

TENDER FOR FINAL EVALUATION OF: EMPOWERING CIVIL SOCIETY AND CITIZEN ENGAGEMENT FOR TRANSPARENCY AND ACCOUNTABILITY

GENERAL INFORMATION

Title of Consultancy: Tender for final evaluation of “*Empowering civil society and citizen engagement for transparency and accountability*”

Consultancy Start and End Date: mid-September to mid- November 2020

Duration: max. 30 working days

Location of Consultancy: remotely

BACKGROUND

Transparency International (TI) is the global civil society organisation 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.

Empowering civil society and citizen engagement for transparency and accountability, is a 28 months project that started in September 2018 and is scheduled to end in December 2020. The total budget of the project, funded by the German Federal Foreign Office (Auswartiges Amt) is 1,930,314 EUR.

The focus of this project is to enable civil society’s participation in state budget preparation, implementation and monitoring of public funds including promotion of concepts of transparency and accountability to ensure optimum utilization of the public budget for meeting national needs and priorities. To promote legislative and policy reforms as well as enforcement and implementation of these reforms in budget transparency, procurement, access to information, and whistle-blower protection. To strengthen citizens’ engagement, encourage use of accountability mechanisms, and empower them to report on cases of corruption in the public and private sectors.

The Transparency International Secretariat (TI-S) in Berlin is seeking a consultant to **evaluate the project**. The evaluation will assess both the project’s progress towards goals and objectives. The evaluation shall provide TI with external feedback on the achievements and implementation of the project and extract learnings and good practice, which could be used to enhance future project designs or engagements and to record the project legacy.

OBJECTIVES

The overall objectives of the end-project evaluation are the following:

- Provide an objective assessment of the achievements and results, weaknesses and strengths of the project, as well as an analysis of its performance in terms of progress and process, relevance, sustainability, and the extent to which the project is contributing to enabling the desired impact.
- Generate lessons learned and good practices from the project.
- Provide clear recommendations that can guide the TI Secretariat (TI-S) and National Chapters for the implementation of future projects.

Key issues to be addressed

The following questions might guide the end-project evaluation, but are subject to discussion and agreement with TI-S during the period of designing the evaluation approach.

Relevance and Coherence: The extent to which the project matched the priorities and policies of the target group, the organisation responsible for the project and the donor. It is useful to consider the following questions:

- How relevant is the project in the wider context of the fight against corruption? To what extent does the project add value or innovate?
- Have the project objectives been in line with National Chapters' as well as TI's strategic priorities?
- To what extent is the project's theory of change coherent and relevant? Are the activities and outputs of the project consistent with the project goals and objectives?

Outcomes and impacts: The positive and negative changes produced by the project, directly or indirectly. This involves the main outcomes and impacts resulting from the project. The evaluation should be concerned with both intended and unintended outcomes and impacts. It is useful to consider the following questions:

- What have been the key outcomes/ impact achieved and how does this compare with what was expected?
- Has the real chain of causality been consistent with the chain of causality established at the planning stage? If not, what were the differences?
- How did the project add value to the outcomes/ impact achieved?

Effectiveness: The extent to which the project achieved its objectives, i.e. a comparison of the intended outcome with the observed outcome. It is useful to consider the following questions:

- To what extent were the objectives achieved?
- Have there been specific approaches that proved successful/ failed and what learnings can be drawn from this?
- What were the major factors influencing the achievement or non-achievement of the objectives?
- Were the initial objectives realistic?
- How effective was the support of TI-S in terms of enabling National Chapters achieving the project goals?

Efficiency: The qualitative and quantitative outputs in relation to the inputs. It is useful to consider the following questions:

- How well did the National Chapter – TI-S project management arrangements work and how did they develop over time?
- How were implementing partners involved in project planning and management? How effective was this and what have been the benefits of or difficulties with this involvement?
- Were the risks properly identified and well managed?
- Was the MEL project approach designed to support the learning aspect of the project? Was it adjusting/ developing where appropriate?

Sustainability: Sustainability is concerned with measuring whether the benefits of a project are likely to continue after funding has been withdrawn. It is useful to consider the following questions:

- To what extent are the benefits of the project likely to continue once donor funding has ceased?

- How sustainable is the approach post-current funding – financially and conceptually?
- What concrete steps were/are being taken to enhance the sustainability of the project?

Methodology and evaluation process:

The end-project evaluation will be planned and conducted with the involvement of the TI-S Monitoring, Evaluation and Learning (MEL) Unit and the Sharaka project team.

The evaluation expert is ultimately responsible for the overall methodological approach and design of the evaluation, which should be adapted to the requirements of these Terms of Reference (TOR). The evaluation should use a participatory and gender sensitive 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 exact evaluation methodology should be defined, discussed, and agreed with TI-S during the first days of the evaluation.

The end-project evaluation should include but not necessarily be limited to the following tools:

- Desk review of relevant documents
- Individual and/or group interviews with internal and external stakeholders
- Meetings with external stakeholders whenever possible (i.e. if it is safe to travel in relation to the ongoing pandemic of COVID-19)
- Survey questionnaires to internal and external stakeholders

The overall methodological approach should be participatory and focused. The evaluation expert should present a detailed outline of the proposed methods in the technical proposal.

EXPECTED DELIVERABLES AND TIMELINE

The consultant or team of consultants are expected to submit an evaluation report that documents the evaluation activities and results following a clear structure. The evaluation report will contain the findings, conclusions and recommendations as well as a recording of the lessons learned. The report will be written by the evaluation expert.

The consultant or team of consultants will initially prepare a draft report, which will be discussed with TI-S. While considering the comments provided on the draft, the evaluation expert 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. Maximum number of pages for annexes is 10.

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

- Detailed work plan, incl. approach, methodology, guiding questions, survey/interview questions, list of stakeholders and detailed timeline
- Draft report for internal fact checking
- Final report, 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 (www.transparency.org/whoweare/accountability/impact_monitoring/4).

- The research should abide by ethical protocols including participant confidentiality and privacy, if they require that.

All presentations and reports are to be submitted in English, in electronic form, in accordance with the deadlines stipulated above. The Consultant is responsible for editing and quality control of language. The TI Secretariat retains the sole rights with respect to all distribution, dissemination and publication of the deliverables.

SELECTION CRITERIA

TI-S is inviting expressions of interest from individual consultants or a team of consultants to carry out the end-project evaluation of the project *“Empowering civil society and citizen engagement for transparency and accountability”*. The applicant should have the following qualifications:

Core competencies

People’s skills: be able to mediate the different expectations of the different internal stakeholders in order to produce a strong evaluation report that will genuinely serve the learning purposes set out in these 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 and French to a native speaker’s level. Knowledge of Arabic is an asset.

Technical competencies

Applicants should have the following expertise, skills and experience:

Essential profile:

- University degree in social sciences or a related area. A post-graduate degree in project management, and/or related fields would be an advantage.
- At least 7 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.
- Substantial experience in conducting evaluations, including in the anticorruption field.
- Highly motivated and committed to the values of transparency and integrity
- Regional experience and good understanding of political, socio economic and human rights issues in the countries involved in the project.

Desirable experience:

- Experience in monitoring and evaluation of grants funded by the German Federal Foreign Office.
- Familiarity with the activities and procedures of TI-Sand TI National Chapters is an advantage.
- Experience in Results-Based programmes/project management approach.
- Knowledge of good governance and anti-corruption issues.
- Knowledge of the Middle East and North Africa region is an advantage.

The consultant or team are expected to work a **maximum of 30 working days**, and end by the **mid-November 2020**. A detailed timeline needs to be agreed at the beginning of the assignment.

REMUNERATION AND COSTS

The Consultants should provide their estimated total fee as a lump sum or as standard daily or hourly 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. In order to determine the Value Added Tax (VAT) implications of this tender, we kindly request that 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.

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

REQUIRED DOCUMENTS AND CONTACT INFORMATION

The application should include the following documents in English:

- A detailed technical proposal of how the assignment will be approached.
- An indicative budget.
- A letter of motivation, specifically focusing on concrete examples relating to what is requested in these TOR regarding the necessary skills and experience.
- An indicative workplan.
- Curriculum Vitae with 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 for these TOR.
- Completed VAT Form for Tenders/Vendor Form (see below).

Please indicate "MENA EVALUATION" in the subject line of your email application. Applications should be sent in English by email to menaevaluation@transparency.org by **13 September 2020, 6pm, CEST**.

Please note that only short-listed applicants will be contacted.

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