



Norwegian Embassy



# **FINAL EVALUATION FOR THE TILITONSE FOUNDATION CBO CALL**

Terms of Reference

for

End of Term Evaluation of the Tilitonse Foundation CBO  
Call – Firms, Partnerships or Individual Consultant (s)

## 1.0 Background of the Programme

Tilitonse Foundation (TF) was established in 2016 as a local organization 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, the Malawi Vision 2063, 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 the 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.

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.

## 2.0 Scope of Work

Between the period 2018 – 2022, the Tilitonse Foundation undertook activities with support from the EU Delegation in Malawi and the Royal Norwegian Embassy with a total budget of Euro 4.74 million for a 4-year period. The activities were undertaken under a grant contract focusing on programmatic interventions and organizational development support. In the period 2020 – 2022, the Foundation provided 25 grants to Non State Actors under the following windows: 5 under the Thematic Call Window that focused on urban governance and management; and 20 under the

CBO Call Window that focused on five themes: Drug Pilferage, youth-friendly health services, and Sexual and Reproductive Health Rights, urban governance and management, Affordable Input Program and National Economic Empowerment Fund.

The CBO Call Window Grants were designed to mobilize citizens and community structures to engage in governance interventions at community level. It was designed bearing in mind the unique nature of how grassroots organizations are organically established, their challenges, and the immense potential that they have to contribute to governance and improved delivery of services.

Under the CBO Call Window, the Foundation supported 20 projects spread in 15 districts across the country. The projects revolve around the following programming thematic areas:

- 8 projects under monitoring Drug Pilferage,
- 6 projects under increasing access to youth-friendly health services and Sexual and Reproductive Health Rights,
- 2 projects under monitoring access to Affordable Input Program,
- 2 projects on monitoring access to National Economic Empowerment Fund,
- 2 projects on active citizen participation in urban governance and management.

The support to CBO grant partners also strengthened capacity development; knowledge management and communication; and monitoring and evaluation frameworks. Some of the projects were combining two themes within the same project. The implementation of the CBO call window grants started in February 2020 and ended on 31 January 2022.

## **2.1 Purpose and Objectives**

This evaluation is particularly called by Tilitonse Foundation to assess and consolidate the overall performance of the Affordable Input program, the National Economic Empowerment Fund and the Urban Governance and Management projects. These projects are currently being implemented by Youth Action in Development Activities (YADA) and Concerned Youth Organisation in Blantyre City; Misuku Beekeepers Association in Chitipa district; Mponela Aids Information and Counselling Centre (MAICC) in Dowa district; Youth Initiative for Community Development (YICOD) in Dedza district; Salima Governance Network (SAGNET) in Salima district. The evaluation is expected to assess achievements and results, their contribution to the overall Tilitonse Foundation expected outcomes and results, and their contribution towards national development. The evaluation should also look at the design of the projects and their implementation; lessons learnt, replicability, and recommendations for current and future programs. The evaluation should also look at the extent to which there was value for money from the support provided to the projects.

The specific objectives of the evaluation are as follows:

1. To assess the relevance, 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 achievement of the objectives (at outcomes and outputs levels), and to identify the supporting factors and constraints that have led to this achievement and/or lack of achievement;
3. To identify evidence of potential or emerging impact and results, and sustainability of the interventions on target groups, final beneficiaries, project partners, other stakeholders, and the institution;
4. To analyze best practices and strengths for potential scaling-up and replication of similar programmatic and organizational development interventions;
5. To document lessons learned, draw out policy implications and insights of the projects as well as the target groups, final beneficiaries, and grant partners;
6. To come up with conclusions and recommendations that can be made for future design, programming and organizational development support, grant making and management, capacity development support, knowledge management, and communication for project support in the future.

### **3.0 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 analyze the projects 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, beneficiaries, and other relevant players.

It should be noted that the projects did not conduct a baseline at the beginning of projects. It is still anticipated that the evaluator should design the study to capture the pre-post comparison of all the key indicators of the projects' logframe. There are two key options to be critically considered in this area: firstly, making full use of grant partners' initial reports to match with projects' key indicators, and secondly, adopting the surveys to measure current and retrospective scenarios for all the key indicators. The Foundation believes that using the two scenarios and supplementing them with other relevant considerations should produce the best results for inferential analysis for the key indicators.

### **4.0 Deliverables**

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

<b>Deliverable</b>	<b>Description</b>
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> </ol>

	<p>5. Finalized timelines (activities, responsible parties, outputs, and timing)</p> <p>6. Draft Data collection tools and plan</p>
Draft evaluation report	The report should be submitted in English addressing all the evaluation objectives and key research questions
PowerPoint Presentation	The presentation should include an abbreviated list of evaluation findings that can be presented to relevant internal and external stakeholders.
The final version of the final evaluation report	<p>An electronic copy of the final evaluation report should be submitted in English in both Microsoft- Word and PDF versions.</p> <p>The report should include the following sections:</p> <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	<p>Clean and final English versions of:</p> <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>

## 5.0 Duration of the Assignment

The assignment will be conducted within a 40 days period spread between February and April 2022, starting from the date of signing the contract.

## 6.0 Consultants' Qualifications

The assignment is to be carried out by a reputable consultant (s) who must possess a mix of appropriate qualifications and expertise. The consultant must have a minimum of a Masters' Degree in Development Studies, Political Science, Demography, Social Science, or any other relevant field with a minimum of seven years' proven experience in carrying out studies of a similar nature. The consultant(s) should demonstrate experience and/or be familiar with governance programming. The consultant (s) should also have the following added attributes:

- A minimum of seven years' expertise in designing and conducting quantitative and qualitative socio-economic surveys and evaluations;
- At least five years' experience with rural and urban governance development projects and studies;

- Understanding of institutional development interventions and experience in undertaking review of organizational development interventions.
- Proven expertise and understanding of work in the following areas: the 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;
- Knowledge of governance issues in Malawi will be an added advantage
- Proven ability to produce hi reports and ability to meet deadlines;
- Excellent analytical, communication, and report writing skills.

## 7.0 Selection Criteria

The evaluation of proposals and selection of the consultant shall be conducted using Quality Based Selection (QCBS) in accordance with Tilitonse Foundation's Procurement Guidelines.

The selection criteria for technical proposal shall be as follows:

Ref. No	Evaluation Criteria	Maximum Score
1	Qualifications and Experience of Key Staff	20
2	Adequacy of Proposed work plan and methodology and Approach	40
3	Consultant's firm's Specific Experience in similar assignment	20
4	Cost competitiveness and value	20
	<b>Total</b>	<b>100</b>

Minimum passing score is 70

## 2.0 Submission:

The interested firms must submit both Technical and Financial proposals enclosed in one envelope but in two separate envelopes marked "Proposal for Conducting Final Evaluation for the CBO window" on or before 18 March 2022 at 10:00 hrs in a tender box at Tilitonse Foundation Reception, Plot No. 128, Lizulu Street, Area 47, Sector 5, Lilongwe.

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