



Terms Of Reference (ToR) For PENELI IV Programme End Term Evaluation

1. INTRODUCTION

Project Summary

Programme Title	Promoting Ecological Land Use Management (Elum) And Networking for Livelihoods Improvement (PENELI IV) Programme
Programme Location	Different Regions of Kenya in the Four (4) Networking Zones
Programme Period	July 2021 to December 2026
Evaluation Period	1 st July 2021 to 1 st May 2026
Assignment Timeframe	15 th March to 15 th May 2026

Background

Participatory Ecological Land Use Management (PELUM) association is an indigenous African network with over 250 Civil Society Organizations (CSOs) from 14 African Countries. PELUM Kenya is a national network currently comprising 68 Member Organizations (MOs) working in all the 47 Counties. The MOs are distributed in four (4) PELUM Kenya zones namely: Nairobi and Central, Rift and Western, Lower Eastern and Coast, and Upper Eastern and Northern Region. PELUM Kenya envisions empowered, prosperous, healthy and resilient communities. PELUM Kenya’s mission is to champion agroecological principles and practices for sustainable and resilient livelihoods for small holder farmers, pastoralists and fisherfolks.

About PENELI IV Programme

PELUM Kenya is currently in its final year of implementing Phase IV of the PENELI Programme (1 July 2021 - 31 December 2026) with support from Bread for the World (BftW) and Swedish Society for Nature Conservation (SSNC) while the current phase funded by BftW runs from January 2024 to December 2026. The programme is implemented in the four (4) PELUM Kenya networking zones; Nairobi and Central, Rift and Western, Lower Eastern and Coast, and Upper Eastern and Northern Kenya. PENELI IV Programme focuses on the following thematic areas; Advocacy and policy influence; Agro-enterprise and Market Development; Climate Change and Sustainable Natural Resources Management; Institutional Capacity Development and youth and women inclusion, implemented in different approaches. The goal of PENELI IV programme is to enhance resilient livelihoods through sustainable agricultural and environmental practices grounded on agroecology among smallholder farmers and pastoralists in Kenya.

PENELI IV Programme Objectives

Objectives	Indicators
Objective 1: To strengthen PELUM Kenya network to advocate for integration of agroecology in policy as an effective strategy for food security and resilience building	<ol style="list-style-type: none"> 1. Agroecology integrated in at least five agriculture related policies at national and County level 2. At least 2 agroecological projects supported by National and County governments due to PELUM Kenya intervention

Objective 2: To enhance agro-enterprise initiatives among SHF & pastoralist for increased household incomes and adoption of agro-ecological practices	<ol style="list-style-type: none"> 1. 5% increase in household incomes among the target smallholder farmers and pastoralists by December 2023. 2. At least 300 small holder farmers linked to accessible and reliable markets for agroecological products by December 2023
Objective 3: To enhance resilience of small holder farmers and pastoralists on effects of climate change and Environmental degradation	<ol style="list-style-type: none"> 1. At least five climate resilient agroecological practices disseminated by 30 Member Organizations and adopted by at least 150 small holder farmers and pastoralists by December 2023 2. At least five degraded natural sites restored and rehabilitated by December 2023
Objective 4: The governance, management and operations of PELUM Network institutions are functioning and delivering services effectively	<ol style="list-style-type: none"> 1. 50% rate of successfully implemented projects and improved governance due to improved skills as a result of capacity building by 2023 2. At least eight new member-driven joint initiatives and collaborations in the network by December 2023
Objective 5: Gender mainstreaming in Network	<ol style="list-style-type: none"> 1. At least 75% of women in SHF and pastoralists involved in decision making 2. At least 15% of youth in SHF and pastoralists involved in decision making

The programmes implementation methodology includes:

- National and county level activities directly implemented by Programme Officers such as national workshops, technical committee meetings, Annual General Meetings, among others
- Zonal level activities whereby zonal coordinators involve zonal MOs in implementation
- Disbursements (subgrants and imprests) to MOs to implement agreed upon activities
- Steering committee in each of the four zones to provide technical support and approving workplans and scope of the programme in the zones

2. OBJECTIVES OF THE END TERM EVALUATION

The purpose of this evaluation is to provide an independent, objective, and evidence-based review of PENELI IV's performance from July 2021 to date.

The evaluation will serve both accountability and learning purposes; and will: -

- Assess the overall achievement of the intended outcomes and contributions to impact
- Generate lessons learned and best practices
- Provide actionable recommendations for future programming, such as PENELI V
- Assess network strengthening and institutional transformation outcomes
- In addition, the evaluation will harvest key outcomes of the programme, and determine relevance, effectiveness, efficiency, impact and sustainability

3. EVALUATION SCOPE

The evaluation will cover all the five thematic areas of the programme; the networking zones; the implementation strategies; interventions implemented at national, zonal and MOs levels; and cross cutting themes. The consultant is anticipated to come up with suitable methods of ensuring that data and information is gathered from the different levels of the programme's implementation. Sources of primary information will include but not limited to the following persons:

- Staff from MOs who have been directly involved in PENELIIV (either through workshops, training, direct project implementation etc.)
- Farmer/Pastoralists groups working with the MOs reached by the PENELI IV Programme.

- Government officials reached by the programme at both County and National Level
- Zonal chairpersons from each Zone
- Implementation team, and management staff from PELUM Kenya

4. EVALUATION CRITERIA AND KEY QUESTIONS

The evaluation will be guided by OECD/DAC criteria. The consultant is also expected to apply outcome harvesting approach in the evaluation in interventions on advocacy, among others. The OECV/DAC criteria will look at:

(a) Relevance - Assess design and focus of the project

- To what extent did the programme respond to the needs and priorities of smallholder farmers, pastoralists, and Member Organizations?
- How aligned was the programme with national and county development priorities?
- Were programme strategies appropriate to context (policy environment, climate realities, markets, institutional capacity)?

(b) Effectiveness

- What extent were intended outcomes achieved across the five objectives?
- What factors facilitated or hindered achievement?
- How effective were advocacy, agroenterprise, climate resilience, and institutional strengthening approaches?
- To what extent were gender and youth inclusion objectives realized?
- How effectively were lessons from the past/previous programmes integrated?

(c) Efficiency

- Were resources (financial, human, time) used optimally to achieve results?
- Did the zonal model and sub-granting mechanism enhance efficiency?
- Were there synergies or overlaps with other donor-funded initiatives?
- Could alternative implementation approaches have delivered better results?

(d) Impact

- What significant changes (intended or unintended) occurred at:
 - Farmer/pastoralist level?
 - Member Organization level?
 - Policy and systems level?
- What evidence exists of livelihood resilience improvement?
- What systemic or policy shifts can reasonably be attributed or contributed to by PENELI IV?
- Is there evidence of multiplier or catalytic effects

(e) Sustainability

- What is the likelihood that programme benefits will continue beyond funding?
- How sustainable are:
 - Policy gains?
 - Agroenterprise linkages?
 - Climate resilience practices?
 - Institutional capacity improvements?
- What exit strategies were implemented?

- What conditions are necessary for scaling or replication?

5. EVALUATION DESIGN AND METHODOLOGY

The consultant is expected to develop a participatory approach based on the structure of PENELI IV to address the specified evaluation objectives using both qualitative and quantitative data collection methods. The expected methodological elements will be, but not limited to:

- Desk review (PENELI IV proposal, logframe, M&E framework, baseline, midterm, annual reports, financial reports, success stories, etc.)
- Key Informant Interviews (Secretariat, Zonal Coordinators, MOs, government officials, funding partners)
- Focus Group Discussions with smallholder farmers and pastoralists
- Case studies of best practices
- Contribution analysis (for policy and systems change)
- Gender and youth lens analysis
- Comparative review against the baseline and targets

The evaluation will be expected to include:

- Use participatory approaches
- Ensure representation across zones
- Apply gender-sensitive data collection tools
- Clearly describe sampling strategy
- Address limitations and mitigation strategies

Sources of primary information will include but not limited to the following persons:

- Staff from PELUM Kenya's MOs who have been directly involved in PENELI IV (either through workshops, training, direct project implementation etc.)
- Farmer groups working with the MOs with projects directly supported under PENELI IV
- PELUM Kenya staff including both the secretariat and the zonal staff
- Other relevant stakeholders like the line ministries from the national and County Governments.

6. SPECIFIC TASKS OF THE CONSULTANT

- Conduct comprehensive document review of key documents and relevant data from the government departments.
- Preliminary discussion about the focus of the end term evaluation PELUM Kenya team to propose and agree on evaluation methodology and tools
- Develop an inception report to be discussed and agreed upon by the consultant and the PELUM Kenya team which should include end term evaluation methodology, tools, and workplan.
- Design data collection tools
- Conduct qualitative and quantitative data collection from the targeted participants
- Analyse the collected data and develop a draft report.
- Facilitate a review and validation workshop for PELUM Kenya staff and selected partners and stakeholders to present the draft results of the evaluation findings
- Incorporate comments from the feedback workshop and present final report in soft copy.
- Submit clean datasets, transcripts and support documentation for the evaluation

7. KEY DELIVERABLES

The expected key outputs of the programme's end term evaluation are:

- (a) **Inception meeting** with PELUM Kenya team to discuss and agree on the inception report
- (b) **Inception report** including data collection tools of not more than 10 pages (within one (1) week of contract signing)
- (c) **Draft evaluation report** with clear findings, conclusions, and recommendations for review
- (d) **Validation meeting** for presenting and discussing the evaluation report with key stakeholders
- (e) **Final evaluation report** in electronic format (MS Word and PDF) with the following structure;
 - Preliminary pages - table of contents, list of acronyms, acknowledgements etc.
 - Executive Summary (ES) including key issues of the evaluation, main findings, conclusions and recommendations.
 - Introduction: short description of the project, evaluation purpose, objectives & scope; main baseline survey methods/ approaches; limitations etc.
 - Detailed evaluation survey findings for all assessed areas per the ToR (highlight, findings, and implications)
 - Cross cutting analysis
 - Conclusions
 - Lessons learned
 - Specific and clear strategic and operational recommendations (prioritized, time-bound, with responsible actors)
- (f) **Annexes/ appendices** including
 - The evaluation respondents list (by gender and social representation);
 - List of all referenced secondary data
 - All primary data sets both quantitative and qualitative generated during the evaluation in an electronic file in an easily readable format.
 - An updated M&E framework.
 - Summary of the findings in (MS PowerPoint) to be used for subsequent dissemination.
 - All raw data: transcripts from In-depth Interviews, FGDs and cleaned data set used for analysis and production of the final report in an acceptable electronic format
 - Any other technical or process reports used/photos

8. CONSULTANT QUALIFICATIONS

The consultant (s)/consultancy firm must have the following qualifications and experience to be eligible for this assignment:

- The Team Leader must possess as a minimum qualification of a Master's degree in community/development studies, rural development studies, monitoring & evaluation, Project management, or related fields.
- At least 5 years' experience in project development and management work including M&E, impact assessment and reporting.
- Prior experience in baseline surveys, and programme evaluations with references
- Experience in working with marginalized and/or rural communities using participatory methodologies in mobilization planning and action.
- Possess experience working with NGOs and conducting similar baseline surveys and in delivering agreed outputs on time and within budget.
- Fluency in Kiswahili and English. Understanding of the local context will be an added advantage.
- Excellent communication skill including the ability to write clearly and concisely.
- Excellent quantitative and qualitative knowledge and skills
- Ability to analyze complex development contexts, or multi-sectoral approaches to development, draw relevant conclusions and produce comprehensive reports.
- Demonstrated ability to listen, use initiative in gathering and synthesizing information related to empowerment of rural communities and comprehend demand development.

- Demonstration of good knowledge of the context of Kenya is an added advantage.
- Flexibility and adaptability to changing context and dynamics in the field.

9. DURATION OF CONSULTANCY

The consultancy will take a maximum of 40 working days between March and May 2026 from the time the contract is signed.

10. LOGISTICAL SUPPORT

In addition to providing all the necessary documentation and contacts, PELUM Kenya will cater for the costs of doing the FGDs after prior discussion and agreement with the consultant. The consultant is therefore expected to cost other expenses related to the evaluation in the financial proposal including his transport costs.

11. HOW TO APPLY

PELUM Kenya seeks expression of interest from suitable consultant/consultancy firm to conduct End Term Evaluation PENELI IV Programme. Interested and qualified consultants are invited to submit a technical and financial proposal that includes:

Technical proposal: The Consultant should incorporate the following in the technical proposal:

1. A cover letter expressing interest and availability for the tasks.
2. End term evaluation title, methodology (state detail about the sampling, data collection systems, techniques /methods, key parameters, key questions, and respondents).
3. Understanding of the tasks/ TORs, end term survey design, similar works previously done/ track record, data quality assurance & management, sample size, end term evaluation framework, expected deliverables and timelines, and brief profiles of the Baseline Survey team members.
4. Team composition should be mentioned in the technical proposal (proposed position/expertise, key tasks, allocation of time, Name, brief on education, and experiences required for this assignment.
5. Recent curriculum Vitae (max.3-4 pages) of the lead Evaluators and team members as annexure. A sample recent end term evaluation report should also be attached.
6. Attach two similar assignments with reference contacts.

Financial proposal: Financial bid indicating the number of days required for the assignment; and all envisaged costs (professional and ancillary costs such as travel, taxes, accommodation, validation etc.). The budget must specify the daily professional fees/ consultancy rate. All costs must be reasonable in Kenya Shillings.

Submission: Interested applicants should submit application by email to PELUM Kenya: procurement@pelumkenya.net with the subject heading: **“Consultancy for PENELI IV End Term Evaluation”**.

The closing date for applications is 11th March 2026. Only shortlisted candidates will be contacted.
