Commonwealth Partnership for Democracy (CP4D)
Final Evaluation

List of acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>CP4D</td>
<td>Commonwealth Partnership for Democracy</td>
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<tr>
<td>CPA</td>
<td>Commonwealth Parliamentary Association</td>
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<td>CPA-UK</td>
<td>Commonwealth Parliamentary Association UK Branch</td>
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<td>CLGF</td>
<td>Commonwealth Local Government Forum</td>
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<td>CAPAC</td>
<td>Commonwealth Association of Public Accounts Committees</td>
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<td>CWP</td>
<td>Commonwealth Women Parliamentarians Network</td>
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<td>CWLG</td>
<td>Commonwealth Women in Local Government Network</td>
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<td>DFID</td>
<td>Department for International Development</td>
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<td>FCO</td>
<td>Foreign and Commonwealth Office</td>
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Programme background

The Advancing Inclusive and Accountable Democracy in the Commonwealth programme, re-named as the Commonwealth Partnership for Democracy (CP4D) led by Westminster Foundation for Democracy, is implemented in partnership with the Commonwealth Parliamentary Association (CPA), Commonwealth Parliamentary Association UK Branch (CPA-UK) and the Commonwealth Local Government Forum (CLGF). Through Commonwealth Women Parliamentarians network and Commonwealth Women in Local Government network are accessed through the partnership with CPA, CPA UK and CLGF. The programme is funded by a cross-government fund that is administered by the Foreign and Commonwealth Office (FCO) and directly supports A FAIRER FUTURE vision and strategy for the Commonwealth Summit and for the two-year period, 2018-2020, for the UK Chair of the Commonwealth.

CP4D works with parliaments in 15 commonwealth countries1 across Sub-Saharan Africa and South-East Asia to improve the representation of women, young people, people with disabilities and the LGBT + community, and how they monitor the executive. The 2012 Commonwealth Charter commits governments, political parties and civil society organisations in member states to uphold and promote democratic culture and practises that are accountable to the public. The programme combines:

i. Commonwealth-wide initiatives to help raise standards for accountable and inclusive democracy and build political commitment to these higher standards;
ii. Regional activities to exchange knowledge and experiences and generate momentum for reform; and
iii. Country-level work where there is identified need and a will to adopt and implement higher standards.

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1 Bangladesh, Botswana, India, The Gambia, Ghana, Kenya, Malawi, Malaysia, Mozambique, Nigeria, Pakistan, Sierra Leone, Sri Lanka, Tanzania, and Uganda.
CP4D reports to a Board comprised of representatives from the FCO, the Department for International Development (DFID) and Cabinet Unit.

Commonwealth level work has focussed on working with the CPA to update the *CPA Recommended Benchmarks for Democratic Legislatures*, originally formulated in 2006, to ensure that it is in line with the Sustainable Development Goals, particularly Goal 16 as well as the Commonwealth Charter. A field guide that outlines a methodology for legislatures to use in order to assess themselves against the Benchmarks has also been produced and legislatures in the CP4D intervention countries have been targeted for facilitation through a self-assessment process.

Regionally, events were held across all four Commonwealth regions (Asia, Africa, Pacific and Caribbean) addressing women’s political leadership and the broader theme of political inclusion. As well, CPA UK are leading regional Commonwealth Association of Public Accounts Committees (CAPAC) workshops in each Commonwealth region.

Countries were selected for targeted interventions under CP4D using the following criteria:

- countries where WFD already had existing offices and relationships to factor in need to achieve impact considering a time-bound programme and small project funds available per country;
- countries where CP4D partners have existing relationships; and
- countries where programming would have impact and is of significance in the Commonwealth

Each programme partner within CP4D had the opportunity to bid internally for the funds available for each identified country. A proposal and assessment process were held evaluating proposals against:

- Alignment with programme results framework
- Contribution to overall impact of the programme
- Minimal overlap with existing initiatives
- Proven track record/access to key interlocutors (parliament, parties, civil society etc)
- Value for Money (VfM)
- Amount of cost share provided
- Available resources

A mid-term evaluation has been conducted that included useful recommendations on the structure of the programme; programme areas where focus could benefit from further investment and attention; and recommendations to strengthen the partnership.

**Evaluation**

The final evaluation of the programme will use a mixed-methods approach with:

1) A theory-based evaluation looking at the extent to which our design (working at three levels, Commonwealth, Regional and In-Country) worked as a concept, complementing each other rather than working in parallel.
2) A thematic evaluation looking at key results under the two themes of inclusion and accountability to help us understand why and how change happened, our contribution, and prospects for sustainability without CP4D.

Steps and Deliverables

The evaluation is expected to comply with the following steps and deliverables:

1. **Proposal** – this should detail the evaluators’ understanding of what is being evaluated and why, presenting proposed evaluation questions and showing how they could be answered by way of: proposed methods; proposed sources of data; and data collection procedures. The proposal should include a schedule of tasks and activities.
2. **Methodology** – the approach designed, after partner consultations, for undertaking the evaluation which will need to be approved by the partners.
3. **Draft evaluation report** – including assessment findings from the desk review and remotely based interviews, to be presented to the partners for feedback and further input.
4. **Final evaluation report** – this should be aligned with the report format stipulated further below.

**Timeline**

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<th>No.</th>
<th>Deliverable</th>
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<tr>
<td>1</td>
<td>Proposal</td>
<td>27 March 2020</td>
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<tr>
<td>2</td>
<td>Methodology and evaluation framework</td>
<td>8 April 2020</td>
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<tr>
<td>3</td>
<td>Draft report (presentation in London)</td>
<td>24 April 2020</td>
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<tr>
<td>4</td>
<td>Final report</td>
<td>8 May 2020</td>
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**Report format**

The evaluation report is expected to follow the structure outlined below:

1. Table of Contents
2. Abbreviations/acronyms page
3. Executive summary (maximum 3 pages)
4. A short introduction to the programme
5. The evaluation methodology
6. Findings
7. Lessons learned
8. Summary of recommendations

Annexes must include:

- Terms of reference for the Final Evaluation
- Evaluation schedule/timetable
- List of people interviewed
- Documents consulted
- Detailed statistical data such as updated baseline surveys, etc.
Fee Structure:
50% of fee payable upon signature of contract and 50% of fee payable upon completion of evaluation and submission of invoice.

Maximum budget applicable: £30,000

Criteria for selecting the Consultant:
The Evaluator shall have the following expertise and qualification:

- At least Master’s degree in Public Policy, International Development, Development Economics/Planning, Economics, International Relations/Diplomacy or any other relevant university degree;

- Extensive expertise, knowledge, and experience in the field of aid effectiveness and aid management process related issues, including governance programmes;

- Experience of project formulation and evaluation; At least 10 years of experience in working with international organizations and donors, evaluating projects with multiple partners with complex implementation modalities;

- Excellent written and verbal Communication skills in English;

- Offers will be evaluated on these criteria as well as the quality of the technical offer (proposed methodology, capacity to mobilize qualified personnel in the field, etc.) and the soundness of the financial offer.

Submission of proposals:
CV and outline of methodology via email to CP4D@wfd.org by 27 March 2020.