

Terms of Reference

Consultancy to conduct an End of Project Evaluation for the WFD-DDP Strengthening of Public Finance Oversight (SPFO) Project, 2019

1. Background and context

1.1. About Westminster Foundation for Democracy

Westminster Foundation for Democracy (WFD) is the UK's leading democracy-building foundation. It was established in 1992 as an independent public body sponsored by the Foreign and Commonwealth Office. It provides expertise in developing parliaments, political party structures, civil society organizations and the media as key institutions in a functioning democracy. The vision of WFD is the universal establishment of legitimate and effective, multi-party, representative democracy. WFD's mission is to contribute to this long-term vision by supporting inclusive and effective governance that strengthens Policy-making, Accountability, Representation and Citizen Participation in partner countries. WFD believes that democracy is strengthened through peaceful political competition between representative, mass- membership parties, leading to legitimately elected governments whose executive power is held in check by parliaments that represent citizens and scrutinize government, and civil society and media that demand fairness and effectiveness.

1.2. Strengthening Public Finance Oversight Programme (SPFO)

WFD is implementing a DFID funded programme at National level that seeks to strengthen Public Finance Oversight in Kenya. The programme is funded through the Deepening Democracy Programme and focuses on the following:

- Improving the ability of parliamentary oversight committees to carry out effective oversight and scrutiny of public finances, in support of accountable service delivery by both national and county governments.
- Addressing organizational capacity gaps facing parliamentary oversight committees, which hinder their ability to carry out practical oversight of public finances managed by the National and County governments in Kenya.

Through the SPFO project, WFD is working with the Senate County Public Accounts and Investments Committee (CPAIC) to pilot practical approaches to parliamentary oversight and scrutiny in Kenya. The SPFO project has supported CPAIC to improve their effectiveness on Public Finance Oversight, with the aim of reducing inefficiencies and ensuring value for money considerations are observed by the executive and county government in the service delivery cycles.

2. Project outcomes and outputs

The Project seeks to contribute to the following:

Impact: Improved accountability for service delivery by County Governments Ministries, Departments and Agencies (MDAs)

Outcome: Improved parliamentary oversight processes

Output 1: CPAIC members and staff capacities in scrutiny and oversight enhanced

Output 2: An Improved Proactive Audit System in place for use by PAC and CPAIC to inform and undertake high level budget assessment and scrutiny

Output 3: Monitoring and Evaluation of the project supported

3. Evaluation purpose and objectives

The purpose of this evaluation is to provide an independent assessment of the project in order to identify and understand the extent to which the SPFO Project has achieved its objectives. This will be based on an examination of the project's Logical Framework and Theory of Change. Further the evaluation will focus on identifying key lessons learned during the implementation of the pilot project to inform design and implementation of future projects in strengthening of Public Finance Oversight as well as lessons relevant for WFD and other sector stakeholders follow-on programming on Public Finance Oversight in Kenya.

3.1. The specific objectives of the evaluation are to:

- Identify and describe the results (expected and unexpected) from the project implementation.
- Establish the contribution (causal link which is either direct or indirect) of the project to the identified results.
- Assess the significance and potential sustainability of the identified outcomes.
- Identify good practices and lessons learnt related to the project operational contexts, actors engaged, strategies applied in the implementation and changes observed.

3.2. The key recipients and users of the evaluation report will be WFD-Kenya, Senate CPAIC, WFD Global, DDP and DFID

4. Evaluation questions

Using an Outcomes and learnings Harvesting approach, the evaluation seeks to answer the following evaluation questions. The evaluator will be free to adjust or add to these questions to ensure sufficient data is collected.

- How appropriate was the project design?
- How appropriate was the project's theory of change in relation to the project design and Context analysis?
- To what extent have the expected project results been achieved?
- What changes were achieved as a result of the project activities and outputs
- To what extent/In what ways did the project activities contribute to enhancement of capacities of the CPAIC staff and members to undertake effective Public Finance oversight over resources allocated to the Counties
- What learnings emerged from the implementation of the project relevant to the key stakeholders of the project i.e. CPAIC, WFD and DDP?
- How did changing project landscape affect project implementation?
- How responsive was the project implementation to the changes in the project implementation environment and effective were the adaptation strategies?

5. Scope of the evaluation

The evaluation will cover all project activities from October 2018 to September 2019

6. Evaluation approach and methodology

The evaluation will use the Outcome Harvesting (OH) as the main evaluation approach to engage with various categories of target actors with the aim of establishing how they have acted differently because of the project activities. The evaluator(s) will engage the project team and key target actors in identifying and documenting significant outcomes realized during the project implementation. The evaluation methodology will also align the evaluation questions using the DAC-OCDE principles to assess key programme management aspects of the project's implementation including the Relevance, Effectiveness, Efficiency, learning, Impact and Sustainability.

The evaluator(s) will clearly describe and customise the Outcome Harvesting steps and outline how these will be used practically during data collection. Information will be collected or "harvested" using a range of methods to yield evidence-based answers to useful, actionable questions.

The outcomes information will be collected through:

- Reviewing the project documents including monitoring data on the outputs and outcomes and identify preliminary outcomes
- Engaging with "focal points" (project staff and key target actors engaged i.e. Senate Secretariat, CPAIC technical team and members as well as the OAG)
- Conducting interviews with project team to expound on the identified outcomes and generate more significant outcomes
- Conducting key informant interviews with project team (staff and key target actors engaged including the Senate Secretariat, CPAIC and the OAG)
- Validating findings
- Collecting stories of change using the Most Significant Change methodology.

7. Evaluation outputs and deliverables

- An inception report detailing the evaluation methodology, work plan/schedule and draft data collection tools.
- Submission of Draft Evaluation Report.
- Validation Workshop of evaluation findings with project stakeholders.
- Final Evaluation report.
- At least one Most Significant Change Stories.
- Other documents/materials such as raw data files, quantitative data files, transcripts of key informant interviews, photographs taken, outcomes matrix.

The Consultant will produce Inception Report and Evaluation Report of approximately 25 pages for each document as detailed above.

The report should be written clearly and without jargon in English to a standard suitable

for publication. It should include an executive summary of up to 2 pages and be no more than 25 pages in length (Windows Arial font 11; single line spacing) (excluding annexes). The structure of the report should reflect order and clustering of the issues identified and/or themes and discussion points specified in the stakeholder roundtable, and appropriate to the organisation and presentation of the Inception and Evaluation Reports.

The report(s) will include:

- Table of contents
- Executive Summary
- Introduction and Background
- Evaluation Methodology- Aligned to the first 3 steps of Outcome harvesting I.e Design, Review of Documentation, Engagement with Informants and Substantiating the information collected
- Findings, Discussion and Conclusion

8. Team requirements and qualifications

WFD seeks to engage a consultant with vast knowledge of outcome harvesting approach, Public Finance Management, Legislative Public Finance Oversight and the Kenyan political context to undertake this evaluation.

Evaluation expert profile requirements;

- At least a master’s degree in Monitoring and Evaluation, Social Sciences, Public Finance Management, Public Policy or any other related disciplines.
- At least 10 years’ experience working/conducting governance capacity building interventions or evaluations of governance projects
- Previous experience conducting end of project evaluations using the outcome harvesting approach
- Demonstrable previous experience in conducting end of project evaluations of legislative capacity strengthening.
- Have vast knowledge on public finance oversight strengthening approaches and landscape at the legislative level
- Excellent report writing and presentation skills.
- Team player and willingness.
- Fluency in English, Kiswahili.

Management and coordination

The consultant will report to the WFD Programme Coordinator of the SPFO project and will liaise closely with the key project management team actors.

9. Evaluation work plan

The evaluation will take place from the 26th August to 28th September 2019. The evaluation is expected to take a maximum of 15 days within this period. Specific timeframes applicable to this evaluation, including timings for all deliverables, are set out in the table below:

Key deliverables	No of Days	Timelines
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Issue Request for Expression of Interest (Eol)	N/A	2 nd August 2019
Deadline for receipt of applications	N/A	19 th August 2019
Selection and contracting of selected consultants	N/A	26 th August 2019
Inception meeting and Submission of Inception Report	1.5	28 th and 30 th August 2019
Review of Project documents and preparation of data collection tools	2	4 th September 2019
Data Collection	5	6 th to 13 th September 2019
Submission of draft report	4	23 rd September 2019
Presentation of findings in validation workshop	1	25 th September 2019
Submission of final report	1.5	27 th September

10. How to apply

To apply, the consultant should submit an Expression of Interest of not more than 10 pages. This should contain the consultant's understanding of the ToR, how the consultant will undertake the evaluation using the proposed Outcome Harvesting approach, how the consultant meets the requirements of the evaluation, proposed work plan and financial proposal, cover letter and Consultants Profile. CVs and one or two samples of prior evaluations that the consultant have undertaken using Outcome Harvesting approach should be attached as annexes to the Eol.

Applicants should submit their Expression of Interest on or before 19th August 2019 to Selessor.Odipoh@wfd.org