

## TERMS OF REFERENCE FOR THE PROJECT MIDTERM EVALUATION

to be undertaken within the CARE project:

**“Enhancing social protection by empowering CSOs in Bosnia and Herzegovina”**

**Consultancy period: 28<sup>th</sup> June to 31<sup>th</sup> August, maximum 20 working days.**

In May, 2019, CARE International in cooperation with 7 project partners started implementation of the project: **Enhancing social protection by empowering CSOs in Bosnia and Herzegovina** – Financed by CZDA and CARE Czech Republic which will be realised in a three years 2018-2019 and 2020.

CARE International, is looking to contract an external consultancy (individual consultant or a consultancy company) to design and undertake a Midterm assessment, with the main goal to provide initial information and data on all major project topics, as well as on the project implementation context, necessary to guide implementation of all project activities.

### General information

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Job title:	Consultant(s) or company for conducting project Midterm assessment
Project title:	Enhancing social protection by empowering CSOs in Bosnia and Herzegovina
Donor:	Czech Development Agency and CARE Czech Republic
Project country:	Bosnia and Herzegovina
Place(s) of work:	Bosnia and Herzegovina, Municipalities of Tuzla, Modriča, Sarajevo, Eastern Sarajevo, Mostar, Bijeljina and Goražde
Engagement period and duration:	approximately 20 days, over the period 28 <sup>th</sup> June–31 <sup>th</sup> August 2019.

### About CARE in the Balkans

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CARE’s mission in the region of Balkans is to contribute to post-war recovery, socio-economic development and building the societies of equality in Bosnia & Herzegovina, Serbia, Montenegro, Kosovo, Albania and Macedonia (FYROM).

CARE’s work in the Balkans started in 1993, when it provided humanitarian support to people affected by war. In the late 90-ties, CARE shifted its focus in the region from humanitarian post-war assistance and rehabilitation to socio-economic development, engaging in interventions directed at

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conflict prevention and peace-building, sustainable livelihoods, gender equality and the prevention of gender-based violence.

CARE in the Balkans places the quality of its program at the centre of its mission and has developed a regional strategy that encompasses two main program directions: Gender Equality and Social and Economic Inclusion. The goal of the Social and Economic Inclusion Program is to strengthen capacity and create opportunities for the marginalized, socially excluded and poor to integrate into society and access rights. CARE's Gender Equality Program aims to empower women vulnerable to violence, discrimination and poverty, to reach better life opportunities and social justice and to work on prevention of peer violence and building of tolerance among young men in the Western Balkans.

CARE's engagement and contribution lies in strengthening sustainability of key regional, national and/or local civil society organizations and networks promoting equality and diversity, in the context of social inclusion and non-violence.

## Project information

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The project "Enhancing social protection by empowering CSOs in Bosnia and Herzegovina" will contribute to strengthening the weak social welfare and social protection as well as access to rights and social inclusion for the marginalized and most vulnerable. Poor economic performance and high unemployment cause shocks in the country's social welfare system which largely effects the socio-economic position of citizens, especially most vulnerable and marginalized. The state and non-state service providers are under-capacitated and underfunded and their inability to provide adequate social protection services to the marginalized and most vulnerable populations has created a need and space for CSOs to get involved in the service provision. CSO efforts and involvement, however, have not been adequately recognized, supported and financed by the governmental institutions.

Hence, the goal of the project is to professionalize and enhance mandate and role of civil society actors (CSOs) in Bosnia and Herzegovina by building their capacity to provide services for marginalized and vulnerable population and by enabling them to participate actively in design and implementation of relevant policies.

The following project results/outputs are expected:

- Output 1:** Strengthened organisational capacity and management of the seven targeted CSOs in BiH.
- Output 2:** Service provision of seven targeted CSOs improved to meet the needs of their target groups.
- Output 3:** Seven targeted CSOs have strengthened their advocacy position and improved policies in specific areas of their mandate.

**Target group/beneficiaries:** the project will target the seven civil society organisations:

*Amica Educa*, Tuzla – CSO providing educational and psychosocial services to citizens and non-formal education and social inclusion of marginalized groups.

*Budućnost Modriča* is focused on the promotion and protection of women's and human rights and work on women economic empowerment.

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*Društvo ujedinjenih građanskih Akcija (DUGA), Sarajevo* - an association providing psycho-social, educational and rehabilitation services for children, youth and parents.

*Nešto više, East Sarajevo and Mostar*, seeks to improve the social status and socio-economic inclusion of marginalized populations, also providing persons with disabilities and others employment and income generation opportunities through a social enterprise.

*Sarajevski otvoreni centar (SOC), Sarajevo*, is association advocates for access to rights and the social inclusion of lesbian, gay, bisexual, trans and intersex (LGBTI) people and women.

*Udruženje građana za promociju obrazovanja Roma "Otaharin", Bijeljina*, engages in the socio-economic inclusion of Roma minority, including support to the inclusion of Roma children and youth.

*Udruženje oboljelih od cerebralne paralize i distrofije Bosansko-podrinjskog kantona Goražde*, is a citizens' association that provides support to persons with cerebral paralysis and muscular dystrophy.

## **Purpose and objectives of the Midterm Study**

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To obtain relevant information necessary for the project implementation, in the project mid period the project will conduct a project Midterm Study on all major project topics as well as the context. The Study is expected to combine desk review of project documents including the Baseline Study as well as existing documents from various resources (official, civil society data, shadow reports, media reporting etc.) with qualitative and quantitative field research, which is expected to be undertaken through interviews, group discussions and eventual polls undertaken with the target CSOs, their beneficiaries and local stakeholders of importance for the implementation of the project.

CARE will engage a proficient external expert/company as the Midterm Study Coordinator, to work under the supervision of CARE Project Manager and SEI Program Coordinator with inputs and feedback by Gender Program Advisor.

## **Scope of work**

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The consultancy falls under the „Enhancing social protection by empowering CSOs in Bosnia and Herzegovina” project implemented by CARE International Balkans, Office in Sarajevo, Bosnia and Herzegovina.

The contracted company and/or individual is expected to undertake the following:

- Design Midterm study plan and survey tools, based on the objectives of the Midterm.
- Review all relevant available reports, studies and surveys on the subject of the project and consultancy and synthesize the information for the Midterm Report,
- Provision of the detailed plan of activities within the midterm evaluation in communication with CARE PM,
- Undertake field research, employing qualitative and quantitative data collection methods necessary for obtaining relevant and required information, i.e. interviews with main stakeholders, focus group discussions etc.
- Provide the Midterm data on all project log-frame indicators for measuring project effectiveness and project impact during and after the completion of the project.
- Provide clear plan, guidance and recommendations on monitoring and evaluation of the project, to maximise learning and improve the project design and logic of intervention.

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- Design and deliver a 1 day workshop (in local language) with project staff and project partners for debriefing of preliminary findings of the Midterm Study and discussing implications on implementation and instalment of the evaluation recommendations into future project interventions.
- Prepare and submit a well-structured Midterm Report, including Log-frame Indicators matrix updated with Midterm values of indicators, updated capacity needs assessment of the targeted CSOs and recommendations of the Midterm findings to be included in the project implementation plans (in particular the plans for CSOs capacity building and introduction of new services and/or new service methodologies into the CSOs' service portfolios).

## Methodology of the Midterm Study

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The methodology for this Midterm assessment will include both direct and indirect data collection, analysis and cross referencing and formulating recommendations. Data collection will be done through site visits to the target CSOs, as well as to the areas of the target CSOs, in coordination with CARE.

## Documents which will be made available by CARE for the for Desk Research Phase

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- Project Proposal - Document
- Logical framework
- Baseline report,
- Report on updating strategic plans of 7 target CSOs and design of their business plans (for those running social enterprises),
- Report on mapping of CSOs services,
- Report on C&A strategy document created for all seven CSOs,
- Contacts with the project target civil society organisations,

## Consultancy deliverables

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- Detailed methodology and plan for implementation of the midterm evaluation. Presentation of data collection tools for all indicators to be measured in the midterm evaluation.
- Project logical framework, with updated indicator values.
- Presentation on the main Midterm findings and recommendations regarding the project planning to the project team and project partners as a debriefing session.
- Updated M&E plan and tools (detail tables for the project activities follow up).
- Midterm Study Report written in English (up to 20 pages, plus Annexes). The Report should consist of executive summary (2 pages), main Study findings (approx. 13 pages) and recommendations for project planning and implementation (5 pages). Mandatory Annexes to the Midterm Report:
  - Updated log-frame matrix with mid-term indicators values
  - M&E plan and monitoring tool.
- Hand over to CARE the entire original quantitative and qualitative data documentation collected for the purposes of the consultancy, upon the final Midterm report acceptance and prior to the payment.

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This assignment is expected to be undertaken up to 20 working days with more than 70% presence in the field and it is expected to be realised over the period 28 June – 31 August 2019. The individual and/or company undertaking Midterm Study will be fully responsible to administer the study, including management of field data collection. The final product shall be delivered to CARE Project Manager by 31st August 2019.

## Management and organization

The Consultant/Company will report to Project manager, Branislav Tanasijević.

## Schedule

The Consultant will be engaged for 20 full consultancy days in, over the period 28<sup>th</sup> June to 31<sup>th</sup> August 2019, according to the following timetable:

Action	Responsible	Date
Submission of bid (electronically)	Consultant	24 June, 19
Contract signing, initial agreements	CARE, Consultant	28 June, 19
Deadline for realisation of the task	Consultant	until 30 <sup>th</sup> August, 19
Submission of the Consultancy report	Consultant	30 August, 19

## Payment schedule

Final payment (100% of contracted amount) upon the approval of the Consultancy report by CARE.

The detailed payment schedule will be outlined in the Consultancy Contract and will be made upon the work completion and the approval of the final consultancy report by CARE. The Payment will be carried out in line with all necessary documentation as per CARE's administrative procedures (time sheets, consultancy report, etc).

## Required qualification of the Consultant:

CARE invites individual experts, teams of experts, NGOs and agencies, familiar with the type of work required in the context of a CSOs development project, to submit their bids and present in details their expertise, experience, division of work and responsibility levels/responsible persons (in case of teams or agencies). The general requirements are:

- Social science or similar relevant field expert with adequate experience in monitoring and evaluation.
- Rich experience and qualifications in conducting Midterm assessments and evaluation/impact studies.
- Excellent understanding and knowledge of social protection sector in Bosnia and Herzegovina, in particular regarding the social protection service provision by third parties.
- Extensive experience in working with civil society organizations and excellent knowledge of civil society sector in BIH.
- Excellent command over local and English language, oral and written. Excellent writing skills.

The Consultant's bid/application should consist of the following:

1. Consultant's CV (preferably in EU Format) or portfolio, with detailed information relevant to the required qualifications.
2. Draft consultancy plan –implementation plan (schedule) for the consultancy.

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Ovaj projekat finansira  
Češka razvojna agencija



Unapređenje socijalnih usluga  
kroz jačanje NVO u BiH



Ovaj projekat implementira  
CARE International

3. Bid – financial offer: The Consultant shall suggest a daily fee/rate in BAM per consultancy day. There is no standard format for the bid.

THE APPLICATION- BID SHOULD BE IN ENGLISH!

Interested candidates are invited to apply to the address:  
CARE International, Balkans, Hasana Kaimije 11, 71000 Sarajevo,  
or to the e-mail: [shalkic@care.ba](mailto:shalkic@care.ba)  
Closing date for applications is June 24<sup>th</sup>, 2019, 15h

We thank to all applicants for their interest. Only selected applicants will be contacted. For any additional information concerning the application, please contact:  
Branislav Tanasijevic, Project Manager  
Phone: +387 65 467 187  
E-mail: [btanasijevic@care.ba](mailto:btanasijevic@care.ba)

Sarajevo, 3<sup>th</sup> June 2019

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