reference on your work.
 - f) Personal declaration signed on your CV as follows: -

"I hereby certify that the details provided in my CV are at the best of my knowledge true, complete and accurate. I acknowledge that an inaccurate statement or omission in a personal declaration or other document might result in rejection of my application or termination of my contract. The African Economic Research Consortium (AERC) may verify any statements which I make in my application".

9. Application Procedure

Consultant(s) who meet the requirements of the assignment should submit their applications by email, clearly indicated "**RFP for AERC-OXFAM-IDRC End of Project Evaluation**" on the subject line to the address below, on or before **September 12, 2022**

The Executive Director
African Economic Research Consortium
3rd Floor Mebank Towers, Jakaya Kikwete Road
PO Box 62882-00200, Nairobi.
procurement@aercafrica.org

TECHNICAL EVALUATION CRITERIA: 70 MARKS

Criteria	Marks
<p>Consultants' Experience</p> <p>a) Consultants' experience in conducting end of project evaluations of similar projects/handling similar assignments – (2 marks for each specific experience) – 10 marks</p> <p><i>(Attach at least 5 contracts and/or evidence of completion for each/ completion certificates)</i></p>	10 Marks
<p>Experts' qualifications and competence for the Assignment</p> <p>a) Education:</p> <ul style="list-style-type: none"> a. Masters and above in relevant field: 10 marks; b. Undergraduate degree: 5 marks; c. Diploma; 3 marks; <p>b) At least 5 publications (Book (Chapters), Journals, Reports) – 5 marks</p>	15 Marks
<p>Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs</p> <ul style="list-style-type: none"> a) Explain understanding of the objectives of the assignment (10 marks) b) Methodology for carrying out the assignment and obtaining the expected outputs. E.g. gathering information from secondary and primary sources. (15 marks) c) Proposed format of the output and the degree of detail of such output including visual aids, numerical presentations, and structure of the report (10 marks) d) Detailed description of the proposed work-plan (Gantt chart) indicating timeframe and activities including expected output(s) for the whole exercise – Work-plan: (10 marks) 	45 Marks

FINANCIAL EVALUATION CRITERIA: 30 MARKS

See (e) in Section 8