

Terms of Reference

Ethiopian Evangelical Church Mekane Yesus (EECMY)-Western Ethiopia Women empowerment Programme (WEWEP) Final Evaluation 2014.

1. Preamble

WEWEP was initiated in Ethiopia in April 2012. The programme was approved by NORAD (Norwegian Agency for Development Cooperation) through Digni (Norwegian Missions in Development) and Norwegian Mission Society (NMS) for a three years period, and will be phased out at the end of 2014. The programme includes one Coordination Office (CO) placed in Boji, and six Synod Women Empowerment Projects (WEP) found in the areas of West Showa (Ijaji), Wollega, and Beneshangul Gumuz region. The six WEP-projects are the following:

- Western Synod WEP in Western Synod, Boji.
- Begi-Gidami WEP in Begi-Gidami Synod, Begi.
- Gimbi Jorgo WEP in Gimbi-Jorgo Synod, Gimbi.
- Bibir Dilla WEP in Bibir Dilla Synod, Aira.
- Abay Dabus WEP in Abay Dabus Synod, Mendi.
- Central Gibe WEP in Central Gibe Synod, Ijaji.

The overall programme goal of WEWEP is - *to empower the women of the programme area*. This includes both the women in the congregations and parishes, their position in the concerned synods, and the women in general in the local communities of the respected Synod areas. The Programme is designed to empower the women through the following three components:

- *Strengthening the position of the women in the Synods by educating them and providing good systems and documents for gender equality.*
- *Educating women in the Synods and in the local society by giving them knowledge about their rights and the consequences of HTPBs and HIV/AIDS.*
- *Giving women in the local society access to income by organizing self-help groups and providing lectures on handicrafts.*

The programme documents consist of one general programme document, including the Logical Framework Approach (LFA). The six projects have adapted their own activity plan derived from this document.

NMS is providing funds for the programme with NORAD through Digni as the main back donor. In addition NMS provides expatriate service to the programme through one person in an advisor position. The six EECMY-Synods are the implementers of the programme providing technical and administrative services for the smooth implementation of the programme, both at the synod level and at parish- and congregation level. All synods have employed their own WEP-Project Manager (PM) who is responsible for their respective WEP project, which in the synods structure belongs to the Women Ministry Department. The concerned synod's presidents have

signed a *Joint Agreement*. Hence the stakeholders are these EECMY-Synods including their parishes and congregations, NMS and local governments in the community.

As the first phase of WEWEP is now coming towards an end, NMS and Digni request for a final evaluation of the program.

2. Purpose of the Final Evaluation

The purpose of the Final Evaluation is to evaluate the process and results of the first phase of WEWEP (2012-2014), with the intention of informing a possible continuation in line with the program's work. Hence, the objective of the evaluation is: *To assess the results, successes and limitations of the programme according to the overall program goal*. Moreover;

- Assess Performance of the project in terms of implementation of its planned activities and achievement of objectives/goals
- To assess if and how project outputs were achieved and the efficiency with which outputs were achieved, according to the indicators set out in the program document's LFA, and compared with the Baseline survey for WEWEP from 2012.
- to describe precisely divergence between plans and results,
- Assess overall program management including relationship with stakeholders and internal cooperation, the program's structure and capacity to achieve the overall program purpose,
- to assess economic effectiveness in the program; Examine effectiveness in terms of resource utilization (both financial and non-financial)
- to assess whether the program has contributed to bring a change in the lives of its beneficiaries (empowering women),
- to evaluate the sustainability of the program; to what extend are the target groups and implementers (the synods) capable of operating the initiated activities independently once external support cease
- What were the major challenges or opportunities in the course of project implementation; and what are the lessons drawn from the previous phase
- To draw lessons for potential future work

The evaluation is expected to be a learning tool for the organisations who initiated the program; The Ethiopian Evangelical Church Mekane Yesus – in this case being the six synods of the program area that signed the Joint Agreement, which created WEWEP, and The Norwegian Mission Society. The two organizations need to know whether the first phase of the program fulfil the goal set for the program, and how the resources invested in the program have seemed to be used efficiently; is it prudent and expedient to continue working and investing in line with the work of WEWEP?

3. Methodology

The team is expected to conduct the evaluation using quantitative and qualitative research methodology with a gender-sensitive approach in all steps. The evaluation should be carried out through:

- *Review of documents relevant to the program work* (programme and project documents, programme policies and routines/manuals from NMS and EECMY-synods).
- *Meeting* with WEWEP-CO/NMS to agree on the specific design, methods and questions for the evaluation within the timeline and resources available.
- *Observation* of a few activities and assets in the field.
- *Quantitative questioners*: to be created in relation to the previous baseline survey, in order to compare the results, and also to provide baseline data for a possible new phase of WEWEP.
- *Interviews or Focus groups* with a selection of beneficiaries in some of the projects, and in all of the projects – programme workers and/or volunteers, and other relevant bodies that the team sees fit (NMS Ethiopia staff, government officials etc).
- *Preparation of the Draft Evaluation Report* and presentation to the relevant stakeholders (WEWEP-CO/NMS)
- *Incorporation of received feedback* into the Final Evaluation Report
- *Preparation, adaptation and submission* of the Final Evaluation Report (including Executive Summary)

The following information sources about the project will be available to the Evaluation team:

- Programme Document, which includes LFA, Joint Agreement and Budget
- Programme plans and reports
- Baseline Survey Document
- Mid-term evaluation
- Minutes from the Management Committee meetings
- Gender Guideline for the six synods
- Gender Sensitive Monitoring and Evaluation system document (in progress and hopefully available at the time of conducting the Final Evaluation)

4. Areas of assessment – guiding questions:

The evaluation should focus on four areas of assessment:

1. Assessment of results: *Has the program achieved its goal(s)?*

- Have long term and short term goals been achieved? If so, how? If not, why?
- Have the program achieved the expected outcomes?
- Are there any unexpected or unfortunate effects from the implementation of the program?

2. Assessment of the implementation: *has the program been implemented efficiently?*

- Has the planned activities been implemented? If so, how/if not, why?
- Have all available resources been utilized? If so, is it sufficient/if not, why?
- Is the target group satisfied?

- How has the activities been contributing towards bringing changes to the lives of the target group? Have women been empowered? Have aspects of gender equality increased?
- How well does internal cooperation (across departments) function in order to support the general work on gender and women empowerment in the synods?
- Have unexpected results occurred? Positive/negative effects?
- Are administrative, financial and human resources well handled? If so, how? If not, why?

3. Assessment of efficiency: *has the program been cost efficient?*

- Have the resources (financial and non-financial, such as human resources) been utilized efficiently?
- Do the costs match the investments?
- Could other measures have been taken in order to achieve the same results with the same or less resources?

4. Assessment of sustainability – financial and organizational wise:

- To what extent could aspects of the work of WEWEP (gender and women empowerment) be continued after programs phase out?
- Does the organization (EECMY – six synods) have the organizational capacity (financial and non-financial) to continue the work on its own? If so, how? If not, what is lacking?

These four areas should be investigated both at an *organizational and structural level, and at grass root* among a selection of beneficiaries of the program. *Three levels should be considered:*

1. **The program level** (WEWEP-CO, Management Committee of WEWEP)
2. **The Synod level** (Management Committee of the synods, Steering Committee members of WEWEP and the Women Ministry Departments),
3. **The Project level** (WEWEP Project managers, Women ministries at parish level, beneficiaries in the congregations; self-help groups members, FGM Focal Committee members, FGM/HIV/AIDS-club-members and Community Conversation-members).

Along with the Baseline Survey the indicators in the programme’s LFA should serve as a starting point to assess – and give an over view of the programme’s status in terms of achieving its goals. ***All aspects of the evaluation process should be mainstreaming gender in such a way that women’s empowerment and gender equality should be navigators guiding the assessment; how do the measures, structures and budget contribute towards women’s empowerment and gender equality? To what extent are “gender sensitivity” means and guiding tools/approach for the implementation of the program?*** These questions should be kept in mind while focusing on the four categories of assessment.

5. Reporting

All reporting is to be made in English. A draft report should be presented/submitted to WEWEP-CO, WEWEP’s Management Committee (MC) and NMS in order to enable feedbacks on the draft. A final report in English with findings, conclusions and recommendations is then to be submitted both in printed and electronic version on time.

According to the norms of Digni, which the programme's monitoring and evaluation systems are based on, the report and evaluation process should be characterized by the following:

- *Clarity* – in relation to who the readers of the report are, how the results shall be used and what questions should be answered.
- *Relevance* – the content in the report must answer the questions in the TOR in a relevant and satisfying manner.
- *Credibility* – the findings and conclusions must be perceived as likely due to the use of credible methods throughout the whole process of the review.
- *Useful* – the recommendations should be perceived as useful and manageable, and must be delivered on time.

The Final Evaluation Report should have the following outline:

- **Executive Summary (Maximum 2 pages)**
 - Background and purpose
 - Methodology
 - Important conclusions, findings and recommendations
- **Background and purpose**
 - Evaluation for whom and for what purpose
 - Background, objectives and status for the measures that are being evaluated
 - How the work is conducted
 - Structure of the report
- **Findings and conclusions with relation to:**
 - the chosen objectives, strategies and approach in the program plans
 - Relevance with regard to needs and national/regional/church priorities
 - Implementation of the program (the four focus areas of assessment, with a special emphasis on the results;)
 - Results (effects, sustainability and contribution to organizational development)
- **Recommendations**
- **Annex**
 - TOR, list of interviewees, references, questioners etc.

The total amount of pages for the Final Evaluation Report should not exceed 25 pages (Executive summary and annex is excluded).

6. Evaluation team

The evaluation team should consist of 2-3 members;

- 1 team leader:
 - Should be an independent person, i.e. not connected to the programme.
 - The team leader should preferably be an Ethiopian citizen who has local knowledge of the culture and language in the Oromya region.

- Key words concerning competences: ability to communicate and team-building, participative methods, gender sensitive, broad experience in evaluations, reviews and being a team leader for reviews.
- 1-2 team members representing the gender expert in the team and/or with experience within the field of social science/social issues.
- One of the team members should have experience in assessing financial management

The gender aspect should be reflected in the team with a minimum of 1 woman.

The Programme Coordinator, the Programme Advisor, the respected project staff and the Management committee members (WEWEP MC) will be resource persons for the team.

7. Follow-up

The Final Evaluation Report will be carefully studied and discussed within the programme, but also by NMS, Digni and other concerned bodies. Recommendations will be taken into consideration, and where appropriate implemented and adapted into a potential future planning.

8. Norms and values

According to the norms of Digni, the evaluation should be guided by – and reflect the following norms and values:

- *Openness*: all involved partners shall, as far as possible, have access to – and be given information about the evaluation, why it is conducted, and the content of conclusions and recommendations.
- *Transparency*: all evaluations conducted, shall be accessible to the public, unless special considerations says otherwise.
- *Participation*: relevant stakeholders shall participate in the planning, conduction and follow-up of evaluations. The degree of participation depends on the type of evaluation. Anyway, all relevant stakeholders shall be given the opportunity to comment on conclusions and recommendations.
- *Credibility and independency*: Evaluations shall be conducted in such a way that the findings and conclusions are perceived as correct and credible both internal and external.

9. Deliverables and Timeline of the Final Evaluation

Deliverables	Estimated working days input	Deadline
Application: Proposal for the assignment to conduct Final Evaluation		<u>15th of September 2014</u>
Notification announced to the successful applicant		23 rd of September at the latest
Contract signing		Within a week after notification is announced

Inception report including work plan, design, methods and evaluation questions prepared and accepted	2 days	About 12 days upon signing the contract the inception report with plans and evaluation questions is submitted, and a meeting with WEWEP-CO/NMS is held at the 20th of October to discuss and agree on the plan.
Field visits to the sites	14 days: 27th of October-9th of November	
Draft Evaluation Report on approximately 10-15 pages prepared and accepted	10 days	Deadline for submission: 24th of November . Feedback and comments will be given within the maximum of 10 days.
Final Evaluation report (up to 25 pages) with Executive Summary (2 pages) in English prepared and accepted	7 days	Deadline 15th of December .
Total	33 working days	

Tentative plan for Field visit:

The 14 days of Field visits and data collection will take place according to the tentative plan listed below:

Day	Where	Duration
Monday 27 th of Oct	Travel Addis- Ijaji (CGS-WEP) Sleep in Ijaji	Work half day in Ijaji
Tuesday 28 th of Oct	Ijaji. Sleep in Ijaji	Full day in Ijaji
Wednesday 29 th of Oct	Travel Ijaji-Ghimbi. Sleep in Ghimbi	Travel day
Thursday 30 th of Oct	Ghimbi (GJS-WEP). Sleep in Ghimbi	Full day in Ghimbi
Friday 31 st of Oct	Travel Ghimbi-Boji. Sleep in Boji	Half day in Ghimbi before travel to Boji
Saturday 1 st of Nov	Boji (WS-WEP)	Full day in Boji
Sunday 2 nd of Nov	WEWEP-CO	Full day in Boji
Monday 3 rd of Nov	Boji (WS-WEP), travel to	Half day in Boji, half day

	Aira (BDS-WEP). Sleep in Aira	in Aira
Tuesday 4 th of Nov	Aira, travel to Boji. Sleep in Boji	Full day in Aira.
Wednesday 5 th of Nov	Travel from Boji to Mendi (ADS-WEP). Sleep in Mendi	Full day in Mendi
Thursday 6 th of Nov	Mendi, travel to Begi (BGS-WEP). Sleep in Begi	Half day in Mendi
Friday 7 th of Nov	Begi	Full day in Begi
Saturday 8 th of Nov	Beghi, travel to Boji. Debrief/summarizing with WEWEP-CO/NMS in the evening. Sleep in Boji	Half day in Beghi, arrive to Boji
Sunday 9 th of Nov	Travel back to Addis	

10. Documents/Annex:

- Programme Document, which includes LFA, Joint Agreement and Budget
- Baseline Survey Document
- Mid-term evaluation
- Gender Guideline for the six synods

**ETHIOPIAN EVANGELICAL CHURCH MEKANE YESUS
WESTERN ETHIOPIA WOMEN EMPOWERMENT PROGRAM (WEWEP) 2012 - 2014
Final evaluation data collection**

LIST OF INFORMANTS

Number of informants by Synods/Projects

Synod/Project	Number of participants in FGDs	Number of interviewees	Total number of informants
Western Synod/WS-WEP	29	8	37
Birbir Dilla Synod/BDS-WEP	33	7	40
Abay Dabus Synod/ADS-WEP	18	7	25
Begi Gidami Synod/BGS-WEP	24	8	32
Central Gibe Synod/CGS-WEP	26	3	29
Gimbi Jorgo Synod/GJS-WEP	28	6	34
Programme Coordination Unit		2	2
Total	158	41	199

Names of informants by synods

1 Central Gibe Synod

Focus Group Discussions

Oct 27, 2014

Synod Management Committee/Project Steering Committee

Lechissa Dufeni

Shingule Olana

Yohannes Kumara

Sentayehu Bely

Mekonnen Mosissa

Negasse Biratu

Merga Tefera

Oct 28, 2014

FGM Focal Committee

Meseret Tesema

Gonfe Fituma

Rev. Berhanu

Wakaje Dula

Hinse Diribe

Amsele Mami Gubetu

Shegitu Hidhafo

Ayantuu Dhugasa

Theseme Guvekensu
Teje Meskula
Asebu Depefa

Women's Self-help Group Committee

Meseret Tesema
Alemitu Chimdessa
Mulu Adugna
Kulani Dheressa
Mulu Kebede
Kissi Gemechu
Fedhashi Jimma
Addis Chimidessa

In-depth interviews

Oct 28, 2014

Shingule Olana, Women Department Leader
Mekonnen Mosissa, Executive Secretary
Yohannes Kumara, Accountant

2 Gimbi Jorgo Synod

Focus Group Discussions

Oct 29, 2014

Synod Management Committee/Project Steering Committee

Rev. Berhanu Margesha
Rev. Addisu Melka
Rev. Temesgen Gime
Tolashe Negasa
Tigist Chibsa
Netsanet Getachew
Rev. Tariku
Mekonnen Gurmu

Oct 30, 2014

Women's Self-help Group Committee (two Committees)

Martha Balay
Nugusee Emanu
Shantamee Waljiira
Xajjituu Gabbisa
Dassa Adunya
Kume Wakgira
Abare Mamo
Likatu Mosisa
Melkitu Kebede

Misgane Sadi

FGM/HIV/AIDS-club

Dawit Etana

Mimmi Birasa

Ayana Bogale

Sara Fantahun

Fayisa Farada

Hirut Gutema

Tariku Mekonnen

Ifa Dabala

Umata Kabada

Ketahun Debala

In-depth interviews

Oct 29, 2014

Alemnesh Negassa, Government official

Mekonnen Gurmu, Accountant

Oct 30, 2014

Ketahun Debala, Community Conversation Facilitator

Tolashe Negasa, Women Department Leader

Melkitu Gebbede, Parish Women Ministry Secretary

Tsedale Daka, Parish Women Ministry Secretary

Oct 31, 2014

Tigist Chibsa, Project Manager

3 Western Synod

Focus Group Discussions

Oct 31, 2014

Synod Management Committee/Project Steering Committee

Tekile Ayele

Rev. Diriba Lencha

Gemechis Abdeta

Negussie Endalu

Rev. Ephrem Fikru

Mulualem Gurmessa

Rev. Elisabeth Fekadu

Nov 1, 2014

Women's Self-help Group Committee

Beshatu Benti

Buzunesh Bayisa

Kababush Mulgeta
Ragatu Horsisa
Gudatu Abera
Meskele Hordofa
Askule Olana
Jijjine Abera
Robe Aseffa
Itinee Kaba
Tsehayi Kaba
Berhane Mekonnen
Alaminesh Ebbisa
Shukarre Berhanu

FGM/HIV/AIDS-club

Eliyas Magarsa
Hika Emiru
Guta Abera
Samuel Lamesa
Meseret Hambi
Sanbataa Abatee
Kibiru Bitelu
Hannaa Taasisaa

In-depth interviews

Oct 31, 2014

Rev. Tekile Ayale, Executive Secretary
Rev. Elisabeth Fekadu, Women Department Leader

Nov 1, 2014

Baruu Oljira, Community Conversation Facilitator
Badhasa Dumeso, Community Conversation Facilitator
Mulualem Gurmesa, Project Manager
Alemnesh Dirdeba, Parish Women Ministry Secretary
Desitu Immiru, Needy Female Student
Gamachis Abdeta, Accountant

4 Birbir Dilla Synod

Focus Group Discussions

Nov 3, 2014

Synod Management Committee/Project Steering Committee

Rev. Itana Tusguri
Rev. Tariku Negari
Rev. Lagase Siyyum
Almaz Abdeta

Melkamu Ayana
Yemenesh Fikadu
Habtame Merga

Nov 4, 2014

Women's Self-help Group Committee

Jafi Damuse
Likitu Atawil
Jigayeh Tufa
Maritu Kano
Ayantu Bekuma
Kuliti Tasisa
Kume Mosisa
Aragash Gobano
Zawude Busheri

FGM Focal Committee/FGM/HIV/AIDS-club/Community Conversation Group

Asfaw Bode
Bacha Berhanu
Molatu Mamo
Bakalu Buli
Magarsa Sura
Tashoma Mosisa
Sinyore Magari
Dinkitu Damuse
Bakalu Tasfaye
Kabane Bakalche
Bijigdu Lamesa
Warkitu Fikadu
Mosisa Fufa
Gamachu Hika
Rasimu Wakwayu
Berhanu Damuse
Balanash Tasama

In-depth interviews

Nov 3, 2014

Rev. Itana Tuguri, Synod Leader
Shawaye Fekadu, Vice Officer for Officer of Women and Children Affairs
Melkamu Ayana, Accountant

Nov 4, 2014

Almaz Abdeta, former Women Department Leader
Habtame Merga, Women Department Leader
Belaynesh Tesema, Parish Women Ministry Secretary

Sheve Lato, Chairperson of Congregation Women Committee

5 Abay Dabus Synod

Focus Group Discussions

Nov 5, 2014

FGM Focal Committee

Robe Bekela

Meseret Ayana

Ayantuu Wakida

Melaku Ofgaa

Martha Toleso

Women's Self-help Group Committee

Workinesh Yebeta

Aregesh Kumera

Tigiste Teshome

Agitu Terefa

Tseheye Tessie

Jale Tujuba

Demitu Gutema

Nov 6, 2014

Synod Management Committee/Project Steering Committee

Melaku Tarek

Fekadu Wakubya

Rev. Kejela Disesa

Sisay Tegegne

Jallane Belina

Wakjira Keba

In-depth interviews

Nov 4, 2014

Wakjira Keba, Accountant

Nov 5, 2014

Rev. Fekadu Wakwaya, Executive Secretary

Sisay Tegegne, Women Department Leader

Jallane Belina, Project Manager

Demitu Gutema, Chairperson of Congregation's Women Committee

Imanesh Itana, Parish Women Ministry Secretary

Moti Sakata, Secondary School Supervisor, Woreda Educational Office

6 Begi Gidami Synod

Focus Group Discussions

Nov 7, 2014

Women's Self-help Group Committee (two committees)

Kulani Alemu

Milkitu Teshome

Atsede Gero

Yadate Ofgaa

Esaabe Etana

Aregash Habte

Ruth Biyana

Edose Tefesa

Sanaye Tafasa

Martha Onoa Community Conversation Group

Edose Hailu

Alemtsehay Oljira

Tsehay Fekadu

Etiyane Fekadu

Ayelech Alemu

Hinau Miressa

Habtamu Hundasa

Nov 8, 2014

Synod Management Committee/Project Steering Committee

Rev. Wakgari Buruse

Rev. Denusa Kumesa

Rev. Workinesh Getachew

Diribe Tesfa

Melkitu Ayana

Ayinalem Anbase

Rev. Teferi Benti

In-depth interviews

Nov 7, 2014

Rev. Teferi Benti, Executive Secretary

Rev. Workinesh Getachew, Women Department Leader

Workinesh Haile, Parish Women Ministry Secretary

Aster Abebe, Parish Women Ministry Secretary

Diribe Tesfa, Project Manager

Talile Guta, Congregation Women Committee Chairperson

Geleta Abdi, Secondary School Supervisor

Bilise Israel, Needy Student

Program Coordination Unit

In-depth interviews

Nov 5, 2014

Marit Breen, Programme Advisor

Nov 7, 2014

Jeritu Berhanu, Programme Coordinator

**ETHIOPIAN EVANGELICAL CHURCH MEKANE YESUS
WESTERN ETHIOPIA WOMEN EMPOWERMENT PROGRAM (WEWEP) 2012 - 2014
Final evaluation/Secondary data collection**

Secondary data sources

A sample of 25 parishes and 20 congregations

ADS: 2 parishes, no congregations

Parishes: Dabus, Mendi

BDS: 4 parishes, 5 congregations

Parishes: Handu Yubdo, Guliso, Sarbaa, Burka Buye

Congregations: Handu, Walgo Aira, Guliso, Kela Saba, Lalo Buye & Darara Aira

BGS: 5 parishes, 5 congregations

Parishes: Shega, Beghi, Kobare, Lalo, Tongo

Congregations: Shonge, Tobi, Shega, Beghi, Lalo

CGS: 5 parishes, 4 congregations

Parishes: Danno Jibat, Heben Gamo, Ejaji, Danno, Elu Chalia

Congregations: Danno Rogge, Ifa Ilala, Gedo, Sayyo

GJS: 4 parishes, 1 congregation

Parishes: Genji, Guracha, Bube, Debaso

Congregations: Laalou Billa

WS: 5 parishes, 5 congregations

Parishes: Gori, Nedjo, Sedal, Bodji, Babo Conge

Congregations: Gori, Yako Alaltu, Diza, Bodji Dirmaji, Babo Conge

**ETHIOPIAN EVANGELICAL CHURCH MEKANE YESUS
WESTERN ETHIOPIA WOMEN EMPOWERMENT PROGRAM (WEWEP)
QUESTIONNAIRE FOR SECONDARY DATA COLLECTION**

1. General information

- 1.1. Name of the EECMY -synod _____
- 1.2. Location of synod office: Region _____
- 1.3. Zone _____ Woreda: _____ Town/City _____
- 1.4. Service area of the synod, woreda, zone and region _____

Table 1.

S/N	Name of the synod	Woreda	Zone	Region
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
	Total			

- 1.5. Number of parishes and congregations
_____ congregations _____ parishes

2. Membership**Table 2. Number of EECMY members**

No	Name of synod	Members						Total A and B
		Communicant (A)			Non-communicant (B)			
		Male	Female	Total	Male	Female	Total	
1.								
2.								
3.								
4.								
5.								
6.								
	Total							

3. Ethnic groups in the service areas of the synod

A. _____ E. _____
 B. _____ F. _____
 C. _____ G. _____
 D. _____ H. _____

4. Religions

1 _____ % 2 _____ %
 3 _____ %
 4 _____ % 5 _____ % 6 _____ %
 _____ %
 7 Others _____ %

5. Number of staff by gender, position and educational level

Male _____ Female _____ Total _____

5.1. Staff in leadership/managerial positions

Male _____ Female _____ Total _____

5.2. Non-leadership/managerial positions

Male _____ Female _____ Total _____

5.3. Educational level of staff

	Educational level	Female	Male	Total
1.	PhD			
2.	Master's Degree (MSc. MA. MTH)			
3.	Bachelor's Degree (BSc. BA. BTH)			
4.	Diploma			
5.	Certificate			
6.	High School complete (9 th -12 th)			
7.	Primary School complete (7 th -8 th)			
8.	Read and write (includes 1-6 and non-formal education)			
9.	Not read and write			

6. Number of volunteers by gender

6.1. Male _____ Female _____ Total _____

6.2. Educational level of volunteers

	Educational level	Female	Male	Total
1.	PhD			
2.	Master's Degree (MSc. MA. MTH)			
3.	Bachelor's Degree (BSc. BA. BTH)			
4.	Diploma			

5.	Certificate			
6.	High School Complete (9 th -12 th)			
7.	Primary School complete (7 th -8 th)			
8.	Read and write (includes 1-6 and non-formal education)			
9.	Not read and write			

7. Decision making in the church structure

Name of the synod: _____

Table 3. Participation by sex in decision making in the synod structure

No	Decision making Bodies	Numbers of Members		Positions in Decision making bodies			
		Male	Female	Chairperson		Secretary	
				Male	Female	Male	Female
1.	EECMY-General Assembly						
2.	EECMY-Council						
3.	EECMY-Executive Board						
4.	Synod Convention						
5.	Synod Council						
6.	Synod Executive Board						
7.	Synod Management committee						
8.	Synod Theology Committee						
9.	Synod Development Committee						
10.	Synod Women Ministry Board/Committee						
11.	Synod Youth Ministry Committee						
12.	Synod Budget Committee/Board						
13.	Other committees						
	Total						

7.1. Does the synod have a women department? 1. Yes 2. No

7.2. If yes how much budget was allocated in 2012 _____ in 2013 _____ in 2014 _____

7.3. Does the department have permanently assigned head/coordinator? 1. Yes 2. No

7.4. At what level the synod women office is functioning? Reporting, implementation, monitoring, etc.

7.5. If not functioning well why? Please explain.

7.6. Is the women ministry office staffed with sufficient number of staff at synod level?

1. Yes 2. No

7.7. If yes, how many? Male _____ Female _____ Total _____

What is their educational level and qualification?

7.8. Is the women ministry office staffed with sufficient number of staff at parishes?

1. Yes 2. No

7.9. If yes, how many? Male _____ Female _____ Total _____

What is their educational level and qualification?

7.10. Does the synod have strategy/guideline for gender mainstreaming?

1. Yes 2. No

7.11. If no, please explain why: _____

7.12. Does the synod structure have a system for gender sensitive implementation, monitoring and evaluation of its activities? 1. Yes 2. No

7.13. If yes, please give some examples: _____

Name of parish _____

Table 4. Participation by sex in decision making at the parish level

No	Decision making bodies	Numbers of members		Position in decision making bodies			
		Male	Female	Chairperson		Secretary	
				Male	Female	Male	Female
1.	Parish Council						
2.	Parish Management Committee						
3.	Parish Youth Committee						
4.	Parish Women Committee						
5.	Other (please specify)						

Name of congregation: _____

Table 5. Participation by sex in decision making at the congregation level

No	Decision making bodies	Numbers of members		Positions in decision making bodies			
		Male	Female	Chairperson		Secretary	
				Male	Female	Male	Female
1.	Congregation elders						
2.	Youth Committee at congregation level						
3.	Women Committee						
4.	Diaconia Committee						
5.	Other (specify)						

Table 6. Positions in the synod office held by sex (year 2014)

No	Positions	Male		Female		Total	Remarks*
		Education level	Experience	Education level	Experience		
1.	Synod President						
2.	Synod Vice President						
3.	Synod Treasurer						
4.	Synod Executive Secretary						
5.	Synod DMT Director						
6.	Synod Finance Director						
7.	EECMY DASSC Synod BO Director						
8.	Synod Chief Accountant						

*Please use the space below to make special comments/remarks

Table 7. Positions in the parish office held by sex (year 2014)

Name of parish: _____

No	Positions	Male		Female		Total	Remarks*
		Education level	Experience	Education level	Experience		
1.	Parish Leader						
2.	Parish Cashier						
3.	Parish Secretary						
4.	Parish Women Secretary						
5.	Parish Youth Secretary						

*Please use the space below to make special comments/remarks

Table 8. Positions in the congregation held by sex (year 2014)

Name of parish: _____

No	Positions	Male		Female		Total	Remarks*
		Education level	Experience	Education level	Experience		
1.	Congregation Chairperson						
2.	Congregation Cashier						
3.	Congregation Secretary						
4.	Congregation Women Committee Chairperson						
5.	Congregation Women Committee Secretary						
6.	Congregation Youth Chairperson						
7.	Congregation Youth Secretary						

*Please use the space below to make special comments/remarks

Name of the synod _____

Table 9. Synod staff educational level by sex

No	Positions	Educational level																	
		PhD		Master		1 st Degree		Diploma		Certificate		9 th -12 th		7 th -8 th		Read & write*		Not read & write	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1.	Pastors																		
2.	Evangelists																		
3.	Accountant																		
4.	Development Agents																		
5.	Project Manager																		
6.	Teachers																		
7.	Nurses																		
8.	Health officers																		
9.	General practitioners (Medical Doctors)																		
10.	Secretary																		
11.	Cashier																		
12.	Storekeepers																		
13.	Driver																		
14.	Guards																		
15.																			

*Please note: Read and write includes 1-6 grades and non-formal

Name of the parish _____

Table 10. Parish staff by educational level and sex

*Please note: Read and write includes 1-6 grades and non-formal

Name of the congregation _____

Table 11. Congregation staff educational levels by sex

No	Positions	Educational level																	
		PhD		Master		1 st Degree		Diploma		Certificate		9 th - 12 th		7 th - 8 th		Read & write*		Not read & write	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1.	Pastors																		
2.	Evangelists																		
3.	Accountant																		
4.	Development Agents																		
5.	Project Manager																		
6.	Teachers																		
7.	Nurses																		
8.	Health officers																		
9.	General practitioners (Medical Doctors)																		
10	Secretary																		
11	Cashier																		
12	Storekeepers																		
13	Driver																		
14	Guards																		
15																			

*Please note: Read and write includes 1-6 grades and non-formal

8. Educational support

8.1. Is there formal educational support system/plan for staff? 1. Yes 2. No

8.2. If yes, how many staff members benefited?

2012: Male _____ Female _____ Total _____

2013: Male _____ Female _____ Total _____

2014: Male _____ Female _____ Total _____

Number of congregations _____ Number of parishes _____

8.3. Is there formal educational support system for volunteers? 1. Yes 2. No

8.4. If yes, how many volunteers benefited in 2013?

2012: Male _____ Female _____ Total _____

2013: Male _____ Female _____ Total _____

2014: Male _____ Female _____ Total _____

Number of congregations _____ Number of parishes _____

8.5. Are there formal tutorial services for students in church structure? 1. Yes 2. No

8.6. If yes, how many students were supported in 2013?

2012: Male _____ Female _____ Total _____

2013: Male _____ Female _____ Total _____

2014: Male _____ Female _____ Total _____

Number of congregations _____ Number of parishes _____

8.7. Is there student support system arrangement in the church structure?

1. Yes 2. No

8.8. If yes, how many students benefited from the scholarship in 2013?

2012: Male _____ Female _____ Total _____

2013: Male _____ Female _____ Total _____

2014: Male _____ Female _____ Total _____

Number of congregations _____ Number of parishes _____

9. Gender and Harmful Traditional Practices and their effects

9.1. Did the church structure (synod, parish and congregation) formally teach people/members on HTPs and gender in 2012 - 2014? 1. Yes 2. No

9.2. If yes, how: _____

9.3. In teaching on HTPs what kind of material was used:

9.4. In the church structure (synod, parish and congregation) are there formally registered type of HTPs that are found in the service area? 1. Yes 2. No

9.5. If yes, please list the types of HTPs that have been registered in 2012 - 2014:

9.6. Did the church formally declare/accept on eradication of HTPs in the church structure (synod, parish, congregations)? 1. Yes 2. No

9.7. If yes, please list eradication methods: _____

9.8. Did staff of the synod, parish and congregation receive ToTs on HTPs in 2012 - 2014?

1. Yes 2. No

9.9. If yes, how many staff members?

2012: At the synod Male _____ Female _____ Total _____
 In parishes Male _____ Female _____ Total _____
 In congregations Male _____ Female _____ Total _____

2013: At the synod Male _____ Female _____ Total _____
 In parishes Male _____ Female _____ Total _____
 In congregations Male _____ Female _____ Total _____

2014: At the synod Male _____ Female _____ Total _____
 In parishes Male _____ Female _____ Total _____
 In congregations Male _____ Female _____ Total _____

9.10. Did volunteers at the synod, parish and congregation level receive ToTs on HTPS in 2012 - 2014? 1. Yes 2. No

9.11. If yes; how many volunteers?

2012: At the synod Male _____ Female _____ Total _____
 In parishes Male _____ Female _____ Total _____
 In congregations Male _____ Female _____ Total _____

2013: At the synod Male _____ Female _____ Total _____

In parishes Male _____ Female _____ Total _____
 In congregations Male _____ Female _____ Total _____

2014: At the synod Male _____ Female _____ Total _____
 In parishes Male _____ Female _____ Total _____
 In congregations Male _____ Female _____ Total _____

9.12. If the church provided training for the community/members on HTPs how many people received the training in 2012 – 2014?

2012: Male _____ Female _____ Total _____

2013: Male _____ Female _____ Total _____

2014: Male _____ Female _____ Total _____

9.13. Is there a functional HTPs focal committee at congregations to fight FGM and other HTPs in 2014? 1. Yes 2. No

9.14. If yes how many congregation have established the committee? _____

10. HIV/AIDS

10.1. Did the church structures (synod, parish and congregation) formally teach people/members on HIV/AIDS in 2012 - 2014? 1. Yes 2. No

10.2. If yes, how many people received training?

2012: Male _____ Female _____ Total _____

2013: Male _____ Female _____ Total _____

2014: Male _____ Female _____ Total _____

10.3. If yes (10.1) what kind of teaching material was used to teach HIV/AIDS? Please list:

10.4. Did the church formally declare/accept on prevention methods of HIV/AIDS in the church structure (synod, parish and congregation)? 1. Yes 2. No

10.5. If yes, please list prevention methods accepted by the church?

10.6. Is there any rule or regulation regarding HIV/AIDS testing before marriage in the church structure? 1. Yes 2. No

10.7. Does the church request couples to present HIV/AIDS test certificate before marriage?
1. Yes 2. No

10.8. If yes, in how many congregations and how many couples?

2012: Congregations _____ Couples _____

2013: Congregations _____ Couples _____

2014: Congregations _____ Couples _____

10.9. Is there any monitoring system in place for HIV/AIDS testing before marriage?
1. Yes 2. No

10.10. Did staff of the synod, parish and congregation receive ToTs on HIV/AIDS in 2012 - 2014? 1. Yes 2. No

10.11. If yes; how many staff members

2012: At the synod Male _____ Female _____ Total _____
In parishes Male _____ Female _____ Total _____
In congregations Male _____ Female _____ Total _____

2013: At the synod Male _____ Female _____ Total _____
In parishes Male _____ Female _____ Total _____
In congregations Male _____ Female _____ Total _____

2014: At the synod Male _____ Female _____ Total _____
In parishes Male _____ Female _____ Total _____
In congregations Male _____ Female _____ Total _____

10.12. Did volunteers at the synod, parish and congregation level receive TOTs on HIV/AIDS in 2012 - 2014? 1. Yes 2. No

10.13. If yes; how many volunteers

2012: At the synod Male _____ Female _____ Total _____
In parishes Male _____ Female _____ Total _____
In congregations Male _____ Female _____ Total _____

2013: At the synod Male _____ Female _____ Total _____
In parishes Male _____ Female _____ Total _____
In congregations Male _____ Female _____ Total _____

2014: At the synod Male _____ Female _____ Total _____

In parishes Male _____ Female _____ Total _____
 In congregations Male _____ Female _____ Total _____

10.14. Did staff of the synod, parishes and congregations receive ToTs on family law, women's right, marriage age, family planning, and reproductive health in 2012 - 2014?

1. Yes 2. No

10.15. If yes, how many staff members?

2012: At the synod Male _____ Female _____ Total _____
 In parishes Male _____ Female _____ Total _____
 In congregations Male _____ Female _____ Total _____

2013: At the synod Male _____ Female _____ Total _____
 In parishes Male _____ Female _____ Total _____
 In congregations Male _____ Female _____ Total _____

2014: At the synod Male _____ Female _____ Total _____
 In parishes Male _____ Female _____ Total _____
 In congregations Male _____ Female _____ Total _____

10.16. Did volunteers at the synod, parish and congregation level received ToTs on family law, women's right, marriage age, family planning, and reproductive health in 2013?

1. Yes 2. No

10.17. If yes, how many volunteers?

2012: At the synod Male _____ Female _____ Total _____
 In parishes Male _____ Female _____ Total _____
 In congregations Male _____ Female _____ Total _____

2013: At the synod Male _____ Female _____ Total _____
 In parishes Male _____ Female _____ Total _____
 In congregations Male _____ Female _____ Total _____

2014: At the synod Male _____ Female _____ Total _____
 In parishes Male _____ Female _____ Total _____
 In congregations Male _____ Female _____ Total _____

10.18. Does the synod have formal guideline or strategy to implement and raise awareness on family law, women's right, marriage age, family planning and reproductive health? in 2014? 1. Yes 2. No

11. Educational services of the woreda

Table 12. Educational services and number of students and teachers by sex in the woreda
(Sample woredas)

No	Institution	No of students		No. of teachers		School directors	
		Male	Female	Male	Female	Male	Female
1.	Kindergartens						
2.	Primary 1-4 School						
3.	Junior 5-8						
4.	9-10 (High School)						
.	11-12 (Preparatory)						
5.	TVET, Colleges						
6.	Adult literacy						
7.	Others						

11.1. What is the literacy rate of the woreda? _____%.

11.2. Is there repetition of classes? 1. Yes 2. No

11.3. If yes, who are mostly affected? 1. Girls 2. Boys

11.4. Is there dropping out of school? 1. Yes 2. No

11.5. If yes, who are mostly affected? 1. Girls 2. Boys

11.6. What are the main reasons for repetition of classes & dropping out school?

11.7. What is the rate of school enrolment of girls? High _____ Low _____

11.8. What are the main reasons behind low /high enrolment of girls?

Table 13. School enrollment and drop out (academic year 2013/2014)

No	Institution	Number of enrollments			Number of dropouts		
		Male	Female	Total	Male	Female	Total
1.	Kindergartens						
2.	Primary 1-4 School						
3.	Junior 5-8						

4.	9 & 10 High School						
5.	11 & 12 Preparatory						
6.	Adult literacy						
7.	Others						
	Total						

11.9. How does the community see the importance of girls' education?

11.10. Is girls' education compared with boys' education at satisfactory level in the Synod service area?

11.11. Who is the main decision maker on household resources utilization in the families of your community?

11.12. Who is the main decision maker in sales of household resources in the families of your community?

11.13. Do women, men, boys & girls in the household get equal benefits out of the available household resources? If not, why?

11.14. Are women aware of their inheritance rights (equal to men)? 1. Yes 2. No

11.15. Are women’s equal rights to inheritance practiced in the community? 1. Yes 2. No

11.16. If not, please describe why:

12. Income generating activities

12.1. Does the synod structure have a system in supporting people in self-help /saving and credit services? 1. Yes 2. No

12.2. Are there self-help and saving and credit groups established at the congregations in 2012 - 2014? 1. Yes 2. No

12.3. If yes, how many congregations, groups and people benefited?

2012: Congregations _____ Self-help groups _____

People benefited: Male _____ Female _____ Total _____

2013: Congregations _____ Self-help groups _____

People benefited: Male _____ Female _____ Total _____

2014: Congregations _____ Self-help groups _____

People benefited: Male _____ Female _____ Total _____

12.4. Do the congregations have educational materials such as posters and booklets and family law document (Oromia and Ethiopian) to teach the community members at the grass root?

1. Yes 2. No

12.5. If yes, please list the materials: _____

ETHIOPIAN EVANGELICAL CHURCH MEKANE YESUS
WESTERN ETHIOPIA WOMEN EMPOWERMENT PROGRAM (WEWEP) 2012 - 2014
Final evaluation data collection
In-depth interview

Date and place of interview					
Name of interviewer					
Name of interviewee					
Status of interviewee (please tick)					
Programme level				NMS staff	
				WEWEP-Programme Coordination Unit	
Synod level		WS		BDS	Synod leader
		BGS		ADS	Women's Ministry leader
		GJS		CGS	Government officials on line departments
Project level		WS-WEP		BDS-WEP	Project Manager
		BGS-WEP		ADS-WEP	Volunteer
		GJS-WEP		CGS-WEP	Beneficiary

Guiding questions

(Please answer the questions you feel you have the capacity to answer.)

Assessment of results

1. In your opinion, has the overall program goal of WEWEP – *to empower the women of the programme area* – been achieved? If not, why? What are the major reasons for this?

2. Has the programme achieved the expected outputs, such as:

(If the answer is 'no' in any of the items, please ask for reasons for failure to achieve the result.)

a) norms enhancing behavioural changes promoted

b) community members and EECMY staff has good knowledge on HTPBs and HIV/AIDS

c) a reduction in number of girls dropping out of school is seen in the programme area

d) the collaboration between the synods and crucial institutions in the programme catchments area is good and trainings on women's rights are given to these institutions

e) the Ethiopian family law and the Oromia family law are known in the community

3. Do you think there are unexpected or unfortunate effects from the program that have brought either positive or negative impact on the lives of the project beneficiaries? If yes, please tell us some examples.

Assessment of implementation

4. According to your knowledge, have the planned activities been implemented? If not, what remained undone? Why?

5. Have all available resources been utilized? If so, is it sufficient/if not, why?

6. Did you observe any challenges in utilizing the resources? If yes, explain the challenges encountered.

7. Is the target group – women in the synod areas - satisfied? Have women been empowered? Has gender equality been promoted?

8. How have the activities contributed towards bringing change to the lives of women?

9. How well does internal cooperation in the programme and projects function in order to support achieving project goal – *women's empowerment*?

- at project level

- at parish level

- at synod level, especially across different departments of the synod

- at programme level

10. Have unexpected results occurred? Positive/negative effects?

11. Are resources (financial and human) well handled? If so, how? If not, why?

Assessment of (cost)efficiency

12. Have the resources (financial and human) been utilized efficiently? If no, what could have been done differently?

13. Could other measures have been taken in order to achieve the same results with the same or less resources?

Assessment of sustainability/ financial and organizational wise

14. Do you think that is it financially possible for synods and the target groups to continue the initiated activities independently after external support ceases?

15. Do you think EECMY and the six synods have the capacity to continue the work on their own? If so, how? If not, what is lacking?

ETHIOPIAN EVANGELICAL CHURCH MEKANE YESUS
WESTERN ETHIOPIA WOMEN EMPOWERMENT PROGRAM (WEWEP) 2012 - 2014
Final evaluation data collection
Focus Group Discussion

Date and place of FGD			
Name of person taking notes			
The type and location of group (please tick)			
Programme level			WEWEP-Management Committee
Synod level	WS	BDS	Steering Committee
	BGS	ADS	
	GJS	CGS	

Names and status of participants			
Name	Status	Name	Status

Guiding questions**Assessment of results**

1. In your opinion, has the overall program goal of WEWEP – *to empower the women of the programme area* – been achieved? If not, why? What are the major reasons for this?

2. Has the programme achieved the expected outputs, such as:

(If the answer is ‘no’ in any of the items, please ask for reasons for failure to achieve the result)

f) norms enhancing behavioural changes promoted

- g) community members and EECMY staff has good knowledge on HTPBs and HIV/AIDS

- h) a reduction in number of girls dropping out of school is seen in the programme area

- i) the collaboration between the synods and crucial institutions in the programme catchments area is good and trainings on women's rights are given to these institutions

- j) the Ethiopian family law and the Oromia family law are known in the community

3. Do you think there are unexpected or unfortunate effects from the program that have brought either positive or negative impact on the lives of the project beneficiaries? If yes, please give some examples.

Assessment of implementation

4. According to your knowledge, have the planned activities been implemented? If not, what remained undone? Why?

5. Have all available resources been utilized? If so, is it sufficient/if not, why?

6. Did you observe any challenges in utilizing the resources? If yes, please explain the challenges encountered.

7. Is the target group – women in the synod areas - satisfied? Have women been empowered? Has gender equality been promoted?

8. How have the activities contributed towards bringing change to the lives of women?

9. How well does internal cooperation in the programme and projects function in order to support achieving project goal – *women's empowerment*?

- at project level

- at parish level

- at synod level, especially across different departments of the synod
- at programme level

10. Have unexpected results occurred? Positive/negative effects?

11. Are resources (financial and human) well handled? If so, how? If not, why?

Assessment of (cost)efficiency

12. Have the resources (financial and human resources) been utilized efficiently? If no, what could have been done differently?

13. Could other measures have been taken in order to achieve the same results with the same or less resources?

Assessment of sustainability/ financial and organizational wise

14. Do you think that is it financially possible for synods and the target groups to continue the initiated activities independently after external support ceases?

15. Do you think EECMY and the six synods have the capacity to continue the work on their own? If so, how? If not, what is lacking?

ETHIOPIAN EVANGELICAL CHURCH MEKANE YESUS
WESTERN ETHIOPIA WOMEN EMPOWERMENT PROGRAM (WEWEP) 2012 - 2014
Final evaluation data collection
Focus Group Discussion

Date and place of FGD						
Name of person taking notes						
The type and location of group (please tick)						
Project level	<input type="checkbox"/>	WS-WEP	<input type="checkbox"/>	BDS-WEP	<input type="checkbox"/>	FGM Focal Committee
	<input type="checkbox"/>				<input type="checkbox"/>	FGM/HIV/AIDS-club
	<input type="checkbox"/>	BGS-WEP	<input type="checkbox"/>	ADS-WEP	<input type="checkbox"/>	Women's Self-help Group
	<input type="checkbox"/>				<input type="checkbox"/>	Community Conversation Group
	<input type="checkbox"/>	GJS-WEP	<input type="checkbox"/>	CGS-WEP	<input type="checkbox"/>	Girl Students' Group
	<input type="checkbox"/>				<input type="checkbox"/>	Other

Names and status of participants			
Name	Status	Name	Status

Guiding questions

1. Becoming to know each other: Tell us about yourselves briefly.
2. Please tell us briefly what you know about WEWEP.
 - 2.1. What are the objectives of the project?

2.2. What are core activities of the project?

2.3. From the core activities of the project which ones targeted you?

3. What contributions did you get from the project? Are you satisfied with the contribution you got?

4. As a consequence of the project has there been some changes in the lives of the target group in your area?

5. Did women get empowered in the project area? Did gender equality improve? In which ways?
 - 5.1 Has the awareness level of the impact of HTPBs and HIV/AIDS improved in your community?

 - 5.2 Has there been reduction in practicing HTPBs?

 - 5.3 Has the knowledge on women's rights increased in the community?

 - 5.4 Has the number of women with income and women owning cattle increased in your area?

 - 5.5 Has there been a reduction in number of girls dropping out of school?

5.6 Are Ethiopian family law and the Oromia family law better known in the community than before the project?

6. Were the project plans implemented wholly or was something missing?

7. What are the major resources of the project? Which principles or guidelines have been applied in using the resources of the project in an effective way?

8. Who are the major stakeholders of the project? Who own the project? The justification can be generated to prove that the community, targeted groups, stakeholders have developed sense of ownership?

9. Do you think that there exist unexpected results that have brought either positive or negative impact on the lives of the project beneficiaries? If yes, please tell us some examples that can be considered as model.

ETHIOPIAN EVANGELICAL CHURCH MEKANE YESUS
WESTERN ETHIOPIA WOMEN EMPOWERMENT PROGRAM (WEWEP) 2012 - 2014
Final evaluation data collection
Observation of activities

Date and place			
Names of observes			
Activity to be observed			
Project	WS-WEP		BDS-WEP
	BGS-WEP		ADS-WEP
	GJS-WEP		CGS-WEP
Name of parish			
Name of congreration			
Other			

During observing please pay attention to the following aspects:

- satisfaction/dissatisfaction of the persons
- economic results of activities
- impact on job creation
- successes/failures

ETHIOPIAN EVANGELICAL CHURCH MEKANE YESUS
WESTERN ETHIOPIA WOMEN EMPOWERMENT PROGRAM (WEWEP) 2012 - 2014
Final evaluation data collection
Document review at synod level

Date and place			
Name of reviewer			
Synod	WS		BDS
	BGS		ADS
	GJS		CGS

Verification of achievement of objectives and outputs from organizational records

- Personnel files
- Women Department files: budget, minutes of meetings
- Strategy/guideline for gender mainstreaming
- System for gender sensitive implementation, monitoring and evaluation
- Educational support system/plan for staff
- Formal guideline or strategy to implement and raise awareness on family law, women's right, marriage age, family planning and reproductive health

Output 1.1.1: A capable and functional Women Department is found in all synods in the programme area

Indicators and results

1. Number and % of female staff at decision making bodies _____
2. Activity of the women in decision making bodies:
Low _____ Medium _____ High _____
3. Gender composition, functionality and leadership of Women Department and management committee
Is there a head? Yes _____ No _____
Budget allocated? No _____ Yes _____ How much for this year? _____
Activity of Women Department: Low _____ Medium _____ High _____
Percentage of females in management committee _____
4. Number of organizational staff who received special incentives or disincentives vis-à-vis their gender related behaviours. _____

1. Number and % of men and women staff, volunteers and target community members who took part in drafting/endorsing the policy and strategy documents
No participation _____ Percentage of females who participated _____
2. Presence, content and practicability/relevance of gender policy and strategy documents
No documents _____ Low practicability _____ High practicability _____
3. Level of awareness of EECMY staff in the program area, volunteers and target community on the presence and contents of policy and strategy documents
EECMY staff: Not aware _____ Low awareness _____ High awareness _____
Volunteers: Not aware _____ Low awareness _____ High awareness _____
Community: Not aware _____ Low awareness _____ High awareness _____
4. Degrees of involvement of EECMY staff, volunteers and target community on the process of drafting of the policy and strategy documents
EECMY staff: Not involved _____ Low involvement _____ High involvement _____

Volunteers: Not involved _____ Low involvement _____ High involvement _____
Community: Not involved _____ Low involvement _____ High involvement _____

Output 1.1.2: Organizational gender policy and gender mainstreaming strategy formulated and communicated.

Indicators and results

Output 1.1.3: Gender monitoring and evaluation system is implemented in all synods.

Indicators and results

1. Number of staff who received formal training/education by level, place and discipline:
-

2. Presence and functionality and relevance of monitoring and evaluation system

System in place: No _____ Exists but not functional _____ Functioning well _____

Output 1.1.4: Increased educational status of synod women staff/volunteers and female students in synods' catchments area.

Indicators and results

1. Number of synod women staff/volunteers who were supported, and attended different levels of education, by parish.

No support _____ Number of those supported, staff _____, volunteers _____

2. Number of schools with tutorial services, number and proportion of male and female students reached

No tutorial services _____ In a few schools _____ In most schools _____

3. Number and % of parishes and congregations that have set up student scholarship funds for female students

No funds _____

In _____ parishes _____ % out of parishes

In _____ congregations _____ % out of congregations

Fieldtrip details Team Final Evaluation**FGD (5-12 people)**

	Self Help Group (committees)	CC (committees)	HTBP Focal Committee	FGM Club (committee)	Steering Committee and MC of synod
WS	x			x	x
BDS	x	x			x
ADS	x		x		x
BGS	x		x	/or x	x
CGS	x		x		x
GJS	x			x	x

In depth Interviews, all synods

It's up to the PM how and where to organize the In depth interviews in a way that fits with the schedule and the FGDs at each site.

To be arranged at the synod;

- One synod leader from the synod's MC
- Project manager (at synod)
- Accountant (at synod)
- Women Department leader (at synod); also to review documents in her office

To be arranged at the synod town:

- Government officials (synod town)

To be arranged in the field:

- Parish Women ministry secretary (in field)
- One of the voluntary CC facilitators or one of the "needy female students" (in the field)
- Women committee member from a congregation (in field)

Field Schedule 27th of October – 9th of November:

Day	Where	Duration
Monday 27 th of Oct	Travel Addis- Ijaji (CGS-WEP) Sleep in Ijaji	Work half day in Ijaji
Tuesday 28 th of Oct	Ijaji. Sleep in Ijaji	Full day in Ijaji
Wednesday 29 th of Oct	Travel Ijaji-Ghimbi. Sleep in Ghimbi	Travel day
Thursday 30 th of Oct	Ghimbi (GJS-WEP). Sleep in Ghimbi	Full day in Ghimbi
Friday 31 st of Oct	Travel Ghimbi-Boji. Sleep	Half day in Gimbi, half

	in Boji	day in Boji
Saturday 1 st of Nov	Boji (WS-WEP)	Full day in Boji
Sunday 2 nd of Nov	WEWEP-CO	Full day in Boji
Monday 3 rd of Nov	Boji (WS-WEP), travel to Aira (BDS-WEP). Sleep in Aira	Half day in Aira
Tuesday 4 th of Nov	Aira, travel to Boji. Sleep in Boji	Full day in Aira.
Wednesday 5 th of Nov	Travel from Boji to Mendi (ADS-WEP). Sleep in Mendi	Full day in Mendi
Thursday 6 th of Nov	Mendi, travel to Begi (BGS-WEP). Sleep in Begi	Half day in Mendi
Friday 7 th of Nov	Begi	Full day in Begi
Saturday 8 th of Nov	Beghi, travel to Boji. Debrief/summarizing with WEWEP-CO/NMS in the evening. Sleep in Boji	Half day in Begi, arrive to Boji
Sunday 9 th of Nov	Travel back to Addis	