

### Terms of Reference

Consultores HODI is a consultancy firm based in Maputo, specialized in Project Management and Procurement Services for clients from private sector, public sector and NGOs. Our services range from short term project evaluations, event management to long term project management services and capacity building services.

Since 2017 Consultores HODI is managing the Field Support Services (FSS) project for the Canadian Development Program in Mozambique. The objective of the FSS Project Mozambique is to provide support, both with Technical Specialists for the various development areas and with logistical and administrative support.

Consultores HODI is recruiting a Technical Specialist for:

#### **Monitoring and Evaluation Coaching and Technical Support for a Participatory Mid-Term Evaluation of the Associação h2n Asas Project**

##### **1. Objective**

The main objective of this consultancy is to provide technical assistance to the Associação h2n Advancing the Empowerment of Women and Adolescent Girls and Gender Equality in Mozambique project (known locally as the “Asas project”) which is funded by Canada in order to improve the project’s impact. The Most Significant Change (MSC) Methodology Specialist will work part-time (estimated average of 10 days a month) to assist with the monitoring and evaluation (M&E), coaching and technical support for a participatory mid-term evaluation of the Associação h2n Asas Project. The Technical Specialist will be working from HODI’s offices and/or from the Consultant’s office and/or the end client’s offices (Associação h2n).

Do you recognize yourself in this profile please send your application to: [lidia.costa@consultoreshodi.com](mailto:lidia.costa@consultoreshodi.com) by no later than January 31<sup>st</sup>, 2023 and submit a separate financial proposal indicating your daily rate (including all taxes) for this assignment. The selection process will take place based on quality and costs at an 80% - 20% basis.

Candidates should indicate in the subject header of the email: “Application: MSC Specialist”.

For questions on this recruitment process, please contact Lidia Costa at [lidia.costa@consultoreshodi.com](mailto:lidia.costa@consultoreshodi.com)

##### **2. Link to Canada’s current or planned Development Program and Policy Dialogue**

Global Affairs Canada (GAC), through its Bilateral Development Program in Mozambique, is supporting a project with a local Mozambican organization, Associação h2n, entitled “Advancing the Empowerment of Women and Adolescent Girls and Gender Equality in Mozambique”. The project, known locally as “Asas” (“wings” in Portuguese) is a project designed to address gender inequities and has explicit objectives to achieve observable changes in behaviour, practice, and/or performance that will contribute to gender equality. As a gender-transformative project, it is a key initiative in the Mozambique Program’s implementation of GAC’s Feminist International Assistance Policy (FIAP) in Mozambique. The project operates in 32 districts in five targeted provinces (Maputo, Sofala, Zambezia, Nampula and Cabo Delgado) where it works to increase the adoption of gender-responsive attitudes, norms and behaviours through a coordinated and shared strategic advocacy agenda, and a

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multi-pronged set of communication channels and approaches at all levels (local, provincial, national). The project focuses on 6 key gender equality issues – prevention of early marriages and premature pregnancy; increasing girls' education and educational opportunities; reducing sexual abuse and exploitation of girls by teachers; increasing women's participation in the economy and access to economic opportunities; increasing women's participation in civil society and democratic processes; and reducing gender-based violence. The project is a 4-year initiative (2020-2024) that has just concluded its second year of operations.

The project is at a stage where mid-term project results should be available and reported on by the partner to comply with requirements of GAC project funding. GAC and the Field Support Services (FSS) Project M&E Specialist have identified an opportunity for the project partner, Associação h2n, to broaden and deepen their in-house M&E skills, to include applying the Most Significant Change (MSC) methodology as part of reporting on results of the Asas project. The findings and recommendations of this participatory mid-term evaluation will inform any modifications to the Asas Project for the rest of its implementation period and will be shared within GAC and among implementing partners of GAC-funded gender transformative projects as a means to inform and/or enhance other gender transformative projects.

Since the onset of the project, Associação h2n, implementing its first GAC-funded project, has been managing the project according to GAC's requirements for results-based management (RBM). The project's performance management framework (PMF) has appropriate indicators and targets, disaggregated by sex and age, as appropriate. A baseline study was conducted at the onset of the project and will be reported against through an end line study, to be conducted at the project conclusion. The partner has been monitoring progress against PMF end line targets and has been learning, through the data gathered, how best to track strategic changes in the root causes of inequality (e.g., attitudes, norms, and behaviours). This learning is very important for both the partner and GAC to understand best practices for overseeing and implementing gender-transformative projects in Mozambique. The data that is being gathered is useful not only for GAC's application of its FIAP but also for cross-fertilization with GAC partners (sharing of results and lessons learned with other gender-transformative projects operating in Mozambique). And while the project's monitoring and evaluation (M&E) approach was assessed as being strong and sound at its inception, since the launch of the project, many significant external shocks/crises have hit Mozambique – most notably the COVID-19 pandemic and the escalation of the complex crisis in Northern Mozambique – and have impacted the operating context for the project. In this vein, both GAC and Associação h2n have discussed the critical value of a participatory mid-term evaluation (including gathering data from all 5 provinces) to document and assess the results achieved to date, to inform decision-making and directions for the remaining duration of the project, and to produce qualitative and quantitative data, lessons learned and best practices that can be shared with other GAC partners, particularly those implementing gender-transformative initiatives.

As a local partner who is looking to grow its expertise, both GAC and Associação h2n have determined the importance of conducting a participatory mid-term evaluation using the Most Significant Change (MSC) methodology. The MSC technique is a qualitative and participatory form of project monitoring and evaluation. It involves the collection of stories of significant change at field level, and their selection and discussion/analysis by a team of project managers and others. The stories describe changes that occurred that are believed to be (partly) a result of the project interventions and should also describe exactly what happened, when and how, and the importance of events and changes. Not only is this approach seen as the most sound for assessing progress to date, but it will provide an opportunity for Associação h2n to learn how to use and apply the MSC methodology in projects that aim to advance

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women's and girls' empowerment and gender equality through strategic advocacy and communication. In addition:

- The mid-term evaluation will be an opportunity to support Associação h2n in further assessing the Asas projects results achieved to date, inform decision-making and directions for the remaining period of the project, and produce qualitative and quantitative data, lessons learned, and best practices that can then be shared with other GAC partners, particularly those implementing gender-transformative initiatives.
- The training on MSC techniques, followed by the applied use of this training through a participatory mid-term evaluation, will support Associação h2n on how best to track strategic changes in the root causes of inequality (e.g., attitudes, norms and behaviours) – lessons learned and best practices, that can then be shared broadly with GAC partners implementing gender transformative initiatives.
- As GAC's programming is governed by a feminist international assistance policy, these monitoring and evaluation services will be an opportunity to continue to advocate for gender equality in GAC programming and can support in finding ways to improve coordination amongst various efforts and advocacy in Mozambique.

### 3. Summary Expected Deliverables:

To enhance the capacity of an implementing partner (Associação h2n) in monitoring and evaluation techniques, specifically the MSC methodology, and to support GAC's and Associação h2n's requirements for a participatory mid-term evaluation of the Asas Project, a short-term technical specialist will be contracted through GAC's FSS Project to provide coaching on monitoring and evaluation – in particular on the MSC methodology - and to develop and implement a participatory mid-term evaluation using the MSC methodology. Specific deliverables of the M&E Coaching and Asas Project Participatory Mid-Term Evaluation Technical Specialist are expected to include:

- Participate in a kick-off meeting, arranged by the FSS, with representatives of GAC and Associação h2n to discuss and come to a common understanding of expected deliverables and the roles and responsibilities of the Technical Specialist and Associação h2n with respect to carrying out the participatory mid-term evaluation, using the MSC methodology;
- In collaboration with Associação h2n and GAC, develop a detailed workplan (preferably in English) including a chronogram for the Technical Specialist's combined mandate (coaching in MSC methodology and participatory mid-term evaluation). The workplan is expected to describe the coaching methods (with MSC methodology), coaching/training approach, data collection procedures, data analysis strategy/matrix, and reporting (workplan, outline/table of contents of report, draft and final reports). Preferred timing of the submission of final report ideally, is April 20, 2023 and no later than May 15, 2023;
- Coaching/training session(s) in Portuguese for the Associação h2n team based in Maputo City and province (approximately 7 people) in the MSC methodology, and additional training session(s) in Portuguese for Associação h2n staff in the 4 other provinces on the MSC methodology for data collection (approximately 1-2 people per province);
- Adaptations/development of data collection tools as required to meet the evaluation objectives;

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- Supervising/monitoring of the data collection process carried out by the designated Associação h2n field staff and it is expected that the consultant will go to one province and at least one district where s/he will supervise and monitor the collection of data;
- Analysis of the collected data, including through provincial-level mini workshops (format of in-person at field offices of Associação h2n vs virtual vs hybrid to be determined collectively) to review the stories of change (written in either Portuguese or English), with an expected 50-100 stories of change produced collectively by the Technical Specialist and Associação h2n by the end of the consultancy;
- Facilitation of a wrap-up workshop, in Maputo City (either at Associação h2n or FSS office), with approximately 15-20 representatives from Associação h2n and GAC to present and discuss (in English and/or Portuguese) preliminary findings of the participatory mid-term evaluation (including highlights of stories of change, lessons learned and best practices of using the MSC methodology, and initial observations for possible modifications to the project);
- Draft and final reports in English of the participatory mid-term evaluation report, written in collaboration/consultation with Associação h2n staff involved in the assignment, The draft and final reports are, at minimum, to incorporate elements of the discussions in the mini and wrap-up workshops, and must include sections for Findings, Conclusions, Recommendations and Lessons Learned. Stories of change to be included as an Annex (in either Portuguese or English).;
- Ensure ethical and quality issues are addressed in data collection and acknowledged in the report as appropriate.

Given that the key deliverable of this consultancy is a participatory mid-term evaluation, and must be done jointly with the project partner, Associação h2n has identified activities that will be provided as in-kind contributions for this assignment. Associação h2n will identify a lead person with whom the Technical Specialist will collaborate. Associação h2n expects their engagement to include, but not be limited to:

- Participation in the kick-off meeting arranged by FSS to discuss and come to a common understanding of expected deliverables and timing, as well as roles and responsibilities of the Technical Specialist and Associação h2n;
- Contributing and collaborating with the Technical Specialist on all products, including workplan and draft and final reports;
- Identification of team members to be involved in the study, particularly to collect data using the MSC methodology and other approaches as recommended by the Technical Specialist;
- Participation in the training(s) facilitated by the Technical Specialist;
- Collection of data for the participatory mid-term evaluation under supervision of the Technical Specialist;
- Contribution to data analysis and interpretation;
- Ensuring that provincial and district level officials are appropriately notified of the collection of data from beneficiaries, including where necessary, providing any necessary introduction letter of the work being carried out by the Technical Specialist
- Provision of translation/interpretation support of local languages during training and field visits;
- Provision of meeting spaces at field offices of Associação h2n;

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- Participation at the Maputo wrap-up workshop to present and discuss preliminary findings and contribute to improve and validate the participatory mid-term evaluation;
- Reviewing and contributing to the draft and final participatory mid-term evaluation reports;
- Ensuring evaluation findings are shared within the team and are used to adjust project implementation strategies as necessary
- Providing necessary financial support to cover the costs (training, travel, etc.) associated with Associação h2n staff participation in the activities and workshops associated with the mandate;
- Cooperating/Liaising with the FSS and GAC clients with respect to providing feedback, on request of FSS, on the services and deliverables provided by the Technical Specialist.

In terms of further details on the MSC approach, it is anticipated that the Technical Specialist will train Associação h2n project staff and focal points in selected districts to collect stories over a defined period. Following this, the Associação h2n and the Technical Specialist will organize miniworkshops to reflect on the stories and select the most significant ones, first at provincial level and then at national level. The draft and final reports are expected to cover each of the five provinces targeted by the project, focusing on approximately 2 districts per province (one urban and one more rural, total 10 districts). The target districts/communities are to be selected from a list of areas covered by the community-based project activities which will be provided by Associação h2n to the Technical Specialist. Accessibility/distance criteria will also be taken into account for selection of districts to reduce time/costs, if necessary. Ideally 5 to 10 stories will be collected per district, in 2 districts of each of the 5 provinces, which will allow for compiling between 50 and 100 stories in total.

The main study participants will target the ultimate project beneficiaries: Adolescent girls aged 12 to 17 years, and adult women aged 18 to 35 years. However, it may be relevant to also include men, adolescent boys, and older women, who may have experienced change that will affect younger women and girls.

### 4. Consultant's Profile

- At least 5 years' experience with the MSC methodology, preferably in Mozambique, including coaching in the use of this methodology;
- At least 8 years' experience in conducting project evaluations and demonstrated experience in qualitative data collection and analysis;
- At least 5 years of demonstrated experience doing research with adolescent participants/ respondents and ability to develop and use adolescent-friendly approaches and tools;
- At least 5 years' demonstrated experience in training, facilitation and supervising operators to collect data;
- Knowledge and familiarity of the country's differences due to regional, cultural, gender and socio-economic factors;
- Experience working on programs that aim to change behavior and gender norms;
- Fluency in Portuguese (oral, writing and comprehension) and strong English (oral, writing and comprehension).

### 5. Other Considerations

The contracted Technical Specialist is expected to work closely with Associação h2n to carry out the deliverables, although the Technical Specialist will report to FSS.