



Norwegian Embassy



# TERMS OF REFERENCES FOR FINAL EVALUATION OF TILITONSE FOUNDATION GRANT CONTRACT

## 1. BACKGROUND

Tilitonse Foundation (TF) is a grant making facility established to support Malawian Non-State Actors to engage in governance interventions. The Foundation's work is within the Malawi Government development policy frameworks such as the Malawi Growth and Development Strategy III and global frameworks such as the Sustainable Development Goals (SDGs), the African Union Agenda 2063 and the Paris Declaration. Tilitonse Foundation, guided by its 2018 – 2022 strategic plan, supports Non-State Actors in consolidating and up-scaling good governance in Malawi while aiming at increasing capacity of NSAs to actively promote citizens' engagement in democratic governance and in upholding citizens' rights by the state.

Tilitonse Foundation believes that increased capacity of Non-State Actors and promoting levels of citizens' engagement in democratic governance are important to catalyze increased accountability, responsiveness and inclusivity of the state and other service providers. The approach that Tilitonse Foundation is advocating is one of collaboration, partnerships, coalition building, and having strong linkages to grassroots communities.

The Tilitonse Foundation was incorporated in Malawi in September 2016 under the Companies Act as a *Private Company Limited by Guarantee* and is registered as an NGO with the NGO Board of Malawi and the Council for Non-Governmental Organizations in Malawi (CONGOMA).

The Tilitonse Foundation Objectives are as follows:

- To build capacity in Non-State Actors to promote, strengthen, enhance and entrench good governance and build sustainability (of the civil society organizations);
- To mobilize and provide funds to Non-State Actors for the promotion and enhancement of good governance in Malawi;
- To provide a platform for Non-State Actors for improving inclusivity, transparency, accountability and responsiveness in governance in Malawi;
- To promote and encourage Non-State Actors to engage in societal transformation through catalyzing more accountable, inclusive and responsive governance.

In January 2018, the Tilitonse foundation developed its Strategic Plan (2018 – 2022) with the following Strategic Objectives: Promote accountable, responsive and inclusive governance; Strengthen the organizational capacity of grant partners and the Foundation; as well as Establish and strengthen partnerships and networks

Tilitonse Foundation interventions in the 2018 – 2022 period is guided by the following result areas:

- **Active citizenship:** Duties of citizens; Voice and Action; Accountability and transparency; Democratic freedom to participate; Empowerment to participate
- **Local governance:** Roles of the Council and Committee; Roles of Secretariat; Councillors and Members of Parliament; Traditional Leaders; people centered development planning
- **Gender and social inclusion:** Gender Equality; Gender based violence; Marginalized groups
- **Economic governance:** Access to economic opportunities; Equity of access to capital; Equity of distribution of resources; Pro-poor planning/budgeting; Access to economic skills; Extractive industry; Agriculture/marketing and pricing
- **Rule of law:** Access to justice; Juvenile justice; Knowledge of and appeal to law; Minority rights; Respect for the law; Anti-Corruption.

## 2. SCOPE OF WORK

Between the period 2018 – 2020, the Tilitonse Foundation undertook activities with support from the EU Delegation in Malawi and the Royal Norwegian Embassy with a total budget of Euro 2.68 million for a 2-year period. The activities were undertaken under a grant contract that focused on both programmatic interventions and organizational development support. The Foundation provided grants to 16 grant partners under two grant windows – Open Call grants to 11 grant partners and Thematic Call grants to 5 grant partners. The grant partners include Non-State Actors which included local and international NGOs, umbrella organizations for civil society organizations. The support also included putting in place and operationalizing systems and structures for management and governance of the Foundation; capacity development support for grant partners; knowledge management and communication support for the Foundation and grant partners; and monitoring and evaluation frameworks and interventions for the Foundation and grant partners.

The final evaluation will focus on three strategic objectives which are: promote accountable, responsive and inclusive governance; strengthen the organizational capacity of the Foundation; and establish and strengthen partnerships and networks. The main purpose of the final evaluation is to assess and consolidate the overall performance of the Tilitonse Foundation under the grant contract from EU and RNE, and to provide recommendations on future programming and organizational development interventions for the Foundation. It is the expectation that the final evaluation will assess the extent of achievement of the Tilitonse Foundation in the past two years in terms of its relevance, efficiency, effectiveness, impact and sustainability. This assessment will focus on both the programmatic and organizational development interventions of the Foundation.

The evaluation will also look at the extent to which Tilitonse Foundation provided value for money (VFM) to the support provided. The specific objectives of the evaluation are as follows:

1. To assess the relevance of design, effectiveness, and efficiency of the interventions based on the implementing structure, systems, timeframe and budget allocation;
2. To assess performance and results based on the design, defined impact, objectives (outcomes and outputs) and indicators of the Tilitonse Foundation logical framework;
3. To identify evidence of potential or emerging impact and sustainability of the Foundation interventions on target groups, final beneficiaries, grant partners, other stakeholders and institutions;
4. To analyse best practices and strengths for potential scaling-up and replication of similar programme and organizational development interventions;
5. To document lessons learned, draw out policy implications and insights of the programme as well as the target groups, final beneficiaries and grant partners;
6. To come up with recommendations that can be made for future design, programming and organizational development in relation to programme methodologies, approaches and for guidance of similar programme and organizational development interventions in the future.

## **2.1 Evaluation Approach and Methodology**

The evaluation will use a mixed methods approach combining both quantitative and qualitative methodologies. This approach is preferred because of the need to generate evidence and do analysis for the project in relation to the standard evaluation criteria of design, relevance, effectiveness, impact, sustainability, and learning. It is expected that the evaluation will be informed by secondary data and consultations with key stakeholders including the Foundation, grant partners, Development Partners and other relevant players.

It should be noted that the Foundation did not conduct its baseline at the beginning of the program. It is still anticipated that the evaluator should design the study to enhance pre-post comparison of all the key indicators in the Tilitonse Foundation Logframe. It is encouraged that the evaluator should propose an approach that will ensure the baseline situation of the Foundation's indicators is established for comparative analysis for the key indicators.

## **3. TIMEFRAME**

The final evaluation is expected to commence 1<sup>st</sup> July, 2020 and end in 31<sup>st</sup> August, 2020 with a period of 30 days. The detailed schedule of the evaluation will be agreed between the Foundation and the successful individual and/or firm.

## 4. REQUIRED DELIVERABLES

The deliverables under this assignment are listed in the table below.

Deliverable	Description
Inception report	Report should describe the following: <ol style="list-style-type: none"> <li>1. Understanding of the project based on project documents and literature review</li> <li>2. Finalized methodology including detailed sampling plan and field procedures</li> <li>3. Quality control measures</li> <li>4. Communication protocol throughout the evaluation</li> <li>5. Finalized timelines (activities, responsible parties, outputs, and timing)</li> <li>6. Draft Data collection tools and plan</li> </ol>
Draft final evaluation report	The report should be submitted in English addressing all the evaluation objectives and key research questions
PowerPoint Presentation	Presentation should include an abbreviated list of evaluation findings that can be presented to relevant internal and external stakeholders.
Final version of the final evaluation report	Electronic copy of the final evaluation report should be submitted in English in both Microsoft- Word and PDF version. Report should include the following sections: <ol style="list-style-type: none"> <li>i. Acknowledgements</li> <li>ii. List of Acronyms and abbreviations</li> <li>iii. Table of Contents</li> <li>iv. Executive Summary (no longer than two pages)</li> <li>v. Background (Program description and purpose of baseline)</li> <li>vi. Methodology and Implementation</li> <li>vii. Results and Findings</li> <li>viii. Recommendations</li> <li>ix. Annexes:</li> </ol>
Final Data Collection Tools	Electronic copies of all clean and final English-version of data collection tools
Final Cleaned Data	Clean and final English versions of: <ol style="list-style-type: none"> <li>a) quantitative data sets in Microsoft-Excel and any other utilized format (SPSS, STATA, R, etc)</li> <li>b) Qualitative transcripts, field and interview notes, complete list of key informant interviews and FGDs in Microsoft-Word document</li> </ol>

## 5. PROFILE OF CONSULTANT(S)

The individual and/or firm should have experience in undertaking Baselines, Mid Term and Final Evaluation studies especially of donor funded projects. Required and desirable qualifications include:

- Team leader should have a minimum of a Master degree in Development Studies, Political Science or Economics with a minimum of 8 years experience in undertaking evaluation of governance interventions;
- Understanding of institutional development interventions and experience in undertaking review of organizational development interventions.
- Proven expertise and understanding of work in the following areas: rule of law, active citizenship, economic governance, local government gender and social inclusion, networking and partnership and economic governance programming;
- Understanding of and experience of results-based management, and undertaking evaluation guided by Results Frameworks and logframe.
- Previous experience in evaluation of donor funded projects
- Experience in evaluation of EU funded programs will be an added advantage;
- Strong qualitative and quantitative research and analytical skills;  
Proven ability to produce high quality reports and ability to meet deadlines;

## 6. CRITERIA FOR EVALUATION

Proposals to conduct the final evaluation will be evaluated on the following criteria:

- 40%: Technical approach, methodology and
- 20%: Understanding of assignment
- 20%: Proposed personnel
- 20%: Cost competitiveness and value

Proposals (both technical and financial) should be submitted through email to [info@tilitonsefoundation.com](mailto:info@tilitonsefoundation.com) copied to [t.nkhoma@tilitonsefoundation.org](mailto:t.nkhoma@tilitonsefoundation.org). Due date is **Friday, June 12th, 2020 by 5pm Malawi Time.**