

TERMS OF REFERENCE – EVALUATION OF KEEPING GIRLS IN SCHOOL

<p>1. Overview</p>	<p>The Children’s Investment Fund Foundation (CIFF), in partnership with Girl Child Concerns, is commissioning an impact evaluation of the Keeping Girls in School investment in Nigeria and Ethiopia.</p> <p>The consultancy is expected to take place from July 2020 to September 2021, with an application deadline of 10th July 2020.</p>
<p>2. Background</p>	<p>CIFF is an independent philanthropic organisation, with offices in Addis Ababa, Beijing, London, Nairobi and New Delhi. Established in 2003, CIFF works with a wide range of partners seeking to transform the lives of children and adolescents across the world. CIFF’s areas of work include maternal and child health, adolescent sexual health, nutrition, education and income generation, child protection and supporting smart ways to slow down and stop climate change.</p> <p>CIFF-funded programmes place significant emphasis on quality data and evidence. Before making an investment and during implementation, CIFF works with partners to measure and evaluate progress to achieve large scale and sustainable impact. For more information, please visit: www.ciff.org.</p> <p>Girl Child Concerns (GCC) was established in 2003 with the aim of providing young people the opportunity they need to develop to their highest potential through broad based quality education. GCC works to increase girls enrolment, retention and completion of secondary school education. Girl Child Concerns has continuously sought ways of improving the lives of girls and women in Nigeria through life and livelihood skills and Mentorship programmes. With offices in Abuja, Kaduna and Maiduguri its numerous interventions have not only provided access to education for young girls, but also provided them awareness on their reproductive health and rights, and social responsibility. To achieve this, the organisation works with policy makers, religious and traditional leaders as well as communities and institutions. For more information, please visit: https://www.girlchildconcerns.org/</p> <p><u>Keeping Girls in School (KGS) Investment – January 2020 to September 2021</u></p> <p>The goal of this phase one investment is to increase the political salience of community demand for keeping girls in school</p> <p>Whilst several organisations all over the world work to support girls’ education and reduce the number of out of school children, few interventions effectively address the root causes of the problem. The key solution to keeping girls in school lies in communities’ understanding and taking responsibility for girls staying in education and holding leaders accountable.</p> <p>As core drivers and custodians of social values, traditional and religious leaders have a crucial role to play in ensuring girls complete secondary education and acquire the necessary livelihood skills.</p> <p>The investment is a key pillar of our Africa Strategy and builds on the recommendations of our Girl Capital Strategy. It will serve to create an</p>

enabling environment for CIFF's forthcoming investments in girls' opportunities in Africa by fostering a strong group of community champions.

This investment will help to catalyse a new pan-African movement for keeping girls in school that engages traditional and religious leaders as core advocates, starting in Nigeria and Ethiopia. It will mobilise 500 leaders, reaching 500,000 girls across these two geographies. These leaders will be supported to partner with women champions and youth advocates in mobilising for change, implementing community initiatives and holding governments accountable for enacting effective policies.

Investment activities include:

1. Provide focused technical support for the creation and activities of national advocacy networks in Nigeria and Ethiopia, bringing together traditional and religious leaders, African women leaders and youth advocates. The advocacy networks will build on, and partner with, existing faith and girls' education initiatives (e.g. the Inter-Faith Forum for Development Dialogue and Action in Ethiopia and Forum of Traditional Leaders in Nigeria) in engaging national and local government stakeholders.
2. Support youth-led mobilisation and accountability activities in Nigeria and with the African Union Commission in Ethiopia;
3. Provide online resources to promote learning and partnerships with traditional and religious leaders in non-deep dive countries;
4. Support linkages between the two country networks and international development partners to increase diversification of funding and sustainability;
5. Support communications and media engagement (both print and broadcast).

The programme will be led by Girl Child Concerns in coordination with global, regional and local partners, as appropriate.

The programme started in January 2020, with an inception phase of several months which is currently being completed. More information on the geographic roll-out of the activities will be shared with the selected consultant.

Please see annex 3 for the KGS Theory of Change and Annex 4 for the key performance indicators of this programme.

3. Purpose & Scope

The purpose of this assignment is to assess the contribution of this investment on:

- a) Changes in adolescent girls' education status in specific communities in Nigeria and Ethiopia (likely to be primarily drawn from secondary data sources):
 - Primary and secondary school enrolment rates in communities where the traditional and religious leaders are working as advocates
 - School dropout rates for adolescent girls in communities where the traditional and religious leaders are working as advocates.
- b) Perceptions and activities of traditional and religious leaders on keeping girls in school in Nigeria and Ethiopia (to be drawn from primary data sources):

- Awareness levels of traditional and religious leaders of the benefits of keeping girls in school and of the harmful consequences of child marriage.
 - The frequency with which traditional and religious leaders discuss the topic of KGS during their regular religious services or similar community meetings.
 - The level of importance given to the issue nationally in the countries of interest (via monitoring of media reports and government statements)
- c) The political salience of KGS in Nigeria and Ethiopia, as evidenced by public statements in support of KGS from politicians and government representatives (to be drawn from primary data sources and monitoring data).
- d) Any unplanned results or diffusion impact of the project outside the constituency of the traditional and religious leaders (primary data sources and independent assessment)

The evaluation will inform a potential phase 2 investment in KGS in 2021. The findings may also contribute to wider knowledge of what works in engaging with traditional and religious leaders

4. Methodology & Work Plan

Considering that it is not possible to have a control group, suitable impact evaluation methodologies may include: contribution analysis, outcome mapping, Qualitative Impact Protocol, Most Significant Change, , etc.

We expect the following evaluation activities will be needed:

- Collect and analyse primary data on investment outcomes in select communities in Nigeria and Ethiopia (perceptions and behaviours around girls' school attendance, practices of traditional and religious leaders, political salience of KGS in the two countries) at baseline and endline.
- Pull together and analyse secondary data on the 3 main outcomes of interest (impact data on girls' health and education status from DHS, PMA2020, UNICEF, UNESCO Institute for Statistics, school level data when available; monitoring data from the KGS Coordinating Unit) as insight for the next phase of the project (the scale up of the pilot)
- Stress test and revise the existing theory of change, identifying risks and assumptions for each step of the causal chain.
- Complement the evaluation reports with evidence reviews and possibly political economy analyses in relation to approaches aimed at improving girls' education in Nigeria and Ethiopia in the scale up of the project

Interested applicants should submit an illustrative methodology and work plan to achieve the above objectives, which will be used to assess proposals. Applicants are welcome to apply for carrying out the evaluation activities in either Nigeria or Ethiopia, or both countries.

The contracted consultant(s) will then develop a detailed methodology and work plan within the first month of the assignment, in consultation with CIFF and Girl Child Concerns. Therefore, the above activities are subject to change.

5. Deliverables & Tentative Timeline

The tentative timeline for this assignment is between July 2020 and September 2021. Key deliverables identified for this assignment include:

1. Evaluation protocol, including the data collection tools, analysis and reporting workplan (by 15th August 2020) – we expect the information needed for the protocol can be gathered through online means (online research, document review, online interviews)
2. Baseline report (by 15th September 2020) – given the covid19 situation, some part of the baseline data collection will have to be undertaken online (desk research and online interviews), especially for insights required from the traditional and religious leaders. However, we expect that as soon as in-person activities of the programme will commence, the evaluation team should verify the validity of the desk research with physical data collection.
3. Validation of baseline data and update of the baseline report once covid19 restrictions are relaxed. (Q4 2020)
4. Endline report (August 2021)

We encourage evaluators to opt for concise reports and, where possible, visualisations of insights as part of their deliverables. Additional dissemination products (factsheets, presentations, webinars, etc.) may be proposed by applicants.

6. Qualifications & Experience

Consultants, firms, and consortia are invited to submit proposals for this assignment. Competencies and experience include:

1. Proven track record of evaluating investments focused on girls' education, Adolescent Reproductive Health and working with traditional and religious leaders.
2. Expertise in using evaluation methods suitable for policy and advocacy programmes and community mobilisation.
3. Solid understanding of the current challenges for girls' education in sub-Saharan Africa, particularly in Nigeria and Ethiopia.
4. Extensive experience working in Nigeria and Ethiopia.
5. Experience in using mixed methods.

7. Budget

Proposed budgets will be reviewed with respect to the suitability of the work plan and activities for delivering deliverables in a cost-effective manner. **A cap of \$50,000 (inclusive of VAT)** has been earmarked for this exercise, to cover all evaluation activities for both Nigeria and Ethiopia. As mentioned in the methodology section, it is likely that the methods required to answer the evaluation questions will be primarily qualitative (key informant interviews, focus groups) rather than population-based surveys.

We are open to considering applications for either one country (Nigeria or Ethiopia) or both. In case applicants are interested in evaluating one country only, the budget should be reflective of the split costs required (up to \$25,000 per country).

8. Application Procedures

Please note that all personal data and application materials provided by applicants will be used in accordance with applicable UK privacy regulations in the UK, and all records will be deleted after the application process, unless applicants specifically mention that they agree for their applications to be held by CIFF for potential evaluation work in the future.

Applicants should further note the TOR specification in Annex 1 of the TOR.

The anticipated deadline of the submission of the full proposal is 10th July 2020. Please submit all materials to ccampian@ciff.org before 5pm UK time on Friday 10th July.

CIFF understands that background information is limited for a detailed proposal, and therefore request proposals to be **limited to 8 pages or less** to highlight the consultant/s relevant experience and illustrate how they will approach and budget an exercise to achieve the above stated objectives within the timeframe and given budget. The full proposal should include two components:

- 1) A technical proposal that does not exceed 8 pages, consisting of the proposed methodology, work plan, and highlight of individual or team members' relevant background.
- 2) An illustrative budget (per provided template) that itemizes costs in USD for the proposed work plan and given timeline. The financial proposal should clearly itemize the budget necessary for different work streams, and clearly state the cost of key personnel in daily rates. Please review CIFF's overhead policy in Annex 2 of this TOR. Please include VAT if applicable.
- 3) Annex:
 - CVs for each key team member/s who will be working on the assignment; 2-page limit per CV.
 - References: At least three relevant references and contact information
 - At least one example of a work product most relevant to those identified for this assignment.

Proposals should be professionally presented, submitted electronically via email in Microsoft Office format, in English, with font no smaller than 11 point. Where documents are embedded within other documents, please provide separate electronic copies of these embedded documents.

Applicants should submit only such information as is necessary to respond effectively to this ToR. Unless specifically requested, extraneous presentation materials are neither necessary nor desired. Submissions will be evaluated on the basis of information submitted by the deadline.

Where the applicant is a company, the proposal must be signed by a duly authorised representative of that company. Where the applicant is a consortium, the proposal must be signed by the lead authorised representative of the consortium, which organisation shall be responsible for the performance of the contract. In the case of a partnership, all the partners should sign or, alternatively, one only may sign, in which case she or he must have and should state that she or he has authority to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership.

For any further queries or clarifications kindly send inquiries to ccampian@ciff.org.

9. Proposal Assessment Criteria

The following criteria will be used to evaluate proposals, with the technical component weighted as 65% and the financial proposal as 35% of the proposal's overall assessment.

Criteria for Technical Component

Previous experience with similar assignments	40%
Proposed staffing plan (demonstrated technical, managerial and capacity development experience in team members)	20%

Methodology	30%
Professional presentation of technical proposal	10%
Total	100%

Criteria for Financial Component

Realistic illustration of potential expenses	30%
Unit costs for potential expenses	30%
Professional salaries	30%
Professional presentation of financial proposal	10%
Total	100%

Annex 1: TOR Specifications

- 1) While the information contained in these terms of reference is believed to be correct at the time of issue, no liability is accepted for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this Terms of Reference (including the annexes) and in respect of any other written or oral communication transmitted (or otherwise made available).
- 2) Contracting is also subject to the selected party having all necessary authorisations and approvals.
- 3) Neither the issue of these terms of reference, nor any of the information presented in it, should be regarded as a commitment or representation on the part of CIFF (or any other person) to enter into a contractual arrangement.
- 4) No publicity regarding these terms of reference, the evaluation, or the award of any contract will be permitted unless and until CIFF has given prior written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of the evaluation, the contents or any proposals relating to it without the prior written consent of CIFF.
- 5) The applicant shall treat all information obtained as a result of these TOR as confidential and shall not use any such information other than for the purpose set out in these TOR.
- 6) CIFF reserves the right to:
 - a. Waive or change the requirements of these terms of reference from time to time without prior (or any) notice being given by CIFF.
 - b. Seek clarification or documents in respect of a submission by a party.
 - c. Disqualify any party that does not submit a compliant submission in accordance with the instructions in these terms of reference.
 - d. Disqualify any party that is guilty of serious misrepresentation in relation to its submission or expression of interest.
 - e. Withdraw these terms of reference at any time, or to re-invite parties on the same or any alternative basis.
 - f. Choose not to award any contract as a result of the current procurement process.
 - g. Make whatever changes it sees fit to the timing, structure or content of the procurement process, depending on approvals processes or for any other reason.

7) CIFF will not be liable for any bid costs, expenditure, work or effort incurred by a party in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by CIFF.

**Annex 2: CIFF
Overhead Policy**

CIFF's overhead re-imbursement policy is that we will support indirect re-imbursement up to:

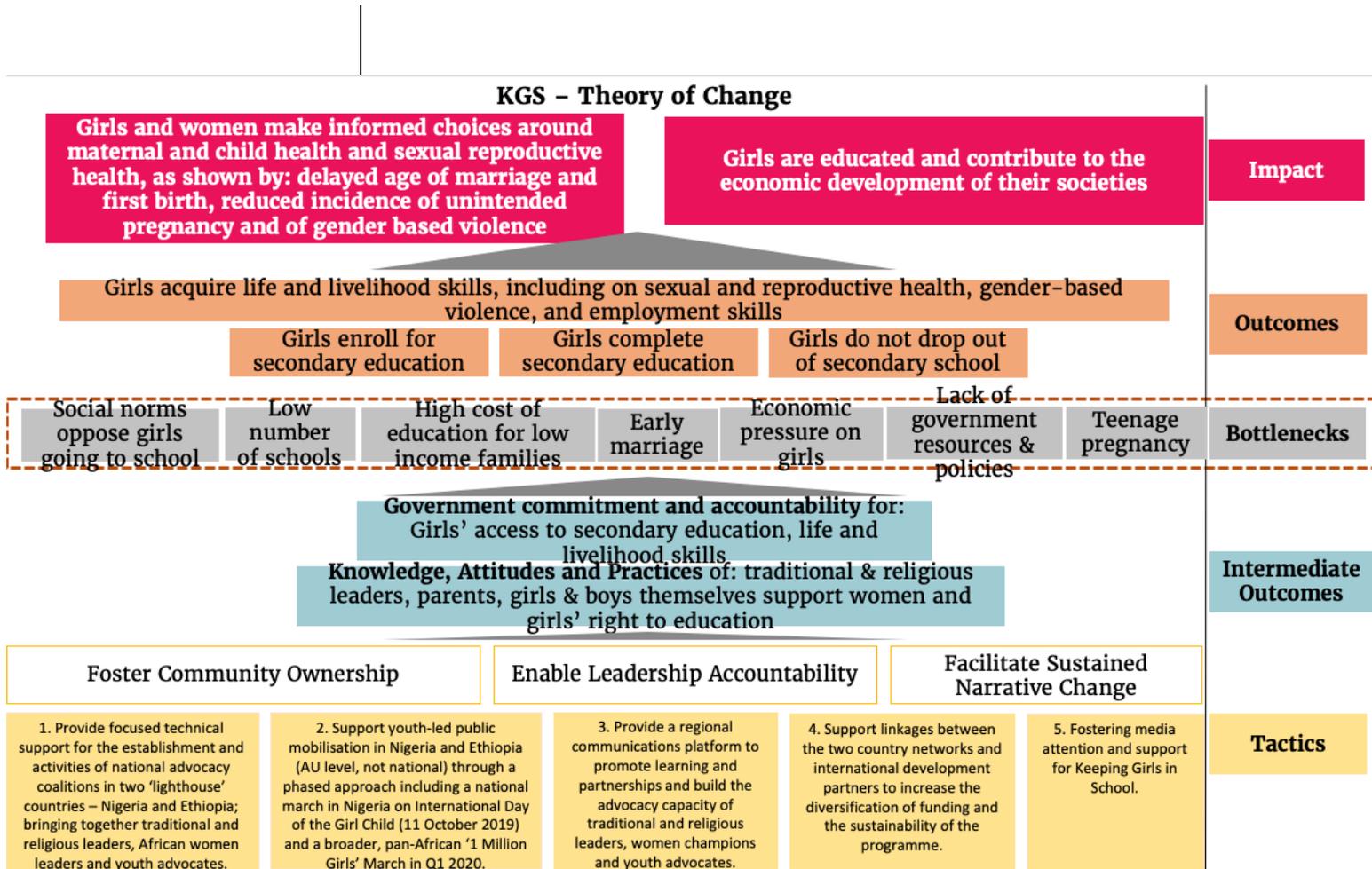
- 10% on true direct programme costs (and approximately allocated HR costs),
- 5% on the value of sub-contracts and sub-grants, and
- 0% on equipment purchases or procurement

Procurement is defined as any substantial purchase of goods directly related to programme goals (vehicles, medical equipment, drug purchases, and substantial travel costs) funded directly, or indirectly, by a CIFF grant.

Direct and Indirect Cost Definitions

Direct Costs	Indirect Costs
Salaries of employees directly attributable to the execution of the project <ul style="list-style-type: none"> • Includes Project Management • Includes administrative support solely dedicated to the project 	Facilities not acquired specifically and exclusively for the project (eg. Foundation, Institute, or University headquarters)
Fringe benefits of employees directly attributable to the execution of the project <ul style="list-style-type: none"> • Includes Project Management • Includes administrative support solely dedicated to the project 	Utilities for facilities not acquired for and directly attributable to the project
Travel for employees directly attributable to the execution of the project	Information technology equipment and support not directly attributable to the project
Consultants whose work is directly attributable to the execution of the project	General administrative support not directly attributable to the project. Examples are as follows:
Office and similar supplies directly attributable to the execution of the project	<ul style="list-style-type: none"> • Executive administrators • General ledger accounting • Grants accounting • General financial management • Internal audit function • IT support personnel • Facilities support personnel • Scientific support functions (not attributable to the project) • Environment health and safety personnel • Human resources • Library & information support • Shared procurement resources • General logistics support • Material management • Executive management (CEO, COO, CFO, etc.) • Other shared resources not directly attributable to the project or Institutional legal support
Sub awards directly attributable to the execution of the project (subject to lower reimbursement rates)	Research management costs
Sub contracts directly attributable to the execution of the project (subject to lower reimbursement rates)	Depreciation on equipment
Lease costs for facilities newly acquired and specifically used for the grant project (excludes existing facilities). For example: <ul style="list-style-type: none"> • A new field clinic • New testing laboratories • Project implementation unit office 	
Utilities for facilities acquired for and directly attributable to the execution of the project	

Annex 3: KGS ToC



Annex 4: KGS
KPIs

Objective	Indicator	Target	Data source
Increase in girls' secondary school enrolment and retention in their communities	At least three religious leaders in both NGR and ETH call for girls to attend/stay in secondary education	Three Religious leaders conduct at 4 Radio Programs or Conduct Sermons on significance of completion of Secondary Education for girls	Reports Radio record
NGR and ETH increase their Girls Secondary School Enrolment	At least six communities see an increase of 10-20% in one year	Increase in Girls enrolment or retention in Secondary schools in the communities of 3 traditional/ religious leaders in NGR and ETH	2020 specific school enrolment and Transition Register
Traditional and Religious leaders cultivated as advocates for KGS in Africa	# of Traditional and Religious Leaders Cultivated as Advocates for KGIS in Africa	50 Traditional and Religious leaders cultivated as Advocates for KGIS in Africa	Reports
Raising political salience of KGS in Nigeria and Ethiopia	# of public statements in support of KGS from politicians and government representatives	Minister of Women Affairs of NGR Publicly Advocates for Girls Education ETH TBD	Media and official government statements
Getting religious and traditional leaders to act on KGS	# of African traditional and religious leaders who publicly advocate for KGS % of religious leaders speaking to their congregation about importance of KGS # of home grown solutions trialled by religious and traditional leaders	6 Traditional and Religious Leaders In NGR and ETH publicly call for increase support for Girls Secondary Education in NGR and ETH 60% of the 10 Advocates At least 4 Community Initiatives on KGS started by traditional and Religious leaders in their communities in NGR and ETH	Statements, reports, press Survey pre and post investment – to include frequency of messaging Reports
Mobilise women's groups and secure their support	# of African women leaders publicly advocating for keeping girls in school across Africa	TBD	Data collected by Africa Women Leaders Network

Mobilise youth groups and secure their support	# of mentions of KGS in social media across Africa (data source: social media tracking), disaggregated by type of coverage (positive, negative, neutral)		Media reporting. Activity report
Raise awareness of the importance of KGS in local communities	Frequency of local and national media coverage	10 articles/materials) in the countries of interest 30% increase in positive and neutral coverage	press reports