**ICCO Cooperation**

**Terms of Reference**

**Evaluation of the of Capacity Development Initiatives of Change the Game Academy Programme, 2016-2019**

**1. Introduction and context**

The Netherlands Ministry of Foreign Affairs (MOFA) and the ICCO Consortium are involved in a strategic partnership – Civic Engagement Alliance (CEA). The Partnership Aims to ensure that in and by this partnership, the Civil Society Organizations (CSOs) and the civil society at large, both in the ‘Global South’ as well as the overall global context, can contribute to reducing inequality and injustice in societies for fair economic, social and political development. The CEA program developed in with the analysis of socio-economic and political context, implementing partners’ track record on lobby and advocacy in Bangladesh. This partnership is all about countering the worldwide tendency of limited and decreasing political space for CSOs. Strengthening the lobbying and advocacy capacity of CSOs is central in our Theory of Change (ToC), as described in our application Convening and Convincing. The themes of our Theory of Change are closely related to the Multi Annual Strategic Plan (MASP) of the ICCO Cooperation with two main pillars: Justice and Dignity for All and Sustainable Livelihoods.

The Change the Game Academy is supporting capacity strengthening for lobby and advocacy in eight countries under the Civic Engagement Alliance (CEA) programme. Change the Game Academy was initiated by Wilde Ganzen Foundation (Netherlands) and developed in collaboration with KCDF (Kenya), Smile Foundation (India) and CESE (Brazil). The Change the Game Academy (CtGA) aims at empowering Non-Governmental Organisations (NGOs), Community Based Organisations (CBOs), Self Help Groups (SHGs) and other types of informal groups all over the world, but especially in low and middle income countries, to mobilise domestic support for their work and the people they represent. This is done by strengthening their capacities to:

* Engage in lobby and advocacy and hold their government accountable; through courses on Mobilising Support (MS).
* Raise funds locally; through courses on Local Fundraising (LFR)

Under the Civic Engagement Alliance, NGOs, CBOs and informal groups have been trained on lobby and advocacy and subsequently supported in lobbying for issues around food security and the position of smallholder farmers.

**2. Objectives of the evaluation**

The CEA program has three components named Research & Knowledge, Capacity Development, Lobby and Advocacy. Change the Game Academy has provided some basic training on lobby & advocacy. The skill gained from training and issues identified by stakeholders from those training are now applying for lobby advocacy initiatives at local and national level.

The overall objective of this evaluation is two fold:

1. To assess the extent of capacity development and engagement of Stakeholders in lobby and advocacy who have participated in these training sessions,
2. To provide insight in success factors, lessons learned and clear recommendations for future capacity strengthening activities of the Civic Engagement Alliance in Bangladesh.

The study has to retrieve a few (at least 6) new Stories of Change, relating changes in the situation of the organizations who followed the training. In addition, the results will serve as input for the general program end evaluation of the Civic Engagement Alliance and will be used in the end reports for the Ministry of Foreign Affairs.

**3. Scope**

The Change the Game Academy methodology on capacity strengthening for lobby and advocacy has been implemented in eight countries under the Civic Engagement Alliance (CEA). In Bangladesh., NGOs, CBOs and informal groups have been trained Under the Civic Engagement Alliance on lobby and advocacy and subsequently supported in lobbying for issues around food security and the position of smallholder farmers. The evaluation will focus on the Mobilising Support training activities under the Civic Engagement Alliance in Bangladesh. In Bangladesh, 297 CBOs and informal groups from several regions of Bangladesh. have been trained on Mobilising Support under CEA.

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| --- | --- | --- |
| **Year** | **# of groups** | **# of participants (1st training and refreshers)**  |
| 2017 | 100 | 170 |
| 2018 | 102 | 284 |
| 2019 | 95 | 332 |
| Total | 297 | 786 |

To monitor the outcome of the capacity strengthening activities under Change the Game Academy, data has been collected through regular surveys. These surveys have been filled in by participants prior to the training and at several instances after the training (normally: 9, 18 and 30 months after the training).

However, it is difficult to draw conclusions from the data collected in Bangladesh for two reasons. First, baseline and follow-up data has been mixed in the online collectors. Moreover, the survey questions have proven too difficult for the specific groups trained, like the Self-Help groups and the CBOs. Therefore, Change the Game Academy wants to gain more insights in the outcomes of the training through qualitative methods, going back to the same groups trained.

 **4. Evaluation questions to be addressed**

The overall evaluation will answer the following questions:

1. **Relevance**
* What indications has the evaluation found that CtGA training are relevant for capacity building related to lobby and advocacy in Bangladesh for the specific target group, considering the political, social and cultural contexts?
* To what extent does CtGA address gender and the specific challenges women face in lobby and advocacy?
1. **Effectiveness**
* What effects of the CtGA training can be seen among participants in Bangladesh? Which type of changes can be seen with the trained civil society actors and their interactions with stakeholders such as local authorities and constituencies as a result of the CtGA training and coaching?
* To what extent has the evaluation found indications that the objective of Change the Game Academy capacity strengthening activities has been attained; which is to increase capacities in the lobby of trained civil society actors as well as their constituencies?
* What are the success factors and pitfalls of the program?
1. **Sustainability**
* To what extent can it be expected that the trained civil society actors make use of the attained knowledge, capacities, and experience over a longer period of time?

**5. Methodology**

The study will be conducted through focus group discussions amongst a representative sample of the groups trained, and especially the Self Help Groups and the CBOs and interviews with key actors (Wilde Ganzen representative, responsible at ICCO office, key partners in the CEA program). In preparation, the evaluator will read the program documents of CEA Bangladesh and look at the CtGA curriculum, and discuss the proposed sample with the responsible person at the ICCO office.

**6. Specific Tasks to be presented by the Consultant (s)[[1]](#footnote-2):**

Major indicative tasks of the consultant(s) are:

* Elaborate the preferred method of focus groups with any other relevant qualitative method which will ensure participation as far as possible throughout the evaluation process. Propose an effective methodology to conduct the consultancy services and the methodology should be participatory as far as possible throughout the process).

The overall methodology should be qualitative; evaluator should conduct FGD or any participatory methods as far as possible throughout the assessment process

* The consultant has to cover representative sample of the groups trained, and especially the Self Help Groups and the CBOs and interviews with key actors (Wilde Ganzen representative, responsible at ICCO office, key partners in the CEA program), and in retrieving a few (at least 6) new Stories of Change, relating changes in the situation of the organizations who followed the training.
* The evaluator will read the program documents of CEA Bangladesh and look at the CtGA curriculum, and discuss the proposed sample with the responsible person at the ICCO office.
* The Consultant will communicate and consult with PMEL and Communication team of ICCO and with Wilde Ganzen before finalization

The indicative time investment for this evaluation is:

|  |  |  |
| --- | --- | --- |
|  | **activity** | **indicative time investment** |
| preparation | plan of approach, development of interview guide and discussion with ICCO and Wilde Ganzen representative | 3 day |
| implementation | Desk study | 2 day |
| Interviews ( including: development interview guide, the interviews itself and their analysis)  | 9 days |
| documentation | Write report and discuss with ICCO and Wilde Ganzen | 6 days |
|  |  | 20 days |

The evaluation cannot exceed the number of indicative days mentioned above. The Consultant is expected to propose the time required for the assignment based on the elaborated methodology and this maximum. The evaluation has to be finalized before Mid september 2020.

**7. Outputs/Deliverables:**

The output of the evaluation will be a report on the research findings regarding the questions listed above including the stories of change asked for. The report will be produced in English and will include an Executive Summary and have a max. of 25 pages, excluding annexes. The reports will have clear recommendations concerning maximising the impact of the Change the Game Academy in Bangladesh, and serve to improve the GtG methodology for further use in training.

**8. Qualifications required for the consultant:**

The consultant(s) should have -

* At least 5 years of Experiences as evaluator
* strong expertise and experience in monitoring and evaluation and specifically in focus group discussions with Self Help Groups and CBOs.
* deep understanding of the local culture
* good communication skills and be able to connect with grassroots organizations and communities in a respectful way
* knowledge of lobby and advocacy mechanisms and/or experience with capacity strengthening for Self Help Groups and CBOs,
* Good report writing skill, specifically on the similar types of assessment reporting.
* Ability to work in a tight schedule and adhere to deadlines for deliverables

**Lines of Communication:**

The Consultant will report to the Planning Monitoring Evaluation & Learning (PMEL) Manager of ICCO Cooperation Bangladesh. In case any issues occur during the evaluation the evaluator will call upon the PMEL manager for consultation.

**9. Standard Terms**

**Duration and Location:**

This consultancy is required for a period of maximum 20 working days with ICCO Cooperation from the days of consultancy awarded:

**Guidelines for technical and financial Proposal Submission**

* The respective consultant is requested to submit his/her Proposal with the brief concept, detailed plan and time frame in no more than 3 pages, including the names of the consultant with short profile (within one page in addition) and provide a list of recent clientele, credentials and constitutional documents along with the two references of the parties. Field and head office visits of the partners office are included within this time frame.
* Interested bidders are also requested to submit their financial proposal along with the technical proposal for a period of 20 working days consultancy, inclusive all VAT and Taxes as per policy of the government of Bangladesh which shall be deducted at source prior to the payment.
* Expenses not specified in the financial proposal or not mentioned in any section of the agreement are the sole responsibility of the Consultant.

**Payment:**

The consultant will be paid an agreed amount including tax & vat for the total assigned service. Full payment will be made upon completion of the assignment. The payment mode would be in three (03) installments for the entire assignment against invoices issued by the Consultant:

* First installment is 20% after submitting the inception plan;
* The rest of 30% of the payment will be made after submission of the draft report.
* And remaining 50% will be paid upon satisfactory submission and acceptance of the final outline report with all raw data as specified in the agreement.

ICCO Cooperation will not be liable for any bank charges arising from incorrect bank details being provided to us.

**Accommodation & Food Allowance:**

No accommodation and per diem will be paid in addition to agreed consultancy fees.

**Copyright and Confidentiality:**

* ICCO Cooperation will have the copyright for all the documents prepared by the consultant(s) if any, and the final report with due acknowledgement. No part of the document should be reproduced or published in any manner without prior written approval of ICCO Cooperation.
* The assignment will not be subcontracted to anyone / other party.
* Confidentiality of all the information will be assured at all times.
* This assignment is being funded by ICCO Cooperation and therefore it shall be the owner of the assignment output. The individual will have no right of claim to the assignment or its outputs once completed. Any reports/research reports and process documentation produced as a part of this assignment shall be deemed to be the property of ICCO Cooperation and the service provider will not have any claims / rights and will not use or reproduce the contents related documents/material without the prior written permission of ICCO Cooperation.

**Please send the proposal/documents on or before 20 August, 2020 at *procurement.bd@icco.nl.*** For any queries please email at f.noor@icco.nl.

***\*\* ICCO Cooperation holds the authority to cancel the order without any compensation if the deliverables do not match the promised quality and/ or sample provided by the vendor.***

1. More than one consultants can jointly submit the proposal [↑](#footnote-ref-2)