

## TERMS OF REFERENCE

### GRANTEE PARTNERS MONITORING VISIT

#### 1. ABOUT AWDF

The African Women's Development Fund was established in June 2000 as an Africa-wide philanthropic, grant-making initiative to support the realisation and fulfilment of African women's rights through the funding of autonomous women's organisations. AWDF believes that if women and women's organisations are empowered with skills, information, sustainable livelihoods, opportunities to fulfil their potential, plus the capacity and space to make transformative choices, then we will have vibrant, healthy, and inclusive communities. To achieve this, AWDF mobilises financial, human, and material resources to support local, national, and regional initiatives for transformation led by African women.

#### 2. BACKGROUND TO 2022 SITE VISIT

Monitoring visits is one of the key aspects of AWDF's Monitoring, Evaluation, and Learning mandate, undertaken annually. It is one of the various external processes that AWDF uses to assess funded projects' performance, measure project outcomes, validate information, interact with stakeholders, including selected feminists, and familiarise with grantee partners and their beneficiaries. The visit also serves as a learning opportunity for AWDF to gain insight and in-depth understanding of organisations current systems and structures and identify gaps and challenges that might require capacity-building support. In addition, the monitoring visit helps AWDF to learn about the pertinent women's rights issues affecting women and girls in the countries visited, and this information is used in strengthening our programming and philanthropy work.

The monitoring visit for the year 2022 will be undertaken by in-country consultants and AWDF staff and will be hybrid (virtual and, possibly, physical).

AWDF is therefore looking for individual consultants based in the following countries to undertake the visit.

- Burundi
- Algeria
- Angola
- Mozambique
- Uganda
- Yemen
- Lebanon

The procedure and approach to be used for the monitoring visit will be communicated and agreed with selected consultants at the inception stage. Consultants might also be required to carry out a physical visit **if** the need arises.

### 3. OBJECTIVE AND SCOPE OF WORK

Expected Outputs are as follows.

#### a. Programmatic

- i. The progress of work and advancement towards the attainment of agreed project outcomes were reviewed.
- ii. Proof of adequate documentation of the project work, including reports, contract documents, and all others confirmed and provided.
- iii. Issues affecting the smooth implementation of the programs and the realities around the project's implementation as well as programmatic challenges assessed and documented
- iv. Where possible, a field visit with organisations programme staff and meet and interact with some of the project beneficiaries to get a feel of the project undertaken.
- v. Project outcomes and success stories documented.

#### b. Financial

- i. Project documentation to ascertain if expenditures and receipts are accurate, complete, and relate to the project reviewed.
- ii. All necessary supporting documents, records, and accounts in respect of the grant activities with clear linkages between books of accounts and financial reports presented to AWDF reviewed and confirmed
- iii. All the bank accounts of the project and the reconciliation of bank balances examined and reviewed.
- iv. The adequacy and effectiveness of the fixed assets management systems assessed.
- v. To assess whether goods and services have been procured in accordance with sound procurement practices
- vi. To confirm that tax and social security remittances have been made in accordance with the tax laws of the countries in which the project is being implemented and that all staff have contracts.
- vii. Issues relating to the interim and final (if any) reports submitted to AWDF discussed, and next steps finalised.

#### c. Institutional

- i. Organisations' current activities, budget, staff, governance, and internal control systems assessed.
- ii. Women's rights concerns in the country discussed and analysed.

### 4. METHODOLOGY

Consultants in consultation with AWDF to design methodology (including desk reviews) that takes into account COVID-19 safety protocols.

## 5. Deliverables:

- A written country summary report using AWDF site visit reporting format.
- Generate report for each organisation (individual organisation report) as part of the country report
- Provide women's rights status brief report based on the discussion carried with women rights organisations
- Each organisation report should also have one most significant story included.

## 6. CONSULTANTS PROFILE

The consultant should have

- Extensive knowledge and experience in monitoring development projects in Africa and the Middle East
- Understanding of key women's rights issues of organisations, groups, and movements in the respective country
- Excellent interpersonal skills and flexible attitude
- Proven ability to work under tight deadlines
- Commitment to AWDF's values of feminist leadership, accountability, diversity, respect, and solidarity.
- Experience in NGO Accounting /Finance

## 7. DURATION OF THE ASSIGNMENT

We anticipate the work will take between 3 to 10 days between **June and August 2022**, depending on the number of organisations earmarked to be visited for the particular country in a particular month.

## 8. HOW TO APPLY

Please send a sample report you've written, your CV, and cover email, and indicate which of the above countries you are based in and your daily rate (in United States Dollars) to [consultants@awdf.org](mailto:consultants@awdf.org) and [abena@awdf.org](mailto:abena@awdf.org). Email subject header: Application to Undertake Site Visit Consultancy.

The deadline for applications is **Friday, 10th June 2022**.