



TERMS OF REFERENCE

DUE DILIGENCE ASSESSMENT ON INCLUSIVE ELECTIONS PARTNERS

1.0 Introduction

STAR-Ghana Foundation is a national centre for active citizenship and philanthropy. The foundation works to strengthen civil society and enable citizens to engage with the state to ensure accountable, transparent, and responsive governance at both national and local levels. It will act as a Convener, Catalyst and Coordinator of civil society action towards systemic and transformational change in Ghana. (For further information on STAR-Ghana, please visit www.star-ghana.org)

STAR-Ghana has, since 2012, provided support to civil society organisations and the media in Ghana to influence the conduct of elections, particularly around issues-based campaigning and strengthening spaces for citizens' voices in shaping manifestos. With funding from FCDO for the Gender Rights and Empowerment Programme (GREP), the Foundation made significant progress in increasing political party manifesto committees' awareness of citizens' priorities for development in the key areas of education, health and social protection.

2.0 Background to the Assignment

Elections are a key process and milestone in Ghana's democratic governance. It is the period where political parties contest for votes and as a result are the moments where political actors, particularly political parties and their candidates, are most accessible to the public, presenting windows of opportunity for citizens to influence their plans and proposals for socio-economic transformation. Political parties' manifestos thus become an important tool around which election engagements are held. Their importance lies in several factors, including:

- Outlining the policy direction the parties intend to pursue if elected into office.
- Making public commitment to policy goals. These goals can then be used by citizens and civil society to hold the winning party accountable for the promises made in the manifesto, thus contributing to transparency and accountability in governance.
- Manifestos stimulate policy debate and dialogue during election campaigns. They provide a basis for parties to engage with each other and the public, discussing the merits of their proposed policies and defending their vision for the country.
- Shaping legislative agendas and policy decisions.

Based on the forgoing, CSOs in Ghana have since the advent of the Fourth Republic sought to influence the manifestos of the major political parties around their key priorities. As indicated in the introduction, STAR-Ghana provided significant support, under the STAR-Ghana programme and the Foundation to civil society partners to engage with political parties on their manifestos. In addition, STAR-Ghana is the Convenor of the Ghana CSOs Elections Platform, a loose alliance of CSOs working around issues of peaceful, inclusive and credible elections. The platform supports the coordination of CSO actions around elections and enables coordinated engagements with key stakeholders.

Project Overview

A three-year implementation period is proposed to achieve the project's purpose of influencing inclusive election, responsive and accountable governance in Ghana. Building on the influencing manifestos project, the first phase (July 2024-March 2025) will focus on promoting debates and engagements between organizations of underserved groups and political parties on their manifestos; advocating with election management bodies on issues of accessibility to ensure full participation of persons with disabilities and hard to reach communities in election processes; and building consensus among CSOs on post-election accountability mechanisms.

The second phase (April 2025-March 2027) will focus on advocating for the representation of key social groups in government appointments; and influencing accountability of government on its manifesto promises on inclusive and equitable basic services delivery.

The project strategy will be based on:

- the need to ensure ownership of the issues by key social groups
- facilitating engagements between organizations of underserved groups and their organisations and key political actors such as the presidential candidates and party spokespersons on the thematic areas
- development of a process to hold the winning party accountable for the manifesto promises.
- Mobilising coordinated civil society actions for inclusive and accountable governance at national and sub-national levels

The project will work with civil society organizations, including those led by or working in solidarity with women, youth and PWDs rights and inclusion. It will also work with relevant parliamentary committees to hold government accountable for delivering campaign promises, policies and budgets. It will also build strong partnerships with the media to promote public discourse and amplify the key demands of the political parties.

STAR-Ghana Foundation has identified and pre-qualified some key Civil Society and other organisations to partner with, in achieving the objectives outlined above. However, prior to finalising contracts with the identified partners and as part of our grant-making processes, SGF is seeking to engage the services of consultants to conduct capacity and risk assessments on the shortlisted organisations.

This Terms of Reference (TOR) describes the role, tasks, and deliverables for the assignment.

3.0 Purpose of the Assignment

The purpose of the assignment is to assess the 'legitimate existence' of the pre-approved organisations, and appropriateness of their organisational systems and processes for project management as well as

their competencies to manage funds and achieve results. The due diligence is to ensure that they are meet the basic statutory legal and regulatory requirements relating to registration and have in place the requisite systems and processes to manage grant funding to achieve the desired programme objectives as will be agreed with them for this project.

Again, the assignment is aimed at ensuring long term value for money (VFM) from grant expenditure and mitigating fiduciary and other risks by identifying potential weaknesses and risks in the organisation's governance structure or processes to determine areas for capacity support.

4.0 Scope of the Work Required

The due diligence exercise will involve an initial off-site review of the prospective partner's documents and processes, using virtual interviews (phone or via tele-conferencing) with relevant Staff. After which the Consultant will be required to conduct on-site visits to the organisations to conduct physical verification of information provided. Details of the task are elaborated below:

Task 1: Submit a Plan of Action/Workplan for the Assignment

The Consultant will be required to submit a plan of action or workplan and methodology for conducting the due diligence to STAR-Ghana Foundation for review and consensus.

Task 2: Undertake Due Diligence (DD) on organisations

As mentioned above, the Consultant shall do a virtual assessment of the organisation's systems and procedures and their capacity to manage funds and implement projects. The Consultant will do a desk review of all the documents that shall be presented by the Partner. Again, offsite interviews will be held with key Staff of the Organisation, key informants in the communities/districts/regions where the organisation is located (these will be identified by the Consultant, in consultation with SGF, as part of the assignment), to ascertain their legitimacy and rootedness and to validate some of the information received. Finally, the Consultant will select a sample of the organisations for on-site checks to verify the information gathered/submitted.

These check-up processes will be undertaken using a guided due diligence protocol or checklist provided by STAR-Ghana.

Task 3: Make recommendations to the Executive Director through the Head of Partnership and Resource Mobilisation

The due diligence Consultant shall prepare a detailed report based on the findings from the organisational assessment and present same to STAR-Ghana Foundation through the Head of Partnership and Resource Mobilisation. For each Organisation, the consultant will be required to express an opinion on their suitability or otherwise as a grant partner and the reasons for such opinion or position.

Task 4: Make recommendations of the capacity support needs of recommended organisations.

Where the Consultant recommends a partner, he/she will further identify potential capacity gaps and recommend relevant training, and/or capacity support that could further enhance and strengthen the effectiveness and efficiency of the recommended organisation to implement the project and manage the funds.

5.0 Deliverables

1. A workplan and methodology for conducting the Due Diligence
2. A report on the off-site and on-site assessment of selected organisations
3. A completed due diligence assessment sheet for each organisation (attached as Annex);
4. A Summary report sheet summarising the recommendations or otherwise of organisation to be submitted through the online portal;
5. An end-of-assignment report to be submitted alongside the first three deliverables; such report should provide:
 - Feedback on the due diligence process including key issues emerging, challenges experienced with the DD checklist tool and
 - Recommendations for the way forward (new learning) for STAR-Ghana Foundation grant provision process.

6.0 Key Documents to be provided by STAR-Ghana Foundation

- Due Diligence Guide
- Due Diligence Report Template - Narrative
- Due Diligence Summary Sheet – Excel
- List/Locations of the partner organisations to be assessed

7.0 Timelines

The key assignment should be implemented over the period Monday August 26, to Wednesday September 11, 2024. An end of assignment report SHALL be submitted to the STAR Ghana Office not later Friday September 13, 2024.

The total number of (payable) days for the DD Assignment shall be 13 days only.

An orientation will be held for the selected consultant on Monday 26th August to kick-start the assignment

8.0 Fees

The available budget for this assignment is **Ghc50,000**. A ceiling of **Ghc6000** will be made available to cover expenses (Accommodation, vehicle rental and meals). **These will be paid on presentation of receipts.**

9.0 Person Specifications

- Minimum of a Master's Degree in Accounting/Finance and/or a Chartered Accountant
- At least 5 years relevant post qualification work experience (experience with the civil society sector in Ghana is an advantage)
- Previous experience conducting due diligence in the civil society sector is mandatory

- Excellent written and oral communication skills;
- Willingness to sign Conflict-of-interest and Safeguarding forms

Expressions of Interest should be addressed to jloomson@star-ghana.org by close of day on Thursday August 22, 2024.