1. Overview

The Children’s Investment Fund Foundation (CIFF), in partnership with FRIDA, is commissioning an impact evaluation of The Young Feminist Fund.

The consultancy is expected to take place from August 2020 to December 2021, with an application deadline of 20th July 2020.

2. Background

CIFF is an independent philanthropic organisation, with offices in Addis Ababa, Beijing, London, Nairobi and New Delhi. Established in 2003, CIFF works with a wide range of partners seeking to transform the lives of children and adolescents across the world. CIFF’s areas of work include maternal and child health, adolescent sexual health, nutrition, education and income generation, child protection and supporting smart ways to slow down and stop climate change.

CIFF-funded programmes place significant emphasis on quality data and evidence. Before making an investment and during implementation, CIFF works with partners to measure and evaluate progress to achieve large scale and sustainable impact. For more information, please visit: www.ciff.org.

FRIDA provides young leaders with the resources they need to amplify their voices and bring attention to their work, and the support, flexibility and network to keep their vision and influence alive. FRIDA’s mission isn’t only to fund small pockets of change. We believe that moments create the momentum for movements. We provide diverse resources and opportunities to build the resilience of young women, girls, and trans*youth who are coming together to make a change. Their organizing is critical to expanding, rejuvenating, and sustaining social justice movements, now and in the future. We’re working with funders and institutions to change the way feminist causes are supported, and by making sure that young women, girls, and trans*youth have a voice in how resources are mobilized and decisions are made. For more information, please visit: https://youngfeministfund.org/

CIFF’s investments in FRIDA – February 2019 to March 2022

The goal of this investment is to support mobilisation of young feminists, and further build the global evidence-base on how meaningful resourcing of young feminist activists and their organisations can enable policy and norms change.

FRIDA’s grantmaking approach reflects the following objectives:

1. Provide flexible seed funding to innovative initiatives and groups led by young feminists around the globe.
2. Strengthen young feminist-led groups with capacity development, linking, and learning opportunities based on their identified priorities.
3. Amplify the voices, contribution, and influence of young feminist activism within broad social movements.
4. Engage in and leverage diverse partnerships that contribute to increased and better resources for young feminist activists and the wider feminist movement.
5. Develop FRIDA’s governance structure, internal systems, and capacity so that it is a resource-full, effective institution.

FRIDA’s Theory of Change is available here: https://youngfeministfund.org/theoryofchange/ and in Annex 3.

6. Purpose & Scope

The purpose of this assignment is to assess the contribution of FRIDA’s work on:
a) Changing laws or policies through increasing policy prioritisation and support.
b) Changing norms, culture and individual or community attitudes, behaviours and practices.
c) Strengthening the capacity of young feminist organisations and the network of young feminist activists.
d) Any unplanned results or diffusion impact of FRIDA’s grantmaking outside the limits of its original theory of change.

The findings from this evaluation will build the evidence on what works in supporting young feminists and may inform future funding by donors. Moreover, we expect the evaluation will produce actionable insights & recommendations that can be adopted by FRIDA in the context of strategy refresh, in line with FRIDA’s values and ways of working and new Strategic Plan.

7. Methodology & Work Plan

Considering that this will be an advocacy evaluation, suitable evaluation methodologies may include: contribution analysis, outcome mapping, process tracing, Qualitative Impact Protocol, Most Significant Change, etc.

We expect the following evaluation activities will be needed:

- Collect and analyse primary data on the main outcomes (changes in policies, norms, capacity) at baseline and endline.
- Pull together and analyse secondary data on the 3 main outcomes of interest (data sources will depend on the specific policies & norms targeted through FRIDA’s funding and selected for the evaluation; monitoring data and other research from FRIDA’s MEL Unit).
- Triangulate primary and secondary data collection with an independent analysis of the added-value of FRIDA’s presence. A possible approach for this could be comparing (if possible) FRIDA countries with non-FRIDA countries, and overlaying the contribution analysis of FRIDA’s impact with quantitative analysis on women’s movements (see recent research by Laurel Weldon on the Feminist Mobilisation Index). We are open to suggestions on innovative and participatory methods of using a combination of qualitative and quantitative data to assess contribution and add rigour to the final findings. FRIDA also works at global level – during the inception phase the evaluator(s) will work with FRIDA and CIFF EME to decide the unit of analysis that is most appropriate.
- Provide clear and concise assessment of the impact of CIFF’s grant and corresponding recommendations for future funding & programming.

Evaluation outputs may be published and/or shared with partners of FRIDA and CIFF, pending the written informed consent of FRIDA and CIFF.

In terms of principles for carrying out the evaluation, we believe this work will benefit from:

- Feminist evaluation approaches
- Triangulation of data sources
- Mixed methods

Interested applicants should submit an illustrative methodology and work plan to achieve the above objectives, which will be used to assess proposals.

---

1 We are commissioning this evaluation 1.5 years after CIFF first started investing in FRIDA. To the extent possible and without compromising on robustness, we are open to considering a retrospective baseline.
The contracted consultant(s) will then develop a detailed methodology and work plan within the first month of the assignment, in consultation with CIFF and FRIDA. Therefore, the above activities are subject to change.

FRIDA has recently hired a consultant to develop the MEL framework for FRIDA’s new Strategic Plan. This entails updating the goals, outcomes and indicators. This will be completed by November 2020. The baseline report should therefore be updated in January/February 2021 to reflect any changes to the overall goals and approach of the evaluation, taking into account the updated outcomes and indicators.

FRIDA is also in the process of completing two pieces of research which can be used as data sources for the evaluation: (1) a longitudinal Study - a 9-month study of which the main research question was: What is the impact of young feminist organizing and how has FRIDA’s relationship with young feminist groups supported/contributed to this? And (2) a Participatory Grantmaking (PGM) research, a participatory initiative that is working with young feminist activists as co-researchers (compensated + trained).

8. Deliverables & Tentative Timeline

The tentative timeline for this assignment is between August 2020 and December 2021. Key deliverables identified for this assignment include:

1. Evaluation protocol, including the data collection tools, analysis and reporting workplan (by 1st Sept 2020)
2. Draft baseline report (by 15th October 2020)
3. Updated baseline report (by 1st February 2021)
4. Endline report with dashboard/visualisation and actionable recommendations (November 2021)
5. Dissemination products (December 2021)

Given the COVID19 situation, and the nature of this evaluation, we expect that a large part of the data collection can be undertaken online (desk research and online interviews). Please note that FRIDA has currently implemented a safety & wellbeing measure to cancel all organizational travel until the end of 2020.

We encourage evaluators to opt for concise reports and to include visualisations of insights as part of their deliverables.

Accompanying the endline report we would like to build a dashboard/visual tool for staff and FRIDA’s community with the key insights from the evaluation and the recommendations in order to promote engagement with the evaluation findings and usability of the recommendations.

Additional dissemination products (factsheets, presentations, webinars, etc.) may be proposed by applicants, with the purpose of aiding the learning process.

6. Qualifications & Experience

Consultants, firms, and consortia are invited to submit proposals for this assignment. Competencies and experience include:

1. Proven track record of evaluating advocacy programmes/grassroots organisations and required experience of evaluating young feminist organisations/activists/grassroots movements.
2. Expertise in using mixed research methods suitable for policy and advocacy programmes and community mobilisation.
3. Solid understanding of the current challenges and state of play for youth leadership and feminist organising in the Global South.
4. Familiarity with women’s funds
5. Previous experience of producing actionable research.

7. Budget

Proposed budgets will be reviewed with respect to the suitability of the work plan and activities for achieving the deliverables in a cost-effective manner. A cap of $50,000 (inclusive of VAT) has been earmarked for this exercise.
8. Application Procedures

Please note that all personal data and application materials provided by applicants will be used in accordance with applicable UK privacy regulations in the UK, and all records will be deleted after the application process, unless applicants specifically mention that they agree for their applications to be held by CIFF for potential evaluation work in the future.

Applicants should further note the TOR specification in Annex 1 of the TOR.

The anticipated deadline of the submission of the full proposal is 20th July 2020. Please submit all materials to ccampian@ciff.org before 5pm UK time on Monday 20th July.

CIFF understands that background information is limited for a detailed proposal, and therefore request proposals to be limited to 8 pages or less to highlight the consultant/s relevant experience and illustrate how they will approach and budget an exercise to achieve the above stated objectives within the timeframe and given budget. The full proposal should include two components:

1) A technical proposal that does not exceed 8 pages, consisting of the proposed methodology, work plan, and highlight of individual or team members' relevant background.

2) An illustrative budget (per provided template) that itemizes costs in USD for the proposed work plan and given timeline. The financial proposal should clearly itemize the budget necessary for different work streams, and clearly state the cost of key personnel in daily rates. Please review CIFF’s overhead policy in Annex 2 of this TOR. Please include VAT if applicable.

3) Annex:
   - CVs for each key team member/s who will be working on the assignment; 2-page limit per CV.
   - References: At least three relevant references and contact information
   - At least one example of a work product most relevant to those identified for this assignment.

Proposals should be professionally presented, submitted electronically via email in Microsoft Office format, in English, with font no smaller than 11 point. Where documents are embedded within other documents, please provide separate electronic copies of these embedded documents.

Applicants should submit only such information as is necessary to respond effectively to this ToR. Unless specifically requested, extraneous presentation materials are neither necessary nor desired. Submissions will be evaluated on the basis of information submitted by the deadline.

Where the applicant is a company, the proposal must be signed by a duly authorised representative of that company. Where the applicant is a consortium, the proposal must be signed by the lead authorised representative of the consortium, which organisation shall be responsible for the performance of the contract. In the case of a partnership, all the partners should sign or, alternatively, one only may sign, in which case she or he must have and should state that she or he has authority to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership.
For any further queries or clarifications kindly send inquiries to ccampian@ciff.org.

9. Proposal Assessment Criteria

The following criteria will be used to evaluate proposals, with the technical component weighted as 65% and the financial proposal as 35% of the proposal’s overall assessment.

### Criteria for Technical Component

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous experience with similar assignments</td>
<td>40%</td>
</tr>
<tr>
<td>Proposed staffing plan (demonstrated technical, managerial and capacity development experience in team members)</td>
<td>20%</td>
</tr>
<tr>
<td>Methodology</td>
<td>30%</td>
</tr>
<tr>
<td>Professional presentation of technical proposal</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

### Criteria for Financial Component

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Realistic illustration of potential expenses</td>
<td>30%</td>
</tr>
<tr>
<td>Unit costs for potential expenses</td>
<td>30%</td>
</tr>
<tr>
<td>Professional salaries</td>
<td>30%</td>
</tr>
<tr>
<td>Professional presentation of financial proposal</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

---

Annex 1: TOR Specifications

1) While the information contained in these terms of reference is believed to be correct at the time of issue, no liability is accepted for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this Terms of Reference (including the annexes) and in respect of any other written or oral communication transmitted (or otherwise made available).

2) Contracting is also subject to the selected party having all necessary authorisations and approvals.

3) Neither the issue of these terms of reference, nor any of the information presented in it, should be regarded as a commitment or representation on the part of CIFF (or any other person) to enter into a contractual arrangement.

4) No publicity regarding these terms of reference, the evaluation, or the award of any contract will be permitted unless and until CIFF has given prior written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of the evaluation, the contents or any proposals relating to it without the prior written consent of CIFF.

5) The applicant shall treat all information obtained as a result of these TOR as confidential and shall not use any such information other than for the purpose set out in these TOR.

6) CIFF reserves the right to:
   a. Waive or change the requirements of these terms of reference from time to time without prior (or any) notice being given by CIFF.
   b. Seek clarification or documents in respect of a submission by a party.
   c. Disqualify any party that does not submit a compliant submission in accordance with the instructions in these terms of reference.
d. Disqualify any party that is guilty of serious misrepresentation in relation to its submission or expression of interest.

e. Withdraw these terms of reference at any time, or to re-invite parties on the same or any alternative basis.

f. Choose not to award any contract as a result of the current procurement process.

g. Make whatever changes it sees fit to the timing, structure or content of the procurement process, depending on approvals processes or for any other reason.

7) CIFF will not be liable for any bid costs, expenditure, work or effort incurred by a party in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by CIFF.

Annex 2: CIFF Overhead Policy

CIFF’s overhead re-imbursement policy is that we will support indirect reimbursement up to:

- 10% on true direct programme costs (and approximately allocated HR costs),
- 5% on the value of sub-contracts and sub-grants, and
- 0% on equipment purchases or procurement

Procurement is defined as any substantial purchase of goods directly related to programme goals (vehicles, medical equipment, drug purchases, and substantial travel costs) funded directly, or indirectly, by a CIFF grant.

Direct and Indirect Cost Definitions

<table>
<thead>
<tr>
<th>Direct Costs</th>
<th>Indirect Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries of employees directly attributable to</td>
<td>Facilities not acquired specifically and exclusively for the project (eg.</td>
</tr>
<tr>
<td>the execution of the project</td>
<td>Foundation, Institute, or University headquarters)</td>
</tr>
<tr>
<td>Fringe benefits of employees directly attributable</td>
<td>Includes Project Management</td>
</tr>
<tr>
<td>to the execution of the project</td>
<td>Includes administrative support solely dedicated to the project</td>
</tr>
<tr>
<td>Consultants whose work is directly attributable</td>
<td>Includes Project Management</td>
</tr>
<tr>
<td>to the execution of the project</td>
<td>Includes administrative support solely dedicated to the project</td>
</tr>
<tr>
<td>Office and similar supplies directly attributable</td>
<td>Travel for employees directly attributable to the execution of the project</td>
</tr>
<tr>
<td>to the execution of the project</td>
<td>Sub awards directly attributable to the execution of the project (subject to</td>
</tr>
<tr>
<td>Sub awards directly attributable to the execution</td>
<td>lower reimbursement rates)</td>
</tr>
<tr>
<td>of the project (subject to lower reimbursement</td>
<td>Sub contracts directly attributable to the execution of the project (subject</td>
</tr>
<tr>
<td>rates)</td>
<td>lower reimbursement rates)</td>
</tr>
<tr>
<td>Lease costs for facilities newly acquired and</td>
<td>Permanent lease costs for facilities newly acquired and specifically used</td>
</tr>
<tr>
<td>specifically used for the grant project (</td>
<td>for the grant project (excludes existing facilities). For example:</td>
</tr>
<tr>
<td>excludes existing facilities). For example:</td>
<td>- A new field clinic</td>
</tr>
<tr>
<td></td>
<td>- New testing laboratories</td>
</tr>
<tr>
<td></td>
<td>- Project implementation unit office</td>
</tr>
<tr>
<td>Utilities for facilities acquired for and directly</td>
<td>Includes Project Management</td>
</tr>
<tr>
<td>attributable to the execution of the project</td>
<td>Includes administrative support solely dedicated to the project</td>
</tr>
</tbody>
</table>

- Executive administrators
- General ledger accounting
- Grants accounting
- General financial management
- Internal audit function
- IT support personnel
- Facilities support personnel
- Scientific support functions (not attributable to the project)
- Environmental health and safety personnel
- Human resources
- Library & information support
- Shared procurement resources
- General logistics support
- Material management
- Executive management (CEO, COO, CFO, etc.)
- Other shared resources not directly attributable to the project or institutional legal support
- Research management costs
- Depreciation on equipment
Annex 3: FRIDA Theory of Change

Vision: A world where girls, young women, and trans* and gender non-binary youth live freely and happily, exercising their sexual and reproductive health and rights.

Goals:
- Reformed Policies and Practices: Adopted to enable transformative dialogue and collaboration between a variety of actors through various movements and geographies.
- Reimagined Rights and Gender Norm Change: Catalysts towards behaviors and attitudes towards more equitable systems and cultures.
- Strengthened Alliances: Improved relationships, networks, and collaboration among young feminists, organizers, and other actors in support of just, gender-equal policies.
- Increased Policy Prioritization and Support: Increased political and base support for young feminist priorities in Beijing-25 processes and other gender equality movements.
- Shift in Norms: More favorable attitudes and beliefs that support feminist leadership and ideas for more gender just worlds both in local contexts and between policy-makers.

Outputs:
- Resources: Young feminists have increased financial resources to collaborate and catalyze intersectional and cross-regional movement building.
- Influence: There is greater evidence and awareness of the impact of young feminist organizing amongst decision-makers.
- Capacities: Young feminist activists have strengthened capacity and increased participation at the local and global level.

Core Activities:
- Capacity building for monitoring, evaluation, and learning
- Grantmaking (Core, Advocacy, Collaboration, Capacity)
- Accompaniment Program
- Research and evidence building
- Influencing events
- Convenings and consultations
- Internal strengthening
- Strategy development