TERMS OF REFERENCE FOR CONDUCTING A MID-TERM EVALUATION FOR THE REDUCING MALNUTRITION AMONG 10,000 PEOPLE IN EASTERN UGANDA PROJECT OF SALEM BROTHERHOOD U LTD

1. Background of the Organization

The Salem Brotherhood U Ltd is an umbrella Organization that was established in 1981 and is registered as a Ugandan NGO-not for profit since 1991. The focus of its work lies on community development, such as livelihood, environmental protection and particularly the provision of quality healthcare through its Salem-Kolonyi Hospital (SKH). The facility is located in the rural area of Mbale City and serves approximately 30,000 people. SKH puts a lot of emphasis on prevention and offers mobile health services in the surrounding communities that address relevant topics such as hygiene, environmental protection, and nutrition to improve the living conditions in the area.

Since 2021, Salem Brotherhood in partnership with German Doctors e.V (GD) have been implementing different projects in the area of medical care, capacity building for health workers and prevention of malnutrition in children under five years.

1.1 Project background and description

SKH in partnership with German Doctors e.V (GD) received funding from BMZ to implement a project to reduce malnutrition among 10,000 people in Eastern Uganda with a focus on children and mothers by raising awareness and creating gardens in Mbale city and its neighbouring districts of Budaka, Bukedea and Butebo.

The overall purpose of the project is to contribute to the reduction of malnutrition and improve food security methodologies in families with focus on children under the age of 5 years, child bearing mothers, caregivers and people with life style challenges in the four districts.

The project is guided by the following output/outcome areas;

1. Increased knowledge about malnutrition among the target population in the target catchment area, especially among parents and guardians of children under the age of 5 through sensitisation
2. Increased knowledge and capacity/ability of the health personnel of 15 partner health facilities to do early assessment and diagnose malnutrition in children under 5 years of age hence early management and treatment or referral according to national / international standards.
3. Improved basis for community members, especially parents/guardians of children under 5 and school children to ensure a balanced diet for their families and themselves
4. Increased access to and use of established health structures and knowledge to prevent and treat malnutrition

1.2 Project Target Beneficiaries

The project targets to reach 23,995 people during its duration as direct target groups consisting of the following;

Target group	Target Number
Local health professionals	75 (In the 15 local health facilities (excluding SKH), 5 health professionals per facility shall be selected)
Children under 5 years	6,000
Community members	8,800
Teachers and school administration staff	16 (one teacher in each of the 16 schools)
School children	8,800
Peer mother	48 (3 from each of the 16 health facilities)
Model farmers	96 (approx. 6 per subcounty)
Kitchen gardeners	288 (1 model farmer leads approx. 3 kitchen gardeners).
Members of interest groups and local opinion leaders	160 (10 per subcounty. These include local council leaders, District Education Officers, District Health Officers, Head teachers, among others)
Community Health workers (CHWs)	32, (2 in each of the 16 health facilities)

2. Purpose of the Mid-term evaluation

The purpose of the evaluation is to measure the progress toward outcomes, evaluating the effectiveness and efficiency of interventions for improved impact in the remaining project period.

3. Objectives of the survey

i. To measure the current status of the outcome and impact indicators as well as the results of the activities of the project
ii. To generate knowledge about the effectiveness, impact and sustainability of the project interventions.
iii. Identifying Strengths and weaknesses, best practices and delivering actionable recommendations for the remaining project period.

4. Scope of work

The evaluation should cover all components of the project. The assignment shall be conducted within a period of 30 days after signing of contract including all processes of planning, data collection and analysis as well as report submission.

The survey will be guided by but not limited to the following research questions which will be specified and adapted in cooperation with the consultant;

- To what extent have the objectives of the project been achieved so far? What concrete changes at outcome level can be observed so far in the target communities?
- Are the activities being implemented as planned? What are the deviations and why? What activities should/need be improved to reach the project goal with in the remaining period?
- To what extent do the strengthened health facilities have a positive effect on the fight against malnutrition among children under 5 years in the target communities?
- How much has the project contributed to improve food security of community members in the four districts
- What activities are likely/partially/not likely to sustain after the project period and why?

- If deficient, how can the sustainability of the activities be improved?

5. Methodology

A mixed-methods design (quantitative, qualitative, participatory etc.) is preferred for this study to ensure triangulation for a comprehensive view of the project. Available monitoring and evaluation data should be used as a basis. Relevant stakeholders need to be included in the evaluation and methods used should be appropriate to the social and cultural context and need to take in to consideration ethical aspects of the research.

A detailed evaluation design including appropriate methods should be proposed by the consultant and presented during the inception phase.

6. Reporting and presentation of findings

6.1 Management of the process

The consultant will lead the evaluation in close coordination with the Project Coordinator and project M&E Officer who will be answering questions from the consultant, commenting on the reports and taking part in the meetings in close partnership with GD. GD will support the evaluation process with expertise when necessary. The consultant shall schedule regular update meetings to be attended by Salem and GD.

6.2 Inception phase

The consultant shall cause a meeting to be attended by Salem and GD to elaborate their understanding of the Terms of Reference prior to commencement of the field work. The consultant shall to this effect produce an inception report to Salem Brotherhood U ltd which shall clearly explain the methodology to be used for the evaluation and include all tools to be used during the field phase.

6.3 Submission of draft and final report

- A draft report will be submitted to Salem and GD for comments.
- Salem and GD shall share their comments with the consultant.
- The final evaluation report will then be delivered in both hard and soft copies to Salem and GD.

6.4 Deliverables

The consultant shall be expected to deliver the following;

i. Inception Report in English
ii. Tools generated by the evaluation (e.g. questionnaires, checklist, survey forms, etc.)
iii. Raw data set (qualitative and quantitative)
iv. A final evaluation report in English of not more than 30 pages, including:
    - Cover page (title of assignment, author(s) of report)
    - Table of contents
    - List of tables and figures
    - List of acronyms
    - Executive Summary (summary of methodology, findings, conclusion and recommendations (1-2 pages)
    - Introduction (background and context) – up to 1 page

- Methodology (approach, tools used, sampling, limitations) – up to 2 pages
- Findings including analysis (based on criteria in the ToR) – up to 23 pages
    - ✓ Findings should be presented per topic, in order of priority, and include graphs and tables.
    - ✓ Findings should be disaggregated by respondent category.
- Conclusion – up to 2 pages
- Recommendations for implementation (realistic and clearly set out and cross referenced to the relevant section within the main body of the text)– up to 2 pages
- Annexes, including the tools for data collection, sources, timeline and process of the survey, list of involved stakeholders, Logframe Matrix including the baseline values.

7. Timeline

The assignment will be undertaken between November-December, 2025. A detailed schedule should be proposed by the consultant.

8. Budget

Interested consultants are requested to submit a full financial proposal. The available budget for the task is Ugx.18,500,000.

9. Consultant's Responsibilities

In order to achieve the objectives, the consultant shall be responsible for but not limited to the following task in collaboration and consultation with Salem:

i. Review the relevant documents/literature to increase awareness and understanding of the consultant.
ii. Methodological design and planning of the evaluation methods in exchange with Salem Brotherhood Uganda and GD
iii. Preparation of an inception report and discussion.
iv. Developing instruments for data collection (qualitative and quantitative).
v. Training of data collectors.
vi. Data collection from relevant stakeholders (e.g. project staff, community members, health workers) to validate results as well as obtain the various perspectives of the outcome/impact of the project.
vii. Prepare draft report based on the findings and present to the stakeholders for comments and/or validation
viii. Writing the final report under consideration of quality requirements and submit to Salem and GD

10. Professional qualifications and experience:

i. **Education:** Master's degree in Social Sciences, Development Studies, Public Health, Monitoring and Evaluation or equivalent
ii. **Experience**: up to 5 years of proven and well-documented professional experience in conducting participatory research methods with bias to project/programme evaluations (e.g. baseline studies, evaluations, feasibility studies, research studies, etc.)
    - ✓ Proven knowledge/experience on evaluations in the development cooperation area using DAC criteria and with evaluation approaches and methods
    - ✓ Experience in the conduction of evaluations / research in the health sector
    - ✓ Knowledge of the health problems and health care system in Uganda, preferably knowledge about the management of malnutrition in the context

- ✓ Proven experience with qualitative and quantitative research methods

iii. Language requirements: Fluency in English and local language

iv. Full time commitment to the said consultancy is required.

11. How to Apply:

Interested individuals and companies/firms to submit the following application documents:

1. The technical proposal should include (no longer than five pages):
    - Description of how the work will be done and the proposed methodology
    - Description of the different stakeholders involved
    - Proposed activities schedule/work plan time frame
    - Description of the team members characteristics/expertise and functions within the study
    - Names and contacts of 3 professional references for whom similar work has been conducted
2. The financial proposal should include:
    - Detailed itemized fees
    - All costs related to the work, including transport, translation (if required), printing, communication, accommodation and tax.
3. Annex:
    - The applicants' CVs outlining relevant qualifications and experience
    - A working example of a similar consultancy recently conducted

12. Evaluation of proposals

For a combined evaluation, the technical proposal of an applicant will be weighted 70% and the financial proposal, 30%. A scoring system will be applied. The evaluation of the technical proposal will include the following criteria:

- Quality of proposal framework
- Technical capacity in relevant areas
- Capacity of the team / human resources

The consultants who submitted the proposal with the highest total score will be invited for an interview and contract negotiations. The interview/negotiations will clarify work and methods to be used and any necessary staffing schedule adjustments.

Interested candidates should email their expression of interest, including the technical and financial proposal and annex no later than 1st December, 2025 to the following address:

The Director, Salem Brotherhood U Ltd

P.O. Box 1558, Mbale City.

Hard copy or soft copy applications will be received. Applications in soft copy can be emailed to;
salem-uganda@salem-mail.net