

TERMS OF REFERENCE
FOR
EXPRESSION OF INTEREST (EOI)

REVIEW AND DEVELOPMENT OF RESEARCH AND EVIDENCE UPTAKE POLICY

1. Introduction

The Partnership for African Social and Governance Research (PASGR) is an independent, non-partisan Pan-African not-for-profit organisation established in 2011 and located in Nairobi, Kenya. Currently engaged in more than 26 African countries, PASGR works to enhance research excellence in governance and public policy that contributes to the overall wellbeing of women and men. In partnership with individual academics and researchers, higher education institutions, research think tanks, civil society organisations, business and policy communities both in the region and internationally, PASGR supports the production and dissemination of policy relevant research; designs and delivers suites of short professional development courses for researchers and policy actors; and facilitates the development of collaborative higher education programmes.

PASGR's vision is '*a vibrant African social science community addressing the continent's public policy issues*' with a mission of *advancing research excellence for governance and public policy in Africa* delivered through three core programmes: Higher Education, Research and Policy, and Professional Development and Training (PDT).

PASGR's ability to deliver on its mandate is intrinsically linked to the question of research and uptake of the evidence produced. PASGR's current research entails a continuous scan of the environment within Africa to identify emerging issues that are relevant to the stakeholders. The scan ensures that our research addresses important public policy evidential gaps, meaningfully contributing to the sustainable development agenda of the continent.

The research and evidence uptake function is situated within the research and policy unit of PASGR. Since its inception, the unit has focused on social policy and governance issues that broadly reflect the priorities of African governments. This focus has been informed by the significance of social policy in broader public policy formulation, as well as the challenges and opportunities of inter and multidisciplinary research for development. In its current strategic focus, this has been reframed under a governance research approach to infuse rigorous inquiry into state-society-market relations that provide solutions to public policy challenges. PASGR combines this high quality research approach with opportunities for emerging researchers to work with senior scholars who lead, guide and mentor them in the research process.

PASGR's approach to research recognises that given the multiplicity of actors with different interests, ideologies, power, resources, capacity and knowledge in the policy making terrain, organisations supporting evidence informed policy making for sustainable social change come with an array of complex challenges. This realisation led us to develop an innovative approach to working with research-policy communities, through the *Utafiti Sera* initiative.

To achieve quality of generated research evidence, the research and policy unit works closely with the Professional Development and Training (PDT) programme for research capacity

strengthening. Alumni of this training are called upon to act as country researchers in multi-country research projects.

Against this background, PASGR wishes to develop a comprehensive research and evidence uptake policy that will provide an agreed framework for the coordination, facilitation and management of quality research and evidence uptake.

2. Objective of the Consultancy

The main objective of the consultancy is to develop a research and evidence uptake policy that will constitute an appropriate framework for the coordination, facilitation and management of quality research and the uptake of the evidence emanating from the research. The policy will also be the basis for determining the research agenda as well as scope and approaches to research and evidence uptake. The policy should guide PASGR on the strategic choice between building “in-house” capacity through available institutional capacity strengthening provisions such as through the PDT Programme and using external knowledge (outsourcing) and/or develop a balance (hybrid) between the two.

3. Scope of Work

The consultant will be required to develop a comprehensive, pragmatic and implementable Research and Evidence Uptake Policy that should include but not limited to the following:

- a) Proposals on how PASGR’s research and evidence uptake function should be coordinated, facilitated and managed to ensure timely delivery of quality and value adding results as well as support for the strengthening research culture in African universities;
- b) Given PASGR’s structure as a secretariat, recommendations on how PASGR should balance in-house research capacity and outsourced capacity for optimal delivery. These should include concrete strategies to enhance coordination, complementarities and synergies.
- c) Most appropriate approach(es) to deliver PASGR’s research and uptake function in terms of the level and topics to be covered (whether at the strategic think-tank level, or the in the area of general governance and public policy issues or in the form of forward looking studies or at the sectoral level);
- d) Proposals on a robust research and uptake process including agenda setting, clear recommendations on the roles and responsibilities of the various key actors/stakeholders to be involved;
- e) Proposals on how PASGR can network and establish effective linkages with various centres of excellence and expertise to enhance internal and external capacity to undertake quality and impactful research;
- f) Proposals on how PASGR can enhance its innovative evidence to policy approach – Utafiti Sera – that acts as a bridge between researchers, community stakeholders and policy makers to ensure appropriate uptake and use of evidence for policy and programming. Recommendations should include mechanisms for mapping stakeholders, dissemination of information once research and analysis is concluded, and the appropriate levels to achieve these;
- g) Proposals on appropriate institutional mechanisms within PASGR to effectively carrying out its research and uptake function (e.g. Working Groups, Task Forces etc.);
- h) Proposals on strategies for embedding research capacity strengthening through support for early researchers in the pipeline and research fellowships;
- i) Clear recommendations on how the integration of PASGR’s research and policy function with other programmatic processes at PASGR;

- j) Clear recommendations on fundraising strategies to support PASGR's research agenda. This should include how PASGR can balance delivery of research projects while continuous fundraising; and
- k) Recommendations on appropriate and competitive compensation scales for researchers.

4. Core Deliverables

The Consultant will deliver:

- i) An inception report with detailed scope of work and work breakdown schedule that outlines the work plan, timelines, milestones and deliverables.
- ii) Draft Research and Uptake Policy presented to PASGR's management and the Board for discussion, reviews and comments;
- iii) Upon review and approval of the drafts, prepare a final draft Research and Uptake Policy taking into account input from various stakeholders.
- iv) Development of slide decks (with infographics) for deliverables (ii) -(iii) above for presentation to internal and external stakeholders;
- v) Train PASGR's management and staff on the newly drafted final policy;
- vi) Hold a virtual validation workshop with relevant internal and external stakeholders; and
- vii) A report on training/awareness of staff and validation workshop.

5. Methodology

The consultant is expected to review relevant documentation in PASGR and consider the experiences and best practices of similar organisations and think tanks in African and globally. The consultant will also be expected to analyse all relevant information and facilitate a forum to validate the Draft Research and Uptake Policy.

The process of preparing the Research and Uptake Policy should be participatory and involve relevant stakeholders within PASGR, including senior management and staff in the research and policy unit as well as PASGR's research and training partners. The consultant should also interview other stakeholders such as the PASGR board research and programmes committee, current and previous research persons and grantees, review/engagements with selected similar organisations as well as centres of excellence and experts in social science and governance.

6. Minimum Requirements and Competencies

The consultant must meet the following requirements:

- a) A PhD Degree, preferably in the social sciences, with at least 10 years research and policy experience in Africa;
- b) Must be a team of accomplished scholars with practical research and policy ecosystem in Africa;
- c) Proven track record in the development of policy frameworks, business support strategies and implementation;
- d) Extensive hands on experience in the area of governance and public policy research and evidence uptake, strategic planning, and monitoring and evaluation processes;
- e) Demonstrated Knowledge of research management and evidence uptake at the regional and international level;
- f) Experience in designing and delivering capacity building programs to policy makers;
- g) Previous experience of conducting similar exercise in an organisation or institution similar in size and scope in Africa;
- h) Excellent communication skills including in presentations, report writing and research; and

- i) Consultant team must also have staff with required credential, knowledge and skills including strong communication/reporting, editing/proof-reading skills.

7. Reporting Lines

The Consultant will be expected to be self-motivated and able to work independently. **PASGR's Head of Research and Policy** will provide supervision and support including induction to the work, provision of the relevant background documents, and links to the relevant internal and external stakeholders. PASGR's Senior Management Team and staff will provide a support and advice as may be needed.

8. Timeframes

It is anticipated that the assignment will be completed within a total of eight to twelve (8-12) weeks from the date of the signing of the contract between PASGR and the Service Provider. All work must be completed by the **December 15, 2021**.

9. Response to the EOI

Please respond to this EOI with **not more than 15 pages technical and financial proposal (including all attachments)** to **bids@pasgr.org** by **12:00pm EAT Wednesday, September 29, 2021**.

The EOI proposal should cover:

- a) Your understanding of the assignment;
- b) Evidence of past work experience;
- c) A proposed approach and methodology for carrying out the assignment;
- d) Core team, responsibilities and level of effort;
- e) A detailed work plan, timeframes and milestones.
- f) A financial proposal that indicates the all-inclusive fixed total contract price.

Any inquiries can be sent to the same email and shall be collectively responded too **not later than Friday, September 24, 2021**.