

Terms of References for Project Mid-term Evaluation

Project Title: Cassava Value Chain Strengthening for Improved Food Security and Sustained Income

Project Duration: May 1, 2024 - October 31, 2027 (42 months)

Assignment period	17 th June to 11 th September 2026
Location	Falaba, Bombali, and Koinadugu
Commissioned by	ChildFund Sierra Leone
Main Partners	Daindembah Federation
Donor	BMZ
Contact Person	MERL Specialist of ChildFund Sierra Leone

Table of Contents

1. Project Background and Context.....	3
1.1. Problem Analysis and Context Description	3
1.2. Project Summary	5
1.3. Project Objective and Sub-goals.....	6
1.4. Project Activities	6
1.5. Project’s Target Group(s)	6
2. Purpose and Scope of the Evaluation	7
2.1. Evaluation Type.....	7
2.2. Purpose of the Evaluation.....	7
2.3. Evaluation Criteria	7
2.4. Specific Indicators	9
2.5. Key evaluation questions.....	9
3. Evaluation Methodology.....	10
4. Ethical Consideration	11
5. Time Schedule and Deliverables.....	12
5.1. Deliverables.....	14
6. Payment Schedule.....	14
7. Roles and Responsibilities	15
8. Expertise Profile of the Evaluation Team	15
9. Management of the Evaluation.....	16
ANNEXES	17

1. Project Background and Context

1.1. Problem Analysis and Context Description

Sierra Leone continues to face significant socio-economic and development challenges arising from the long-term effects of the civil war, the Ebola outbreak, the COVID-19 pandemic, high inflation, unemployment, and widespread poverty. The country's economy remains largely agrarian, with agriculture employing nearly 70% of the active labor force. Despite the country's favorable agricultural potential, including arable land, adequate rainfall, and irrigation opportunities, food insecurity and low agricultural productivity remain major concerns, particularly in rural communities.

The project intervention is being implemented in the districts of Falaba, Bombali, and Koinadugu, which are characterized by high levels of poverty, food insecurity, poor infrastructure, and limited market access. According to the World Food Programme (WFP), these districts record high proportions of households with poor food consumption scores, particularly in Falaba and Koinadugu districts. Rural households in these areas largely depend on subsistence agriculture, yet they continue to experience seasonal food shortages, low incomes, and limited livelihood opportunities.

Although cassava is widely cultivated and has strong potential as both a food and cash crop, cassava production and processing systems in the target districts remain underdeveloped. Farmers primarily produce cassava for household consumption, while processed cassava products such as gari are often imported from other regions of the country. The absence of mechanized processing facilities, inadequate technical knowledge on cassava value addition, weak market linkages, poor packaging systems, and limited access to finance continue to constrain farmers from benefiting economically from cassava production and commercialization.

In addition, significant post-harvest losses, low farm productivity, weak pest and disease management practices, and limited adoption of climate-smart agricultural techniques further undermine the productivity and profitability of cassava farming. Farmers also face challenges related to declining soil fertility due to continuous cultivation on the same land without adequate soil management practices. These factors contribute to low yields, reduced household incomes, and persistent food insecurity among farming communities.

The economic vulnerability of households is further aggravated by rising inflation, increasing food prices, and limited employment opportunities. Many farming households spend a substantial proportion of their income on food purchases, while income generated from agricultural activities remains insufficient to meet basic household needs. Food insecurity and poverty in the target districts have also contributed to high levels of child vulnerability, including child labor, school absenteeism, violence against children, and other protection concerns. Children in farming households are often engaged in labor-intensive cassava processing activities, which negatively affects their education, protection, and overall well-being.

Existing Farmer-Based Organizations (FBOs) within the target communities often have limited organizational and technical capacities, weak governance systems, inadequate business management skills, and insufficient access to financial services and private sector markets. Women and youth, despite playing significant roles in agricultural production, remain underrepresented in leadership and decision-making structures within FBOs. There is therefore a need to strengthen inclusive leadership, institutional management, access to finance, and entrepreneurship capacities to improve the effectiveness and sustainability of community-level agricultural enterprises.

In response to these challenges, ChildFund Deutschland and ChildFund Sierra Leone, together with Daindemben Federation and Munafa M'Patie Federation, are implementing the BMZ-funded project titled “Cassava Value Chain Strengthening for Improved Food Security and Sustained Income.” The project aims to strengthen the cassava value chain through improved production, mechanized processing, market access, financial inclusion, institutional capacity building, and child protection interventions. The project further seeks to enhance household food security, increase sustainable incomes, strengthen Farmer-Based Organizations, promote women and youth inclusion, and improve the protection and well-being of children and vulnerable groups in the target communities.

1.2. Project Summary

ChildFund Deutschland and ChildFund Sierra Leone, in partnership with Daindemben Federation and Munafa M'Patie Federation¹, are implementing a 42-month BMZ-funded project titled “Cassava Value Chain Strengthening for Improved Food Security and Sustained Income” in the districts of Falaba, Bombali, and Koinadugu from May 1, 2024 - October 31, 2027.

The project seeks to strengthen the cassava value chain to improve household food security, increase sustainable income, and enhance the protection and well-being of children and youth in rural farming communities. The intervention responds to the high levels of poverty, food insecurity, post-harvest losses, limited cassava processing capacity, weak market access, and child protection concerns affecting farming households in the target districts.

The project aligns with the Government of Sierra Leone’s agricultural development priorities, including the “Feed Salone” initiative and the Medium-Term National Development Plan, while also contributing to efforts aimed at improving agricultural productivity, commercialization, and resilience among smallholder farmers.

The project directly targets 30 Farmer-Based Organizations (FBOs) across the three districts, reaching approximately 1,200 direct participants and an estimated 7,200 indirect beneficiaries, including household members, children, women, and youth. The intervention prioritizes inclusive participation and leadership of women, youth, and marginalized groups within FBO structures and cassava-related enterprises.

Key project interventions include strengthening FBO institutional capacities; promoting climate-smart cassava production practices; improving post-harvest handling, processing, and marketing systems; establishing and equipping cassava processing facilities; facilitating market and private sector linkages; improving access to low-interest financing through Village Savings and Loan Associations (VSLAs) and Microfinance Institutions (MFIs); and enhancing child protection awareness and referral systems within target communities.

The project further supports the operational and advocacy capacities of local implementing partners through organizational capacity strengthening, financial management systems, monitoring and evaluation improvements, and policy advocacy initiatives within the Cassava Value Chain sector.

The expected outcomes of the project include improved food consumption among target households, increased household income from cassava production and processing, strengthened and inclusive FBO management structures, expanded cassava processing and market linkages, improved access to finance, and reduced exposure of children to child labor and violence within farming communities.

The project is implemented in close collaboration with key government institutions and stakeholders, including the Ministry of Agriculture (MoA), Sierra Leone Agricultural Research Institute (SLARI), Ministry of Gender and Children’s Affairs (MoGCA), local councils, community structures, and private sector actors.

¹ Partnership with Munafa M'Patie Federation ended in February 2026

1.3. Project Objective and Sub-goals

The project has one key objective and five sub-objectives:

The Project objective “7,200 people (1,200 farmers directly and 6,000 household members indirectly), organized in strengthened FBOs, are applying improved cassava production and processing methods and increasing their household income, food security and child protection”.

Sub-objectives:

1. FBOs have enhanced capacities for inclusive management.
2. Farmers have improved capacity for cassava production, post-harvest handling, processing and marketing.
3. FBOs have increased access to low-interest financing from VSLAs and MFIs for cassava businesses.
4. Farmers are enabled to take actions to ensure children’s well-being.
5. The operative and advocacy capacities of both local partners are improved.

1.4. Project Activities

The project has implemented a comprehensive package of interventions aimed at strengthening the cassava value chain and improving the livelihoods of smallholder farmers through Farmer-Based Organizations (FBOs). Key interventions include organizational capacity strengthening, leadership and governance development, literacy and business management training, climate-smart agriculture and cassava value chain development, construction and equipping of cassava processing facilities, market linkage facilitation, access to financial services through VSLAs and microfinance institutions, and promotion of environmental sustainability. The project also integrates child protection, child rights, positive parenting, gender equality, disability and social inclusion, and community awareness initiatives to enhance child well-being and safeguard vulnerable populations. In addition, targeted institutional capacity strengthening and policy advocacy support have been provided to local partners and relevant stakeholders to promote sustainable project outcomes and long-term sector development. A detailed list of project activities will be made available to the selected consultant during the inception phase of the evaluation.

1.5. Project’s Target Group(s)

30 FBOs of approximately 40 individuals are supported in all three selected districts, for a total direct reach of 1,200 participants. Indirect participants include an additional 6,000 household members of these FBO members (estimated at 4,800 children and 1,200 adult family members), for a total reach of 7,200 individuals. Additionally, 300 children will be trained directly on children's rights and are therefore also direct participants. It is expected that a further 284,894 people will be reached via radio and other community sensitization activities (act. 5.2.4.2, 5.2.4.4, 5.2.4.7). A total of 15 project staff were directly trained to strengthen their capacities for project implementation and provision of inclusive support to FBOs and in the cassava value chain. A total of 210 CWC members were reached.

2. Purpose and Scope of the Evaluation

2.1. Evaluation Type

The mid-term evaluation is intended to assess the progress, performance, relevance, and effectiveness of the project against its planned objectives, targets, and implementation framework during the implementation period. The evaluation will determine the extent to which the project is on track to achieve its intended results while identifying implementation challenges, gaps, lessons learned, and areas requiring improvement. Furthermore, the evaluation will provide evidence-based recommendations and identify necessary strategic and operational adjustments to enhance project effectiveness and ensure successful implementation through to the end of the project period. The mid-term evaluation is also expected to retrospectively validate baseline values for selected project indicators, including through the verification and triangulation of key existing baseline data, in order to provide a robust basis for measuring project progress, performance, and results achieved to date.

2.2. Purpose of the Evaluation

The purpose of the evaluation is to assess the overall performance, effectiveness, and impact of the project and to generate evidence for accountability and learning. Specifically, the evaluation focuses on:

- Review project implementation during the period (May 1, 2024 to June 30, 2026)
- Conduct mid-term data collection to measure the extent to which planned outputs, outcomes, and targets have been achieved against the project's logical framework and implementation plan.
- Identify, document, and analyse key lessons learned, good practices, and practical recommendations for the continuation or improvement of the project.
- To examine operational, technical, financial, or contextual issues affecting project performance and recommend corrective actions for improved delivery.
- Determine and document the effectiveness, impact, and sustainability of project interventions to ensure accountability to donors.
- To assess emerging changes in beneficiaries' livelihoods, behaviors, capacities, or systems that indicate progress toward long-term project impact.
- Assess the effectiveness of beneficiary accountability systems and mechanisms applied throughout project implementation.
- Evaluate the relevance of project objectives and strategies in relation to the needs of target groups and the broader context.
- Assess the degree of stakeholder participation and partnership quality throughout project planning and implementation.
- Identify external factors and contextual influences that facilitated or hindered project achievements.
- Assess the extent to which cross-cutting issues (e.g., gender equality, environmental sustainability, conflict sensitivity, inclusion) were integrated and addressed.

2.3. Evaluation Criteria

The mid-term will apply the six OECD-DAC criteria for development interventions to guide the evaluation. Using these criteria along with specific evaluation questions will enable a systematic appraisal of the project's achievements.

Relevance:

- Is the intervention doing the right things?
- To what extent do the project's objectives respond to beneficiaries, global, country, and partner/institution needs, policies, and priorities, and continue to do so if circumstances change?

- Has the project reached its intended target groups and met the needs and expectations of targeted populations?
- How relevant are the project strategies and approaches in addressing food security, income generation, and cassava value chain challenges in the target districts?
- How satisfied are beneficiaries and key stakeholders with the relevance and responsiveness of the project interventions?
- To what extent has the context changed and project adapted to contextual, socio-economic, environmental, or market changes since the inception of the project?

Coherence:

- To what extent is the project complementary and consistent with other ongoing interventions, government policies and programs, and sector priorities in the target areas?
- How effective is the coordination and collaboration among ChildFund Sierra Leone, implementing partners, government institutions, and other stakeholders?
- To what extent does the project avoid duplication and create synergies with related agriculture, livelihoods, and food security initiatives?

Effectiveness:

- To what extent has the project achieved its planned outputs and progress toward intended outcomes as defined in the project logframe and indicators?
- Have activities been sufficient to realize agreed objectives?
- What were the major factors influencing the achievement or non-achievement of the activities and results?
- What good practices, innovations, lessons learned, and implementation challenges have emerged during the project period?
- How effective have the implemented activities and strategies been in achieving project objectives?
- To what extent have beneficiaries adopted improved cassava production, processing, storage, and marketing practices promoted by the project?

Efficiency:

- How well are resources been utilized efficiently and economically to achieve planned results?
- Has the project implementation been carried out within the planned timeframe and budget?
- How adequate and efficient are the project management, coordination, monitoring, and reporting mechanisms?
- Were there any delays, resource gaps, or operational challenges affecting timely delivery of activities and outputs?

Impact:

- What emerging early outcomes, unintended effects and early transformational changes have occurred in the livelihoods, food security, income levels, and resilience of target beneficiaries as a result of the project?
- Has the project caused a significant change in the lives of targeted peoples, including marginalized groups?
- To what extent has the project contributed to improving household economic opportunities and market participation within the cassava value chain?
- What positive or unintended effects, if any, have resulted from the project interventions?

- To what extent have women, youth, and vulnerable groups benefited from the project interventions and outcomes?

Sustainability:

- To what extent are the project results and benefits likely to continue beyond the project implementation period?
- What mechanisms, structures, partnerships, or community capacities have been established as exist preparedness plan to sustain project outcomes?
- To what extent have beneficiaries and local institutions developed ownership of the project interventions?
- How is partnership and collaboration working
- What measures have been taken to create visibility of the project's added value
- What are the potential risks or factors that may affect the sustainability of the project achievements after project closure?

2.4. Specific Indicators

As part of the evaluation, the following project indicators should be measured, or existing measurements should be verified and triangulated, with reference to the project's logframe:

- Percentage of households with acceptable Food Consumption Score (FCS)
- Average annual household income (incl. percentage increase) from cassava production and processing
- Percentage of children experiencing violence at household/community level, Percentage reduction in violence against children in target communities
- Percentage of children engaged in child labour (related to cassava) instead of attending school, Percentage reduction in child labour among target households
- Percentage of targeted households applying improved cassava production, post-harvest handling and processing techniques
- Percentage increase in average cassava yield per hectare
- Percentage of farmers/caregivers demonstrating knowledge of child protection and referral pathways
- Percentage of FBOs with inclusive management structures (women, youth, PWDs in leadership roles)
- Percentage of trained FBO members demonstrating improved organizational management practices
- Percentage of FBOs applying gender-sensitive and inclusive decision-making processes
- Percentage of community members demonstrating positive attitudes towards child protection and knowledge of appropriate actions to take when witnessing violence against children or child labor
- Percentage of loan repayment rate among supported FBOs
- Percentage of FBOs reinvesting profits into Cassava Value Chain activities
- Percentage of functional Child Welfare Committees (CWCs) with improved capacity

2.5. Key evaluation questions

In addition to the OECD-DAC criteria and the progress assessment for the indicators, the evaluation should address the following key questions:

- To what extent is the project on track to achieve its intended outcomes and targets, and what factors have influenced progress to date? In addition to assessing progress and results achieved to date, the evaluation is expected to generate actionable, evidence-based recommendations to inform strategic and operational adjustments during the

remaining implementation period, with particular attention to the effectiveness, sustainability, and inclusiveness of the project's approaches.

- Which market linkage and business model approaches and strategies are most appropriate for ensuring sustainable market access for the supported FBOs in their different location and under their differing market accessibility conditions? The evaluation should consider differences between FBOs who receive project-supported processing facilities and those who don't.
- To what extent has the project's capacity development approach strengthened the capacities of the local partner organizations? Which capacity development measures have proven most effective, what gaps remain, and what recommendations can be made to further enhance partner ownership, performance, and long-term sustainability?

3. Evaluation Methodology

The evaluation will comprise both desk-based research and fieldwork. It will involve a combination of primary data collection and secondary data review.

Secondary data sources will be made available to the contractor. The following documents will be provided:

- Project proposal
- Logical frameworks
- Project reports
- Monitoring reports
- Surveys and other internal evaluations related to the project
- Partner documents relevant to project implementation

For the collection of primary data, the contractor is encouraged to propose appropriate methodological approaches (quantitative, qualitative, or mixed methods). The evaluation methodology should, where appropriate and ethically feasible, include the direct participation of the project's primary target group, children and youths. The evaluation should ensure that the voices and perspectives of children and youths are reflected in the findings, particularly with regard to their participation in project activities and perceived changes in their living conditions.

The contractor is expected to propose appropriate, age-sensitive, and ethically sound data collection methods for engaging with children and youths, in line with relevant safeguarding and ethical standards.

Also, the evaluation should include the following data collection methodologies, these may include, but are not limited to:

- Desk and literature review
- Stakeholder consultations
- Field visits
- Key Informant Interviews with project staff, partners, community leaders, and other relevant stakeholders
- Focus Group Discussions with beneficiary groups or other target populations
- Household or individual surveys (quantitative data collection)
- Observation of project activities or service delivery
- Case studies to illustrate specific outcomes, challenges, or examples of good practice
- Workshops or validation meetings to review preliminary findings with stakeholders

The mid-term evaluation shall include the verification and triangulation of selected baseline values to ensure a sound basis for measuring project results. Rather than repeating the full baseline assessment, the exercise should focus on the following key indicators and critical baseline data points:

- Percentage of farmers/caregivers demonstrating knowledge of child protection and referral pathways
- Percentage of FBOs applying gender-sensitive and inclusive decision-making processes
- Percentage of trained farmers applying improved post-harvest handling and processing techniques
- Percentage of community members demonstrating positive attitudes towards child protection
- Percentage of functional Child Welfare Committees (CWCs) with improved capacity
- Percentage of households with acceptable Food Consumption Score (FCS) in Koinadugu, Falaba and Bombali districts
- Average annual household income from cassava production and processing
- Percentage increase in average cassava yield per hectare in bags (50 kg per bag)
- Percentage of children experiencing violence at household/community level
- Percentage of children engaged in child labour (related to cassava) instead of attending school

The consultant shall outline the proposed methodology and also the validation approach for the selected baseline values in the Inception Report.

4. Ethical Consideration

It is essential to ensure that the risks of potential harm to participants arising from the data collection process are minimized and clearly outweighed by the potential benefits of the study's outcomes. The evaluator must address critical ethical issues in the design and implementation of the evaluation, ensuring that the rights, safety, and confidentiality of all information providers are fully protected.

Key considerations include, but are not limited to:

- Compliance with legal and regulatory requirements, including permissions for data collection, storage, export, and, where applicable, interviewing or collecting information about children and youth.
- Measures to ensure the secure storage and management of collected data.
- Protocols to maintain anonymity and confidentiality of participants.
- Ensuring that participation is voluntary and based on informed consent.
- Safeguarding the rights and welfare of participants and the communities involved.

The evaluator(s) should take all reasonable steps to ensure that the evaluation is designed and conducted to:

- Respect and protect the rights, dignity, and welfare of all participants.
- Produce technically accurate, reliable, and valid findings.
- Conduct the study in a transparent, impartial, and accountable manner.
- Contribute to organizational learning and accountability.

Ethical considerations must be an integral part of the evaluation process at all stages to maintain the highest standards of professional conduct.

5. Time Schedule and Deliverables

The evaluation will be conducted within a period of three (3) months, one week period (17th June to 11th September 2026) upon the signing of contract between the consultant and ChildFund and scope as given in the Terms of Reference or as agreed during the signing of the contract with the project team.

The evaluation will be carried out according to the following timeline and corresponding tasks:

What	Who is responsible	By when	Who is involved
Advertisement and Request for proposals	Human Resource Unit	17 th - 30 th June 2026	Human Resource Unit, Finance Unit, Senior MERL Specialist & Senior Livelihood Specialist
Assessing proposals	Senior MERL Specialist, Senior Livelihood Specialist	1 st - 3 rd July 2026	Senior MERL Specialist, Senior Livelihood Specialist, RO MERL Advisor
Hiring of Consultant for baseline Assessment	Human Resource Unit	6 th July 2026	Senior MERL Specialist, Senior Livelihood Specialist
Inception meeting	Senior MERL Specialist	7 th July 2026	Senior MERL Specialist, Senior Livelihood Specialist, Programs and Sponsorship Director, Team Lead Africa, Asia & Latin America Programs
Documentation review, desk research and update tools	Consultant	1 st - 3 rd July 2026	Senior MERL Specialist, Senior Livelihood Specialist
Submission of inception report and draft tools	Consultant	8 th - 10 th July 2026	Senior MERL Specialist
First review of inception report and draft tools	Senior MERL Specialist	13 th – 14 th July 2026	Senior MERL Specialist, Senior Livelihood Specialist, Programs and Sponsorship Director, RO MERL Advisor, Team Lead Africa, Asia & Latin America Programs
Address comments on inception report and tools	Consultant	15 th – 16 th July 2026	Senior MERL Specialist

What	Who is responsible	By when	Who is involved
Approval of inception report and tools	Senior MERL Specialist	17 th July 2026	Senior MERL Specialist, Senior Livelihood Specialist, Programs and Sponsorship Director
Training of enumerators	Consultant	20 th - 22 nd July 2026	Senior MERL Specialist, Senior Livelihood Specialist
Submit training report	Consultant	23 rd July 2026	Senior MERL Specialist, Senior Livelihood Specialist
Data collection field work	Consultant	24 th July – 7 th August 2026	Senior MERL Specialist, Senior Livelihood Specialist
Submit draft evaluation report	Consultant	21 st August 2026	Senior MERL Specialist, Senior Livelihood Specialist
First review of draft report	Senior MERL Specialist	24 th – 27 th August 2026	Senior MERL Specialist, Senior Livelihood Specialist, RO MERL Advisor, Programs and Sponsorship Director,
Address comments on the draft report	Consultant	28 th – 30 th August 2026	Senior MERL Specialist
Validation of draft report	Consultant and ChildFund	1 st Sept. 2026	Senior MERL Specialist, Senior Livelihood Specialist, Programs and Sponsorship Director
Second review of draft report	ChildFund Region & IO	2 nd – 3 rd Sept. 2026	Senior MERL Specialist, Senior Livelihood Specialist, RO MERL Advisor, Team Lead Africa, Asia & Latin America Programs
Address comments on the draft report	Consultant	4 th – 7 th Sept. 2026	Senior MERL Specialist,
Validation workshop	Consultant and ChildFund	9 th Sept. 2026	Consultant and team, ChildFund Staff, Local & Government Partners, INGO Representatives CSOs, etc.
Submit final evaluation report and share final version	Consultant and ChildFund	11 th Sept. 2026	Senior MERL Specialist, Senior Livelihood Specialist and IO MERL

Each deliverable is expected to be submitted according to the agreed timeline, ensuring sufficient time for review and feedback from the project team. Specific dates for each activity and deliverable will be defined in consultation with the evaluator(s) and the project team and documented in the inception report.

5.1. Deliverables

- **Inception Report:**
The evaluator should prepare an inception report before commencing the full data collection exercise. The report should detail the evaluator’s understanding of the project and the evaluation, explaining how each evaluation question will be addressed through proposed methods, data sources, and data collection procedures. It should also include a proposed schedule of tasks, activities, and deliverables.
- .
- A comprehensive enumerators training report outlining the training objectives, methodology, modules delivered, participant attendance and engagement, pre- and post-training insights, key outcomes, lessons learned, and recommendations to inform subsequent project implementation.
- A comprehensive and well-defined **data analysis plan**, clearly outlining the methodologies and step-by-step procedures for calculating each indicator, including formulas, data sources, and approaches for disaggregation and interpretation of results.
- **Preliminary Evaluation Report:**
The evaluator should provide a concise report presenting all preliminary findings, conclusions, and recommendations. The methodology used should also be described.
- **PowerPoint Presentation of Key Findings:**
The main findings from the preliminary report should be presented by the evaluator during the validation workshop.
- Draft Report providing full literature review of the evaluation.
- **Final Evaluation Report:**
The final report should include, at a minimum:
 - Executive summary
 - Description of the project
 - Evaluation goals and objectives
 - Evaluation methodology and data collection tools used
 - Presentation of main findings and conclusions
 - Recommendations
 - Annexes, including data collection tools, list of interviewees, sources, cleaned datasets and qualitative transcripts and other relevant documentation

All documents, including annexes to the evaluation report, must be submitted in English. All raw data must be submitted along with the evaluation report.

6. Payment Schedule

Payment for this consultancy will be made in three tranches as follows:

Phases	%	Precondition/Deliverables
1 st Tranche	50%	After signing of contract, submission and approval of inception report, tools, work plan etc.
2 nd Tranche	30%	Completed fieldwork, Data cleaning, Draft Report, Acceptable preliminary findings presentation, feedback session with ChildFund
3 rd Tranche (Final payment)	20%	Final Report, final presentation including all annexes – approved by ChildFund (all edits and feedback incorporated and addressed).

7. Roles and Responsibilities

Evaluation Consultant/Consulting Firm

The Evaluation Consultant/Consulting Firm will be responsible for the overall technical leadership and successful implementation of the mid-term evaluation assignment. Specific responsibilities will include:

- Lead the design and execution of the mid-term evaluation in line with the approved Terms of Reference and OECD-DAC evaluation criteria.
- Develop and submit a detailed inception report, including methodology, data collection tools, sampling approach, workplan, and evaluation framework.
- Ensure that the evaluation process adheres to ethical standards, quality assurance requirements, and safeguarding principles throughout the assignment.
- Conduct both quantitative and qualitative data collection, data verification, analysis, and interpretation of findings.
- Engage and consult with key stakeholders, including project staff, partners, government institutions, and beneficiary communities.
- Identify key findings, lessons learned, best practices, challenges, and actionable recommendations to strengthen project implementation.
- Ensure quality control and supervision of enumerators and field data collection processes where applicable.
- Prepare and submit all agreed deliverables within the specified timelines, including inception, draft, and final evaluation reports.
- Present preliminary and final evaluation findings to ChildFund Sierra Leone and relevant stakeholders.

ChildFund Sierra Leone and Daindembah Federation

ChildFund Sierra Leone and Daindembah Federation will provide overall coordination, oversight, and technical support throughout the evaluation process. Specific responsibilities will include:

- Provide strategic oversight and technical guidance for the mid-term evaluation process.
- Share relevant project documents, reports, monitoring data, and other reference materials required for the evaluation.
- Facilitate coordination with implementing partners, government stakeholders, and target communities to support field activities.
- Support logistical arrangements and access to project locations where necessary.
- Review and provide feedback on key deliverables, including the inception report, draft report, and final evaluation report.
- Ensure timely communication and coordination between the consultant, project teams, and relevant stakeholders.
- Review, validate, and approve final evaluation outputs and recommendations.

8. Expertise Profile of the Evaluation Team

The evaluation will be conducted by an evaluator with proven experience in evaluating development projects. The evaluator should also have expertise in organizational development and capacity building.

The consultant(s) we are seeking should meet the following criteria:

- **Professional experience:** Minimum of 5 years of experience in evaluating development projects. Evidence of this experience should be provided. This should include:

- Proven experience with design and implementation of similar mid-term evaluation activities required by this ToR.
- Must have led series of assessments/evaluations with reputable INGOs within Sierra Leone
- **Technical expertise:** Demonstrated knowledge of evaluation methods and tools. This should include:
 - Experience in quantitative and qualitative data collection methods and analysis
 - Knowledge and experience with a range of statistical and qualitative data managing software and approaches (such as KOBO Collect, Commcare, ODK, SPSS or other similar softwares)
- **Stakeholder engagement:** Experience with participatory approaches, stakeholder consultation, and transparent knowledge management. This should include:
 - Demonstrated experience in designing age-appropriate, gender, child participation, safeguarding and disability sensitive research methodologies, tools and analysis.
- **Analytical and communication skills:** Strong analytical, report writing, and presentation skills. Applications must also have vast knowledge in the use of virtual systems like Microsoft Teams, Zoom, etc.
- **Language proficiency:** Fluent in English (mandatory) and language proficiency required for the exercise preferably in communities in the targeted three (3) Districts of Sierra Leone.
- Experience working in Sierra Leone context and have the **appropriate country knowledge/experience** for the exercise preferably in communities in the targeted three (3) Districts of Sierra Leone
- **Additional desirable qualifications** may include experience in the relevant sector or geographic region, familiarity with OECD-DAC evaluation criteria, and experience in humanitarian or development contexts.

9. Management of the Evaluation

The mid-term evaluation will be undertaken by an external consultant under the overall leadership of the Senior MERL Specialist, who will oversee the end-to-end consultancy process and ensure that inputs and recommendations from ChildFund at both Regional and International Office (IO) levels are appropriately incorporated.

While continuous technical guidance and operational support will be provided throughout the study, the consultant will maintain full professional independence to safeguard the objectivity, credibility, and integrity of the assessment findings.

Method of Application

Interested consultant(s) should submit technical and financial proposals and all updated documents through the email: edwardkoroma19@yahoo.com and copy amassaquoi@childfund.org with email clearly marked with the title of “**Mid-Term Evaluation of the Cassava Value Chain Strengthening for Improved Food Security and Sustained Income Across Three (3) Districts in Sierra Leone**”. Only applicants with complete documents will go through the selection process and only shortlisted applicants will be contacted.

The proposal should detail the research design: scope of work, methodology, data collection and analysis techniques, sample size and statistics, schedule of activities and budget.

Application must submit a profile summary of team members and CVs.

The deadline for submission of Technical and Financial Proposals is **4:00 PM on 30th June 2026**. Submissions received after this time will not be considered.

ANNEXES

- Table of baseline values of indicators according to indicator table.
- Power point slides on key findings
- Data set of interviews conducted
- Analyses tables and charts/diagram
- Baseline activity Photos