

## STANDARD TEMPLATE FOR TENDERS

### GENERAL INFORMATION

**Title of Consultancy: Mid-term review: “EU4 Rule of Law: Citizen Engagement for Public Integrity (CEPI) in the Western Balkans and Turkey”**

**Application Closing Date: 19 February 2023**

**Consultancy Start and End Date: March – May 2023; approx. 20 working days**

**Location of Consultancy: remote/home-based, with a possibility of an in-person validation workshop in the Western Balkans region (TBC)**

### BACKGROUND

Transparency International (TI) is the global civil society organisation leading the fight against corruption. In collaboration with nearly 100 chapters<sup>1</sup> worldwide and an international secretariat in Berlin, Germany, TI raises awareness of the damaging effects of corruption and works with partners in government, business and civil society to develop and implement effective measures to tackle it.

The Citizen Engagement for Public Integrity project is a European Union (DG NEAR) funded action over three years, from January 2022 to December 2024. It aims at strengthening the rule of law by addressing public integrity deficiencies in Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia, Serbia and Turkey, through increased evidence-based anti-corruption policy making and implementation and enhanced civic engagement for public integrity, transparency and accountability.

TI-Secretariat is looking for an independent mid-term learning review of the project.

### OBJECTIVES OF THE MID-TERM REVIEW

The overall objectives of the mid-term review are to:

- Extract knowledge on the progress of implementation, challenges and learnings from project set-up and execution approaches
- Develop recommendations on what might need to be adjusted to ensure effective project implementation in the next period

A key audience for this evaluation is the TI Secretariat and implementing chapters/partners of the project who will use the results to improve the implementation of the project. In addition, TI-S and the European Commission will analyse the conclusions and recommendations of the evaluation and, where appropriate, jointly decide on the follow-up actions to be taken and any adjustments necessary.

### KEY ISSUES TO BE ADDRESSED

The following DAC criteria and respective evaluation questions should be addressed by the mid-term review but are subject to discussion and agreement with the evaluator(s) during the inception phase.

### RELEVANCE/ COHERENCE

- To what extent is the intervention aligned with the strategies of the key project implementing stakeholders?

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<sup>1</sup> National Chapters are independent civil society organisations registered in their own countries and internationally affiliated with TI.

\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

- How well adapted is the project implementation to context changes (e.g. changes in needs, in policies, etc.)?
- How do the components of the logic model fit in with one another and with the objectives?

#### **EFFECTIVENESS:**

- What progress has been made and to what extent are the objectives of the project likely to be achieved?
- What are the major factors influencing the achievement or non-achievement of the objectives?
- Have there been specific approaches that proved successful/ failed and what learnings can be drawn from this?

#### **EFFICIENCY:**

- To what extent have effective and inclusive results-based management and administration systems been in place?
- Were implementation risks adequately identified and managed?
- Is the MEL framework informing the decision-making in the project?
- What additional capacities, resources and support would be required for a successful implementation in the next phase of the project?

### **METHODOLOGY**

The evaluation, including its approach and methods, will be planned, agreed and conducted in close consultation with the TI-S monitoring evaluation and learning (MEL) and project teams. The project team will provide the necessary substantive support, including sharing all documents for desk review.

The evaluation consultant/ team of consultants is ultimately responsible for the overall methodological approach and design of the mid-term review, which should be adapted to the requirements of these terms of reference (ToR). The mid-term review should use a participatory and inclusive approach engaging relevant staff at TI-S and national chapter/partner levels through structured methods. Both quantitative and qualitative data should be utilised in assessing the project. The exact methodology should be defined, discussed, and agreed upon with TI-s during the inception phase. The mid-term review can include but not necessarily be limited to the following methods:

- Desk review of relevant documents.
- Individual and/or group online interviews with project implementing stakeholders.
- Survey questionnaires to project implementing stakeholders.

### **EXPECTED DELIVERABLES AND TIMELINE**

The consultant or team of consultants is expected to deliver:

- An inception report outlining the proposed methodology, stakeholders, data collection tools and timeframe of planned actions.
- A draft evaluation report for review and comments by TI-S, including annexes.
- A design, facilitation and documentation of a participatory workshop, incl. PowerPoint presentation, to discuss and validate the draft report at the project meeting (remotely or in-person planned for early May), and develop recommendations and an action plan.
- A final mid-term review report. The report should include lessons-learned and action-oriented recommendations according to the evaluation criteria listed above with a suggested action plan for each recommendation.

Guidance and quality assurance:

- The findings should be referenced.
- The consultant's approach should be guided by the Transparency International Impact Matrix methodology ([www.transparency.org/whoware/accountability/impact\\_monitoring/4](http://www.transparency.org/whoware/accountability/impact_monitoring/4)).

- The research should abide by ethical protocols including participant confidentiality and privacy, and by data protection regulations.

The Final Report should not be longer than 20 pages, excluding the annexes and the executive summary. All evaluation deliverables are to be submitted in English, in electronic form, in accordance with the agreed deadlines. The consultant is responsible for the quality of the final product, including editing and quality control of language.

Annexes to the Final Report should be kept to an absolute minimum, only those annexes that serve to demonstrate or clarify an issue related to a significant finding should be included.

While considering the comments provided on the draft, the evaluation expert(s) shall use their independent and impartial judgment in preparing the Final Report.

## SELECTION CRITERIA

TI-S is inviting expressions of interest from individual consultants or a team of consultants to carry out the mid-term evaluation of the project. The consultant(s) should have:

### Core competencies

**People's skills:** be able to mediate the different expectations of the different internal stakeholders to produce a strong independent assessment that will genuinely serve the learning purposes set out in this ToR.

**Work style:** is well planned and organised even within a fluid working environment and has a capacity for initiative with competent analytical and problem-solving skills. Maintains a strong level and flow of communication with reporting stakeholders.

**Language:** excellent command of English. Languages spoken in the Western Balkans and Turkey are an asset.

### Technical competencies

Applicants should have the following skills and experience:

- Substantial experience in conducting evaluations, including in the anti-corruption field.
- At least 5 years of proven relevant professional experience in an international development environment, of which at least 3 years should be in Monitoring & Evaluation of multiple country projects & programmes.
- Proven experience in the conceptualisation and facilitation of participatory workshops.
- University degree in social sciences or a related area. A post-graduate degree in project management, and/or related fields would be an advantage.
- Highly motivated and committed to the values of transparency and integrity.
- Regional experience and a good understanding of political and socio-economic issues in the Western Balkans and Turkey, as well as the EU enlargement policy priorities in the region, would be an advantage.
- Experience with the evaluation of EU-funded projects is desirable but not necessary.

The evaluators will communicate with the TI-S evaluation reference group (consisting of the project manager, regional advisor and MEL manager) in regular MS Teams calls and keep them in the CC of all communications.

## REMUNERATION AND COSTS

The consultant(s) should provide their estimated total fee as a lump sum or as standard daily rates before any VAT or other charges.

### For Consultants based in the EU, EEA and Switzerland

Transparency International e.V. (Secretariat), (TI-S) is registered as a Business Entity in Germany with VAT identification number DE273612486. To determine the Value Added Tax (VAT) implications of this tender, we kindly request that the Consultants fill out the VAT Form for Tenders/Vendor Form

(instructions inside the form) and submit the completed and duly signed form along with their email application.

Consultants who are based in Germany and do not charge German VAT must confirm their small entrepreneur status.

The link to the VAT Form for Tenders/Vendor Form is available below.

## LOGISTICS AND SPECIFICATION

The consultant or team are expected to work approximately 20 working days between March and May 2023. A detailed timeline needs to be agreed upon at the beginning of the assignment.

## SUBMISSION OF APPLICATIONS

Applications must be sent by email to [CEPI-MTR@transparency.org](mailto:CEPI-MTR@transparency.org) by **19 February 2023**. Please indicate "CEPI Mid-Term Review" in the subject line of your email application. Applications should contain these documents in English:

- A proposal of how the assignment will be approached, including a budget and tentative timeline.
- A letter of motivation, focusing on concrete examples relating to the necessary skills and experience requested in this Terms of Reference.
- Curriculum Vitae with a full description of the applicant's profile and experience.
- Contact details for at least two independent referees with in-depth and proven knowledge of the applicant's expertise and relevant work experience.
- A sample evaluation, as the first author, published in the last 3 years.
- A completed VAT Form for Tenders/Vendor Form (for EU only).

Please note that **only short-listed candidates will be contacted** and that it is unfortunately not possible to provide individual feedback on applications.

**TI retains the right to reject any or all the applications and/or to enter into additional negotiations with one or more of the tendering parties.**

## DATA PROTECTION

*When you respond to this tender and submit your application, you provide consent that Transparency International e. V. keeps your application materials for a period of ten years according to German legal requirements. Afterwards Transparency International will delete your application and any personal data included in it. If you have any data protection questions, please reach out to [dataprotection@transparency.org](mailto:dataprotection@transparency.org)*

### Guidelines for handling overhead and travel expenses

#### Overhead

Regular overhead expenses associated with the Consultants maintaining their place of business, such as rent, telephone, utilities or stationery, are included in the Consultant's professional fee, except where explicitly agreed otherwise in the contract.

#### Travel

Travel and accommodation expenses will as far as possible, and where applicable, be recovered from the institutions and companies hosting events or using the outputs provided by the Consultant.

Where such cost recovery is not possible, all travel is subject to prior approval by TI-S staff responsible for the financial management of the Project or TI Budget Line that will support the costs of travel. TI

shall not issue travel advances to the Consultants. For accommodation or travel by air, rail or coach, they will instead have to contact TI-S which will make travel arrangements on the Consultant's behalf.

All travel booked by TI-S will include **travel health and accident insurance** with worldwide coverage and Economy class only; accommodation will aim to achieve the best value for money up to a 4-star category.

Consultants shall be entitled to invoice TI-S **only** for local transportation and visa cost (if applicable).

Subsistence allowance (per diems) and expenses for individual meals cannot be claimed. These are part of the Consultant's business expenses.