

# Terms of Reference (TOR) End of Project Evaluation and learning document

March 2026

## Task:

To conduct an end-of-project evaluation and produce a learning document to provide credible assessment of key learnings and recommendations centred around key themes.

## Introductions:

Sense International (SI) is a disability specialist charity, partnering with local organizations in Bangladesh, India, Kenya, Nepal, Peru, Romania, Tanzania, and Uganda. We have over 20 years of experience working with people with deafblindness/multi-sensory impairments (MSI), who are among the most marginalized and vulnerable due to complex communication needs. SI supports people with deafblindness to transition from isolation to inclusion, ensuring they have the emotional, health and educational support to live, learn and thrive.

## Project Title:

All together in education: breaking barriers for children with deafblindness (Phase II)

## Project implementation period:

1<sup>st</sup> August 2023 to 31<sup>st</sup> July 2026

## Project overview:

This project brings together the potential of technology, with our on the ground understanding of the diverse challenges that children and young people (CYP) with



deafblindness face. Working in all of our eight countries (Bangladesh, Kenya, India, Nepal, Peru, Romania, Tanzania and Uganda), this project has children and young people with deafblindness at its centre.

The project aims to address the following challenges, common to all of the countries that we work in:

- Based on the first phase of this programme, our Global Resource Hub (GRH) will gain relevance for the people that we support through added accessible resources on a range of topics (including wellbeing, sports, livelihoods and therapeutic techniques). Research and scoping will be carried out to keep the Hub up to date, accessible, and relevant for people with deafblindness.
- Many people believe children and young people with deafblindness cannot learn. The project will challenge those attitudes, by supporting children and young people with deafblindness to access education and youth advocacy groups.
- There are not enough people trained to work with children and young people with deafblindness to help them learn. The project will address this through ongoing training and capacity-building, using our local expertise and knowledge to train those who need it most.
- Governments are not ensuring appropriate education to meet the needs of children with deafblindness. Through this project we will influence decision makers to respond to the learning needs of children with deafblindness.

As a result of this project:

- **885 children and young people with deafblindness** will be supported to improve their communication and their ability to learn through home and centre/school-based education.
- **1,119 parents/caregivers and family members** will be better able to support their children and their education through training, access to information and relevant resources, as well as support from education professionals.



- **2,165 education professionals (teachers, learning/teaching assistants, school authorities) and government officials** will be trained to better support and include children and people with deafblindness at home and in centres/schools.
- **Over 7,800 community members** will be sensitised through awareness raising events, community dialogues and access to information and resources (via the Global Resource Hub).
- The Global Resource Hub will be accessible in English, Spanish, Romanian, Hindi Nepali, Bangla and Swahili and will include **104 additional resources**.
- We will complete **four research projects** in Kenya, Nepal and Romania and review/produce five education curriculum, guides and policy documents in Kenya, Bangladesh and Nepal.
- We will organise **303 engagements and opportunities to influence governments** to include the rights and needs of CYwDB in education laws, policies, budgets and practices (some of these will be led by young people with deafblindness).
- **Over 10,000 children and people with disabilities** including deafblindness and complex disabilities expected to benefit indirectly by the project activities.

## Evaluation

### Objectives:

1. To assess the extent to which the project outcomes and milestone targets have been met by the end of the project and document key learnings.
2. To see how learning from Phase 1 of this project has been incorporated in this Phase 2 project and evaluate progress against outcomes.
3. To develop and assess key learning questions related to specific elements of this programme, such as;
  - a. Online and offline training approaches, and how these meet the needs of caregivers and education professionals.





- Assessment of the extent to which the project outcomes and milestone targets have been met by the end of the project through a wide-ranging consultation.
- Presentation and analysis of learnings in response to key questions.
- Recommendations (short-term, mid-term, and long-term)
- Conclusion
- Annexes (e.g., reference documents, detailed stories, itinerary, consultations, etc.)

In addition, the consultant will be required to produce a presentation of the draft report and a final three-to-five-page high-level summary of the key findings from the final report.

## Proposed Methodology (for further discussion)

### Briefing:

At the start of the end of project evaluation and research process, Sense International representatives would hold a briefing meeting (in person or by phone) with the evaluator to agree on the overall evaluation methodology and confirm key issues to be addressed.

Due to the nature of the evaluation process, online consultations will be required, in addition to travel to two or three implementation countries. The evaluator should plan visits meticulously with appropriate methods to collect and analyse relevant information.

### Desk-based review:

Initial preparation by the evaluator is likely to consist of a desk-based review of the main reference documents that will be provided by Sense International including.

- Original project proposal, Logframe and budget
- All annual, bi-annual and quarterly reports submitted to Nelumbo Foundation.
- Updated internal quarterly reporting documents (narratives, logframes).
- Data and notes from focus group discussions conducted by Sense International - in relation to the GRH.
- Any other documents of relevance to be confirmed in discussion with the evaluator.



## Evaluation:

A participatory approach with consultation covering a broad cross-section of stakeholders is suggested for the evaluation. This could combine a range of evaluation methods, including structured and semi-structured interviews, focus group discussions and participatory workshops with project partners and beneficiaries as appropriate. It is particularly important to highlight the experiences of people with deafblindness directly from their own experiences where possible, throughout the evaluation and report.

Consultation should include but not be limited to the following groups as a targeted audience in the evaluation.

- Sense International staff in the UK and the different country/partner offices.
- People with deafblindness/ MSI and their families.
- Teachers, Field Educators and those that are supporting people with deafblindness
- Local partners (depending on country)
- Local government authorities.

NB: Professionals particularly for sign language and tactile language will be engaged to aid communication with people with deafblindness.

## Report Writing and Feedback:

In writing the end-of-project evaluation report, the evaluator should build in time for presentation of and feedback on the draft report. Following this feedback, the evaluator would then submit the final report after incorporating the feedback into the final document.

In addition, the consultant will be required to produce a three-to-five-page high-level summary of the key findings.

## Proposed Timeframe:

The evaluation should cover the full duration of the project implementation, which is from 1st August 2023 to 31<sup>st</sup> July 2026. The end of the project evaluation process needs to be undertaken during May 2026, including the desk research, field research (expected in the



final two weeks of May) and draft report writing. We expect the feedback process and final report to be completed by 30<sup>th</sup> June 2026.

### Proposed itinerary (tentative dates, for further discussion)

- 18<sup>th</sup> March 2026 - Deadline for expressions of interest.
- 27<sup>th</sup> March 2026- Interviews
- 8<sup>th</sup> April 2026 - Evaluator selected and a contract drawn up.
- w/c 13<sup>th</sup> April 2026 (approximately 2 days) – Tools preparation, document review (pre-reading shared) and visa/travel logistics organised.
- w/c 13<sup>th</sup> April – online meetings with staff in countries of implementation (approximately 2 days).
- w/c 18<sup>th</sup> May and w/c 25<sup>th</sup> May (approximately 14 days) – field visits to project beneficiaries and partners in selected countries (Kenya, Bangladesh, and India - TBC)
- w/c 1<sup>st</sup> June 2026 (approximately 5 days) – report writing.
- 8<sup>th</sup> June 2026 – deadline for the draft evaluation report.
- w/c 8<sup>th</sup> June 2026 (approximately 1 day) – presentation of draft report, validation.
- 17<sup>th</sup> June 2026 deadline for feedback from Sense International.
- From 18<sup>th</sup> June (approximately 2 days) - Consultant to integrate feedback and any required changes.
- 24<sup>th</sup> June 2026 – Consultant to submit a final draft evaluation report and summary report for final feedback.
- From 26<sup>th</sup> June 2026 (approximately 1 day)- Consultant to integrate final feedback and any required changes.
- By 30<sup>th</sup> June 2026 final evaluation is expected to be available.



## **Financial arrangements:**

### **Fees, as agreed with the evaluator.**

- First instalment – 50% of the total to be paid upon submission of the invoice following completion of field visits.
- Second instalment – 50% of the total to be paid after submitting the final report to Sense International.

### **Travel arrangements:**

- Flights, accommodation, and subsistence will be arranged and provided by Sense International according to Sense International staff travel policy.

## **Expertise and expectations of the Evaluator:**

- Significant knowledge and experience of project evaluation related to social development issues, with a thorough understanding of key elements of results-based programme management.
- Significant knowledge and experience in leading project evaluation using participatory approaches and stakeholder engagement.
- Commendable ability to analyse information and write detailed, organised, and informative reports that can be used to inform decision-making.
- Excellent writing skills.
- Fluency in English and ideally (but not necessarily) other working languages of Sense International countries of operation (Swahili, Luganda, Hindi, Bangla, Nepalese, Spanish, Romanian).
- Understanding of disability, preferably with experience with deafblindness and other complex disabilities in low resource settings.
- Experience in inclusive education and technology projects.
- Ability to travel to up to 3 countries of Sense International operation within the given timeframe.



## Responsibilities:

- Review all relevant documentation.
- Development of the evaluation tools and inception report and presenting them to the Sense International team for agreement.
- Lead evaluation planning, data collection, and reporting, in coordination with staff from Sense International countries.
- Use participatory evaluation methodologies in conducting the evaluation and to gain insight into the impact of the project on people's lives and gain an understanding of information needs and desires of people with deafblindness and those that support them.
- Lead presentation of the draft evaluation findings and recommendations for validation
- Lead the drafting and finalization of the evaluation report incorporating all feedback points from Sense International and other stakeholders and beneficiaries.

## Safeguarding:

Sense International exists to support children and adults with deafblindness to realise their rights including their right to protection from violence, exploitation, abuse, neglect, and harm. We take our responsibility to keep people safe seriously and continually strive to embed good practices across the organization and beyond.

We understand safeguarding to be about ensuring the safety and wellbeing of everyone with whom we work – including people with deafblindness, their families, carers, and other professionals, as well as members of communities and entities such as organisations of persons with disabilities. This obligation naturally extends to our staff, trustees, volunteers, and interns, as well as those in our partner organisations and other personnel associated with Sense International.

Sense International has a zero-tolerance approach to bullying, harassment, violence, exploitation, and abuse. Sense International requires the successful candidate to comply



with its Child and Vulnerable Adult Policy and Procedure and to sign its Child and Vulnerable Adult Protection Declaration and Code of Conduct.

## Application process and timeline:

If you are interested in applying to undertake this evaluation and learning document, we look forward to hearing from you and receiving your Expression of Interest.

For the Expression of Interest, please email a CV and a maximum four-page Expression of Interest which responds to the following questions:

1. Your experience in evaluating statutory/ institutional donor-funded projects.
2. Your experience with evaluation methods.
3. Your proposed methodology for this evaluation.
4. Your experience in the disability and development field.
5. Any knowledge of the work of Sense International, or other work relevant to disability.
6. Your availability to travel for consultation meetings within Sense International countries of operation in May 2026.
7. An indication of your consultancy fee expectation/day rate, for an estimated duration of approximate days of work for the evaluation.

Please send all queries and expressions of interest with the subject of 'Global IE Expression of End of project evaluation consultancy' to email: [stella.elgoodfield@sense.org.uk](mailto:stella.elgoodfield@sense.org.uk)

**The deadline to receive applications is on 18<sup>th</sup> March 2026**