



REQUEST FOR PROPOSALS

Monitoring and Impact Evaluation Framework & Support

RFP #: KWFCDT M&E 01/2025	TO BE SUBMITTED TO: Kouga Windfarm Community Development Trust (KWFCDT) ON EMAIL BELOW
CLOSING DATE: Friday, 30 May 2025, 17h00	
PROJECT: MONITORING AND EVALUATION FRAMEWORK AND SUPPORT	INFO@KWFTTRUST.CO.ZA

OBJECTIVE

The Kouga Wind Farm Community Development Trust (KWFCDT) seeks a qualified Monitoring and Impact Evaluation service provider/social partner to develop a monitoring and evaluation framework and tools. The M & E framework and tools will be used for the purpose of assessing the immediate to long-term impact and enhancing the impact of the KWFCDT projects in its beneficiary communities of Umzamowethu, Sea Vista, KwaNomzamo and Kruisfontein, within the Kouga Local Municipality.

The M & E service provider/social partner will be tasked with co-creating a framework for monitoring and evaluation to assist in evaluating project outcomes, impact, identifying areas for improvement, ensuring adherence to the KWFCDT's Theory of Change, and supporting effective strategy implementation.

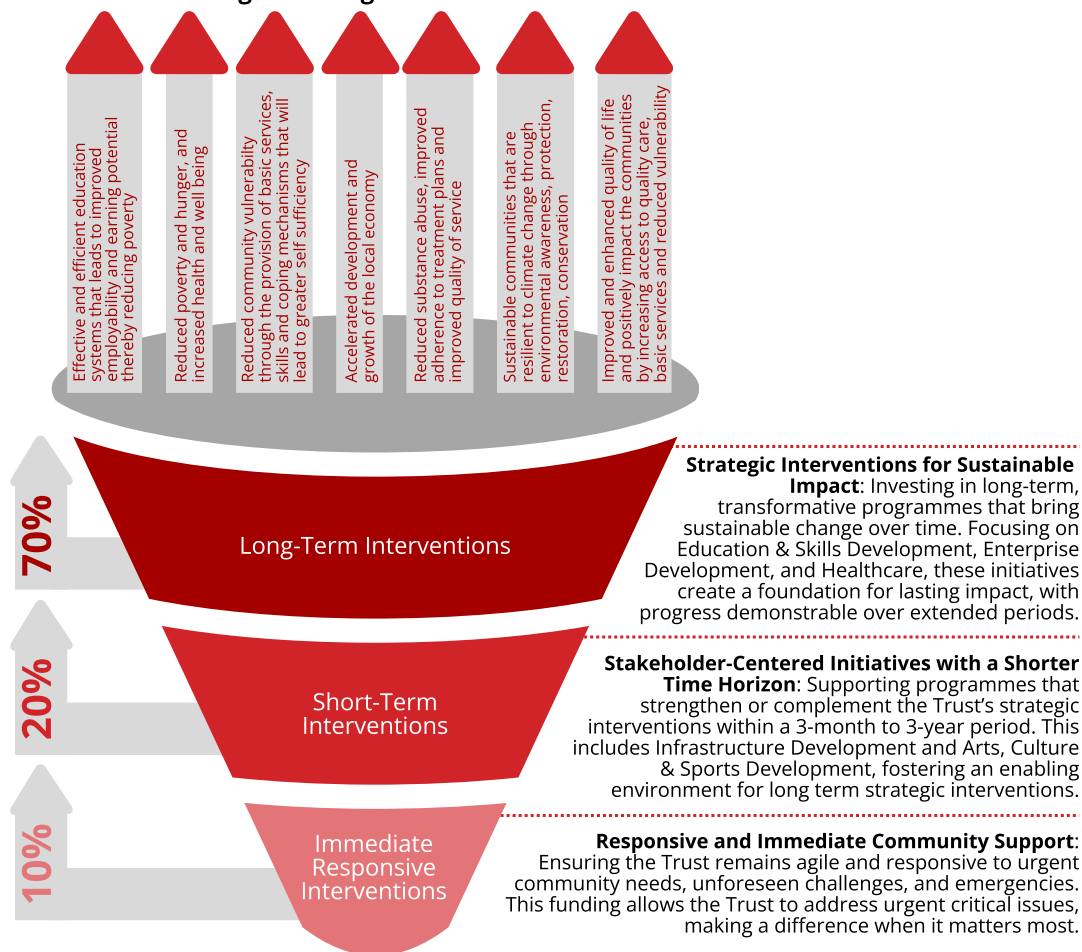
PROJECT OVERVIEW

The KWFCDT's strategy and operating model are geared to fulfil its vision and mission in a robust and cautiously focused approach to achieve the desired development impact. The strategic intent, which is premised on the Theory of Change, defines the overarching approach to identify and fund relevant and impactful programmes that will bring about sustainable change at a community level. Theories of Change have been developed for each of the seven focus areas:

- Education and skills development
- Enterprise development
- Healthcare development
- Infrastructure development
- Arts, culture and sports development
- Welfare and humanitarian development
- Environment, conservation and animal care

STRATEGIC FRAMEWORK FOR PROJECTS

The 70/20/10 Strategic Funding Matrix



SCOPE OF WORK

M & E framework

- Develop an impact evaluation strategy for the Trust, including a framework for M & E aligned with the trust's Theory of Change.
- Develop a matrix aligned to the overarching strategic pillars which are:
 - Improving the quality of education and skills development
 - Improving the quality of life and
 - Reducing poverty
- Develop annual milestones (indices/indicators relating to the strategy).

M & E dashboard

- Develop a dashboard with project-specific outcomes in line with the strategic outcomes and objectives of the Trust.
- Monthly report template to monitor project performance (project status, progress, risks, possible risk mitigation measures, and inherent challenges).
- Mechanism to track progress/impact with project specific KPIs.
- Mechanism to consolidate quarterly and annual reports.
- Quantitative and qualitative data and case studies demonstrating impact.
- Showcase on a granular level the impact of projects (baseline, progress, post-project).
- Live dashboard to be accessible to social partners for inputting monitoring data.
- Post investment (donation) progress tracking mechanism.

Capacity building and training

- Capacity building for staff and trustees to understand and apply M & E.
- Training and capacity-building for social partners.

Gap Analysis

- Identify discrepancies between intended and actual results, providing actionable recommendations.
- Provide recommendations on how to achieve scale and increase the social return on investment.

PROPOSAL SUBMISSION REQUIREMENTS

- Company Profile
- Proposed Framework: Describe the M & E framework, Impact Evaluation Strategy and management approach to be implemented for this project.
- Costing
 - Breakdown of costs and budget plan.
- Timeframe
 - Detail the phases of work, linked to the project design.
- Team Composition
 - Information about team members.
- References
 - Contact information for a minimum of three references.
- Company Documentation
 - CIPC Documents, SARS Tax Clearance Certificate, Bank Confirmation Letter, BEE Certificate.
- Sample M & E report demonstrating how to track impact, present data, and provide actionable insights.

Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weight (%)
Relevant Experience: Demonstrated expertise in Impact Evaluation and MEL and similar projects.	20%
Proposed Framework: Clarity, feasibility, and effectiveness of the proposed approach	20%
Team Expertise: Qualifications and experience of key team members	10%
Successful implementation of proposed approach	15%
Compliance: Submission of required company documentation.	10%
Project duration	10%
Quoted budget	15%
Total	100%

Guidelines and application forms can be downloaded [HERE](#). Enquiries can be directed to info@kwftrust.co.za.