



## **Terms of Reference for the Organisational Evaluation of Zimbabwe Coalition on Debt and Development (ZIMCODD) Work from Year 2000-2015**

### **1. Introduction**

ZIMCODD, registered as a Trust (# MA 496/2011), is a socio-economic justice coalition established in February 2000 to facilitate citizens' involvement in making public policy and practice pro-people and sustainable. ZIMCODD views Zimbabwe's indebtedness, tax injustices and the unfair global trade regime and lack of democratic people-centered economic governance as root causes of the socio-economic crises in Zimbabwe and the world at large. Drawing from community-based livelihood experiences of its membership, ZIMCODD implements programmes targeted at:

- Educating the citizen
- Facilitating policy dialogue among stakeholders
- Engaging and acting on socio-economic governance at local, regional and global levels

### **2. Purpose and Justification of the Evaluation**

ZIMCODD received funding from OSISA which is in line with the Economic Justice Programme. The OSISA programme 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. The external evaluation will measure the organisation's effectiveness, impact and sustainability since 2000.

Results of the evaluation will be used to guide organisational learning, and inform the implementation of the ZIMCODD strategic plan for 2016 – 2020. Using key organisational documents, the evaluation will seek to;

1. Assess the extent to which OSISA funded projects to ZIMCODD achieved their objectives and contributed to the achievement of ZIMCODD overall organisational goals
2. To evaluate the effectiveness of the organisation and the extent to which it has achieved its Vision, Mission and Objectives
3. Evaluate the extent to which ZIMCODD programmes have contributed to achieving the Economic Justice Programme's Strategic objectives
4. To analyse the organisational structure, organisational governance, organisational policies and procedures.
5. To identify best practices and offer recommendations on how the organisation can be strengthened and inform future programming and wider organisational learning.

### 3. Methodology

The evaluation shall be a combination of desk research, interviews, focus group discussions, and in-person interview visits to ZIMCODD areas of operation i.e. Bulawayo, Harare and Mutare.

ZIMCODD will provide the consultant with the following information and documents.

- Strategic Planning Documents
- ZIMCODD Constitution
- Annual Reports from 2000 – 2015
- OSISA Partnership Agreements
- Publications

### 4. Outputs

The main output expected from the evaluator (s) will be the final report that entails but not limited to the following;

1. Executive Summary (mandatory)
2. Contents Page
3. Introduction which gives: purpose of the evaluation; scope of the project/ intervention; methodology of the evaluation; structure of the report
4. A description of the findings that highlights the impact, effectiveness, efficiency relevance and sustainability
5. Lessons learnt; focusing on project' outcome and the overall impact
6. Recommendations and conclusions

### Duration

The total number of days allocated for the evaluation is 15 days with an anticipated start date during the week commencing on **Monday 21 March 2016**

### 5. Payment

Payment will be done at the end of the assignment upon submission of an approved evaluation report.

### 6. Skills and Competencies

#### Academic Qualifications:

Law or Social Sciences degree or related technical field with fluency in English language and any other local language

#### Knowledge, Skills and Experience

- 3 years' experience of designing and implementing evaluations.
- A demonstrable understanding of qualitative and participatory approaches
- Strong experience and capacity to facilitate FGDs s at the local and national levels
- Demonstrable experience of producing high-quality, credible reports.
- Sound understanding of social and economic Justice issues in Zimbabwe
- Excellent English written and verbal communications skills.

## 7. Tendering Process

ZIMCodd is seeking a suitably qualified and experienced consultancy team or individual with a strong track record in conducting project and organisational evaluations for NGOs to conduct the evaluation. Candidates will have an excellent knowledge of monitoring and evaluation in theory and practice, and a good overall understanding of the CSOs contribution to social and economic justice. ZIMCodd invites expressions of interest from teams or individuals with the required skills and experience. The expression of interest should comprise:

- An expression of interest (3 pages max)
- Capacity and experience to meet the requirements of the ToR (short CV for all team members).
- A broad outline of the approach that you would use to review the organisation (1-2 pages max)
- Indicative budget covering daily rate(s). Rates should be in USD and inclusive of VAT

Please submit completed expressions of interest with all supporting information to [patricia@zimcodd.co.zw](mailto:patricia@zimcodd.co.zw) copy [janet@zimcodd.co.zw](mailto:janet@zimcodd.co.zw) by midday of **Friday 11 March 2016**