

## CALL FOR PROPOSALS VOICES AND ACTION FOR ACCOUNTABILITY PROJECT MID-TERM EVALUATION

1. Contract title: VAAM Accountability Mid-Term Evaluation System Lab
2. Location : Lilongwe, Malawi
3. Contact details:  
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### 1. Context and Background

Hivos is a Dutch development organization that seeks new solutions to persistent global issues. With smart projects in the right places, we oppose discrimination, inequality, abuse of power and the unsustainable use of our planets resources. Counter balance alone, however is not enough. Our primary focus is achieving structural change. This is why we cooperate with innovative businesses, citizens and their organisations. We share a dream with them of sustainable economies and inclusive societies.

Hivos is implementing a three-year project titled 'Voices and Actions for Accountability in Malawi' (VAAM) funded by the EU. The objective of the program is to strengthen the capacity of Malawian Civil Society Organizations (CSOs), Media, high spending Ministries, Departments and Agencies and selected local government authorities in evidence gathering, analysis and the publication of findings. This will contribute towards viable, inclusive and transparent public budget and procurement processes. The project is being implemented at both national and district level in 7 districts across the 3 regions of Malawi namely: Blantyre, Dowa, Mangochi, Ntcheu, Mzimba, Mzuzu and Zomba.

The VAAM project is an answer to corruption reports that saw Malawi being ranked 120/180 on the Corruption Perception Index. This means that Malawi remains in the 'most corrupt countries zone' and this corruption occurs at both local and national level. Local authorities in Malawi receive funding from both the national budget and public revenue collection streams yet budgeting and public procurement processes in these local authorities remain opaque which leaves room for corruption. This action is therefore brought about to incorporate citizens' active participation in the public finance management in an effort to curb corruption in Malawi.

In 2018 the government launched public sector reforms with a view of combating high level corruption and public finance mismanagement. However, oversight mechanisms

and institutions such as the parliament, media and the judiciary remain weak. CSOs and media lack the capacity to use data and ICTs to make authorities accountable and advocate for more transparent and accountable public spending. At the same time, there is a lack of safe interface platforms to exchange vital information and to build on trust between local authorities and citizens are lacking. Hivos is working with Civil Society Organizations (CSOs), Area Development Committees (ADCs), Media Houses, Journalists, Bloggers, Influencers, High spending Ministries, Departments and Agencies (MDAs), Parliament and Local Government Authorities (LGAs) to provide them with trainings on analyzing and reporting on public expenditure and providing citizens with critical information on public budgeting and expenditure so that they are able to effectively hold duty bearers to account.

## 2. Project Description

<b>Project Name</b>	<b>Voices and Actions for Accountability in Malawi</b>
Project duration	April 2020 – April 2023
Primary Beneficiaries	Civil Society Organizations (CSOs); Area Development Committees (ADCs); Media Houses, Journalists, Bloggers, Influencers; High spending Ministries, Departments and Agencies (MDAs) ; Parliament; Local Government Authorities (LGAs)
Focus Countries	Malawi
Location of Project Staff	Malawi

### 2.1. Impact level indicator

Enhance transparency and accountability in Malawi through citizen engagement and improved capacity of CSOs, Media and Local Government Authorities.

### 2.2 Project objectives

**Specific Objective:** To enhance citizen engagement practices and approaches between government (national and local) and citizens on budget cycle events and public procurement processes in order to advocate for viable, inclusive and transparent public budget and procurement processes.

**Outcome 1:** Strengthened capacity of CSOs and Media organizations to analyse and report on public expenditure of high spending MDAs and Local Government Authorities.

**Outcome 2:** Enhanced coordination, collaboration and learning among CSOs and Media working on budgeting and public procurement processes at national level.

**Outcome 3:** Increased dialogue and exchange of information on public expenditure between Local Government Authorities and citizens.

### 3. Midterm Evaluation Assignment

#### 3.1 Purpose and Aim

A mid-term evaluation will be completed at mid-point of the project in order to establish midterm data for the VAAM project and the intervention's overall objectives which will allow project indicators at output and outcome level to be measured and tracked. In line with the DAC criteria for evaluating development interventions, the evaluation will focus on assessing the relevance, effectiveness, efficiency, impact and sustainability of the VAAM interventions.

The aim of the midterm survey is to obtain an objective, critical, readable, and transparent analysis of the status of all indicators in the 7 target districts and to understand the difference made between the starting point which was established in the baseline survey against which later progress will be measured.

#### Specific Objectives

The evaluation looks at all key aspects of the implemented project, including the following specific objectives:

- 1) To assess the implementation of the project against the key target evaluation criteria, i.e. efficiency, effectiveness, relevance, sustainability and impact.
- 2) To assess the performance and achievements of the project against the plans laid out in the approved Log frame and determine the degree to which each of the individual objectives and indicators of the project were achieved and what impact these achievements have had so far and may have in future VAAM programming
- 3) To document the project's key lessons learnt and best practices and provide recommendation for improvements and for further engagements
- 4) To assess the level of sustainability of the project and partners' implementation

#### Key questions of the evaluation

This midterm evaluation is aimed analyzing:

Relevance	<ul style="list-style-type: none"><li>• Were the activities relevant to the context under focus? Were the interventions relevant?</li><li>• To what extent did the project respond to priority issues and needs of the target beneficiaries?</li></ul>
Efficiency	<ul style="list-style-type: none"><li>• Has the project implementation followed the project timeframes? If not, what factors have led to the change in the timeframe?</li><li>• What mechanisms have been put in place by the project to address emerging transparency and accountability issues and concerns?</li></ul>

Effectiveness	<ul style="list-style-type: none"> <li>• To what extent have the expected outcomes and results been achieved against the set indicators?</li> <li>• Have the activities in the proposal made relevant contribution to or towards achievement of the results?</li> <li>• Were there internal and external factors that promoted or undermined the achievements of the results?</li> </ul>
Impact	<ul style="list-style-type: none"> <li>• What progress has VAAM made on achieving the overall goal of the project?</li> <li>• Were there any unintended impacts from the project, either positive or negative?</li> <li>• How has the Project impact been affected by Covid 19?</li> </ul>
Sustainability	<ul style="list-style-type: none"> <li>• To what extent will the project outputs be sustained?</li> <li>• Were the results achieved in a manner that built ownership and capacity of the citizens engaged?</li> <li>• To what extent did the project link with other Hivos existing programs, projects and Hivos compass?</li> <li>• To what extent can the project impact be sustained?</li> </ul>

The evaluation questions above are a guide to what is expected to be answered but will be fully developed and finalised by the consultant(s) together with the Hivos team.

### 3.2 Mid Term Survey Approach and Methodology

The research team/consultant is invited to submit a detailed sampling methodology in their proposal. The research team will also have to design a sampling method that ensures that the study generates district specific data. The midterm survey should apply both quantitative and qualitative data collection methods. The base of this survey is the project log frame and baseline survey data. The consultant will carry out key informant interview as well as Focus Group Discussions and possible key respondents will be determined by the Project Management Team (PMT). The consultant will also carry out literature/ desk review of documents in addition to the primary data.

Midterm evaluations questions and criteria will be fully developed and finalised by the consultant(s) together with the Hivos team.

### 3.3 Scope of the Midterm Survey

The midterm evaluation will cover 7 target districts in Malawi namely: Blantyre, Zomba, Dowa, Ntcheu, Mzimba, Mzuzu and Mangochi.

Key informants will include Representatives of relevant CSOs, Area Development Committees (ADCs), Media Houses, Journalists, Bloggers, Influencers, and High spending Ministries,

Departments and Agencies (MDAs), Parliament, Local Government Authorities (LGAs) and community members from the 7 target districts.

### 3.4 Midterm Evaluation Timeline

It is expected that the study will take 15 working days including field visits to the target districts to collect data.

### 3.5 Work plan, timeline and deliverables

Evaluation phase	Focus	Deliverable	Timeline
Inception phase	Inception meeting with selected consultant to discuss the evaluation methodology, design, tools, proposed work plan and timelines	Inception meeting	15 <sup>th</sup> November, 2021
Inception report submission	Submission of the inception report detailing all outcomes and action points from the inception meeting	Inception report	16 <sup>th</sup> November, 2021
Approval of the inception report and data collection tools by Hivos VAAM Project Manager and PMT	Review and finalize the inception report and sign off	Finalized inception report and data collection tools	18 <sup>th</sup> November, 2021
Data Collection	Data Collection in all 7 target districts by the consultant	Midterm data for all 7 districts	18 <sup>th</sup> - 30 <sup>th</sup> November, 2021
Submission of draft report	Write up of the midterm evaluation report based on agreed format in the inception report	Midterm evaluation study report	3 <sup>rd</sup> December, 2021
Finalization of the midterm study report	Review and finalization of the draft report based on agreed format in the inception report	Finalized midterm study report (50 pages Max)	10 <sup>th</sup> December, 2021

## Expected Outputs:

The main output of the research will be a Mid Term evaluation report covering the key focus areas with recommendations for the VAAM project. The report is expected to fully address the information requirements as outlined above. The other outputs shall be the study instruments/tools.

The final report should take the below format:

- Executive summary
- Introduction
- Context (description of the project and the areas where it is implemented)
- Objectives of the midterm study
- Methodology and limits to the methodology
- Analysis of the main results (per indicator)
- An updated project monitoring and evaluation matrix with a summary of each indicator's baseline data
- Conclusions and recommendations

### 3.6 Roles and Responsibilities of Each Party

#### Consultant responsibilities

- Produce research protocol (inception report) for carrying out the midterm study
- Review all relevant documents for the midterm study
- Develop midterm survey design which includes survey methodology and data collection tools (questionnaires, FGD guides, interview protocol, data entry templates etc), as appropriate in consultation with Hivos VAAM Project Manager
- Develop field work schedule in consultation with the midterm survey team and Hivos
- Produce and submit to Hivos team draft report on findings (per required format and data request).
- Incorporate comments from the Hivos team into draft report and produce final report
- Finalise a high quality midterm survey report.
- Present findings to the Hivos team after the report submission

#### Hivos responsibilities

The Hivos Southern Africa Malawi Office will provide key primary documentation and information to be reviewed, as well as participating in some activities, including but not limited to:

- The project Proposal Documents and any other relevant documentation that will be deemed necessary for the midterm evaluation study.
- The Baseline study report

- Assist the team in setting up appointments with Partners and other relevant stakeholders.
- Consolidating Hivos' and stakeholders' comments for incorporation by the consultants.
- Coordinating with the consultant(s) to ensure the quality implementation of the study on ground.
- Ensuring the dissemination of survey findings to beneficiaries and other field-based stakeholders.

### **3.7 Consultant/s Requirements, Knowledge and Expertise**

- The consultant(s) should have relevant academic qualifications at minimum a Master's Degree.
- Experience in working with local government authorities, ministry departments and CSOs. Experience conducting research on governance projects will be considered an asset.
- Consultant/research team have proven experience and expertise on both quantitative and qualitative methods and proven experience of successfully undertaking project baseline studies, midterm evaluations or end of project evaluations.
- The consultant(s) should have proven experience of conducting surveys of similar set-up, size and scope in Malawi.
- Knowledge and experience of participatory assessment / development approaches will be required.
- Knowledge and experience in organizational development approaches including organizational capacity assessment and development.
- Broad experience in conducting large survey fieldwork (data collection, validation, entry and analysis).
- Experience in leading teams implementing surveys in the field (training, field logistics, human relations, teamwork).
- Existing research networks, partnerships and experience in Malawi is preferred.
- Experience in Transparency and Accountability and its related fields required.
- Must travel to field sites during the fieldwork phase.
- Provide a list of staff that will be involved in the project at all levels from director, project manager through to field researchers- with a summary of their relevant experience and proposed role in the project. A full CV for each team member should be provided as an annex.

### **3.8 Submission and Evaluation of Proposals**

Consultants who meet the requirements should submit a maximum of 10 pages' expression of interest, which should include the following:

- A suitability statement, including commitment to availability for the entire assignment
- A short profile of the individual or organization

- Updated curriculum vitae of each consultant or team member that clearly spells out qualifications and experience with special emphasis on governance/ transparency and accountability programming or implementation
- A brief statement on the proposed study methodology, including a draft work plan
- A financial proposal containing a proposed daily fee
- All transport, including local transport, accommodation, and other research field costs (such as room hire for data collectors training, paying data collectors and all other costs) should be in the consultants' fees
- Three references from organizations that have contracted the consultant proving ability to carry out a survey of such related nature

All interested parties should respond to the TOR by **8<sup>th</sup> November 2021**. The expression of interest should be sent to [sa-hub@hivos.org](mailto:sa-hub@hivos.org) with the title **VAAM Midterm Evaluation** in the subject line. Only Shortlisted candidates will be contacted.

### **3.9 Budget and Payment Schedule**

The consultant should prepare and submit a detailed budget for the midterm evaluation inclusive of all logistical, administrative and non-administrative costs.

Payments will be made as follows, in line with receipt of key deliverables:

- 60% upon approval of the Inception report.
- 40% upon submission and approval of the Finalized midterm report.