Food and Agriculture Organization of the United Nations

Office of Evaluation

Validation process of the Terminal Report, Community level legal education and support to help rural women secure and exercise land and resource rights, and address HIV-AIDS related tenure insecurity, GCP /MOZ/086/NOR,

Terms of Reference

May 2013

Food and Agriculture Organization of the United Nations

Office of Evaluation (OED)

This report is available in electronic format at: http://www.fao.org/evaluation

The designations employed and the presentation of material in this information product do not imply the expression of any opinion whatsoever on the part of the Food and Agriculture Organization of the United Nations (FAO) concerning the legal or development status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. The mention of specific companies or products of manufacturers, whether or not these have been patented, does not imply that these have been endorsed or recommended by FAO in preference to others of a similar nature that are not mentioned.

The views expressed in this information product are those of the author(s) and do not necessarily reflect the views or policies of FAO.

© FAO 2013

FAO encourages the use, reproduction and dissemination of material in this information product. Except where otherwise indicated, material may be copied, downloaded and printed for private study, research and teaching purposes, or for use in non-commercial products or services, provided that appropriate acknowledgement of FAO as the source and copyright holder is given and that FAO's endorsement of users' views, products or services is not implied in any way.

All requests for translation and adaptation rights, and for resale and other commercial use rights should be made via www.fao.org/contact-us/licence-request or addressed to copyright@fao.org.

For further information on this report, please contact:

Director, OED
Viale delle Terme di Caracalla 1, 00153
Rome, Italy
Email: evaluation@fao.org

Table of contents

1 Background of the Project 4
2 Purpose and scope of the Validation process 4
3 Approach and methodology 5
4 Roles and responsibilities 6
5 Evaluation timetable 7
6 Annexes 7
Annex 1. Project Document 7
Annex 2. MTE report 7
Annex 3. Management Response 7
Annex 4. Terminal Report 7
Annex 5. Project Outline 7

1 Background of the Project

1. The project Community level legal education and support to help rural women secure and exercise land and resource rights, and address HIV-AIDS related tenure insecurity GCP/MOZ/086/NOR hereinafter abbreviated as GCP/086) is the most recent of a series of FAO initiatives implemented in partnership with the Juridical and Judicial Training Centre (CFJJ) of the Ministry of Justice of the Republic of Mozambique.

2. GCP/086 builds on two preceding projects, GCP/MOZ/081/NET, and GCP/MOZ/096/NET, funded by the Netherlands and implemented over almost a decade, which developed and consolidated the paralegal and district officer training programmes. GCP/086 aligned with this evolving programme to provide greater emphasis on women's rights and gender equality over land tenure, primarily through further training of paralegals nominated by community-based organisations and NGOs. GCP/086 worked alongside GCP/096 for two years until that project closed in June 2012.

3. GCP/MOZ/086/NOR started in March 2010 and will be concluded in August 2013. In August 2012 a Mid Term Evaluation (MTE) managed by FAO Office of Evaluation (OED), was carried out; the Management Response (MR) was finalised in September 2012. A follow-up report to the MR was due for August/September 2013, largely overlapping with the project closure and preparation of its Terminal Report (TR).

4. In early 2013, FAO project managers and the donor asked OED to support the implementation of a final evaluation of the initiative, to focus on the implementation of the recommendations made by the MTE, and on the impacts of the project. In consideration of the proximity of the MTE to the planned final evaluation and overlap of report deadlines, all parties agreed to carry out a validation of the project terminal report.

5. Experience so far has shown that there is room for improving the way follow-up reports to management responses of evaluations (FR), and/or project terminal reports (TR), are prepared, both for improving transparency and accuracy of information and strengthening further the utility of the evaluation function. Henceforth, OED validation processes entail the independent verification of FRs and/or TRs, to enhance the contribution from evaluations to corporate learning and performance, while ensuring full involvement of FAO management in the preparation of Follow-up Reports and Terminal Reports.

2 Purpose and scope of the Validation process

6. The purpose of the validation process of the Terminal Report of GCP/MOZ/086/NOR is to enhance accountability of reporting on project's results and achievements; to identify lessons learned and to contribute to improving corporate learning and performance.

7. The validation process will mostly focus on the assessment of the Terminal Report, which should also include explicit and detailed reference to the findings of the Mid-Term Evaluation More specifically, the Terminal Report of GCP/MOZ/086/NOR will assess the progress made in the implementation of accepted recommendations of the Mid-Term

Evaluation and any constraints met in implementing the recommendations and reasons for them.

3 Approach and methodology

8. The validation process will be carried out by an external consultant, who will not have been involved in any capacity, in the project or in the MTE. The Consultant will be recruited by OED and funded from Project's budget.

9. Key stakeholders will include:

- the Government of Mozambique, namely the Ministry of Justice and the Juridical and Judicial Training Centre (CFJJ);
- the Norwegian Embassy in Mozambique, in its capacity as donor;
- FAO Lead Technical Unit (LTU) and the project task force,
- FAO Mozambique;
- the project field team,
- communities and individuals participating into project activities.

10. The validation process will start upon completion of the Terminal Report. The process will include the following main steps:

- Review of the terminal report, the Mid Term Evaluation report, the Management Response and any other document and supporting evidence on progress and constraints in project implementation;
- Data-gathering phase in FAO HQ and project stakeholders in Mozambique;
- Preparation of a draft report, circulation to stakeholders for comments and finalization.

11. The Norwegian Embassy in Maputo may appoint an independent consultant, to be part of the Validation process in the role of observer, at their own cost.

12. The validation will adopt a consultative and transparent approach with internal stakeholders throughout the process. Triangulation of evidence and information gathered will underpin its validation and analysis and will support conclusions and recommendations. It will make use of the following tools:

- desk review of existing reports;
- semi-structured interviews with key stakeholders and informants, supported by check lists and/or interview protocols;
- focus groups with project participants, and non-participants, if possible and appropriate;
- direct observation during field visits.

13. The Sustainable Livelihoods Framework;[1] the Strengths, Weaknesses, Opportunities and Threats (SWOT) framework can be used for the assessment, as appropriate.[2]

[1] The Sustainable Livelihoods Framework identifies five different capitals (human, social, natural, financial, and physical), each including different assets. It helps in improving understanding of livelihoods, in particular of the poor. For more information, among others: http://www.livelihoods.org/info/guidance_sheets_pdfs/section2.pdf

14. The consultant will maintain close liaison with: the FAO Office of Evaluation, the Project Task Force members and Project staff at country level. Although the consultant is free to discuss with the authorities concerned anything relevant to his/her assignment, he/she is not authorized to make any commitment on behalf of the Government, the donor, or FAO.

15. The consultant will present his/her preliminary findings, conclusions and recommendations to the project stakeholders in Mozambique and in HQ, to obtain their feedback at the end of the data-gathering phase.

16. The draft ToR will be circulated among key stakeholders for comments before finalisation; suggestions will be incorporated as deemed appropriate by OED. The draft validation report will also be circulated among key stakeholders for comments before finalisation; suggestions will be incorporated as deemed appropriate by the consultant.

4 Roles and responsibilities

17. FAO Budget Holder (BH), the Lead Technical Officer (LTO), the Chief Technical Adviser and the Project Task Force (PTF) of the project are responsible for supporting the validation process. They are required to participate in meetings with the independent consultant, make available information and documentation as necessary, and comment on the draft final terms of reference and report. Involvement of different members of the project Task Force will depend on respective roles and participation in the project.

18. FAO Office of Evaluation is responsible for drafting the first version of the Terms of Reference, assisting the BH and LTO in the identification of the consultant and in the organization of the team's work. It shall brief the independent consultant on the validation methodology and process and will review the final draft report for Quality Assurance purposes in terms of presentation, compliance with the ToR and timely delivery, quality, clarity and soundness of evidence provided and of the analysis supporting conclusions and recommendations.

19. The independent consultant is responsible for conducting the validation process, applying the methodology as appropriate and for producing the validation report. He/she will participate in briefing and debriefing meetings, discussions, field visits, and will be responsible for the final draft and final report.

20. The independent consultant will be free to expand the scope, criteria, questions and issues listed above, as well as develop his/her own validation tools and framework, within time and resources available.

21. The consultant is fully responsible for his/her report which may not reflect the views of the Government or of FAO. An evaluation report is not subject to technical clearance by FAO although OED is responsible for Quality Assurance.

[2] SWOT is a widely used strategic planning tool, useful also in the assessment of development interventions, to canvass their strengths and weaknesses, as well as future perspectives. It is particularly used in focus groups, but it can be adapted to individual interviews as well.

5 Evaluation timetable

22. The validation process will start after completion of the Terminal Report and will take place indicatively in the period 24 July to 16 August. Box 1 below indicates the tentative timetable

Activity	Responsibility/location	Days	Cumulative days	Date
Document review	Consultant at home location	2	2	
Briefing at HQ and travel	FAO HQ	1	3	
Briefing/interviews Maputo	Maputo, FAOR	3	6	
Field work	Provinces	3	9	
Drafting, debriefing and departure	Maputo	3	12	
Report drafting	Home	3	15	Within 10 days
OED review	OED			Within 5 working days
Integration OED comments	Consultant at home location	2	17	Within 2 working days
Circulation draft to stakeholders	OED			Within 2 weeks
Integration of comments and finalization report	Consultant at home location	2	19	Within 4 working days

6 Annexes

Annex 1. Project Document
Annex 2. MTE report
Annex 3. Management Response
Annex 4. Terminal Report
Annex 5. Project Outline