



Call for Expression of Interest

To conduct End of Project Evaluation for the “Building the Resilience of Small Sized Enterprises to cope with implications of COVID 19”: Through Entrepreneurial, Financial and Business Management Training.

TERMS OF REFERENCE

October 2022.

1. About us

Established in 2009, Pamoja for Transformation is a national Non-Governmental Organization (NGO) registered in Kenya as a Trust. The organization envisions a Peaceful, Just and Prosperous society. Pamoja for Transformation serves communities affected by conflict with resources and tools to move from crisis and poverty to peace and development. We seek to contribute to resolving structural and latent conflicts that commonly arise from weak governance systems, historical injustices, ethno-politics and economic inequalities. To this end, we adopt an integrated approach to development that combines peace building, participatory governance and economic development strategies to attain sustainable change. Our programmatic intervention areas include (1) Skills & Enterprise Development; (2) Prevention of Gender-Based Violence; (3) Community Safety Cohesion and Conflict Transformation; and (4) Governance & Participation. Since 2015, more than 15,993 women, men, and young people participated in Pamoja for Transformation's programs.

2. Background

Pamoja implements diverse projects in rural and urban areas at the Coast, Nairobi, Nyanza-Western and Northern Kenya. We attach particular importance to capacity development in the areas of civic rights and duties, conflict transformation, policy and governance processes and business skills development. All projects contribute to the goal of improving the safety and socio-economic situation of disadvantaged communities. Pamoja has implemented the Skills and Enterprise Development (SED) Program since 2015 benefiting over 1,500 women and youth from the Coast, Nairobi urban informal settlement and rural Western Kenya, who run small and medium enterprises.

About the consultancy

Pamoja is looking to contract a consultant to support in conducting end of project Evaluation for the **"Building the resilience of Small Sized Enterprises through entrepreneurial, financial and business management training to cope with implications of COVID19."** This project falls under the Skills and Enterprise Development (SED) Program that seeks to enhance productivity, wealth creation and resilience of target groups by strengthening their livelihood, income and by retaining existing jobs and creating employment. This is achieved by facilitating small and medium enterprises with knowledge and skills (coaching, training, and networking) and business toolkits in the form of equipment and capital to boost the growth of the businesses. The 12month project is implemented in urban, rural and peri-urban areas of Nakuru, Turkana, Nairobi, Migori and Kisumu Counties.

The main objective of the 12-moths project is to build the resilience of small sized enterprises to cope with implications of covid-19 by:

1. Enhancing entrepreneurial, business and financial management competencies to retain existing and attract new jobs, increase employment creation,
2. Improving income and well-being of people.
3. Developing risk mitigation strategies against business risks including Covid 19 and remain in optimal business performance.
4. Improving business practice and expanding linkages for growth, learning and value addition along the value chains.

The project aims to enhance the performance and business growth of the Small Sized Enterprises in the five counties by adopting participatory and experiential learning through training and coaching cycles.

The project further contributes towards the Sustainable Development Goals and targets of:

- i. Achieve and sustain income growth of the bottom 40 percent of the population at a rate higher than the national average (10.1)
- ii. Achieve full and productive employment and decent work for all women and men (8.5)
- iii. Ensure equal opportunities for women in economic life (5.5)

The project directly targets to reach 252 already existing Small Sized Enterprises, with 5-19 employees. The aim of the project is to enable the enterprises strengthen their entrepreneurial, financial and business management skills, expand their businesses, increase their income, resist economic shocks and generate employment opportunities. 50% of the target are women owned enterprises and 20% of the enterprises drawn from green economy.

The project adopts a modularized training of 6 days of 2 cycles of 3 days each, followed by customized 2 coaching cycles alternating between the training cycles. The approach is an individualized acceleration process adapted to formal and informal enterprises in rural and peri-urban areas that is process driven and adaptive to the needs of the entrepreneurs. The SME Business Training and Coaching Cycles are aimed at addressing business and financial management and access to finance.

3. Purpose and scope of the consultancy

The purpose of this consultancy is to help the organization generate outcome level data from the project beneficiaries and stakeholders in the 5 target counties. The end-line evaluation will to assess the level and extent to which the project impacted on the enterprises and business contexts in line with the target outputs and outcomes. Specifically, the assessment /consultancy will assess the following:

1. **Relevance:** to assess the extent at which the project was consistent with participants'/business needs as well as the extent to which the project achieved coherence/difference with other interventions done by other actors.
2. **Effectiveness and Impact:** the extent to which the project achieved its objectives and results in line with the set indicators and any significant long term positive or negative, intended or unintended effects/ results.
3. **Efficiency:** the extent to which the inputs and processes delivered the project results in a timely manner within the project timeframe. This will include adequacy of funds, expertise and human resource, management and communication, feedback and clarity of processes against resources and timeliness.
4. **Sustainability:** the extent to which the benefits of the program will continue over the medium and long term.

5. **Challenges:** Summary of the hindrances against the delivery of results in the set or targeted quantity and quality. This will include internal and external operational and contextual hindrances.
6. **Lessons, Recommendations/ Opportunities:** How can the challenges be remedied if a similar program is designed/ implemented in the same context? What gaps still exist that a similar program can address?

4. Deliverables

The following are the key deliverables of the consultancy:

1. A technical proposal detailing your understanding of the Terms of Reference, outlining the methodology and tools for qualitative and quantitative data collection and analysis.
2. Profile of consultant/firm, clearly describing previous experience in conducting similar assignments.
3. An inception report to kick-off the assignment after a meeting with Pamoja to discuss/ agree the scope of the evaluation.
4. Work plan and financial proposal in Kenya Shillings, inclusive of VAT where applicable.

Appendices to the technical proposal must include:

- a) CVs of the consultant/consultancy team with respective roles and responsibilities in the assignment
- b) Contact information of three references from similar assignments undertaken by the consultant(s), including e-mail contacts and phone numbers.

5. Qualification/Requirements

The consultant/firm must demonstrate the following qualifications:

- (i) Minimum of 5 years' experience in undertaking Assessments, Evaluations, Research, including working with Non-governmental organizations.
- (ii) Degree in related fields. (advanced degree is an advantage)
- (iii) In-depth knowledge of Kenya and its regional geo-political environment in which PFT operates.
- (iv) Committed to the values of transparency and integrity.
- (v) Fluency in English and Swahili (written and spoken).

6. Timeframe

The consultancy period is **20 days**, between **15th October – 15th November 2022**.

7. Payment Terms

30% of the fee will be paid upon approval of the inception report and signing of the contract.

30% of the fee will be paid upon satisfactory completion of the Needs Assessment and submission of a final Report.

40% shall be paid upon signing of the certificate of completion and upon project close out.

8. Instructions for Submission

All submissions must be sent to info@pamoja-transformation.org CC koballa@pamoja-transformation.org by **17:00 EAT on 20th October 2022**. Please use '**End of project Evaluation- SME LOOP Consultancy**' as the subject title to your email application.

PfT is an Equal Opportunity Employer and is committed to Safeguarding and Promoting the Welfare of Children, Youth and Vulnerable Adults and Expects all Staff, consultants and Partners to Share this Commitment.