

Terms of Reference for the Final External Narrative Evaluation of the EU-funded “Commitment to Constructive Dialogue” Project

I. DESCRIPTION

The “Armenian Lawyers’ Association” NGO and the partner organizations “International Center for Human Development” NGO, “SME Cooperation Association” NGO, “Union of Communities of Armenia”, “Armenian Centre for Democratic Education-CIVITAS” NGO (members of CSOs Anti-Corruption Coalition of Armenia) and “Agora Central Europe” an NGO from the Czech Republic are implementing the European Union funded “**Commitment to Constructive Dialogue**” project (hereinafter “Project”).

The Project is co-funded by the “Armenia: Promoting Anti-Corruption Conduct and Reforms” project implemented with the financial support of the “Center for International Private Enterprise” (CIPE).

Project duration is **34 months**. The project was launched on **15 December 2016** and is due to end on **15 October 2019**. The total budget is **2.222.256 EUROS**.

The overall objective of the Project is to enhance the influence of CSOs on the public policy process, and **the specific objectives** are to strengthen the ability of CSOs to build coalitions and focus on constructive and strategic policy engagement with local and central government partners.

The following main actions were implemented within the framework of the project:

1. Capacity building of CSOs and CSOs’ Coalitions:

- b. Certification training courses for CSOs and CSOs’ Coalitions at the American University of Armenia. The courses were conducted in two stages: core trainings and advanced trainings
- c. Establishment of CSO incubators in Yerevan City and Shirak, Lori, Gegharkunik, Syunik marzes of the RA aimed at providing professional and technical assistance to CSOs in Armenia to develop their capacities in 9 target and other areas, as well as in 4 thematic areas of the Project.
- d. Internal thematic areas and internal capacities of CSO coalitions have been created and/or strengthened.
- e. CSO Online Training Modules have been created.:

The 9 target areas of the Project are:

1. Public Finance Management
2. Human Rights
3. Justice

4. Business
5. Education
6. Agriculture
7. Economy
8. Energy
9. Social Sector (social inclusion of children with disabilities)

Other areas include: culture, local government and environmental protection

The thematic areas are:

1. Monitoring of public budgets and policies,
2. Development of evidence based policies,
3. Creation and/or strengthening coalitions,
4. Constructive Participation/Dialogue with Government and Local Government in the process of Public Policy Development.

2. *Providing sub-grants to CSOs and CSO coalitions*

- a. 9 CSO sectoral coalitions were awarded 9 sub-grants in the first round on a competitive basis. The sub-grants were aimed at creating and enhancing the impact of coalitions on public policy development, advocacy, and public participation in target areas.
- b. 9 CSO sectoral coalitions were awarded 9 sub-grants in the second round on a competitive basis. The sub-grants were aimed at developing the capacity of CSO coalitions.
- c. 31 CSOs members of CSO Incubators were awarded 29 sub-grants on a competitive basis. The sub-grants were aimed at creating/developing a sustainable dialogue with the Government and local authorities, developing/improving evidence based public policies, ensuring their advocacy, as well as monitoring the implementation of public policies.

3. *Other Project Activities*

- a. Support to CSOs: Free legal advice on the legislation as well as amended and supplemented legislation regulating the field of NGOs and foundations. With the support of the Project, a number of CSOs have been registered and re-registered, harmonising their statutes with the requirements of the legislation.
- b. Organization of events, including: Government/CSO conferences, seminars, focus group discussions, Town Hall and Chatham House format discussions, implementation, organisation and coordination of workshops in Government/CSO-LSG format. The events were organized in cooperation with CSOs and government bodies, as well as with international partners.
- c. Ensuring visibility and transparency of the project and its activities, results and other important achievements, collaboration with the media, producing and publishing videos, films and other digital materials.

- d. Other actions aimed at effective implementation of the project.

II. OBJECTIVE OF EXTERNA NARRATIVE EVALUATION

The objective of the evaluation is to examine the EU funded Project activities, their relevance to the overall and specific objectives of the Project, the activities carried out and the expected results. The results of the external evaluation are mainly intended for the EU Delegation to Armenia and the project implementers.

III. ISSUES TO BE STUDIED

The Evaluation should include the following issues:

- To what extent is the project activity relevant to the overall and specific objectives of the project?
- The extent of ensuring Project effectiveness.
- The extent of effectiveness of project activity.
- The impact of the Project on its direct and indirect beneficiaries, partners
- The extent of sustainability of the project.

At the same time, since the Project is now concluding, the focus should be on the last two issues: impact and sustainability.

The evaluation's analysis should include the following:

Relevance

- Assessment of the project's coherence with government and donor strategies and policies.
- Assessment of whether the project clearly and accurately identified real problems and analysed lessons learned from past experience and ensured coherence with current/ongoing initiatives.
- Assessment of whether the project established a clear and logically coherent set of project objectives (goal, purpose, outputs) and a set of indicative measures/activities for delivering them.
- Assessment of whether the project developed a clear and useful Logframe matrix with supporting activity and resource schedule.

Efficiency

The assessment of efficiency should focus on:

- the quality of day-to-day management of the budget (including whether an inadequate budget was a factor);
- whether flexibility was demonstrated by the implementers in response to changes in circumstances;
- How the relations of the project were resolved with all members of the Consortium, beneficiaries, and donors?

Effectiveness

The analysis of effectiveness should focus on:

- Has it been possible to achieve the intended desirable results and what impact has the project had on the direct and indirect beneficiaries, key stakeholders?
- Whether the assumptions and risk assessments at results level turned out to be inadequate or invalid, or unforeseen external factors intervened; how flexibly management adapted to ensure that the results would still achieve the purpose; and how well it was supported in this by key stakeholders including Government, the EU (HQ and locally), etc.

Impact

At impact level the evaluation will examine:

- to what extent the planned goals have been achieved, and how far that was directly due to the project;
- if there were unplanned impacts, how they affected the overall impact;

Sustainability

The analysis of sustainability will focus on:

- ownership of objectives and achievements, e.g. how far all stakeholders were consulted on the objectives from the outset, and whether they agreed with them and remained in agreement throughout the duration of the project;
- policy support and the responsibility of the beneficiary institutions: how far donor policy and national policy corresponded, and the effects of any policy changes; how far the relevant national, sectoral and budgetary policies and priorities affected the project positively or adversely;
- the level of support from governmental, public, business and civil society organizations.; the extent to which the project has influenced legislative initiatives;
- socio-cultural factors, e.g. whether the project cooperated with formal and non-formal authorities, societal systems; whether it has a goal to change any of these, how well-accepted the changes are both by the target groups and stakeholders; how well it was based on an analysis of such factors as involvement of direct and indirect beneficiaries and their participation in design and implementation; and the quality of relations between the project staff and beneficiaries.

- whether cross-cutting issues such as gender equity, environmental impact and good governance, were appropriately accounted for and managed from the outset of the project.

IV. METHODOLOGY

The evaluation should include all the following phases:

Desk-based research, visits and meetings with direct and indirect beneficiaries, partners, other interested entities, conducting interviews, analyses, report drafting, receiving feedback, editing all drafted documents, report finalisation in Armenian and in English.

The desk-based research should include review of project materials which include but are not limited to: project proposal, logframe, reports, concept papers, communications materials.

The selected evaluator should conduct a participatory evaluation, providing for active and meaningful involvement of all stakeholders, which included but are not limited to: project staff, specialists, experts, including consortium members, government partners, public servants, CSO members of CSO coalitions established/strengthened within the Project, sub-grantees, donors, etc. The evaluator should bear in mind that CSOs and CSO coalition members carry out their activities in Yerevan and in various urban and rural communities of the Shirak, Lori, Gegharkunik, Syunik, Tavush, Armavir, and Kotayk. Consideration should be given to the appropriate survey techniques to gather information from the stakeholders, including individual interviews, focus groups, as well as drafting and use of standard questionnaires.

V. SELECTION CRITERIA

The winning candidate will be selected among the companies or individuals submitting a complete bid by the proposal deadline. The selection criteria include the following:

- Degree to which the proposal adheres to the present ToR;
- Quality of the proposed methodology;
- Qualifications of the applicant, including past experience in evaluating similar projects and expertise in public policy development/improvement/advocacy and CSO-Government/local government issues;
- Feasibility of proposed methodology and work plan;
- Cost-effectiveness of the proposal;
- Ability to adhere to the proposed time constraints of the present ToR.

VI. REPORTING REQUIREMENTS

The Evaluator shall produce the following deliverables (in English and Armenian):

1. Draft of the evaluation report (due on 02 December 2019);
2. Final report (due on 10 December 2019). The final report must include the following sections:

- a. Executive summary (max. 2 pages);
- b. Evaluation summary in PPT form;
- c. Brief description of the context and the project;
- d. Description of evaluation goals and objectives;
- e. Description of evaluation methodology, as well as methodology, including tools utilised in the course of the evaluation to collect information;
- f. Presentation of main findings, achieved results, challenges, and conclusions of the evaluation;
- g. Discussion of lessons learned;
- h. Recommendations (programmatic and otherwise);
- i. Annexes as provided in the inception report, including the reviewed project fiches, all data collection tools, list of interviewees, etc.

After submitting the draft evaluation report, the Consultant will arrange an oral presentation and discussion with the project Implementers, who will submit feedback for consideration before the final report is submitted.

VII. WORKPLAN AND TIMETABLE

Armenian Lawyer's Association intends to select the successful consultant by 11 November, 2019, and therefore the consultant should be available to start the assignment by 12 November 2019.

The draft evaluation report should be submitted by 02 December, 2019. An oral presentation and discussion will be arranged for 03 December 2019. Deadline for the submission of the final report shall be 10 December, 2019.

REQUEST FOR BIDS

ALA seeks bids from individuals and organisations to conduct this evaluation. Applicants should submit a proposal (in Armenian) that includes:

- CV including detailed description of the Consultant's relevant qualifications, with a list of previously undertaken assignments in the same field;
- Copy of an (English language) evaluation report completed by the applicant during the past three years;
- Description and justification of proposed evaluation methodology including description of tools and techniques that will be used to collect and analyze information;
- Draft work plan and budget.

- In the case of an organisation, also a copy of the state registration certificate, information about the President, information on the Consultant(s).

If necessary, the Armenian Lawyers' Association may request additional documents, both original and copies.

Only complete applications will be considered.

Proposals should be submitted by email to info@armla.am. When making the submission, please indicate “**CCD Project Evaluation**” in the subject line of your email. For questions and clarifications, please send your inquiries to info@armla.am.

The deadline for the submission of applications is **07 Novber 2019, 17:00 Yerevan Time**.

NB:

If necessary, the Armenian Lawyers' Association reserves the right to change the terms set forth in this ToR. The information on changes shall be published on the Project website: <https://ccd.armla.am/>