

TERMS OF REFERENCE (TOR)

End of Project Evaluation of the Strengthening Community Resilience through Community Action Plans (CAPs) Project.

Funded under GIZ REACH Project

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Implemented by AAG

11th December 2025

1 Organizational Background (AAG)

ActionAid Ghana (AAG) is registered in Ghana as a National NGO and has been working in Ghana since 1990 and is also a member of ActionAid International Federation, the first Southern Affiliate programme. ActionAid Ghana envisions "a just, equitable and sustainable world in which every person enjoys the right to a life of dignity, freedom from poverty and all forms of oppression". The mission is "to achieve social justice, gender equality, and poverty eradication by working with people living in poverty and exclusion, their communities, people's organizations, activists, social movements and supporters".

The work of AAG has shifted over the years from addressing poverty through service delivery and provision of immediate needs; to the use of the Human Rights Based Approach (HRBA) where right holders are empowered and mobilized to demand for accountability and the fulfilment of their rights. With this approach, AAG works with the active agency of the most vulnerable (poor, excluded and marginalized) and their communities, social movements, and people's organizations to protect and promote their rights; build their resilience to poverty and climate change; and ensure the redistribution of resources and power. AAG has presence in 11 out of Ghana's 16 administrative regions namely, Upper East, Upper West, Northern, Savannah, North-East, Bono, Bono East, Ahafo, Volta, Oti and Greater Accra Regions.

2 Project Background

Communities in the Upper West and Savanna Regions of Ghana are facing increasing vulnerability to climate change, a situation aggravated by the rise of commercial farming and unsustainable environmental practices. The expansion of agricultural activities has led to indiscriminate cutting down of trees and logging, significantly reducing forest cover and disrupting the ecosystem. According to a report by the Food and Agriculture Organization (FAO) in 2021, Ghana lost approximately 135,000 hectares of forest cover annually between 2010 and 2020, with the Upper West Region being one of the most affected areas. Charcoal burning, a common income-generating activity, accelerates deforestation and contributes to greenhouse gas emissions, further intensifying climate change. Bush burning, frequently employed for land clearing, destroys vegetation, reduces soil fertility, and exacerbates soil erosion. Research conducted by the Ghana Environmental Protection Agency (EPA) in 2022 highlighted that over 60% of the region's agricultural lands have experienced some degree of degradation due to such practices. The inappropriate use of chemicals by farmers contaminates soil and water sources, leading to soil infertility and posing health risks. A study by the University for Development Studies in 2023 found that the overuse of agrochemicals has led to a 30% reduction in soil productivity in the region. Additionally, the siltation of river bodies caused by erosion from deforested lands decreases water quality and availability, severely affecting both agriculture and community water supply. Reduced rainfall, partly attributed to the destruction of trees and forest cover, has been reported by the Ghana Meteorological Agency (2023), indicating a 15% decrease in annual rainfall over the past decade in the Upper West Region. This is further evidenced by the current severe dry spell faced in the region and negatively impacting many farmers and threatening to push many into unemployment and low economic growth. These interconnected activities contribute to the persistent lack of water, the destruction of trees and forest cover, and

declining soil fertility, thereby exposing communities to the ravages of climate change, including food insecurity, economic instability, and increased poverty.

To address the climate-induced crisis characterized by worsening vulnerability of communities to climate change in the Upper West and Savanna Regions, ActionAid rolled out the CAPs intervention across ten MMDAs in two regions. The interventions focused on three key domains, namely sustainable water management, tree and forest restoration, and soil health management. The sustainable water management output involved constructing dams, boreholes, and borehole facilities to combat water scarcity, as reported by the Ghana Water Company Limited (2023).

Tree and forest restoration efforts included community fire management, agroforestry, and reforestation, responding to the 20% decline in tree cover reported by the Centre for Scientific and Industrial Research (2022).

Management of soil health promoted agroecological practices, erosion control, and composting to address the severe soil degradation in northern Ghana, where more than 60% of arable land is affected, as noted by the International Institute of Tropical Agriculture (2022). By engaging local stakeholders in these efforts, the project enhanced biodiversity, improved food security, and built community resilience against climate-related vulnerabilities in the project's catchment areas.

3 Geographic Implementation Areas

The ActionAid Ghana CAPs project implemented 141 projects across 111 communities in eight (8) districts within the Upper West Region, and 2 districts in the Savannah region of Ghana. These are Jirapa, Wa Municipal, Wa East, Wa West, Lawra, Sissala East, Sissala West, and Nadowli- Kaleo districts in the Upper West region with Sawla/Tuna/Kalba and West Gonja district in the Savannah regions.

4 Objectives of the End of Project Validation

The purpose of the end of project evaluation is to firstly establish and document the effectiveness, efficiency, emerging results (intermediate outcomes) and sustainability of the project interventions to render accountability to the GIZ REACH project and other key stakeholders, including the donors EU and others who provided funding support for implementation.

The following are the **specific objectives**:

- i. Assess the project implementation performance against set deliverables, emerging results and sustainability of the CAPs intervention.
- ii. Assess the extent to which the project results and set targets have been achieved.
- iii. Assess the quality and effectiveness of multi-stakeholder collaborations and other project management mechanisms that contribute to successful execution of the project interventions.
- iv. Assess and document the unique value proposition of the CAPs approach to the design and implementation of impactful and sustainable community development interventions.
- v. Produce a pool of findings and recommendations that will contribute to a learning process which will enable ActionAid Ghana and GIZ to draw lessons from their one-year project implementation experience to inform the quality-of-service delivery in any potential similar intervention.

4 The Evaluation Questions / Parameters

The parameters for the establishment of the end-line measures are outlined below:

- **Sustainable Water Management (Dams, Irrigation and Boreholes):**
 - Extent to which the CAPs projects delivered contributes to improved access to water by the target communities for domestic purposes, animal watering, housing, etc.
 - The extent to which the hand pump and mechanized boreholes contribute to households improved access to pipe-borne water - previous water sources, distance, and average time in getting the water.
 - Assess the presence, gender inclusivity, capacities and functionality of the Water and Sanitation Management Team (WSMT) and mechanisms put in place for the sustainable management and maintenance of the water facilities.
 - Satisfaction assessment of the beneficiary communities with respect to the dam and irrigation systems' construction standards.
 - The potential utility of the dam and irrigation systems in terms of contributing to improving households' access to green vegetables and other foodstuff during the dry season.
- **Forest Cover Restoration (Afforestation, Agroforestry and Bush Fire Prevention):**
 - Assess the afforestation and agroforestry success including survival rates of the tree species and factors accounting for high or poor survival rates.
 - Assess community ownership of the afforestation interventions and potential to sustainably nature and maintain them through anti-bush fire, watering and animal protection measures.
 - Assess the roles being played by the committees established to oversee sustainability management of the afforestation interventions.
 - Assess the potential benefits the communities stand to gain from the afforestation and agroforestry (tree-crop integration).
 - Assess general community knowledge on the bush fire control measures and level of reduced vulnerability to bush fires on farms and afforestation projects.
- **Soil Health Improvement (Conservation Agriculture, Organic Farming and Erosion Control):**
 - Level of knowledge gained by farmers on conservation agriculture and scale of adoption.
 - Level of knowledge of farmers on compost preparation, utilization, and other organic fertiliser options.
 - Level of knowledge of farmers on the measures that can be adopted to reduce vulnerability and control erosion.

5 Scope of Work

The selected consultant will be expected to conduct the end-of-project evaluation survey within the following scope of work:

- a. Work with AAG to review and agree on the data collection methodology, including the sample frame from the districts and selected communities where the data will be collected.

- b. Conduct a desk review and analysis of secondary data related to the project outcome and outputs.
- c. Design tools such as questionnaires and/or creative approaches to collect data from the various regional and district stakeholders as well as with members of the community-based structures like the Water and Sanitation Management Teams, Community Based Forest Management Committees, Bush Fire Management Committees as well as community beneficiaries who have participated in the project activities in line with the project objectives.
- d. Train research assistants/field enumerators in overall evaluation approach/methodology and use of data collection tools and relevant policies and procedures.
- e. Coordinate and implement data collection activities in the field.
- f. Identify key learnings, with both AAG approaches and propose some recommendations to inform and improve future programmes/projects.
- g. Facilitate validation workshops with relevant stakeholders (GIZ, AAG, MoFA, MMDAs, community leadership and project beneficiaries) to validate the evaluation findings.
- h. Present to AAG a report of not more than 40-pages (not including annexes, executive summary etc) detailing the findings with a table of all the indicators and the current measure values at the endline evaluation.

6 Deliverables

The successful consultant is expected to submit the following deliverables:

- A detailed inception report outlining the final agreed methodology, sampling, ethical considerations, workplan including schedule for training of enumerators and data collection instruments/tools, all to be fulfilled within two weeks of signing the contract.
- A draft evaluation report submitted for review within two weeks after data collection, entry, cleaning, and analysis.
- Liaise with AAG to conduct a validation workshop with the key project participants and relevant stakeholders to affirm and update the findings of the end of project evaluation exercise and will take note of feedback to update the draft report.
- Submit a Final Report of not more than 40 pages in total including annexes.
- Share all raw data files including quantitative output and syntax files, qualitative transcripts, photographs, recordings etc.

7 Methodology

The consultant shall be responsible for proposing an appropriate methodology that will be deployed for this assignment. However, the methodology shall be participatory and ensure a mixture of qualitative and quantitative methods are resorted to generating the required data.

The consultant must also ensure that the rights of participants, especially confidentiality of the community beneficiaries, key informants, and their data are protected. AAG shall collaborate closely with the consultant and provide constant feedback in the process to ensure quality in the research process.

8 Duration of the Assignment/Indicative Timetable

The endline evaluation consultant is expected to be contracted to start work by 15 January 2026 and is expected to use 27 working days to complete the assignment starting from the contract-signing to final report submission. Thus, the preferred completion date is by 20th February 2026. ActionAid Ghana will facilitate timekeeping with weekly check ins with the consultant. See Appendix 1 for details of the indicative timetable.

9 Coordination Roles, and Responsibilities

The selected consultant will be contracted by to ActionAid Ghana. The Head of Programmes, Campaigns, and Innovations (HoPCI) with the CAPs Project Coordinator-Wa Program Manager and Manager for Quality and Knowledge Management will be the key points of contact at AA Ghana for the consultant. The Country Director will be responsible for signing off on key decisions. AA Ghana shall collaborate closely with the consultant and provide constant feedback in the process to ensure quality in the research process. Support provided by ActionAid Ghana and the project partner will involve:

- Introductory briefings with the consultant(s).
- provision of key project documents
- provision of contact details and introductions to key stakeholders; and
- facilitation of access to project participants.

ActionAid Ghana will provide technical advice on research approaches and ensure deliverables meet agreed quality standards and grant requirements. Other support required from AAG and implementing partner relevant to data collection activities in the field will be agreed upon during the inception phase.

The experts proposed to be involved in the study (whose CVs are referred to during submission of application) should remain to be involved throughout.

10 Standards and Safeguarding

ActionAid expects the evaluation to be carried out in line with ActionAid's Human Rights-Based Approach (HRBA) and Evaluation Standards. In practical terms the consultant(s) will be required to consider:

- It is essential that the Endline Evaluation reflects the direct voices of the project's beneficiaries. People should be consulted as part of the evaluation exercise, and their voices included in the final endline report as direct quotes and case studies. In line with ActionAid's mandate, the endline evaluation should prioritise the vulnerable i.e., people living in poverty and exclusion, especially women, girls and persons with disabilities.
- **Transparency and ethical standards:** The endline evaluation should explain clearly to communities, beneficiaries and all those engaged in the endline evaluation of what the purpose of the exercise is, and how their information will be used. ActionAid's ethical standards for research and data collection should be followed, including a risk assessment covering security risks to communities. As a minimum, the endline evaluation should 'do no harm.'

- **Women's rights:** Women's rights must be respected in all processes. All processes of the endline evaluation should seek to explore how women have been affected by the incidence of modern slavery and the effect on gender relations. It is essential that women's voices are heard clearly in the endline evaluation. The timing and location of the endline evaluation activities and the composition of the evaluation team should be designed to maximise women's ability to participate in the endline evaluation.
- **Transparency about methodology:** The endline evaluation report should include a detailed and transparent discussion of the methodology used and key decisions taken in designing and implementing the endline evaluation process. This should include information about the sampling (approach to sampling, numbers of people/communities/stakeholders covered, how representative), what tools were used and why, methodological limitations and gaps.
- **Disaggregated data:** data must be disaggregated in as much detail as possible. As a minimum this means disaggregation by age and sex. Where possible data should also be disaggregated by other relevant factors such as disability.
- **Compliance with SHEA:** The Selected consultant(s) will also be expected to sign and abide by relevant ActionAid policies, including its Sexual Harassment, Exploitation and Abuse (SHEA) and Safeguarding Policy, Protection from Sexual Exploitation and Abuse (PSEA) Policy, Anti-Sexual Harassment, Exploitation and Abuse at Work Policy and Child Protection Policy.
- **Data Protection:** Ensure that data acquisition, particularly by means of digital recording, and its processing, storage, transfer and use are managed fairly, transparently and ethically in accordance with AA Data Protection and Privacy Policy and relevant national data protection regulations and mindful of the fact that breaches may result into commercial or legal sanctions. Full disclosure shall be made to data subjects on the purpose for which the data is being collected and whom it may be shared with, to enable the data subjects to give informed consent. Precaution must be exercised, and appropriate steps taken, including the use of pseudonym (fictitious names), to protect the identity of data subjects around subject matter disclosure that could trigger backlash, attract hostility, or negatively impair the data subject and associates. Perspectives expressed by data subjects will be accurately reported, and exaggerated representation will be strictly avoided.

11 Qualifications, Skills, and Experience of Consultant

The consultancy firm or individual must demonstrate the following requirements in their application to be considered.

- A PhD degree in development studies, Gender studies, Social Sciences, or Other Related Fields.
- Demonstrate at least 5 years' experience in conducting research, including endline evaluation studies related to social justice, Climate resilience, human rights, and socio-economic empowerment and development of women and girls.
- Demonstrate understanding of issues related to research ethics, SHEA and safeguarding of adult-at-risk groups and child protection.
- Experience in community programming and the application of social research methodologies (both qualitative and quantitative).

- Excellent communication skills in both written and oral English, demonstrated in their ability to write comprehensive reports with in-depth analysis.
- Ability to work in multi-cultural, multi-religious and rural communities.

12. Submission of Application

All interested parties should submit a technical proposal demonstrating their understanding of the assignment and a financial proposal outlining the cost elements to AAG via email to Proposals.Ghana@actonaid.org not later than **2nd January 2026**. The proposals should be submitted in English language.

The technical proposal should include but not limited to the following.

- A brief description of who the service provider/ consultant is (i.e., whether a company, individual etc.)
- A detail of technical expertise, experience, and qualifications of the consultant (together with any other team members who will be supporting the Lead consultant.
 - The CVs of all team members who will conduct the assignment.
- Detail of how the consultant(s) meets the selection criteria and understanding of the TOR.
- A detailed clear methodology, approach, and methods on how the consultant intends to successfully execute the deliverable.
- At least two independent referees for similar work/services performed.
- A sample of previous relevant work conducted for other similar organizations and/or projects.
- Data reliability, validity, and quality, as well as accurate and detailed documentation are essential. This requires the consultant/s to provide solid justification of the data quality control measures, data quality assurance processes that will minimize risk of data loss and error including the proposed training plan for field data collection teams.

The financial proposal must indicate the all-inclusive fixed total contract price, supported by a breakdown of costs - hourly/daily rates, how many days will be spent on the study, disbursements if any, any other related costs that will make up the grand total. The cost must indicate an excluding VAT price and an including VAT price. The consultant should also include a detail of the period of validity of the cost proposal.

Please note that only shortlisted applicants will be contacted.