



**GRANT SUPPORT
PROGRAMME**

EXTERNAL EVALUATION TERMS OF REFERENCE

SEPTEMBER 2021

1 BACKGROUND AND RATIONALE

1.1 ORGANISATIONAL BACKGROUND

The International Paralympic Committee (IPC) is the global governing body of the Paralympic Movement and its vision is to make for an inclusive world through sport. It aims to achieve this by leading the Paralympic Movement, overseeing the delivery of the Paralympic Games and Paralympic Winter Games, and supporting its 200 member organisations to enable Para athletes to achieve sporting excellence. The IPC also acts as the International Federation (IF) for 10 Para sports, for which it supervises and co-ordinates the World Championships and other competitions.

IPC membership draws together National Paralympic Committees (NPCs), International Federations (IFs), Regional Organisations and International Organisations of Sports for the Disabled (IOSDs).

Previously offered through the Agitos Foundation, the IPC offers development programmes to its members. In order to support its vision and mission, the IPC engages in organisational capacity-building activities to promote good governance and strong leadership in NPCs, designs and implements awareness-raising initiatives with NPCs, strengthens the athlete pathway by enabling Para athletes in emerging countries to compete in sporting opportunities from grassroots to elite level and empowers Para athletes to become positive role models to challenge perceptions in society and to fulfil their potential in their post-sport career.

1.2 PROGRAMME BACKGROUND

The Grant Support Programme was first launched in 2013 and supports IPC members worldwide to have access to funding for focus areas within Para sport that are in greatest need of development and support, such as Paralympic Movement awareness, Para athlete education and development, sport technical education for coaches, classifiers and technical officials, capacity building and leadership.

From 2013 to 2019, the IPC allocated EUR 650,000 per year in grants for NPCs, IFs, IOSDs and ROs to apply for support. Grants ranging from EUR 5,000 to EUR 40,000 were awarded for a maximum implementation period of one year.

With several million euro supporting 203 projects from 66 NPCs, 5 ROs, 20 IFs and 3 IOSDs over the 7 annual editions of the GSP to date, hundreds of thousands of people have been directly and indirectly exposed to and involved in the

Paralympic Movement from grassroots development programmes right through to National Paralympic Days.

1.3 EVALUATION RATIONALE

The GSP has now been running for several years, and the IPC is commissioning this external evaluation to assess the relevance of the programme impact to date, as well as provide key recommendations on programme design going forward.

In addition, the IPC currently has several additional projects and programmes focussed on supporting members. The evaluation should consider these other initiatives to understand if and how the GSP should be redesigned in order to maximise synergies with these other initiatives.

The primary users of this evaluation are the IPC and GSP grantees. The evaluation will help to inform future strategic direction of the programme and should reflect a mix of focus areas, members and regions as described above.

2 OBJECTIVE

The overall objective of the evaluation is to review the relevance and impact of the Grant Support Programme as a mechanism to support member development.

3 KEY EVALUATION QUESTIONS

The evaluation criteria to be assessed are relevance, impact, and management, with the following key evaluation questions:

Criteria	Evaluation questions
Relevance	Are the activities and outputs of the projects consistent with the overall goal of the GSP?
	Are the eligible activities, focus areas, amounts and timeframe available aligned with the needs of grantees?
	What changes can be made to the GSP to ensure its alignment with the IPC priorities and strategic focus?
	How should the programme be adapted to ensure alignment with other IPC initiatives that support members?
Impact	What real difference has the GSP made to those benefitting?
	Are the outcomes experienced different for women and men?

Management	How effective are the internal management, coordination and scoring mechanisms established for the GSP?
	How can the impact of the GSP overall be better captured and reported on?

4 METHODOLOGY

IPC anticipates that the evaluation will entail qualitative and quantitative data collection, supported by a desk review of all relevant documentation. Given the ongoing COVID-19 pandemic, this evaluation will be conducted entirely remotely.

Desk review: relevant grantee project documentation (applications, mid-term and final reports etc.), GSP programme-level documentation (programme reports and statistics, documentation related to grantee selection etc.), information on other member support projects and programmes, and IPC strategic-level information (current and past IPC strategic plans, IPC programmes' theories of change etc.).

Qualitative data collection: through key informant interviews, case studies, and/or focus group discussions.

Case study approach: a number of more in-depth case studies should be conducted with a sample of grantees.

Quantitative data collection: through survey(s) with grantees and members.

Following an initial review of relevant documentation, and prior to the start of data collection, the evaluator will provide IPC with an inception report that outlines the framework, methodology, sampling and indicators that the evaluator intends to utilise.

The evaluator can propose changes to the methodology based on the information provided here; the proposed methodology should be elaborated upon in the technical proposal submitted and any modifications or additions should be explained. Furthermore, the methodology should explain what sampling methods will be used that will allow for meaningful conclusions to be drawn on the programme to date.

5 TIMELINE AND DELIVERABLES

The evaluation is expected to commence in October 2021 and should be completed no later than December 2021. IPC estimates that the evaluation will take approximately 60 working days; the working days for the evaluation need not be consecutive. The evaluator can propose a different timeline based on the

information provided here; the proposed timeline should be explained in the technical proposal.

The deliverables for this evaluation will include:

- An *inception report* including refined methodology, workplan and data collection tools, due to the IPC for approval within the first 10 working days
- A *draft report* detailing key findings, supporting evidence, and concrete recommendations due to IPC for feedback)
- One *oral presentation of key findings* with relevant IPC staff following submission of the draft report
- A *final report* incorporating all relevant feedback. The final report should provide brief, clear and pragmatic conclusions and recommendations in response to the evaluation questions, as well as an executive summary

6 QUALIFICATIONS

The selected evaluator (or evaluation team) should have the following:

- Fluency in English, French and Spanish
- Outstanding oral and written communication skills
- Bachelor's degree in international development, sport development, international sport management, social sciences, or related field
- At least eight years of experience in designing, implementing and overseeing project evaluations or a combination of education, training and experience
- Demonstrated experience working in the field of sport development or sport for development is desirable
- Demonstrated understanding of gender issues
- Inter-cultural communication skills
- Strong facilitation, presentation, and communication skills
- Strong ability to communicate effectively in English, both verbally and in writing
- Team player with the ability to closely collaborate with IPC staff, grantees, and project stakeholders

7 APPLICATION AND SELECTION PROCESS

A technical and financial proposal, including the names and contact information for three recent references and the CV of the evaluator (or each member of the evaluation team) should be sent in electronic format with the subject "**GSP evaluation proposal**" to the following email address:

programmes@paralympic.org . The technical proposal should include details on the methodology and timeline proposed by the evaluator. Applications close 1 October 2021 at midnight.

Proposals will be evaluated based on the following criteria:

- Quality of the technical proposal with regard to what is outlined in the terms of reference.
- Profile and experience of the evaluator/evaluation team
- Suitability of the proposal in terms of budget and timeline

IPC reserves the right to ask candidates to clarify aspects of the technical or financial proposal if necessary. IPC may ask for examples of previous work after reviewing the application materials.