



CALL FOR PROPOSAL

DEADLINE: 5th March 2017

TERMS OF REFERENCE FOR AN EXTERNAL MID-TERM REVIEW OF THE PERFORMANCE OF THE SWEDEN AND NORAD FUNDED SRHR, HIV AND GOVERNANCE PROJECT, IMPLEMENTED IN SEVEN SADC PARLIAMENTS.

PREAMBLE

The Southern African Development Community Parliamentary Forum (the Forum) is a regional inter-Parliamentary organization established in 1997 under article 9 (2) of the Treaty of SADC, to enhance popular participation in the regional integration efforts of the organization in order to facilitate the Treaty objective of eradicating poverty and achieving sustainable development. The Forum is the vehicle through which member state Parliaments and Parliamentarians, as the elected representatives of the people, participate in promoting the regional integration agenda. Presently there are 14 member states, with a total population of over 3,000 Members of Parliament (MPs) who members of the Forum.

1. PROJECT BACKGROUND

The Project entitled “Sexual Reproductive Health and Rights, HIV and Governance” is working with boundary partners to strengthen the capacity of SADC national Parliaments for a period of four years (2014 - 2018), to advocate for and influence national responses to SRH and HIV within a rights approach in the region. It is an effort to largely enhance women Parliamentarians’ involvement and participation on decision making platforms on the subject matter. The Project has a bias focusing on the voice of women Parliamentarians, who form part of an organ called, the National Women’s Parliamentary Caucus at country level and the Regional Women’s Parliamentary Caucus (RWPC). The Project is currently being implemented in seven selected countries being; Angola, Namibia, Lesotho, Zambia, Zimbabwe, Mauritius, Seychelles, and Tanzania (Namibia joined in December, 2016 by replacing Angola).

This Project became operational on the 1st of December, 2014 and comes to a close on the 31st March 2018 with funding from the Embassy Sweden in Lusaka and NORAD. The Project is designed to build a critical mass of Parliamentarians, advocates, communities and SRHR and HIV organisations to advocate for universal realisation of SRHR, sustained, effective HIV and AIDS interventions, and improved Governance of health interventions, through harnessing skills of MPs directly, particularly women Parliamentarians and, via the former, the skills and interests of civil society organisations. This Project while designed to be championed by women Parliamentarians, it targets Parliamentary Committees as the ‘engine room’ where most of the work conducted by Parliaments is carried out. During the life span of the project, the intention is for Committee deliberations, particularly of Parliamentary bills, appropriation bill and others, to benefit from input from Members who have been trained on SRHR and HIV and AIDS issues.

In addition, the Project is aimed at empowering individual members of Parliament to table motions, private members’ bills and questions and probe specific issues to promote Parliamentary dialogues. Hence developing the capacity of MPs in relation to SRHR, HIV and AIDS and Governance is a priority. The Project also seeks to influence boundary partners like CSOs, media and other cooperating partners to advance the SRHR agenda at national and regional level. Moreover, the Project includes the staff of Parliament who serve as watchdogs for outside partners, and be the liaison person for knowledge sharing, information exchange and manage the interaction between Parliament and other boundary partners.

2. PROJECT AIMS AND OBJECTIVES

The aim of the Project is to ensure that Parliaments and SRHR stakeholders create a collaborative avenue for issues of SRHR and HIV and Governance to be streamlined in policy decisions, build capacities of SADC Parliamentary Forum, its legislators to efficiently and effectively discharge their constitutional functions of formulating and drafting bills, making laws, overseeing the executive branch and representing their constituents.

The high-level objectives of the Project are as follows;

- a) Strengthen the capacity of women MPs to articulate issues and be competent in their roles;
- b) Strengthen the capacity of Committees on SRHR and HIV especially during bill scrutiny;
- c) Capacitate Members of Parliament on SRHR and HIV issues and build competence on SRHR and HIV oversight to various ministries and government service providers;
- d) Ensure that there are sound SRHR and HIV resolutions passed and adopted by the House;

- e) Increase the number of SRHR and HIV motions tabled at national and regional level leading to dialogue, or decision by Parliaments;
- f) Encourage at least one or two own or private members' bills related to SRHR and HIV;
- g) Improve on the quality of knowledge base of MPs as they hold government to account on related SRHR and HIV related issues; and
- h) Develop staff competence on SRHR and HIV research that can add value to an MPs proposal to government;
- i) Strengthen the capacity and interaction of the weight and support of boundary partners like CSO's, media and other cooperating partners on SRHR and HIV in Parliamentary work;
- j) Knowledge base gained by other partners on the goings of Parliament and how it is structured.
- k) Harness linkages and coordination with other forums and networks or pressure groups that bring together MPs with interest on SRHR and HIV to share their work and advocacy issues; and
- l) Ensure a systematic approach to delivering the project, and developing materials that are Parliamentary centric to support members.

3. EXECUTING ARRANGEMENTS

The Project is a collaborative effort of national, and regional stakeholders approved by the 35th Plenary Assembly Session of the SADC Parliamentary Forum held in Grand Baie, Mauritius, and has been fully integrated within the agenda of the Human and Social Development and Specials Program and by extension the Regional Women's Parliamentary Caucus. Therefore, at the policy level, the Project document and reporting of activities to the membership is done through the leadership of the Chairpersons of the Human and Social Development and Specials Program, who facilitates in overseeing and coordinating the implementation of this Project's strategy and activities and reporting to the Plenary Assembly.

4. PROJECT COMPONENTS

To adequately organize its work and in line with its technical strategies, the SADC-PF SRHR and HIV and Governance Project was designed to have three work areas/program components as follows:

- a) Capacity development of members of Parliament and their staff;
- b) Resource dissemination and networking of CSOs with Parliaments; and
- c) Human and institutional support to the SADC-PF Secretariat and national Parliaments.

5. FINANCING OF THE PROJECT

In accordance with Article 3 of the grant agreement, under a co-financing arrangement, Sweden undertook to finance a maximum of 29, 575,000 SEK, In accordance with Article 16 and 17 of the General Conditions towards the total cost of the Project is US\$ 4,104 059. Other activities are expected to be co- financed by partners working on SRHR and HIV related issues.

6. RATIONAL FOR A MID-TERM REVIEW (MTR) OBJECTIVES AND SCOPE OF THE MID-TERM REVIEW

The goal of the mid-term review is to assess and determine the extent to which the SADC-PF Project has successfully created an institutional framework for equipping members of Parliament, Parliamentary staff and CSOS in the SADC region with knowledge, skills and information that enhance their professional performance in implementing their mandates. This will entail assessing and documenting the emerging impact results of the past twenty seven (27) months of the Project at the national, regional and SADC-PF Secretariat levels. This mid-term evaluation will help project management and stakeholders to identify and understand: (a) successes to date and (b) problems that need to be addressed, and provide stakeholders with an external, objective view on the project status, its relevance, how effectively it is being managed and implemented, and whether the project is likely to achieve its development and immediate objectives, and whether SADC PF is effectively positioned and partnered to achieve maximum impact.

The specific objectives of the mid-term review through which the above goal can be met and conclusions drawn by the reviewer, are to:

- (1) Assess the performance of the Project and emerging impact or effects from implementing the SRHR and HIV and Governance Project in the seven selected SADC countries, as indicated by SADC-PF in its SRHR and HIV and Governance Project annual progress reports submitted to Sweden.
- (2) Review on an annual basis, the linkages between implementation and funding of project and program activities in terms of allocation of budgetary inputs and accountability between resources provided by Sweden and resources from other co-financiers including funding from SADC-PF's own resources.
- (3) Assess the prospects for programs, managerial aspects, financial and institutional sustainability of the SRHR and HIV and Governance Project (assessing the continued validity and relevancy of the sustainability of Project goals, objectives, progress markers and strategies as stated in various documents) at national and regional levels.

(4) Utility of the SRHR and HIV and Governance project's products among its beneficiaries i.e. how user/demand-driven are the project's implemented programs? To what extent and how has the changes in policy, dialogue and the discharge of constitutional functions and duties by Parliamentarians and representation of their respective constituencies in the relevant countries and institutions benefited from the Project interventions.

(5) Assess the efficiency and sustainability of the SADC-PF Secretariat's operations over the 27 months of implementation the SRHR and HIV and Governance Project, i.e., the financial, institutional and human resource.

(6) The number and intensity (utility) of existing partnerships and networks established by the SRHR and HIV and Governance Project.

(7) Review the overall financing status, prospects of the SADC-PF institution with assessment of its performance in the following specific financial, institutional and management areas: and

(8) Review the utility and relevance of the Monitoring and Evaluation Matrix of the SRHR and HIV and Governance Project, and the applicability of the baseline survey in informing measurement of success.

(9) External reviewer to give an independent opinion of his/her findings on the veracity and validation of submitted project reports to cooperating partner.

7. TERMS FOR UNDERTAKING THE MID-TERM REVIEW

The mid-term review shall be undertaken from 10th March, 2017 to April 30th, 2017 (with the deadline for submitting the final report being set April 15th, 2017).

Assessing Performance of the project

It is expected that there will be a combination of both desk review and field work involving interviews and a little more scientific review using data collected through the Monitoring and Evaluation framework and well-designed instruments like questionnaires. The Reviewer is expected to consult with all stakeholders in the seven implementing countries (including Sweden, other partners and the SADC-PF Secretariat among others) as well as in some non-implementing countries if deemed necessary.

However, the Reviewer is expected to draw his/her own methodology of how to carry-out the consultancy/MTR though it is not expected to differ critically with the propositions of these TORs. To ease his/her work, the consultant will also draw his/her own work plan with benchmarks and time lines that will not be in conflict with the propositions and targets made herein for expected deliverables to be timely. The final work plan or schedule of activities will be

tabled at the SADC-PF Secretariat for final dissemination and briefing prior to launching the mid-term review mission in the field.

8. SCHEDULE OF TASKS AND BENCHMARKS:

All tasks are allocated within the following inclusive benchmarks and time slots are to be mutually agreed upon;

- Briefing and consultations at SADC PF, collection of project related documents;
- Evaluation framework, design, implementation plan, and Evaluation instruments developed and validated by SADC PF
- Travel and arrival in Lusaka, Zambia for briefing of Sweden by the Reviewer and review of documentation;
- Briefing, dissemination of terms of reference and methodology, launching of the mid-term review along introduction to SADC-PF of the Reviewer;
- Review of literature and official records of SADC-PF and Sweden;
- Field work at the seven selected Parliaments and at SADC PF
- Convening of joint meeting of SADC-PF and Sweden and staff to present and discuss preliminary findings of the review at that stage;
- Preparation of draft mid-term review report;
- Review of draft mid-term review report;
- Submission by the Consultant/Reviewer of the hard copy and soft copy of the draft mid-term review report to SADC-PF for their comments;
- Comments from SADC-PF on the draft mid-term review report must reach the Consultant/Reviewer;
- Revision of mid-term review report by Reviewer;
- Submission by Reviewer of final Mid-term Review Report to SADC PF;
- Formal transmission by SADC PF of final Mid-term Review Report and ACBF views to SADC-PF;
- Restitution meeting at SADC-PF of all concerned stakeholders including Sweden.

9. REVIEW TEAM AND PROFILE OF REVIEWER

Only one Reviewer is considered to be adequate for this exercise. However, they are free to outsource technical support at their own costs. The Reviewer to be selected shall therefore lead and coordinate the overall assignment from beginning (10th March, 2017) to end (15th April 2017) and he/she shall be paid only for 35 consultancy days at a daily rate to be stipulated in his/her contract of engagement with SADC PF. The Reviewer shall be an external/independent professional contracted by SADC PF. Qualifications of Reviewer:

- Experience in the evaluation of similar programs and institutions as well as indispensable leadership qualities and management skills;
- Extensive experience and knowledge in the area/s of review including in management, sound grasp of gender issues, Monitoring and Evaluation, financial, human resource management, governance and institutional/organizational issues in addition to familiarity with Parliamentary processes, Parliamentary knowledge and Parliamentary affairs;
- A minimum of postgraduate educational and professional background/experience.
- Ability to meet deadlines and deliver high quality product/s-the mid-term Review Report with clearly identified achievements, constraints, lessons learnt, recommendations for future corrective action as well as future programs with proposition of strategies for enhancing efficiency and effectiveness to promote delivery of impact results, continued institutional relevancy and sustainability.

10. APPOINTMENT OF A SUCCESSFUL SERVICE PROVIDER

SADC PF will enter into an individual contract with the selected Reviewer to conduct the MTR. The contract shall specify contractual details including remuneration and other expenses to be paid for by the organization. For the purpose of guiding the consultancy, the benchmarks indicated below are important to adhere to in order to meet SADC PF expectations.

11. RESOURCES

The total budget allocated for the fees of the consultant is limited to USD 21,000 non-negotiable.

The mid-term review consultancy shall not exceed 60 consultancy days though the final report is expected on 15th April, 2017.

The payment of consultancy fees shall be effected only upon completion of the assignment and submission to SADC PF of the final report that has been commented upon by all concerned parties and that is assessed as a satisfactory product, and also upon meeting all contractual requirements as indicated in the contract to be signed with SADC PF (examples of such requirements are the submission of retirement supporting documents regarding the accounting of advanced funds along with the completed and signed request for payment form).

12. FORMAT OF THE MIDTERM REVIEW REPORT

The SADC PF s proposing that the format for structuring and organizing the report should be in line with the objectives and terms for undertaking the mid-term review itself, they are described under relevant headings and sub-headings above.

The following suggested format of the report may help to guide the Reviewer:

- Acronyms
- Table of contents
- Executive Summary: 1-1.5 pages
- Introduction: 1 page
- Objective, scope and methodology
- Performance of the project: In each area of the project's objectives and program areas/components; and in Strengthening Capacity in the areas of SRHR and HIV and Governance in Parliaments.
- This addresses all the objectives (relating to programs as well as those relating to non-program issues) of the review including but not limited to clear identification of achievements, failures, constraints, emerging impact, if any after implementing the project
- Constraints, enabling/positive factors experienced and clear Lessons Learnt in Implementing the SADC-PF SRHR and Governance Project.
- Risks foreseen, strategies for mitigating them in future and prospects/strategies for sustaining or increasing sustainability in future (financial, institutional, program interventions, human resources, etc.)
- Conclusions and Recommendations for improvements and for future interventions (The Reviewer is expected to also provide his/her an independent opinion).

Overall, the report should not exceed 20-25 pages in total. Lessons Learnt can also be produced as a Stand-alone-Write-up attached to the MTR Report as an Annex. The Reviewer's independent opinion of the state of affairs and recommendations should be clearly reflected in the report than just reporting on findings and how the situation is. The views of other stakeholders (including other donors to SADC-PF) should also be clearly incorporated into the report.

13. DOMICILIUM AND CORRESPONDENCE

All correspondence related to this work shall be addressed to:-

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ANNEX: KEY QUESTIONS

The focus will be on the following questions areas:

a) Coordination

- (i) Are the project's regional and national coordination mechanisms being implemented?
- (ii) How do these coordination mechanisms facilitate implementation of project activities at the regional, national?

b) Project modifications

- (i) What changes have been made to the original project work plan?
- (ii) How do these changes enable internal operations (management, coordination) of the project?
- (iii) How have these changes enable achievement of the project's aims and objectives? (particular
How have aspects of project management and governance been considered during these changes' approval? Have they been accepted by all parties involved in the project?

c) Baseline Assessment

- (i) What achievement benchmark mechanisms enable interim REVIEW of the project's progress towards its stated aims and objectives?

d) Project Monitoring

- (i) Are the project's activity matrices aligned with the project's aims and objectives?
- (ii) Are the project's monitoring matrices sufficient to enable monitoring of the project's external performance; that is, its progress towards achieving the stated aims and objectives?
- (iii) Is the project being implemented according to the work plan?
- (iv) Have the project stakeholders been able to be responsive to risk and challenges during the last 27 months of project implementation?

e) Stakeholder involvement

- (i) For each category of stakeholders (MPs, NWPCs, Parliamentary committees, CSOs, RWPC), is there evidence of engagement with the project?
- (ii) Are there indications that Parliamentarians' engagement with CSOs is building a collaborative ethos, and what is the realised sustainable effect after the end of the project?

f) Project Performance Assessment

These questions are designed to guide the review to assess the following:

- (i) The project's success in producing each of the programmed outputs to date, both in quantity and quality as well as usefulness and timeliness.
- (ii) Project outcomes and impact to date: REVIEW of the project's success so far in achieving its intended outcomes.
- (iii) Sustainability: assessment of the capability of the project to entrench SRHR, HIV and AIDS and Governance matters in Parliamentary activities and in civil society beyond the life of the project, and of factors that are constraining or may prevent sustained desired effects of the project. This assessment should include substantiated recommendations, if necessary, for improving achievement of this intended outcome.
- (iv) Internal performance: assessment of project management and supervision of project activities in guiding the project.
- (v) External performance: assessment of the progress of the project towards achieving its aims and objectives.

RECOMMENDATIONS

The foci for the reviews outlined above should inform substantiated recommendations, where necessary, to improve project implementation, particularly, in the following areas:

- (i) The structure and operational modalities of project coordination, especially at the national level, which should have stakeholder representation from both the public and community levels, ensure active involvement, and facilitate information flow among all stakeholders
- (ii) The commitment of participating countries (both in terms of time and financially) to the project
- (iii) Reasons for delays in the implementation of the project, the consequences, and efficacy of project staff to mitigate negative consequences.

LESSONS LEARNED

The Reviewer will identify lessons learnt from the project, from the following perspectives:

- (i) Mechanisms to establish coordination at the national level, promoting ample stakeholder participation from public and community based organisations.
- (ii) The engagement of Parliamentarians with the project.

(iii) Assessment of baseline information and strategies developed by the Project to facilitate achievement of the project's aims and objectives.