

Terms of Reference

for

REPSSI

MIDTERM REVIEW

2013

March 2013

BACKGROUND

The Regional Psychosocial Support Initiative (REPSSI) is an African, non-profit organization operating in 13 countries: Angola, Botswana, Kenya, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Tanzania, Uganda, Zambia, and Zimbabwe. REPSSI promotes an enabling environment for communities and families in East and Southern Africa to preserve and nurture the psychosocial wellbeing of children and youth. REPSSI responds to the critical need to mitigate the negative impact of conflict, poverty, HIV and AIDS upon the psychosocial wellbeing of affected children and youth, their families and communities in the region.

Since its inception, REPSSI has focused on raising psychosocial support (PSS) awareness, developing applicable approaches and tools, and creating demand for PSS among key stakeholders. Having successfully placed PSS on the social development agenda, this third phase of REPSSI's work (2011-2015) represents a refocusing of REPSSI's strategic direction to best meet the considerable demands that now exist for implementing and scaling-up the mainstreaming of PSS into programmes for vulnerable children and youth. This entails providing technical support on mainstreaming PSS into key child care, development and protection, national and civil society interventions; precisely health, education and social development sectors.

REPSSI's third strategic phase is from 2011 – 2015. The vision, mission and objectives that were set for this phase are:

REPSSI's Vision

Communities and families nurture, protect and empower children and youth to enhance their psychosocial wellbeing.

REPSSI's Mission

REPSSI provides technical leadership in psychosocial support for children and youth.

Overall Goal

REPSSI contributes to promoting enabling environments for communities and families in East and Southern Africa to preserve and nurture the psychosocial wellbeing of children and youth, so that they can live with hope and dignity.

REPSSI's Strategic Goal for 2011-2015 is to maintain its position as a leading African PSS mainstreaming technical expert, evidenced by:

- Providing PSS technical assistance through at least 13 national programmes for Orphans and Vulnerable Children and Youth (OVCY);
- Becoming a PSS accrediting authority;
- Generating at least five percent of its operational costs through social enterprise measures.

To achieve this goal, REPSSI's four **Strategic Objectives** (SO) in 2011-15 are:

- To develop, accredit and share innovative, user friendly, evidence-based and culturally appropriate resources in the application of PSS for children and youth;
- Advocate for the integration of PSS into policies and programmes that affect children and youth, nationally, regionally and globally.
- Provide technical assistance to national programmes in at least 13 countries in East and Southern Africa to mainstream PSS and enhance family and community competencies to nurture, protect and empower children and youth.
- To enhance REPSSI's organisational effectiveness to achieve its organizational mission and objectives.

Major shifts in the strategy that were enunciated in the strategy include:

- Providing assistance primarily through the framework of governments' **national plans of actions for orphans and vulnerable children** (both girls and boys), and in particular through relevant ministries, such as Health, Education, Social Welfare and Development, in order to ensure the greatest reach and sustainability of REPSSI's efforts;
- Increasing high-level advocacy efforts to ensure psychosocial support and child participation becomes a **core component of the child development agenda**;
- Adopting more rigorous evidence collection,
- Expanding REPSSI's role in **the regional and international development of standards** and indicators for PSS;
- Moving away from reaching individual children or youth, towards **strengthening families' and communities' competencies** to nurture, protect and empower vulnerable children and youth;
- Becoming an **accrediting authority for PSS** resources, training and programming in the region;
- Adopting a **cost recovery and shared cost approach** and **establishing a social enterprise for its services** to better ensure sustainability.

Further shifts which have occurred include:

- Steps to decentralize REPSSI operations from four sub regions (Central covering Zimbabwe, Botswana, Mozambique and Angola, headquartered in Harare; East covering Tanzania, Kenya and Uganda, headquartered in Dar es Salaam; North covering Zambia, Malawi and Namibia, headquartered in Lusaka and South covering South Africa, Swaziland and Lesotho, headquartered within the Secretariat in Johannesburg) to four sub regions and four country offices; (Mozambique which had a programme officer and has been strengthened; Uganda, Namibia and Malawi which now have country representatives) and the introduction of part time focal persons to spearhead REPSSI programmes in Angola, Lesotho and Swaziland. This process has included registration of REPSSI in Zimbabwe, Botswana and Namibia and active steps towards registration in Mozambique, Malawi and Uganda.

- REPSSI has increased its focus on development and delivery of accredited programmes. This has included supporting the second phase delivery of the Community-Based Work with Children and Youth (CBWYC) certificate programme in ten countries¹; taking over the functions of the African Centre for Childhood (ACC) to deliver the third cycle in nine countries² directly with the University of Kwa Zulu Natal (UKZN) and in-country institutions; seeking accreditation for the certificate with SAQA to deliver it in South Africa. It has also included the development and roll out in Zambia of a diploma course for teachers.
- REPSSI has increased its international advocacy by contracting a part time focal person based in Geneva.

REPSSI chairs the Regional Interagency Task Team (RIATT) on children affected by HIV and AIDS and hosts the RIATT project, including funding for it from Sweden/NORAD.

For ten years REPSSI has been supported by three major International Cooperating Partners – Sweden/Norad; Swiss Agency for Development and Cooperation (SDC) and Novartis. Programming support from Novartis ended in December 2012 and at the end of 2013 support from Novartis for the social enterprise development is likely to be terminated.

PROGRAMME AREAS

1. Knowledge development

REPSSI collaborates with academic institutions, other PSS experts, civil society organizations, communities; youth and children to identify and develop innovative and culturally appropriate, evidence-informed knowledge in the application of PSS that will be packaged and shared in easy-to-use formats.

Outcome: REPSSI PSS mainstreaming/programming resources are quality, innovative, user friendly and gender sensitive, whilst being responsive and relevant to promoting psychosocial well-being of children and families in East and Southern Africa

2. Advocacy

REPSSI advocate for increased commitment, engagement, human resources, capacity development and support for gender- and age-sensitive, community- and family-based PSS at international, regional, national and community levels. In doing so, emphasis is placed on meaningful child and youth participation.

Outcome: Regional bodies, national governments, civil society and international cooperating partners are aware of and have mainstreamed PSS actions into child and youth care policies and programmes

¹ Botswana, Lesotho, Malawi, Mozambique, Namibia, Swaziland, Tanzania, Uganda, Zambia, Zimbabwe

² Botswana, Lesotho, Malawi, Namibia, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe

3. Technical support

REPSSI supported SADC to develop a Minimum Package of Services for OVCY, with an accompanying PSS Framework that guides implementation of the National Plans of Action and provision of other basic services for vulnerable children and youth in the region.

REPSSI uses its repertoire of capacity building resources to become a technical service provider for the implementation of the SADC PSS framework, and explore ways of replicating this framework with the EAC. REPSSI expands its reach by building closer partnerships with UNICEF-supported programmes across the region, to provide PSS Technical Assistance for these programmes.

REPSSI supports the development of indicators, quality standards and guidance to ensure standard approaches to mainstreaming PSS. The Certificate in *Community Based Work with Children & Youth* and specialised certificates for professionals working with girls and boys of different ages are key components of the capacity development processes. REPSSI also provides a series of training workshops on many PSS issues and tools for PSS. Programming takes into account the need to enhance the psychosocial wellbeing of primary and secondary care-givers at all levels, working in the child care, development and protection sectors as well as contributing to systems strengthening.

Outcome: Enhanced and sustainable national and civil society capacity and competencies to implement PSS programmes that nurture, protect and empower OVCY and families

PURPOSE OF THE REVIEW, SCOPE AND FOCUS

REPSSI seeks the services of a consultant to conduct a midterm review (MTR) of this strategic phase.

Purpose of Review:

The goal of the MTR is to provide an independent assessment of the results of REPSSI programme, assess progress so far across the whole organization, with a focus on lessons learnt and recommendations, including what has not worked, focusing on the results planned in the SIP results matrix and key identified strategies.

Key areas of responsibility:

The mid term reviewer's main responsibility is assessing the extent to which REPSSI is achieving the objectives and outcomes set for this strategic phase; effectiveness and efficiency in programme; and progress towards achieving the intended impact.

Strategic Objective Outcome 1: Resource Development

- To assess how the quality assurance protocol is in the development of PSS resources;
- To assess the relevance of REPSSI PSS developed resources;
- To assess the uptake and utilisation of REPSSI PSS resources, as well as the observed change;
- To assess the extent to which REPSSI has moved to become PSS accredited assessing organisation.

Strategic Objective Outcome 2: Advocacy

- To assess to what extent REPSSI's advocacy for PSS has influenced policy and programming;
- To assess how REPSSI has influenced strategic partnerships and platforms such as RIATT and SADC;
- To assess how REPSSI is positioned and profiled as a leader in PSS technical support

Strategic Objective Outcome 3: Technical support

- To assess how REPSSI has mainstreamed gender into PSS programming;
- To investigate to what extent REPSSI has influenced partners to incorporate PSS into their service delivery;
- To identify areas for improvement or change in the programme to make it more effective in providing quality PSS to children, families and communities in the region;
- To assess the role of different partnerships in supporting REPSSI to reach its goal and strategic objectives

Overall impact and effect of REPSSI programming

- To assess how well REPSSI is effecting the shifts envisaged for the strategic phase;
- To assess the relevance of REPSSI programme and approaches to the current challenges confronting OVC&Y and families in the region;
- To assess to what extent REPSSI has progressed towards achieving its outlined objectives;
- To assess the added value of being a regional oriented organisation;
- To assess sustainability measures put in place;
- To assess efficiency in implementation and utilisation of resources;
- To provide a clear set of lesson learnt (and what hasn't worked) for purposes of replication and informed decision making;
- To make recommendations to REPSSI and partners on ways of enhancing and improving the programme.
- To assess emerging issues around OVCY work in the region

METHODOLOGY

It is anticipated that the MTR will use a mix of approaches and methods including:

- Desk review of project documents and reports;
- Surveys of programme participants;
- Interviews with programme participants;
- Focus group discussions.

The envisaged STEPS in the process include:

1. Review of key documents – including REPSSI strategy, SIP, MEL framework, reports
2. Inception report due in two weeks of signing the contract outlining specifically: Review expectations, methodology, roles and responsibilities, framework for information collection and analysis, work schedule and detailed budget.
3. Agreement of work plan after one week of consolidating comments from all stakeholders

4. Interviews of key regional partners (including ICPs, multilateral agencies, SADC, the UKZN and others with whom REPSSI is collaborating).
5. Visits to three different country programmes (suggest two large i.e. either Zambia, South Africa, Tanzania; two intermediate e.g. Uganda, Malawi, Mozambique, Zimbabwe and one emerging e.g. Namibia, Botswana) to include:
 - a. Assessment of REPSSI organization in country
 - b. Interviews and / or focused group discussions with key partners – government, other NGOs, UNICEF, academic institutions, ICP etc
 - c. Interviews and / or focused group discussions those that are benefiting from REPSSI programmes including certificate graduates and students and the families that they are working with
 - d. Interviews with board members of country advisory boards
 - e. Interviews with REPSSI staff in country
6. Interviews and / or focused group discussions (face-to-face, telephonic or Skype) with REPSSI staff in all teams and board directors
7. Draft MTR report to be discussed with REPSSI operational team
8. Final MTR report finalised within two weeks of receiving comments on the draft report.

The **document and other resources** that REPSSI expects the team to review is preliminary and will be specified and updated shortly before the MTR team starts with the assignment;

- Programme strategy and proposals
- Correspondence with key stakeholders
- Course manuals and tools
- Quality Assurance protocols
- MEL framework
- Workshops/Course feedback surveys
- Pre- and Post- course tests
- Annual reports
- Board minutes
- Reports of impact assessments conducted by REPSSI such as on the certificate programme and Journey of Life
- REPSSI databases

DELIVERABLES AND DEADLINES FOR SUBMISSION:

- Inception report (two weeks after contract signed)
- Questionnaires (questions) for the MTR;
- Raw data evidence;
- Draft MTR report;
- Final report after two weeks of comments. It is anticipated that the final report will be no more than 40 pages long, without appendices.

MTR REPORT

The MTR report shall be a detailed report of no more than 40 pages (excluding appendices), written in English, and should include:

- An Executive Summary (no more than 3 pages)
- Introduction and background
- Objectives, scope and methodology
- Project Performance
- Conclusions and rating of project implementation success
- Lessons learnt
- Recommendations
- Annexes (including copies of questionnaires, and a list of all documents and data reviewed)

Intended Use of Review Findings

The analytical documentation of the programme effectiveness, successes and challenges will help REPSSI to learn from the programme and incorporate lessons and recommendations into future work.

THE REVIEW TEAM

The review team should have relevant evaluation experience in the field of civil society development, capacity building and project management. The minimum requirements include:

- Five years of relevant evaluation or social science research experience;
- Relevant work experience with civil society organizations (CSOs);
- Ability to understand the OVCY trends in the region from a multidimensional point of view (emerging priorities, ICP priorities, sectoral collaboration, etc)
- Excellent oral presentation and writing skills in English.
- Experience working in the east and southern Africa region is highly desirable as is work experience with evaluating similar programmes with international organizations.

Selection Criteria

REPSSI and funding partners will jointly select the winning team from among the companies or individuals submitting a complete bid by the proposal deadline. The selection criteria will include the following:

- Experience of the evaluator/evaluation team in relevant fields;
- The quality and applicability of methodology proposed;
- The proposed time-frame;
- The requested price for services.
- Available to start on the 1st of May 2013

ONLY shortlisted consultants will be advised two weeks after the close of application.

CONTACT INFORMATION

For further information on the TOR for the MTR, please contact

Email: call4proposals@repssi.org Phone: +27 11 998 5820; Fax: +27 11 789 6525

For submission of application, expression of interest with proposed methodology, profile of the consultant/s, proposed budget and estimated timeframe; please email to:

call4proposals@repssi.org **by 21st March 2013.**