



TERMS OF REFERENCE

for experts ("assessors") to assist in the evaluation of the
project

< Reference number: 2015/370-394 >

< Title of the Action: Youth Banks Hub for Western Balkans
and Turkey (implemented by Ana and Vlade Divac
Foundation) >

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1. BACKGROUND INFORMATION

The main long-term objectives of “Youth Banks Hub for Western Balkans and Turkey” Project are: animate young people to become acquainted with the opportunities to get involved in public life, encourage their involvement, whilst motivating the decision-makers to open room to the involvement of young people. By continuously monitoring the level of youth involvement in decision making, and informing the public about it, the youth organisations that are part of this Project will become a relevant source of information on the position of young people in their countries. Through public advocacy campaigns, this network of organisations will exert influence on decision-makers to create conditions for involving young people in decision making. Involving other youth organisations in project activities will create a strong regional network of organisations actively advocating changes in youth policies in their countries.

“Youth Banks Hub for Western Balkans and Turkey” Project is carried out by five organisations: Ana and Vlade Divac Foundation (Serbia), Prima Association (Montenegro), Mladiinfo International (Macedonia), Partners Albania - Centre for Change and Conflict Management (Albania) and Community Volunteers Foundation (Turkey). The Project is supported by the European Commission, as part of its efforts towards continuous upgrading of relationship of public authorities with the youth.

This is a 4 years project, implemented from January 2016 until December

Specific objectives:

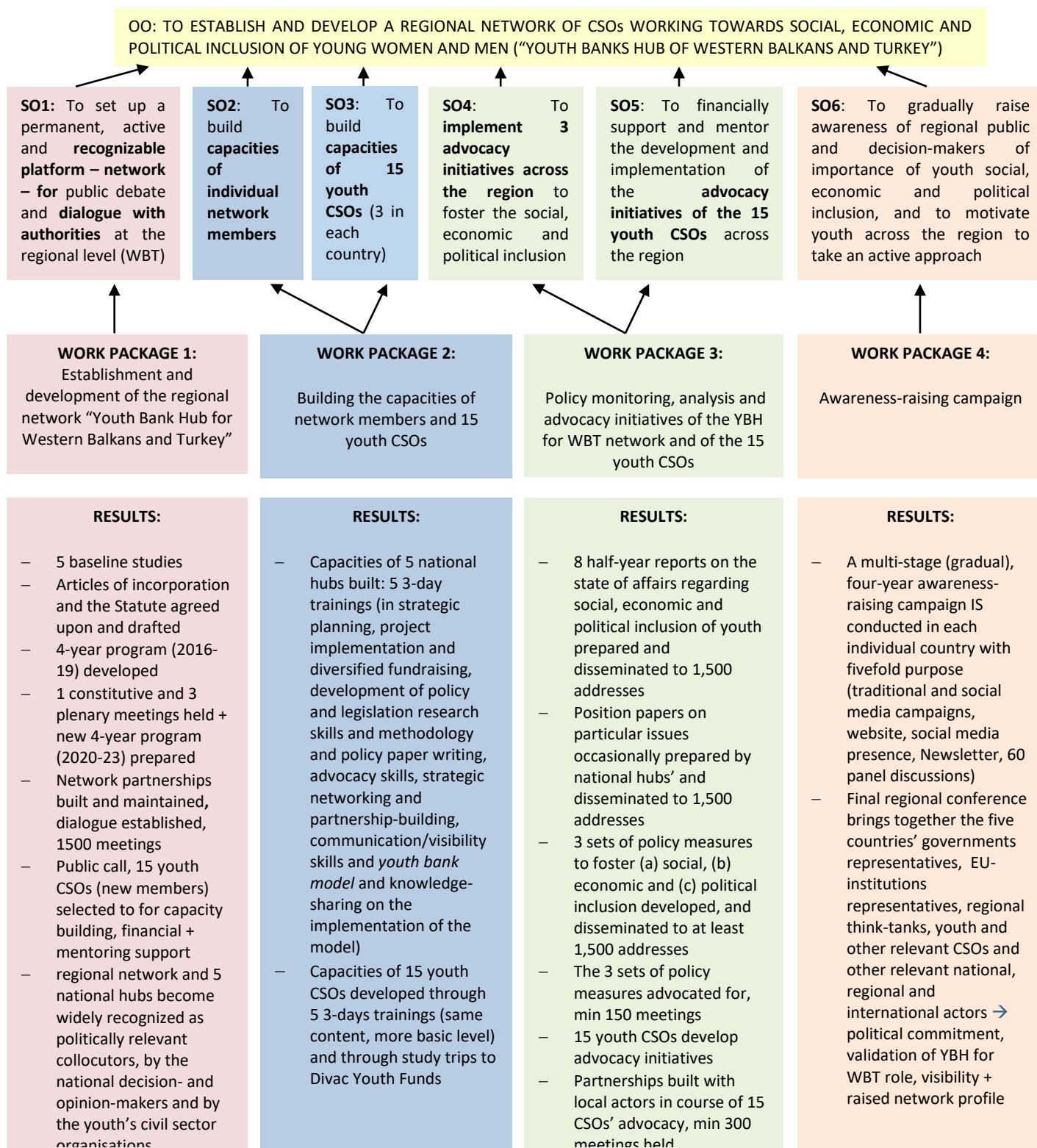
- To set up a permanent, active and recognizable platform – network – for public debate and dialogue with authorities at the regional level (Western Balkans and Turkey)
- To build capacities of individual network members
- To build capacities of 15 youth CSOs (3 in each country)
- To implement 3 advocacy initiatives across the region to foster the social, economic and political inclusion
- To financially support and mentor the development and implementation of the advocacy initiatives of the 15 youth CSOs across the region
- To gradually raise awareness of regional public and of decision-makers of the importance of the youth social, economic and political inclusion, and to motivate young women and men across the region to take an active approach in the matter.

The main activities include:

1. Establishment and development of the regional network “Youth Bank Hub for Western Balkans and Turkey” (Inception conference, Consultations with stakeholders, including the European Commission, Preparation of the Inception report, Baseline studies, Public call and selection of 15 youth CSOs)
2. Building of capacities of network members and 15 youth CSOs (Trainings of YBH for WBT national hubs - in order to develop the capacities of the YBH for WBT network, the representatives of the national hubs (applicants) underwent advanced trainings in skills that prepared them to best perform their tasks as the national hubs of the YBH for WBT network and reinforce their organisational sustainability.
3. Policy monitoring, analysis and advocacy initiatives of the YBH for WBT network (in each country) and of the 15 youth CSOs (Developing 4 half-year reports on the state of affairs regarding social, economic and political inclusion of youth, development of 3 sets of policy recommendations of the YBH for WBT network, advocacy of the 3 sets of policy recommendations of the YBH for WBT network,

4. Awareness-raising campaign (traditional and social media campaigns, (setup and maintenance of YBH for WBT network website and social media presence, bi-monthly newsletter, 30 roundtables/panel discussions,

Diagram 1:



2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective of the assignment

To undertake the midterm evaluation of the “Youth Banks Hub for Western Balkans and Turkey” Project, from 1st of January 2016 until 1st of May 2018, implemented by Ana and Vlade Divac Foundation with partner organisations Prima Association, Mladiinfo International, Partners Albania - Centre for Change and Conflict Management and Community Volunteers Foundation and to make recommendations that might improve design and implementation of future implementation of the project.

2.2. Results to be achieved by the Evaluators

Assessors will carry out the midterm assessment of project “Youth Banks Hub for Western Balkans and Turkey” in accordance with EU procedures and standards. The project has been implemented by 5 national organisations and 15 local organisations in Serbia, Montenegro, FYR of Macedonia, Albania and Turkey.

These assessments will be used by the board committee of the Network in the process of project implementation monitoring of grantees.

3. SCOPE OF THE WORK

3.1. General

Assessors should assess relevance, efficiency, effectiveness, sustainability and impact of the project. All criteria should be rated using a six-point rating scale: 6: Highly Satisfactory, 5: Satisfactory, 4: Marginally Satisfactory, 3: Marginally Unsatisfactory, 2: Unsatisfactory and 1: Highly Unsatisfactory. All ratings given should be properly substantiated.

3.2. Specific Activities

Assessors will produce one report of the “Youth Banks Hub for Western Balkans and Turkey” Project.

Assessors are bound by a Declaration of Impartiality and Confidentiality¹ to be signed before starting each phase of the assessment. If an assessor believes there might be a situation of conflict of interests, he/she must inform the Ana and Vlade Divac Foundation immediately. In addition, strict confidentiality is required from the experts involved in the implementation of this Contract, notably on the assessments of the project.

More specifically the purpose of the midterm evaluation is:

- To assess overall performance against the project objective and outcomes as set out in the Project Documents and other related documents;
- To assess the effectiveness and efficiency of projects;
- To analyze critically the implementation and management arrangements of projects;
- To assess the progress towards achievement of the outcomes;
- To list and document initial lessons concerning project design, implementation and management;
- To assess project relevance to national priorities per each country (Serbia, Albania, Macedonia, Montenegro and Turkey);

¹ A standard document will be made available by the Contracting Authority

- To provide lessons learned and recommendations that will help to improve future implementation of the projects.

(1) Methodology

The evaluation approach has to respond to standard international practices in project evaluation, as well as practices in an evaluation of EU projects. The proposed steps in conducting the evaluation will be:

- Review of project documentation, monitoring records and progress and other relevant reports;
- Initial meeting with Project Teams to agree on the specific design and methods for the evaluation, what is appropriate and feasible to meet the evaluation purpose and objectives. Agree on the evaluation questions that will need to be answered, given limitations of time and existing data;
- Organization of interviews with key staff involved in the project implementation;
- Develop survey in English (and Serbian) to collect information from relevant stakeholders, (at least 5 institutions per countries); Partner organisations will be in charge to translate survey from English to local languages and vice versa;
- Prepare inception reports with evaluation matrix;
- Discussions with members of the project team, donor – European Commission, national partners and project beneficiaries to assess project's relevance and effectiveness of project implementation, take note of their perceptions of accomplishments and potentials for further development. Objectively verifiable data should be collected whenever available, to supplement evidence obtained through interviews and focus group discussions;
- Beneficiaries should include Serbia, Montenegro, FYR of Macedonia, Albania and Turkey. Prepare Draft Report with recommendations for improvement and present it to the Project Team, Implementing Partner and beneficiaries;
- Incorporate received feedback into the Evaluation Report;
- Prepare the Evaluation Report (minimum 20 pages and annexes).

A following set of information sources about the project will be made available to Assessors:

- Project documents;
- Monitoring reports;
- Policy recommendations;
- Key documents produced by the project.
 - List of key contacts to be interviewed

4. LOGISTICS AND TIMING

4.1. Location

Assessors are obliged to evaluate project activities implemented in Serbia, Montenegro, FYR of Macedonia, Albania and Turkey.

Evaluation doesn't include traveling outside of Belgrade, international meetings can be conducted as a Skype call.

4.2. Start date and period of implementation

It is expected that the evaluation will be completed with the following deliverables due:

Deliverables	Deadline
Work plan and evaluation matrix prepared and accepted by Ana and Vlade Divac Foundation	30 th of June
Draft Evaluation Report and Recommendations presented to the Project Team, Implementing Partner and beneficiaries (send by e-mail)	20 th of September
Feedback on the draft evaluation report provided by the Project Team, Implementing Partner and beneficiaries	25 th of September
Evaluation report with Executive Summary prepared and accepted by Ana and Vlade Divac Foundation	30 th of September

Payments for the deliverables will be made in 2 instalments, upon billing by the consultant and subject to quality review, clearance and acceptance by Ana and Vlade Divac Foundation.

The criteria of utility, credibility, and relevance/appropriateness will be used for assessing the quality of the evaluation report:

- The report has to be written in clear language (English);
- The Executive Summary should be an extremely short chapter, highlighting the evaluation mandate, approach, key findings, conclusions and recommendations;
- The information in the report has to be complete, well-structured and well presented;
- The information in the report has to be reliable i.e. well documented and supported findings;
- The information in the report has to address priority or strategic information needs;
- Recommendations have to be concrete and implementable;
- National perspective has been taken into account.

5. REQUIREMENTS

5.1. Assessors

Evaluation team must include at least 2 assessors with following requirements:

Education:

- A university degree in the project related field. MA would be considered a strong asset

Work experience:

- Minimum 10 years of relevant professional experience, preferably in international/multilateral development context;
- Previous experience in project evaluation methodologies;
- Previous assignments in the role of relevant senior expert positions would be considered as an asset.

Knowledge:

- Knowledge of political situation in Western Balkans Region and Turkey
- Knowledge of youth policy in Western Balkans Region and Turkey
- Knowledge of EU, evaluation policy, norms and standards;
- Knowledge of M&E Methodologies;

Skills and Competencies:

- Excellent analytical skills;
- Display ability to synthesize research and reach empirically based conclusions on related subject;
- Strong writing skills;
- Proven capacity to produce reports;
- Displays capacity to provide experienced advice on best practices;
- Possesses knowledge of inter-disciplinary development issues;
- Focuses on result for the client and responds positively to feedback;
- Good application of Results-Based Management;
- Good communication, coordination and facilitation skills;
- Consistently ensures timeliness and quality of work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates integrity by modelling ethical standards.

Personal qualifications:

- Ability to deliver when working under pressure and within changing circumstances;
- Consistently approaches work with energy and a positive, constructive attitude;
- Excellent interpersonal skills.
- Consistently ensures timeliness and quality of work;
- Excellent drafting and reporting skills;
- Demonstrates strong oral and written communication skills;
- Evidence of ability to express ideas clearly; to work independently and in team;
- Ability to summarize and systematize complex information;
- Focuses on results and responds positively to feedback.

Language:

- Fluency in English, knowledge of Serbian shall be considered as an asset.

5.2. Application Procedure:

Qualified and interested candidates are asked to submit their applications via e-mail: posao@divac.com:

- Letter of Interest containing the following information:
 - (i) Explaining why the candidate is the most suitable for the work
 - (ii) Provide a brief methodology on the approach to the work and how it will be conducted (max. 300 words)
- Updated Curriculum Vitae (PDF format)
- Financial offer – lump sum
- List e-mail contacts of three referees

The subject of the email should be: YBH_ToR for evaluation_candidate's name.

The applicant must include a financial offer together with all other requested documents, taking into consideration the objectives of the assignment, the tasks to be performed and deliverables requested. Please note that the financial offer must include all costs with the maximum limit of 11.000,00 €.

Deadline for submitting the application is 18th June 2018.

6. REPORTS

6.1. Reporting requirements

To summarise, in addition to any documents, reports and output specified under the roles and tasks of the assessors, the Contractor shall provide the following reports:

Name of report	Content	Time of submission
Evaluation of project	Achievements and obstacles for each country	30 th of September
Recommendations	Recommendation for future implementation of the project for each country	30 th of September

6.2. Submission & approval of reports

The contract will be awarded to the tender offering best price / quality ratio in accordance with the principles of transparency and fair competition and taking care to avoid any conflict of interest.

One copies of the reports, as well as electronic version, referred to above must be submitted to the Project Manager identified in the Contract. The reports must be written in English. The Project Manager is responsible for approving the reports.