Terms of Reference

Age and Disability Capacity Programme (ADCAP)

Final Evaluation

1. BACKGROUND OF THE PROJECT

The Age and Disability Capacity Programme (ADCAP) is led by HelpAge International and part of an innovative portfolio of projects under the Start Network, supported by DFID's Disasters and Emergencies Preparedness Programme (DEPP). ADCAP also receives separate funding from the Office for US Foreign Disaster Assistance (OFDA). ADCAP started in September 2014 and runs to the end of March 2018, and has a total budget of £1,043,673.

ADCAP is an initiative of the Age and Disability Consortium, a group of seven agencies working to promote age and disability inclusive humanitarian assistance: CBM, DisasterReady.org, Handicap International, HelpAge International, IFRC, Oxford Brookes University and RedR UK. The consortium brings together leading agencies on ageing, disability and training, combining their experience and expertise to implement a programme which aims to strengthen the capacity of humanitarian agencies to deliver age and disability inclusive emergency responses.

ADCAP has partnered with agencies in Kenya, Pakistan and the UK, supporting Inclusion Advisors to promote organisational change. These partners are the Kenya Red Cross Society, CBM and Christian Aid in Kenya; Concern Worldwide, Islamic Relief and HelpAge in Pakistan; and Islamic Relief Worldwide and Christian Aid in the UK.

The objective of ADCAP is to enhance the technical capacity of local, national and international humanitarian sector and cluster actors to effectively reflect and respond to specific needs of older people and persons with disabilities in humanitarian programming.

ADCAP has three result areas:
- Result 1: Humanitarian actors globally have access to resources on inclusion of older people and persons with disability which allows them to deliver inclusive and effective humanitarian responses.
- Result 2: Individual and organisational capacities of partner organisations are enhanced to integrate ageing and disability within their own policies, plans and programmes.
- Result 3: Evidence is available to assess effectiveness of inclusion of ageing and disability in humanitarian programmes.

2. PURPOSE OF THE EVALUATION

This is a final external evaluation of ADCAP, and it will provide an assessment of the results of the programme, outlining lessons for use in future policy work and programme

design. The evaluation will be conducted for the benefit of the programme consortium, the donors (Start Network, DFID and OFDA), implementing organisations and staff, programme participants, and the wider humanitarian sector.

It is intended that this evaluation will be shared widely and published on the Start Network website and the DEPP Learning Platform. Its findings will be included in presentations and conferences about the impact of the DEPP initiative, as well as feeding into the overall DEPP Programme Evaluation which is currently being conducted by the Harvard Humanitarian Initiative.

3. FOCUS AND SCOPE OF THE EVALUATION

The evaluation will cover the entire duration of the programme and include all activities within the programme plan (which incorporates all DEPP and OFDA funded activities), including activities relating to the global level and those carried out in programme countries (Kenya, Pakistan, UK). This evaluation should follow on from the Mid-Term Review of ADCAP, which was completed in December 2015, and should include a fuller analysis of similar relevant topics that were considered during the Mid-Term Review.

Below are the evaluation criteria, and some indicative questions that should guide the evaluation, however we expect the consultants(s) to review and agree amendments to these during the design phase.

Relevance
- How relevant were the programme objectives to the primary stakeholders: older people and people with disabilities in Pakistan and Kenya; humanitarian actors (NGOs, national governments, etc), globally and in the focus countries?
- Did the programme adapt to changes in the context and from learning as the programme progressed that affected approaches to include older people and people with disability?

Effectiveness
- How well did the programme achieve the expected results (objectives and outcomes) in the programme plan?
- In what ways have the organisational and programme change and capacity building initiatives strengthened preparedness and response capacity amongst organisational structures, staff and programme participants and other stakeholders? What elements of each initiative have been most effective in affecting a) the competencies and b) the behaviours/practices of the participants?
- To what extent did the programme contribute to greater preparedness and response among local organisations, communities and governments?
- To what extent and in what ways has the programme led to improved knowledge and understanding of inclusive[1] good practices relating to disaster and emergency preparedness and response?
- How effective was programme delivery? What delivery mechanisms worked well and what did not work? What are the key lessons regarding implementation? How effective has the multi-agency consortium approach proven?

Equity
- To what extent did the programme address inclusion (e.g. gender, disability and age)? How well did programme activities identify and address the needs, vulnerabilities, priorities and inequalities experienced by different groups?

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[1] Of project beneficiaries (ex. Local organizations, community members, governments, humanitarian staff)

Efficiency and value for money

- Were procurement, management and partnership arrangements appropriate to achieving the desired quality, quantity, and timeliness of outputs?
- Have programme funds and activities been delivered in a timely manner?
- Have resources been used efficiently? In general, do the results achieved justify the costs? Could the same results be attained with fewer resources?

Accountability and learning

- To what extent were stakeholders involved in programme design and provided with opportunities for on-going participation and feedback?
- How well did M&E systems function in terms of guiding programme implementation and reporting on progress?
- To what extent did the programme contribute to strengthening the evidence base for what works to build humanitarian capacity and accountability, particularly in relation to inclusion of older people and people with disabilities?
- How effective were mechanisms used by the programme for collecting and sharing learning and evidence?

Sustainability

- To what extent will the benefits of the programme continue after funding ceases? What are the viable options once the programme ends and what preparations have been made to promote sustainability?
- To what extent and in what ways have the benefits of the programme become embedded?
- What contribution has the programme made in strengthening national preparedness systems and response mechanisms?
- In what ways has the project influenced institutional and policy environments?

Cross-cutting issues

- The evaluation will integrate gender, Violence Against Women and Girls (VAWG) and inclusion of at-risk groups, as a cross-cutting concern throughout its methodology and all deliverables, including the final report.

4. APPROACH & METHODOLOGY

The evaluation should initially focus on pulling together the various outputs, learning and data already captured during the programme term. It is expected that, as far as possible, primary data collection will be kept to a minimum, and that opportunities to conduct interviews with key stakeholders will be identified strategically to promote efficiency and avoid overburdening stakeholders. Time permitting, we would anticipate travel to Kenya, Pakistan and UK (unless evaluator is based in one of these locations) in December 2017 / early January 2018 to capture information from project partners and the stakeholders they have engaged with.

All elements of the project, and all locations, should be covered by the evaluation. The evaluator(s) is expect to outline approaches and methodologies as part of the Expression of Interest (see Section 7).

5. TIMEFRAME

The evaluation should commence in early December 2017, and be completed by end of January 2018.

It is anticipated that the evaluation will take no more than 25 working days, including preparation, travel (suggested 3-4 days per location), briefings/debriefings and external meetings, presentation/revision of findings to ADCAP Consortium members and preparing draft and final reports. See suggested timeframe below:

Phase	Activity	Days
Briefing	Programme management team will brief consultant	0.5
Inception/design	Desk review of documentation and interviews with key stakeholders to inform design of the evaluation, including tools. Resulting in an inception report that includes evaluation methodology, plan and tools.	4.0
	Presentation of inception report (including evaluation methodology, plan and tools) to programme management team Refinement of above based on feedback	1
Data collection and analysis	Likely to include detailed review and analysis of project data, reports and outputs, interviews with stakeholders in UK with and field visits to Kenya and Pakistan	13
Report writing	Compiling draft report and presentation to programme management team and consortium members	3.5
	Revision of draft based on feedback and presentation of final evaluation report to programme management team and consortium members	3
	Total	25

Deliverables	Tentative date
1. Inception report	Friday 8th December 2017
2. Draft evaluation report	Tuesday 16th January, 2018
3. Stakeholder workshop/presentation	Thursday 18th January, 2018
4. Final evaluation report	Thursday 25th January, 2018

6. EXPERTISE REQUIRED

We are looking or consultant(s) that meet most of the following **criteria**:
- Significant and relevant experience in the humanitarian sector
- Experience of leading evaluation processes on complex projects and of leading multi-country reviews and stakeholder engagement
- Proven experience of the humanitarian capacity-building sector
- Demonstrable understanding of organisational change methodologies and humanitarian capacity strengthening strategies and approaches in different cultural contexts
- Ability to think strategically and provide clear and practical recommendations

- Strong communication skills, proficient in working across all levels of institutions with experience of conducting interviews sensitively in a range of contexts.
- Excellent report writing skills
- Fluent in written and spoken English
- Proven ability to deliver products to deadlines and to respond accurately to feedback

7. EXPRESSION OF INTEREST:

Expressions of interest are sought from applicants meeting the criteria above. These should be sent to HelpAge-HR@helpage.org, by midnight Friday, 17 November 2017.

Expressions of interest should include:
- **Cover letter:** A short (one page) cover letter addressing the selection criteria above.
- **Applicant's CV:** Maximum 3 pages, outlining his/her experience
- **Example of a relevant piece of work** undertaken by the applicant
- **Technical proposal:** Maximum four pages, illustrating the applicant's understanding of the TOR and task to be accomplished, draft approaches and methodologies, plus a draft evaluation framework and plan including any logistic support required.
- **Financial proposal**: The financial proposal should provide cost estimates for services rendered including: Daily consultancy fees, Economy class airfares and visas (where applicable); In-country transportation; Hotel accommodation (bed, breakfast and evening meals taken at the place of accommodation); Stationery and supplies; Meeting venue hire and associated equipment e.g. projectors (where applicable). The consultant(s) is expected to cover all other costs and materials not mentioned above related to this evaluation as part of their daily fees.

8. SCHEDULE OF PAYMENT

The following payment schedule will be adhered to:
- On acceptance and approval of inception report: 40%
- On acceptance and approval of final report: 60%

9. REFERENCE MATERIAL / STAKEHOLDERS

Various ADCAP reference material and information will be made available to the consultant(s). These will include
- Programme proposals
- Programme and partner reports
- Donor reports
- Consultation and review reports
- Mid-term review report
- Programme logframe and monitoring framework
- Finance reports
- Minimum Standards for Inclusion of Older People and People with Disabilities in Humanitarian Action (pilot version) and revised Humanitarian Inclusion Standards for older people and people with disabilities
- Good Practice Guide
- Training & e-learning materials
- Consortium reports and minutes
- Programme agreements
- Communication materials

The following DEPP reference material will also be made available:
- Inception and formative report on the DEPP, by the Harvard Humanitarian Initiative

- DEPP Annual Learning Report, 2015-6 and 2016-7
- Revised DEPP logframe, July 2017

Various internal and external ADCAP stakeholders will be consulted and interviewed as part of this evaluation. These may include:
- ADCAP Consortium Members
- ADCAP implementing agencies and their stakeholders
- Inclusion Advisors
- DEPP Management & Learning Project
- Minimum Standards Review Group members
- Minimum Standards review consultation participants, including Disabled People's Organisations (DPO) and Older People's Associations (OPA)
- Training providers and recipients