



## **TOR: EXPRESSION OF INTEREST IN UNDERTAKING CONSULTANCY SERVICES FOR EVALUATION OF UMATI STRATEGIC PLAN**

**DATE OF ISSUE: Monday, February 13<sup>th</sup> 2023**

**CLOSING DATE: Tuesday, February 28<sup>th</sup> 2023, 17:00 hours EAT**

### **1. About UMATI**

Chama cha Uzazi na Malezi Bora Tanzania (UMATI) is an autonomous, non-political national NGO providing Sexual and Reproductive Health (SRH), information, education, and services in Tanzania. UMATI has been implementing SRH services and education since 1959 with a focus on Youth and underserved communities. UMATI became a member association of the International Planned Parenthood Federation (IPPF) since 1973 and has leveraged technical and financial support from this affiliation.

UMATI's current strategic plan was developed in 2015, and run from 2016 until 2019 but it was then extended by two years from 2020 until 2022, to allow for a deeper period of reflection about the future of its role in Tanzania and alignment with IPPF global strategic plan. The new strategy is expected to cover 2023-2028.

***Vision statement for UMATI:*** A Tanzania where people are free to choose and exercise their Sexual and Reproductive Health and Rights without discrimination

***Mission statement for UMATI:*** To champion SRHR, and provide information and services targeting the young and underserved

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

The purpose of the evaluation is to provide an independent reflective assessment of the work of UMATI over the period of its Strategic Plan - in particular through the implementation of its four strategic outcomes that is; Advocacy, Youth Empowerment, Provision of quality SRH services, and Institutional Strengthening.

The main objective of this formative evaluation is to ensure our next strategy builds on learning what has worked well, less well, or could work better across our four strategic pillars. It, therefore, needs to include an assessment of the opportunities and limitations facing UMATI.

This evaluation will help inform the future strategic direction for UMATI and any future partnership arrangements with Development Donors, by providing an assessment of the relevance and effectiveness of UMATI's work to date, and by identifying outcomes and indicators that can help shape the development of a new strategy.

### **3. Scope of Evaluation**

In particular, this evaluation will:

1. Assess progress against the objectives and outcomes of the strategic plan, including what has/hasn't worked well in the delivery of the plan and reasons why.
2. Assess the financial and operational effectiveness of UMATI to deliver on its strategy.
3. Provide recommendations for strengthened delivery of the strategy, including financial and resource requirements.

Specific questions that the evaluation may look at include;

#### **a. Relevance**

- Did the strategy provide an adequate response to the strategic challenges faced by UMATI's internal and external environment?
- Did the assumptions underlying the plan prove correct?
- Did the Strategy provide UMATI with a clear role and focus?
- Did it focus on the correct themes and strategic challenges?
- Were the activities plausibly linked to the intended effects?

#### **b. Effectiveness**

- What worked well, and why?
- Were the outputs and outcomes achieved, as identified in the results framework, and to what degree?
- Were the indicators appropriate and adequate in light of the desired outcomes?
- What were the main challenges or gaps in the delivery of the strategy? Were they 'known' or new?
- What are the key lessons learned in the delivery of the strategy?

#### **c. Efficiency**

- Were the outputs achieved on time?
- Was the capacity of UMATI sufficient to deliver on the programme required?

- How have we managed our finances and reserves, and assess our value for money and efficiency?
- Are organizational systems aligned to deliver the strategy in terms of finance, HR, governance etc.
- Is there sufficient oversight of the strategy?

### **Deliverables**

- a) An inception report detailing a comprehensive process of the evaluation, feasible time frames, and team.
- b) Progress reports
- c) Draft Evaluation report
- d) Presentation of the findings
- e) Final Evaluation report

### **4. Methodology**

- a) Review relevant documentation including the mid-term review, financial and audit reports, results frameworks, annual reports, and Operational plans, and other relevant documents for the period covered by the Strategic Plan.
- b) Hold interviews with selected internal and external stakeholders including SMT members, board members, staff, government representatives, and others.

### **Qualification and Experience**

- a) 10 years' experience in strategic planning and execution and carrying out strategic plan reviews.
- b) Experience in working with NGOs.
- c) Demonstrated track record in results-based monitoring and evaluation and organizational-level performance management.
- d) Research experience and the ability to analyze qualitative and quantitative data and compile and summarize results.
- e) Strong writing and communication skills.
- f) Strong relationship management skills.
- g) Adherence to agreed-upon timeframes and deadlines.

### **Evaluation Criteria**

- a) Technical understanding and methodology- 45%
- b) Experience - 30%
- c) Fees and Cost – 25%

### **Application instructions**

1. The applicant will submit an Expression of Interest (EOI) stating his/her capability to conduct the evaluation; including proposed work plan with timelines; curriculum vitae and description of similar assignments undertaken.
2. Proposed budget showing details of all activities (e.g. # of days per person and description of the person's job; the cost of tools, etc);
3. Sealed one original plus two copies of proposal should be clearly marked the **“Expression of Interest for undertaking Consultancy Services for Evaluation of UMATI Strategic Plan”**
4. Late applications will not be accepted for the valuation irrespective of any circumstances
5. All bid must be delivered either by hand, courier or registered post so as to reach UMATI Offices as per address below. The deadline for submission of the applications is **Tuesday 28<sup>th</sup> February 2023 at 17:00HRS local time.**

**Chama Cha Uzazi na Malezi Bora Tanzania (UMATI)**

**Plot No. 439, Malik Road, Upanga**

**P.O.Box 1372, Dar es Salaam, Tanzania**

**+255 22 215156 fax: +255 22 2152479**

**EMAIL: [tenders@umati.or.tz](mailto:tenders@umati.or.tz)**