



Terms of Reference – Consulting Assignment

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| Title: | Comprehensive Gender-responsive and Equity-focused Evaluation toolkit and a Monitoring & Evaluation Advocacy toolkit |
| Post Title: | Independent Consultant |
| Organization: | Zimbabwe Evaluation Association (ZEA) |
| Location: | Harare |
| Type of contract: | Consultancy |
| Duration of contract: | 15 days |
| Application deadline: | 8 March 2019 |
| Applications to be sent to: | zeavacancies2018@gmail.com cc: president@zea.org.zw |

Background

The Zimbabwe Evaluation Association (ZEA) exists to promote and strengthen “National Evaluation Systems’ with a focus on creating both demand and supply for evaluation in Zimbabwe. ZEA offers capacity development to both individuals and institutions to ensure the development of quality and credible evaluations; as well as promote the use of evaluations for accountability, transparency, knowledge building and learning. The purpose of ZEA is grounded on the premise that evaluation as a field is claiming its place but is also evolving. It carries much potential for sustainable development but the realization of this potential also relies on the development of the field and diffusion of its new methods and lessons.

The ability of ZEA to capitalize on the potential depends on its capacities to demonstrate basic organizational capabilities, invest in profile and relationship building and expand its product and service offering. ZEA therefore seeks to build multi-stakeholder partnerships to promote the use of evaluation to enhance evidence-based policy making, transparency and learning as well as to strengthen civil societies evaluation capacities through collaborative partnerships. The Association is a member of the African Evaluation Association (AfREA) and the International Organisation for Cooperation on Evaluation (IOCE).

Context

Zimbabwe like many other countries committed itself fully to the Agenda 2030 for sustainable development; which places values such as gender equality and inclusiveness at the core of the assessment of the worth of development interventions. The follow-up and review mechanisms also call for inclusiveness, participation and ownership. The UN General Assembly underlined the importance of evaluation within the transformative 2030 Agenda; which means evaluation should play a crucial role to support effective and efficient SDG implementation. Additionally, the main principle of the 2030 Agenda is “no one should be left behind”.

ZEA therefore aims to strengthen the capacity of its members, the evaluation community, academics CSOs and government in evaluation especially within the overarching message – ‘Leave no one behind’ to ensure SDG targets are met. This will be achieved through creating an enabling environment for evaluation and advocating for development and implementation of national evaluation policies that are equity-focused and gender responsive (EFGR) in benefit of society at large. Integrating EFGR evaluations will provide strong evidence to ensure national voluntary reviews of SDGs are leaving no one behind. Additionally, policies and decisions that affect lives of people need to be grounded on sound evidence..

ZEA also seeks to strengthen capacities to ensure the production of credible, valid and quality results to increase the likelihood of utilization of findings. However, utilization of evaluation results can be enhanced by planning how it will be used from the beginning, who will use it, engaging key stakeholders in the process, and then choosing designs and methods to achieve this purpose. These areas represent the spaces within which ZEA intends to operate.

Assignment Objectives

The purpose of the assignment is to develop a Comprehensive Gender-responsive and Equity-focused Evaluation toolkit and a Monitoring & Evaluation Advocacy toolkit. This will involve developing training material relevant for the target group and context in which we operate. The toolkit will be developed for use by civil society to enhance equity focused and gender-responsive country led evaluation systems. Furthermore, it will provide a sector practitioners, policy and decision makers access to information, approaches and methods on how to evaluate programme interventions with an equity-focused and gender-responsive lens as well as how to conduct evaluations that inform advocacy efforts for policy and decision making.

The assignment will have the following key objectives:

- a) To develop an Equity Focused and Gender responsive toolkit for use by CSOs and various stakeholders
- b) To develop a Monitoring and Evaluation Advocacy toolkit
- c) To build the capacity of CSOs and key stakeholders on Equity focused and Gender responsive evaluation

Use of the toolkit

The EFGR toolkit and M & Advocacy toolkit will provide a framework to:

- 1) Inform program design and evaluation with an equity focused and gender responsive lens, including but not limited to:
 - How to implement and monitor programs with an EFGR lens
 - How to evaluate equity-focused and gender responsive interventions
 - Theories and Logical framework to evaluate pro-poor and equity programs
- 2) Enhance the utility and actual use of evaluations to influence public policy and decision making at organisational, national and or regional level.

Methodology

Under the overall authority of the ZEA President and the direct supervision of the ZEA Programme Coordinator, the consultant will undertake the following activities:

- Mapping of existing national, regional and global EFGR toolkits and M&E advocacy toolkits
- Desk review of existing national, regional and global EFGR toolkits and M&E advocacy toolkits
- Discuss or liaise with relevant development agencies and partners
- Draft the toolkits relevant to the national context
- Discuss the toolkits with CSOs, policy makers for validation
- Training of CSOs on how to use the toolkits.

- Review the Associations Strategic Plan, work-plan, and pipeline of interventions to better understand the needs and desired outcomes;
- Carry-out extensive desk review and liaise with relevant development agencies to adapt an EFGR toolkit for ZEA.
- Conduct an analysis of CSO programmes and how they are integrating EFGR evaluations in their work, gaps & recommendations for capacity building
- Carry-out an analysis of the gaps, or challenges in the use of M&E for advocacy by CSOs
- Propose any other methodologies relevant for the assignment in consultation with ZEA
- Presentation and one day walk through on the materials to the ZEA Team and stakeholders

Target Group:

The toolkit will be used by Civil Society Organisations, policy makers, evaluation practitioners, academics etc.

Key Tasks & Deliverables

The Specific tasks of the consultancy include:

- a) A presentation of the inception report detailing a clear understanding of the ToR and how the assignment will be carried out; including the methodology, work plan and timeframe.
- b) A mapping of CSOs or Agencies implementing programmes with an EFGR lens; outlining lessons learnt and best practice
- c) Overview of documents used to inform the development of the toolkit
- d) Presentation of the draft toolkits to ZEA Board and Secretariat

The Expected Deliverables are as follows:

1. A comprehensive Equity-focused and gender responsive evaluation toolkit
2. A comprehensive Monitoring and Evaluation advocacy toolkit
3. One day walk through on EFGR toolkit & the M&E advocacy toolkit covering what the toolkit is about, who should use it, what does the toolkit generate, when should it be used and how to use it.

Key competencies, technical background and experience required

- Master’s Degree in Social Sciences, Economics, Development studies or any other related field (with experience in developing training materials for professional development)
- At least 10 years’ experience in the development sector, and experience in evaluation, advocacy and gender sensitive programming.
- A good understanding of the principles and framework of the EvalAgenda 2020 and Agenda 2030

Interested and eligible candidates should forward:

1. **A proposal of consultancy** detailing the understanding of the Terms of Reference; that includes presentation of methodology and Time activity schedule and daily rate (max 4 pages)
2. **A cover letter** indicating relevant experience, availability and daily rate”
3. **Curriculum Vitae** detailing relevant experience to the assignment
4. **Two samples** of previous similar work and three contactable references

[Professional fees, travel costs, communications, consumables, etc.) that could possibly be incurred by the consultant, must be factored into the final amount submitted in the proposal]

Email: zeavacancies2018@gmail.com cc: president@zea.org.zw

ZEA Members are encouraged to apply!!!

ZEA practices equality at the workplace and does not discriminate any persons based on sex, religion, caste, creed and race.