

Gorta-Self Help Africa Tender invitation for external evaluator of GSHA Development Education programme.

TERMS OF REFERENCE

1. Background

Gorta-Self Help Africa's Development Education programme has supported the integration of Development Education in Post-Primary schools in Ireland for the past 14 years. The programme currently reaches upwards of 100 secondary schools across the 26-counties, delivering workshops and classroom presentations, together with running a series of special projects. Workshop topics covered by the programme focus on issues such as the role of sustainable agriculture in the eradication of hunger and poverty, climate change, gender equality, and ethical trade.

Included amongst its special projects are the annual 'BT Young Scientists Exhibition 'Science for Development Award', a newly completed series of schools-led Millennium Development Goals creative writing books and an annual schools study visit to Africa which is undertaken with engaged schools through an application process.

In order to deepen engagement and increase capacity, the programme has moved from being solely a staff led programme to one implemented by a team of external volunteer facilitators. School presentations are carried out by two Gorta-Self Help Africa, part-time Development Education Officers alongside a network of 7 workshop facilitators, many from a teaching background, who are geographically situated around the country.

The programme also works in the Adult and Community Education sector through a pilot partnership with Changemakers project in Donegal and engages the public in development education activities at the National Ploughing Championships and Electric Picnic each year.

2. Purpose, Objectives and Scope

G-SHA is seeking an external facilitator to measure the effectiveness, overall impact and the extent to which expected outcomes or otherwise of the Development Education programme have been achieved. The evaluation will also identify the lessons learned from the programme and make recommendations for future delivery of Development Education within formal and adult and community education. It will explore its achievements, challenges, effectiveness, relevance and efficiency. This work is to be carried out on a consultancy basis over an eight week period from mid April to early June 2016.

Specific Evaluation Objectives

The evaluation seeks to address the following questions:

- To what extent has the Development Education programme achieved its intended objectives.
- Assess the relevance of the Development Education programme to achieving G-SHA and Irish Aid objectives.
- To what extent is Gorta-Self Help Africa recognised as an influential partner within the Irish Development Education sector.
- Assess to what extent the results achieved reflect an acceptable return on investment.
- Assess the alignment of the G-SHA programme to WWGS objectives.
- Evaluate the relevance of the partnership between G-SHA and Changemakers to achieving G-SHA Development education programme goals.
- Explore if there is potential to replicate the Changemaker model to other Counties.

3. Information Sources

- The Results Based Framework
- Development Education department reports
- Self Assessment Tool evaluation
- Existing resources/published materials produced for G-SHA Development Education department – newsletters, school mailings, websites, videos, workbooks, MDG books.
- Previous evaluation material from Changemakers Donegal

4. Methodology

The evaluation should seek to interrogate the subject by speaking with the G-SHA development education coordinators, external workshop facilitators, a sample of class teachers and students who accommodate G-SHA workshops in their schools, or in the organisation's annual school study visit to Africa.

We envisage that the consultancy will involve:

- Interviews with current Dev Ed staff
- Interviews with external workshop facilitators
- Interview with G-SHA's CEO, Director of Programmes, Director of Finance, Head of Communications.
- Phone/Skype interview with Country Directors as appropriate.
- Discussion with a sample of class teachers and students
- Interviews with relevant partners/networks IDEA, Adult and Community working group, 8020, Changemakers

- Completing final Evaluation Report, including an Executive Summary
Maximum length: 20 pages.
- Submitting the evaluation report to G-SHA.

The selected consultant should produce a detailed report of findings, together with recommendations and suggestions as to how the Development Education programme could enhance and improve its present service to post-primary schools and other sectors ie; the adult and community sector.

The timeline for delivery of this final report should be no later than 2 weeks after the completion of interviews and other methods of information gathering.

The consultant is expected to produce a report not exceeding 20 pages which responds to the specific areas of investigation outlined above and provide recommendations as appropriate for future planning and programme development.

5. Reporting and contracting arrangements

The contract for this work is between the chosen consultant and Gorta-Self Help Africa, whose point of contact for this project is Dorothy Jacob.

Support

The consultant will be supported by and will work in close collaboration with the Development Education staff of G-SHA. The overall formal management responsibility of the Evaluation will be with the Director of Programmes in G-SHA

Timeline

We foresee approximately 12-15 working days for the external evaluator over the course of 3 months. The timeframe and key milestones for this consultancy are:

- Deadline for application 30th March
- Commencement of work 11th April 2016
- Interviews with staff, focus groups, completed 16th May 2016
- External Evaluation draft: 30th May 2016
- External Evaluation final report: 6th June 2016

6. Budget

The tenderer should include his/her proposed daily rate, which should include all costs. Value for money will be taken into account in tender evaluation. Reasonable and receipted travel and accommodation related to the execution of the tasks in this Terms of Reference will be covered by G-SHA, based on prior agreement with G-SHA and subject to certain conditions. The successful tenderer will need to submit a Tax Clearance Certificate.

7. Skills and qualifications

The contractor who is selected to undertake this study should have experience and knowledge of the Irish post-primary education sector, of development education as it is implemented in Ireland, and of the Irish not-for-profit sectors. Knowledge of Irish Aid Development Education strategies for Post Primary and Adult and Community education sector. Experience and evidence of undertaking such consultancies previously is also required.

Required:

- Demonstrated experience of evaluation in the non-profit sector, preferably in development education or a related area
- Demonstrated experience of evaluation involving qualitative and quantitative data.
- Excellent written and verbal communication skills.
- Knowledge of Irish Aid Development Education funding and strategies.

8. Tender Methodology

Please submit your CV and your tender proposal under the following headings:

1. Contact Information
2. Relevant Experience
3. Proposed methodology
4. Work plan including timeframe
5. Budget - including daily rate of consultant.
6. Two references (including telephone numbers) and web links to two samples of previous work

Call for tenders issued: 8th March 2016

Deadline for receipt of applications: 30th March 2016

Commencement of work: on or before 11th April 2016

Maximum Tender Document: 4 pages

Submit to: dorothy.jacob@selfhelpafrica.org by COB 30th March 2016