



External Evaluation of GOAL's Irish Aid Programme Fund 2017-2021

Terms of Reference

Programme title:	Irish Aid Programme Fund
Geographical coverage: region, countries	Eastern Africa: Ethiopia, Uganda, Sudan, South Sudan Southern Africa: Malawi, Zimbabwe Western Africa: Sierra Leone, Niger Middle East: Iraq Latin America and the Caribbean: Haiti
Programme Lifespan:	One-year funding: 2017 One-year funding: 2018 Three-year funding: 2019-2021
Programme budget (five years):	Approximately €50 million
Evaluation Commissioning Manager:	Dr Enida Friel, Head of Monitoring, Evaluation, Accountability and Learning, GOAL

1. Introduction

GOAL has been a long-term recipient of Irish Government funding. Irish Aid (IA) is a key donor and partner of GOAL, as it is GOAL's home institutional donor and IA funding is at the core of everything that GOAL does. GOAL's current IA funding is implemented through a "blended approach" of development and humanitarian funding under one programme – the Irish Aid Programme Fund (IAPF). The annual budget of this programme since 2017 is approximately €10million. IAPF started in 2017 and will continue through 2021.

The Irish Aid Programme Fund's Aim is:

- *To foster resilient wellbeing for poor and vulnerable people.*

Under this Aim IAPF has four Goals:

1. *People survive crisis;*
2. *People have resilient health;*
3. *People have food and nutrition security;*
4. *People have sustainable livelihoods.*

A fifth Goal that covers the Development Education (DevEd) and Public Engagement (PE) work that is funded under this Programme is:

5. *Global citizenship and leaders acting for a fair and sustainable world*

The Goals are measured by several Core Objectives and Key Indicators, chosen as relevant by each individual country programme. These Goals, Objectives and Indicators align with GOAL's Global Strategic Plan 2019-2021.

The IAPF operates currently in 10 countries: Ethiopia, Uganda, Sudan, South Sudan, Malawi, Zimbabwe, Sierra Leone, Niger, Iraq and Haiti. In 2017 and 2018, IAPF was operational in the eight African countries only; Haiti and Iraq were added to the portfolio from 2019 bringing the number of countries to ten in 2019, 2020 and 2021. The DevEd and PE component of IAPF is implemented in Ireland.

While the IAPF will continue until the end of 2022, GOAL is planning an external evaluation in the second half of 2021, covering 2017-2020. The evaluation will inform the development of a new partnership with IA from 2023 onwards and will document GOAL's results across IAPF. The evaluation will be shared with IA, GOAL's Board, GOAL country teams, partners and beneficiaries where and as possible. The evaluation results will be published on GOAL's website and be made available to the Irish public and peer organizations in the INGO sector, interested academics, donor institutions, etc.

Individual country programme baselines, reviews, evaluations, research studies and reports that have taken place during 2017-2021 will be made available and inform the evaluation. Recent reviews of the DevEd and PE were also conducted and will be made available to inform the overall evaluation of IAPF.

The evaluation will be external and a **summative evaluation**.

2. Definitions and Scope of the Evaluation

2.1 Evaluation Objectives

The proposed objectives of the evaluation are:

- To articulate and test the IAPF's Theory of Change (ToC) and the assumptions that it is based on;
- Assess the Programme's relevance, effectiveness, and sustainability against the OECD DAC evaluation criteria.

The Evaluation will cover Goals 1-4 implemented at country level and Goal 5 implemented in Ireland.

2.2 Evaluation Purpose

The purpose of the evaluation is to assess GOAL's performance and delivery of the IAPF (both in countries and Ireland) according to selected OECD DAC evaluation criteria. The evaluation will help GOAL to document its lessons learned and best practices generated through this Programme and inform the design of the new Programme funded by IA from 2022 onwards.

2.3 Evaluation Scope

The evaluation's scope will cover the IAPF country programmes as outlined in Section 1. It will include visits (physical or virtual) to at least two country programmes preferably in different geographical region, programme scope and size. The evaluation will also assess GOAL's Resilience Hub work, as well as the delivery of the Development Education and Public Engagement aspects of the IAPF.

The evaluation will be organised around the selected OECD DAC evaluation criteria below and the Programme's ToC.

Relevance & Coherence: To what extent is the programme responding to the needs of participants/beneficiaries in the evolving context?

Is the Theory of Change (including for DevEd and PE and Resilience Hub) holding true? Is the organisation adapting appropriately in response to changes in the context? Is the programme aligned with national and international priorities? Is the programme reaching the most vulnerable groups e.g. women, young girls, children under five years of age, people with disabilities? Is the programme addressing their priority needs?

Effectiveness: Is there evidence that anticipated results *are being achieved* at the current stage of the programme?

To what extent is the programme (including for DevEd and PE and Resilience Hub) meeting its targets and delivering its outcomes and outputs? Is the "blended approach" of development and humanitarian funding boosting or hindering effectiveness? Are the monitoring and accountability mechanisms effective in providing timely data to inform programming decisions? To what extent can the emerging results be attributed to the programme?

Sustainability: To what extent is the organisation building institutional capacity of local partners?

Is the programme (including for DevEd and PE and Resilience Hub) enhancing local ownership and capacity to influence policy? Where relevant, is the programme contributing to localisation of humanitarian aid? To what extent are relevant partnerships/capacities being developed to ensure sustainability? Is the implementation of the “blended approach” contributing to sustainability of any aspect of the programme?

3. Evaluation Approach and Methodology

The evaluation will be gender-sensitive, inclusive, culturally sensitive and participatory. It is essential that the process of data collection, as well as storage of data, is supported by careful ethical practice (see Section 7).

The data collection methods will be preferably mixed: quantitative and qualitative. The evaluation participants will encompass a range of stakeholders, including but not limited to, the beneficiary populations, non-beneficiaries, partner organisations, Government representatives of the countries of implementation, GOAL country teams, GOAL Ireland staff and Board and IA. Potential positive or negative spill over effects of the programme will be considered.

GOAL prefers the use of surveys for quantitative data. These will be rigorously analysed and representative of the programme within the reasonable limits and constraints of each context. Qualitative data - in the form of key informant interviews, focus groups and observations - will also be rigorously analysed and will primarily focus on developing a deeper understanding about the programme, and providing recommendations for improving or strengthening the relevance/coherence, effectiveness, and sustainability of the programme.

The proposal from the evaluator(s) will contain the following topics as a minimum:

- The evaluator’s understanding of the evaluation questions;
- Description of the phases related to the evaluation approach proposed;
- Sources of information for primary data collection;
- Sampling strategies, including area and population group represented in the sample, sampling methods, procedures and sample size;
- Type of instruments to be used for data collection e.g. interviews, focus group discussions etc;
- Type of data analysis that will be carried out;
- Software that will be used to analyse data - quantitative and/or qualitative;
- Reference indicators and benchmarks for each evaluation question (where relevant);
- Ethics and consent.

Once the selection process is finalised and before proceeding to sign the contract with the evaluator(s), the exact methodology proposed will be agreed in an Inception Report submitted by the evaluator(s). The Inception Report will be cross-checked against IA’s Guidance on Programme Evaluation in order to ensure GOAL is compliant with it.

4. Schedule, budget, logistics and deliverables

This evaluation will take place in the second half of 2021, starting no later than 1st August 2021 with the final approved report submitted no later than 30th November 2021. The proposal from the evaluator(s) should present an evaluation implementation plan specifying time and resources required for:

- the document review;
- the data collection, including time for travel (or to arrange) to meet communities, partners and stakeholders that facilitates meaningful engagement;
- the meetings between the evaluator(s) and the Evaluation Commissioning Manager;
- the data analysis;
- the report preparation;
- obtaining feedback on the preliminary results and recommendations;
- the report finalisation;
- the closing workshop to present findings and recommendations to GOAL.

The proposal should also include a costed logistics plan, specifying expectations (as relevant) of:

- the payment schedule;
- the travel and accommodation arrangements (if required);
- access to programme documentation, beneficiaries, partners and other stakeholders;
- the working days/hours, holidays and other special requirements e.g. working weekends, if travel days or public holidays are counted as working days etc;
- the weather, socio-cultural or other conditions that could influence the data collection/analysis process;
- provision of services such as translators, enumerators, office space, phone/internet access, printing, photocopying, transport, meals, etc (if required);
- communication with stakeholders.

The findings of the evaluation will be shared with GOAL in the following formats by the dates specified:

- A first draft of the evaluation report submitted to the Evaluation Commissioning Manager in GOAL for feedback and comments by 1st November 2021.
- The evaluation report should follow the GOAL standard, which is available on request, including, but not limited to sections such as: Methodology, Findings, Conclusions, Recommendation.
- The report should be kept to 30 pages excluding the cover page, table of contents, list of tables/figures/acronyms, glossary and appendices;
- The report will include an Executive Summary of two pages which can be published separately to the full report;
- The final evaluation report incorporating the feedback and comments to be submitted to the Evaluation Commissioning Manager in GOAL no later than 24th November 2021;

- A closing presentation outlining the main findings and recommendations to be conducted for GOAL's Head Office and Country Programme staff at a date agreed between 26th- 30th November 2021

5. Evaluation responsibilities and management arrangements

The external evaluator(s) is/are responsible for performing the evaluation, validating preliminary results and recommendations, submitting a first draft report to GOAL and a final report after feedback from GOAL has been received. The external evaluator(s) is/are also responsible for conducting a closing presentation within the timelines stated above and agreed in the contract.

GOAL is responsible for making payments, facilitating timely access to documents, stakeholders, providing other support required e.g. transport, accommodation, office space, communications etc.

The process of overcoming any possible disagreement or performance dissatisfaction between the two parties will be articulated in the contract signed between GOAL and the Evaluator(s).

The evaluation will be commissioned following GOAL's procurement policies and procedures. Evaluating Commissioning Manager will be supported by a small internal reference group. GOAL will strive to achieve a gender balance with this group and have representatives from different stakeholders e.g. GOAL Board, Head Office staff, GOAL Country Teams, partners, community members and other stakeholders.

6. Dissemination strategy, plan and responsibilities for sharing and using the findings and recommendations

Following the completion of the evaluation, a management response to the findings and recommendations will be developed by GOAL. This will include an action plan for addressing the prioritised findings and recommendations. Preferably the full evaluation report, and at least the executive summary and management response will be posted on GOAL's website and made available for publishing to IA.

Findings will be used to inform GOAL's grant submission to IA beyond 2022, programme development, institutional learning, accountability and influencing internally and externally. The report or the executive summary will be shared with evaluation participants and other relevant stakeholders including IA, GOAL's Board, partners, peer organisations, academia. The executive summary may be translated into local languages to facilitate community and local stakeholder accessibility.

The final report and any primary data collected will be the property of GOAL.

7. Ethical Considerations

The evaluation team will make clear to all participating stakeholders that they are under no obligation to participate in the evaluation study. All participants will be assured that there will be no negative consequences if they choose not to participate. The evaluation team will obtain informed consent from the participants. The evaluation team will ensure prior permission is received for taking and use of visual still/ moving

images for specific purposes e.g. for evaluation report and presentations. To protect the anonymity of individuals, communities, stakeholders and partners the evaluation report will not include names or identifying features of evaluation participants and will ensure the visual data is protected and used for agreed purposes only. In particular, the evaluation team will employ robust data security measures to further ensure participants' confidentiality and anonymity. The evaluation team is responsible for determining whether their proposed methodology would require Institutional Review Board (IRB) clearance and will be responsible for clearing the process and training if such approval is required.

8. Evaluator Profile

The skills and competencies that GOAL is seeking from the lead evaluator are:

- Individuals or firms in academia, social research, with a background in research methods, integrated humanitarian and development programming, development studies, or other related fields;
- Experience with IA development and/or humanitarian programmes and the Irish aspects of the IA programme e.g. Development Education, Public Engagement;
- Extensive experience of conducting evaluations along DAC OECD evaluation criteria, ideally leading an evaluation team and experience of designing evaluation methodology / tools, data analysis etc;
- In-depth knowledge of quantitative and qualitative research methods;
- Competent in using software packages for quantitative and qualitative analyses;
- Excellent presentation and writing skills;
- Capacity to work collaboratively with multiple stakeholders;
- Experience of the countries of operation mentioned;
- Excellent analytical and writing in English.

Evaluator(s) should be aware of and use the Code of Ethics mandated by the European Evaluation Society and other relevant regional bodies e.g. African Evaluation Association.

9. Proposal submission and selection process

The deadline for submission of the technical and financial proposal, accompanying documents and relating queries is by (11.59pm UK GMT) 15th June 2021.

The proposal should not exceed five pages excluding CVs, references (if available) and other appendices. The proposal should contain a methodological approach, evaluation plan, logistics plan, budget (including information on fees), division of tasks between team members (in case of a team of evaluators), CVs and references (if available).

The selection criteria to be applied will be:

1. Quality of the technical proposal;
2. Profile and competency of the evaluator(s);
3. Suitability and relevance of the financial proposal;
4. Up to three relevant examples of past evaluations completed;

Applications lacking any of the above requirements will not be considered.

There will be a process of two weeks to review the proposals with the possibility of requests for clarification from GOAL, with finalisation of the proposal into an Inception Report and contract signature by the 15th July 2021. The evaluation process may commence no later than 1st August 2021.

How to apply

Interested Consultants may obtain Request for Quotation document with instructions in English language by accessing full documentation on our website <https://www.goalglobal.org/tenders>. For more information please write to clarifications@goal.ie.