

**MID-TERM REVIEW OF ANANDA MARGA UNIVERSAL RELIEF TEAM (AMURT) 2019 – 2023 STRATEGIC PLAN**

**TERMS OF REFERENCE**

OCTOBER 2022

1. **Background**

Ananda Marga Universal Relief Team (AMURT) is a voluntary organization, found by Shri Prabhat Ranjan Sarkar to help vulnerable communities break the cycle of poverty and gain greater control over their lives. **For AMURT, development is human exchange: people sharing wisdom, knowledge and experience to build a better world.**

AMURT was registered as a non-profit organization in Kenya in 1993. The organization currently runs over 20 Health & development projects across the country. AMURT has supported and worked with communities, local administrators and organizations offering similar or complimentary health services towards improving wellbeing of communities and families across the country.

AMURT feels they can play a useful role in helping the disadvantaged break the cycle of poverty and gain greater control over their lives. AMURT views development as human exchange: with sharing resources, wisdom, knowledge and experience to build a better world.

Among the services AMURT offers include: social protection, healthcare delivery, OVC/DREAMS, ASRH, Gender issues, HIV care & treatment, HIV prevention, Girl child Education, MNCH, Nutrition, Environmental health, TB and livelihoods support. AMURT ’s approach is to identify the needs of the most vulnerable in the community, for instance, children orphaned by HIV and mobilizing communities to address these needs and then work together towards permanent commitments by the community to address the causative agents of the challenges they face. Frequently, AMURT also offers direct services to address the challenges based on the interventions the community identifies such as offering clinical services to the sick.

The AMURT 2019-2023 Strategic Plan addresses communities’ needs through developing, implementing and sustaining health, gender, educational and development related programs and interventions. AMURT delivers its mandated projects through engaging communities and ensuring ownership of the community programs. The strategic plan seeks to address internal capacities and strengthening of systems and policies that will ensure maximum potential of the organization to address both internal and external challenges identified

AMURT would like to conduct a review of its current strategic plan in order to inform the development of the next strategic plan 2024 - 2028

1. **Objectives of the Strategic Plan Review**

The review will assess the progress of the implementation of the AMURT 2019 - 2023 Strategic Plan. It will also highlight issues and challenges affecting effective implementation of the Strategic Plan and recommend changes where necessary. The review is being undertaken as part of the preparation for the development of the next strategic plan 2024 - 2028 which has 5 (five) pillars.

1. **Scope of the Review**

The evaluation will review the performance of the AMURT 2019 - 2023 Strategic Plan since its inception to date. Specifically, it will review the Plan’s goal and strategies, objectives, outcomes and impact as outlined in the Strategic Plan and other relevant documents to determine their relevance and compatibility with the constitutional mandate and mission of AMURT. It will cover work done by AMURT in line with the five broad pillars and strategic objectives of the AMURT 2019 – 2023 Strategic Plan.

The review will focus on but not be restricted to the issues outlined below:

1. Assess the continued relevance of the current strategic plan.
2. Review current state of implementation of the strategic plan.
3. Assess the progress towards the achievement of focus area results and accomplishments, as contained in the strategic plan results framework
4. Identify factors and constraints which have affected the Strategic Plan’s implementation including technical, managerial, organizational, institutional and socioeconomic issues in addition to other external factors.
5. Identify lessons or conclusions which can be drawn from the Strategic Plan implementation.
6. Make recommendations for consideration in the development of the next strategic plan.
7. **Approach and Methodology.**

The following methodologies will be applied:

* Desk review of relevant strategic plan document
* Interviews with key AMURT staff
* Analysis and synthesis of information to give an overall assessment of progress in the implementation of the strategic plan and recommendations.

1. **Deliverables:**
2. Inception report that includes methodology and work plan
3. A draft Strategic Plan review report
4. A final report that incorporates the following:

* An analysis of progress of implementation of the current strategic plan.
* An analysis of factors and constraints which have affected the Strategic Plan’s implementation
* Recommendations on how AMURT will build on its strengths and achievements to overcome its weaknesses and challenges.
* Recommendations for consideration in the development of the next strategic plan

1. The MTR Final Report: The report should be logically structured, contain an analysis of achievements, strengths, weaknesses and challenges of the mid-term performance of AMURT 2019 – 2023 Strategic Plan; evidence-based findings, conclusions, lessons and recommendations, and should be free of information that is not relevant to the overall analysis. The report should respond in detail to the key focus areas described above. It should include a set of specific recommendations formulated for the Plan, and identify the necessary actions required to be undertaken, who should undertake those and possible time-lines (where possible).
2. The main body of the report should not exceed 20 pages excluding table of contents, annexes, and the executive summary. Technical details should be confined to appendices, which should also include a list of informants and the evaluation team’s work schedule. Background information should only be included when it is directly relevant to the report’s analysis and conclusions.
3. The final evaluation report should incorporate, the following subsections:

* Title page
* Acronyms and table of contents pages
* Acknowledgment (if any)
* Executive Summary not more than four pages with findings and related recommendations
* Introduction (maximum of two pages):
  + Background and the Description of the Strategic Plan
  + Purpose of the Evaluation
  + Evaluation Methodology
  + Limitation of the study
* Findings: highlighting the key questions set under section three
* Lessons learnt
* Recommendations
* Annexes (all relevant documents)

1. The evaluation team will safeguard the rights and confidentiality of information providers, interviewees, and stakeholders by ensuring compliance with legal provisions and codes governing collection and reporting of data. The evaluator and team will agree to sign data processing and confidentiality agreement, which shall be provided by AMURT.

Evaluation team will ensure security of information of this assignment in accordance with the data protection laws. The information, knowledge and data gathered in this process must also be solely used for the evaluation and not for other uses. Where video coverage and photo shooting are involved, informed consent must be signed.

1. **Qualifications**
2. Bachelor’s degree in a relevant field. A Master’s degree in is desired.
3. Over 10 years of experience in quantitative and qualitative data collection and analysis in areas of value chain analysis, result-based management evaluation methodologies.
4. Knowledge of project management cycle, development and measurement of project indicators.
5. Experience applying SMART indicators and reconstructing or validating baseline scenarios; competence in adaptive management as applied to fodder, beef and dairy value chain development with market systems approach.
6. Experience in conducting donor funded project surveys including household studies, Mid Term, and end term evaluations especially in Kenyan contexts.
7. Experience in implementing evaluations remotely with field logistics and guiding enumerators to assure high quality data as an asset.
8. Previous experience with data collection methods like ODK/KOBO platforms for online and off-line data management would be considered a plus.

**Additional Information**

Required

The following is required from the consultancy firm in response to these terms of reference as a basis for evaluation and selection of the suitable consultant:

1. A technical and financial proposal
2. CV(s) of the firms lead consultant and support or technical staff/consultant to be engaged
3. Reference list of previous clients and a sample final report for the same
4. Company registration certificate
5. Tax compliance certificate and PIN
6. **Time Frame**

The evaluation will be conducted over a **period of 21 working days from 1st November 2022** with a **final report expected by 30th November 2022**. The Evaluator is expected to develop a reasonable costed work plan of the planned activities; including proposed number of days aligned to the budget.

1. **Schedule of payment**

Payment shall be made according to the following deliverables:

* Thirty per cent (30%) after submission and acceptance of the Inception report;
* Thirty per cent (30%) after submission and acceptance of the draft report;
* Forty per cent (40%) after submission and acceptance of the final report

1. **Reference documents**

* AMURT 2019 – 2023 Strategic Plan
* AMURT Annual Reports
* AMURT Project Progress Reports
* Minutes of Board Meetings
* AMURT Monitoring, Evaluation and Learning Framework

All applications should be sent to [procurement@amurtafrica.org](mailto:procurement@amurtafrica.org) not later than 26th October 2022.