



Norwegian Embassy



TERMS OF REFERENCE FOR THE FINAL EVALUATION FOR THE TILITONSE FOUNDATION PROJECT

*Support to Tilitonse Foundation's Capacity to Facilitate Non State
Actors Grants And Capacity Development in the Governance
Sector*

End of Term Evaluation of the Tilitonse Foundation Project – 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 that focused on programmatic interventions, organizational development support and partnership and networking. In the stated period, the Foundation provided financial support to 41 grant partners comprising 11 grant partners under the Open Call Window, 10 grant partners under the Thematic Call Window and 20 grant partners under the Community-Based Organizations (CBO) call window. In total 41

projects were funded and implemented in over 21 districts in Malawi focusing on governance in general, and in the following thematic areas: urban governance and management; Sexual Reproductive Health Rights (SRHR); Drug Pilferage; Affordable Input Program (AIP); National Economic Empowerment Fund (NEEF); juvenile justice; public procurement; public resource tracking and extractive industry. These projects also provided capacity development support.

The spread of the projects supported is as follows:

- CBO Call: 20 projects were supported in 15 districts programming around Drug Pilferage (8), Sexual and Reproductive Health Rights (6), Affordable Input Program (2), National Economic Empowerment Fund (2), and Urban Governance and Management (2).
- Thematic Call I: 5 projects were supported in 4 cities of Blantyre, Lilongwe, Mzuzu, and Zomba covering urban governance and management.
- Thematic Call II: 5 projects in 5 cities of Blantyre, Lilongwe, Zomba, Mzuzu, and municipality of Mangochi covering urban governance and management (waste management, revenue generation and utilization, urban structures, residents engagement in urban structures etc).
- Open Call I: 11 projects in 11 districts covering varied governance issues (local councils, drug pilferage, sexual reproductive health rights, public procurement, juvenile justice, extractive industry)

The general conceptualization of the projects was to make them contribute to five result areas namely active citizenship, rule of law, economic governance, local governance, and gender and social inclusion.

2.1 Purpose and Objectives

The main purpose of the final evaluation is to assess and consolidate the overall performance of the projects for the action, achievements and results, their contribution to the overall Tilitonse Foundation expected outcomes and results, and their contribution towards national development goals.

The evaluation shall also assess the extent to which the funded projects have contributed to the achievement of the Tilitonse desired long-term and short term results with reference to specific indicators in the Tilitonse Foundation Log frame. 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 establish the relevance of the Theory of Change, Political Economy Analysis in relation to the project results.
3. 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;

4. 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;
5. To analyze best practices and strengths for potential scaling-up and replication of similar programmatic and organizational development interventions;
6. To document lessons learned, draw out policy implications and insights of the projects as well as the target groups, final beneficiaries, and grant partners;
7. To come up with conclusions and recommendations that can be made for project 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 consultant should propose study designs that maximize collection of both quantitative and qualitative data that should focus on various levels (community, district, and national), target various players that are relevant to the project (government, DPs, CSOs, district and city councils, citizens), and sample the project geographical areas.

The proposed design clearly indicate how lessons and best practices would be generated as well as providing a clear approach on triangulation of evidence.

The proposed design to consider approaches that would enhance the achievement of the objectives of this assignment even when baseline values are not available. The methodology should also provide the analysis framework to used. We also need to direct them

4.0 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"> 1. Understanding of the project based on project documents and literature review 2. Finalized methodology including detailed sampling plan and field procedures 3. Quality control measures 4. Communication protocol throughout the evaluation 5. Finalized timelines (activities, responsible parties, outputs, and timing) 6. Draft Data collection tools and plan
Draft evaluation report	The report should be submitted in English addressing all the evaluation objectives and key research questions. Come up with a PowerPoint presentation to be presented to Tilitonse Foundation staff. The slides 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"> i. Acknowledgements ii. List of Acronyms and abbreviations iii. Table of Contents iv. Executive Summary (no longer than two pages) v. Background (Program description and purpose of baseline) vi. Methodology and Implementation vii. Results and Findings viii. Recommendations ix. Annexes <p>Disseminate the final report in a workshop where internal and external stakeholders will attend.</p>
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"> a) quantitative data sets in Microsoft-Excel and any other utilized format (SPSS, STATA, R, etc) b) Qualitative transcripts, field and interview notes, complete list of key informant interviews and FGDs in Microsoft-Word document

5.0 Duration of the Assignment

The assignment will be conducted within a 30 days’ period spread between June and July 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 include one with familiarity in 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: rule of law, active citizenship, economic governance, local government gender and social inclusion, networking and partnership;

- 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 high-quality 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	15
2	Understanding of the assignment, Adequacy of Proposed work plan, methodology, and Approach	50
3	Consultant's firm's Specific Experience in similar assignment	15
4	Cost competitiveness and value	20
	Total	100

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 *Support to Tilitonse Foundation's Capacity to Facilitate Non State Actors Grants and Capacity Development in the Governance Sector Project*" on or before 17th June 2022 at 10:00 hrs in a tender box at Tilitonse Foundation Reception, Plot No. 128, Lizulu Street, Area 47, Sector 5, Lilongwe. Alternatively, the technical and financial proposals can also be sent to info@tilitonsefoundation.org AND jobs@tilitonsefoundation.org

CONTACT ADDRESS:

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