



**FINAL EVALUATION OF THE SAFE MARKETS PROJECT EMPOWERING
WOMEN THROUGH SAFE, RESILIENT, GENDER RESPONSIVE FOOD
MARKETS AND SYSTEMS IN RESPONSE TO COVID 19 IN ZIMBABWE**

INCEPTION REPORT

COUNTRY: ZIMBABWE

COMMISSIONING AGENCY: UN Women

IMPLEMENTATION PERIOD: 2020-2022

TABLE OF CONTENTS

Table of Contents

| | |
|--|----|
| TABLE OF CONTENTS | I |
| SECTION 1: INTRODUCTION | 1 |
| OVERVIEW OF THE SAFE MARKETS PROJECT | 1 |
| SECTION 2: EVALUATION OVERVIEW | 3 |
| EVALUATION PURPOSE | 3 |
| EVALUATION SCOPE | 3 |
| EVALUATION DESIGN | 3 |
| EVALUATION CRITERIA AND QUESTIONS | 4 |
| EVALUATION MATRIX | 1 |
| SECTION 3: EVALUATION METHODOLOGY | 1 |
| APPLYING A GENDER-RESPONSIVE EVALUATION APPROACH | 1 |
| METHODOLOGICAL LIMITATIONS | 1 |
| SAMPLING FOR QUANTITATIVE SAMPLING | 1 |
| PROCESS | 4 |
| INCEPTION PHASE | 4 |
| PREPARATORY PHASE | 4 |
| QUALITY CONTROL | 5 |
| ETHICS PLAN | 5 |
| SECTION 4: EVALUATION WORKPLAN | 6 |
| SECTION 5: EVALUATION GOVERNANCE ARRANGEMENTS | 7 |
| ANNEXES | 8 |
| TERMS OF REFERENCE | 8 |
| FOCUS GROUP DISCUSSION GUIDE | 13 |
| KEY INFORMANT INTERVIEW GUIDE | 14 |
| KEY INFORMANT INTERVIEW GUIDE | 15 |
| QUESTIONNAIRE | 18 |

SECTION 1: INTRODUCTION

This document outlines the approach to be used in conducting a final evaluation of the safe markets project. The purpose of the inception report is to ensure that there is mutual understanding between the consultant and UN Women, providing a detailed plan of action and timelines for conducting the evaluation. The consultant reviewed documents provided by UN Women and developed the evaluation methodology which will determine the exact focus and scope of the work including evaluation questions. The report outlines evaluation objectives and questions, the methodology, workplan, evaluation matrix and data collection tools.

OVERVIEW OF THE SAFE MARKETS PROJECT

UN Women, ILO and UNDP implemented a joint programme under the United Nations Country Team (UNCT's) coordinated response to COVID-19. The programme aimed to empower vulnerable women marketers for recovery and build resilience from socio economic shocks. This was done through promoting effective participation in safe, inclusive and violence free markets as last mile food distributors. Gender responsive safe markets were constructed in addition to development of women entrepreneurship skills. The project also focused on strengthening food supply systems.

Context

In Africa, over 1.3 million people have been infected by the coronavirus in 44 countries, with 33,828 deaths as of 19th September (Africa CDC, 2020). Zimbabwe has not been spared by the pandemic with 7,683 recorded cases (48.5% females and 55.15% males), 5,924 recoveries and 225 deaths as of 20th September¹ COVID-19 has had a strong impact on health systems, formal and informal economies and supplies of essential goods and services. Steps taken to prevent and contain COVID-19, such as restricted movement and quarantine have had immediate impacts on the lives of all Zimbabweans, and to a greater extent on women and girls, the elderly, people living with various communicable and noncommunicable diseases, persons with disability and other marginalized groups.

Zimbabwe has the second largest informal economy in the world and COVID-19 restrictions have brought the economy to a virtual standstill. The restrictions have removed the limited livelihood opportunities of the population which had found refuge in the informal economy. The Zimbabwean context includes vulnerabilities such as poverty, over congestion and over population in some communities, porous borders, as well as grossly overcrowded and under equipped health facilities (in terms of drugs, supplies and human resources). High levels of HIV/AIDS and low crop productivity also undermine food security. As a result, Zimbabwe is experiencing one of its worst acute food insecurity crises, with significantly high humanitarian food assistance needs. The COVID19 pandemic has made the myriad of challenges faced by the country worse and more visible, aggravating pre-existing vulnerabilities and existing inequalities in the process.

In Zimbabwe, markets are central to the lives and livelihoods of many women and marginalized groups, where urban sellers are engaged in selling 6-7 days a week, and where rural producer – sellers trade at markets each week. However, vendors largely operating in the informal economy have a low ability to adapt to changes in market conditions and to cope with any external shocks and vulnerabilities. COVID-19 has depleted coping mechanisms, eroded their resilience, and left this group extremely vulnerable. The 2019 Zimbabwe Labour Force and Child Labour Survey (LFCLS) estimated that around 976 thousand of the working population aged 15 years and above were in the informal sector of whom 40 percent were in urban areas and 26 percent were in the rural areas. Women aged 15 years and above currently constitute 43% of the population in the informal sector, whereas men constitute 56% (2019 LFCLS). The devastating impact of the COVID restrictions on the informal economy, and markets in particular, has brought national attention to the need to invest in safe markets: in terms of the prevention markets from becoming disease hotspots, ensuring food safety standards, upscaling occupational safety

¹(MoHCC, 2020).

and health standards (OSH) and promoting the safety and security of women and girls from GBV/SGBV and others forms of harassment in the public space as the main actors in this economy. Indeed, this also presents an opportunity for integrating green energy solutions and digital financial services in food markets as a critical strategy for ensuring more robust recovery and resilience.

Safe markets project

The overall objective of the joint programme was to enhance the role and participation of women as key actors in the establishment and operationalization of resilient last mile distribution markets. The project ensured that systems that were safe, responsive to the needs of women and were fully functional during the Covid-19 outbreak and beyond. This was done through a twin approach. One dimension was the design and building of gender-responsive infrastructure compliant with occupational health and safety standards in response to COVID 19 whilst integrating dimensions responding to women's concerns. The other dimension focused on supporting the economic and social empowerment of market vendors, in particular women, and strengthening of local government institutions and community leadership to become gender responsive.

The programme's focus on women and marketplaces was due to the central role the markets play in the lives and livelihoods of both urban and rural women. Further, markets can be supported to play a central role in economic recovery and resilience from current socio-economic shocks. The joint programme aimed also to support government efforts towards decentralization/decongestion of mass markets through development of coordination mechanisms. The programme targeted the most vulnerable women vendors who operated in the informal sector and had lost their sources of livelihoods due to the lockdown and disruption of food supply chains.

Direct beneficiaries comprised of informal vendors (at least 80% women) in urban and peri-urban areas participating in the food supply chain. To ensure that the diversity of women was fully integrated, the programme considered all vulnerable women as well as survivors of sexual gender-based violence, women with disabilities and young women who are survivors of harmful practices such as child marriages and sex workers who are or have potential to participate. The secondary group of beneficiaries consisted of national and local level institutions who were capacitated to develop guidelines and regulations to support safe markets and local economic development.

Theory of change

The section provides an overview of the project theory of change. Depending on evidence from the evaluation, the theory of change will be refined.

Outcome 1: Improved livelihoods of women marketers and vulnerable groups through safe, gender responsive market infrastructure and systems.

Outcome 2: Enabling a gender responsive policy framework and institutions responsible for administration, regulation, and monitoring of food supply systems.

IF markets are functional, safe, inclusive, integrate green energy and digital financial services solutions, and are violence free, **AND** if women have access and participate in last mile food distribution markets, are economically empowered including through e-solutions, and influence decisions on governance of food supply chain management **THEN** women's livelihoods are improved, and they are able to recover from the impacts of COVID 19 and become more resilient to socio-economic shocks. A copy of the log frame is provided as an annex.

Priorities of the project

The safe markets project prioritized the following which is in line with the overall project objective of empowering women through safe, resilient, gender responsive food markets and systems in response to Covid 19 in Zimbabwe:

- To capacitate local institutions to review, develop and implement regulations and by laws that ensure OSH compliance and gender sensitive food marketplaces is strengthened.
- To support markets to have infrastructure and systems that are sensitive to women's needs, complies with occupational health and safety regulations, and accompanied by mechanisms and structures to prevent and address gender-based violence and harassment.
- To Improve economic base and financial security for women marketers.
- To develop inclusive E-solutions for safe markets established to promote more effective food market access by consumers.
- To develop mechanisms for women's voice and agency to participate in market leadership structures are strengthened.

SECTION 2: EVALUATION OVERVIEW

EVALUATION PURPOSE

The purpose of the evaluation is to use a gender responsive evaluation approach to assess progress towards achievement of goals and objectives of the Project at national levels against the standard evaluation principles of relevance, effectiveness, efficiency, sustainability, and outcome since its inception in 2020.

EVALUATION SCOPE

The evaluation will cover the period from 2022-2022 and will focus on Harare province specifically Mbare, Hatcliffe, Highfield and Kuwadzana. The evaluation will draw respondents from female vendors from four food markets of Mbare, Hatcliffe, Highfield-Lusaka and Kuwadzana. These are all the areas where the project was implemented.

In terms of technical scope, the evaluation will focus on infrastructure constructed as well as the skills trainings provided by different partners such as the International Labor Organization (ILO) and the National Social Security Authority (NSSA). The evaluation will provide an in-depth assessment of the results against outcomes of the project and performance in terms of the relevance, effectiveness, efficiency, sustainability, and impact. The evaluation is expected to identify lessons learned, good practices, and factors that facilitated/hindered achievement. Through this, it aims to contribute to accountability, learning and decision-making including practical recommendations to inform the management and coordination of best practices and key lessons to inform future programmes.

EVALUATION DESIGN

The evaluation will be conducted using a quasi-experimental² because there will not be random assignment of participants. The design will also use mixed methods, will be gender responsive and participatory. It will focus on exploring relevance, effectiveness, efficiency, impact, coherence, sustainability and learning from the project. The design will facilitate exploration of factors behind trends to be observed with quantitative data. The quantitative component of

²a quasi-experiment does not rely on random assignment

the evaluation will use a cross-sectional prevalence study design that allows generalizability. A cross-sectional study looks at data at a single point in time, are observational in nature and are synonymous with descriptive research which is being used for the evaluation. To deal with potential non-response, the evaluation has slightly inflated the sample. The study will employ a concurrent mixed method approach, the transformative design. The transformative variant of mixed methods incorporates both qualitative and quantitative approaches and goes beyond the four main designs. The design is proposed as it will facilitate engagement of children and communities. This is in line with the empowerment approach that prioritises participation, co-creation of knowledge along with downward accountability.

Evaluation Criteria and Questions

The specific objectives of the evaluation are guided by Development Assistance Cooperation (DAC) evaluation criteria of relevance, effectiveness, efficiency sustainability and impact. The table below provides the criteria and questions.

| Criteria | Description | Questions |
|---------------|---|--|
| Relevance | Assessing the extent to which the Project was been conceptualised, planned and designed to respond to national, regional and international normative frameworks for gender equality and women's empowerment. | <p>To what extent were project activities and outputs consistent with the intended impacts and effects?</p> <p>How relevant is the project to the needs and priorities of the beneficiaries, national, regional and international priorities?</p> |
| Effectiveness | <p>Assessing progress in achieving planned project goal, outcomes and outputs stated in the project document, any intended and unintended effects on gender equality, women's rights, including the use of innovative approaches.</p> <p>Assessing whether the project reached the targeted beneficiaries at the project goal and outcome levels and the extent to which the project generated positive changes in the lives of targeted and untargeted beneficiaries.</p> <p>Assessing project replicability at national scale, the ownership of the Project by the government and the contribution of the Project in building the capacity of the government to drive the gender equality and women's rights.</p> | <p>To what extent has the project made sufficient progress towards its planned objectives and results /has the project achieved its planned objectives and results within its specified period?</p> <p>Has the project been appropriately responsive to political, legal, economic, institutional, etc., changes in the country?</p> <p>In which areas does the project have it's the least achievements? What have been the constraining factors and why? How can they be overcome?</p> <p>In which areas does the Project have the greatest achievements? How can UN Women build on or expand these achievements?</p> <p>What were the major factors influencing the achievement or non-achievement of the objectives?</p> |

| Criteria | Description | Questions |
|----------------|---|--|
| | | <p>What, if any, alternative strategies would have been more effective in achieving the Project objectives?</p> |
| Efficiency | <p>Measuring how economically the project resources/inputs were converted to results; considering inputs and outputs i.e. assessing value for money and management of the budget.</p> <p>Assessing whether the Project's strategies and interventions deliver Value for money.</p> <p>Documenting examples of cases in the project where Value for money successes and/or failures are evident.</p> | <p>Has the project implementation strategy and execution been efficient and cost effective?</p> <p>To what extent does the management structure of the intervention support efficiency for project implementation?</p> <p>Has there been an economical use of financial and human resources?</p> <p>Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve outcomes?</p> <p>Have resources been used efficiently?</p> <p>Have activities supporting the strategy been cost-effective?</p> <p>In general, do the results achieved justify the costs?</p> <p>Could the same results be attained with fewer resources?</p> <p>Have Project funds and activities been delivered in a timely manner?</p> <p>Does Project governance facilitate good results and efficient delivery?</p> |
| Sustainability | <p>Assessing sustainability of results as well as document the strategies that have been put in place to ensure sustainability of results.</p> <p>Assessing the possibility of continuation of benefits accrued to date from the project intervention and recommend any other strategies for sustainability based on lessons learned from other projects and evaluations.</p> | <p>How are the achieved results, especially the positive changes generated by the project in the lives of women and girls, going to be sustained after this project ends?</p> |

| Criteria | Description | Questions |
|----------------------------------|---|--|
| | <p>Assessing sustainability of the results given the level of ownership generated, effective partnerships established, and capacity strengthened through processes.</p> <p>Assessing the strategies which have been put in place by UN Women and partners to enhance sustainability and document or present any best practices from within the project or other similar projects.</p> <p>Community level sustainability – assessing ownership, participation and inclusion of national duty-bearers and rights-holders.</p> <p>Scaling up for sustainability – ascertaining the possibility of scaling up of the interventions in Zimbabwe.</p> <p>Sustainability challenges and mitigatory strategies – identifying possible challenges that might affect sustainability of the project and suggesting solutions to overcome them.</p> | |
| Project Outcomes and Impact | <p>Identifying and documenting any key contributions and added value of short term and long term intended and unintended, positive and negative effect of the project.</p> <p>Documenting the benefits of the project to society.</p> <p>Documenting the Most Significant Changes (MSC), if any brought by the Project to date.</p> | <p>What are the main effects (positive/negative, intended/unintended, direct/indirect) of project activities?</p> <p>To what extent can the changes/results that have been achieved be attributed to the inputs, strategies, actions and outputs of the project?</p> |
| Gender Equality and Human Rights | <p>Assessing how gender and human rights considerations been integrated into the project design and implementation.</p> <p>Reviewing how attention to/integration of gender equality and</p> | <p>To what extent has gender and human rights considerations been integrated into the project design and implementation?</p> <p>How has attention to/integration of gender equality and human rights concerns advanced the area of work?</p> |

| Criteria | Description | Questions |
|-----------------|--|------------------|
| | human rights concerns advanced the area of work. | |

Evaluation Matrix

This section provides the evaluation criteria. It illustrates linkages between the evaluation criteria, evaluation questions, data collection approach and data sources

| Criteria | Indicators | Questions | Methodology | Data Collection Approach | Data Sources |
|---------------|---|---|------------------------------|---|--|
| Relevance | <p>Number of women supported to access financial credit facilities.</p> <p>Number of women with increased capacity in business management including e-commerce.</p> <p>Number of gender responsive laws, policies and strategies effectively implemented to facilitate last mile food supply management system in compliance with OSH standards, and address gender differential needs.</p> | <p>To what extent were project activities and outputs consistent with the intended impacts and effects?</p> <p>How relevant is the project to the needs and priorities of the beneficiaries, national, regional and international priorities?</p> | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Women, Men, Community Leaders, Vendors Association staff, Farmers. |
| Effectiveness | Number of resilient food and vegetable markets and systems that are safe, responsive to women's needs and fully functional during the COVID-19 outbreak and beyond. | To what extent has the project made sufficient progress towards its planned objectives and results /has the project achieved its planned objectives and results within its specified period? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Programme reports, databases, Women, Men, Community Leaders, Vendors Association staff, Farmers. |

| Criteria | Indicators | Questions | Methodology | Data Collection Approach | Data Sources |
|----------|--|--|------------------------------|---|---|
| | Number of markets adhering to public and occupational health and safety requirements (including COVID-19) and standards for gender sensitive infrastructure and including green energy solutions. | Has the project been appropriately responsive to political, legal, economic, institutional, etc., changes in the country? | Qualitative | Secondary data, Key Informant Interviews, Focus Group Discussions | Women, Men, Community Leaders, Vendors Association staff, Farmers |
| | Number of gender responsive mechanisms established to prevent and address GBV and harassment in public spaces. | In which areas does the project have it's the least achievements? What have been the constraining factors and why? How can they be overcome? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Programme reports, databases, Women, Men, Community Leaders, Vendors Association staff, Farmers |
| | Number of gender responsive laws, policies and strategies effectively implemented to facilitate last mile food supply management system in compliance with OSH standards, and address gender differential needs. | In which areas does the Project have the greatest achievements? How can UN Women build on or expand these achievements? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Programme reports, databases, Women, Men, Community Leaders, Vendors Association staff, Farmers |
| | Number of action plans implemented by women trained in transformative leadership to increase their influence in decision making structures within markets and relevant institutions. | What were the major factors influencing the achievement or non-achievement of the objectives? | Qualitative | Key Informant Interviews, Focus Group Discussions. | Programme reports, databases, Women, Men, Community Leaders, Vendors Association staff, Farmers |
| | | What, if any, alternative strategies would have been more effective in achieving the Project objectives? | Qualitative | Secondary data, Key Informant Interviews, Focus Group Discussions | Women, Men, Community Leaders, Vendors Association staff, Farmers |

| Criteria | Indicators | Questions | Methodology | Data Collection Approach | Data Sources |
|------------|--|--|------------------------------|---|---|
| | Number of gender responsive mechanisms established to prevent and address GBV and harassment in public spaces | | | | |
| Efficiency | <p>Number of women with increased capacity in business management including e-commerce.</p> <p>A platform that ensure regular supply of quality produce to women marketers and facilitate electronic sales to a broad range of consumers established</p> | Has the project implementation strategy and execution been efficient and cost effective? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Programme reports, Databases, Women, Men, Vendors Association staff, Farmers. |
| | | To what extent does the management structure of the intervention support efficiency for project implementation? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Databases, Women, Men, Community Leaders, Vendors Association, Staff, |
| | | Has there been an economical use of financial and human resources? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Programme reports, databases, Women, Men, Community Leaders, Vendors Association staff, Farmers |
| | | Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve outcomes? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Programme reports, databases, Women, Men, Community Leaders, Vendors Association staff, Farmers |

| Criteria | Indicators | Questions | Methodology | Data Collection Approach | Data Sources |
|----------|------------|--|------------------------------|---|---|
| | | Have resources been used efficiently? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Programme reports, databases, Women, Men, Community Leaders, Vendors Association staff, Farmers |
| | | Have activities supporting the strategy been cost-effective? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Programme reports, databases, Women, Men, Community Leaders, Vendors Association staff, Farmers |
| | | In general, do the results achieved justify the costs? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Programme reports, databases, Women, Men, Community Leaders, Vendors Association staff, Farmers |
| | | Could the same results be attained with fewer resources? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Programme reports, databases, Women, Men, Community Leaders, Vendors Association staff, Farmers |
| | | Have Project funds and activities been delivered in a timely manner? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Programme reports, databases, Women, Men, Community Leaders, Vendors Association staff, Farmers |

| Criteria | Indicators | Questions | Methodology | Data Collection Approach | Data Sources |
|-----------------------------|---|--|------------------------------|---|---|
| | | Does Project governance facilitate good results and efficient delivery? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Programme reports, databases, Women, Men, Community Leaders, Vendors Association staff, Farmers |
| Sustainability | Number of women with increased capacity in business management including e-commerce. Number of women trained on utilisation of the E-platform. | How are the achieved results, especially the positive changes generated by the project in the lives of women and girls, going to be sustained after this project ends? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Programme reports, databases, Women, Men, Community Leaders, Vendors Association staff, Farmers |
| Project Outcomes and Impact | Number of women with increased capacity in business management including e-commerce. A platform that ensure regular supply of quality produce to women marketers and facilitate electronic sales to a broad range of consumers established. Improved women's participation in market leadership structures. | What are the main effects (positive/negative, intended/unintended, direct/indirect) of project activities? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Programme reports, Databases, Women, Men, Community Leaders, Vendors Association staff, Farmers |

| Criteria | Indicators | Questions | Methodology | Data Collection Approach | Data Sources |
|----------------------------------|--|---|------------------------------|---|---|
| | Number of institutions supported to develop and/or review policies, regulations, legal frameworks, by-laws with a gender lens. | | | | |
| | | To what extent can the changes/results that have been achieved be attributed to the inputs, strategies, actions and outputs of the project? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Programme reports, databases, Women, Men, Community Leaders, Vendors Association staff, Farmers |
| Gender Equality and Human Rights | Number of women with increased capacity in business management including e-commerce. | To what extent has gender and human rights considerations been integrated into the project design and implementation? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Programme reports, databases, Women, Men, Community Leaders, Vendors Association staff, Farmers |
| | Number of women's engagements with key decision makers. | How has attention to/integration of gender equality and human rights concerns advanced the area of work? | Quantitative and Qualitative | Secondary Data, Individual survey questionnaire, Key Informant Interviews, Focus Group Discussions. | Programme reports, databases, Women, Men, Community Leaders, Vendors Association staff, Farmers |

SECTION 3: EVALUATION METHODOLOGY

Applying a gender-responsive evaluation approach

The evaluation is cognisant of the importance of including a gender responsive approach throughout the process. The evaluation will utilise a combination of utilisation focused evaluation and a feminist evaluation approach. The utilisation focused approach puts a strong focus on the participation of users throughout the evaluation process. This will be done through engagement of an multi-stakeholder reference group. In addition, through a feminist approach, the evaluation will prioritize women's experience and voices, including women with disabilities and women who are marginalised within the context of the safe markets project.

Methodological limitations

There are some limitations that are likely to be encountered during the process of conducting the evaluation. These are outlined below including the potential mitigation strategies:

- Informal market infrastructure are highly politicised and this may affect access to them for data collection. In mitigation, The evaluation team will work closely with the city council as well as CSOs to ensure there is communication about the evaluation and access is granted.
- Some of the project activities are yet to be completed which may potentially limit the extent to which all outcomes can be documented. To mitigate, the evaluation will sample project components that have been fully completed in terms of implementation.

Utilisation of secondary data

The evaluation will utilise secondary data as part of the evidence to be used. Secondary documents to be reviewed are listed below:

- The project document
- The project baseline report
- Project quarterly reports
- Project annual reports
- Implementing partner project reports
- Country COVID-19 progress reports
- Project training manuals

In addition to reviewing secondary documents outlined above, the evaluation will also review monitoring data from the Annual final report. Monitoring data will be compared and triangulated with primary data to be collected as part of the final evaluation.

Sampling for Quantitative Sampling

In order to ensure a sufficient level of precision of the survey results, an adequate sample must be drawn from the communities where the project was implemented. To calculate the sample size needed, the following factors must be taken into consideration:

- Desired level of confidence of the survey results.
- Acceptable margin of error of the survey results.
- Design effect of the sampling methodology.
- Estimated baseline levels of the indicators we want to measure.

Additionally, the sample size must be adjusted for:

- Anticipated non-response.

The actual parameter used to calculate the sample size for the survey using the questionnaire are: Population of 3149 direct beneficiaries, 95% confidence interval, margin of error of 0.05, assumed prevalence of 50%, and anticipated response rate of 95%. This gives a minimum statistically significant sample size of 343 respondents. The sample will be rounded off to 350. The sample will be stratified by gender at the first level and thereafter by age with youth (18-35) and those above 35. The evaluation team will select actual respondents for the survey through random number generation within Microsoft Excel.

Sampling for Qualitative Data Collection

collected through focus group discussions/group interviews, key informant interviews, most significant change stories and observations. The evaluation will use non-probability sampling techniques and will rely on “saturation,” or the point at which no new information or themes are observed in the data. Literature on saturation suggests that between three-six focus group discussions are likely enough to capture 90% of important themes^{3,4}. Purposive sampling is proposed for selection of qualitative data respondents. For purposive sampling, the evaluation will consider the following characteristics to ensure it is different from convenience sampling:

- Participants who have been part of the project since 2020;
- Participants who attended over 80 percent of trainings; and
- Participants who were still part of project activities even at the end of the project.

In addition, the evaluation will ensure approaches do not leave no one behind. This will be done by ensuring that people with disabilities will be included as well as those with other vulnerabilities including living with HIV as well as other chronic conditions.

The Evaluation team will conduct two focus group discussions with women in each of the markets. In addition, the number of key informants will be drawn from stakeholders involved in the project. A total of 12 stakeholders will be interviewed and will be drawn from organisations which were involved in implementation of the project. The table below shows an illustrative list of institutions from where key informants will be drawn.

| Institution | Justification for inclusion |
|---|-----------------------------|
| UN Women | Coordinating partner |
| UNDP | UN partner |
| ILO | UN partner |
| Ministry of Public Service Labour and Social Welfare | Partner government ministry |
| Ministry of Local Government and Public Works (MLGPW) | Partner government ministry |
| Ministry of Women Affairs, Small Medium Enterprise Development (MOWASMED) | Partner government ministry |
| Ministry of Lands, Agriculture Water and Rural Resettlement (MLAWRR) | Partner government ministry |

³Guest, G., Bunce, A., & Johnson, L. (2006). How Many Interviews Are Enough? An Experiment with Data Saturation and Variability. *Field Methods*, 18(1), 59–82. <https://doi.org/10.1177/1525822X05279903>

⁴Hagaman, A. K., & Wutich, A. (2017). How Many Interviews Are Enough to Identify Metathemes in Multisited and Cross-cultural Research? Another Perspective on Guest, Bunce, and Johnson’s (2006) Landmark Study. *Field Methods*, 29(1), 23–41. <https://doi.org/10.1177/1525822X16640447>

| | |
|------------------------------------|-----------------------------|
| Harare City Council | Administrative authority |
| National Social Security Authority | Occupational health partner |
| Community Water Alliance | Implementing partner |
| Knowledge Transfer Africa | Implementing partner |
| DEG | Implementing partner |

Data Collection Methods

The evaluation will collect primary qualitative data with a focus on explaining trends in quantitative data. Qualitative methods will focus on answering the “how” and “why” of the evaluation.

Individual survey questionnaire

The evaluation will utilise an individual questionnaire to collect key quantitative data. The evaluation will use mobile gadgets for collecting quantitative data. Questionnaires will be administered by enumerators. Electronic data collection template will be developed using both online and offline applications. Electronic data collection mobile gadgets to ensures logical checks are programmed into the device and only required data is captured (irrespective of whether the enumerator wrongly collected the data). All these allow real time and offline data collection, seamless data backup and export of data to data analysis software such the Statistical Package for Social Scientists (SPSS).

Outcome Harvesting

The Evaluation Team will conduct Outcome Harvesting focusing on the different stages. The techniques will facilitate process tracking where the evaluation will specifically link outcomes reported to the theory of change and pathways. The first step will involve reviewing existing outcomes and making additions to outcome descriptions. This will predominantly focus on reviewing the quantitative report. This process will identify potential outcomes (i.e., changes in individuals, groups, communities, organisations or institutions) and what the project did to contribute to them. Outcome descriptions identified are part of FGD guides and are as follows:

- Food and vegetable markets and systems are safe for women
- Food and vegetable markets are responsive to women's needs
- Food and vegetable markets were fully functional during the COVID-19 outbreak and beyond
- Food and vegetable markets are adhering to public and occupational health and safety requirements (including COVID-19)
- Food and vegetable markets are adhering to standards for gender sensitive infrastructure and including green energy solutions.

Focus Group Discussions (FGDs)/Group Interviews

Based on literature cited above^{1,2}, focus group discussions will be conducted with participants disaggregated by sex, that is, males and females separately. This segregation of respondents allows the sexes to open up and freely discuss the issues. Each FGD will have between 8 and 15 participants. The FGDs will be conducted by one facilitator and a note-taker aided by a voice recorder to capture the verbatim for inclusion in the report.

Key Informant interviews

A key informant interview guide will be developed to collect information from selected respondents in positions of authority who will provide high level input into the evaluation.

Case study documentation guide

A case study documentation guide will be used to document key stories which articulate in narrative format, the changes emerging as a result of project activities.

PROCESS

INCEPTION PHASE

Inception Discussions

Inception discussions were conducted between UNWomen and the Evaluation Team. Discussions provided a platform for clarifying objectives and expectations from the evaluation. The evaluation methodology was refined and finalised during inception discussions. This inception report captures discussions conducted. There were delays in finalising the project and this delayed commencement of the evaluation.

PREPARATORY PHASE

Initial Literature Review

Literature review was conducted and provided an understanding of available evidence on the project as well as the rationale for its formulation. It further provided the Evaluation Team with an appreciation of lines of enquiry as well as articulation of key evaluation questions. The Evaluation Team reviewed secondary quantitative data from monitoring reports. The team used quantitative data to identify key outcome descriptors for outcome harvesting.

Development of Data Collection Tools

Insights from the Terms of Reference, inception discussions and literature review guided development of data collection tools⁵. Data collection tools were developed through an iterative process with reviews by UN Women. Reviews will ensure that tools capture all required data, questions are logically sequenced and they are clear as well as concise.

Sensitisation and Respondent Mobilisation

Smooth roll-out of the evaluation will require proper communication with different respondents. The Evaluation Team will work with UN Women to ensure relevant stakeholders are notified of the Evaluation and relevant clearances are obtained prior to commencement of data collection.

Data Collection

Data collection will be conducted through key informant interviews, group interviews/focus group discussions, most significant change stories and direct observations.

⁵ Group Interviews/Focus Group Discussion Guide, Key Informant Interview Guide, Most Significant Change Story Documentation Guide, Observation Guide.

Data Management

Qualitative interviews will be recorded (depending on consent) in order to have verbatim records of all discussions. After discussions, interviews will be transcribed into Microsoft Word in preparation for analysis.

Data Analysis

Secondary quantitative data will be analyzed using SPSS and descriptive statistics will be used. These will predominantly be frequencies and means. The analytical approach focuses on analysing difference in means. This allows for comparing means from baseline to endline then draw conclusions for specific evaluation questions. The evaluation is using the same questionnaire used for the baseline. The baseline sampled 180 women and had a 100% response rate. Qualitative data will be analysed using Atlas.ti® and using thematic analysis. Themes will be derived from study questions though latitude will be provided for exploring themes which will emerge from the data.

Internal Briefing

The Evaluation Team will conduct internal briefings with UN Women to share preliminary findings, conclusions and recommendations. Feedback from internal briefings will be incorporated into the draft report.

Report Writing

The Consulting team will develop a Report Outline in line with the Terms of Reference. The report outline will be shared with UN Women. Results from data analysis will be synthesised into a first draft evaluation report which will be shared with UN Women for review. Feedback from subsequent drafts will be incorporated until finalisation.

QUALITY CONTROL

Data Quality Assurance will be built into the whole evaluation process with the following mechanisms instituted:

Sign-off of all pre-data collection deliverables by UN Women: - All pre-data collection deliverables (inception report and data collection tools) will be reviewed by UN Women for feedback and sign-off prior to commencement of data collection. This will ensure agreement on the design and operational approach.

ETHICS PLAN

The Evaluation will be conducted in an ethical manner and will ensure all protocols will be observed while respondents' rights will be safeguarded. The ethics plan will be as follows:

- a. *Confidentiality and anonymity:* The Evaluation Team will treat each response with utmost confidentiality, for example, no names will be required from those who will participate in the evaluation to ensure anonymity of responses.
- b. *Informed Consent:* Participation at any level in the evaluation will be entirely up to the respondent and there will be room to withdraw from the study at any given moment.
- c. *Risks and Benefits:* Participation during the evaluation is envisioned to have no or very minimal risks associated. Participants will not receive any monetary benefits for participating in the evaluation and this will be explained to them, prior to discussions.

SECTION 4: EVALUATION WORKPLAN

| EVALUATION OF THE SAFE MARKETS PROJECT | TIMELINE | | | | | | | | LOE | |
|---|----------|--------|--------|--------|--------|--------|--------|--------|-------------|-------------|
| | Week-1 | Week-2 | Week-3 | Week-4 | Week-5 | Week-6 | Week-7 | Week-8 | Team Member | Team Member |
| Briefing Meeting | ☒ | | | | | | | | 1 | 0 |
| Literature Review | ☒ | | | | | | | | 3 | 1.5 |
| Development of Inception Report and Tools | ☒ | | | | | | | | 1 | 0.5 |
| Review and Feedback on Inception report | | | | | | | | | | |
| Incorporation of Comments | | ☒ | | | | | | | 1 | 0.5 |
| Submission of Final Inception Report | | ☒ | | | | | | | | |
| Review of secondary data | | ☒ | | | | | | | 1 | 1 |
| Primary data collection | | ☒ | ☒ | | | | | | 5 | 5 |
| Data cleaning | | | ☒ | | | | | | 1 | 1 |
| Data Analysis | | | ☒ | ☒ | | | | | 3 | 2 |
| Development of Evaluation Report | | | ☒ | ☒ | ☒ | | | | 5 | 3 |
| Review of Draft Evaluation Report | | | | | | ☒ | | | | |
| Incorporating feedback on draft evaluation report | | | | | | | ☒ | | 2 | 1 |
| Finalising Evaluation Report | | | | | | | | ☒ | 1 | 0.5 |
| TOTAL | | | | | | | | | | |

SECTION 5: EVALUATION GOVERNANCE ARRANGEMENTS

To ensure independence of the evaluation team, UN Women M&E Team in the CO and the Regional Evaluation Specialist will manage the evaluation. The process will follow UNW standards as outlined in the UN Women Evaluation Handbook: How to Manage Gender-responsive Evaluation, available at <https://genderevaluation.unwomen.org/en/evaluation-handbook> and the CPE guidance available at <https://www.unwomen.org/en/digital-library/publications/2016/3/guidance-on-country-portfolio-evaluations-in-un-women>.

The Management Group which is the Programmes Steering Committee is the decision-making body with the responsibility of approving reports i.e. the inception report and the evaluation report. Management Group TORs will guide the work of the Evaluation Management Group. The management Group will include the following:

- Country Representative or Deputy Country Representative
- Evaluation Manager
- Regional Evaluation Specialist

An Evaluation Reference Group will provide support for the evaluation at the technical level. They will review and provide comments to the inception report and the draft report. The Reference Group members will provide comments on the inception report and draft report either through meetings or online via email communications. The role of the group will not lead to influencing the independence of the evaluation, but rather to ensure a robust and credible evaluation process and ensure the use of the evaluation findings and recommendations through formalized management responses and associated action plans. The work of the Reference Group will be guided by the agreed TORs for the Reference Group. The members of the Reference Group will be:

- UN Women programmes staff
- National government partners
- Development partners/donors
- Gender Results Group
- Civil society advisory group
- Evaluation Manager
- Regional Evaluation Specialist

ANNEXES

Terms of Reference



NATIONAL CONSULTANT TO CONDUCT AN END OF PROJECT EVALUATION FOR THE SAFE MARKETS PROJECT (EMPOWERING WOMEN THROUGH SAFE, RESILIENT, GENDER RESPONSIVE FOOD MARKETS AND SYSTEMS IN RESPONSE TO COVID 19 IN ZIMBABWE)

1. Background and introduction

United Nations Entity for Gender Equality and Empowerment of Women (UN Women) has been implementing a project titled, 'Empowering women through safe, resilient, gender responsive food markets and systems in response to Covid 19 in zimbabwe' (2020-2022). The project sought to empower vulnerable women marketers for recovery and resilience from socio economic shocks and the Covid-19 epidemic through effective participation in safe, inclusive and violence free markets as last mile food distributors. The project was funded by the MPTF Covid 19 Recovery Fund.

The project was a response to the Covid -19 pandemic to alleviate the impact of Covid-19 on the informal sector. The project was also a response to the UN Framework for socio-economic response to COVID-19 which demonstrates the UN's commitment to the Covid -19 response at the country level. The project model also aligned to the UN Women flagship programme on Women economic empowerment through providing gender responsive safe markets, improving the economic base and financial security of women marketers as well as support establishment of E solutions to support both the supply and demand sides of markets.

Zimbabwe has the second largest informal economy in the world and COVID-19 restrictions have brought the economy to a virtual standstill. Vendors largely operating in the informal economy have a low ability to adapt to changes in market conditions and to cope with any external shocks and vulnerabilities. Food markets in Zimbabwe do not work in a manner that is profitable to the farmers and vendors, who rely entirely on this income, as lots of produce goes to waste. Women vendors continue to face a myriad of challenges such as a lack of fixed prices of their products; oversupply of products such as tomatoes which then drives down the price as most small-scale farmers farm by season; lack of storage capacity; lack of diversification and limited markets which leads to a congested supply system. These challenges are the result of various structural issues. In addition, in most cases markets are not compliant with public health, occupational safety requirements, green energy solutions, and gender related needs making it difficult for women to continue with business as usual during the crisis. The lack of an enabling environment to support women's viable businesses as well as their participation in decision making also limits engagement of women and girls in economic activities. The situation has been particularly worse for women and marginalized groups with lower literacy levels who may not have the skills or capacity to obtain safe and viable income generating opportunities and who rely on markets for their sustenance. Globally, digital solutions are emerging as a key pillar in the global fight against COVID-19 yet in Zimbabwe the progress towards harnessing this potential has been slow. In this regard, there is need for an online system that harnesses technology to link the food markets with the informal sector vendors who are currently on lock down and cannot easily move to purchase goods.

The Covid-19 outbreak necessitated the need to scale up and broaden the conceptualization of safe markets to include safety from SGBV and disease outbreaks, whilst integrating green energy solutions. The design of safe market infrastructure will therefore comply with COVID-19 and occupational safety and health (OSH) management systems to ensure prevention and mitigation of COVID-19 and other infectious diseases, whilst ensuring renewable energy and ozone friendly dimensions are integrated. This will go a long way towards ensuring that women do not lose their income during public health emergencies and continue to operate in public spaces that are free from violence.

Log frame

| Please include ALL indicators in the project document. Include the indicators and Baseline, Planned Target and Actuals for <i>both</i> OUTCOME and OUTPUT levels. "Actuals" refer to the total figures achieved for each indicator. Include separate actuals for 2021 and for 2022 (if applicable). Explain if targets were not achieved. Include means of verification. Use as many outputs cells as needed to present all project indicators. | | | | | | |
|---|--|---------------------------|---|--|---|------------------------------|
| | <u>INDICATORS DESCRIPTION AND DATA</u> | <u>DATA: ACTUALS 2021</u> | <u>DATA: ACTUALS 2022 (if applicable)</u> | <u>TOTAL actuals (aggregated 2021 and 2022 if applicable)</u> | Reasons for Variance with Planned Target (if any) | Source of Verification |
| Outcome 1[1] | | | | | The project due to resource constraints is now targetting 3 markets instead of four | Reports, Minutes of meetings |
| Indicator: Number of resilient food and vegetable markets and systems that are safe, responsive to women's needs and fully functional during the COVID-19 outbreak and beyond | | 3 | | | | |
| Baseline: 0 | | | | | | |
| Planned Target: 4 | | | | | | |
| Output 1.1 | | | | | The project due to resource constraints is now targetting 3 markets instead of four | Reports, Minutes of meetings |
| Indicator 1.1.1: Number of markets adhering to public and occupational health and safety requirements (including COVID-19) and standards for gender sensitive infrastructure and including green energy solutions | | | | | | |
| Baseline: 1 | | | | | | |
| Planned Target: 4 | | 3 | | | | |
| Indicator 1.1.2: Number of gender responsive mechanisms established to prevent and address GBV and harassment in public spaces | | | | | The remaining 2 will be established in 2022 | |
| Baseline: 1 | | | | | | |
| Planned Target: 8 | | 6 | | | | |
| | | | | | | |

| | | | | | | |
|--|--|------------|--|--|---|---------|
| Output 1.2 | | | | | The bank are failing to meet demand due to limited finances | Reports |
| Indicator 1.2.1: Number of women supported to access financial credit facilities | | | | | | |
| Baseline: 0 | | | | | | |
| Planned Target: 280 | | 93 | | | | |
| Indicator 1.2.2: Number of women with increased capacity in business management including e-commerce | | | | | In progress, to be finalised in 2022 | Reports |
| Baseline: 0 | | | | | | |
| Planned Target: 1800 | | 600 | | | | |
| Indicator 1.2.3 Percentage increase in growth of women businesses | | | | | | |
| Baseline: 0 | | | | | | |
| Planned Target: 5% | | | | | An evaluation is yet to be done | |
| Output 1.3 | | | | | | |
| Indicator 1.3.1: A platform that ensure regular supply of quality produce to women marketers and facilitate electronic sales to a broad range of consumers established | | 1 | | | No variance | Reports |
| Baseline: 0 | | | | | | |
| Target: 1 | | | | | | |
| Indicator 1.3.2: Number of women trained on utilisation of the E-platform | | 297 | | | Trainings will be finalised in 2022 | Reports |
| Baseline: 0 | | | | | | |
| Target: 45% (810) | | | | | | |
| Indicator: Number of gender responsive laws, policies and strategies effectively implemented to facilitate last mile food supply management system in compliance with OSH standards, and address gender differential needs. | | | | | | |

| | | | | | | |
|---|--|----|--|--|---|---------|
| Baseline: 0 | | | | | | |
| Planned Target: 3 | | 3 | | | 1 Draft OSH policy and strategy, SOPs and by laws framework in place. These and the comprehensive gender responsive framework will be finalised in 2022 | Reports |
| Existence of gender responsive policy and guiding framework for safe markets in place | | 3 | | | 1 Draft OSH policy and strategy, SOPs and by laws framework in place. These and the comprehensive gender responsive framework will be finalised in 2022 | Reports |
| Baseline: 0 | | | | | | |
| Planned Target: 3 | | | | | | Reports |
| | | | | | | |
| | | | | | | |
| Number of institutions supported to develop and/or review policies, regulations, legal frameworks, by-laws with a gender lens. | | 10 | | | | Reports |
| Baseline:0 | | | | | | |
| Planned Target:10 | | | | | | |
| Indicator: Number of action plans implemented by women trained in transformative leadership to increase their influence in decision making structures within markets and relevant institutions | | | | | | |
| Baseline:0 | | | | | | |
| Planned Target: 4 | | 3 | | | The project is only targetting 3 markets due to resource constraints | |

| | | | | | | |
|---|--|-----------|--|--|--|----------------|
| Number of women's engagements with key decision makers | | | | | | Reports |
| Baseline:0 | | | | | | |
| Planned Target: 24 | | 18 | | | | Reports |
| | | | | | | |
| | | | | | | |
| Improved women's participation in market leadership structures | | 10 | | | The remainder will be trained in 2022 | Reports |
| Baseline:0 | | | | | | |
| Planned Target: 20 | | | | | | |

Data Collection Tools

Focus Group Discussion Guide

My name is _____ and I am from part of a team contracted by UN Women to conduct an evaluation of the Safe Markets project (empowering women through safe, resilient, gender responsive food markets and systems in response to COVID 19 in Zimbabwe) that is being implemented by UN Women in partnership with ILO and UNDP under the United Nations Country Team (UNCT's) coordinated response to COVID 19. We consider your participation in this discussion to be very important as your views to learn and inform future similar interventions. The evaluation will document how the project facilitated action to address the food market related challenges that women have been facing, which were exacerbated by measures to contain the spread of COVID 19. Your participation in this discussion is confidential and the information we will collect will not be used to identify you. Participation is entirely voluntary, and you can change your mind and decide not to take part at any time before or during the interview. Choosing to withdraw from any part of the interview will not have any consequences for you whatsoever. Our interview will take approximately an hour. If you have any questions or concerns pertaining to your participation in this discussion, please feel free to ask us. Are you free to participate in this discussion?

Location/Market site: _____

Name of FGD Facilitator: _____

Name of Notetaker: _____

Number of Participants: _____ Females: _____ Males if any: _____

Date of Focus Group Discussion : _____ (dd/mm/yyyy)

Starting Time _____ Ending Time _____ Total Time Taken _____

Discussion Questions

1. What activities were implemented as part of the Safe market project?
2. How did you participate in the activities implemented?
3. How relevant were activities you have outlined above? Probe for:
 - Availability and accessibility of infrastructure that is sensitive to community and women's needs.
 - Compliance with occupational health and safety regulations (OSH)
 - Integration of green energy and digital financial services solutions in local markets
 - Ensuring existence of mechanisms and structures to prevent and address gender-based violence and harassment
4. What changes have been experienced as a result of safe markets project? (*Probe for changes in the following domains*)
 - Food and vegetable markets and systems are safe for women
 - Food and vegetable markets are responsive to women's needs
 - Food and vegetable markets were fully functional during the COVID-19 outbreak and beyond
 - Food and vegetable markets are adhering to public and occupational health and safety requirements (including COVID-19)
 - Food and vegetable markets are adhering to standards for gender sensitive infrastructure and including green energy solutions.
5. How did the project ensure changes that you have outlined above will continue even after the end of the Safe Markets project? (*Probe for Sustainability*).
6. What challenges were faced during implementation of the safe markets project?
7. What were the lessons learned during implementation of the safe markets project?
8. What recommendations can you make for future projects that are similar to the Safe Markets project?

Thank you for your participation

Key Informant Interview Guide

- UN Women
- UNDP
- ILO
- National Social Security Authority
- Community Water Alliance
- Knowledge Transfer Africa
- DEG

My name is _____ and I am from part of a team contracted by UN Women to conduct an evaluation of the Safe Markets project (empowering women through safe, resilient, gender responsive food markets and systems in response to COVID 19 in Zimbabwe) that was implemented by UN Women in partnership with ILO and UNDP under the United Nations Country Team (UNCT's) coordinated response to COVID 19. We consider your participation in this discussion to be very important as your views will inform future similar interventions to facilitate action to address the food market related challenges that women face. Your participation in this discussion is confidential and the information we will collect will not be used to identify you. Participation is entirely voluntary, and you can change your mind and decide not to take part at any time before or during the interview. Choosing to withdraw from any part of the interview will not have any consequences for you whatsoever. Our interview will take approximately 45 minutes. If you have any questions or concerns pertaining to your participation in this discussion please feel free to ask us. Are you free to participate in this discussion?

Stakeholder: _____

Location/Market site: _____

Name of Respondent: _____

Gender: _____

Organisation: _____

Position: _____

Name of Interviewer: _____

Date of Interview: _____

Discussion Questions

1. What activities were implemented as part of the Safe market project?
2. How did you participate in the activities implemented?
3. How relevant were activities you have outlined above focusing on the following?
 - a. To what extent were project activities and outputs consistent with the intended impacts and effects?
 - b. How relevant is the project to the needs and priorities of the beneficiaries, national, regional and international priorities?
4. What were the major factors influencing the achievement or non-achievement of the objectives?
5. What, if any, alternative strategies would have been more effective in achieving the Project objectives?
6. How efficiently was the safe markets project implemented focusing on the following aspects:
 - a) Has the project implementation strategy and execution been efficient and cost effective?
 - b) To what extent does the management structure of the intervention support efficiency for project implementation?
7. What changes have been experienced as a result of safe markets project? (*Probe for changes in the following domains*)
 - Availability and accessibility of infrastructure that is sensitive to community and women's needs.

- Compliance with occupational health and safety regulations (OSH)
 - Integration of green energy and digital financial services solutions in local markets
 - Ensuring existence of mechanisms and structures to prevent and address gender-based violence and harassment
8. How did the project ensure changes that you have outlined above will continue even after the end of the Safe Markets project? (Probe for Sustainability).
 9. To what extent were gender and human rights considerations integrated into the project design and implementation?
 10. What challenges were faced during implementation of the safe markets project?
 11. What were the lessons learned during implementation of the safe markets project?
 12. What recommendations can you make for future projects that are similar to the Safe Markets project?

Thank you for your participation

Key Informant Interview Guide

- Ministry of Public Service Labour and Social Welfare
- Ministry of Local Government and Public Works (MLGPW)
- Ministry of Women Affairs, Small Medium Enterprise Development (MOWASMED)
- Ministry of Lands, Agriculture Water and Rural Resettlement (MLAWRR)
- Harare City Council

My name is _____ and I am from part of a team contracted by UN Women to conduct a an evaluation of the Safe Markets project (empowering women through safe, resilient, gender responsive food markets and systems in response to COVID 19 in Zimbabwe) that was implemented by UN Women in partnership with ILO and UNDP under the United Nations Country Team (UNCT's) coordinated response to COVID 19. We consider your participation in this discussion to be very important as your views will inform future similar interventions to facilitate action to address the food market related challenges that women face. Your participation in this discussion is confidential and the information we will collect will not be used to identify you. Participation is entirely voluntary, and you can change your mind and decide not to take part at any time before or during the interview. Choosing to withdraw from any part of the interview will not have any consequences for you whatsoever. Our interview will take approximately 45 minutes. If you have any questions or concerns pertaining to your participation in this discussion please feel free to ask us. Are you free to participate in this discussion?

Stakeholder: _____
 Location/Market site: _____
 Name of Respondent: _____
 Gender: _____
 Organisation: _____
 Position: _____
 Name of Interviewer: _____
 Date of Interview: _____

Discussion Questions

1. What activities were implemented as part of the Safe market project?
2. How did you participate in the activities implemented?
3. How relevant were activities you have outlined above to the needs and priorities of beneficiaries, national, regional and international priorities?
4. What were the major factors influencing the achievement or non-achievement of the objectives?

5. What, if any, alternative strategies would have been more effective in achieving the Project objectives?
6. To what extent does the management structure of the intervention support efficiency for project implementation?
7. What changes have been experienced as a result of safe markets project? (*Probe for changes in the following domains*)
 - Availability and accessibility of infrastructure that is sensitive to community and women's needs.
 - Compliance with occupational health and safety regulations (OSH)
 - Integration of green energy and digital financial services solutions in local markets
 - Ensuring existence of mechanisms and structures to prevent and address gender-based violence and harassment
8. How did the project ensure changes that you have outlined above will continue even after the end of the Safe Markets project? (*Probe for Sustainability*).
9. To what extent were gender and human rights considerations integrated into the project design and implementation?
10. What challenges were faced during implementation of the safe markets project?
11. What were the lessons learned during implementation of the safe markets project?
12. What recommendations can you make for future projects that are similar to the Safe Markets project?

Thank you for your participation

Case Study Documentation Guide

My name is _____ and I am from part of a team contracted by UN Women to conduct an evaluation of the Safe Markets project (empowering women through safe, resilient, gender responsive food markets and systems in response to COVID 19 in Zimbabwe) that was implemented by UN Women in partnership with ILO and UNDP under the United Nations Country Team (UNCT's) coordinated response to COVID 19. We consider your participation in this discussion to be very important as your views will inform future similar interventions to facilitate action to address the food market related challenges that women face.

You have been selected to provide a case story illustrating how you were involved with the project and how it benefitted you. Your participation is voluntary. As part of the documentation process we will request for your details including your pictures. You can remain anonymous if you wish. This discussion will take at most thirty minutes. Please feel free and be open to discuss as the purpose of this evaluation is to learn.

I confirm that I have read, understood, and agreed to participate in this interview. Yes [] No []

I consent to having my picture taken and allow my picture to be used in the report and any publications for wider stakeholder dissemination (tick one) Yes [] No []

Do you want to have your name on the story (tick one) Yes [] No []

Storyteller Signature: _____

Name of storyteller*:

* (If they wish to remain anonymous, don't record their name or contact details and do NOT take their picture – you can take a picture of what they did or what they're talking about, as long as it's not a person.)

Location: _____

Institution: _____

Gender: _____

Category : _____ Youth. Adult _____

Date: _____

Start Time: _____ End Time: _____

Title of story _____

Name of person recording story: _____

1. Tell me how you (the storyteller/on behalf of the community) first became involved with the Safe Markets Project?.
2. Can you explain what difference has been made by your involvement in Safe Markets project activities you outlined above? (*Probe for changes related to activities implemented by the project and get examples*)
3. What did not work well during your participation in the Safe Markets project? (*Make it clear that you're not talking about something they did wrong, but rather about the overall activity*)
4. Any recommendations for the future?
5. Do you have any other comments?

Questionnaire

My name is _____ and I am from part of a team contracted by UN Women to conduct an evaluation of the Safe Markets project (empowering women through safe, resilient, gender responsive food markets and systems in response to COVID 19 in Zimbabwe) that was being implemented by UN Women in partnership with ILO and UNDP under the United Nations Country Team (UNCT's) coordinated response to COVID 19. We consider your participation in this discussion to be very important as your views will inform interventions to facilitate action to address the food market related challenges that women have been facing, which were exacerbated by measures to contain the spread of COVID 19. Your participation in this discussion is confidential and the information we will collect will not be used to identify you. Participation is entirely voluntary, and you can change your mind and decide not to take part at any time before or during the interview. Choosing to withdraw from any part of the interview will not have any consequences for you whatsoever. Our interview will take approximately 45 minutes. If you have any questions or concerns pertaining to your participation in this discussion please feel free to ask us. Are you free to participate in this discussion?

| SECTION A: IDENTIFICATION | | | | |
|---|---|---|------------------------|---|
| Questionnaire ID No. | | | | |
| Location | | | Mbare mass market | |
| | | | Lusaka Highfield | |
| | | | Kuwadzana 1 | |
| | | | Hatcliffe | |
| Date of interview (DD/MM/YYYY) | | | | |
| Interview Results | Completed | 1 | Not Completed | 2 |
| Checked By Supervisor | | | | |
| SECTION B: DEMOGRAPHIC INFORMATION | | | | |
| <i>Now I would like to start by asking you questions about yourself</i> | | | | |
| B1 | How old are you? (Probe age at last birthday) | | 17 years and below | |
| | | | 18-35 | |
| | | | 36-45 | |
| | | | 46-55 | |
| | | | 56-65 | |
| | | | 65 and above | |
| | | | Don't Know | |
| B2 | Sex of respondent | | Male | |
| | | | Female | |
| B3 | Marital Status | | Single / Never married | |
| | | | Married/cohabitating | |
| | | | Divorced/ Widowed | |
| B4 | What is highest level of Education you have attained | | None | |
| | | | Primary | |
| | | | Secondary | |
| | | | Tertiary | |
| B5 | Disability status | | Yes | |
| | | | No | |
| SECTION C: SAFE MARKETS | | | | |
| C1 | Have you heard about the term safe markets? | | Yes | |
| | | | No | |
| C2 | If you have heard about safe markets can you please give me examples of safe markets? | | a. Don't Know | |
| | | | b. Mbare mass markets | |
| | | | c. Other (specify) | |
| C3 | Is the existing Infrastructure in local markets sensitive to community and women's needs? | | Yes | |
| | | | No | |
| C4 | Are the existing local markets compliant with occupational health and safety regulations (OSH)? | | Yes | |
| | | | No | |
| C5 | To what extend are green energy and digital financial services solutions integrated in local markets? | | To a lesser extent | |
| | | | To some extent | |
| | | | To a greater extent | |
| | | | Can't say | |
| C6 | How prevalent is gender based violence in local markets? | | Very prevalent | |
| | | | Not prevalent | |

| | | | |
|--|--|--|--|
| C7 | Do you think mechanisms and structures to prevent and address gender-based violence and harassment exists in local markets? | | Yes |
| | | | No |
| | | | Explain your answer |
| C8 | To what extent has the COVID 19 pandemic affected the safety of local markets? | | To a lesser extent |
| | | | To some extent |
| | | | To a greater extent |
| | | | Can't say |
| | | | Explain your answer |
| C9 | Do you think the local health protocols have affected on the safety of markets? | | Yes |
| | | | No |
| | | | Explain your answer |
| SECTION D: FINANCIAL SECURITY | | | |
| D1 | Are financial security instruments (such as loans, grants etc.) available to female marketers in local markets | | Yes |
| | | | No |
| D2 | If yes, what are the main forms of credit available to female marketers? | | a. Banks |
| | | | b. Micro finance institutions |
| | | | c. Informal lenders (<i>Chimbadzu</i>) |
| | | | d. Friends and Relatives |
| | | | e. Own finance |
| | | | f. Other (specify) |
| D3 | Do you think the economic security and financial inclusion of women marketers is prioritised in local markets? | | Yes |
| | | | No |
| D4 | Are you aware of any significant events that that have increased or reduced economic activities and access to finance among women marketers? | | Yes |
| | | | No |
| | | | Please explain |
| SECTION E: INSTITUTIONAL CAPACITY | | | |
| E1 | To what extent are women marketers included in market-oriented leadership structures in this community? | | To a lesser extent |
| | | | To some extent |
| | | | To a greater extent |
| | | | Can't say |
| | | | |
| E2 | Is the trend different before and during the COVID 19 pandemic in the context of increased voice and agency of women in market-oriented leadership structures? | | Yes its different |
| | | | Somewhat different |
| | | | Not at all |
| E3 | Are you aware of any policy frameworks put in place to govern the operation of markets in this community? | | Yes |
| | | | No |
| E4 | If yes, to what extent are these policy frameworks responsive to needs of women marketers in local markets? | | To a lesser extent |
| | | | To some extent |
| | | | To a greater extent |
| | | | Can't say |
| E5 | Are you aware of any institutions responsible for administration of policies in local markets? | | Yes |
| | | | No |
| E6 | | | Yes |

| | | | |
|--|---|-----|---|
| | Are you aware of any legislation that regulates and monitors food supply systems in the local markets? | | No |
| SECTION F: INCLUSIVE E-SOLUTIONS FOR SAFE MARKETS | | | |
| F1 | Do you think inclusive e-solutions for safe markets or market-oriented technologies are available to female marketers in this community? | | Yes No |
| F2 | Indicate the extent of your agreement or disagreement with the following in relation to the impacts of the COVID 19 pandemic on the livelihoods of women marketers & vulnerable groups (people living with disability and people living with HIV/AIDS) in this community? | (a) | COVID 19 induced lockdown policies and other movement restrictions severely affected women marketers in this community |
| | | (b) | Closures or restricted operations of informal markets have reduced the supply of food and consequently increased food prices due to scarcity |
| | | (c) | The loss of income-earning opportunities due to the COVID pandemic are likely to disproportionately affect women and other vulnerable populations such as those living with disabilities and HIV & AIDS in the community. |
| | | (d) | Steep increases in the price of basic commodities, and lockdowns and restrictions on movement encouraged panic buying and consumers stocking up |
| | | (e) | There is need for exemptions on movement restrictions for women marketers in production or agro-based food value chains |
| | | (f) | There is need for coordinated efforts to support broader economic resilience among women marketers in the face of the COVID 19 pandemic |
| | | (g) | There is need for government policies to adjust or alter rules on lockdown restrictions to balance the public health and food security in the community |
| | | (h) | There is need for the establishment of smaller markets on the outskirts of cities to avoid overcrowding of larger urban markets. |
| | | (i) | Scaling up innovations in digital technologies should be encouraged to aid disease and food safety surveillance in local markets. |
| | | (j) | Governments should ensure that advisory support, producer associations, cooperatives, enterprises continue to provide services to support the functioning of local markets. |

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| Thank you for your time | | | |