



TERMS OF REFERENCE – BASELINE DATA ASSESSMENT LEADING FROM THE SOUTH PROJECT (2021-2025)

1. BACKGROUND

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 on the continent. 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.

AWDF is one of four women's funds from the Global South that, in partnership with The Netherlands' Ministry of Foreign Affairs, launched Leading from the South (LFS) in 2016.¹ A groundbreaking feminist philanthropic alliance that supports women's rights activism and lobbying efforts by women's organisations in by building on the power and capacity of Global South women's funds, LFS After 5 successful years, (link [here](#)) this partnership was renewed for another five years (2021 -2025). Please find the link to the announcement [here](#)

The second phase of the Leading from the South (LFS) aims to support Women's organisations and institutions to effectively engage at the political, legal, economic and social levels to address the challenges confronting women's and girl's rights and will be implemented in Africa and Middle East countries.

AWDF is undertaking a baseline study to gather data and information to inform the target setting for the LFS Phase 2 initiative work. This baseline study is one of the three required assessments under this initiative. In addition to the baseline assessment, there will be a midline study in 2023 and an end-line evaluation 2025.

¹ The other three women's funds that are part of the LFS initiative are Fondo Mujeres del Sur (FMS), International Indigenous Women's Forum- AYNI Fund (FIMI), and Women's Fund Asia (WFA).

2. OBJECTIVE OF THE EVALUATION

The overall objective of this baseline study is to generate information upon which to develop the baseline for the outcome and output indicators identified for Phase 2. This will form the basis for setting LFS Phase 2 targets, for which a Results Measurement Framework has been developed which includes MFA Basket indicators. This baseline study will use primary and secondary data from the first phase of LFS (2016 -2020).

The objectives of this study² are to:

- critically analyse the programme's Theory of Change (ToC), verifying its validity and appropriateness to the current context.
- review the proposed Results Framework for LFS Phase 2 and provide:
 - definitions for the proposed indicators (outcomes and outputs) specifying what each one will measure
 - measurement methodologies and propose data collection tools
 - categories of disaggregation, for example, by gender, age, etc
- collect baseline data for all selected outcome and output indicators, identified for the LFS Phase 2.
- propose targets for each indicator (outcome and output) in the Phase 2 Results Framework including those linked to the MFA results framework.

3. SCOPE OF THE BASELINE STUDY

In line with the AWDF Theory of Change (TOC), the study report will provide a contextual analysis for LFS Phase 2 (2020 - 2025). It will also provide the baseline, and include indicator values to support the development of targets for the qualitative and quantitative outcome and output indicators. These should include selected indicators from the Ministry of Foreign Affairs Strengthening Civil Society and thematic Result Framework basket indicators: Programmes implementation³

The consultant is expected to undertake the following tasks:

- Produce an Inception Report setting out the approach for carrying out the documentation exercise.
- Review documents to generate information on the selected AWDF indicators highlighting the issues, strategies used to address these and AWDF's contribution to helping grantees achieve the selected targets.
- Conduct interviews with AWDF staff, key stakeholders and a selection of Phase 1 grantees on progress made against selected indicators to gather additional data to define the baseline information for P2.

² The objectives below were translated to English using <https://www.deepl.com/translator>

³ MFA - Grant decision concerning "Leading from the South II - African Women's Development Fund"

- Ensure that release forms are signed and that consent is duly sought with additional sensitivity to visual documentation of legal minors
- Work closely with the MEL Specialist and Programmes Team to shape the final report

4. **APPROACH AND METHODOLOGY**

The consultant is expected to develop a methodology which includes creative feminist approaches to MEL including the collection, analysis and generation of qualitative and quantitative data. In addition, the consultant is expected to design tools to guide data generation and carry out analysis to include in the end product. AWDF has a significant amount of information available for this baseline study including the LFS P1 proposal, annual reports, LFS phase 1 consolidated outcomes report etc. The instruments for gathering and verifying relevant information will be developed by the consultant in consultation with AWDF.

Proposed evaluation stages:

- **Stage 1 - Inception Phase:** involves discussion with AWDF to define the scope of the study, refine the data collection instruments and produce an inception report. The inception report should incorporate a detailed work plan, methodology for gathering, verifying and analysing primary and secondary data, and the criteria for selecting grantees in the countries agreed for this exercise.
- **Stage 2 - Desk study:** involves a thorough review of all relevant documentation and conducting initial interviews with key stakeholders.
- **Stage 3 - Drafting the preliminary report:** submission of the draft document to AWDF for feedback, and presentation of the findings in an online validation workshop/meeting.
- **Stage 4 - Report finalisation:** based on feedback in Stage 3, finalising the report and submission to AWDF

5. **CONSULTANT PROFILE AND QUALIFICATIONS**

The consultant should demonstrate extensive experience conducting baseline assessments and evaluations on complex, multi country donor-supported projects and programmes aimed at transforming gender relations and inequality, particularly in Africa and the Middle East. The consultant should demonstrate expertise in the systematic verification, synthesis and analysis of quantitative and qualitative data, ideally on donor funded programmes. They must also have demonstrable experience in evaluating changes in organisational capacity using recognised tools and methods. The successful candidate/s must also demonstrate knowledge of women funds and feminist values and principles.

When applying, the consultant is required to submit the CV of all team members and one example of a recently completed relevant study report.

6. MANAGEMENT OF EVALUATION

The AWDF Monitoring, Evaluation and Learning Specialist will oversee and coordinate the execution of this baseline study. AWDF will be responsible for funding the baseline assessment and disseminating the final report.

7. EXPECTED OUTPUTS

The expected outputs of the consultancy are:

1. An **Inception report** that includes the proposed methodology, timeline, work plan and budget
2. A **comprehensive baseline study report**

The evaluation report should include the following subsections:

- Executive Summary (maximum of four pages) with findings (preferably with an indicators table incorporating baseline and target data) and related recommendations
- Introduction (maximum of two pages):
 - Project Description, Purpose of the study, Methodology, Limitations of the study
- Findings highlighting but not limited to:
 - Contextual analysis used for the target setting in LFS P2
 - Verification of the validity of the TOC
 - Baseline data for all outcome and output indicators identified in the LFS P2 initiative (in tabular form)
 - Proposed targets for all outcome and output indicators identified in the LFS P2 initiative (in tabular form)
- Lessons Learned from the implementation of these indicators during phase 1
- Recommendations on the ToC and challenges to be aware of and suggestions to mitigate/overcome the challenges, etc
- Annexes (all relevant documents)

We expect the consultant to deliver an accessible, creatively written, designed and presented report. The report should be clear and free of jargon and the main body of the report **should not exceed 30 pages**. Technical details should be confined to appendices, and include a list of informants and the evaluation team's work schedule. Background information should only be included when it is directly relevant to the report analysis and conclusions.

The report authors should support their analysis of the baseline study with relevant data and state how this has been sourced and verified. Recommendations should also include suggestions on how they might be implemented.

We expect the report to include guidance on the process for sharing and discussing findings with stakeholders, including those funded through the project (grantees).

8. PROPOSED TIMEFRAME AND BUDGET

AWDF will provide the necessary resources for this exercise including key staff time and relevant documents. The evaluation exercise should take no more than 30 working days and should be carried out in the third quarter of 2021.

BUDGET

AWDF will cover all relevant expenses related to this exercise. The following is the proposed budget breakdown for the study:

- Consultancy fee - to be proposed by the consultant
- Validation exercise cost (if considered necessary) - to be proposed by AWDF
- Any other unforeseen expenses directly related to the delivery of this contract, and as agreed prior by AWDF

Deadline for submission: July 11, 2021