

PCS Mid-Term Evaluation

Consultant Scope of Work

Period of Engagement

- October 23, 2023 - March 29, 2024
- Level of effort is estimated at 35-40 days

Project Description/Background

Purpose

The consultancy will conduct a mid-term evaluation (MTE) of the Program Cycle Support (PCS) Associate Award. The general purpose of the MTE is to use findings to strengthen the design and implementation of PCS-led Refine and Implement (R&I) touchpoints to ensure achievement of PCS' goal.

PCS' Goal: Refine and Implement RFSAs are effectively supported to contextualize and adapt activity design and implementation.

About PCS

PCS supports implementing partners (IPs) to design and implement evidence-based, effective, and efficient activities that result in substantial and sustainable food and nutrition security gains. Funded by USAID's Bureau for Humanitarian Assistance (BHA) and led by Save the Children, PCS collaborates with BHA staff, USAID Mission staff, other food security support mechanisms (FSSMs), and IPs to provide facilitation and capacity strengthening support at key points during the lifecycle of BHA-funded resilience food security activities (RFSAs).

Scope of the MTE

The MTE will cover the period of August 2020 through April 2023.

The extent to which PCS has effectively supported RFSAs and BHA will be assessed through an internal review of six key thematic areas outlined in the PCS Monitoring and Evaluation (M&E) plan.

- Planning, communication, and coordination
- Pre-event technical assistance and support
- Knowledge generation
- Application of learning to adaptive decision-making
- Collaboration and coordination between stakeholders
- Touchpoint delivery & participation

Key Questions

1. **Quality & Effectiveness:** What is the quality and effectiveness of PCS' engagement with BHA staff (Office of Technical and Program Quality (TPQ), Geographic, and Mission), Implementing

Partners, and Food Security Support and other Mechanisms in each of PCS’ thematic areas (including collaborating to plan events, providing pre-event support, technical assistance, and event delivery)? What are PCS’ strengths and what are improvements can PCS make?

2. **Key Factors:** Which factors, whether contextual or programmatic, have contributed to or hindered the effective implementation of PCS activities? How did these factors affect PCS participants (IP and BHA) and, as a result, PCS activities? How effective was PCS’ response?
3. **Tailoring/Contextualization:** How effectively has PCS tailored/contextualized its engagement/support to RFSAs’ needs and the local context? What additional support needs may RFSAs have that PCS could fill?

Each of these key questions should take into account the six thematic areas outlined in the PCS M&E plan, as listed above.

Proposed Methodology

The methodology of the MTE will be refined by the consultant(s) in close collaboration with PCS and BHA. The MTE is expected to use a mixed-methods approach to determine the level of progress toward PCS’ goal. Per PCS’ M&E plan, existing data will be the primary source of information, augmented with new qualitative input from targeted sources who regularly contribute to or participate in PCS touchpoints (BHA, implementing partner and food security support mechanism (FSSM) staff.

Since 2020, PCS has co-designed and facilitated 19 R&I touchpoints, including inception, culmination and sustainability workshops, and community visioning and end of cycle learning events. PCS shares an event evaluation with all participants (BHA, IP, and FSSM) following each touchpoint. Additionally, PCS staff have conducted qualitative post-touchpoint interviews with targeted participants for the majority of events. The results of PCS’ quantitative and qualitative inquiry following each event inform the achievement of activity process, output, and outcome indicators.

The qualitative and quantitative findings from all 19 touchpoints will be aggregated, along with the new data collection, to provide an overview of PCS progress.

The consultant(s) will collaborate with PCS and BHA to determine the sample selection for new primary data which could be a survey and key informant interviews (KIIs) with PCS staff, BHA and partner staff. PCS will also collaborate with a consultant and BHA on the development of data collection tools for the new qualitative input. PCS is open to exploring any type of data disaggregation that BHA believes will add value to the analysis (e.g., by touchpoint type).

Table 1: PCS’ existing data, which will be made available to the consultant

Method	Purpose	Data Sources
Survey	Process monitoring; outcome monitoring; output monitoring	Survey data from 19 events; 781 total (non-unique) respondents
Key informant interviews	Process monitoring; outcome monitoring;	71 interviews with: IP field staff (Chiefs of Party; Deputy Chiefs of Party; advisors [technical, strategic learning and M&E]; IP regional and headquarter staff (food security directors; program support staff; technical leads); BHA Humanitarian Assistance Officers (HAOs) and TPQ staff; other USAID stakeholders; food security support mechanism representatives

Method	Purpose	Data Sources
Focus group discussions	Process monitoring; outcome monitoring;	53 discussions (comprising 2-6 people each) with: IP field staff (senior management; advisors [technical, strategic learning and M&E]); implementation staff; IP regional and headquarter staff attending individual touchpoint events; BHA staff supporting individual touchpoints; food security support mechanism representatives
Participant observation	Process monitoring	Observations of 1489 (non-unique) participants at 19 events
Case studies	Process monitoring; outcome monitoring	2 stories from the field highlighting IP R&I experiences
Progress reports	Process monitoring; outcome monitoring; output monitoring	Quarterly/bi-annual or annual reports Documentation from internal learning efforts
Internal after action reviews (AAR)/ pause and reflect (P&R) reports and materials	Process monitoring	PCS Miro board used during internal AARs and P&Rs. Notes and/or reports from three P&R retreats

Timeline, Activities, and Deliverables

Timeline	Activities	Deliverables
Oct 23 - Nov 13	Inception Phase, including developing detailed work plan with milestones, framework of analysis, selection of key informants, and data collection tools	Inception Report outlining work plan Development of midterm evaluation research protocols
Nov 13 - Dec 18	Comprehensive desk review and Data Collection (KIIs and survey)	Regular check-in calls (frequency to be determined) Share completed data collection template
Dec 18 - Feb 2	Analysis, interpretation, and report drafting	First draft submitted
Feb 2 - Mar 1	Review, feedback, and refinement of report	Second draft submitted
Mar 1 - Mar 29	Report and slide deck finalization, presentation of results	Final draft submitted Presentation to PCS staff & BHA

Further details regarding the content, format, and length of the deliverables will be agreed on in consultation with PCS and BHA at the inception phase.

Management of Consultancy

The consultant's main point of contact will be Kaila Gueye, Food Security Advisor, Program Cycle Support, and will be supported by Andrea Carla Lopez, Senior Coordinator, who will be the point of contact on the contract and billing issues.

Required Qualifications

- Minimum of a Bachelor Degree or equivalent experience
- Strong knowledge of USAID BHA food security programming, particularly of Resilience and Food Security Activities (RFSAs) and the R&I model
- Minimum of 10 years' experience with social research, including evaluation design, implementation, and analysis of development programs, including those focused on providing technical assistance, capacity strengthening, and coordination, etc.
- Experience working with NGOs, USAID and/or other multi/bilateral donors on food security programming
- Cultural sensitivity and experience working cross-culturally with diverse backgrounds
- Professional proficiency in Microsoft Office suite
- Professional proficiency in spoken and written English

To Apply:

To apply for this consultancy, please submit a brief proposal of no more than 5 pages, including the following:

- Description of the individual(s) and their relevant experience
- Proposed approach (not a full methodology) and timeline
- CVs of consultant(s)
- Budget (including a breakdown of expected LOE and cost per deliverable)
- Estimated start and end date for when the consultant will be available

Please email your proposal and supporting documents to Andrea Carla Lopez (alopez@savechildren.org). Applications will be reviewed on a rolling basis with priority given to those submitted before Friday, September 29th.

This consultancy is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of the Program Cycle Support (PCS) Associate Award and do not necessarily reflect the views of USAID or the United States Government.