



# Terms of Reference Mid-term Consultancy

## Volunteers Engaged in Gender Responsive Technical Solutions (VETS)

### 1. Overview and the purpose of the assignment

Veterinarians without Borders/ Vétérinaires sans frontières – Canada (VWB/VSF) is a charitable, humanitarian organization whose mission is to work for, and with, those in need to foster the health of animals, people, and the environments that sustain us. More information about the organization can be found at [www.vetswithoutborders.ca](http://www.vetswithoutborders.ca).

Globally, VWB/VSF focuses on controlling rabies, promoting equality, responding to disasters where animals are present, and training and educating community animal health workers in areas where there is no veterinarian. Throughout this, VWB/VSF always keeps in mind the One-Health perspective, where we consider animals, people, and the environment before making changes, because changing one thing, can change everything.

VWB/VSF is seeking an individual consultant/consultants' team to conduct a midterm evaluation to assess VETS' progress, lessons learned, and overall performance. The purpose of this midterm consultancy is to provide a comprehensive analysis of the project's achievements, identify any impediments faced during the implementation of the project until the midterm, and offer insights to refine strategies for the remainder of the project.

This evaluation aims to ensure that the project stays aligned with its objectives, enhances efficiency, and is aligned with results areas for its impact and success based on the expectations set out in the project logic model and performance matrix.

The audience of the midterm evaluation is the implementing partners, volunteers, VWB/VSF project staff, and overall VWB/VSF staff. The midterm evaluation report will be shared with the relevant stakeholders, partners, program participants, and others.

### 2. Background and context

The Volunteers Engaged in Gender Responsive Technical Solutions (VETS) Project goal is to improve the economic and social well-being of the poorest, most marginalized people, particularly women and girls, in six countries in Africa and Asia, through support to animal, human, and environmental health (One Health) initiatives. The project began its activities in September 2020 and will resume until December 2027. The project uses the



skills of Canadian volunteers to support smallholder farmers, primarily women, to reduce poverty by improving family income and nutrition principally through improved production of livestock and crops. By working with local women's organizations and associations, as well as local partners that work with and support the identified women's groups, the project also helps women obtain greater leadership skills and control over their livelihoods. The project is built around the One Health (OH) concept which recognizes that the health of people, animals, and the natural environment are interconnected. It promotes the production of more and better food and increased incomes from livestock, all the while promoting land rehabilitation and conservation for sustainable development. The project provides expertise to support innovations such as the introduction of biogas digesters, and veterinary telehealth. Between 2020 and 2027, 190 Canadian volunteers will work with ten selected country partners in Cambodia, Ghana, Kenya, Laos, Senegal, and Vietnam to help create integrated animal health systems that benefit small-scale farmers.

The Project will impact an estimated 328,000 direct beneficiaries -- 147,000 women, 83,000 men, 52,000 girls, and 36,000 boys. As well, there will be 804,000 indirect beneficiaries -- 359,000 women, 159,000 men, 174,000 girls, and 112,000 boys.

At the Intermediate outcome level, the project increases the engagement of Canadians in international development and key global issues through One Health in support of Canada's Feminist International Assistance Policy (FIAP). By becoming aware of social, political, and economic issues experienced by millions of people globally, Canadians are more likely to be part of the solution. Volunteers and staff work collaboratively with other volunteer-sending organizations in Canada to engage the Canadian public through a variety of activities/events promoting OH international development initiatives. During and after their missions, volunteers communicate with other Canadians illustrating the value of the volunteer work they have completed as well as some of the issues they identified firsthand through social media, public speaking, articles for various publications, and media interviews.

Since September 2020, volunteers have been sent to six countries to continue and expand program delivery in the communities. Through gender-reflective recruitment activities, the project has targeted professionals within a range of OH, gender, and livestock health expertise. Upon successful recruitment, pre-departure training is provided that includes gender sensitization training to ensure volunteers' work is undertaken through a gendered lens to have the most impact on marginalized community members. Strong in-country programmatic support will be assured by veterinary advisors and local coordinators and stringent safety and security protocols are in place to ensure effective field placements. Upon their return to Canada, the volunteers undergo debriefing and are provided with additional support and resources to ensure they can successfully reintegrate into Canada.



The Project increases the performance of developing country partners to deliver more inclusive, innovative, and environmentally sustainable development initiatives that advance gender equality, through One Health in support of Canada's FIAP. Canadian volunteers work in tandem with local partners and community members to improve the technical knowledge and skills of partners to deliver holistic gender-responsive OH interventions. The interventions take place through demonstration sites, training sessions, technical assistance, and innovative pilots. Women are trained as Community Animal Health Workers (CAHW) to treat livestock in the community to bolster animal health, and chronic household nutrition and generate income for women who are generally excluded from the paid economy. At the community level, the project focuses on improving animal health capacity in the global South. Detailed gender and environmental assessments were conducted in target communities to confirm training needs within each community and women groups and to establish linkages with local women's organizations and cooperatives. Action plans for each partner organization guide the activities and help mitigate the potential negative impacts of the agricultural and livestock production utilized. Finally, the organizational capacity of country partners to deliver gender-responsive OH interventions has been enhanced through the development of integrated organizational policies and processes linked to gender equality and OH. These policies are supplemented through the targeted technical assistance of volunteers to strengthen the country partners' capacity to deliver gender-responsive OH interventions. The promotion of knowledge sharing, best practices, and strengthening organizational/policy and technical skills among country partners will be enhanced through partner study tours in Canada.

Specific KPIs that are tracked and reported on by the Project include:

- Number of people (gender and age disaggregated) reached within the VETS program that supports women's economic empowerment.
- Number of smallholder farmers (women/men) provided with financial and/or business development services through the VETS program.
- Number of beneficiaries (gender and age disaggregated) from climate adaptation techniques and training through the VETS program.

### **3. Assignment Scope**

The midterm evaluation involves a thorough assessment of the program's progress and performance during the four years of the implementation. The consultant/organization will assess the achievements, key milestones, quality of gender-responsive work in activities, and quality of deliverables.

Additionally, the scope of the evaluation includes identifying and analyzing the unintended outcomes of the program, effectiveness, challenges and risk management strategies, budget, and resource allocation. A crucial aspect would be a) engagement and satisfaction of the partner organizations and country teams to gauge the impact of the volunteers' support at the field level, and b) satisfaction and feedback from the volunteers deployed to VETS countries.

The evaluation aims to provide actionable insights and recommendations to enhance the program's performance ensuring it remains on track with achieving its overarching goals.

#### **a. Responsibilities and Reporting**

The consultant(s) will directly report to the MEAL Technical Advisor at VWB/VSF Canada, and all deliverables should be submitted to the MEAL Technical Advisor and other relevant VETS team members according to the schedule.

#### **b. Deliverables**

The midterm evaluation will consist of three key phases, a) inception, b) data collection, and c) finalizing the midterm evaluation report.

##### **Inception phase**

- Kick-off meeting with the VWB/VSF team
- Review of the project documents
- Submit a detailed inception plan that includes detailed methodology, tools, data collection mechanisms, sampling, ethical considerations, quality assurance, piloting, testing, roles, and responsibilities of team members, key milestones, and a detailed work plan.
- A presentation of the inception plan to the VWB/VSF team.

##### **Data collection phase**

- Plan for the data collection
- Observation
- Primary/Key stakeholders

##### **Finalizing the report**

- Presentation of the preliminary findings
- Draft midterm evaluation report
- Final questionnaires



- Final evaluation report
- Raw data (including but not limited to datasets and Transcripts of in-depth and expert interviews).

The list of key deliverables with important timelines are:

<b>Deliverables</b>	<b>Submission</b>
Submit a detailed inception plan	5 days after signing the contract
Receive feedback on the inception plan from VWB/VSF	2 days after submitting the inception plan
Submit a draft report for review	TBD inception plan
Receive feedback from VWB/VSF on the draft report	3 days after submitting the report
Conduct a validation workshop for the preliminary findings of the evaluation	TBD inception plan
Submit the final midterm evaluation report	2 days after the final feedback
Present the final report/ findings of the evaluation to VWB/VSF, partner organizations, and other relevant stakeholder	2 days after receiving the final feedback

### **c. Level of effort**

The estimated level of effort for this consultancy is 30 days beginning on March 15, 2024.

### **d. Location of the work**

The consultant(s) will lead the process of the midterm evaluation, including design, planning, data collection, analysis, and reporting. The consultant (s) may travel to the field for data collection and/or determine to hire enumerators at the field/countries of implementation for data collection purposes.

## **4. Methodology**

The consultant/consultancy firm is expected to employ a participatory evaluation approach using both qualitative and quantitative methods. The consultant is expected to conduct field visits to VETS countries for data collection and observation, meeting with the partner organizations and relevant stakeholders. Other methods of data collection include but are not limited to, desk review of the project documents and reports, as well as secondary data review.

The mid-term evaluation, as part of its participatory approach, should include the perspectives and voices of the program participants in the communities of benefit, VWB/VSF field staff, partner organizations, and other local and national entities. All data should be disaggregated by sex, age, socioeconomic status, access to resources, gender roles, and responsibilities.

## 5. Qualification

- At least 5-7 years of experience in a lead role with mandates that are similar to the one for this ToR, particularly studies and evaluations of similar nature and for the multi-country programs.
- Demonstrated experience in conducting evaluations, assessments/studies including proven experience in gender-sensitive research methods, mixed methods approach (quantitative and qualitative), data collection tool development, enumerator training, etc.
- Excellent facilitation skills and ability to recruit and manage remote data collection teams for both the quantitative and qualitative components, in the countries of the study (either in person or remotely).
- Knowledge and experience with One Health and veterinarian policies in countries where VETS operate.
- Master's degree (minimum) in a field related to international development, global health, health policy and management, or M&E.
- Knowledge and experience with livelihoods or skills training programs.
- Knowledge and experience in gender equality issues in the education sector is mandatory; specific experience in data collection on gender norms is desirable.
- Fluency in English is mandatory, that includes excellent oral and written English communication skills.
- Demonstrated capacity to respect and safeguard vulnerable populations; and
- Ability to produce high-quality work under tight timeframes.

## 6. Management and reporting

The successful candidate/consultant (s) will work closely with the VWB/VSF MEAL Advisor, VETS Program Manager, and partner organizations in VETS countries – Cambodia, Ghana, Kenya, Laos, Senegal, and Vietnam. The consultant(s) will be directly accountable to VWB/VSF Canada on all matters related to the contract.

## 7. The proposal

Qualified consultant(s) are asked to submit the following:

### a. Narrative

- Detailed technical proposal of not more than 5 pages (without annexes) demonstrating a thorough understanding of the request for proposals and include the following:
  - Proposed approach
  - Team composition (if any) and role of the team members
  - A proposed timeframe detailing activity and a work plan
  - Curriculum vitae of all proposed team members outlining their relevant experience.



- Two samples of work produced under similar mandates.
- The name and contact information of two previous clients who can be contacted regarding relevant experience.
- Clear statement of any possible conflict of interest, or confirmation that no such conflicts exist.

**b. Financial**

The financial proposal should be submitted in Canadian Dollars (CAD should include itemized consultancy costs).

**8. Evaluation criteria**

Qualified proposals will be assessed based on the following criteria:

<b>Technical component</b>	<b>Weight</b>
Demonstrated experiences in conducting similar work	<b>20</b>
The technical expertise of the consultant/team in health and veterinarians' policies in similar contexts	<b>20</b>
Proposed methodology and approach	<b>20</b>
Experience in gender-sensitive research or evaluation methods	<b>10</b>
<b>Financial component</b>	
Realistic cost for proposed work	<b>15</b>
All relevant costs included for the proposed work	<b>15</b>

**9. Submission**

Complete applications should be electronically submitted to VWB/VSF at [consultants@vetswithoutborders.ca](mailto:consultants@vetswithoutborders.ca) with the subject line '**VETS midterm evaluation 2024**'. The closing date for submission of the application package is the end of business day EST on February 19<sup>th</sup>, 2024.

**10. Disclosure of information**

It is understood and agreed that the consultant (s) will, during and after, the effective period of the contract, treat the information/data as confidential and not divulge, unless authorized in writing by VWB/VSF any information obtained during the performance of the contract. Information will be made available to the consultant (s) on a need-to-know basis. The selected consultants will commit to respecting the VWB/VSF policies.

# Annex(es)

## Project Logic Model

