



**AMBASSADE  
DE FRANCE  
EN AFRIQUE DU SUD,  
AU LÉSOTHO  
ET AU MALAWI**

*Liberté  
Égalité  
Fraternité*

## **TERMS OF REFERENCE**

### **External evaluation of the project “Strengthening the prevention of unintended early pregnancy in South Africa and Malawi”**

#### **1. Rationale**

The Embassy of France in South Africa is inviting bids for the external evaluation of the project “Strengthening the prevention of unintended early pregnancy in South Africa and Malawi” (original French title: “*Renforcer la prévention des grossesses précoces non intentionnelles en Afrique du Sud et au Malawi*”).

The project started in 2022 and will be completed in March 2024. The evaluation will cover all activities undertaken until February 2024, and will be overseen by the Cooperation and Cultural Affairs Department of the Embassy of France (SCAC).

The evaluation will serve to assess the project design, its implementation and achievements. The Evaluator will be expected to formulate recommendations to guide future interventions pertaining to the Embassy of France’s cooperation on human rights and gender equality.

These Terms of Reference (ToR) spell out the requirements for the external evaluation.

#### **2. Brief presentation of the project**

The project “Strengthening the prevention of unintended early pregnancy in South Africa and Malawi” aims at contributing to the prevention of early and unintended pregnancies among adolescents in South Africa and Malawi. The actions are intended to contribute to strengthening the prevention mechanisms in both countries.

This is a 2-year project implemented by the Embassy of France in South Africa, Lesotho and Malawi, with a budget of €548,000 fully funded by the French Ministry of Europe and Foreign Affairs (MEAE).

Through this project, the Embassy is supporting actors in Malawi and South Africa (competent authorities, civil society organisations), to strengthen their skills and promote the deployment of appropriate and effective approaches for adolescents. The first step will be to contribute to the identification and exchange of expertise on approaches to prevent early pregnancy among adolescents. Secondly, the project will support the strengthening of the skills of local actors in the school and extracurricular environments, taking into account the conclusions of the research carried out.

At the same time, the project will seek to promote better consultation between actors in the youth Sexual and Reproductive Health and Rights (SRHR) sector, with an emphasis on the active participation of young people in these processes.

### 3. Purpose of the evaluation

This evaluation serves two mutually reinforcing objectives: accountability and learning. Indeed the purpose is twofold:

#### 3.1. Assess the project project to date, particularly:

- take stock of the activities implemented and results achieved, against the project plans;
- assess the performance of the project, particularly determine the relevance of the projects' logic and interventions, their efficiency, effectiveness, impact and sustainability;

The level of details to be investigated will be agreed upon from the onset of the evaluation.

#### 3.2. Draw lessons from project implementation:

- assess the need to further and/or expand this type of intervention;
- identify the conditions and good practices to inform the development of a new intervention strategy to continue engagement on the promotion of gender equality, and particularly sexual and reproductive health and rights (SRHR), as well as participatory governance, in South Africa and Malawi.

### 4. Services requested

#### 4.1. Stocktaking

The stocktaking exercise will include all aspects of the project, and consist in:

- a brief descriptive account of the activities implemented, the financial execution and the governance of the project.

The Evaluator(s) will document and explain any departure from the planned activities and expected results. Doing so, they will be mindful to identify all context-specific events and circumstances that may have had an incidence on project implementation and achievements;

- a report on the actual implementation strategy (as it happened).

#### 4.2. Evaluation criteria and questions

The evaluation will apply the international OECD/DAC evaluation criteria of relevance, process/implementation, effectiveness, efficiency, impact and sustainability. In addition, the evaluation should consider the gender-sensitivity and responsiveness of the project.

Evaluation criteria	Evaluation questions (non exhaustive)
Relevance	<ul style="list-style-type: none"><li>- Are the intervention areas (project workstreams) relevant to the current South African and Malawian context? Are they relevant to the bilateral cooperation strategy between France and South Africa and Malawi respectively, to France's international cooperation strategy in general, and to France's international strategy and commitments for gender equality?</li><li>- Where the interventions in tune with the needs of South African and Malawian stakeholders in order to strengthen the prevention of unintended early prevention?</li><li>- Were the stakeholders identified and engaged through the project relevant to the issue?</li><li>- Were the lessons learned from previous funding programmes of the Embassy integrated in the design of this project?</li></ul>

Coherence	<ul style="list-style-type: none"> <li>- To what extent has the project complemented other initiatives funded by France (including through the French Development Agency (<i>Agence Française de Développement</i> - AFD) and/or other donors – particularly European Union or other EU member states?</li> <li>- What have been the limitations to fostering such coherence and complementarity?</li> <li>- Were the project interventions coherent with one another?</li> </ul>
Effectiveness	<ul style="list-style-type: none"> <li>- To what extent was the project been implemented according to the initial plan?</li> <li>- To what extent has the project achieved the expected results?</li> <li>- How well were the project resources spent - by the Embassy of France, and by project grantees?</li> <li>- To what extent has the project contributed to making France's commitment to the promotion of gender equality and SRHR more visible in South Africa and Malawi?</li> <li>- To what extent has the project contributed to strengthening France's civil society engagement in South Africa and Malawi?</li> <li>- To what extent has the project contributed to developing relations between the Embassy of France and South African and Malawian stakeholders (governments, civil society, other)?</li> </ul>
Efficiency	<ul style="list-style-type: none"> <li>- How significant is the effect (results and impacts) of the project compared to the costs and resources spent? And with regards to the timeframe?</li> <li>- Was the overall project managed efficiently? Are the management costs reasonable? Were the Embassy's management, follow-up and verification processes adequate?</li> <li>- Were the resources spent efficiently – by the Embassy, and by each grantee?</li> </ul>
Impact	<p>What has been the project's impact on:</p> <ol style="list-style-type: none"> <li>1) the target groups; and</li> <li>2) the areas targeted by the interventions?</li> </ol>
Sustainability	<ul style="list-style-type: none"> <li>- What lasting effects can be identified (positive and negative) from the whole project?</li> <li>- What permanent, systemic changes can be identified as a result of the project interventions?</li> </ul>
Gender	<ul style="list-style-type: none"> <li>- To what extent did the project succeed in being gender-responsive across the various interventions?</li> <li>- What has been the contribution of the interventions to the Generation Equality agenda, particularly on SRHR?</li> </ul>

#### 4.3. Conclusions, lessons learned and recommendations

Here the evaluator will present the main conclusions of the assessment conducted according to the evaluation questions, and draw the key lessons and strategic learnings from the evaluation, for instance (but not limited to):

- the added value of the project for South African and Malawian stakeholders;
- the added value of the project to contribute to bilateral cooperation priorities between France and South Africa and Malawi respectively;
- findings and lessons regarding the management of the project.

The evaluator will also formulate strategic and operational recommendations to be considered by the French Ministry of Europe and Foreign Affairs with regards to:

- The need for continued cooperation on SRHR with South Africa and Malawi respectively;
- The sectors / issues for which the Embassy of France could best leverage its funding and interventions;
- The target groups for future cooperation and funding opportunities;
- Types of activities that would maximize the effect of similar funding opportunities;
- How to build on the work to date, and strengthen the French Embassy's interventions for more systemic impact;
- Complementarity with the civil society support and SRHR programmes of the Delegations of the European Union and other EU Members States in South Africa and in Malawi.

## 5. Methodology

### 5.1. Key principles

The principles underpinning the approach to the evaluation are:

- Impartiality and independence of the evaluation process from the programming and implementation functions;
- Credibility of the evaluation, through the use of appropriately skilled and independent experts and the transparency of the evaluation process, including dissemination of results to the relevant stakeholders;
- Participation of the relevant stakeholders in the evaluation process, to ensure different perspectives and views are taken into account; and
- Usefulness of the evaluation findings and recommendations, through timely presentation of relevant, clear and concise information to decision-makers.

### 5.2. Methodology

The evaluation will be carried out using a desk review, interviews (phone / in-person) and field visits, as relevant and as permitted by the budget. The proposed methodology for the evaluation will be subject to the approval of the Embassy of France.

The desk review should cover the following documents:

- project plan and budget (including amendments if applicable);
- documents and materials produced throughout the project;
- evidence of activities and results collected by the project, including interim reports, minutes of project meetings, mission reports, any other supporting document (including financial), etc.
- any other relevant documentation.

The Evaluator(s) are expected to engage with the relevant Embassy staff members and any project stakeholders as relevant. The evaluation should build on interviews with them not only to collect information and insights, but also to make (collective) sense of and understand the following:

- the stakeholders' engagement in the process, how it has been promoted and how it fits with their own work/aims;
- the difficulties they have faced, in any, to engage in the project (internal and external);
- their perspectives on the issues;
- the capacity, awareness, relationships and resources developed during their engagement with the project and what they have been able to do with that.

Bidders are requested to explain how they propose to collect information from the various stakeholders.

### 5.3. Data availability

The Evaluator(s) will have access to the following information:

- Project description, budget, as amended if applicable;
- Contractual agreements between the Embassy of France and the project partners;
- Financial reports reflecting project spend;
- Project reports compiled by the Attaché for Cooperation Development;
- Narrative and financial interim project reports from the project partners;
- Mission reports when available;
- Communication materials.

## 6. Management

This evaluation is commissioned by the Cooperation and Cultural Action Department (SCAC) of the Embassy of France. The SCAC will be the focal point for any planning, implementation and administrative matters pertaining to the evaluation.

The Evaluator(s) will report the final evaluation to the steering committee members of the project. The Committee will meet once with the Evaluator(s), i.e. at close-out stage.

## 7. Process and deliverables

The evaluation will follow a 3-stage process, with deliverables as detailed below (see also the tentative timeline in section 8 below).

All deliverables will be submitted by email to the Embassy's Attaché for Development Cooperation.

The Evaluator(s) shall consider the comments received from the Embassy of France without prejudice to their independence.

All deliverables will be approved by the Embassy by email.

### 7.1. Inception

This stage will serve to:

- a) clarify the expectations of the French Embassy and the scope of the evaluation;
- b) finalise the methodology and the evaluation questions.

➤ **Inception meeting** between the Evaluator(s) and the Embassy of France.

This meeting will serve to introduce the evaluation work more in details and share the documents and contact details needed for the evaluation.

➤ **Inception report.**

In this report, the Evaluator(s) will recall the context and purpose of the evaluation; list out the evaluation questions, and detail the methodology and tools / means to collect the data; specify the schedule for data collection, including field visits if any; and provide a list of stakeholders to be interviewed (in-person or through calls / online communications).

The Evaluator(s) will submit a draft inception report to the Embassy's Attaché for Development Cooperation. The Evaluator(s) may be requested to submit a revised version taking into account the comments received, for approval.

### 7.2. Data collection and analysis

During this stage, the Evaluator(s) will collect the data needed for stocktaking and analysis according to the evaluation questions. This will be done through a desk review of project documents, interviews and field visits when appropriate.

➤ **Field visits.**

Field visits to activities and organisations funded through the project may be carried out for data collection purposes (they must be budgeted for by the Evaluator(s)). They will be carefully planned, taking into account the evaluation timeline and availability of the people and organisations visited.

The Embassy's Attaché for Development Cooperation will help with the organisation of field visits. The Evaluator(s) will provide the Attaché with terms of reference for each visit, and submit concise field visit reports including factual information, data obtained and challenges met.

➤ **Draft evaluation report** (max. 30 pages, excluding annexures).

The draft report will include: stocktaking (see section 4.1 of the ToR), initial analysis according to the evaluation questions (see section 4.2), and an outline of the work remaining and timeline.

### 7.3. Final reporting

This stage will allow the Evaluator(s) to finalise their analysis, draw the conclusions and formulate recommendations.

➤ **Final evaluation report** (max. 50 pages, excluding annexures).

The final report will be structured as follows:

- Table of content
- List of acronyms
- Executive summary (2 to 4 pages)
- Mapping of the sub-set of supported CSO projects
- Stocktake
- Analysis according to the evaluation questions
- Conclusions
- Strategic and operational recommendations
- Annexures: list of stakeholders interviewed and field visits conducted; data collection instruments; list of documents used for the evaluation (including websites if applicable); field visit reports.

- **A summary** of the validated final report (max 5 pages), using the template provided by the Embassy:
  - Summary of the evaluation and analysis
  - Main findings
  - Strategic and operational recommendations

The report and the summary will be the sole property of the French Ministry of Europe and Foreign Affairs (MEAE). The Evaluator(s) shall not communicate, publish or use its content. The report may be shared, in full or in part, with the relevant South African authorities and with the beneficiaries.

- **Close-out meeting** with the Steering Committee.  
This meeting will allow the Evaluator(s) to present the findings of the evaluation to the Steering Committee, and provide an opportunity to discuss the conclusions and recommendations.

## 8. Tentative timeline

The evaluation will be carried out between 1<sup>st</sup> November 2023 and 31 March 2024. Bidders are requested to indicate the proposed number of working days within this time period.

The tentative timeline is as follows:

	Dates or periods
Deadline for submission of tenders	20 October 2023
Selection and award of contract	30 October 2023
Inception meeting	2 <sup>nd</sup> week of November 2023
Submission of inception report	10 December 2023
Validation of inception report	15 December 2023
Submission of draft report	8 March 2024
Review of draft report by the Embassy	15 March 2024
Submission of final report	22 March 2024
Close out meeting with Steering Committee	Week of 25 March 2024

The timeline will be reviewed and confirmed with the Evaluator(s) at inception phase, without changes to the completion deadline.

## 9. Budget

The maximum available budget for this work is EUR 20 000, all costs and taxes included.

The contract will be established in EUR, but can be paid out in ZAR or MWK, at the exchange rate calculated by the French Economy Ministry at the time of payment.

EUR / ZAR: [https://www.economie.gouv.fr/dgfip/taux\\_chancellerie\\_change\\_resultat/pays/ZA](https://www.economie.gouv.fr/dgfip/taux_chancellerie_change_resultat/pays/ZA)

EUR / MWK: [https://www.economie.gouv.fr/en/dgfip/taux\\_chancellerie\\_change\\_resultat/pays/MW](https://www.economie.gouv.fr/en/dgfip/taux_chancellerie_change_resultat/pays/MW)

## 10. Additional information for bidders

- Further information about the project may be obtained from the SCAC. Requests should be addressed by email to [noelle.garcin@diplomatie.gouv.fr](mailto:noelle.garcin@diplomatie.gouv.fr) by **13 October 2023, COB**.
- The Evaluator(s) should have knowledge and experience in the following areas:
  - Expertise and experience in designing and delivering project evaluation; experience in M&E of social development and/or governance projects would be an asset;
  - Using reviews and evaluation as a tool for lesson learning;
  - Demonstrated understanding of the governance structures in South Africa and Malawi, and of SRHR sector and issues;
  - Good communication skills, both orally and in writing;
  - Excellent English writing and oral skills. Understanding of French is not required but an advantage for access to project document.

## 11. Bidding process and how to apply

Interested candidates must submit the following documents/ information to demonstrate their qualifications:

- Technical proposal (max. 20 pages)
  - (i) Explain their understanding of the work and deliverables,
  - (ii) Provide a brief methodology on how they will approach and conduct the work, including a tentative schedule;
  - (ii) Explain why they are the most suitable to perform the evaluation work.
- Financial proposal, based on the template in Annexure.
- CV of all consultant(s) highlighting past experiences in similar projects/assignments.
- At least 2 references.

Interested candidates are requested to submit an electronic copy of their expression of interest/ proposal with the subject REF: "Early Pregnancy Project Evaluation – *[name of Bidder]*".

Applications must be submitted to [noelle.garcin@diplomatie.gouv.fr](mailto:noelle.garcin@diplomatie.gouv.fr) by **20 October 2023, COB**.

## 12. Contract award criteria

Description	Weight
Technical criteria	
a Competence and experience of the team with regards to human rights / gender / public policy / civil society.	20



b	Competence and experience of the team with regards to project evaluation (data collection, analysis, recommendations)	20
c	Adherence to ToR's specifications and related requirements, clear understanding of needs and deliverables.	20
d	Robustness and relevance of the methodology	10
e	Ability to deliver Assignment within the given timeline	10
f	Communication, Writing skills and language proficiency	10
Commercial criteria		
g	Competitive fee rates and expenses in relation to the market and demonstration of value for money.	10
Total		100

## ANNEXURE – FINANCIAL PROPOSAL GUIDELINES

Please provide de following information, as applicable:

Daily rate (specify the currency)	Expert name 1	Expert name 2	Expert name 3

Description	Number of days	Total nb of days	Amount (in CURRENCY)
<b>1 – Inception phase</b>			
<b>Sub-total (1)</b>			
<b>2 – Data collection and analysis</b>			
<b>Sub-total (2)</b>			
<b>3 – Final submission</b>			
<b>Sub-total (3)</b>			
<b>4 – Other costs</b>			
<b>Sub-total (4)</b>			
<b>TOTAL</b>			