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## 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 CONSULTANCY

Monitoring visits is one of the key aspects of AWDF's Monitoring, Evaluation and Learning mandate, and it is undertaken annually. It is one of the various external processes that AWDF uses to assess funded projects' performance, measure project outcomes, validate information, interact, and familiarise with grantee partners. The visit also serves as a means to help AWDF gain insight and in-depth understanding of organisations current systems and structures and identify gaps and challenges that might require capacity-building support.

Due to Covid-19 restrictions and protocols, monitoring visits were done virtually for the first time in AWDF's history in the year 2020. Even though the virtual visits were largely successful, there were gaps and challenges. Firstly, only core project personnel were on the call eliminating the interactions and engagements visiting teams usually have with the entire organisation. Also, independent observations done when conducting a physical visit was not possible. Finally, Internet and technological challenges also interrupted some of the calls necessitating in-country consultants' engagement for the 2021 visits.

AWDF is therefore looking for individual consultants based in the following countries:

- Burkina Faso
- Cameroon
- DRC
- Ghana
- Kenya
- Lebanon
- Liberia
- Mali
- Nigeria
- Palestine
- Senegal
- Somalia & Somaliland
- South Africa
- Tanzania
- Uganda
- Zimbabwe

The procedure and approach to be used for monitoring visit will be communicated and agreed with selected consultants at the inception stage. However, one of the approaches include, consultant to liaise with selected AWDF staff who are designated for respective countries to conduct a hybrid visit. This will be done through AWDF designated team joining online meetings while an in country consultant does physical visit and meeting with organisations.

### **3. OBJECTIVE AND SCOPE OF WORK**

Specific deliverables are as follows

#### **a. Programmatic**

- i. To review the progress of work and advancement towards the attainment of agreed project outcomes
- ii. To confirm that there is adequate documentation of the project work including reports, contract documents and all others.
- iii. To discuss any issues affecting the smooth implementation of the projects Programmes and understand the realities around the project's implementation as well as programmatic challenges
- iv. Where possible, undertake a field visit with organisations programme staff and meet some of the project beneficiaries to get a feel of the project.
- v. Document projects outcomes and success stories

#### **b. Financial**

- i. Review of project documentation to ascertain if expenditures and receipts are accurate, complete and relate to the project
- ii. To confirm that all necessary supporting documents, records and accounts have been kept in respect of the grant activities with clear linkages between books of accounts and financial reports presented to AWDF.
- iii. To examine all the bank accounts of the project and to review the reconciliation of bank balances.
- iv. To assess the adequacy and effectiveness of the fixed assets management systems
- 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. To discuss issues relating to the interim and final (if any) reports submitted to AWDF

#### **c. Institutional**

- i. Current Organisational activities, budget, staff, governance and internal control systems
- ii. Discuss women's rights development and issues in the country

### **4. METHODOLOGY**

- a. Discussion with AWDF to clarify the assignment, TOR and scope of work, including timelines

- b. Design methodology (including desk reviews) that takes into account COVID-19 safety protocols and involves AWDF through a virtual scheduling interface
- c. Talk through the site visit questionnaire that will guide the discussions with grantee partners
- d. Debriefing meetings with AWDF staff after each visit to highlight feedback areas and provide recommendations
- e. Write a report summarising points of discussion, conclusion, recommendations and action plans using an agreed format.

## **5. Deliverables:**

1. A written in country report using AWDF site visit reporting format. This report incorporates summary highlights of findings by country and a detailed each organisation's report.
2. Generate one most significant change (MSC) story for each organisation and compile this separately by country.
3. Provide a separate brief summary women's rights status report based on the discussion carried with women rights organisations in the country

## **6. CONSULTANTS PROFILE**

The consultant should have

- Knowledge and experience in monitoring development projects in Africa
- 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 to tight deadlines
- Experience in NGO Accounting /Finance (Preferable)

## **7. DURATION OF THE ASSIGNMENT**

We anticipate the work will take place during the months of July 2021 to September 2021. The number of days for each country are dependent on the number of organisations earmarked to be visited in a particular country in a particular month.

## **8. HOW TO APPLY**

Please send your CV and cover email indicating your daily rate to [meassistant@awdf.org](mailto:meassistant@awdf.org) or [abena@awdf.org](mailto:abena@awdf.org). Email subject header: Application for consultancy - 2021 Monitoring Visits. Submissions must be received no later than June 25, 2021.