

THE AFRICAN WOMEN'S DEVELOPMENT FUND
TERMS OF REFERENCE
EVALUATION OF HEALTH AND REPRODUCTIVE RIGHTS THEMATIC AREA

BACKGROUND

The African Women's Development Fund (AWDF) was established in June 2000 as the first Africa-wide grant making foundation which supports the work of women's organisations working to promote women's rights in Africa. The objectives of AWDF are fundraising within and outside Africa, grant making on an Africa-wide basis, communicating the work and achievements of African women's organisations and providing technical assistance to grantees. Since the start of operations in 2001, AWDF has provided over twenty (20) million US dollars in grants to over 1200 women's organisations in 42 African countries.

AWDF provides grants in the following thematic areas:

- Women's Human Rights (WHR)
- Economic Empowerment and livelihoods (EE&L)
- Governance, Peace and Security (GPS)
- Health and Reproductive Rights (HRR)
- HIV& AIDS
- Arts, Culture and Sports (AC&S)

One of the measures the organisation instituted to assess the effectiveness and relevance of the thematic areas of grant making is conducting periodic external evaluation of these thematic areas. This is to enable learning and analysis of AWDF's work and that of its grantees, and to ensure these thematic areas remain relevant to women's needs and reflect the emerging issues that affect women's rights on the continent. In this view, AWDF is carrying out the overall assessment of the Health and Reproductive Rights (HRR) thematic area work of the organisation.

AWDF'S HRR PROGRAMME

Since 2001, AWDF has funded women led initiatives and organisations which have prioritised the following areas under Health and Reproductive Rights (HRR) thematic area:

- Provision for training local, regional and national officials, as well as leaders of co-operatives, associations and NGOs, so that they can oversee and support community health programmes.
- Programmes to combat harmful traditional practices.
- Monitoring health care provision and delivery systems for women especially primary care.
- Advocacy and campaigning for gender sensitive health care delivery systems.
- Partnerships with health care providers for awareness raising and education about gender sensitive health care provision.
- Institutional support and capacity building for community based health care providers.

In 2010, AWDF conducted an external review of its strategic plan in order to examine the achievements and challenges over 10 years of its operations. The review made recommendations which formed the basis of AWDF's strategic plan 2011-15 (SPIII). The grant making thematic areas were revised to address some of the key emerging issues as well as give greater focus and direction to its grant making programmes. Over the course of the next five years (2011-15), AWDF prioritises the following issues under the Health and Reproductive Rights thematic area of grant making:

- Mental health and well being
- Maternal health
- Protection of rights
- Reproductive health – including breast cancer and family planning

AWDF supports women-led initiatives that seek to address the following issues under this thematic area:

- Advocacy
- Legislative and Policy reform and development
- Research and documentation
- Care & Support
- Stigma reduction
- Awareness raising, education and information

OBJECTIVE OF THE PROGRAM REVIEW

The overall objective of the HRR thematic area program review is to identify current and emerging issues of focus under the health and reproductive rights of women in Africa to inform the thematic grant making. It is also to assess and document the work AWDF has done under this thematic area over the past twelve years including examining the relevance of the newly selected priorities in advancing women's health and reproductive rights on the continent. The evaluation will also look at the major challenges that is associated with the low patronage of the thematic area and the areas AWDF needs to bring on board to strengthen the scope and coverage.

More specifically the evaluation will:

- Measure what quantitative and qualitative gains it has made in the lives of women and women's rights organisations since the start of its grant making (2001).
- Examine the approach and scope of implementation whether they are relevant to current and future development needs of women and women's organisations in Africa.
- Find out the major hindrances that are associated with the low patronage of the thematic area and the areas that AWDF needs to focus on.
- Draw learnings from the thematic interventions to inform future work.
- Provide recommendations to strengthen thematic focus by highlighting current development challenges of women and women's organisations in Africa working around HRR related issues.

EVALUATION QUESTIONS

The questions below are indicative of the key information needs identified during the formulation of these Terms of Reference (TOR), and can be finalised during the inception meeting between AWDF and the consultant.

A) Relevance

1. How relevant is the HRR thematic area to the achievement of AWDF's goals and objectives?
2. To what extent did the results of the thematic area contribute to addressing the challenges identified by the constituency of grantees?
3. To what extent has the thematic area contributed to advancing women's health and reproductive rights issues in Africa?
4. What are the areas that the thematic area is not addressing and need to be brought on board?

B) Effectiveness

1. To what extent were the beneficiaries of the project satisfied with the results?
2. Assess the effectiveness of strategies used by AWDF in addressing women's health and reproductive rights.
3. Assess the effectiveness of strategies used by grantees in addressing women's health and reproductive rights

C) Efficiency

1. What results have been achieved compared to resources (human, time, financial) invested?
2. How efficient was distribution among different groups of women and among different countries?
3. Have the outputs by AWDF grantees delivered as expected by beneficiaries?

D) Impact

1. What impact did the implementation of the thematic area have on grantees and their constituencies?
2. To what extent can the achieved or identified changes be attributed to AWDF?
3. Are these changes measurable? Is there any evidence that these changes have been realised?
4. Are there other ways of grant making that might have greater impact or strengthen the impact of the programme?

E) Sustainability

1. How sustainable are the progress and achievements made by AWDF and grantees? Can the results achieved be scaled up and/or sustained?
2. What are the challenges (if any) experienced by AWDF in scaling up progress made, reaching more grantees or expanding coverage under this thematic area?
3. What are the key lessons learnt that could be applied in future programme development?
4. How has AWDF shared (and how should it share in the future) these newly gained insights and lessons learnt?
5. Do organisations supported by AWDF demonstrate leadership commitment and technical capacity to sustain their program or replicate the work?
6. Provide recommendations to improve and to scale up the HRR thematic area work in future.

SCOPE OF THE EVALUATION

The evaluation will be conducted for a period of one month and will focus on identifying areas that AWDF HRR thematic grant making needs to emphasise. It will also assess the implementation of the HRR thematic area over the past twelve years. It will cover work done by AWDF and its grantees and will incorporate visiting grantees in two or more countries (if found necessary), conduct interviews, and desk study among others. The evaluation will use the work of AWDF during the past five years (2009 – 2013) to extrapolate information and to provide general analysis on the overall thematic engagements from 2001 - 2013.

METHODOLOGY AND APPROACH

The consultant, who will work closely with the Monitoring and Evaluation Specialist (M&E Specialist) at AWDF. They form the evaluation team for the study. The evaluation methodologies to be applied in this evaluation will be developed by the consultant in consultation with AWDF. However, both qualitative and quantitative approaches to collect, verify and analyse data will be used. The consultant will use (but is not limited to) the following:

- An evaluation design that builds on the project objectives, scope and evaluation questions
- The approaches for the verification, analysis and the interpretation of data (e.g. types of data analysis used, data collection instruments, etc....)
- The selection process and criteria for sampling
- The list of information sources gathered, and make them available to AWDF
- A detailed work plan indicating timing of activities, responsibilities, and use of resources

The evaluation will be undertaken in 5 stages – an inception stage; a desk study; grantee visits (selected countries); data analysis, drafting the preliminary evaluation report and production of final report. These are:

- **Stage 1-** Inception phase involves discussion with the organisation to define the scope of evaluation, refine the evaluation questions and produce an inception report. This report will incorporate a detailed work plan, methodology for gathering and analysing data and the criteria for the selection of grantees in the countries selected for this exercise.
- **Stage 2-** Desk study covers a thorough review of all relevant documentation and conducting initial interviews with key stakeholders and administration of questionnaires by AWDF grantees for the period 2009 -2013.
- **Stage 3-** Country field visits or any other means to interact with selected grantee organisations that benefited from HRR thematic grants in countries to be selected by AWDF.
- **Stage 4-** Preparation of the preliminary evaluation report, submission to AWDF for comments, and validation meeting to present the findings and validate results.
- **Stage 5-** Preparation of final evaluation report and submission to AWDF

CONSULTANT'S PROFILE AND QUALIFICATION

AWDF is seeking to engage a Senior Evaluator with extensive experience in conducting evaluations. AWDF expects the following:

- The consultant must be able to demonstrate experience in the systematic verification, synthesis and analysis of both quantitative and qualitative data, preferably in a grant making context.
- The consultant must demonstrate knowledge in evaluating regional projects focusing on women's health and reproductive rights.
- The consultant should have a proven ability of producing a comprehensive report with clearly identifiable evidence-based outcomes that are realised as a result of project contribution.
- The consultant is required to submit one example of an evaluation report on the subject area that the consultant has undertaken recently when responding to the terms of reference.

MANAGEMENT OF EVALUATION

AWDF's Monitoring and Evaluation Specialist will oversee the execution of this thematic evaluation and coordinate the day to day evaluation activities. She will provide administrative support including compiling and forwarding all the necessary project documents, organising AWDF's grantees for the study, coordinating travel and any other logistical arrangements that are required. AWDF will also be responsible for funding the exercise, for disseminating the evaluation report and conducting any other follow up that might arise as a result of recommendations of the study.

EXPECTED OUTPUTS AND SCHEDULE

a. Deliverables

Management of the African Women's Development Fund expects the following:

1. **Inception report** that includes methodology, work plan and budget
2. **A draft evaluation report**
3. **A comprehensive final report** that incorporate the following:
 - An analysis of achievements, strengths, weaknesses and challenges of the thematic area

- An analysis of the impact of the thematic area with emphasis on quantitative and qualitative evidences on women's lives.
- Recommendations for restructuring the scope and approach of the thematic area and ensure it is more relevant and innovative in addressing women's health and reproductive needs on the continent
- Recommendations on how AWDF will build on its strengths and achievements to overcome its weaknesses and challenges
- Recommendations for capturing impact and managing knowledge of our women's health and reproductive rights work. This should include recommendations regarding possible innovations
- Recommendations if things were to be done differently
- Feedback from various AWDF constituencies

b. Reporting guidelines

1. The report should be clear and simply written, free of jargon. The main body of the report **should not exceed 30 pages** excluding table of contents, annexes, and the executive summary. Technical details should be confined to appendices, which should also 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's analysis and conclusions.
2. The final evaluation report should incorporate, the following **subsections**:
 - Title page
 - Acronyms and table of contents pages
 - Acknowledgment (if any)
 - Executive summary not more than four pages with findings and related recommendations
 - Introduction (page limit of two pages):
 - Background and Project Description
 - Purpose of the Evaluation
 - Evaluation Methodology
 - Limitation of the study
 - Findings: highlighting the key questions set under section three
 - Lessons learnt
 - Recommendations
 - Annexes (all relevant documents)
3. The report's authors should support their analysis of a project's achievements with relevant data and state how this has been sourced and verified. Recommendations should also include details as to how they might be implemented.
4. AWDF expects the report to include guidance on the process by which findings will be shared and discussed with all stakeholders including those who are benefiting from the project.

PROPOSED BUDGET AND TIME FRAME

The evaluation exercise is expected to be carried out within one month between the months of August and September, 2014. This period includes submission of final report to AWDF. After submitting the draft report to AWDF, AWDF will get back to the consultant with comments on stipulated date. AWDF will organise the Validation

workshop and the Consultant will participate in the 1-day Validation workshop to present the findings. Then, the Consultant will integrate all comments received from the draft as well as the Validation workshop and submit a final report to AWDF before or by the deadline.

AWDF will provide the necessary resources for the review including key staff time. It will cover all expenses related to this exercise. The following are the proposed budget breakdown for the study:

- Consultancy fee
- Flight and per diem to study countries (if found necessary)
- Validation workshop costs
- Any other unforeseen expenses

REFERENCES USED FOR DEVELOPING THIS TOR:

- TOR: AWDF Strategic Plan review
- TOR: Midterm evaluation AWDF/ACBF project
- TOR: Thematic area evaluation – Women’s Human Rights