



Terms of Reference

Building Salt and Light Communities Project

End line evaluation

Tearfund in Burundi

November 2025

I. Background

Tearfund Burundi Programme is implementing different projects such as Innovative Fostering Holistic, Inclusive and Resilient Development, Building Resilient and Inclusive Development, Empowering Churches of Ruhororo with Integral Mission through the CCT Programme Build salt and light communities (BUSALICOM), Rise and Shine (AKAKA), Tubashikeko Project, integrated food security and nutrition, amongst others. Such projects combine in their implementation strategy various approaches such as the Church and Community Mobilization Process (CCMP), Journey to Healing (J2H), Transforming Masculinities (TM), Community Conflict Transformation Dialogues (CCTD), Economic empowerment, Environmental Sustainability and Humanitarian aspects. Tearfund Burundi is implementing such programmes through 4 partners, namely the Anglican Church Diocese of Bujumbura and Diocese of Rumonge, FECABU, and Help Channel Burundi.

Tearfund Burundi plans to conduct an end line evaluation for the project: “Building Salt and Light Communities” (BUSALICOM), implemented by 3 partners. The project is implemented in the provinces of Rumonge (5 collines), Gitega (6 collines) and Kirundo (4 collines) with a total of 127 local churches.

The BUSALICOM project is implemented by three Tearfund partners (Anglican Church of Burundi Rumonge Diocese, Fraternité du Christ en Afrique au Burundi/FECABU and Help Chanel Burundi/HCB). Building on its proven experience in integrated Church and Community Transformation (CCT), Tearfund Burundi has been leading essential activities, including project launches, the baseline assessment, and nationwide envisioning sessions with high-level faith leaders through the Church and Community Mobilization Process (CCMP). Tearfund employs a range of impactful approaches such as CCMP, Transforming Masculinity, Journey to Healing, women’s economic and social empowerment, and youth leadership to address community needs holistically. Through the collaboration with partners, this project combines fragile state programming with CCT strategies, enabling us to scale these effective approaches and replicate successful outcomes from other regions.

The BUSALICOM intervention has undergone various project milestones such as its baseline study, mid-term review and some periodic reports. The findings from the baseline study and mid-term report have significantly informed the country

programme management and implementing partners and handful lessons were drawn from the study outcomes. This end line study will enhance to a great extent the lessons and the evidence based information acquired through previous progress and evaluation reports.

II. Description of the project

The BUSALICOM project works with partner churches to embrace the Integral Mission as the foundation for making a long lasting impact in the community and improving the standard of living. The project has the Church and Community Mobilisation Process (CCMP) approach as an entry point, and is aimed to address the root causes of conflicts in Burundi. It will address gender-based violence (GBV), peacebuilding and economic empowerment related issues of communities.

The project's goal is, **'Local church is a centre of holistic transformation in the target community'**.

To achieve this goal, four outcomes were identified.

- **Outcome 1:** Envisioned churches are adopting Integral Mission and driving community transformation
- **Outcome 2:** Communities are demonstrating an increase in gender equitable relationships and reduced acceptance of SGBV
- **Outcome 3:** Participants are economically empowered and demonstrating diversified income sources
- **Outcome 4:** Restored relationships at household and community level, creating sustainable and just peace.

III. End line evaluation Purpose and Objectives

The purpose of this end line evaluation is to assess the overall success, impact, and sustainability made by the BUSALUCOM project. The findings (data-driven conclusions on achievements, challenges, lessons learned for future projects, and recommendations) will be used for stakeholders to improve decision making and future project planning.

Specific Objectives of the end line evaluation:

- **Assess Achievement of Objectives:** To measure the extent to which the project met its planned goals and objectives and delivered its intended outputs.
- **Evaluate Effectiveness and Impact:** To determine how well the project performed and the changes it brought about in the target population or broader environment.

- **Identify Successes and Challenges:** To document what worked well, what didn't, and why, providing insights into the factors contributing to success or failure.
- **Learn and Improve:** To gather lessons learned, best practices, and recommendations that can be applied to future projects and program designs.
- **Ensure Accountability and Transparency:** To provide evidence of the project's results to stakeholders such as donors, partners, and the public.
- **Assess Value for Money:** To evaluate whether the project provided good value for the resources invested.
- **Inform Future Programming:** To provide critical analysis and recommendations that guide strategic decisions for future projects and program phases.
- **Review Project Processes:** To analyze the effectiveness of project management processes, identifying inefficiencies and bottlenecks for potential streamlining.

IV. Methodology

4.1. Data Collection Methods

Tearfund Burundi will select an external independent evaluation firm/consultant to conduct the end line evaluation study . The selected consultant will be required to develop a detailed set of evaluation methodology as per the project ToR, context and other requirements, jointly with the Tearfund Burundi team. The evaluation will apply both quantitative and qualitative data collection methods in a total of 15 hills.

a) Quantitative data collection methods

The basis of this end line evaluation is the project logframe. The project team intends to have additional information at goal, outcome and if applicable, output levels. Possible key respondents or data sources are initially determined by the Tearfund team; however the detailed data source and methods, and full questionnaires are required from the consultant's team. Household survey questionnaires will be based on indicators of goal and outcomes shown in *table 1* below. The consulting team needs to submit the draft questionnaires when they submit the technical proposal to Tearfund for the tender selection process.

Table 1: Project goal and outcomes with indicators

Goal/Outcome	Indicator
<p>Project goal: The local church is a centre of holistic transformation in the target community</p>	<ol style="list-style-type: none"> 1. % of target beneficiaries reporting reduced level of household and community conflicts by the end of the project execution 2. % of target people have livelihood strategies to access food or income to buy food and other household needs. 3. % of target community members reporting that the local church has significantly contributed to the improvement of their socio-economic well-being by the end of the project.
<p>Outcome 1: Envisioned church adopting integral mission and driving community transformation</p>	<ol style="list-style-type: none"> 1. Number of local churches with a clear sustainable strategy to drive immediate community transformation 2. Number of local churches engaged in a Church and Community Mobilisation process (CCMP)
<p>Outcome 2 : Communities are demonstrating an increase in gender equitable relationships and reduced acceptance of SGBV</p>	<ol style="list-style-type: none"> 1. % of households in target communities with improved attitudes in support of gender equality¹ :

¹ an aggregate indicator that can draw upon data from questions such as: - increase in respondents reporting that the husband of the couple regularly contributed to household work. - increase for the husband regularly contributing to childcare. - % of households with women actively engaged in household economic decisions

	<ul style="list-style-type: none"> ● % of the husbands in target regularly contribute to household work. ● %of husbands in target communities regularly contribute to childcare. ● % of households with women actively engaged in household economic decisions
Outcome 3 : Participants are economically empowered and demonstrating diversified income sources	<ol style="list-style-type: none"> 1. % of target of Saving Help Group members use responsibly² their available financial resources from groups to cover household needs 2. Number of business created or expanded as a result of project intervention
Outcome 4: Restored relationships at household and community level, creating sustainable and just peace	<ol style="list-style-type: none"> 1. % of target community members that are conducting peacebuilding activities/initiatives in their communities

b) Qualitative data collection methods

The key qualitative data collection methods will be key informant interviews with representatives of key stakeholders such as local churches, local authorities, community members and other organisations/stakeholders working in areas of community transformation, gender violence prevention, peacebuilding and economic empowerment. The facts to be obtained through quantitative as well as qualitative methods need to co-enhance one another.

² Use responsibly financial resources means use money from SHG to buy household commodities (farming, food items, small scale business, school fees, health care, clothes,...).In opposite people in Africa can spend financial resources in alcohol or prostitution,..

c) Focus Group Discussions

The consulting firm is expected to conduct focus group discussions (FGDs) to enhance the evidence generated through both the survey and one-on-one interview methods.

d) Document Review

The end line evaluation team will use main project documents including the baseline report, mid-term review report, periodic project reports and findings from monitoring. These will help in further data analysis.

e) Observations

Systematic observation of project activities, behaviors, and interactions in natural settings. This method helps capture non-verbal cues, contextual information, and actual practices that may not emerge through interviews or surveys.

f) Case Studies

Detailed examination of specific project sites, beneficiary groups, or interventions to illustrate processes, outcomes, and lessons learned. Case studies provide a comprehensive understanding of project impacts and contextual factors.

4.2. Sampling

To ensure consistency of measuring the progress and changes due to our use of the performance indicators set, the end line evaluation will employ the same sample size determination formula, the same sample size and to the extent possible the same number of households that the baseline study used. To this end, sampling will go as per the following plans.

a) Sample Size Determination

The end line evaluation will use a household survey to be conducted on an appropriate sample size, with 5% margin of error and 95% level of confidence. In terms of locations, each of the end line evaluation locations - Gitega (Bugendana), Butanyerera (Busoni) and Burunga (Rumonge and Buyengerero) provinces will take their respective sample sizes. The table below demonstrates in detail the administrative locations by the sample by province, commune and Colline.

Table 2. Provinces, communes and hills where the end line study will be conducted

Province	Commune	Zone	Hill
Butanyerera	Busoni	Busoni	Gatare
			Burara
			Gatete
Subtotal1			
Gitega	Bugendana	Gitongo	Gitongo
			Muyange
			Mwumba
Subtotal2			
Burunga	Rumonge Buyengero	Buyengero	Runyinya
		Mudende	Sebeyi
		Rusabagi	Murenge
		Burambi	Rumonyi
		Kizuka	Gatwe
Subtotal3			
TOTAL			

As for the qualitative data collection alternatives – KIIs – the number of the individual interviews to be conducted will be decided by the consulting team. The table below highlights how the KIIs will be picked from each of the study areas.

Table 3 . Information on the KIIs

Province	Commune	Zone	KII	Observations on the key interview
Butanyerera	Busoni	Busoni	TBD	local church leaders, representatives from women’s groups, representatives from men’s group & local authority per locality for the 3 localities in Busoni
Gitega	Bugendana	Gitongo	TBD	local church leaders per locality, representatives from women’s groups per locality, reps from men’s groups in localities among the localities and representatives from men’s groups in

				localities & local authority per locality, and in Mutaho
Burunga	Rumonge	Buyengero	TBD	local church leader, representatives from women's groups, representatives from men's groups, & local leaders
		Mudende	TBD	local church leader, representatives from women's groups, representatives from men's groups, & local leaders
		Rusabagi	TBD	local church leader, representatives from women's groups, representatives from men's groups, & local leaders
		Burambi	TBD	local church leader, representatives from women's groups, representatives from men's groups, & local leaders
		Kizuka	TBD	local church leaders, representatives from women's groups, representatives from men's groups, & local leaders
Total				

b) Sampling techniques

For the simple random sampling technique, the needed sample size will be determined based on the baseline evaluation sample size determination mechanism. Purposive sampling will be used to select the key informants of the evaluation with their purpose in providing relevant, reliable, and accurate information on the project.

4.3. Data analysis and interpretation

For effective data analysis, primary and secondary data will be disaggregated by sex, age and disability. Collected primary quantitative data will be processed using statistical data analysis software or common visualisation methods using charts. In addition, qualitative data will be analysed whereby patterns of the captured information should be properly noted and condensed thoughts will be extracted from the recurring facts. Findings will be presented to key partners and the project team for validation.

4.4. Ethical Considerations

The end line evaluation team will ensure that ethical aspects of evaluation will be considered throughout the evaluation process. Participants of the end line evaluation - all survey respondents, key informants and focus group discussants - will be briefed about the purpose of the whole engagement. Prior to the very beginning of individual surveys, key informants interviews, and focus group discussions, consent will be obtained, stating that the participation in the interviews and surveys are voluntary and that the information they provide will be shared with a third party only based on their consent. The team will also make sure that community members, particularly vulnerable people engaging in the end line evaluation will be safeguarded. Tearfund's ethics risk assessment, using the right template, should be conducted for the end line evaluation before data collection. This is **a mandatory requirement** for the evaluation consultant.

V. Timeline

ITEM	DELIVERABLE	Days
Initial meeting & Sharing of project documents	Projects' documents signed	1 day
Developing data collection tools	Tools delivered	10 days
Review of tools by Tearfund	Comments and recommendations on the tools	2 days
Data collection	Raw data notes from KII	14 days
Data treatment and report development	Draft report	10 days
Organise a validation workshop with partners	Comments and recommendation on the draft report	1 day
Reviewing the report based on recommendations	Final End Evaluation report	05 days
Submission of the final report	Final report submitted	1 days

VI. Qualifications and skills of the consultant

The consultant will be responsible for planning and delivering the end line evaluation within the agreed standards and timelines. The consultant will recruit and be accountable for all other persons engaged during the study, including the field support staff.

The lead consultant will possess the following qualifications:

- Minimum of a masters' degree qualification in social studies, development studies, economics, monitoring and evaluation or any other relevant degree
- A minimum of 7 years' experience in conducting research studies

- Must possess solid methodological and research skills demonstrated through several research pieces and evaluations.
- Must possess excellent report writing, analytical, interpersonal, and communication skills.
- Ability to work collaboratively with multiple individuals and groups including churches
- Must be available within the period of the assessment

VII. Application requirements

Please submit:

- An Expression of Interest: In your Expression of Interest, include a cover letter written to the Country Director of Tearfund in Burundi and the following:
- A detailed technical proposal including:
 - Description of how your skills and experience match the TOR requirements,
 - Your understanding of the assignment
 - Proposed methodology and work plan
- A financial proposal separate from the technical proposal: Should include a detailed budget
- Your CV, including track-record of recent projects, references of at least three (3) recent organisations.
- Sample of 3 recent similar studies conducted
- Documents attesting to the legal existence of the bidder: Tax Identification Number, Government registration document, OBR Certificate of Tax Compliance indicating no outstanding liabilities.

VIII. Application submission

Interested applicants may find the detailed ToR from the advertising website and submit their application in a sealed envelope at the Tearfund office in Burundi at Rohero Avenue Rutana No.17 no later than 5pm on 21/11/2025.

If you have any questions please do not hesitate to call **22 28 06 96**.