



Regional Sexual and Reproductive Health and Rights (SRHR) Fund

Endline Evaluation

Terms of Reference

1. Context and Background

The Regional Sexual and Reproductive Health and Rights (SRHR) Fund is a regional funding mechanism that was set up in 2010 by Hivos Southern Africa and Ford Foundation to strengthen regional work in the region on SRHR. The Fund was established in recognition of the critical need for a strategic regional response to collectively address the myriad of SRHR issues in Southern Africa with particular attention to young people and adolescents as well as to provide an opportunity for donors to coordinate their support to SRHR in the region. In October 2017 Hivos secured funding from the Swedish Embassy in Lusaka via its Development Cooperation Agency, Sida, through its Regional SRHR team to enable the Fund to expand the breadth and focus of its work. The Fund is currently focusing on strengthening the capacity of youth led and youth focused organizations to effectively advocate for their sexual and reproductive health needs. To do so, it is supporting civil society responses to a diversity of adolescent and youth SRHR issues that are relevant at both the national and regional levels using grant-making as the main mechanism of support.

Hivos with support from the embassy of Sweden in Lusaka through Sida's regional SRHR team is implementing a four-year regional program (2017 – 2021 with an extension into 2022) that seeks to strengthen interventions on Adolescent and Youth Sexual and Reproductive Health and Rights and to amplify its existing work through the Regional SRHR Fund. With a strong focus on youth and adolescents, current Regional SRHR Fund key activities include: sub-granting, coordination of key actors, convening of meetings, building capacity and gathering and sharing information on advocacy and related SRHR issues to strengthen the efforts of civil society organizations (CSOs) working on SRHR in the East and Southern Africa (ESA) region. In addition to the main grant making mechanism, Hivos and Sida co-manage the Special Initiatives Fund (SIF) which aims to support needs-based grants requests (outside the main call for proposals) on broader SRHR issues to Sida and the Regional SRHR fund.

Furthermore, the program supports the identification and up skilling of youth researchers by enabling them to gather and utilize information and data that deepens the understanding of key SRHR issues for adolescents and youth from a youth perspective as well as applying a gender lens to the research call to identify specific challenges linked to gender inequalities and gender differences. The approach is underpinned by the understanding that this will contribute to increased adolescent and youth capacity, participation and leadership within the ASRHR field and broader SRHR discourse.

The programme is currently in its final year of implementation and Hivos seeks to conduct an endline evaluation to assess the impact the programme has made in the ESA region.



2. Project Description

Project Name	Hivos Regional SRHR Fund: Adolescent Sexual and Reproductive Health and Rights in the Southern Africa Region
Project duration	October 2017 – December 2022
Primary Beneficiaries	Adolescents and Youth (16-24 years)
Focus Countries	Malawi, Kenya, Zambia and Zimbabwe
Location of Project Staff	Zambia and Zimbabwe

2.1. Impact level indicator

Stronger and more coordinated youth-led civil society in Southern and East Africa that can promote, address and advance ASRHR and its intersections with HIV and gender inequalities at the regional level, with a key focus on adolescents’ girls and boys, young women and young men as a highly vulnerable and underserved population.

2.2 Project objectives

Strategic Grant making: serves as a “Critical Enabler” by serving as the mechanism that funds an integrated set of strategies, activities and approaches that aim to improve the accessibility, acceptability, uptake, equitable coverage, quality, effectiveness and efficiency of ASRHR interventions and services

Objective 1: Capacity Strengthening: Youth-led and/or youth-focused organizations are trained, mentored and upskilled in all areas of organizational and programmatic capacity to enable them to gather evidence, and to promote and advocate for improved access for adolescents and youth to SRHR services

Objective 2: Knowledge Management: There is improved knowledge sharing, networking and data collection on SRHR in the region by youth-led and/or youth-focused organizations and individuals, as well as increased capacity for youth-driven research

Objective 3: Advocacy and Awareness Raising: Youth-led and/or youth-focused organizations have improved capacity to conceptualize, design and coordinate joint ASRHR advocacy and awareness-raising campaigns in the region

Objective 4: Coordination / convening: Youth-led and/or youth focused organizations have enhanced capacity to coordinate SRHR activities and convene spaces through integrated and inter-linked initiatives, including with similar organizations in East Africa

Objective 5: Special Initiatives Fund: A Fund for strategic and responsive grant-making is in place to facilitate engagement in strategic regional SRHR initiatives



2.3 Purpose of the endline evaluation

The purpose of the endline evaluation is to objectively assess the performance of the programme and to capture its achievements, lessons learnt and challenges encountered during the implementation period. The endline evaluation will also review to what extent the program integrated mid-term evaluation recommendations into its programming. Key lessons learnt will be used for future programming and will further be used to inform a potential second phase of the programme. Additionally, the evaluation will ensure accountability towards Sida and Ford foundation as the main donors of the programmes.

The endline evaluation will be undertaken covering the period 1 October 2017 to 30 June 2022.

2.4 Specific objectives of the evaluation

Objective 1: Evaluate the achieved impact of the Regional SRHR Fund in East and Southern Africa during the implementation period.

Evaluation question:

1. What is the overall impact of the project (both direct and indirect)?
2. To what extent did the programme achieve its intended outcomes in the short, medium and long term?
3. What unintended outcomes (positive and negative) did the project achieve?

Objective 2: Evaluate the extent to which the Regional SRHR Fund and its activities were relevant in East and Southern Africa

Evaluation question:

1. How relevant is the Regional SRHR Fund in promoting adolescent and youth SRHR in East and Southern Africa?

Objective 3: Evaluate the efficiency and effectiveness of the Regional SRHR Fund in incorporating lessons learnt to improve programme implementation and the role of the Monitoring, Evaluation and Learning (MEL) in assessing programme outcomes

Evaluation question:

1. To what extent were the intended results achieved as a result of the proposed intervention/objectives?
2. Did the MEL system deliver robust and useful information to timely respond to regional SRHR issues in a cost effective manner?
3. How were lessons learnt utilized to improve program design and implementation?

3. Evaluation Approach and Methodology



The endline evaluation team/consultant is invited to submit a **detailed methodology** including the sampling criteria in their proposal. The sampling criteria should show how the consultant will select the Regional SRHR Fund implementing partners and their beneficiaries. The endline evaluation study should use the **programme results framework** to inform the focus of the endline evaluation study to determine what data is needed. The consultant will be required to detail how outcome and impact indicators will be responded to once availed with the **programme results framework** after being selected. The evaluation design, methodology and methods for data collection and analysis are expected to be fully developed and presented in the inception report.

Limitations to the chosen approach/methodology and methods shall be made explicit by the evaluator and the consequences of these limitations discussed in the tender. The evaluator shall to the extent possible, present mitigation measures to address them.

Given the unpredictable conditions of the COVID-19 pandemic in the focus countries, the evaluation team/consultant will need to clearly outline how data will be collected without risking the health of the participants and compromising on the quality as well as the views of the Funds partners and their beneficiaries. The endline evaluation will hinge on the baseline and midterm evaluation with a clear balance of building on to the midterm evaluation findings. Considering the comprehensiveness of the midterm evaluation (to be availed to the consultant once selected), the evaluation team/consultant will be required to build onto the findings and assess to what extent the recommendations of the midterm evaluation where incorporated into the programme. Overall, the evaluation team/consultant will need to come up with a methodology that will assess the entire programme’s goals and its impact areas.

In cases where sensitive or confidential issues are to be addressed in the review, reviewers should ensure a design that does not put informants and stakeholders at risk during the data collection phase or the dissemination phase. The evaluation team/consultant will be expected to secure ethical clearance and other relevant permissions once selected for the role. As such, the ethical clearance component will be cardinal in the proposed methodology to be submitted by the evaluation team/consultant.

Evaluation type	Endline Evaluation
Endline evaluation purpose	To obtain an objective, critical, readable, and transparent analysis of the impact made by programme interventions since inception (period covering 1 October 2017 to 30 June 2022)
Endline evaluation timeline	1 July - 30 September 2022



The evaluation should be designed to be forward looking, capturing lessons learned so far and providing information not only in terms of the extent to which the programme has worked, but also where it has not and what can be done to improve the intervention for a potential second phase of the project. Further, the evaluation should be a document that can function as a learning tool for Hivos and its sub grant partners, Sida and Ford foundation and other relevant stakeholders.

The methodology of the consultant will be guided (but not limited) to the evaluation questions raised in section 2.4. Please note that the final evaluation questions and sampling criteria will be finalized by the consultant(s) together with the Hivos team.

3.1 Scope of the Evaluation

The evaluation will cover the period of 1 October 2017 to 30 June 2022 for the four (4) project focus countries i.e. Malawi, Kenya, Zambia and Zimbabwe. The consultant will need to devise an appropriate approach to cover partners from other countries to ensure that data collected has a regional lens. Other countries with Regional SRHR Fund partners include South Africa, Uganda, Ethiopia, Ghana and Tanzania (all with less than 15% of the total fund partners).

3.2 Evaluation Time line

The endline will be undertaken from **1 July to 30 September 2022**, including partner field visits for data collection (depending on the Covid 19 situation).

3.3 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	1 July, 2022
Draft inception report submission	Submission of the inception report detailing all outcomes and action points from the inception meeting	First draft inception report	15 July, 2022



Comments on the submitted draft report	Comments from Hivos to evaluators on the draft report	Second draft inception report	19 July 2022
Approval of the inception report and data collection tools by Hivos Regional SRHR Programme Manager	Review and finalize the inception report and sign off	Finalized inception report and data collection tools	22 July, 2022
Data collection	Data collection by consultant (implementing partners and its beneficiaries, regional bodies, Sida, Ford Foundation & Hivos)	Data collection update meetings	24 July – 19 August, 2022
Data analysis and triangulation	Data analysis of quantitative, qualitative and secondary data collected	Dummy tables and format of the final report	2 September, 2022
Submission of first endline draft report	Write up of the endline evaluation report based on agreed format to be outlined in the inception report	First draft Endline evaluation report	12 September, 2022
Comments on the submitted endline first draft report	Comments from Hivos to evaluators on the draft report	Second draft endline report	19 July 2022
Finalization of the Endline evaluation report	Review and finalization of the draft report based on agreed format in the inception report	Finalized endline evaluation report (30 pages Max)	23 September, 2022
Dissemination of Final Report	Presentation of Evaluation findings	Power point summary of the Evaluation report to be submitted and presented to Hivos and other stakeholder	29 September, 2022

The inception report will form the basis for the continued evaluation process and shall be approved by Hivos before the evaluation proceeds to implementation. The inception report should be written in English



and cover evaluability issues and interpretations of evaluation questions, present the evaluation approach/methodology, methods for data collection and analysis as well as the full evaluation design. All limitations to the methodology and methods shall be made explicit and the consequences of these limitations discussed. A specific time and work plan, including number of hours/working days for each team member, for the remainder of the evaluation should be presented. The time plan shall allow space for reflection and learning between the intended users of the evaluation.

The final report shall be written in English and have clear structure. The executive summary should be maximum 3 pages. The evaluation approach/methodology and methods for data collection used shall be clearly described and explained in detail. All limitations to the methodology and methods shall be made explicit and the consequences of these limitations discussed. Findings shall flow logically from the data, showing a clear line of evidence to support the conclusions. Conclusions should be substantiated by findings and analysis. Evaluation findings, conclusions and recommendations should reflect a gender analysis/an analysis of identified and relevant cross-cutting issues. Recommendations and lessons learned should flow logically from conclusions. Recommendations should be specific, directed to relevant stakeholders and categorized as a short-term, medium-term and long-term. The report should be no more than 30 pages excluding annexes (including Terms of Reference and Inception Report).

3.4 Roles and Responsibilities of Each Party

Consultant responsibilities

- Produce an inception report) for carrying out the endline evaluation
- Review all relevant documents for the endline evaluation
- Develop endline evaluation study design which includes survey methodology and data collection tools (questionnaires, FGD guides, interview protocol, data entry templates, secondary data extraction protocol etc), as appropriate in consultation with Hivos Regional SRHR Programme Manager
- Develop field work schedule in consultation with the endline evaluation 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 endline evaluation analysis report
- Present findings to the Hivos team after the report submission
- Coordinate with the Hivos Team to disseminate study findings to respondents and other stakeholders

Hivos responsibilities

Hivos, through the Regional SRHR Fund, 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 endline evaluation study
- 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 quality implementation of the evaluation on the ground
- Ensuring the dissemination of survey findings to beneficiaries and other field-based stakeholders goes as planned

3.5 Consultant/s Requirements, Knowledge and Expertise

- The consultant(s) should have relevant academic qualifications at Master's Degree level or higher
- Experience in working with marginalised and priority populations. Experience conducting research on adolescent and youths will be considered an asset
- Consultant/research team have proven experience and expertise in both quantitative and qualitative methods and proven experience of successfully undertaking project baseline, midline or endline project evaluations
- The consultant(s) should have proven experience of conducting surveys of similar set-up, size and scope in East and Southern Africa
- 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, analysis and report writing)
- Experience in leading teams implementing surveys in the field (training, field logistics, human relations, teamwork)
- Existing research networks, partnerships and experience in the focus countries is preferred
- Experience in SRHR programming and its related fields required
- Prior experience working with Sida-funded projects is preferred
- Ability to travel to field sites during the fieldwork phase/ must be well vested in online data collection mechanisms (in an event of COVID-19 restrictions)
- Provide a list of staff that will be involved in the evaluation - from the lead consultant, data analyst etc to field researchers- with a summary of their relevant experience and proposed role in the evaluation. A full CV for each team member should be provided as an annex

It is important that the competencies of the individual team members are complimentary. The evaluators must be independent from the evaluation object and evaluated activities, and have no stake in the outcome of the evaluation.

3.6 Submission and Evaluation of Proposals

Consultants who meet the requirements should submit an expression of interest of not more than 10 pages (less annexes), which should include the following:



- A suitability statement, including commitment to availability for the entire assignment
- A short profile of the consultant or organization
- Updated summary of the curriculum vitae of each consultant or team member that clearly spells out qualifications and experience with special emphasis on SRHR programming or implementation
- A brief statement on the proposed study methodology, including a draft work plan with timeline
- A financial proposal containing a proposed daily fee
- All transport, including flights and 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 the this scope of work
- One or two previous similar or related reports written by the consultant (as annex)
- A letter or letters of support in the form of reference checks from organizations that the consultant has worked with (as annex)

All interested parties should respond to the TORs by **3 June, 2022**. The expression of interest should be sent to sa-hub@hivos.org with the title **Regional SRHR Fund Endline Evaluation** in the subject line. Only shortlisted candidates/consultants will be contacted.

Applications will be evaluated using a weighted scoring approach, as specified below:

Quality of proposed evaluation design and methodology Demonstrating a strong understanding of the analytical / contextual / logistical issues relevant for a study of this type and the objectives of the endline evaluation study	40%
Quality of the team Relevant expertise, experience, understanding of the issues and ability to collaborate productively in an international setting	25%
Quality of the consultant's best work performed	15%
Budget, compliance and references Cost and value for money	20%

3.7 Budget and Payment Schedule

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

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

- 40% upon approval of the Inception report
- 30% upon presentation and approval of the final draft endline evaluation report
- 30% upon submission and approval of the finalized endline evaluation report

