



CONSULTANCY TO CONDUCT AN END OF PROJECT EVALUATION FOR THE LASPNET-DGF II PROJECT (MAY 2018 – APRIL 2021)

TERMS OF REFERENCE

1.0 Introduction

The Legal Aid Service Providers Network (LASPNET) is a National Member based non-governmental organization established in 2004 to provide strategic linkages and a collaborative framework for the various non-state Legal Aid Service Providers (LASPs) in Uganda as well as maintain a common front to interface with the Justice Law and Order Sector on issues of access to justice and rule of law. Currently, the Network is composed of 54 LASPs spread across 80 districts in the country and 7 honorary members including Justices of the High Court; Founder members and JLOS Stakeholders. LASPNET's mandate focuses on 4 thematic areas of Research and Knowledge Management; Lobby and Advocacy; Networking, Collaboration and Partnerships and Institutional Capacity Development and Strengthening.

LASPNET received funding from the Democratic Governance Facility (DGF) to implement a 3-year project (May 2018 - April 2021). This project aimed towards fulfillment of two (2) high-level objectives that is; *Strengthened governance processes that respond to and protect citizens' rights and Increased protection and fulfillment of legal and human rights for poor, vulnerable and marginalized persons.* Ultimately, the project is intended to contribute towards DGF's Sphere 3 on Human Rights; Access to Justice and Gender Equality.

It's therefore during this period that also marks the end of project implementation that LASPNET with support from DGF seeks to engage services of a Consultant to undertake the development of an End of Project evaluation with the rationale of assessing the outcomes and impact of the LASPNET-DGF II project for the period May 2018-April 2021.

2.0 Contextual background to LASPNET-DGF II project

Following a highly competitive process, LASPNET was selected among the DGF implementing partners for the period of 3 years (May 2018-April 2021) to implement a project titled: ***'To Strengthen Collaborative Advocacy Platforms to Enhance Rule of Law, Legal Aid and Access to Justice for the Poor, Vulnerable and Marginalized in Uganda,'*** with an overall goal focusing on *"Enhanced protection of rights, rule of law and access to justice for the Poor, Vulnerable and Marginalized persons in Uganda."*

The LASPNET-DGF II project was driven by a well-informed context characterized by; a policy vacuum to facilitate provision of legal aid services for the poor, vulnerable and marginalized; lack of standardization in the delivery of legal aid services hence the need for capacity building initiatives; limited protection for human rights defenders and activists and unsustainable legal aid services. Building upon the above context, and while anchoring on its thematic areas alluded to earlier, LASPNET was able to implement various activities which include among others: undertaking lobby and advocacy initiatives for the enactment pro-poor laws such as the National Legal Aid Bill as well

as other legislations such as the Administration of the Justice Act among others. LASPNET has also been able to contribute towards increased awareness of legal information through Legal Aid Open days; responded to human rights violations through provision of legal rapid response to HRDs; Activists and the public. In realm of Research and Knowledge Management, LASPNET has ably undertaken ground breaking researches in the areas of Human rights; Access to Justice and Rule of law. Key among these researches include the Annual Trends Analysis researches (2017 and 2019); Annual Corruption reports and the SDG 16 Assessment report which have been highly sought by JLOS institutions; policy makers; LASPs and media and as such used to shape policy and practice reforms.

In respect to Networking; Collaboration and Partnerships, LASPNET has been able to establish partnerships with like-minded institutions such as National Social Security Fund (NSSF); Uganda Local Government Association (ULGA) and Uganda Court Bailiffs Association (UCBA) to facilitate access to justice for the poor, vulnerable and marginalized through implementation of the Lwengo Legal Aid model as well as Execution of court orders respectively. Further, LASPNET has coordinated several conferences such as the Access to Justice Conference, Legal Aid Innovations Conference and Paralegal Community dialogues which have provided a platform to showcase innovations in access to justice. Whereas on the other hand, LASPNET under capacity development and institutional strengthening, has been able to capacitate its members through trainings such as Monitoring and Evaluation, Corruption Monitoring, Trial and Advocacy and Resource mobilization. Similarly, Network has undertaken the development of institutional policies and protocols.

Related to the above, the Secretariat under this project has seen a remarkable expansion in terms of programming and operationalization of the organogram in addition to putting in place a robust institutional infrastructure. More importantly, LASPNET remains one of the most visible Networks in the areas of Access to Justice; Human rights and Rule of Law before the public, media as well as development and strategic partners. It also currently boasts of several innovations such as the Call Centre; IIMS; Situation room; Social Web Application which all together have helped to change the face of legal aid service delivery in Uganda.

Overall, the project theory of change aimed towards addressing bottlenecks experienced by the poor and vulnerable accessing justice, including lack of a policy and legal framework for legal aid service delivery, limited standardization of legal aid services; and sustainability of legal aid interventions. LASPNET further aimed at ensuring that poor, vulnerable and marginalized persons are able to protect and defend their rights and entitlements as a result of accessible, responsive and efficient legal aid and JLOS services. It's therefore against that background that LASPNET intends to commission a consultancy to interrogate the Relevance; Efficiency, Effectiveness, Impact and Sustainability of the above interventions that were implemented under the LASPNET-DGF II project.

3.0 Purpose of the assignment

The purpose of the consultancy is to provide technical support in evaluating the performance of the project relevance, efficiency, effectiveness, impact and sustainability to the Network and the project beneficiaries.

The end of project evaluation findings and recommendations will contribute to a learning process and documentation of new knowledge for further inquiry, action, lobbying and influence. This will also enable LASPNET to draw lessons from its experience in order to improve the quality service in the next implementation phase.

3.1 Overall objective

To undertake the end of project evaluation for the LASPNET-DGF project interventions (May 2018 – April 2021) as well render accountability to the project beneficiaries including LASPs; Strategic and Development partners.

3.2 Specific Objectives

- To assess the relevance; efficiency; effectiveness, impact and sustainability of the LASPNET-DGF II project (May 2018 – April 2021);
- To appraise the project partnership approach including strategy adopted; management structures, communications and relationships to the project beneficiaries;
- To generate lessons learnt and new knowledge to inform the next implementation phase. to community implementation, research and advocacy in relation to the project's achievements
- To assess whether the project objectives were achieved in line with the LASPNET' strategic objectives.

5.0 Duration of the assignment

The assignment will last for a period of 30 working days upon execution of the contract.

6.0 Methodology

The Consultant will apply the most appropriate evaluation technique through a collaborative and participatory mixed approach which draw on both existing and new quantitative and qualitative data to answer the evaluation questions. The consultant should put into consideration undertaking interviews as well as focus group discussions with selected stakeholders.

Additionally, the evaluation should follow a theory-based approach. The evaluation should combine evaluation tools based on international standards and guidelines which are DAC Quality Standards¹ for evaluating humanitarian action.

It is expected that the consultant will assess the quality of the project's impact logic and if necessary, to develop a realistic impact logic based upon on the conducted interventions.

The above methods notwithstanding, the consultant will be expected to provide the preferred methodology design in the inception report in consideration of the information outlined in this ToR to ensure accuracy and rigor.

¹ The DAC criteria is an OEDC feature through relevance, effectiveness, efficiency, impact, and sustainability which helps in evaluating project implementations.

7.0 Scope of work

The scope of work for the consultant will include but not be limited to;

- Undertake the end of LASPNET-DGF II project evaluation for the period May 2018 - April 2021 and conduct a Situational analysis of LASPNET operations to inform the next project implementation phase.
- Through a consultative process, the consultant will assess the performance and results against the project indicators and outcomes.
- Review and document the factors for success or lack thereof, draw lessons and recommendations for improved performance in future similar interventions.

8.0 Key deliverables

The following are the expected deliverables during the assignment period:

- 8.1 Inception report:** Building on the initial proposal submitted, the selected Consultant /Consultant Firm will be expected to prepare an inception report within 2 days of being awarded the contract. The inception report must include a clear understanding of the Terms of Reference, description of the methodology, including data requirements, data sources and methods of collection, and a work plan with a clear timetable proposed to execute the assignment illustrated where appropriate.
- 8.2 Draft End of Project Evaluation:** A draft end of Project Evaluation 2018 – 2021 report with findings and recommendations is expected and will be validated by the relevant stakeholders who include the LASPs, Development and Strategic partners, Board members and Secretariat Staff.
- 8.3 Final End of Project Evaluation Report:** The Consultant will incorporate feedback from the Validation meeting and prepare a final end of project evaluation report which will be submitted to the office of the Chief Executive Officer within the specified timelines.
- 8.4 Process report:** Approval of the final product, the report findings on the process including stakeholder consultations and workshops will be shared to the office of the Chief Executive Officer.

9.0. Reporting

The Consultant reports to the Chief Executive Officer but in the day today undertaking of the assignment the consultant will work closely with the Monitoring & Evaluation officer with support of Director Programmes to provide the necessary coordination, logistical support and information.

10.0. Qualifications

- A degree in Law or Human Rights, Business Administration and Management; Public Policy; Development Studies, or any other relevant academic qualification.
- A Masters in Monitoring and Evaluation; or post graduate in project planning and Management will be an added advantage.

- Minimum of 5-10 years of experience in program and project evaluations; Organizational development and change management will be an added advantage.
- Demonstrated experience in designing projects and undertaking project evaluations.
- Proven excellent communication and facilitation skills, including in multi-cultural settings.

10.1 Experience and Competencies

- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners
- Evidence of having undertaken project evaluations or similar assignments
- Experience in research, policy development, management and programming-related work.
- Proven excellent communication and facilitation skills, including in multi-cultural settings
- Highly motivated and committed to the values of transparency, diplomacy and integrity
- Ability to work with minimal supervision

11.0 Procurement and selection process

LASPNET in liaison with DGF will undertake a competitive process of identifying the most suitable Consultant / Consultancy firm to undertake the assignment. The process will include sending out an Expression of Interest where the interested Consultant or Consultancy firm can apply as below.

12.0 Application Process

Interested and qualified Consultants or Consultancy firms should submit their applications which should include the following:

1. Cover Letter
2. Detailed Curriculum Vitae
3. Expression of Interest for implementing the assignment

Please quote “**End of Project Evaluation – LASPNET 2018 - 2021**” on the subject line. Applications should be emailed to the Chief Executive Officer LASPNET, Plot 10 Block 75 Balintuma Rd, Mengo Tel: **03935137337** or ceo@laspnet.org with copy secretariat@laspnet.org not later than **31st March 2021 at 4.00pm.**
