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## TERMS OF REFERENCE

### FUNDED PARTNERS' MONITORING VISIT

#### 1. ABOUT AWDF

The African Women's Development Fund (AWDF) strives for Africa to become a continent where gender justice is fully achieved for all African women, girls and gender-diverse people, and dignity and freedom are a reality for all Africans. In its first 21 years, AWDF disbursed nearly USD 51 million to women's rights organisations, primarily throughout Africa (and in selected Middle Eastern countries through one of our projects). Through its grant making, programmatic and advocacy work, AWDF has supported work that led to changes in law and policy, social norms, narrative, and movement-building for gender equality – particularly on three main thematic areas: body and health rights (including a range of issues from sexual and gender based violence to SRHR), women's leadership, participation and peace, and women's economic empowerment.

Building on its strong track record, AWDF has launched a ten-year strategic framework (2023-2033) which will guide its efforts to advance gender equality and gender justice for girls, women and gender-diverse people across Africa. At its core, the strategy's focus is on resourcing, nurturing and strengthening those who are best placed to achieve transformative change: African women's and feminist groups, organisations and movements.

#### 2. BACKGROUND TO 2023 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 2023 will be undertaken by in-country consultants

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

- Niger

- Egypt
- Iraq
- South Sudan
- Djibouti
- Senegal
- Guinea Conakry
- South Africa
- Morocco
- Cape Verde
- Côte D'Ivoire
- Mauritania
- Zambia
- Zimbabwe
- Ghana
- Togo
- Mauritius

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 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 people directly impacted by the project 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**

- 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:**

- 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 at least one well written most significant story included.

#### **6. CONSULTANTS PROFILE**

Our ideal "consultant/s" are an individual or a team that:

- Have a commitment to the AWDF's values of feminist leadership, accountability, diversity, respect and solidarity.
- Demonstrate extensive experience in conducting evaluations and assessments covering donor supported projects and programs aimed at transforming gender relations and inequality.
- Has extensive experience in the systematic verification, synthesis and analysis of both quantitative and qualitative data, preferably in a grant making context.

- Experience in NGO Accounting /Finance
- Have experience in evaluating changes in organisational capacity using recognized tools and methods
- Demonstrate knowledge and experience in assessing and evaluating regional projects in Africa
- Have excellent interpersonal skills and a flexible approach
- Can demonstrate skills in project management, execution and delivery
- Have a proven ability to work under tight deadlines
- Are fluent in English(mandatory) and French (mandatory for applicants applying from Francophone countries)

## **7. PROPOSED TIMEFRAME AND BUDGET**

AWDF will provide the necessary resources for this exercise including key staff time and relevant documents at AWDF. The monitoring visit exercise is expected to be completed within 3-15 days working days. The execution period for the assignment will be between the end of October and November 2023.

### **BUDGET**

AWDF will cover all expenses related to this exercise. AWDF will cover in-country travel costs and arrangements for visits to some of the project communities where necessary. AWDF will consider any other unforeseen expenses directly related to delivery of this contract, in advance and by agreement with the successful candidates.

## **8. HOW TO APPLY**

To apply, please send the following to [consultants@awdf.org](mailto:consultants@awdf.org) no later than 12PM GMT on 8th November 2023

1. A concept note (three pages maximum) demonstrating your understanding of the TOR and your proposed approach
2. The CVs of all team members
3. Indicate which of the above countries you are based in and your daily rate (in United States Dollars)
4. One example of a relevant evaluation report that the consultant/s has undertaken recently
5. A Cover email - Email subject header: Application: Application to Undertake Site Visit Consultancy - Country which sets out what excites you about this piece of work and why you're applying. The deadline for applications is **Wednesday, 8th November, 2023**.