



TERMS OF REFERENCE

MONITORING, EVALUATION AND LEARNING PARTNER

I. Overview

The National Association of Social Change Entities in Education (NASCEE), launched in May 2019, plans to make a significant contribution to the education sector in South Africa. In order to magnify their impact and influence, NASCEE empowers NPOs in education by improving their visibility, capacity, effectiveness, and commitment to collaboration. NASCEE comprises funders and non-profit entities as implementers who are dedicated to making quality education accessible to all South Africans. At present NASCEE is made up of 88 signed-up members, while it engages and communicates with 2,800 education NPOs on its database. NASCEE also played an important role during the COVID-19 pandemic and was recognised by the Department of Basic Education (DBE) as a representative voice for NPOs working in education. NASCEE continues to work with the DBE and the National Education Collaboration Trust (NECT) to ensure that the voice of civil society, through NPOs working in education, is able to contribute to various initiatives in the education sector. New initiatives to explore collaboration between NASCEE, IPASA and SAMEA are also showing positive results, although more will need to be done to capitalise on this.

In August 2020, NASCEE appointed a managing agent, Seriti Institute (an NPO), to strengthen its operational capacity that to date has been managed by the NASCEE Board. NASCEE has been supported through a historical grant, as well as direct support from JET Education Services. The current income from membership fees provides income for basic operations, but there is an urgent need for start-up funding to allow NASCEE to become sustainable through a sufficient membership base, and some income generating activities, such as the annual conference and capacity building workshops. The ETDP SETA has been supportive in this regard and has to date requested NASCEE to oversee select projects that benefit NPOs working in the education sector.

II. Opportunity

NASCEE has identified monitoring, evaluation and learning (MEL) as a critical component in the non-profit sector. Support to the NASCEE Board, managing agent and members in MEL related matters is therefore an area that an external partner is being sought for a period of 24 months, starting in December 2020.

III. Scope of work

NASCEE would like to appoint a consultant/consulting firm as an MEL partner for the following tasks:

1. Develop an M&E framework for NASCEE activities, including a theory of change and indicator framework
2. Conduct internal monitoring of NASCEE projects and selected NASCEE member projects as will be agreed to
3. Develop shared M&E tools and resources fit for purpose for NASCEE members
4. Contribute to collaboration between NASCEE, IPASA and SAMEA
5. Build M&E capacity of funders and NPOs working in education through a training programme that articulates with a current university-based programme

6. Build the capacity of a new generation of early-career volunteers that may have an interest in M&E but have not had any specific exposure
7. Involve international evaluators that can draw on experiences elsewhere and feed them into the South African process
8. Contribute to advocacy and knowledge products

Two types of toolkits are proposed and can be further refined during the inception period:

- M&E Practitioner toolkits that can be adapted by M&E practitioners and NPO staff to conduct monitoring and evaluation. The toolkit will consist of an M&E framework which outlines possible monitoring and evaluation questions, criteria and indicators. A set of example data collection, analysis and reporting tools will also be provided. The toolkit will provide guidance on how to conduct ethical and safe data collection and offer suggestions for how the information may be shared to support the education sector response.
- Programme Manager toolkits that can be adapted by donors and commissioners to use M&E to inform the design of projects. The toolkit will consist of scoping and needs analysis tools, and also show examples of how existing information can be used to make programme choices that align with systemic priorities and builds on other available resources.

It is anticipated that the scope of work requires 6-8 days per month over 24 months. Peak period may require a higher level of effort, and off-peak period a lower level of effort. A team approach would be beneficial to allow for a better distribution of costs.

IV. Criteria

All submissions will be reviewed by the NASCEE Governance Committee in accordance with the criteria outlined below

Criteria	Weight
Capacity	10%
Mentoring and use of interns	5%
Previous experience	15%
References	10%
B-BBEE	10%
Price	10%
Proposal and Methodology	40%
Total	100%

V. Expected timelines

- 30 November 2020: Deadline for responses
- 7 December 2020: Appointment finalised
- 14 December: Inception report submitted, including a detailed project plan

VI. Format of quotation

The quotation should be no more than ten pages, with the proposed budget attached as an annexure. All taxes should be factored into the budget.

VII. Submission of quotation

Please submit your quotation to szhanda@nascee.org.za no later than **30 November 2020 at 17h00**.