



Boujonnen Lavi Final Evaluation Terms of Reference

I. FONKOZE FOUNDATION

The Fondasyon Kole Zepòl (Fonkoze) is a Haitian non-profit organization founded in 1994 by Father Joseph Philippe and a group of grassroots Haitian leaders to promote economic inclusion of the poor in rural areas. It is now part of a family of three organizations that work together to provide the financial and non-financial services Haitians – particularly women – need to lift their families out of poverty. The other Haitian member of the Fonkoze family is Fonkoze Financial Services, a regulated non-bank microfinance institution providing services to 180,000 savings clients and over 50,000 credit clients, mostly women, in all ten departments of Haiti. The third member is Fonkoze USA, a registered 501(c)3 based in Washington DC, which provides support for fundraising and communications.

Fonkoze knew the South Department well. The microfinance institution has 3 branches and over 16,000 clients in the region. The Foundation works with CHEs (Community Health Enterprenor) in the department and implements a VSLA-based livelihoods recovery and an economic development project in some of the communes.

Given that situation and the position of Fonkonze, the foundation has developed a strategy named “Boujonnen Lavi” to address food insecurity and livelihood challenges by applying a comprehensive approach. The Boujonnen Lavi intervention aims to strengthen food security, reduce reliance on unsustainable coping strategies, and empower Haitian households to rebuild their livelihoods through a multi-sectoral response. This response includes food assistance, livelihood support, and interventions aimed at bolstering income-generating opportunities.

Boujonnen Lavi's intervention has had also to plays a vital role in addressing malnutrition and improving the nutritional status of vulnerable populations in the South department. Its mission aligns with the urgent need to combat malnutrition, particularly among children and pregnant women, currently with 52,000 cases reported in Haiti.

II. PROJECT BACKGROUND AND SUMMARY

A. DESCRIPTION OF THE PROBLEM AND CONTEXT

Instability in Haiti has been drastically escalating. In 2021, Haiti experienced the assassination of President Moïse, kidnappings, natural disasters, and fuel shortages. In August 2021, the South Department was devastated by a 7.2 magnitude earthquake that killed more than 2,200 people, significantly damaged infrastructure, and resulted in USD [1.5 billion in damages](#). Food shortages have followed, as [4.3 million people \(44% of the population\)](#) are experiencing acute food insecurity in the Country. The latest IPC survey, at that moment placed the targeted region of the South Department in food security crisis levels 3 and 4, or “crisis” and “urgent.” A Fonkoze’s survey in the region, before the intervention was striking. Using families listed as vulnerable in SIMAST as a basis, it found that more than 99% qualify as living in extreme poverty and more than 41% as living in ultra poverty.

Although agriculture is an important part of the economy, productivity is low, so farming does not constitute the primary source of income for most households. Even in rural areas, many households rely on multiple sources of income, ranging from day labor and charcoal production to small trading and services, as well as remittances.¹ People need reliable incomes to purchase food, as [Haiti imports almost half of its food and 80% of its rice](#), its principal staple. Poor child feeding practices, coupled with poor sanitation, lead to malnutrition and increased levels of stunting. Education regarding nutritious food choices is thus also essential to combat malnutrition.

According to the last national household economic situation survey (2012)², 60% of Haitian households are considered multidimensionally poor. They lack access to at least three of seven basic characteristics of well-being. These are education of children, education of adults, improved sanitation, clean water, reliable energy, nonhazardous housing, and food security. Among the rural population, the poverty rate was as high as 74.9 percent, representing 67.0 percent of the total number of poor in the country.

Not only is poverty greater and more widespread in rural areas, but it is also more entrenched. The poverty gap is 35.5 percent in rural areas, compared with 12.3 percent in urban areas. This means that at the time of the survey in 2012 the budget of the rural poor had to rise by an average HTG 39³ per capita per day if the poor were to step out of poverty, while HTG 25 would have sufficed in urban areas.

Without external support, the poorer among these rural households would have difficulties recovering from that food security crisis for at least three reasons:

1. Coverage of national social protection systems is very low and hardly reaches rural areas,
2. They cannot rely on remittances from abroad, and
3. The coping strategies they have been forced to use further erode their capacity to earn what they need to feed their family.

Description of the Intervention to be Evaluated and Theory of Change

B1. Theory of Change (ToC).

Figure 1 – Boujonnen Lavi – Full Theory of Change

¹ USAID. Haiti Nutrition Profile. Updated May 2021 – see https://www.usaid.gov/sites/default/files/documents/tagged_Haiti-Nutrition-Profile.pdf

² : World Bank and Observatoire National de la Pauvreté et de l'Exclusion Sociale (ONPES). 2014. Investing in People to Fight Poverty in Haiti, Reflections for Evidence-based Policy Making. Washington, DC: World Bank. License: Creative Commons Attribution CC BY 3.0 IGO

³ Exchange rate at that time was 42 HTG/ USD according to the Haitian Central Bank – see <https://www.brh.ht/wp-content/uploads/2018/08/1112.pdf>



Resources	Activities	Outputs	Outcomes	Impact
<ul style="list-style-type: none"> • Unconditional cash transfer for daily use • Unconditional cash transfer for productive asset • LISTA and EdTek training modules • Community agents and supervisors • Community health entrepreneurs and supervising nurse • Funds for transport and supervision 	<ul style="list-style-type: none"> • Selection of vulnerable households using SIMAST list • Organize participants in VSLAs • Provide cash transfers for daily use • Train in VSLA management in financial literacy and business skills • Provide cash for investment in productive asset • Weekly coaching through VSLA • Screening and referral of malnourished children • Home visits and coaching of parents of malnourished children • Training of VSLA members on good nutrition practices • Further test VSLA application 	<ul style="list-style-type: none"> • Households received cash transfers for a total value of 600 USD. • Participants, men and women, improved their knowledge of financial and small business management. • Village Savings and Credit Associations have been set-up or strengthened. • Participants, men and women, improved their knowledge related to stress management, disaster risk reduction and nutrition • Malnourished children access appropriate care 	<ul style="list-style-type: none"> • Vulnerable households in the communes of Camperrin, Maniche, Port-Salut and Saint Jean du Sud, can provide a nutritious meal to their family every day; • Participants are better prepared to face shocks through their participation in VSLAs 	<ul style="list-style-type: none"> • Improved food security and resilience for vulnerable populations in the South Department of Haiti

The full theory of change is described in figure 1 above. In summary, it argues that if vulnerable families, particularly women:

- Receive cash grants both to deal with their immediate needs and to invest in productive assets;
- Participate in well managed Village Savings and Lending Associations (VSLAs);
- Improve their knowledge of financial literacy, business management, stress management, and nutrition; and
- Receive support to identify and treat malnutrition in their communities,

then they will be able to feed their family one nutritious meal every day and better withstand shocks in the future, which will contribute to improving their food security sustainably.

B2. Goal and purposes

The intervention seeks to enhance food security and livelihoods among the vulnerable population in the south department of Haiti, particularly 3,800 households in the communes of Port Salut, Saint Jean, Maniche and Camp Perrin. The intervention should achieve two purposes:

- I. Increase the capacity of 3,800 vulnerable households in designated communes of the South Department to feed their family and face future livelihood shocks.

To achieve that purpose, the project had to deliver the following Outputs:

I.1: 3,800 households receive four unconditional cash transfers in HTG, each worth 75 USD.

I.2: 3,800 households receive a transfer of \$300 in HTG to invest in income-generating activities in consultation with their coach.

1.3: 3,800 households participate in Village Savings and Loan Associations.

2. Contribute to prevention and treatment of acute malnutrition in the South Department
To achieve that purpose, the project had to deliver the following Outcome and outputs:
 - 2.1: 3,800 VSLA members and 5,000 community members, men and women, have improved knowledge of nutrition practices key for mothers, infants, and young children.
 - 2.2: 30,000 children under five and 6,000 pregnant and nursing women are screened for acute malnutrition.
 - 2.3: 1,800 malnourished children under five and 120 pregnant or lactating women access appropriate care and follow-up services.

Objective/Purpose	Expected Launch	Actual Launch	Expected Completion	Status (October 2023)
Food Assistance: 3800 selected household	January 2023	March 2023	July 2023	Completed
ERMS for 3800 selected participants	August 2023	November 2023	November 2023	Completed
145 VSLA in place in targeted communities	January 2023	March 2023	April 2023	Completed
Edtek 6000 participants	April 2023	June 2023	April 2024	Ongoing
Screening U5/ Mothers & Nursing	October 2022	November 2022	April 2024	Ongoing
Referral Centers	October 2022	November 2022	April 2024	Ongoing
Nutrition Classes	March 2023	May 2023	April 2024	Ongoing

III. PURPOSE OF THE EVALUATION

Boujonnen Lavi (Make Life Bloom) is an 18-month intervention implemented by Fonkoze to provide humanitarian assistance in the southern department of Haiti, which was devastated by a 7.2-magnitude earthquake on August 14th, 2021. The project's implementation commenced on September 22nd, 2022, and is scheduled to conclude on March 21st, 2024. Fonkoze is planning to conduct a final performance evaluation to document the results of the project and facilitate learning for informed decision-making.

Stakeholders: The evaluation will serve stakeholders, including the local community, donor organizations, government agencies, and other relevant parties.

Expected Outcomes: This evaluation aims to measure the project's outcomes and goals, specifically in addressing food insecurity, by documenting intended and unintended results, observed changes, and their underlying causes as a result of Fonkoze's efforts.

Methodology: The evaluation will employ a rigorous methodology involving data collection, sampling methods, and data analysis.

Timing: The evaluation is scheduled to take place May to July 2024.

IV. EVALUATION QUESTIONS

The Evaluation questions will focus on the following concerns:

- Effect on Project Participants and Families
- Sustainability of Positive Effects
- Contribution to Outcomes
- Integration into Social Life
- Effect on Gender Relations
- Behavioral Change
- Project Improvement
- Complementary vs. Duplicate Efforts
- Influence on Local Opinions.

These are the questions which Fonkoze aims to answer in its final evaluation:

- What effect did the project have on the project participants and their families? Is the effect different for women or men? Did Fonkoze expect to achieve these effects? Are there any effects he did not foresee - whether they are positive or negative.
- What is the probability that the positive effects - if any - are sustainable?
- What aspects of the project's operation contributed most to this outcome?
- How does the project facilitate the integration of participants into the social life of the community?
- How did the project improve or worsen the relationship between women and men in the households?
- Did the training and training promote expected or unexpected behavioral changes? What did we find?
- What could the Foundation improve in the project to give more or better results?
- Does the way the Foundation conducts its activities (health and ERMS) duplicate existing efforts, or is it complementary, or is there no such effort in the area where they work.
- How does the project influence the opinion of the people in the area of Fonkoze?

V. EVALUATION DESIGN AND METHODOLOGY

We claim for a final performance Evaluation with concentrations on *outcomes evaluation* and *process or implementation evaluation* as type of evaluation. This evaluation is part of the existing MEL plan, that means it should be based on completed steps of implementation of the MEL. The evaluator is called to understand existing data and create new data collection tools as needed to complete them to answer evaluation questions. Secondary data sources could also be used to contextualize and interpret primary data.

The evaluation team, in collaboration with Fonkoze, will finalize the evaluation methods before fieldwork begins.

Fonkoze expects that, at a minimum, the evaluator will:

- familiarize oneself with documentation about the project. Then Fonkoze will ensure that documentation is available.
- Review and assess the existing performance and effectiveness information or data.
- Conduct site visits for field testing survey instruments
- Meet and interview Boujounen Lavi’s project beneficiaries, partners, and government counterparts (MAST) at appropriate levels.
- Use a mixed method qualitative and quantitative data collection.

The following template of evaluation design matrix will be filled out by the evaluator in collaboration with Fonkoze’s staff, especially the M&E team.

Evaluation Design Matrix template

Questions	Data Sources	Data Collection Methods	Data Analysis Methods
1.[Evaluation Question]			
2. [Evaluation Question]			
3. [Evaluation Question]			

VI. DELIVERABLES AND REPORTING REQUIREMENTS

I. Evaluation Work Plan:

Within 2 weeks of the award of the contract, the lead evaluator shall complete and present a draft work plan for the evaluation.

The work plan will include:

- I. Draft schedule and logistical arrangements.

2. Members of the evaluation team, delineated by roles and responsibilities.
3. Evaluation milestones.
4. Anticipated schedule of evaluation team data collection efforts.
5. Proposed evaluation methodology
6. Evaluation Report outline.

The contractor will update the evaluation work plan (the lists of interviewees, survey participants, the schedule) and submit the updated version on a weekly basis.

2. Evaluation Design:

Within 1 week of approval of the work plan, the evaluation team must submit an evaluation design. The design will become an annex to the evaluation report.

The evaluation design will include:

- Detailed evaluation design matrix that links the Evaluation Questions from the ToR (in their finalized form) to data sources, methods, and the data analysis plan;
- Draft questionnaires and other data collection instruments or their main features;
- List of potential interviewees and sites to be visited and proposed selection criteria and/or sampling plan (must include sampling methodology and methods, including a justification of sample size and any applicable calculations);
- Limitations to the evaluation design; and
- Dissemination plan (designed in collaboration with USAID).

3. Final Presentation:

The evaluation team is expected to hold a final presentation *in person* to discuss the summary of findings and conclusions (and recommendations, if applicable) with Fonkoze. This presentation will be scheduled as agreed upon during the in-briefing.

4. Draft Evaluation Report:

The report will address each of the questions identified in the ToR and any other issues the team considers having a bearing on the objectives of the evaluation. The submission date for the draft evaluation report will be determined in the evaluation work plan. Once the initial draft evaluation report is submitted, Fonkoze will have to review and comment on the initial draft.

5. Final Evaluation Report:



The evaluation team will be asked to take no more than 5 working days (or as agreed upon in the work plan) to respond to and incorporate final draft evaluation report *and presentations* comments.

VII. EVALUATION TEAM COMPOSITION

The contractor must provide information about evaluation team members, including their curricula vitae, and explain how they meet the requirements below. Submissions of writing samples or links to past evaluation reports and related deliverables composed by proposed team members are highly desirable. All key team members must provide a signed statement attesting to a lack of conflict of interest or describing an existing conflict of interest relative to the Boujonnen Lavi project (a conflict-of-interest form can be provided).

Required qualifications and skills:

1. Experience in evaluation design, methods, management, and implementation;
2. Technical subject matter expertise;
3. Background in USAID's cross-cutting program priorities, such as gender equality and women's empowerment, youth, etc.;
4. *Haitian context* experience in general, and especially strong skills working in rural area
5. *Speaking and writing in both languages Creole and English.*

Proposed key personnel are expected to be the people who execute the work of this contract. Any substitutes for the proposed key personnel must be vetted and approved before they begin work. USAID may request an interview with any of the proposed evaluation team members via conference call, video conference, or other means.

VIII. OFFER SUBMISSION

the complete file must contain:

- CV of the Consultant and possibly members of his team if necessary, depending on the approach adopted for the consultation.
- Technical offer including understanding of the mandate, methodological approach, and timetable for implementing the consultation.
- Financial offer is subject to a budgetary constraint, with a range of \$20,000 to \$30,000 as the specified limit.
- The up-to-date patent of the consultant/firm

OFFER SUBMISSION PATH:



Interested consultants can send their complete scanned file no later than Monday, April 22nd, 2024 at 3HPM to the following email addresses:

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