



**planning, monitoring
& evaluation**
Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

Terms of Reference

Consultation on and finalisation of the Draft Evaluation Technical Support Guidance Note

1. Background

Twende Mbele is a multilateral peer-learning initiative between six (6) African countries (Benin, South Africa, Uganda, Kenya, Ghana and Niger) and two regional partners (The Centre for Learning on Evaluation and Results, Anglophone Africa (CLEAR-AA) and the Independent Evaluation Unit of the African Development Bank [IDEV]). The core aim of Twende Mbele is to develop, strengthen and sustain public sector performance monitoring and evaluation systems that improve development policy and programme performance. An added value of effective public sector M&E systems is that it leads to horizontal accountability among government and state institutions whose mandates are advancing the socio-economic development needs of African populations.

Likewise, M&E systems also have potential to build a culture of vertical government accountability to citizens. To this end, Twende Mbele facilitates projects and activities geared towards the improvement of M&E Systems, policies, tools, and procedures based on shared experiences and understanding of local needs. Moreover, Twende Mbele supports the measurement of progress towards implementing the UN Sustainable Development Goals (SDGs) through activities designed to support the National Development Plans. South Africa, through the Department of Planning Monitoring and Evaluation (DPME), is in the process of enhancing its national evaluation system to ensure effective evaluation of public policies, programmes and interventions.

2. Purpose of the assignment

The revision of the National Evaluation Policy Framework (NEPF) in 2019 resulted in the extension of the applicability of the NEPF to the Local Government sphere as well as State-Owned Entities (SOEs) and State-Owned Companies (SOCs).

One of the key recommendations from the NEPF 2011 was that departments will be responsible for carrying out evaluations. It further stated that the DPME and at a later stage, Offices of the Premier (OTPs), will provide technical support and quality control for evaluations in the national and provincial evaluation plans. The NEPF 2019 continued to emphasise on DPME providing evaluation technical support to state institutions through a structured approach. This includes supporting national departments through their sector forums; provincial departments using the Provincial M&E forum with specific focus on evaluations championed by the OTPs, and municipalities in partnership with CoGTA, SOEs / SOCs through their shareholder Departments. However, the DPME currently receives requests for evaluation technical support from individual departments, OTPs, provincial departments, SOE's, District Municipalities and some metros on an ad-hoc basis and not in a structured way as per the NEPF.

Furthermore, the extended NEPF scope resulted in demand for evaluation technical support as state institutions respond to NEPF requirements to institutionalise evaluations. The need to support institutions of the state to effectively implement evaluations as required by the NEPF has become even more critical in a context where there is a demand for evidence to inform decision-making, and accountability from citizens and policy makers on where tax payers' money is used.

However, the DPME as the custodian of the NES has faced challenges relating to the provision of technical support over the years relating to limited capacity and unstructured approach in dealing with technical support requests, resulting in an ad-hoc way of addressing technical support requests and often poor outcomes, hampering on the credibility of the DPME.

It is against this backdrop that the DPME endeavoured to improve how technical support is provided within the NES by exploring alternative innovative approaches for technical support, including strengthening coordination and alignment within the three spheres of government by

developing a technical support guidance note to inform structured evaluation technical support. To ensure its applicability and effectiveness, stakeholders' inputs and feedback are essential.

Therefore, the purpose of this terms of reference is to appoint a consultant to engage stakeholders, consolidate their inputs, and finalise the draft Evaluation Technical Support Guidance Note, under the stewardship of DPME and technical support from Twende Mbele.

The primary objectives of this consultancy are as follows:

- To engage stakeholders involved in the national evaluation system (NES), including:
 - ✓ National departments involved in policy implementation and evaluation.
 - ✓ Offices of the Premier across provinces.
 - ✓ National Departments.
 - ✓ National and Provincial Department of Cooperative Governance and Traditional Affairs.
 - ✓ National and International Development Organizations.
 - ✓ Academic Institutions with expertise in evaluation and public policy.
 - ✓ Non-Governmental Organizations (NGOs) working in relevant sectors.
 - ✓ Professional Monitoring and Evaluation Associations.
 - ✓ Civil Society Organizations representing diverse interests and communities.
- To facilitate consultations and discussions to gather feedback, suggestions, and recommendations on the draft Evaluation Technical Support Guidance Note.
- To analyse and consolidate stakeholders' inputs into a coherent and comprehensive document with buy-in from the NES stakeholders.
- To finalise the Evaluation Technical Support Guidance Note based on the feedback received, ensuring alignment with international best practices and the specific needs of South Africa's NES.

3. Activities and outputs to be delivered, and timelines

Activities	Outputs	Timeline (Days)
1. Reviewing the draft Evaluation Technical Support Guidance Note	Familiarization with the document's content and objectives	3
2. Developing a stakeholder engagement plan	Stakeholder engagement plan, including stakeholder list, consultation schedule, and methodology	3
3. Organising and facilitating consultation meetings, workshops, interviews, and focus group discussions to collect feedback from stakeholders	Successful organisation and facilitation of stakeholder consultations	15
4. Analysing and synthesising stakeholders' inputs	Analysis report identifying common themes, areas of consensus, and divergent views	7
5. Drafting revised sections of the Evaluation Technical Support Guidance Note	Revised evaluation technical support guidance note reflecting stakeholders' inputs and recommendations	8
6. Collaborating with relevant government agencies and	Collaboration documented, technical accuracy ensured	5

technical experts ensure the final document's technical accuracy and relevance		
7. Presenting the finalised Guidance Note to relevant stakeholders	Presentation materials prepared, Guidance Note presented	4
Total		45 days

The consultancy is expected to be completed within 3 months starting from the date of appointment. A detailed timeline, including key milestones and deliverable due dates, will be agreed upon with the selected consultant.

4. Responsibilities

4.1 Responsibilities of the consultant(s):

- Update the Twende Mbele Secretariat (which is the Steering Committee of this assignment) of the contents and development of his/her/their work, fulfilling the commitments described, the celebration of activities and delivery of products and reports.
- Respond to any request for additional information that Twende Mbele deems necessary for effective supervision of the work carried out.
- Request in advance the information that, in addition to that provided, he/she/they consider(s) relevant to effectively fulfil his/her/their responsibilities.
- Inform Twende Mbele of any circumstances that could compromise the smooth running of the assignment.
- Maintain at all times an attitude of commitment and respect with the people participating in the process.

4.2 Responsibilities of Twende Mbele:

- The Twende Mbele Secretariat (represented by the Programme Manager) and other Technical Management Committee country representatives will serve as the Steering Committee for this project.
- The Twende Mbele Programme Manager has the responsibility of maintaining dialogue with the consultant(s) for the duration of the assignment.
- Twende Mbele Secretariat is to carry out administrative and financial tasks relating to the project.
- Country Technical Management Committee members are to share the necessary documentation with the contracted consultant(s).
- Twende Mbele steering committee is to review and provide technical inputs to revised technical support guidance note within five days from the date of confirmation of receipt of such revised documents.
- Ensure that the products delivered are of quality and meet the requirements established in these Terms of Reference.

5. Conditions of the contract

The execution of the contract will cover a period of 60 days, from 1st June 2024 to 31 August 2024. The outputs of this assignment will be the intellectual property of Department of Planning Monitoring and Evaluation, Twende Mbele and Wits Enterprise at the University of the Witwatersrand.

Upon selection, the consultant or consulting firm will be required to sign a contract with Twende Mbele outlining the terms and conditions of the consultancy, including deliverables, timelines, and payment terms.

6. Experience and qualifications of the person(s) sought

The consultant should possess the following qualifications and experience:

- **Advanced degree** in evaluation, social science, development studies, or a related field. A Master's or Ph.D. level qualification will be advantageous.
- **Demonstrated experience in designing and facilitating stakeholder engagement** processes in complex policy or program environments. This includes the ability to identify relevant stakeholders, develop engagement strategies, and facilitate meaningful dialogue and collaboration.
- **Strong understanding of evaluation methodologies**, principles, and best practices. The consultant should have practical experience in conducting evaluations or providing technical support in evaluation-related activities, preferably in the context of government systems or international development programs.
- **Excellent analytical, writing, and communication skills**. The consultant should be able to critically assess diverse perspectives and integrate them into coherent recommendations. The consultant should be able to prepare clear and concise reports, presentations, and other communication materials tailored to diverse audience
- **Familiarity with South Africa's national evaluation system** and related policies and frameworks would be an advantage. Familiarity with South Africa's national evaluation system, government structures, and development priorities would be advantageous. The consultant should demonstrate an understanding of the local context and be sensitive to the diverse needs and perspectives of stakeholders across different spheres and sectors.

7. Submission of offers (documents to be submitted by interested parties)

- CV including copies of qualifications.
- 2-page essay on the value of a evaluation technical support guidance note in South Africa.
- Example of past guidance notes / guidelines developed by the applicant.
- Financial proposal (costed work plan).

Please send your applications to the Programme Manager, Ayabulela Dlakavu at ayabulela.dlakavu@wits.ac.za and cc Amanda Deuchars at amanda.deuchars@wits.ac.za.
Deadline for applications: 20 May 2024.

8. Criteria for assessing applications

The selection of the consultant will be based on the following criteria:

- Relevant qualifications and experience of the consultant or consulting firm.
- Quality and relevance of the proposed methodology and approach.
- Demonstrated understanding of the objectives and scope of the consultancy.
- Written assessment
- Cost-effectiveness of the proposed budget ((i.e. costed work plan)
- Availability to commence work within the specified timeline.