Meta-Review of Oxfam Australia’s ANCP Portfolio

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| **Terms of reference** |
| Portfolio Title: | Oxfam Australia’s Portolfio of Australian NGO Cooperation Program (ANCP) projects. |
| Project Geographical coverage: | Timor Leste, Vanuatu, Fiji, Indonesia, Mekong, Southern Africa Regional, Pacific Regional, Pakistan, Bangladesh, Papua New Guniea  |
| Timeline under review: | 2016 – 2021 |
| Current Portfolio Budget: | $8,234,199 AUD |
| Type of Evaluation: | Meta-Review, desk based |
| Expected Consultancy Length | 20-30 days over a period of 3 months (or as required) |
| Commissioning manager | Rebecca King, Program Quality and Effectiveness Advisor  |

**Background**

The ANCP is the Australian Government's longest running and largest NGO program, supporting over 55 Australian NGOs and over 2,000 local partners to deliver around 400 projects in 50 countries. ANCP NGOs and their local partners run community-based projects that have a direct and tangible impact on the individuals, institutions and communities involved.

Oxfam Australia is striving towards a just and sustainable world without the inequalities that keep people in poverty. Oxfam has a long history of engagement with ANCP and is currently implementing 13 DFAT ANCP-funded projects across the Asia-Pacific region. The focus of Oxfam Australia’s ANCP portfolio is on three inter-related dimensions of inequality including; advocating for just and sustainable economies (economic justice); empowering women, girls and non-binary people to shape the world they live in (gender justice); and supporting communities leading the way out of the climate crisis (climate justice).

Oxfam works in partnership with local and national governments, the private sector and civil society to implement solutions that tackle the root causes of poverty, vulnerability and injustice. People and communities are central to our work and we are committed to enabling all stakeholders, particularly marginalised groups, to participate in decisions about development and investment affecting their lives.

**Purpose**

Oxfam is proposing a meta-review of the projects funded by the Australian NGO Cooperation Program, covering a 5-year period from June 2016 to June 2021. The aim is to assess and report on the extent to which the portfolio of individual projects achieved its intended outcomes across the three pillars of resilient development, gender and accountable governance; identifying any unintended outcomes and capturing lessons related to the enablers and inhibitors to achievement in this portfolio.

The information and lessons captured in this review will serve a dual purpose;

* *Looking back* - celebrating successes, identifying what worked to create impact and learning from failures; and
* *Looking forward* – providing the foundation of evidence for Oxfam’s new strategic focus on gender justice, climate justice and economic justice and information for the development of Oxfam’s ANCP performance framework. Oxfam is interested in recommendations for an analytical framework linked to these new pillars that will focus future learning.

The results of this review will be used to improve, scale or expand, and replicate approaches and solutions from ANCP projects. Oxfam will require recommendations for the portfolio and thematic areas going forward. Specifically, Oxfam is interested in understanding the following;

**Accountability:**

1. How has Oxfam contributed to resilient development, gender equality and accountable governance in our partnership countries? What were the factors that led to these positive or negative results?
2. What were the primary strategies used within the ANCP portfolio to deliver tangible and lasting change? What was the relevance of these projects? Who / what played a key role in the change?
3. What is the value for money of the portfolio?

**Improvement**

1. How did Oxfam’s change or adapt over the life of the portfolio? How did our actions build on previous initiatives?
2. What contextual factors influenced the results?
3. To what extent were Oxfam’s ANCP portfolio projects informed by an analysis of risks, vulnerability, capacities and opportunities, with a clear theory of change and project designs?
4. What are the gaps or quality concerns within Oxfam’s evaluations/reporting?

**Learning**

1. What strategies work for engaging with individuals, communities, regional groups or national bodies in order to achieve the results?
2. How does Oxfam work together / collaborate with local decision-making bodies (i.e., governments), Community Service Organizations (CSOs) and the private sector in order to achieve the results?
3. How does Oxfam support strong partnerships with local organizations? What is the evidence for sustainable results beyond Oxfam’s engagement?
4. To what extent have Oxfam interventions reinforced and/or built relationships, collaborations and dialogues between stakeholders at multiple levels? Did these collaborations help to develop new solutions with stakeholders?
5. How does Oxfam’s ANCP portfolio inform / contribute to other initiatives (i.e., other projects, funding or development/humanitarian initiatives)?

**Social Change**

1. Who do we need to influence to ensure citizen-led accountable governance? What positive examples/models can we share from the ANCP portfolio and how do they work?
2. How has the ANCP portfolio tackled complex issues such as gender equality? What type of evidence do we need to demonstrate in order to be confident of sustained normative change?
3. What positive examples or models can we draw from Oxfam’s ANCP interventions aimed at building absorptive, adaptive and transformative capacities together at multiple levels (individuals -women, men-, households, communities, municipalities or wider systems (regional or national)?

Scope, approach and methods

The meta-review for the end line evaluation is (largely) a desk-based exercise to review component pieces of project-level monitoring and evaluation for the purposes of assessing and reporting the extent to which the portfolio has achieved its intended outcomes.

This consultancy will include

* A review of all monitoring, learning and evaluation documents commissioned through the course of the portfolio over the last 5 years including but not limited to; annual donor reports, Mid-year Oxfam-internal reports; Oxfam Partnership Capacity Assessments; Deep Dive or Learning Reports; Partnership Mapping and/or review reports.
* A workshop/s with key Program partners at Oxfam utilising approaches consistent with ‘Contribution Analysis’ or ‘Outcome Harvesting’ methodologies.
* Key informant interviews with external stakeholders of the Program as required to contextualise the results.

In line with Oxfam’s values, and where there is available data, the meta-review framework should be gender and disability sensitive. If interviews or focus groups are indicated, the consultant is expected to obtain an informed consent of evaluation participants. The detailed approach to data synthesis, including the analysis plan, will need to be developed by the consultant and described in the inception plan.

Deliverables

Oxfam is interested in the following deliverables;

* **Inception plan** outlining the review methodology, analysis plan, work plan and timeframes, including any necessary interviews or focus groups
* **Primary report** on the impact/outcomes of the portfolio broadly covering;
	+ Impact by thematic area; resilience, gender, accountable governance
	+ Impact by country or regional focus
	+ Review of models and methods of implementation, including partnership approach
	+ Contextual information, including any evidence on how the Oxfam model of project management/delivery might have influenced the outcomes
	+ Section on lessons learned, failures and recommendations for improvements. Oxfam is also interested in recommendations for the scale up or further testing of certain programming models.
* **Evidence Briefs** – where a particular approach or outcome was used Oxfam is interested in creating a series of 1-2-page briefs articulating the results. For example, where/when/how did Oxfam focus on gender-based violence and what were the quantitative/qualitative outcomes.

Skills and Experience Required

The consultant should demonstrate:

* 5-7 years' experience in conducting meta analysis, meta reviews, systematic reviews, desk-based evaluations or working in a MEAL role for an international NGO or similar, working in humanitarian and development contexts.
* Experience in creating data synthesis or analysis frameworks, with attention to gender and disability inclusion
* Extensive knowledge of international development programming, project cycle management or related aid programming.
* Knowledge of the Australian NGO Cooperation program (ANCP) is preferred
* Acknowledged similar consultancies with recognized organizations
* Demonstrated analytical and writing skills
* Excellent reporting, communication or data visualization skills

Timeline

* Publication of Term of Reference: 15 December 2021
* Deadline for proposal submissions: 31 January 2022
* Notification of award: 14 February 2022
* Deliverables Deadline: 31st March 2022

**Evaluation responsibilities and management arrangements**

The consultant is required to:

* Take the responsibility for the Meta-Review, submit deliverables on time and to a high quality.
* Be the single contact point for Oxfam for all the liaison and coordination.
* Where indicated, all activities conducted in-person should follow Covid-19 safe procedures
* Follow the Oxfam Code of Conduct and ensure that all the Consultant’s personnel (if relevant) are following the Code of Conduct and the policies of Oxfam and a declaration to this effect is signed by them.
* Maintain the confidentiality of all information gathered. Before undertaking, the consultant will have to declare that the information gathered would not be used for a purpose other than for those stipulated in the ToR.

Oxfam is required to:

* Provide timely relevant documentation and programme reports for the desk-review
* Hold the responsibility for the provision of feedback and comments for inception report, tools, draft report, and any presentations as per the agreed time frame.
* Provide the templates for reporting
* Facilitate necessary arrangements for meetings and presentations when relevant
* Review the timeline of evaluation and make necessary amendments in consultation with the consultant
* Provide payments to the consultant as per the agreed schedule upon completion of minimum requirements
* Oxfam will share the findings with partners, key stakeholders (internal and external). The full meta-review as well as the executive summary and management response will be posted on Oxfam websites and made available for publishing to institutional donors following Oxfam’s commitment to transparency and accountability

**Process of the selection of the consultant**

Oxfam invites consultants (firms or individuals) to submit a comprehensive proposal describing and articulating the work requirements outlined in this ToR.

Submissions to Oxfam Australia should include:

* Cover letter (max one page) summarizing experience and suitability
* Technical proposal (max four pages) describing the consultants understanding of the key review questions (including proposed changes), as well as proposed process, methods and timeline for meeting the purpose and deliverables of this consultancy. Please include a financial proposal including the consulting daily rate. Please note that the financial proposal should be all inclusive as no separate allowances will be provided.
* CV / Resume
* One recent work sample
* Name and contact details of two professional references

All proposals will be evaluated based on internally agreed criteria as follows:

* Relevant skills and experience (30%).
* Proposal (30%).
* Work sample (20%)
* Financial proposal (20%)

**Key Contacts**

All submissions should be sent to: Rebecca King, Program Quality and Effectiveness Advisor, Oxfam Australia, rebeccak@oxfam.org.au

Please ensure that you include your name and the title of this terms of reference in your email headline and attach all required documents.