

GENERAL INFORMATION

Title of Consultancy: End-of-project evaluation: Speak Up Europe project

Application Closing Date: 13 July 2023 (post on 26 June)

Consultancy Start and End Date: 25 August – 30 November 2023

Location of Consultancy: Remote, no travel foreseen

BACKGROUND

Transparency International (TI) is the global civil society organisation (CSO) leading the fight against corruption. Through more than 100 chapters 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 Transparency International Secretariat (TI-S) in Berlin is seeking a consultant or team of consultants to conduct the end-of-project evaluation of the [Speak Up Europe](#) project to provide an external and independent review of the project's performance and achievements.

Speak Up Europe is a two-year project that aims to prevent corruption in high-risk areas in the EU by empowering individuals to speak up about misconduct to public, private and civil society organisations that can take action, with a focus on Bulgaria, Hungary, Italy and Slovenia. The project has two specific objectives:

1. Whistleblowers and other citizens access practical, safe online platforms to report corruption in high-risk areas to CSOs and receive technical, legal and advocacy support.
2. National authorities, companies and public institutions working in corruption high-risk areas implement whistleblowing mechanisms that are in line with EU and international best practice.

The project is funded by the European Union's Internal Security Fund – Police, with a total budget of EUR 479,000. The project is co-ordinated by TI-S with partners including TI Bulgaria, TI Hungary, TI Italy, TI Slovenia and Whistleblowing Solutions. It runs from January 2022 to December 2023.

OBJECTIVES

The main purpose of the evaluation exercise is to provide an external and independent review that assesses the project's performance and achievements and contribution to any positive or negative changes. The assessment will stimulate learning and inform TI's upcoming project design and development as well.

The overall objectives of the evaluation are the following:

- Provide an independent, systematic and objective assessment of the achievements of the objectives and outcomes as specified in the project's MEL framework and the extent to which the project has contributed to its two stated objectives.
- Document lessons learned and good practices to generate clear forward-looking and actionable recommendations to guide TI-S and National Chapters and other stakeholders in developing strategies for future related work at national, regional and global levels.

A key audience for this evaluation is TI-S, project partners and other TI National Chapters which will use the results to sustain the project results/outcomes and inform the design of future related projects. The European Commission (DG HOME) may use the evaluation for accountability and verification purposes.

KEY ISSUES TO BE ADDRESSED

The following questions could be addressed during the project evaluation but are subject to discussion and agreement with TI-S during the period of designing the evaluation approach. The evaluator is free to further prioritise these questions in the proposal and suggest others as deemed necessary.

Relevance/Coherence:

- To what extent are the objectives of the project adequately defined, realistic and feasible, and to what extent are results verifiable?
- To what extent does the project align with the priorities and policies of the beneficiaries?
- Are the activities and outputs of the project consistent with the project goals and objectives (i.e. was the planned chain of causality coherent)?

Effectiveness:

- To what extent have the project objectives been achieved or are expected to be achieved by the end of the project?
- What are the results achieved, both intended and unintended? To what extent can these be linked to TI-S and the project partners' work?
- What were the main internal and external factors that influenced the achievement or non-achievement of results?

Sustainability

- To what extent are the results/outcomes of the project likely to continue after the project has ended?
- What are the major factors that will influence the sustainability and resilience of the achieved results/outcomes from the project?
- What are the opportunities for wider scalability of tools and approaches developed under this project, within and beyond the TI Movement?

Efficiency

- To what extent have the resources (financial, human, technical support) been allocated strategically and sufficiently to achieve the project outputs/outcomes?
- Were the project's activities in line with the schedule of activities as defined in the work plans? If not, what factors hindered timely delivery and what countermeasures were taken to address these issues?

METHODOLOGY

The end-of-project evaluation will be planned and conducted in close consultation with the TI-S Monitoring Evaluation and Learning (MEL) team and the Speak Up Europe project team. The consultant is ultimately responsible for the overall methodological approach and design of the evaluation and consultation process and is expected to propose methods that they consider most appropriate to achieve the aims. The evaluation approach and methods must be agreed with the TI-S MEL team and the Speak Up Europe project team. The Speak Up Europe project team will provide the necessary support, including submission of all documents for desk review. The evaluation should use a participatory approach engaging relevant staff

at TI-S and National Chapter levels, stakeholders, and beneficiaries through structured methods. Both quantitative and qualitative data should be utilised in assessing the project.

The end-of-project evaluation can include but not necessarily be limited to the following methods:

- Desk review of relevant documents
- Individual and/or group (online) interviews with internal and external stakeholders
- Survey questionnaire to TI internal and external stakeholders
- an [online] learning/validation workshop to engage TI-S and the project partners on the evaluation findings and strengthen the recommendations.

TI-S encourages the consultant to suggest additional approaches and methods that could further strengthen the quality of data and/or close any data gaps identified.

The consultant is expected to refine the scope and methodology of this assignment during the inception phase in cooperation with TI-S and provide a detailed plan. The consultant should present a detailed statement of the proposed review methods in the technical proposal.

EXPECTED DELIVERABLES AND TIMELINE

This evaluation is expected to be mostly desk-based, conducted remotely.

The consultant(s) are expected to submit an evaluation report that documents the evaluation process and results following a clear structure. The evaluation report will contain the findings, conclusions, and recommendations as well as lessons learned.

The consultant(s) will initially prepare a draft report, which will be discussed with TI-S. While considering the comments provided on the draft, the consultant(s) shall use their independent and impartial judgment in preparing the final report.

The final report should not be longer than 20 pages, excluding the annexes and the executive summary, and should be accompanied by a summary power point presentation. 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 major finding should be included. Existing documents should be referenced but not necessarily annexed.

In sum, the **main expected deliverables** are:

- Detailed inception phase concept note and work plan, incl. approach, methodology, evaluation questions, survey/interview questions, list of stakeholders and timeline.
- Draft report for fact checking and comments by TI-S, including annexes covering conducted interviews, results of questionnaires and list of reviewed documents.
- A validation meeting with key stakeholders to discuss findings and feedback on draft report.
- Final evaluation report, including clear lessons learned and recommendations, with a summary power point presentation.

Guidance and quality assurance:

- The findings should be referenced.
- The consultant's approach should be guided by the Transparency International Impact Matrix methodology (https://www.transparency.org/whoweare/accountability/impact_monitoring/4).

- The research should abide by ethical protocols including participant confidentiality and privacy as required.

All presentations and reports should be submitted in English, in electronic form, in accordance with the deadlines stipulated above. The consultant(s) is/are responsible for editing and quality control of language. TI-S retains the sole rights with respect to all distribution, dissemination, and publication of the deliverables.

SELECTION CRITERIA

The consultant(s) should have the following qualifications:

- University degree in social sciences or a related area. A post-graduate degree in project management-related fields would be an advantage.
- At least seven years of proven relevant professional experience in an international development environment, of which at least five years should be in Monitoring & Evaluation of multi-country projects & programmes.
- Substantial experience in conducting evaluations, including in the anti-corruption/good governance and social accountability fields.
- Knowledge and experience of working for advocacy-oriented organisations.
- Excellent drafting and report-writing capacities, with excellent command of English.
- Highly motivated and committed to the values of transparency and integrity.
- Experience working on regional (EU) projects and good understanding of political, socio-economic and human rights issues in the countries involved in the project or Europe.
- Availability to carry out the work from August-November 2023.

Desirable experience:

- Experience in monitoring and evaluation of EU-funded projects.
- Familiarity with the activities and procedures of TI-S and TI National Chapters is an advantage.
- Experience in results-based programmes/project management approach.
- Knowledge of good governance and anti-corruption issues; experience with whistleblower protection an advantage.

REMUNERATION AND COSTS

The Consultants should provide their estimated total fee as a lump sum or as standard daily or hourly rates. **Our budget for this consultancy is around EUR 10,000.**

For candidates based in the EU, EEA, UK, and Switzerland

Transparency International e.V. (Secretariat), (TI-S) is registered as a Business Entity in Germany with VAT identification number DE273612486. EU reverse charge applies. Service providers should issue invoices with zero VAT.

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

HOW TO APPLY

The application should include the following documents in English:

- A letter of motivation, specifically focusing on concrete examples relating to what is requested in these Terms of Reference regarding the necessary skills and experience.
- A detailed technical proposal of how the assignment will be approached.
- An indicative budget and detailed timeline.
- Curriculum Vitae.
- At least one sample of relevant previous work (confidentiality guaranteed).
- Contact details for at least two independent referees with in-depth and proven knowledge of the applicant's expertise and relevant work experience relevant for this assignment.

Please indicate "Evaluation Speak Up Europe" in the subject line of your email application. Applications should be sent in English by email to Marie Terracol at speakup@transparency.org by close of business of 13/07/2023.

Please note that only shortlisted applicants will be contacted.

The Transparency International Secretariat is committed to creating an inclusive work environment where diversity is valued and where there is equality of opportunity. We actively seek a diverse applicant pool and therefore welcome applications from qualified candidates of all regions, countries, cultures, and backgrounds.

Selection of candidates is made on a competitive basis, and we do not discriminate based on national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression or sexual orientation, marital or family status, age, or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.

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 the 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 questions, please reach out to 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 that 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 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 Consultant's business expenses.