



**TERMS OF REFERENCE (TORS) FOR THE EVALUATION OF THE ECONOMIC JUSTICE
PROGRAMME FUNDED PROJECT TO THE
LABOUR AND ECONOMIC DEVELOPMENT RESEARCH INSTITUTE OF ZIMBABWE
(LEDRIZ) – The ‘Promoting a Pro-poor and Inclusive Growth and Development
Strategy for Zimbabwe’ project**

The Open Society Initiative of Southern Africa (OSISA) is a regional foundation that is part of a global network of the Open Society Foundations. Established in 1997, and based in Johannesburg, OSISA seeks to build vibrant and tolerant democracies, whose governments are accountable to their people. To achieve this, OSISA seeks to support people to influence public policies that assure greater fairness in political, legal, economic, social and cultural systems, and safeguard fundamental rights with a particular focus on marginalized groups. The pursuit of open society ideals underpins the work undertaken across each of the ten countries in which OSISA works: Angola, Botswana, Democratic Republic of Congo, Lesotho, Malawi, Mozambique, Namibia, Swaziland, Zambia and Zimbabwe.

1. PURPOSE AND JUSTIFICATION OF THE EVALUATION

OSISA provided grant funding to LEDRIZ in line with the Economic Justice Programme’s mission which aims at contributing towards social justice in the countries of the region, for purposes of advocating for, monitoring, universal citizen access to socio- economic rights and human development needs.

According to the grant agreement and OSISA's practices, there shall be an evaluation of the project within three months of the completion of the project. The evaluation will seek to:

- I. Make a general assessment on the extent to which support to LEDRIZ has achieved its objectives as fully outlined in the contract between OSISA and LEDRIZ;
- II. Assess the extent to which LEDRIZ has been able to identify and fulfil a particular niche in the region and to respond to the need identified through implementing the project that is relevant, appropriate and avoid duplication of other initiatives;
- III. Assess how effective has LEDRIZ been in working with and responding to the needs of other stakeholders and organisations or networks conducting work in a similar field;
- IV. Assess the extent to which LEDRIZ has been able to capture the intended and unintended contextual narrative as a result of the project implementation and draw critical lessons for future work;

- V. Make recommendations for LEDRIZ future work taking into account its competencies, positioning and niche. The recommendations would detail proposed ongoing initiatives with OSISA if these are appropriate, based on the assessment of the work that has already taken place and that is currently taking place.

And based on the findings, the evaluation exercise will provide cogent recommendations for future support to LEDRIZ.

2. METHODOLOGY

The evaluation shall be a combination of desk research, telephonic interviews and in-person interviews and where necessary projects' sites visits.

OSISA will compile a file of the necessary background reading for the evaluator.

The evaluator(s) will develop a methodology (including a questionnaire tool that will be used for the telephone and in person interviews), evaluation work plan, evaluation timeframe and present these to OSISA for comments before the implementation phase.

The evaluator(s) will arrange meetings and telephone interviews and will conduct these. The lists of persons to be interviewed will be agreed with OSISA.

The evaluator will provide a draft report to OSISA. The draft report will also be provided to LEDRIZ for their comments. OSISA will reserve the right to attach their comments to the final report or to request the evaluator to incorporate them in the final report. After receiving comments from OSISA the evaluator will compile the final report.

3. TIME FRAME AND REPORT STRUCTURE

An estimated timeframe of 14 days is envisaged as follows:

- 1 day - Briefing with OSISA to agree on methodology and sampling.
- 2 days –Review of documents related to the evaluation and operation of LEDRIZ
- 3 days - Conduct the interviews
- 2 days - Report writing
- 1day - Presentation of draft report to OSISA and discussion
- 2days - finalizing report
- 3 extra days provided for but may not all be utilised.

4. DELIVERABLES

The main deliverables expected from the evaluator(s) will be the final report structured as follows:

- An executive summary (mandatory);
- Contents page;
- Introduction which gives: Purpose of the evaluation; Scope of the project; Methodology of the evaluation; Structure of the report;
- A description of the findings that looks at impact, effectiveness, efficiency, relevance and sustainability.

And

- Be analytical in nature (both quantitative and qualitative);
- Be structured around issues and related findings/lessons learnt: focus on the project outcome(intended and unintended), analyse the possibility of replicating similar type of interventions; recommendations on mechanisms to prevent deviations from planned outcomes; contribute to general knowledge in the area of the intervention of the project being evaluated;
- Include conclusions;
- Include recommendations.

5. COMPOSITION AND QUALIFICATIONS OF THE EVALUATOR(S)

It is expected that the evaluation will be undertaken by an expert or team of experts with the following qualifications and experience:

- Minimum of a Bachelors' Degree in Social Sciences or Business Administration;
- Not less than 5 years' experience in the monitoring and evaluation of projects and programmes;
- Not less than 5 years' experience in project cycle management in the non-profit sector;
- Sound understanding of the regional socio-economic environment;
- Knowledge of and experience with the rights based approach to development; and
- Fluency in English.

6. APPLICATION PROCEDURE

Interested applicants are requested to submit their applications including a cover letter detailing their understanding of the scope of the assignment, a budget, curriculum vitae and a sample report of at least one previous evaluation undertaken by 18 November 2013 to the following email addresses:

MimiK@osisa.org and Moratuoat@osisa.org and TheoK@osisa.org