PAN-AFRICAN CONSORTIUM OF AFRICAN ORGANISATIONS OF PERSONS WITH DISABILITIES

African Disability Forum (ADF) · Disabled Women in Africa (DIWA) · Inclusion Africa (IA)

TERMS OF REFERENCE

End of Project Evaluation

Strengthening Partnerships to Advance Disability Rights in Africa (SPADRA)

Main Phase (January 2025 – December 2026)

Funded by the Swedish International Development Cooperation Agency (Sida)

Assignment	Consultancy to conduct the End of Project Evaluation of the Main Phase of SPADRA project
Commissioning agency	African Disability Forum (ADF) on behalf of the Pan-African Consortium (ADF, DIWA and Inclusion Africa),
Donor	Swedish International Development Cooperation Agency (Sida)
Geographic scope	Malawi, Zambia, Ghana and Benin,
Type of evaluation	End of project evaluation
Duration of assignment	Approximately 7 -10 weeks
Estimated start date	28 October 2026
Submission of inception report	11 November 2026
Data collection (in-country and remote)	12 – 27 November 2026
Submission of 1st draft report	4 December 2026
Submission of final report	14 December 2026
Reporting to	SPADRA Program Director and the Senior MEAL Officer

Indicative budget available	USD 20,000
Closing date for submission of proposals	22October 2026, 17h00 (CAT)

List of Acronyms and Abbreviations

ADF	African Disability Forum	**ADP**	African Disability Protocol
AU	African Union	**CEDAW**	Convention on the Elimination of All Forms of Discrimination Against Women
CoP	Community of Practice	**CRPD**	Convention on the Rights of Persons with Disabilities
CSO	Civil Society Organization	**CSW**	Commission on the Status of Women
DAC	Development Assistance Committee (OECD)	**DIWA**	Disabled Women in Africa
EC	Executive Council (ADF)	**FGD**	Focus Group Discussion
IA	Inclusion Africa	**IDA**	International Disability Alliance
INGO	International Non-Governmental Organization	**KII**	Key Informant Interview
MEAL	Monitoring, Evaluation, Accountability and Learning	**MoU**	Memorandum of Understanding
OECD	Organization for Economic Co-operation and Development	**OPD**	Organization of Persons with Disabilities
PAP	Pan-African Parliament	**PCT**	Project Coordination Team
PSC	Project Steering Committee	**SADC**	Southern African Development Community
Sida	Swedish International Development Cooperation Agency	**SPADRA**	Strengthening Partnerships to Advance Disability Rights in Africa
ToC	Theory of Change	**ToR**	Terms of Reference
UNCRPD	United Nations Convention on the Rights of Persons with Disabilities		

1. Background and Context

1.1 Disability Rights Context in Africa

Women and girls with disabilities across Africa continue to face compounded, intersectional discrimination on the basis of both gender and disability. In Malawi, Zambia, Ghana and Benin, the four countries targeted by the SPADRA project, barriers to accessing justice, inclusive education and social protection remain acute. Rural communities in particular face isolation, poor distribution of government support, limited awareness of available services and inaccessible programmes. Urban and peri-urban settings present distinct and intersecting barriers for women and girls with disabilities, including complex and bureaucratic procedures for accessing services within law enforcement systems, inaccessible justice and referral mechanisms, stigma, discrimination and exclusion within educational environments. These barriers are compounded by gender norms, poverty, age, disability, type, limited accessible information and gaps in reasonable accommodation and support services. Organizations of persons with disabilities(OPDs) particularly those led by women with disabilities, play a vital role in advocating for inclusive gender responsive and right based service, strengthening accountability , and ensuring meaningful participation of women and girls with disabilities in decisions that affects their lives, However, many of these OPDs continue to operate with limited financial resources, institutional capacity , visibility ,accessibility support and access to regional and continental decision making platforms. .

1.2 The SPADRA Project

Strengthening Partnerships to Advance Disability Rights in Africa (SPADRA) is implemented by a Pan-African Consortium comprising the African Disability Forum (ADF), Disabled Women in Africa (DIWA) and Inclusion Africa (IA), with the International Disability Alliance (IDA) as co-lead during the Inception Phase, and with funding from the Swedish International Development Cooperation Agency (Sida). SPADRA's overall goal is to advance gender and disability rights in Africa by strengthening the capacity of OPDs and fostering cross-disability and mainstream partnerships at both Pan-African and national levels, with a specific focus on Malawi, Zambia, Ghana and Benin.

The project has been implemented in two phases:

- **Inception Phase (August 2023 – December 2024):** focused on establishing the consortium, developing governance and operational systems, conducting a baseline survey and gender and disability analysis across the four target countries, mapping potential partners, and implementing two country-level pilot initiatives.
- **Main Phase (January 2025 – December 2026):** building on the Inception Phase findings, the Main Phase is structured around three specific objectives and four results, described in Section 2 below, and concludes with an external evaluation (Activity 4.4.1 of the project log frame) that this Terms of Reference is designed to commission.

1.3 Summary of Inception Phase Achievements

The Inception Phase Annual Narrative Report (August 2023 – July 2024) records the following key achievements, which form part of the baseline against which the end of project evaluation will assess progress and change:

- Recruitment of an experienced Consortium Coordinator, and of project managers and officers at DIWA and IA; signature of a Memorandum of Understanding and development of an Operational Procedures Manual; establishment of the Project Coordination Team and Project Steering Committee; and signature of three subgrant agreements between IDA, ADF, DIWA and IA.
- Completion of a baseline survey and gender and disability analysis across Malawi, Zambia, Ghana and Benin, combining a desktop literature review, 47 e-survey responses, and focus group discussions with 101 women with disabilities and 12 parents/guardians. Mapping of 104 organizations in Malawi and Zambia (led by DIWA) and 90 organizations in Ghana and Benin (led by IA) as potential partners for the Main Phase.
- Design and implementation of two pilot initiatives of which DIWA worked on social protection in Malawi and access to justice in Zambia; IA on access to justice, inclusive education and social protection in Ghana and Benin.
- Participation in regional and international forums, including COP28, COSP17, CSW68, the Pan-African Parliament's Second Civil Society Consultation on the Draft Model Law on Gender Equality and Equity, and the Third Ordinary Session of the Sixth Pan-African Parliament, contributing to the visibility of the consortium and of women with disabilities in mainstream gender fora.

The Inception Phase report also identified a set of lessons that directly inform the Main Phase design and are relevant to this evaluation, notably: the need for a more robust Monitoring, Evaluation, Accountability and Learning (MEAL) system; the importance of early planning to secure and transfer funds in a timely manner; the value of the mapping and baseline exercises for identifying main-phase partners; and the continued need for collective advocacy, legal reform and international collaboration to address the challenges faced by women and girls with disabilities.

2. Project Description - SPADRA Main Phase

2.1 Overall Goal and Specific Objectives

Overall goal: Advance gender and disability rights in Africa through strengthening the capacity of Organizations of Persons with Disabilities, establishing cross-disability and mainstream partnerships at both Pan-African and national levels, and modernizing and implementing legal frameworks at community level.

This goal is pursued through three specific objectives, each associated with a distinct results area:

- **Specific Objective 1:** Enhance the capacities of the Pan-African Consortium of African OPDs including ADF organizational capacity, the leadership of women with disabilities, MEAL systems, and media and outreach (Result 1).
- **Specific Objective 2:** Advance the rights of women with disabilities by shaping continental and national agendas on gender and disability, and strengthening legal frameworks in the four target countries (Results 2 and 3).
- **Specific Objective 3:** Manage and leverage the knowledge and lessons learned from SPADRA to enhance community engagement and ensure sustainable impact and empowerment at the grassroots level (Result 4).

2.2 Results Framework

The table below summarizes the four results of the SPADRA Main Phase log frame which constitutes the primary evaluation objective for this assignment.

Result	Description	Sub-results
Result 1	The consortium established during the Inception Phase is strengthened along four axes: ADF capacity development; advocacy capacities of women leaders; MEAL and data collection; and media and outreach.	1.1 ADF capacity development 1.2 Capacity building of women leaders 1.3 Enhanced monitoring & accountability 1.4 Communication, visibility & outreach
Result 2	The consortium enhances its influence on regional and national agendas to promote gender and disability rights, through coalitions with women's rights CSOs, partnerships with UN agencies and INGOs, and engagement with regional decision-making bodies (AU, Pan-African Parliament).	2.1 Coalitions advocating for women's rights 2.2 Partnerships with UN agencies/INGOs 2.3 Continental decision-making platforms
Result 3	The consortium has strengthened the disability and gender legal framework in Malawi, Zambia, Ghana	3.1 ADP ratification/domestication (Benin, Zambia)

	and Benin, using the ADP and SADC Disability Protocol as standards, through technical assistance to policymakers and advocacy supported by data collection.	3.2 SADC Disability Protocol 3.3 National policy modernization (Zambia, Malawi)
Result 4	Capacities and knowledge acquired through the project are transferred to community level through tailored materials, community-based initiatives and awareness campaigns, and by leveraging SPADRA to create a replicable ADF model of engagement.	4.1 Knowledge on social services accessibility 4.2 Local initiatives and awareness campaigns 4.3 ADF model of programmes (incl. this evaluation)

Progress against this framework is tracked through the Indicator Tracking Tool and MEAL Plan , which include goal-, objective- and result-level indicators with 2023 baselines and 2026 targets. The evaluation is expected to make full use of this tracking data, triangulating it with qualitative evidence collected during fieldwork, rather than re-collecting indicator data from scratch.

2.3 Geographic and Thematic Scope

The project's thematic and geographic responsibilities are distributed across the consortium as follows:

Consortium member	Countries	Thematic leadership
ADF	Continental / all four countries (coordination)	Overall coordination, technical oversight and advisory support to DIWA and IA; continental-level advocacy (AU, PAP); quality assurance and learning.
DIWA	Malawi, Zambia	Social protection (Malawi) and access to justice (Zambia); gender mainstreaming across the consortium.
Inclusion Africa	Ghana, Benin	Inclusive education (Ghana) and access to justice (Benin); mainstreaming of intellectual disability issues.

The baseline survey identified priority thematic gaps by country, which underpinned this division of labour: access to justice, social protection and inclusive education challenges were documented in each of the four countries, with country-specific legal framework gaps (for example the Persons with Disabilities Act No. 6 of 2012 in Zambia, the Disability Act of 2012 in Malawi, the Persons with Disabilities Act 715 of 2006 in Ghana, and the Act on Social Protection of Persons with Disabilities in Benin).

2.4 Target Groups and Stakeholders

The project's primary stakeholders-holders are women and girls with disabilities in Malawi, Zambia, Ghana and Benin, engaged through an intersectional approach that ultimately benefits the wider disability movement. Key stakeholder groups relevant to the evaluation include:

- Women and girls with disabilities and their representative OPDs in the four target countries, including community-level member organizations of ADF, DIWA and IA.
- Consortium staff and governance structures: the Project Steering Committee (PSC), Project Coordination Team (PCT), Consortium Coordinator, Senior MEAL, Gender and Communications Officers, and country-level project managers, officers and accountants at DIWA and IA.
- Duty-bearers and policymakers, including national legislators, government ministries responsible for gender and social protection, and traditional and religious leaders.
- Regional and continental bodies, including the African Union, the Pan-African Parliament (notably its Committee on Gender, Family, Youth and People with Disabilities), the Economic, Social and Cultural Council (ECOSOCC), and SADC.
- Strategic partners, including UN agencies (UN Women, UNICEF), international NGOs (CBM Global, Humanity & Inclusion, Light for the World, ZOA, Save the Children), academic partners (University of Massachusetts) and other disability and women's rights coalitions.
- The donor, Sida, and its Regional Development Cooperation in Africa office (Addis Ababa).

2.5 Consortium Governance

ADF leads the SPADRA Main Phase and is accountable to Sida for the quality delivery of the project. The Project Steering Committee (comprising the ADF Executive Director, IA President/Chair, IA Regional Coordinator, DIWA President/Chair and DIWA Executive Director) provides strategic direction, while the Project Coordination Team (the ADF Consortium Coordinator, Communications and Advocacy Director, Administration and Finance Manager, and the DIWA and IA project managers) is responsible for day-to-day coordination and implementation. The Senior MEAL Officer is responsible for developing and implementing monitoring frameworks, supporting evaluations, and capturing lessons learned at consortium level, and will be the principal technical counterpart for this evaluation.

3. Purpose and Objectives of the Evaluation

3.1 Purpose

ADF, on behalf of the Pan-African Consortium, wishes to commission an independent, external End of Project Evaluation of SPADRA, covering the Main Phase of the project implemented from January 2025 to December 2026. The evaluation should assess the extent to which the project's overall goal, specific objectives and results have been achieved, generate credible evidence and lessons to inform any future phase or replication of the SPADRA model, and fulfil Sida's accountability and learning requirements as the project's donor. This evaluation corresponds to Activity 4.4.1 of the Main Phase log frame ("Conduct an external evaluation of the project") and directly informs Result 4.4 ("Capitalizing on the SPADRA project to develop a model of programmes for ADF").

3.2 Specific Objectives

The specific objectives of the evaluation are to:

1. Assess the relevance, effectiveness, efficiency, impact, sustainability and coherence of SPADRA against its stated goal, specific objectives and results, using the project's log frame, Theory of Change and indicator targets as the primary assessment framework.
2. Assess the extent to which the project has advanced gender and disability rights in Malawi, Zambia, Ghana and Benin, with particular attention to access to justice, inclusive education and social protection for women and girls with disabilities.
3. Assess the effectiveness of the consortium model including the governance arrangements between ADF, DIWA and Inclusion Africa. Assess progress on cross-cutting priorities, including gender mainstreaming, meaningful participation of women and girls with disabilities, disability inclusion and accessibility of project processes, and safeguarding.
4. Identify unintended outcomes (positive and negative) of the project's interventions, including at community level.
5. Document good practices, innovations (such as the Wheel of Opportunity data collection method) and lessons learned that can inform ADF's development of a replicable model of programming.
6. Formulate clear, actionable and prioritized recommendations for the consortium, its member organizations, and Sida, to inform decision-making on any future phase, scale-up or replication of SPADRA.

4. Evaluation Criteria and Key Questions

The evaluation will be structured around the six OECD-DAC evaluation criteria, complemented by cross-cutting questions on gender equality and disability inclusion, in line with Sida's evaluation policy. Indicative evaluation questions are set out below; the selected evaluator(s) will refine these into a full evaluation matrix (with sub-questions, indicators, data sources and methods).

Criterion	Indicative evaluation questions
Relevance	To what extent did SPADRA's design respond to the needs and priorities of women and girls with disabilities in Malawi, Zambia, Ghana and Benin, as documented in the baseline survey? How relevant is the consortium model (ADF-DIWA-IA,) and its distribution of geographic and thematic responsibilities to achieving the project's goal? How well did the project adapt its design during the Main Phases in response to lessons learned, the mid-term review, and changes in context?
Effectiveness	To what extent have the goal, three specific objectives and four results been achieved, measured against the indicator targets in the Log Frame and MEAL Plan? What factors (internal and external) explain achievement or under-achievement of results? How effective was the project in strengthening the capacity of the consortium (Result 1), influencing regional and national agendas (Result 2), strengthening legal frameworks (Result 3), and transferring knowledge to community level (Result 4)? To what extent has the SPADRA Community of Practice and the cohort of women leaders with disabilities been strengthened, and with what effect on their advocacy leadership?
Efficiency	Was the project implemented in a timely and cost-efficient manner, including fund transfers between ADF, DIWA and IA, and staffing/procurement arrangements? How efficiently were resources (financial, human, technical) allocated and used across the consortium members and the four countries, relative to results achieved? What operational, financial or administrative bottlenecks affected efficient delivery?
Impact	What evidence exists of change in the lives of women and girls with disabilities in the four countries in relation to access to justice, inclusive education and social protection?

	What broader or longer-term changes, intended or unintended, has SPADRA contributed to in legal and policy frameworks (e.g. ADP ratification, SADC Disability Protocol, national policy revisions) and in the visibility of women with disabilities within mainstream gender and human-rights movements? What has been the effect of community-level initiatives and micro-grants (Result 4) on OPDs and community members?
Sustainability	To what extent are the project's results likely to be sustained after Sida funding ends, including the MEAL system, the Community of Practice, partnerships established with UN agencies/INGOs, and revised legal frameworks? How well has the project built the institutional and financial sustainability of ADF, DIWA and IA (e.g. co-funding arrangements, diversification of donors)? Is the proposed ADF "model programme" (Result 4.4) a credible, replicable and sustainable basis for future consortium-led initiatives?
Coherence	How well does SPADRA align and coordinate with other relevant initiatives of the consortium members (e.g. ADF's "We Can Work" initiative) and with other actors working on gender and disability rights in the target countries? How coherent is SPADRA with national and regional legal and policy frameworks (CRPD, CEDAW, ADP, SADC Disability Protocol) and with Sida's regional development cooperation priorities?
Cross-cutting: Gender equality & disability inclusion	To what extent were gender equality and disability inclusion mainstreamed throughout project design, implementation, staffing and decision-making, and not only treated as thematic content? Were project processes (e.g. meetings, data collection, communications) accessible to and meaningfully inclusive of women and girls with a range of disabilities? Were safeguarding, informed consent and ethical standards for engaging women and girls with disabilities upheld throughout implementation?

These questions will be triangulated with the goal-, objective- and result-level indicators, including, for example: the number and quality of legal and policy frameworks strengthened; the number of persons with disabilities engaged in advocacy; the percentage of achievement on key performance indicators; and the average deviation (in days) for delayed activities.

5. Scope of the Evaluation

5.1 Temporal Scope

The evaluation will cover the Main Phase of the project implemented in January 2025 to December 2026, since the Inception Phase was already documented through its own Annual Narrative Report and mid-term review process.

5.2 Geographic Scope

The evaluation will cover all four target countries: Malawi, Zambia, Ghana and Benin. In-country data collection is expected in each of the four countries; where budget or security constraints do not allow full in-person coverage of all four countries, the evaluator(s) should propose, and justify, a mixed in-person/remote approach ensuring that no country is excluded from consultation altogether.

5.3 Thematic and Institutional Scope

The evaluation covers all four results of the Main Phase log frame and the corresponding activities implemented by ADF, DIWA and IA, including sub granted activities. It also covers the consortium's governance, coordination and MEAL arrangements. The evaluation is not expected to conduct a full financial or compliance audit; a summary review of budget execution and efficiency is sufficient to inform the efficiency criterion, drawing on financial reports already produced for Sida.

6. Methodology

The consultant(s) will design and apply a mixed-methods, utilization-focused and disability-inclusive evaluation methodology, building on the approach successfully used for the SPADRA baseline survey (including the "Wheel of Opportunity" participatory tool) to ensure methodological continuity between baseline and end-line data. The methodology should include, but is not limited to:

6.1 Document and Data Review

- Review of the SPADRA Main Phase Proposal (including its Theory of Change, log frame, risk assessment and sustainability a), the Inception Phase Annual Narrative Report, the Baseline Survey, Capacity assessment internal control review report, the Log Frame, MEAL Plan and Indicator Performance Tracking Table annual and financial reports submitted to Sida, minutes of PSC/PCT meetings, and subgrant agreements.

6.2 Key Informant Interviews (KIIs)

- Semi-structured interviews with consortium leadership and staff (ADF, DIWA, IA) and, PSC and PCT members, country-level project managers/officers, and the Senior MEAL, Gender and Communications Officers.

6.3 Questionnaires

- Questionnaires to duty-bearers and policymakers engaged through Results 2 and 3 (e.g. Pan-African Parliament Committee on Gender, Family, Youth and People with Disabilities; relevant national ministries and legislators).
- Questionnaires to strategic partners (UN agencies, INGOs, coalitions of women's rights CSOs) and with Sida's Regional Development Cooperation in Africa office.

6.4 Focus Group Discussions (FGDs)

- FGDs with women and girls with disabilities and, where relevant, parents/guardians, in each of the four target countries, disaggregated by disability type, age and rural/urban location, mirroring the baseline survey's approach (101 women with disabilities and 12 parents/guardians consulted at baseline).

6.5 Quantitative Review

- Review and verification of progress against the IPTT Indicator Performance Tracking Tool, including a comparison of 2023 baseline values with end-line achievement against 2026 targets, and analysis of the percentage of achievement on key performance indicators. ***6.5 Case Studies and Most Significant Change***
- Where feasible, documentation of two to four illustrative case studies or "most significant change" stories (e.g. from the Result 4 community initiatives, or the legal/policy reforms under Result 3), to complement quantitative findings with rich qualitative evidence for use in the ADF model programme.

6.6 Sampling and Triangulation

- The evaluator(s) will propose a sampling strategy for KIIs and FGDs in the inception report, ensuring representation across all four countries, both rural and urban contexts, and diverse disability types, and will triangulate findings across data sources and methods to strengthen the validity of conclusions.

6.7 Data Collection Formats and Accessibility

- All data collection tools and consent materials must be made available in accessible formats (e.g. plain language, large print, and interpretation into national sign languages and local languages where needed) and administered through accessible means (e.g. sign language interpretation, and alternative communication support), consistent with the disability-inclusive approach required under Section 7 below.

7. Disability Inclusion, Gender and Ethical Considerations

As an evaluation of a disability rights project, the evaluation process itself must model the inclusive, rights-based and safeguarding standards that SPADRA promotes. The evaluator(s) will be required to:

- Apply a human-rights-based and twin-track approach to disability inclusion throughout the evaluation design, data collection and reporting, consistent with the CRPD, CEDAW and the African Disability Protocol.
- Ensure the free, prior and informed consent of all participants, using accessible consent processes and materials, and clearly explaining participants' right to decline or withdraw at any stage without consequence.
- Apply specific safeguards when engaging girls with disabilities and other participants at heightened risk, including obtaining any necessary parental/guardian consent, adapting methods to be age- and disability-appropriate, and avoiding re-traumatization when discussing sensitive topics such as gender-based violence or access to justice.
- Comply with the consortium members' child and adult safeguarding policies and codes of conduct, and immediately report any safeguarding concern identified during the evaluation through the agreed reporting channel established with the Senior MEAL Officer.
- Ensure gender-balanced evaluation teams where possible, and actively seek the inclusion of evaluators and enumerators with lived experience of disability.
- Protect the confidentiality and dignity of all respondents, disaggregate data by sex, age, disability type and location wherever possible without compromising anonymity, and ensure that no individual can be identified in the final report without their explicit consent.
- Uphold professional evaluation standards and ethics, including those of the OECD-DAC and, where applicable, national evaluation associations, and avoid conflicts of interest, the evaluator(s) must not have been directly involved in the design or implementation of SPADRA.

8. Key Deliverables

The consultant(s) will produce the following deliverables, all in English (with a French-language summary or translation for use in Benin, to be agreed at inception), in electronic format, and consistent with ADF and Sida reporting requirements:

#	Deliverable	Indicative timing
1	Inception report, including a refined evaluation matrix (criteria, questions, indicators, data sources, methods), a detailed methodology, sampling strategy, data collection tools, a work plan, and a stakeholder/field-visit schedule for the four countries.	11 November 2026
2	Field data collection in Malawi, Zambia, Ghana and Benin (and remote consultations with continental/international stakeholders), including debrief notes shared with the Senior MEAL Officer at the close of each country visit.	12 – 27 November 2026
3	First draft evaluation report, addressing all evaluation questions in Section 4, presenting findings, conclusions, lessons learned and prioritized, actionable recommendations, disaggregated by country and consortium member where relevant.	4 December 2026
5	Final evaluation report incorporating feedback from the validation workshop and written comments from ADF/the PSC, including a management response matrix template.	14 December 2026
6	Stand-alone 4–6-page executive summary of the final report, written in plain, accessible language suitable for wide dissemination, including to OPDs and community-level stakeholders.	14 December 2026
7	PowerPoint (or accessible equivalent) presentation of the key findings and recommendations, for use by ADF with Sida and other stakeholders.	14 December 2026

All deliverables must be submitted in electronic, accessible format (e.g. tagged PDF and editable Word/PowerPoint files) and will be reviewed and approved by ADF, in consultation with the Project Steering Committee, before final acceptance and payment.

9. Evaluation Team Composition and Required Qualifications

ADF invites proposals from individual consultants or consulting firms/teams. Given the scope of the assignment across four countries and two languages, a team-based proposal (e.g. a Lead Evaluator supported by national/local consultants or enumerators in each country) is encouraged, but well-substantiated individual proposals will also be considered.

9.1 Lead Evaluator

- An advanced degree in social sciences, development studies, gender studies, disability studies, public policy or a related field.
- A minimum of ten years of professional experience leading evaluations of rights-based, advocacy or capacity-strengthening programmes, ideally in the disability and/or gender sectors in Africa.
- Demonstrated expertise in disability-inclusive and gender-responsive evaluation methodologies, and familiarity with the CRPD, CEDAW and the African Disability Protocol.
- Experience conducting evaluations for Sida or other bilateral/multilateral donors, and familiarity with OECD-DAC evaluation criteria and standards.
- Experience evaluating consortium or multi-partner projects, including assessing governance, coordination and sub granting arrangements.
- Excellent analytical and report-writing skills in English; working knowledge of French is an asset given the project's engagement in Benin.
- Strong facilitation skills to lead a validation workshop with diverse stakeholders, including persons with disabilities.

9.2 Team/National Consultants (where a team-based proposal is submitted)

- Relevant experience conducting fieldwork, KIIs and FGDs with women and girls with disabilities and other vulnerable groups, in at least one of the four target countries.
- Familiarity with the national legal and policy context on disability and gender in the relevant country (Malawi, Zambia, Ghana or Benin).
- Fluency in relevant local languages, in addition to English and/or French, and experience working with sign language interpreters.
- Persons with lived experience of disability are strongly encouraged to apply, individually or as part of a proposed team, in line with the principle of "nothing about us without us."

9.3 Independence

The Lead Evaluator and any team members must be independent of SPADRA's design and implementation, with no current or prior contractual, advisory or governance relationship with ADF, DIWA, Inclusion Africa or International Disability Alliance that could constitute a conflict of interest. Any potential conflict of interest must be disclosed in the technical proposal.

10. Schedule

The assignment is expected to be completed within approximately 9 –10 weeks, in line with the indicative schedule below. The selected evaluator(s) will refine this schedule, including the sequencing of country visits, during the inception phase, subject to ADF's approval.

Activity	Timeframe
Closing date for submission of proposals	23 October 2026
Contracting and inception meeting with the Senior MEAL Officer and SPADRA Program Director	26 – 29 October 2026
Desk review of project documents; development of evaluation matrix, methodology and tools	3 - 6 November 2026
Submission and approval of inception report	11 November 2026
In-country data collection: Malawi and Zambia (DIWA); Ghana and Benin (IA); remote consultations with continental/international stakeholders	12 – 27 November 2026
Data analysis and drafting of the first draft report	30 November – 4 December 2026
Submission of first draft evaluation report	4 December 2026
Consortium review and written comments on the first draft	5 – 8 December 2026
Submission of final report, executive summary and presentation	14 December 2026

The consultant(s) will provide brief progress updates to the Senior MEAL Officer on a 2 week basis, and flag any emerging risks, access constraints or delays as soon as they arise.

11. Roles, Responsibilities and Reporting Lines

Role	Responsibility in relation to the evaluation
Project Steering Committee Or DIWA director	Reviews and approves the inception report and the final evaluation report; participates in the validation workshop; considers recommendations for any future phase.
ADF Program Director	Overall management of the evaluation contract; primary liaison with the evaluator(s) on programmatic matters; coordination of country-level logistics with DIWA and IA.
Senior MEAL Officer	Day-to-day technical focal point for the evaluator(s); provides access to the Log Frame, MEAL Plan, Indicator Tracking Tool and project documentation; reviews the evaluation matrix, draft tools and draft reports for technical quality;
DIWA and IA Project Managers	Facilitate in-country logistics, stakeholder access and scheduling of KIIs/FGDs in Malawi, Zambia, Ghana and Benin respectively; support accessibility arrangements (e.g. interpretation).
ADF Finance Manager	Manages the evaluation budget and contract payments in line with Sida's financial procedures.
Evaluator(s) / consulting team	Independently designs and delivers the evaluation in line with this ToR; reports directly to the Senior MEAL Officer for technical matters and the Consortium Coordinator for contractual matters; provides fortnightly progress updates.

All reports and deliverables must be submitted in English. Any disagreement on scope, methodology or findings that cannot be resolved between the evaluator(s) and the Senior MEAL Officer will be escalated to the Consortium Coordinator and, if necessary, the Project Steering Committee.

12. Expression of Interest and Submission of Proposals

Interested consultants or consulting teams should submit proposals in TWO (2) separate documents/attachments:

- **Technical Proposal,** including: (i) a written expression of interest responding to this ToR, with the proposed evaluation approach and methodology, sampling strategy and disability-inclusive data collection approach; (ii) a detailed work plan and timeframe; (iii) the CV(s) of the Lead Evaluator and any proposed team members, highlighting relevant experience in disability and/or gender evaluations; (iv) at least three contactable references for similar assignments; (v) a sample of previous, comparable evaluation work; and (vi) a disclosure of any actual or potential conflict of interest.
- **Financial Proposal,** presenting a detailed and comprehensive budget as described in Section 12, inclusive of all fees, costs and applicable taxes.

Proposals should be submitted electronically to the (jobs@adf-secretariat.org copying pgumpo@adf-secretariat.org quoting the subject line "SPADRA End of Project Evaluation Consultant", by 17h00 (CAT) on 22 October 2026.

13. Evaluation of Proposals

Proposals will be evaluated:.

Technical Evaluation

The technical proposal will be scored out of 70 points.

Criteria	Points allocated
Quality of proposal, and appropriateness of the proposed evaluation approach, methodology and disability-inclusive data collection design	20
Consultancy/team experience designing and delivering high-quality evaluations of disability, gender or rights-based advocacy programmes	10
Qualifications of the Lead Evaluator and proposed team, including demonstrated expertise in disability-inclusive and gender-responsive evaluation	10
References for the evaluator(s)' experience in the disability rights and/or gender sector, including work in the four target countries or comparable African contexts	10
Experience collecting data from and with women and girls with disabilities and other groups at heightened risk	10
Sample/evidence of analytical and report-writing skills from a previous evaluation or assessment	5
Realism and clarity of the proposed work plan, timeframe and staffing arrangements across the four target countries	5

Financial Evaluation

Financial proposals of suppliers will be scored out of 30 points.

14. Confidentiality, Data Protection and Intellectual Property

All data and information received from ADF, DIWA, Inclusion Africa for the purpose of this assignment is to be treated confidentially and used only in connection with the execution of this ToR. The evaluator(s) must comply with applicable data protection standards when handling personal data collected from participants, including secure storage, anonymization in reporting, and deletion or return of raw data at the end of the assignment as agreed with the Senior MEAL Officer. All intellectual property rights arising from the execution of this ToR are assigned to ADF, on behalf of the consortium. The contents of any written materials obtained and produced in this assignment may not be disclosed to third parties without the express advance written authorization of ADF.

15. ADF Disclaimers

ADF may cancel this solicitation and elect not to award a contract. ADF may reject any or all responses received. Initiation of this solicitation does not constitute a commitment to award by ADF. ADF reserves the right to disqualify any offer based on its content or failure to follow the solicitation instructions in this ToR. ADF will not compensate applicants for costs incurred in responding to this solicitation. ADF may choose to award only part of the activities described in this solicitation, or to issue multiple awards. ADF reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination, in order to promote competition.