

## TERMS OF REFERENCE

<b>1. Position Title</b>	<b>Consultant(s) for Mid-term Program Evaluation</b>
<b>2. Time Commitment</b>	Up to 18 days, finish by 31 May 2025
<b>3. Budget</b>	To be discussed based on quote
<b>4. Location</b>	Remote, travel to Thailand may be considered
<b>5. Reporting To</b>	Myanmar Program Manager
<b>6. INTRODUCTION</b>	
<p><b>WHO ARE WE?</b> International Women's Development Agency (IWDA) is an Australian-based organisation that resources diverse women's rights organisations (WROs) primarily in Asia and the Pacific and contributes to global feminist movements to advance our vision of gender equality for all. We have worked for more than 35 years to defend and advance the rights of diverse women and girls.</p> <p>As Australia's only development organisation entirely focused on gender equality, IWDA's approach represents a third way between the models of women's funds and international development NGOs. We resource the work of diverse WROs, enabling them to be more effective by providing accompaniment that goes beyond funding while also contributing to feminist movements through advocacy, knowledge creation and translation. Our strengths lie in fostering deep and long-lasting relationships with the network of WROs we endorse.</p> <p><b>OUR VISION</b> Gender equality for all</p> <p><b>OUR PURPOSE</b> To defend and advance the rights of diverse women and girls.</p> <p><b>VALUES</b> Feminist, <b>A</b>ccountable, <b>C</b>ollaborative, <b>T</b>ransformative</p> <p><b>All IWDA consultants are required to</b></p> <ul style="list-style-type: none"> <li>• Support and demonstrate IWDA's Values and Behavioural Competencies</li> <li>• Act at all times in accordance with IWDA's Code of Conduct and Policies</li> <li>• Comply with IWDA's Occupational, Health, Safety &amp; Wellbeing Policy and practices</li> <li>• Support a child safe organisation and undertake a police check prior to commencement.</li> </ul>	
<b>7. PROGRAM OVERVIEW</b>	
<p>Women Leading Change (WLC) is a five-year program to support Women's Rights Organisations (WROs) in Myanmar. The program started in March 2022, and is delivered by IWDA and five WROs based in Thailand and Myanmar.</p>	

WLC's theory of change is based on the [Gender at Work Framework](#) and is designed to enable the program to be flexible, adaptive, and responsive, ensuring timely and appropriate support for WROs and their communities. The goal of WLC is to strengthen WROs and feminist movements so they can strategically influence the socio-political landscape at different levels and advance gender equality and the rights of women & girls, with four outcomes:

1. **Sustainability & Resilience:** WROs' sustainability and resilience are increased through strategic provision of core funding and learning opportunities
2. **Voice, Agency, and Advocacy:** WROs' capacity for influence is deeply reinforced to affect policy- and decision-making, and to increase women's social and political participation
3. **Protection:** Women and their communities have access to emergency response & GBV service including psychosocial support and better adapt to social, political and economic changes
4. **Information, Documentation & Research:** WROs have resources to conduct ethical, relevant, and safe documentation and generate critical evidence to inform service provision and influence key stakeholders

WLC's Monitoring, Evaluation, Accountability and Learning (MEAL) Framework emphasises outcome-level monitoring, hypothesis-driven indicators, planned reflections, and a systems approach to support adaptive programming. Additional program details will be provided to the consultant(s) at the start of the evaluation.

## 8. CONSULTANCY BACKGROUND & OBJECTIVES

IWDA is seeking **a consultant or team of consultants** with extensive experience in monitoring and evaluation focused on culturally and linguistically diverse target audiences in the Majority World<sup>1</sup> to conduct a Mid-Term Evaluation of the WLC program. The evaluation serves as a key component of the program's MEAL plan, analysing ongoing monitoring and regular reflection inputs to:

1. Assess the capacity of Myanmar's feminist movement at the mid-term stage, using the contextualised [Global Fund for Women Movement Capacity Assessment Tool](#).
2. Assess WLC's mid-term progress in relation to the program's goal and four high-level outcomes.
3. Provide recommendations to optimise program implementation, ensuring the successful achievement of the targeted outcomes by December 2026 and suggestions for the program's next phase.

## 9. SERVICES TO BE PROVIDED

The mid-term evaluation will be guided by the Program's Narrative, MEAL Framework, Theory of Change, Logframe, Baseline Review and Annual Reports; the [Global Fund for Women Movement Capacity Assessment](#)<sup>2</sup> methodology and tools; and [IWDA's Feminist Research Framework](#) and will be conducted in three following

<sup>1</sup> IWDA chooses to use the term 'Majority World' in place of 'global south', 'developing world' or 'third world', and 'Minority World' in place of 'global north', 'developed world' or 'first world'. This is a political choice, as using this language demonstrates that 'global south' populations and cultures are in the global majority, thereby challenging the problematic hierarchies implied by other commonly utilised terminology.

<sup>2</sup> This tool has been contextualized at WLC's Baseline Review

phases:

**Planning Phase:** During this phase, the consultant(s), in consultation with IWDA and the WLC implementing partners, will develop a comprehensive work plan with a detailed methodology and necessary travel plans; reviewing the [Global Fund for Women Movement Capacity Assessment](#) survey questions developed during the Baseline Review and make relevant updates to ensure an appropriate sample size and representation, considering Myanmar's evolving context; and submitting an Ethic Proposal to IWDA's Ethics Committee, accompanied by a risk management plan.

**Data Collection Phase:** During this phase, the consultant(s), in consultation with IWDA and the WLC implementing partners, will collect data by administering the [Global Fund for Women Movement Capacity Assessment](#) online survey; conducting a desk review of relevant program documents; and carrying out interviews and/or focus group discussions (FGDs) with relevant program stakeholders.

**Synthesis Phase:** This phase involves preparing and presenting preliminary findings and recommendations to IWDA and the WLC partners and developing the mid-term evaluation report. Preliminary findings will be shared with IWDA and the WLC implementing partners during the Annual Reflection Workshop in May 2025.

## 10. REPORTS REQUIREMENTS, TIMELINE & BUDGET

### Report Requirements

The reports should be in English and must follow [IWDA's Feminist Research Framework](#) and match IWDA's quality standards and style guide. The report could be illustrated, as appropriate, with maps, graphs, and tables. Key report requirements for each phase include:

#### **Planning Phase**

- A comprehensive Work Plan with a detailed methodology for data collection and synthesis, including necessary travel plans/budget with a specific timeline. If contracting a team, the methodology should outline the roles and responsibilities of each team member.
- Reviewed and updated [Global Fund for Women Movement Capacity Assessment](#) survey questions and a list of potential survey respondents and their contact information.
- An Ethic Proposal to be submitted to IWDA's Ethics Committee, accompanied by a detailed risk management plan.

#### **Data Collection Phase**

- [Global Fund for Women Movement Capacity Assessment](#) survey results, including response rates, raw data, and a summary of preliminary analysis.
- A Desk Review Report summarising findings from program documents, baseline assessments, donor and partner reports, and relevant studies on Myanmar's gender equality and women's rights policies, while identifying key program gaps, trends, and insights relevant to the assessment.
- A Summary of Interviews and/or Focus Group Discussions (FGDs) highlighting qualitative and quantitative insights from stakeholders, including recurring themes, challenges, and opportunities.

#### **Synthesis Phase**

- A Preliminary Finding Report and/or a PowerPoint presentation

- A Program Mid-term Evaluation Report (maximum of 15 pages, plus Annexes)

All reports will be distributed electronically and sent directly to IWDA by the due dates. All documents and discussions relating to this evaluation are confidential, and all products remain the property of IWDA.

### Timeline & Budget

The deadline for the consultancy application is **06 January 2025**. After signing the contract, eighteen (18) days of consultancy service shall be rendered tentatively by January 2025. Specific dates of the activities shall be determined depending on the actual availability within the suggested timeframe:

	Deliverables	Duration	Tentative Due Date
<b>Planning</b>	A Comprehensive Work Plan with a Detailed Methodology	1 day	31 January 2025
	Reviewed and Updated Global Fund for Women Movement Capacity Assessment Survey Questions	1 day	
	An Ethic Proposal and Risk Management Plan (if applicable)	1 day	
<b>Data Collection</b>	A Desk Review Report	2 days	31 March 2025
	Global Fund for Women Movement Capacity Assessment Survey Results	1 day	
	A Summary on Interviews and/or FGDs Results	7 days	
<b>Synthesis</b>	A Preliminary Finding Report and/or a PowerPoint presentation	2 days	21 April 2025
	Workshop with IWDA and the WLC implementing partner	1 day	May 2025
	A Program Mid-term Evaluation Report (maximum of 15 pages, plus Annexes)	2 days	31 May 2025
<b>TOTAL</b>		<b>18 days</b>	

Remuneration shall be based on IWDA consultancy rate, according to qualifications and experience of the final applicant. Any expenses associated with the evaluation activity, such as travel, accommodation, meals, etc. will be covered by IWDA.

### 11. REQUIREMENT SKILLS & EXPERIENCE OF THE CONSULTANTS

The consultant/s should possess the following skills and experience:

- At least 5-7 years of relevant professional experience supporting gender and development initiatives for culturally and linguistically diverse target audiences in the Majority World, including conducting 3-5 evaluations of programs promoting gender equality, women's human rights, and feminist movement, particularly in Southeast Asia, Myanmar and/or other conflict-affected settings.
- Extensive experience on data collection and analysis, with excellent attention

to detail and a commitment to data integrity, ensuring data is accurate, thorough, appropriately analysed, and compliant with data security and confidentiality requirements.

- Excellent facilitation, communication and networking skills with at least 5-7 years of experience working in sensitive environments.
- Previous experience collaborating with stakeholders within and outside an organisation, across various levels of hierarchy.
- Strong time management skills and a proven track record of delivering projects on time and within budget.
- Ability to work autonomously and remotely under general direction.
- Commitment to feminist practices and approaches.
- Excellent command of English, both spoken and written

#### **DESIRABLE**

- A master's degree in political science, international development, peace and conflict studies, or a related field is highly desirable.
- Applicants based in Myanmar and Thailand are preferred; proficiency in Burmese is an advantage.
- Strong knowledge of and experience with the Gender at Work Framework and the Global Fund for Women Movement Capacity Assessment Tool.
- Familiarity with remote data collection methods, including phone interviews, online questionnaires, online focus group discussion, text messaging, etc.

#### **12. EXPRESSION OF INTEREST**

Applicants are invited to submit Expressions of Interest by **11.59pm 06 January 2025**, to the Program Coordinator, [wyaki@iwda.org.au](mailto:wyaki@iwda.org.au) including:

1. A Cover Letter of no more than 2 pages, addressing:
  - An outline of how you would approach delivering this evaluation, including how you would integrate feminist and decolonial principles into your approach
  - Total contract amount with daily profession fee rate(s) and travel budget estimation. Additional days can be proposed with clear justification.
  - If the proposal is for a team to complete the work, it must clearly state the roles and responsibilities of each team member. An additional page may be included to provide this information if necessary.
2. A Curriculum Vitae (CV) of no more than two pages.
3. An example of a project evaluation report you have completed within the last 18 months.

Please note that a detailed work plan and methodology are *not* required at this stage. Expressions of interest that do not cover these requirements will not be considered.