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## Dodoma's Women in Agriculture and Business Initiative (DWABI)

### Terms Of Reference (ToR) for Conducting the External End Term Evaluation

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## Abbreviations

ADA	Austrian Development Agency
DAC	Development Assistance Committee (of the OECD)
DWABI	Dodoma Women in Agriculture and Business Initiative
ICT	Information and Communication Technology
NLO	Nachhaltige Landwirtschaft Ostafrika
ODC	Overseas Development Assistance
OECD	Organisation for Economic Cooperation and Development
SAT	Sustainable Agriculture Tanzania
ToR	Terms of Reference

## 1. Context and Background

Sustainable Agriculture Tanzania (SAT) is a non-profit organization registered under the Tanzanian Society Act [CAP. 337 R.E. 2002] with registration number S.A 17581. SAT implements the Dodoma's Women in Agriculture and Small Business Initiative (DWABI), supported by the Austrian Development Agency (ADA). SAT collaborates for project implementation with Nachhaltige Landwirtschaft Ostafrika (NLO) which is its Austrian supporting organisation, who is the actual contractual partner of ADA for DWABI.

### ***1.1 Description of the Socio-Economic and Political Context***

The socio-economic and political landscape of the Dodoma region, where the DWABI project operates, is primarily agrarian, deeply influencing the region's economic stability and the livelihoods of its inhabitants. A significant portion of the population engages in subsistence farming, with increasing interest in commercial agriculture. This agricultural focus is vital, particularly for women, who are integral to the agricultural workforce yet face substantial gender-based challenges. Politically, as Tanzania's administrative capital, Dodoma plays a crucial role in shaping development initiatives that address rural and agricultural development. However, gender inequalities persist, that often limit women's rights and participation. These issues are compounded by structural inequities that hinder access to resources and opportunities for women, youth, and people with disabilities, making gender-focused interventions critical to achieving equitable development.

### ***1.2 Background of DWABI***

The DWABI project was established in response to the climatic challenges faced by the districts where it operates, particularly the impact of low rainfall on agricultural productivity and sustainability. In these districts, women contend with unpaid domestic responsibilities and lack influence in household decision-making, as well as access to land and financial resources. The project aims to empower these women through training in agriculture, small

business establishment, and financial literacy and access, with a focus on reducing poverty, enhancing food security, and promoting gender equality. The initiative has been implemented in two phases: DWABI I, which ran from January 2019 to December 2021, and DWABI II, which started in January 2022 and is scheduled to conclude in December 2024. These phases have collectively targeted approximately 2,700 direct beneficiaries across the Chamwino, Mpwapwa, and Dodoma city councils, only focusing on the rural areas.

**In phase I** of the project (“DWABI I”; duration: Jan. 2019 – Dec. 2021; total budget; EUR 384.400,- Direct Beneficiaries 2563 farmers and 60 extension officers) the overall project goal was that Women in Dodoma Region are empowered through agroecological farming and income generating activities which lead to improved food security, balanced nutrition, reduced inequalities, and livelihood improvement. In this phase the expected results (outcomes) were 1) Women benefit from improved food security and better-balanced nutrition through practicing agroecological practices and kitchen gardens 2) Women have increased household income due to gained entrepreneurial skills, available financial resources for small investments through saving and lending and better market information through use of Information and Communication Technology (ICT) and 3) SAT has an office in Dodoma and starts collaboration with new stakeholders, enabling them to benefit from SAT’s innovation platform. The first phase mobilized 2,563 participants across Chamwino, Mpwapwa, and Dodoma city districts.

**In phase II** of the initiative (“DWABI II”; duration: Jan. 2022 – Dec 2024, total budget of EUR 600.400, - additional 250 farmers and 20 extension officers) the overall goal was that small-scale farmers partially organised in a model cooperative, who are majority empowered women, practise organic agriculture to increase climate resilience and engage in value addition and entrepreneurial activities. In this phase the expected results (outcomes) are 1) small scale farmers, majority being women, benefit from organic agriculture methods which increase climate resilience, and hence allow sustainable production. 2) Small scale farmers, majority being women, benefit from entrepreneurial activities and access to rural finance. 3) One Model-Cooperative, which is launched and managed by majority of women (70%), coordinates production, stores and processes goods and markets organic agriculture products.

## 2. Purpose and Objectives of the Evaluation

### Purpose

The end term evaluation aims to **enhance learning** by improving SAT’s strategies for reaching communities in rural areas and **ensuring accountability** through the demonstration of efficient resource use, emphasizing value for money.

### Objectives in line with DAC Criteria

- **Impact:** Measure the tangible effects of the project on beneficiaries.
- **Relevance:** Assess how well the project’s activities align with the specific needs and priorities of the target communities.
- **Effectiveness:** Evaluate if the intervention is achieving its objectives.

Primary users of the evaluation are SAT, NLO and ADA, who will use the findings to refine project strategies. Potential donors for DWABI III, local farmers, cooperative government bodies, and other NGOs will also use the evaluation results to inform decisions, enhance agricultural practices, and strengthen community support, contributing to a collective improvement in development efforts.

## 3. Scope of the Evaluation

The end term evaluation shall cover the entire initiative so far and hence include both projects DWABI I (01/2019-12/2021) and DWABI II (01/22-12/2024).

The evaluation will cover the geographical scope of DWABI, which includes the districts of Chamwino, Mpwapwa, and Dodoma City within the Dodoma region.

The thematic focus will include agricultural practices, financial empowerment through microfinance initiatives, and the development of enterprises.

The evaluation will adhere to the OECD/DAC criteria, which include relevance, effectiveness and impact. Additionally, specific criteria pertinent to the DWABI project, such as empowerment of women, adaptation to climate change, and economic viability of agricultural practices, will be considered.

## 4. Possible Evaluation Questions

### Impact:

#### *1. Impact on Income and Food Security:*

How has DWABI contributed to the increase in average income and food security among the small-scale farmers, particularly women, in the target areas? What is the magnitude of its contribution to the household income?

What specific entrepreneurial activities and agricultural practices have most significantly impacted income levels? And what is the percent of the contribution to the household income?

### Effectiveness:

#### *2. Adoption of Agricultural Practices:*

To what extent have sustainable and organic agricultural practices been adopted by the target population? Disaggregated by sex, age, land ownership, participation years in the project

What factors have facilitated or hindered the adoption of these practices?

#### *3. Empowerment of Women:*

In what ways has the project strengthened the financial and social roles of women within the targeted communities?

How effective have the training and support programs been in promoting women's active participation in cooperatives and market activities?

#### *4. Technical Component Analysis:*

How effective are the Saving and Lending programs, particularly the transition to APEX and SACCOS, in enhancing the financial capabilities of the beneficiaries?

What are the challenges and successes associated with the implementation of energy-saving stoves and kitchen gardens?

#### *5. Awareness and Educational Campaigns:*

Evaluate the effectiveness of the awareness campaigns in increasing community knowledge and acceptance of agroecology. What has been the impact on indirect beneficiaries?

### Relevance:

#### *6. Beneficiaries' Needs:*

How effectively did the project address the specific needs of the beneficiaries, particularly in terms of services and interventions provided?

#### *7. Cooperative Model:*

How appropriate is the cooperative model in strengthening community capacity for business activities?

What are the advantages and potential limitations of this model in enhancing community development and economic sustainability?

## 5. Design and Approach

The evaluation of DWABI t shall employ a mixed-methods approach to provide a comprehensive analysis of both quantitative outcomes and qualitative impacts. It shall utilize a combination of descriptive and analytical methodologies to assess project performance against established goals and objectives. The detailed evaluation design & approach will be elaborated by the evaluators and agreed upon in the inception phase.

The evaluation has to be conducted according to the guidance, rules and procedures established by ADA as reflected in the [Guidelines for programme and project evaluations](https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Evaluierung/Evaluierungs_Leitfaeden/Guidelines_for_Programme_and_Project_Evaluations_ADA_2020.pdf) ([https://www.entwicklung.at/fileadmin/user\\_upload/Dokumente/Evaluierung/Evaluierungs\\_Leitfaeden/Guidelines\\_for\\_Programme\\_and\\_Project\\_Evaluations\\_ADA\\_2020.pdf](https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Evaluierung/Evaluierungs_Leitfaeden/Guidelines_for_Programme_and_Project_Evaluations_ADA_2020.pdf)). The inception and evaluation report need to be in line with the respective quality check-lists included in the Guidelines (see Annex 5 and Annex 6). Failure in respecting those will result in termination of contract and suspension of payment.

## 6. Evaluation Workplan and Quality Assurance

### 6.1 Detailed Phases

The evaluation process is structured into distinct phases to ensure comprehensive coverage of DWABI's objectives and outcomes:

- a) **Inception Phase:** Development and presentation of an inception report outlining the evaluation strategy, methodology, and data collection plans.
- b) **Data Collection Phase:** Implementation of data collection through surveys, interviews, and focus group discussions.
- c) **Analysis Phase:** Analysis of collected data to assess impact, relevance, and the effectiveness of interventions.
- d) **Reporting Phase:** Preparation and presentation of a draft evaluation report for feedback, followed by a final report detailing findings, conclusions, and recommendations.

### 6.2 Estimated Workload and Timelines

- a) **Inception Phase:** 1 week from mid-August to late August, culminating in the submission of the inception report.
- b) **Data Collection Phase:** 4 weeks from early September to late September, involving extensive fieldwork and stakeholder interviews.
- c) **Analysis Phase and Reporting Phase:** 3 weeks from late September to mid-October for data processing, analysis, drafting and finalizing the evaluation report, with the final submission due by the end of October.

### 6.3 Deliverables

- Draft inception report (incl. presentation)
- Final inception report (10-15 pages; according to ADA Guidelines Annex 5)
- Draft evaluation report
- Final evaluation report, incl. completed feedback matrix ( according to ADA Guidelines Annex 6)
- ADA Results Assessment Form (RAF)
- PPP for summarizing key findings, clean data set and photo documentation.

*As stated above, the evaluation must be conducted according to ADA's "[Guidelines for programme and project evaluations](#)" and all deliverables must meet the donor requirements as defined in the document.*

## 7. Evaluation Management Arrangements

### **7.1 Evaluation Management Responsibilities**

The evaluation will be managed by SAT, who will be responsible for overseeing the evaluation process, ensuring that it aligns with the defined objectives and scope. SAT will provide the necessary documentation, facilitating access to project sites, and coordinating with various stakeholders. SAT and ADA will be in charge of reviewing and approving all evaluation deliverables, such as reports and recommendations, to ensure they meet the required standards and are useful for future project planning.

### **7.2 Ethical Standards and Evaluation Independence**

The evaluation will adhere to high ethical standards to ensure the protection of participants and the integrity of the evaluation data. This includes obtaining informed consent from all participants, ensuring confidentiality and anonymity of data, and implementing procedures to minimize any potential harm to participants. Additionally, maintaining evaluation independence is crucial; hence, evaluators will be selected based on strict criteria of independence from project implementation and management. This separation ensures that the evaluators can conduct a fair, unbiased assessment of the project's impacts and outcomes.

## 8. Requirements for the Evaluator(s)

The evaluator(s) must demonstrate complete independence from the activities being assessed to avoid any conflicts of interest. The evaluator(s) should not have been involved in the design, implementation, or direct management of DWABI.

Evaluator(s) must possess a deep understanding of sustainable agriculture, economic development, and gender-focused projects. A minimum of five years of experience in evaluating similar development projects is required (and must be demonstrated with at least 3 evaluation reports conducted within the last 3 years). Expertise in the thematic areas specific to DWABI, such as organic agriculture, financial inclusion strategies, and empowerment of women in agricultural settings, is essential. Familiarity with the local agricultural context of Dodoma or similar regions will be beneficial. The evaluator(s) should also be proficient in using both qualitative and quantitative research methods appropriate for complex project evaluations. The team should include members who are fluent in English and Swahili.

## 9. Specifications for the Submission of Offers

### **9.1 Components of the Offer (Technical and Financial)**

Offers submitted for the evaluation of DWABI should consist of both technical (60%) and financial (40%) components:

- i. **Technical Proposal:** Should detail the proposed methodology, specific tools and techniques to be used, a clear work plan with timelines, and an approach for managing and executing the evaluation. It should also include an outline of the team's structure, the specific roles and expertise of each member, and a demonstration of how the proposal meets the project's scope and objectives.
- ii. **Financial Proposal:** Must provide a detailed budget that outlines all costs associated with the evaluation, including personnel, travel, materials, and any other direct expenses. The financial proposal should be presented in a clear format with justification for the budgeted items, ensuring transparency and alignment with the evaluation's scope.

Offers will be assessed based on a) relevance and feasibility of the proposed methodology, b) experience and expertise of the evaluation team; c) value for money; and d) clarity and completeness of the proposal.

### **9.3 Budget Range and Submission Deadlines**

The estimated budget for the evaluation is set between 20,000 and 25,000 EUR, covering all phases: inception, data collection, analysis and synthesis, reporting, and unforeseen adjustments.

**Inception Phase:** Over approx. seven workdays, the evaluator will hold a kick-off meeting, review documents, develop the evaluation methodology, and draft the inception report, laying a solid foundation for the evaluation process.

**Data Collection Phase:** This phase involves extensive on-site data gathering through interviews, focus groups, and observations. The evaluator will interact with stakeholders such as project beneficiaries, staff, and officials to collect diverse data, with logistics and travel planned accordingly.

**Analysis & Synthesis Phase:** In approx. four workdays, data will be analyzed to derive key insights and draft initial findings and recommendations using appropriate analytical tools.

**Reporting Phase:** Approx. ten days are dedicated to drafting and finalizing the evaluation report, incorporating stakeholder feedback to refine and finalize the document.

**Reserve Days:** Two days are reserved to address any unexpected needs or delays in the evaluation.

**Travel and Subsistence Allowances:** Approximately EUR 6,000 covers travel and subsistence for the evaluator, ensuring effective field mission execution.

**Miscellaneous Expenses:** An approx. additional EUR 500 is allocated for communication, copying, printing, and software licenses essential for data analysis and reporting.

**Submission Deadline:** Offers must be submitted [online](#) not later than 9<sup>th</sup> June 2024, with all required documents included. Proposals should be clear, structured, and comprehensive, ensuring they meet all outlined requirements. Late submissions or incomplete proposals will not be considered.