Introduction

Practical Action is an international development organisation putting ingenious ideas to work so people in poverty can change their world. We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We are a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.
1. Project summary

WEEK phase 2 project is a 3-year project aimed at supporting women entrepreneurs (WEs) whose businesses are still on the growth phase so that they can overcome entry barriers and grow towards their full potential. In addition, there are also some women entrepreneurs whose businesses are still in their infancy stages and therefore vulnerable to early stage business challenges. It is important that these WEs also receive further support until their businesses become financially viable, attract financing and to enter new markets.

The main objective of the WEEK phase 2 is to economically empower 400 WE’s in 7 counties in Kenya through energy businesses who will in turn reach 800,000 beneficiaries with modern energy products and services and create 400 jobs. This will be achieved through scaling up models for engaging women in energy entrepreneurship and by developing market systems for increased energy access.

The specific objective of WEEK phase 2 is to strengthen women’s capacity to effectively participate in and benefit from the energy markets as actors and beneficiaries. The project is implemented in Kisumu, Nairobi, Siaya, Makueni, Kakamega, Homabay and Migori.

2. Scope of the Mid Term Evaluation

The scope of the mid-term review will cover all activities undertaken in the framework of the Project from April 2019 to September 2020. It is expected that the review will compare planned outputs/outcomes of the Project to actual outputs/outcomes and assess the actual results to determine their contribution to the attainment of the project objectives. The mid-term review will extract lessons learned, diagnose and analyse issues and formulate a concrete and viable set of recommendations. It will evaluate the efficiency of Project management, including the delivery of outputs and activities in terms of quality, quantity, timeliness and cost efficiency.

The review will use the OECD Development Assistance Committee (DAC) international evaluation criteria of Relevance, Effectiveness, Efficiency, Impact and Sustainability. Gender Equality and the Empowerment of women will be mainstreamed throughout the review process.

Objectives of the Mid-term Project Evaluation

The midterm review will cover the period April 2019 to September 2020 and will be guided by the project Results Assessment framework and focus on the interventions carried out and the results achieved. The main objective of the midterm evaluation is to review the project against project design, results assessment framework, delivery approaches and planned outputs/outcomes/impacts. Specifically, the MTE will:

1. Progress made toward the achievement of the expected results and performance after 18 months of implementation
2. Assess the preliminary indications of potential impact including the contribution to achievement of sustainable development goals 5 (on gender equality) and 7 (access to affordable, reliable, sustainable and modern energy for all).
3. Collate and analyse lessons learnt, challenges faced and best practices obtained during program implementation
4. Recommend adjustments, if any, to programme strategies and directions for the remaining duration of the programme.
5. Potential sustainability of the programme to ensure the beneficiaries are receiving the project benefits beyond the life of the project.

The mid-term evaluation will cover 18 months (April 2019 to September 2020). This mid-term programme evaluation will focus on this implementation period.

The main objectives of the evaluation are to:
1. To assess the programme’s design, scope, implementation status and the capacity to achieve the expected outcomes.
2. To collate and analyse lessons learnt, challenges faced and best practices. The emphasis on lessons learned speaks to the issue of understanding what has and what has not worked as a guide for future planning.
3. To assess the preliminary indications of potential impact and sustainability of results including the contribution to achievement of sustainable development goals 5 and 7.

The findings and recommendations of the evaluation will inform:
1. Program interventions/approaches as the project proceeds to the final phase of implementation as well as PA in future design of similar interventions.
2. Project beneficiaries on the contribution of their energy enterprises to increasing energy access to the last mile
3. Benefits to end beneficiaries'/energy users
4. Other stakeholders including ENERGIA and the Empowering Women, Engendering Energy (EWEE) program partners on the effectiveness of the project approaches (engaging women as users and actors along the energy value chain) as well as the early indication of impact from the project.

Indicative key evaluation questions will include:

i. Relevance:
   - To what extent are the stated outcomes and outputs for the programme on track? What factors have contributed to achieving or hindering achievement of the intended outputs and outcomes? Was the strategy adopted and inputs identified, realistic, appropriate and adequate for achievement of the results?
   - To what extent has the programme conformed to gender and energy priorities of Kenya and met to the priorities and needs the target beneficiaries (Women entrepreneurs, last mile consumers).

ii. Effectiveness:
   - To what extent have the expected outcomes and objectives of the project been achieved thus far? Is the project oriented towards achieving the expected impacts? What are the effects of the program, intended or unintended, positive or negative, short term or long term?
• To what extent has the project contributed to the growth of WEs enterprises?
• To what extent has the project contributed to improved energy access among the last mile beneficiaries; including increase in Tier levels of energy access, health impacts (this includes households, institutions, catering establishments etc.)?
• What are the user energy product adoption patterns along the energy ladder? What are the key impacts of adoption of modern energy products on the users (moving up the energy ladder to adopt new and more efficient energy options)?
• What has been the impact of increased income for the target beneficiaries at HH and enterprise level?
• To what extent has the project contributed to increased access to business finance for the entrepreneurs? What has been the impact of this to their businesses?
• To what extent has the project influenced financial institutions to support small scale entrepreneurs and energy product providers/ manufacturers to support them?
• To what extent has the project created awareness/sensitised and influenced practices towards gender mainstreaming in key county and national energy planning and delivery processes, including in documents such as the CIDPs? What has been the progress to date?
• To what extent has the project addressed the barriers that hinder women entrepreneurs from accessing markets for their energy products? Has this led to expanded markets for the entrepreneurs?
• What is the effectiveness of the public and private partnerships established by the project so far? How are they contributing towards the achievement of the project objectives?

iii. **Efficiency:**
• Has the project been implemented efficiently, cost-effectively, and has been able to adapt to any changing conditions?
• To what extent are project-level monitoring and evaluation systems, reporting, and project communications supporting the project’s implementation?

iv. **Impact and Empowerment:**
• What has been the impact of increased income for the target beneficiaries at HH and enterprise level?
• Are more women making or involved in making decisions in their HH and businesses as a result of project interventions? What kind of decisions?
• What skills were learned and are the beneficiaries applying these in running their business (agency and leadership)?
• Loans received and repaid has had to the WE in terms of empowerment as demonstrated through:
• Are the beneficiaries able to afford basic necessities better than before the project and continuing to seek other opportunities for self-advancement). -Social wellbeing?
• Are the beneficiaries able to go and look for markets away from their home environment (e.g. other counties) since they joined the project (mobility) unlike before?
• Are the beneficiaries networking more (being able to reach out to other WEs to learn and share strategies to grow businesses or jointly organised activities such as marketing, etc)
v. **Sustainability:**
- To what extent are there financial, institutional, socio-economic, and/or environmental mechanisms for sustaining project results after end of external support?
- To what extent are the project results likely to be sustained in the long term
- What plans have been put in place to ensure that the project achievements are not jeopardized by the withdrawal of the project funding or other unforeseen circumstances such as COVID-19?
- How suitable are these plans and are they being implemented?

vi. **Best practices and Lessons Learnt:**
- What was done or worked well/ didn’t work well and why?
- What has worked and what has not? What lessons have been learnt?
- What changes should be considered in order for the implementation to be more effective and have more impact
- What intervention areas are important to include in a continued implementation?
- What components of the strategies/methods/approaches can be used to maintain and build on changes going forward?

3. **Methodology**
The consultant should propose the methodology to be used to carry out the review. The proposed methodology should address sufficiently the preliminary issues and questions outlined within the ToR, specifying the specific review issues, questions, methods of data collection and analysis that will be undertaken. It should encompass a combination of both qualitative and quantitative methods. It should also allow for wide consultation with all interested partners and stakeholders. It is suggested that the methodology should include, but not be limited to the following, but consultants must propose their own methodology and justify and explain that proposal. The mid-term review will consist of three activities:

- **Document review:** The consultant will review of relevant project documents including: Project proposal, Monitoring, Evaluation and Learning Framework, Project activity reports Project Quarterly and Annual reports etc.
- **Field visits:** The field work shall focus on the project initiatives that have been undertaken in the 7 counties. During these visits, the consultant shall contact, amongst others, national and county government officials, local communities, private sector.
- **Interviews:** Interviews will be carried out during field visits. Appropriate questionnaires shall be developed by the consultant and discussed with Project Management Team for approval. Key informants will be drawn from the key project stakeholders including the beneficiary communities.

4. **Consultant profile**
Practical Action and partners are therefore, looking for multi-skilled individual(s) or consultancy firm (s) with the following minimum qualifications and experiences to express interest for the assignment:
• At least a master degree in energy related fields such as Natural Resources Management, environmental science, Gender & Development or any other relevant course;
• Expert Energy professional with experience in quantitative and qualitative research methodology and experiences with gender and energy nexus
• Proven technical expertise in gender, social inclusion, and equality and empowerment principles, climate change, participatory planning and governance in County level planning and budget cycles,
• Familiar with methodologies for assessing women economic empowerment strategies and programmes
• Experience and knowledge of gender dimensions and issues in energy At least 10 years’ experience in conducting baseline/evaluations for Energy or gender programs implemented by government, non-governmental and private sector actors specifically in low income urban areas
• Strong organizational, analytical and reporting skills, presentation skills, attention to detail, ability to meet deadlines, and proficiency in Microsoft Office and qualitative data analysis software/tools
• Excellent verbal and written communication is English required
• Compliance with MoH guidelines and protocols on Covid-19.

5. Deliverables/expected outputs
It is envisaged that the mid-term review will be performed through 5 phases – preparation, inception, research, reporting and follow-up and dissemination. Some key activities during these phase include development of research tools, document review, data collection, analysis/interpretation, report writing and presentation to key stakeholders. The key deliverable of the review will be:

a. Inception report
The consultant is expected to produce an inception report detailing the following:
✓ A comprehensive description of the consultant’s understanding of the Terms of Reference and indicating any major inconsistency or deficiency in the Terms of Reference and proposed amendments
✓ A detailed methodology for the review including the tools to be used in the review
✓ The proposed team members, relevant skills and a description of their respective roles
✓ A complete work plan for the entire review period
✓ A proposal for the final report layout.
✓ Proposed measures to ensure evaluation is carried out within the Covid-19 regulations.

b. Draft report
The consultant is expected to generate the first draft report by the end of the third week after inception of the assignment. This draft report will be presented and discussed with key stakeholders including the project teams. Inputs from these discussions will be incorporated into the final report.
c. Final Report
The final report shall be submitted within two weeks of receiving comments on the draft report. This report will be the detailed mid-term review report covering items outlined in the scope of this TOR with special attention to main findings and conclusions, lessons learned and actionable recommendations. Issues requiring management response should be clearly outlined. The reports shall be written in English.

6. Guidelines for submission of expression of interest
Qualified and interested parties are asked to submit the following:
1. Letter of interest in submission of a proposal
2. A detailed technical proposal clearly demonstrating a thorough understanding of this ToR and including but not limited to the following:
   • Consultant profile (s) and their role in the assignment
   • Evidence of compliance to all statutory requirements (KRA compliance, certificates of incorporation (if applicable) and registration with relevant professional bodies
   • Description of the evaluation methodology and sampling procedure and tools
   • Demonstrated previous experience in similar assignments and qualifications outlined in this ToR.
   • Proposed data management plan (collection, processing and analysis).
   • Proposed timeframe detailing activities and a work plan.
   • Team composition, roles and level of effort of each proposed team member (include CVs of each team member).
3. A financial proposal with a detailed breakdown of costs for the study quoted in Kenya shillings

7. Terms of Engagement
Payment for the survey shall be done in three tranches as indicated below:

• Tranche 1 (25% of the total cost): Upon successful submission of inception report
• Tranche 2 (25% of the total cost): submission and acceptance of the of 1st draft of the report
• Tranche 3 (50% of the total cost): submission and acceptance by Practical Action of the revised final report.

Note that the payments will be done subject to the consulting entity meeting quality and timely delivery of stated task.

Interested consulting entities that have capacity to deliver are invited to submit a complete proposal to recruitment@practicalaction.or.ke with subject line “Mid-Term Evaluation for WEEK PHASE 2 PROJECT” so as to reach Practical Action on or before 14th October, 2020.