



Terms of Reference
GEF Small Grants Programme
End-Term/post project Evaluation

Project Title: “*Harnessing indigenous knowledge for rehabilitation of community forests and sacred natural sites in Kilifi County*”

A. Background

The Institute for Culture and Ecology (ICE) is a national indigenous Non-Governmental Organization (NGO) that was started in 2006 and is registered in Kenya under the NGO Coordination Act. ICE vision is one of empowered communities living in healthy ecosystems. ICE mission is to promote harnessing of indigenous knowledge for environmental conservation and sustainable livelihoods of local communities.

The Institute for Culture and Ecology (ICE) in partnership with the UNDP GEF Small Grants Programme (UNDP GEF/ SGP) and in collaboration with other stakeholders in kaya forests conservation along the Kenyan Coast implemented a project titled “*Harnessing indigenous knowledge for rehabilitation of community forests and sacred natural sites in Kilifi County*”. The project aimed at strengthening conservation of these critical coastal ecosystems through harnessing indigenous knowledge for use in protection and rehabilitation of sacred Mijikenda (Kaya) forests and other community forests in Kilifi County. The target kaya forests were Kaya Jibana, Kaya Fungo and Kaya Rabai (kaya *Mjimuphya*).

The Institute for Culture and Ecology (ICE) is looking for a consultant to carry out end of project (post-project) evaluation for this project which is to be undertaken in the month of February 2022

The project had three (3) main objectives:

1. To introduce eco-cultural mapping and calendars among communities living around forests in Kilifi as a tool for use in rehabilitation and protection of coastal forests and sacred natural sites
2. To increase involvement of women and youth in culture and biodiversity initiatives.
3. To mobilize various local stakeholders on conservation to enlist their support for efforts to rehabilitate degraded forests.

B. Goal of the assignment (evaluation)

To provide an independent assessment of project results achieved and draw lessons that can both improve the sustainability of project benefits and inform the overall enhancement of GEF SGP programme.

C. Scope of the assignment

The evaluation should consider the following:

- What impacts have been achieved by the project interventions?
 - ❖ Baseline survey
 - ❖ Development of eco-cultural maps and calendars

- ❖ Community dialogues (Intergender and intergenerational dialogues)
- ❖ Capacity building of Trainers of Trainers (ToTs)
- ❖ Stakeholders' engagement (forums)
- ❖ Exchange visits for experimental learning and coalition building
- ❖ Production of IEC materials (official attires for kaya elders to wear while performing various ceremonies and rituals)
- ❖ Earth-centred conservation rituals
- ❖ Media engagement (radio talk shows)
- What strategies/measures were most effective?
- What measures were easily adopted?
- What are the essential factors for the level of adoption?
- Analysis of strength and weaknesses on multi-intervention approach including recommendations for future priorities.
- Which aspects could be strengthened to achieve better impact and how?

D. Methodology

The consultant will;

- Review project documents
- Interview the ICE project team representative(s)
- Interview key project areas stakeholders and beneficiaries
- Carry out in-depth assessments at the project sites.

The consultant will propose in the technical proposal how he/she will conduct the evaluation and present the findings. The consultant will also submit financial report alongside expression of interest. Both the technical and financial proposal will be reviewed and approved by ICE Management before commencement of the work. The consultant will however have the overall responsibility in the evaluation and will be independent of the implementing organisation's interference.

E. Starting Date, Duration, And Location

Duration of the assignment and starting period

The consultancy should be completed in 13 working days as indicated below

Activity	Number of days
A briefing meeting with ICE Management on the consultancy, discussion and giving inputs to the inception report, contract signing and collection of project documents for review.	1
Consultant planning and preparation: Review project documents and develop evaluation tools and share them with ICE for comments.	2
Field work for assessment and data collection (including 2 travel days)	5
Development and submission of the draft report to ICE	3
Incorporation of comments by ICE and submission of the final Project Report to ICE	2
Total Days	13

F. Documents to be provided to the consultant

- Project proposal and budget
- Project progress reports
- Baseline surveys and beneficiary data
- Internal and project activity reports

- Project documentations
- Mid-term evaluation report

G. Deliverables

- Inception report of less than 5 pages, including technical and financial proposals
- A draft report detailing the methodology, findings, discussions and recommendations. This report will be shared with ICE for comments/input.
- An electronic report, including all the raw data, video clips and photos taken in the field
- 3 hard copies of the final report with inputs/comments made by ICE

H. Report Content

- The report will include an executive summary that highlights key findings and the recommendations.
- Methodology used
- Key findings
- A selection of case studies, stories and/or testimonials, particularly with the Kaya communities, which explain how the project's objectives have been met and some of the lessons learnt. These can be annexes
- The report should also include lessons learnt and how these can be shared.
- Recommendations base on findings and lessons learnt

The report should be written in jargon-free accessible English and be approximately 25 pages (including the summary but not annexes)

Proposed Report format:

- Executive summary
- Evaluation findings including analysis of learnings (including photos)
- Selection of case studies, stories and/or testimonials
- Recommendations including specific actions to move forward.
- Annexes

I. Obligations of ICE as the contracting authority

The contracting authority shall be obliged to;

- provide all project documents necessary for the review
- provide means of transport during the field visits
- meet cost of accommodation and meals during the field visit
- pay the agreed charges - 50% at commencement and clear the remaining 50% balance after submission of final report
- Deduct and submit withholding tax to KRA as requires by the laws of Kenya

J. Obligations of the consultant

- Complete the assignment within the agreed timelines
- Maintain confidentiality in all his/her dealings with ICE
- Return all the materials both hard and soft shared by ICE for review
- Submit a soft copy and three spiral bound copies of final report and any other information gathered in raw form in both soft and hard copies

NB: The consultant is expected to have their own medical and personal accident covers since ICE is not under any obligation to provide these under this contract.

K. Qualifications

Consultants Profile, Qualifications, and skills

- Higher University degree (MSc and above) in Monitoring and Evaluation or other relevant disciplines such as Natural Resource Management, Project Management, Community Development, Sociology
- Should have about 5 years of professional experience in M&E, with evidence of previous experience in design, monitoring and evaluation of projects
- Should have experience in participatory consultation and facilitation approaches
- Proficiency in English with excellent report writing and communication skills
- Familiarity with UNDP projects management and evaluation procedures especially GEF-SGP and relevant developments in the region plus some understanding of the local dialects spoken in the coastal region will be an added advantage

L. How to apply

Qualified and interested consultants are invited to submit their expression of interest to undertake the above assignment. A technical and financial proposal to undertake the consultancy should be attached and both the EoI and the proposals submitted electronically not later than 10th February, 2022 to procure@icekenya.org and cc. martin@icekenya.org.

Please send your application together with an indication of your availability, detailed profile (CV) and references of similar assignments. Also provide in the technical proposal an interpretation of the Terms of Reference and outline the proposed methodology, work plan/timeframe plus a financial proposal with detailed budget indicating fees and related costs.