



## **Terms of Reference for the final Evaluation of the project Strengthening the voice of older people in South Africa to engage with local government**

### **1. Background to the Project**

HelpAge International is a global Network that brings together a wide range of organisations and individuals working to promote the rights and meet the needs of older persons (women and men), at national and global level. At the core of this network are civil society members, who work with older people around the world supported by HelpAge International (HelpAge henceforth) as their Secretariat. Together, our vision is a world in which all older persons can lead dignified, healthy and secure lives. Everything we do as a network is directed towards maximising positive impact for older persons.

The European Union and the Commonwealth Foundation committed to jointly fund the **Strengthen the Voice of Older People to engage with Local Government** project in Kwa Zulu Natal, Limpopo, Eastern Cape and Gauteng provinces in South Africa. Specifically, the projects are implemented in Amajuba, Mopani, Waterberg, Amatole, and the Alfred Nzo and Tshwane in South Africa. A Project Management Committee (PMC) was established at the start of the project. It comprised staff from HelpAge and the Southern Africa Older People's Forum (SAOPF). The PMC was responsible for the management and oversight of all aspects of the project implementation, Monitoring and Evaluation.

This action was designed to ensure the inclusion of older people and their concerns in South Africa's National Development Plan (NDP) activities re-engineering primary health care, inclusion in social grant programmes and access to housing and related utilities such as water, electricity and sanitation.

The overall objective of the **"Strengthen the Voice of Older People to engage with Local Government"** was to ensure that the South Africa's National Development Plan, and wider government policy processes, are more effective in addressing older people's key needs and constraints.

The NDP provides a long term perspective and defines the government's objective of attaining a decent standard of living for all South Africans and the role of different actors in society. The plan provides a framework within which the short and medium term activities of different departments of government at national, provincial and municipal levels are determined.

The project aim was to address the capacity gaps that were restricting civil society from playing a stronger role in representing the views of older men and women to more effectively advocate for their inclusion in service delivery and development activities delivered under the NDP framework. The project aimed to achieve this by strengthening the relationship between 36 grassroots Older People's Forums (OPFs) and the national level SAOPF and building the capacity of 30 Southern African Age Network (SAAN) member

CSOs, facilitating data collection and evidence based advocacy and influencing strategies that take older people's issues and concerns to relevant stakeholders at the district, provincial and national level.

Regular engagement between government, CSO members of the SAAN and older people at the grassroots level via OPFs with coordinated monitoring data on service delivery was designed to support efforts of ensuring improved and older people inclusive access to services. Opportunities were identified to engage and influence government departments during NDP planning cycles to ensure civil society is better placed to input the opinions and experiences of older people.

The overall objective of the **"Strengthen the Voice of Older People to engage with Local Government"** was to ensure that the South Africa's National Development Plan, and wider government policy processes, are more effective in addressing older people's key needs and constraints.

Specifically, the project sought to enable and capacitate older people to meaningfully engage with local government structures to ensure South African National Development Plan activities integrate older peoples' perspectives and needs with a multi-generational and cross-community support in 6 districts of 4 provinces'.

The following four results were targeted for achievements:

*Result 1:* Strengthened capacity of 36 Older Persons Forums (OPFs) in 6 districts to engage with the South Africa Older Persons Forum (SAOPF) network and to better work on behalf of older people.

*Result 2:* Strengthened capacity of 30 local ageing CSOs who are members of the South Africa Age Network (SAAN) to raise awareness, campaign and advocate effectively for older people inclusive service delivery in the National Development Plan activities.

*Result 3:* Regular and effective engagement between 30 CSOs, 36 OPFs and local (6 authorities) and provincial (3 provinces) government, ensuring that older people are mainstreamed in service delivery and in the implementation of programmes related to the National Development Plan.

*Result 4:* Strong intergenerational and cross community support for inclusion of older persons in local development and service delivery at both local and national level

The four result areas have certain specific targets that were supposed to be achieved by the project. These will be assessed for effectiveness by this evaluation.

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

This final evaluation is intended to assess the relevance, performance, management arrangements and success of the project against the plans that were proposed at inception. It will also assess potential impact of project activities on amplifying the Voices of Older People in South Africa and their empowerment to engage with Local Government and review the extent to which activities initiated by the project and their results can be sustained including the contribution of the project to the capacity development of partner SAAN. The evaluation will also be expected to identify/document lessons learned and to make recommendations that project partners and stakeholders might use to facilitate the

sustenance and possible design and implementation of the current and future related projects and programmes.

### **3. Justification**

Development projects, such as this one are designed to create social change in the society. Such changes can only be measured independently using standard parameters defined by the evaluation. This evaluation is necessary in order to assess the potential for real change that has taken place and the effectiveness of the project and also to draw lessons for possible replication. It will also provide recommendations for possible strategies for replication and possibly taking this to scale within the SAAN network. The evaluation will also provide evidence to policy advocacy and any possible need for policy and institutional reform.

### **4. Methodology, Scope & Tasks**

The evaluation will be conducted through a participatory process, promoting maximum input from all relevant stakeholders, including government officials, NGOs and older persons through the SAAN. In order to guide and inform the evaluation process, a committee comprising of: SAOPF and HelpAge SA leadership, Regional Monitoring and Learning Manager and Regional Head of Programmes will be established to steer the evaluation process.

The evaluation will use mainly qualitative methods and secondary data analysis with quantitative methods applied as appropriate to evaluate the project across its implementation points. The evaluation will address the following key questions:

- To what extent have the project strategies and activities achieved their goals and objectives?
- What are the potential impact of the project activities on older men and women?
- Are there differences in the way older men and women were impacted by the project activities?
- Have there been any unforeseen effects?
- To what extent have the various levels of government have made changes to the way they deliver services to older men and women
- What challenges were experienced by SAOPF and HelpAge and how were these addressed/overcome?
- What lessons have been learnt by SAOPF and partners?
- What recommendations can be made on the future direction of the project?

In undertaking the evaluation, relevant project documents, reports, and statistics will be reviewed. In addition, research tools will be designed to gather input from:

- relevant officials at the local, district, provincial and national level and in the implementation locations, including older persons;
- local and national government representatives
- other development partners.

The following main tasks will be undertaken:

1. An in-depth document Review: SAOF project documents, Logical framework, monitoring reports and annual reports.

2. An inception report for the evaluation: discussed and agreed upon by the steering Committee together with draft Evaluation Methodology and Tools for review by the Steering Committee prior to the commencement of the evaluation process.
3. Data Collection key informant interviews, focus group discussions, and observation from project site visits.
4. Analysis and Report Writing: Analysis of the data and produce the evaluation report with recommendations.
5. Presentation of Findings: at the conclusion of the exercise, this will be a validation presentation to stakeholders
6. Finalization of the Report: based on input from stakeholders, HelpAge and SAOPF staff.

### **Expertise required**

- A postgraduate qualification (Masters or above) in Social Sciences or in a discipline relevant to this assignment with a minimum of 5 years' experience.
- Proven experience in research methods and in the evaluation of technical assistance projects relevant to the themes covered by this project (with evidence to be included as part of the Expression of Interest).
- Strong communication skills, proficient in working across all levels of institutions with experience of conducting interviews sensitively in a range of contexts.
- excellent report writing skills in English
- Knowledge of local languages will be an added advantage.

### **Time-frame**

The evaluation should commence on 1 February, 2018 with field visits scheduled to take place between 5 February to 16 February 2018. It is anticipated that the evaluation will take no more than 25 working days, including preparation, travel, briefings/debriefings and external meetings, presentation/revision of findings to SAOF and preparing the report.

### **Expressions of Interest:**

Expressions of interest are sought from applicants meeting the criteria above. These should be addressed to:

[maria.gotha@helpagesouthafrica.org](mailto:maria.gotha@helpagesouthafrica.org) copy Enos.Omondi@helpage.org no later than midnight 14 January, 2018.

Expressions of interest should include

- a cover letter: A short (one page) cover letter addressing the selection criteria above.
- the applicant's CV (maximum 3 pages) outlining his/her experience
- an example of a relevant piece of work undertaken by the applicant
- technical proposal (maximum five pages) illustrating the applicant's understanding of the TOR and task to be accomplished, plus a draft evaluation framework and plan including any logistic support required.
- financial proposal: The financial proposal should provide cost estimates for services rendered including daily consultancy fees.