

## **TERMS OF REFERENCE FOR AN EVALUATION OF OSISA/ECP'S PORTFOLIO OF WORK ON INCLUSION AT ECDE LEVEL, ESPECIALLY FOR CHILDREN WITH SPECIAL EDUCATION NEEDS (SEN) 0-8 YEARS**

### **Background**

In 2015, the Open Society Initiative for Southern Africa (OSISA) and the OSF Early Childhood Programme (ECP) issued a Call for Proposals targeting civil society organizations working on Early Childhood Development (ECD) for Children with Special Education Needs (SEN) in Southern Africa. The Call for Proposals was limited to seven countries including Angola, Lesotho, Malawi, Mozambique, Swaziland, Zambia and Zimbabwe in line with their joint strategies for the region. The Call was issued in recognition of the pervasive lack of access to quality ECD services of children with special education needs; an absence of awareness on how to provide such services by actors and service providers in the field; and, limited capacity and community participation in ensuring that children with special education needs access such services. In broad terms, the call was the beginning of efforts aimed at addressing the aforementioned gaps and also establishing a robust community of practice for inclusion for children between the ages 0-8 years old in the Southern African region. This community of practice, it was envisaged, would help foster sustainable models of inclusion that would provide the basis for increased attention to addressing of the needs of children with special education needs, especially those with disabilities. The specific objectives of the call were as follows:

1. Developing early childhood intervention strategies to support the entry of young children with special educational needs into primary school;
2. Increasing access to quality ECDE services for children with SEN;
3. Facilitate formation and strengthening of community support structures for mainstreaming of children with SEN into ECDE programmes;
4. Support ECDE practitioners implementing programmes for children with SEN to advocate and influence how policies and services for this disadvantaged group are delivered nationally or at a wider scale.

Following the call, a set of eight civil society organizations covering Angola, Malawi, Mozambique, Lesotho, Swaziland, Zambia and Zimbabwe were selected and funded from the pool of applicants. OSISA and ECP have funded these organizations for the past four years in promoting the set objectives as articulated above. As such, it is now time for a substantive and summative evaluation of this portfolio of work, which will help OSISA and ECP to understand the local level impact, lessons and challenges in implementing such programmes. It will also inform future work on children with special education needs in Southern Africa.

### **EVALUATION OBJECTIVES**

**This summative evaluation will focus on the eight organizations supported by OSISA and ECP to advance the objectives as initially outlined in Southern Africa. It will be informed by the following specific objectives:**

- a. To provide a full-scale evaluation of whether or not the funded civil society organizations attained the objectives of this body of work;
- b. To assess key lessons, successes, challenges and impact of the work in each of the countries covered;
- c. To determine the sustainability of the project work supported with the view of understanding whether or not it should be continued;

- d. To assess and document best practices and effective models of inclusion that have emerged from this body of work in the target countries based on the interviews and the Learning Stories publications To delineate the extent of strategic partnerships, community participation and state involvement in this portfolio of work.
- e. To assess to what extent the eight organisations implemented or integrated into their organisational development 1) recommendations of organisational assessment exercise, 2) knowledge and skills gained as a result of capacity building workshops provided by OSF-ECP and OSISA on resource mobilisation, financial management, measuring progress.

## **SCOPE OF RESEARCH STUDY**

The evaluation will focus on the work undertaken in the target countries of **Angola, Malawi, Mozambique, Lesotho, Swaziland, Zambia and Zimbabwe**. The work of the eight grantee organizations will be evaluated in line with the above-mentioned evaluation objectives:

1. Chiedza Child Care Centre – Zimbabwe
2. Masvingo Community Based HIV/AIDS and Vulnerable Children Organization (MACOBAO) - Zimbabwe
3. Catholic Development Commission of Malawi (CADECOM) – Malawi
4. Association of Early Childhood Development in Malawi (AECDM) – Malawi
5. Malawi Council for the Handicapped (MACOHA) – Malawi
6. Southern Africa Federation of the Disabled (SAFOD): its projects implemented in Angola, Zambia, Lesotho, and Mozambique
7. Swaziland Network Campaign for Education for All (SWANCEFA) – Swaziland
8. The Swaziland Church Forum on HIV and AIDS (Church Forum) – Swaziland

The eight organisations will be interviewed by phone or by other communication means and necessary information will be provided to the consultant by them. The interviews will be triangulated with the analysis of project materials (proposals, reports, social media coverage, media campaign reports etc.). The project materials will be provided by grantees, OSISA and OSF-ECP. There will be no travel to the grantees involved under this consultancy.

## **DELIVERABLES and DURATION OF WORK:**

- A detailed inception report, which includes concept/proposal on the scope of work and detailed methodology, as well as detailed work plan with clear timelines by April 22, 2019- 5 days.
- Data collection (4-5 Interviews with the eight grantees and documents' analysis) and draft summative evaluation report by May 27, 2019 - 30 days;
- A comprehensive final summative evaluation report clearly detailing the findings to the objectives listed above by June may June 3, 2019 ( amended as per the recommendations received from ECP and OSISA)- 3 days;
- Power point presentation with the key findings and recommendations – 1 day by June 10, 2019.

Inception report should include:

- Introduction containing a short description of the purpose of the evaluation; emerging issues that have arisen during the inception phase (if applicable); basic elements in the opening pages (acronyms, table of contents, commissioning organisation) and key activities undertaken for its preparation

- Context, purpose, objectives and rationale for the evaluation;
- Presentation of the methodological approach and rationale for choosing specific research methods (sampling approach, data collection tools, data analysis and reporting); mechanisms for quality control.
- Limitations of the methodology, along with mitigation strategies;
- Proposed work plan;
- Annotated outline of the evaluation;
- Outline of the potential ethical issues and mitigation strategies;
- Data storage and data handling – procedures for ensuring data confidentiality, how, where and for what period data will be stored and accessed, procedures for release of data.
- Draft data collection tools to be used in the study (as Annex);
- Informed consent sample (as Annex).

The content of the evaluation report will be discussed with the consultant, but in general, it will include:

- Glossary/acronyms
- Introduction
- Executive summary
- Objectives, methodology and limitations of the evaluation
- Findings
- Conclusion and recommendations for the sustainability of the initiative
- Annexes including a list of data.

The final structure of the report will be discussed and agreed with ECP and OSISA. The report should be not more than 50 pages long without annexes.

#### **KEY COMPETENCIES:**

- Proven qualifications in the field of Inclusive education and ECDE.
- At least five years of experience in the field of Inclusive Education and ECDE.
- Excellent report writing skills in English.
- Advanced understanding of the Southern African region, especially the target countries .
- Experience in research within the education or ECDE sector in Southern Africa or any of the target countries.
- Previous research on Inclusive Education .
- Strong communication and analytical skills.
- Project management skills and interpersonal skills.
- Excellent conceptualisation, research and presentation skills.

#### **SUPERVISION AND WORK ARRANGEMENTS**

The selected consultant will work under the direct supervision of ECP programme officer and OSISA programme manager.

The ECP and OSISA will not provide any office space for this consultancy and will not provide means of communication with the grantees.

The documentation related to the subject of the evaluation entitled as *Learning Stories* can be requested by email for a better understanding of the project and its scope of work in the past.

### **TIMELINE AND COSTS**

The evaluator(s) will be contracted in April 2019 and are expected to have completed the assignment within two (2) months by 20<sup>th</sup> of June 2019 as per an agreed consultancy contract.

The total cost number of working days for this consultancy should not exceed 39 days .

ECP will cover the consultancy fee for 39 days under a contract signed between the consultant and ECP as follows:

40 % of the fee upon submission of the inception report;

20 % of the fee upon completion of the draft evaluation report;

40% of the fee after successful submission and approval of the final report.

ECP reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/deliverables are incomplete, not delivered or for failure to meet deadlines.

Interested individuals/ teams of individuals should send their up-to-date CV, a brief letter of intent (up to 500 words) and a writing sample on the subject to Nurbek Teleshaliyev at [joe.wood@opensocietyfoundations.org](mailto:joe.wood@opensocietyfoundations.org) and Velaphi Mamba at [VelaphiM@osisa.org](mailto:VelaphiM@osisa.org) **no later than March 28, 2019**. Please indicate "ECDE/SEN EVALUATION" in the subject matter.

*These Terms of Reference outline the overall interest of OSISA AND ECP in the evaluation. Final tasks, focus, methodology and procedures of the evaluation are subject to further discussion and confirmation with the evaluator's input.*