

Terms of Reference

1. Required supply: AmplifyChange Partnership grants review

2. Background

AmplifyChange is an independent, not-for-profit grant-making organisation that supports local civil society organisations to advocate for sexual and reproductive health and rights (SRHR). Through a range of grants, AmplifyChange seeks to make substantive changes to sexual and reproductive health and rights whilst simultaneously strengthening civil society movements. The majority of AmplifyChange grants are implemented in Africa and South Asia. More information is available at <https://amplifychange.org>

As part of its **2021-2025 strategy** AmplifyChange introduced **new Partnership Grants** to enable on-granting to smaller civil society groups. 'On-granting' specifically means that Partnership grant holders are able to provide grants, and organisational support, to smaller civil society organisations within their movement. This is a key change from the first phase of AmplifyChange, and increasingly important to support more resilient movements for the most challenging issues, such as LGBTIQ rights, or in countries with closing civic space. Partnership grants help strengthen the capacity of a growing constellation of organisations in LMICs to be dynamic regional and global leaders in advocating for SRHR for all and support more sustainable and resilient local responses. They help embed advocacy and grant support decision making and proximate to the countries where civil society seeks to bring about positive change.

3. Scope of project/work

With this TOR, AmplifyChange seeks to identify a consultant (or a team of consultants), as follows:

- to evaluate the application process and implementation of the newly developed AmplifyChange Partnership grants (2021-2024)
- to assess the ways in which AmplifyChange Partnership grants have influenced the organisational capacities of Partnership grantee partners and their on-grantee partners' ability to support individuals, communities, services, policies, and, where relevant, broader movements.
- to assess ways in which the Partnership grant model has 'shifted the power' and what the experience of this has been.
- to define recommendations in terms of future iterations and improvements of Partnership grants

The findings and learnings from this assessment will be shared externally. They will also contribute to improvements in AmplifyChange's future support to grantee partners.

It is estimated that 4 AmplifyChange Partnership grantee partners (based in Kenya, Mali, South Africa and Zimbabwe) and a sample of 9 on-grantee partners will participate in the assessment (the final number is to be confirmed).

The assessment will consider:

- The impact AmplifyChange funding and support had on:
 - o Organisational strengthening of the Partnership grantee partners (including developing capacities for grant making) and the organisations they are supporting
 - o Progress towards SRHR advocacy outcomes
 - o Movement building
- What has worked well and what has been more challenging during the implementation of the Partnership grants

4. Deliverables

Approach and Methodology

The assessment will include, at a minimum, desk reviews of the original Partnership grant call, selected grant agreements and grant reports to obtain an understanding of the work proposed and undertaken by grantee partners. Each assessment will also include interviews with grantee partners, their on-grantee partners, and other relevant stakeholders, such as, among others, AmplifyChange staff and advisors.

Desk reviews of the local context over the past decade regarding relevant SRHR grant making in South Africa, Mali, Zimbabwe and Kenya will be required to set the context in which the Partnership grantee partners have worked, and to establish an understanding of the contribution these grantee partners have made toward any relevant changes in the funding landscape for grassroots organisations.

Deliverables:

Participation in an **inception meeting** with AmplifyChange staff, local strategic advisors.

Reports:

- A draft report (date to be agreed – no later than early May 2024)
- A final report outlining the main findings and recommendations in a reader friendly and accessible format (estimated to be 5-7 pages including annexes)
- 1-2 pages long executive summary (date to be agreed – no later than mid-May 2024)
- A brief slide deck summarising the findings and learnings.

Presentations:

- Feedback workshop(s) with grantee partners and other relevant stakeholders who participated in the study;
- Presentation of findings to AmplifyChange governing bodies, donors, and team.

Data: to be agreed on but potentially including anonymised coded and analysed data and interview transcripts.

5. Key risks and assurances

All data collected during the study would be considered to be the property of AmplifyChange. All information relating to the identity of respondents will be retained securely by the consultant. Data may not be used without prior permission from AmplifyChange. A Data Processing Annex will be included in the contract and consultants will be required to comply with GDPR regulations.

6. Data protection particulars

Is it anticipated that the Supplier will process personal data on behalf of AmplifyChange?

Yes

1.	Nature of the processing	<i>Consultants are expected to carry out grantee partner interviews and review relevant grant documents</i>
2.	Type of personal data to be processed	<input checked="" type="checkbox"/> Contact details e.g. name, address, phone numbers Special category data: <input type="checkbox"/> Racial or Ethnic Origin <input type="checkbox"/> Political Opinions <input type="checkbox"/> Religious or Philosophical Beliefs <input type="checkbox"/> Trade Union Membership <input type="checkbox"/> Genetic Data <input type="checkbox"/> Biometric Data <input type="checkbox"/> Health Data <input type="checkbox"/> Sex Life or Sexual Orientation And/or <input type="checkbox"/> Criminal convictions or offence data
3.	The personal data being processed	<input type="checkbox"/> Staff <input checked="" type="checkbox"/> Grantees <input type="checkbox"/> Grant Applicants
4.	Purpose(s) for which the personal data is processed on behalf of the controller	Provision of services.

5.	Duration of the processing	Duration for which service is provided to AmplifyChange.
6.	Security Measures	Appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of such measures

7. Reporting

The consultant(s) will report to Emese Kovacs (Learning, Monitoring and Evaluation specialist), AmplifyChange.

8. Fees and expenses

- A maximum fee of **£10,000**
- Additional expenses must be agreed in advance with the Head of Operations.

9. Contract duration

- **Contract Start Date:** 10 April 2024 (exact date to be agreed)
- **Contract Duration:** estimated to be 8 weeks (dependent on proposed methodology)

10. Application process

Please submit your proposal by email to enquire@amplifychange.org by 5pm (GMT) on 3rd April 2024 with the subject line 'Partnership grants review application'. Please include the following documents/statements:

- Overview of relevant experience (maximum 2 pages)
- Description of proposed methodology and approach, including risk analysis (maximum 3 pages)
- Proposed Team Composition (including CVs)
- Budget breakdown, including daily rates in GBP, proposed level of effort, and anticipated expenses

1. Mandatory statements

Information received from potential suppliers will be received in good faith. Any subsequent discovery of deliberate misinformation being provided or of any illegal or corrupt practices being undertaken will result in the offer being rejected or any contract awarded being terminated.

Potential suppliers mandate to declare any perceived or real conflicts of interest at every stage of this procurement process.

The attention of potential suppliers is drawn to the list of exclusion criteria set out with the Evaluation Criteria.

2. Annexes

Selection criteria

Selection criteria will include:

- Demonstrated relevant experience and skills of team members
- Clarity of proposed approach
- Alignment with the values of AmplifyChange, demonstrated sensitivity where required
- Cost efficiency / Value for Money

Desirable:

- Fluency in French
- Relevant experience in multiple African countries
- Experience and / or knowledge of grant making

Organisations excluded from participation in procurement procedure

<p>These individuals or organisations may not be invited to be included in an AmplifyChange procurement process</p>	<ul style="list-style-type: none"> a) They are bankrupt or being wound up or are subject to an administration order. b) They have otherwise suspended business activities, are subject of proceedings concerning those matters, or have breached legal or regulatory conditions. c) They or those with powers over control and decision-making have been convicted of an offence concerning their professional conduct. d) They have been guilty of proven grave professional misconduct. e) They have not fulfilled obligations relating to the payment of social security contributions or taxes. f) They or those with powers over control and decision-making have been convicted for fraud,
---	--

	<p>corruption, involvement in a criminal organisation or money laundering.</p> <ul style="list-style-type: none">g) They make use of child labour or forced labour and/or practise discrimination, and/or do not respect the right to freedom of association and the right to organise and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).h) They do not support the general aims and values of AmplifyChange.i) Have any business relationships with the tobacco industry or affiliates, including accepting payments or receiving support from any tobacco product manufacturer or wholesaler, and/or having business relationships with any person, interest group, advocacy organization, or other business or organization that represents the interest of the tobacco industry.
--	--