



## **Request for Proposals: Midterm Program Evaluation for the Fund for Innovation and Transformation (FIT)**

### **About FIT and the ICN**

The Fund for Innovation and Transformation (FIT) is a 5-year program funded by Global Affairs Canada aiming to support between 50 to 70 Canadian small and medium-sized organizations (SMOs) testing innovative solutions to advance gender equality and empower women and girls in the Global South. The program is designed to assist organizations in gathering evidence at the testing phase to assess the innovation's potential to scale and replicability for the wider community.

FIT is a program of the Inter-Council Network of Provincial and Regional Councils (ICN) managed by the Manitoba Council for International Cooperation and funded by Global Affairs Canada. The ICN is a coalition of the eight Provincial and Regional Councils for International Cooperation. These independent member-based Councils are committed to global social justice and social change and represent more than 350 diverse civil society organizations from across Canada.

### **Midterm Evaluation Purpose and Scope**

The purpose of the midterm evaluation is to provide an independent assessment of the FIT program so that FIT can make program improvements. The evaluation will cover a period of 24-27 months, from approximately December 2018 to March 2021, and will focus on program and resource development as well as implementation of Intakes 1 and 2. The evaluation will assess the relevance of the fund, its effectiveness as well as the program's development, implementation, performance, and its capacity to achieve the expected outcomes.

The findings and recommendations in the Midterm Evaluation Report will be used to inform the program. The findings may also be used by other key stakeholders of the FIT program such as MCIC, the ICN and Global Affairs Canada.

Specifically, the evaluation should assess the following:

#### ***Impact/Effectiveness:***

- Assess progress made toward the achievement of expected results and performance after 24-27 months of implementation (based on PMF).
- Assess the extent the design of the FIT program (logic model, theory of change, investment decision, gender equality, etc.) is expected to achieve its results and objectives.
- Assess the capacity of FIT M&E process and system to deliver relevant and good quality data (raw and analyzed) to be used for decision-making and learning (roles and responsibilities, budget, methods, data framework, data collection, validity, etc.).
- Assess the extent to which the FIT program design is realistic in achieving expected results.



- Assess the development of program areas: Technical Innovation, Monitoring Evaluation and Learning, Capacity Building, Environment, Gender and Public Engagement.
- Assess FIT's effectiveness in developing content and building capacity of funded SMOs to enable SMOs to test and collect evidence.
- Assess FIT's ability to meet requirements of the Contribution Agreement, including reporting frameworks, risk management (including the impact of COVID on the program).

**Relevance:**

- Assess relevance of FIT program strategies and design in the context of innovation and testing environments.

**Efficiency:**

- Assess factors responsible for achieved results/outputs, how the FIT program is converting inputs into outputs for the evaluation period.
- Assess the quality (cost-benefit, adaptable to needs, etc.) of the service (funding, knowledge, capacity, etc.) provided to SMOs.
- Assess the efficiency of the FIT program and the impact on SMO's testing experience (experience with intake process, type/relevance of reports etc).
- Assess FIT's ability to gather evidence and evaluate SMO testing innovations.

**Sustainability/Replicability:**

- Assess sustainability and replicability of the FIT Program (program design, fund management, program activities, etc.).

**Areas for improvement:**

- Identify areas of improvement and make recommendations, if any, to program strategies and direction(s) for the remainder of the program.

**Methodology, Process and Timeframe for Evaluation:**

The evaluation will be conducted using a gender sensitive data collection, analysis, tools, and approach/methodology. Due to the COVID-19 pandemic, travel to the testing locations will not be possible. The evaluation will be conducted remotely.

The design of the evaluation should include the following elements but FIT remains open to suggestions:

1. Desk research: A desk review will be conducted to assess FIT's activities, processes and results to date and will be based on collected impact data, outcome monitoring, existing FIT reports, SMO capacity building learning products, resources, materials and webinars, SMO reports, and feedback from SMOs and their local partners.
2. Survey a sample of innovation beneficiaries.



3. Virtual consultations with key stakeholders: Interviews feed into the evaluation questions, including the level of coordination between FIT, funded SMOs and their local partners, the value-add of FIT in the context of other development funds/programs, and finally, assessing the sustainability and replicability of the programme outcomes. Key stakeholders include: ICN, GAC, FIT Staff, MCIC Board, funded SMOs and their local partners, non-funded SMOs, and FIT's MEL Consultant.

The following is a sample timeline and workplan. We would look to the consultant to propose their own plan of up to 13 working days within a 2-month window.

Activity	Deliverable	Time Allocated
Evaluation design, methodology, and detailed workplan	Inception report	3 days
Inception meeting		
Desk review and stakeholder consultations	Draft Evaluation Report + PowerPoint presentation of findings	7 days
Survey sample of funded SMOs.		
Survey sample of local partners (intermediaries).		
Survey sample of innovation beneficiaries.		
Virtual Field Visits		
Data analysis and validation		
Debriefing, presentation and draft evaluation report to FIT and other stakeholders	Final Evaluation Report	3 days
Finalization of evaluation report, incorporation of additional comments, and feedback provided by all stakeholders		
<b>Total number of working days</b>		<b>13 days</b>

### Expected Deliverables

- Inception Report including proposed strategy that references the scope and purpose of the evaluation as well as the evaluation matrix and data collection tools in annexes, maximum 10 pages excluding annexes
- Draft Evaluation Report
- PowerPoint/Presentation of findings representing the report including graphs and tables
- Final Evaluation Report including recommendations and guidance to achieve program deliverables
- Database with relevant quantitative (Excel) and qualitative (transcriptions) data and analyses

### Management Arrangements for the Evaluation

Remote.

FIT will support the midterm evaluation process. The consultant will work closely with the



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Director of Innovation, the FIT Program Manager, the Program Officer Monitoring Evaluation and Learning as well as FIT's Monitoring and Evaluation Consultant.

FIT will provide the following support to the evaluation consultant:

- Background materials and information (FIT proposal, contribution agreement, donor reports, logic model, etc.)
- Access to our MEL database and session with FITs MEL Consultant
- Introduction to key stakeholders
- Meeting arrangements with stakeholders if requested

### **Required Expertise and Qualifications**

- Advanced university degree in statistics, evaluation, development, international relations, social sciences, or related field of study
- Expertise in development innovation, social impact investing and/or other innovation programs
- Experience working on programs funded by Global Affairs Canada (GAC)
- Minimum 10 years' experience conducting evaluations in international development or humanitarian sector
- Demonstrated experience in conducting research and evaluations with mixed methods (quantitative and qualitative)
- Proven accomplishment in undertaking evaluations, including leading evaluations of multi-stakeholder programmes
- Proven expertise in evaluating programmes focusing on human rights and/or gender equality
- Knowledge of results-based programming and management
- Comfortable working with a broad range of people from different backgrounds and cultures
- Strong analytical, interpersonal and reporting skills
- Demonstrated ability to produce high quality data
- Fluency in English and French required

### **Evaluation Ethics**

The consultant must adhere to MCIC/FIT's Prevention of Sexual Exploitation and Abuse policy and Code of Ethics.

The Code is aligned with the human-rights based approach to development, the delivery of the Sustainable Development Goals, and sets standards for practice rather than standards for results. It goes beyond the minimum standards required by government regulation and focuses on good practice. It is informed by MCIC members' own experiences, the Istanbul Principles for Development Effectiveness, the Global Standard for Civil Society Organizations (GS), the



Universal Declaration of Human Rights and MCIC's vision, purpose and values.

## Application Details

Interested applicants must submit the following documentation (in PDF) to demonstrate their qualifications:

- Letter of interest
- Technical proposal (see details below)
  - Detailed Evaluation Methodology and Workplan using the sample above as a starting point
  - Consultant's ability to review and assess resources in English and French
  - Consultant's general availability (notifying us of known blackout periods)
  - Financial breakdown specifying a daily rate and/or a total lump sum amount in CAD dollars including consultancy fees and all associated costs. Note that the cost of preparing a proposal and of negotiating a contract is not reimbursable as a direct cost of the assignment.
  - Two writing samples
- CV of lead and any team members
- References and contact information of three (3) clients for whom you've completed a program evaluation
- Eligibility to work in Canada (requirement)
- Proposed start and end dates

Complete proposals can be submitted by email to [info@fit-fit.ca](mailto:info@fit-fit.ca) with "Midterm Evaluation Consultant" in the subject line.

**Deadline for proposals:** Friday March 5, 2021 – 4pm CST