



TERMS OF REFERENCE (T.o.R).

Consultancy Services for Conducting End-of-Project Evaluation

1. Background

1.1 About MJUMITA

Mtandao wa Jamii wa Usimamizi wa Mimitu Tanzania (MJUMITA), the Community Forest Conservation Network of Tanzania, is a national network of over 132 community-based organizations (CBOs) representing more than 15,000 members engaged in Participatory Forest Management (PFM). Established in 2000 and officially registered in 2007 (Registration 00NGO/R1/00902), MJUMITA operates in 16 regions, 36 districts, 143 wards, and 504 villages, collectively managing approximately 2 million hectares of natural forests through CommunityBased Forest Management (CBFM) and Joint Forest Management (JFM).

Climate justice remains a critical development and environmental issue in Tanzania, particularly for rural communities whose livelihoods depend directly on natural resources. Through the ELEVATE Project, MJUMITA implemented a range of interventions, including community capacity building, advocacy campaigns, climate awareness creation, and promotion of participatory governance mechanisms at local and district levels. As the ELEVATE Project approaches completion, MJUMITA intends to undertake an end-of-project evaluation to assess the overall performance, effectiveness, relevance, efficiency, sustainability, and impact of the project interventions.

2. Purpose of the Evaluation

The overall purpose of the consultancy is to conduct an independent end-of-project evaluation to determine the extent to which the ELEVATE Project achieved its intended objectives, outcomes, and impacts.

Specifically, the evaluation seeks to:

- ✚ Assess the relevance of project interventions to community climate justice needs;
- ✚ Determine the effectiveness and efficiency of project implementation;
- ✚ Assess project outcomes and impacts on communities, particularly women and youth;
- ✚ Evaluate sustainability mechanisms established through the project;
- ✚ Identify lessons learned, challenges, and best practices;
- ✚ Provide actionable recommendations for future climate justice and community resilience interventions.

3. Scope of Work

3.1 Inception Phase

- ✚ Review relevant project documents including proposals, logical framework, progress reports, baseline data, and monitoring reports;
- ✚ Conduct preliminary consultations with MJUMITA management and project staff;
- ✚ Develop an inception report detailing evaluation methodology, tools, work plan, sampling strategy, and data collection approach.

3.2 Field Assessment

- ✚ Conduct field visits to project implementation areas, including Kitapi, Nyamwage, Nambunju, Tawi, and Mbwaru villages in Rufiji Town Council;
- ✚ Engage project beneficiaries, including women, youth groups, local leaders, village environmental committees, and district stakeholders;
- ✚ Collect quantitative and qualitative data through interviews, focus group discussions (FGDs), key informant interviews (KIIs), observation, and document review.

3.3 Evaluation Analysis

The consultant will assess the relevance, effectiveness, efficiency, impact, and sustainability of the project interventions by examining the extent to which the project addressed community climate justice needs, achieved its intended objectives and outcomes, utilized resources efficiently, contributed to positive social, environmental, and institutional changes, and established sustainable mechanisms that will ensure continuity of project benefits beyond the implementation period.

3.4 Validation and Reporting

The consultant will present preliminary evaluation findings to MJUMITA and key stakeholders for review and validation, incorporate any comments and feedback received into the revised report, and submit the final evaluation report, along with all agreed deliverables, within the specified timeline.

4. Methodology

The consultant is expected to apply a participatory mixed-methods approach that combines both qualitative and quantitative data collection techniques to ensure comprehensive assessment of project performance and outcomes. The methodology should include desk review of relevant project documents, key informant interviews (KIIs), focus group discussions (FGDs), household or community surveys where applicable, direct field observations, and consultations with key stakeholders, including community members, local leaders, project staff, and partner institutions.

5. Deliverables

The consultant/team shall submit an inception report outlining the evaluation methodology, work plan, and implementation approach; data collection tools for field assessment 5 days

after signing contract. Furthermore, consultant will also submit a draft end of project evaluation report for stakeholder review; a PowerPoint presentation summarizing key findings and recommendations; a final evaluation report incorporating stakeholder feedback; an executive summary highlighting major findings and lessons learned; and documented case studies or success stories demonstrating project achievements and community impact.

6. Duration and Timeline

The assignment is expected to be completed within 30 days after signing of the contract..

7. Required Qualifications and Experience

- ✚ At least 5 years of proven experience in conducting project evaluations;
- ✚ Masters in climate change, natural resources management, monitoring and evaluation
- ✚ Demonstrated experience in participatory evaluation methodologies.
- ✚ Strong analytical and report writing skills.
- ✚ Knowledge of climate justice and participatory forest management.
- ✚ Fluency in English and Swahili.

8. Reporting and Supervision

The consultant/team will report directly to the Project Coordinator and Monitoring and Evaluation Officer at MJUMITA.

9. Budget and Logistics

The financial proposal should clearly indicate all costs related to the consultancy assignment.

10. Evaluation Criteria for Proposals

Applications will be evaluated based on the consultant's understanding of the assignment, the proposed technical approach and methodology, relevant consultancy experience in similar assignments, the qualifications and expertise of the consultant or team members, the cost-effectiveness of the financial proposal, and the feasibility and clarity of the proposed work plan and implementation timelines.

11. Application Procedure

Interested consultants or firms are required to submit a technical proposal, a financial proposal, CVs of key personnel, samples of previous evaluation reports or similar assignments, and references from previous clients. Applications should be submitted electronically to info@mjumita.or.tz and copied to danielsappa@mjumita.or.tz with the subject line: "Consultancy for End of Project Evaluation – ELEVATE Project." The deadline for submission is 30 May 2026 (Tanzania local time). Only shortlisted candidates will be contacted for further review and contract negotiation within a week of the closing date.