

Terms of Reference

Title:	Final Evaluation of the Project "SECRET"
Country:	Tajikistan
Project number:	EIDHR/2013/331-680
Project duration:	01.02.2014 – 31.01.2016

Background

The “Social-Economic and Cultural Rights of Prisoners and Ex-prisoners in Tajikistan (SECRET)” Project is being implemented by the Institute for International Cooperation of the German Adult Education Association (DVV International) together with two local partner NGOs – "Bureau on Human Rights and Rule of Law" and "Jahon". The project is funded by the European Commission (75%) and the German Federal Ministry for Economic Cooperation and Development (25%).

The project is implemented in Nurek town (Female Prison #3/8) and in Dushanbe, Khorog, Khujand and Kurgan-tube cities (ex-prisoners) over a period of 24 months. It contributes to the development and consolidation of the democracy and the rule of law and fundamental freedoms in Tajikistan by increasing access to education and personal development for female prisoners and ex-prisoners of both genders.

The Project is aimed at realisation of social, economic and cultural rights for one of the most disadvantaged groups of the population – female prisoners – by their greater involvement in learning and production activities within the prison; and for ex-prisoners of both genders through providing legal and psychological consultations, personal development trainings, and professional orientation consultations for the social re-integration of this group.

The project implementation agency DVV International has extended experience (since 2004) in working with penal institutions in Central Asia on protection of social, economic and educational rights of convicted people through institutionalization of vocational courses and educational programs for convicted and released people in and outside the prisons, as well as in capacity building of penitentiary system staff in Uzbekistan and Kyrgyzstan.

Evaluation goal and objectives

The evaluation’s main goal is to document project achievements towards the objectives set in the initial project proposal. Furthermore, the evaluation should review and assess the relevance of the project activities, the achievement of the expected results, and their perspectives for sustainability. It should include a reflection about lessons learnt and make recommendations for the project counterparts for potential future initiatives of a similar kind. The objectives and impacts will be evaluated on the basis of the information laid out in the Logical Framework Matrix.

The evaluation is to be carried out on behalf of DVV International. It should take place before the end of the project (December-January), once all main activities have been implemented.

The evaluation and its recommendations shall be a useful tool of information for local stakeholders, in particular the DVV International, two local partner NGOs, respective state agencies, as well as for relevant donor agencies.

Subject and focus (scope)

The subject of the evaluation is the project “Social-Economic and Cultural Rights of Prisoners and Ex-prisoners in Tajikistan (SECRET)” Project.

The evaluator will review and summarise the available evidence on the quality, effectiveness, efficiency, and impact of the project activities and will raise and address all relevant issues that may emerge during the evaluation. The project implementation should be evaluated from the point of view of the quality and timeframe of produced results. Effectiveness of project management should be also evaluated.

Cross-cutting issues (such as e.g. participatory development, good governance and gender) have to be taken into consideration throughout the evaluation and reporting process.

Main evaluation questions

The evaluation has to be carried out according to the OECD DAC Criteria for Evaluation Development Assistance and should give clear statements regarding the following:

Relevance:

- Were the objectives set out in the project document relevant, attainable and realistic?
- How relevant was the selected methodology towards achievement of the project objectives?
- To what extent does the project cater for the target group’s needs? Were they taken into consideration by National Adult Training Centre trainers in their work and how?
- To what extent have participatory approaches contributed to the development of the project action?
- To what extent are the stakeholders (Project Steering Committee, Project Management Group) involved in the project’s decision-making processes? To what extent have stakeholders participated in the project activities?
- To what extent were the risks significant for the project action and how relevant were the corrective measures?

Efficiency:

- Is financial spending efficient per planned activities and in line with the costs on the local level?
- How economically have resources and means been used?

Effectiveness:

- Were the capacities of the local NGOs and government stakeholders working in the penitentiary system strengthened and if so to what extent?
- To what extent are the achieved results in line with the planned results (reference to be made to the project proposal and the logframe)?
- To what extent can the implemented activities serve as a basis for future achievements and results in improving the penitentiary system?
- Were the planned resources (human) sufficient, as planned, to achieve the expected results?

Impact:

- To which extent have the activities had an impact on the target groups?
- To what extent did the project have impacts on:
 - the technical level?
 - the economic level?
 - the social level?
 - the policy level?

- To what extent has the project contributed (if so) to the improvement of the situation of the target group in relation to the project's overall objective and in comparison to the situation before the project has commenced its activities?
- Were any significant unexpected positive or negative results?

Sustainability:

- What is the social and political acceptance of the project? To what extent have state authorities expressed their willingness and commitment to support the project during and after its termination? To what extent do the local stakeholders (members of the Project Steering Committee) recognize the importance of their involvement and their responsibilities in the process?
- Which local actors (duty bearers and rights holders) will ensure continuity of activities commenced through the project in the project locations? How far can project outputs and outcomes be used and serve as basis for future activities in this field?
- To what extent are the established training processes sustainable? What was done in order to achieve such sustainability? What kind of activities were organized by the project implementing organizations (DVV International, NGOs "Jahon" and "Bureau of Human Rights and Rule of Law") and by local stakeholders (National Adult Training Centre, Female Prison Administration) for providing sustainability of training courses and consultations for the target groups?
- To what extent can the implementation of surveys and roundtables contribute to the promotion of legal rights of prisoners and ex-prisoners?

Visibility:

- Are the project partners aware of the funding and co-funding organizations?
- To what extent was visibility of the EU and DVV International ensured?

Evaluation approach and methods

The evaluation will consist of both desk and field study and will take place before the end of the project in order to finish the report in time before the final project closure.

A combination of primary data collection and secondary data review is expected during the evaluation. Primary data shall be collected through a variety of methods, including field observations, key stakeholder interviews and focus group discussions. Secondary data shall be collected from statistics and other relevant data at various levels of aggregation.

The evaluation will begin with an inception phase of reviewing documents provided by DVV International (desk study). This is followed by a period of field study and the preparation of a draft report. The final report will consider remarks to the draft report made by the DVV International country, regional office, and regional desk.

The indicative number of working days foreseen is 15:

- 1 day total of briefing and debriefing
- 2 days of document review
- 1 day of mission preparation
- 7 days of field mission (1 field trip)
- 3 days of report drafting
- 1 day of report finalization

Please take the indicative distribution of working days into account in your suggestions regarding the evaluation methodology.

Timetable

Tendering:

Tenderers provide an outline of the proposed evaluation methodology (max. 3 pages), CV of expert proposed for the assignment, statement on availability of the proposed expert during the planned evaluation period, information on daily fee in EUR, calculation of number of work days, as well as information on expected travel costs.

Briefing in Bonn and/or via skype:

Half-day meeting with the Senior Desk-Officer for Central Asia and the M&E desk at the headquarter of DVV International in Bonn, as well as briefings with the DVV International Regional Director for Central Asia (Tashkent), and the Country Director of DVV International Tajikistan (Dushanbe).

Document review (desk study):

Project proposal, narrative reports (annual report, internal mid-term evaluation report, monitoring reports, etc.), project publications, OECD/DAC Guidelines for Evaluation.

Field study:

The evaluator will undertake one field mission to up to four project locations tentatively* to consult with all relevant actors and stakeholders and to carry out the evaluation in accordance with the agreed methodology.

The field mission will include a debriefing session with DVV International and partners in Tajikistan.

**The number of locations will be decided upon in the briefing phase and depend on the budget available, as well as on weather conditions.*

Report drafting:

The evaluator will draft a report in English, which should contain a maximum of 30 pages without annexes. The draft report will be provided within 14 days after the field study. Comments will be provided by DVV International Headquarters based on summarized comments received from DVV International Regional Office in Central Asia and DVV International Country Office in Tajikistan 14 days after the receipt of the draft report.

Report finalization:

The evaluator will finalize the report within another 7 days according to the comments received. The final version should not require any additional editing.

Debriefing in Bonn and/or via skype:

A final debriefing meeting with the Senior Desk-Officer for Central Asia and potentially other DVV International staff will take place at the headquarter of DVV International in Bonn.

Evaluator eligibility criteria

The evaluation will be done by an evaluator who needs to demonstrate experience in evaluating development projects. The evaluation expert will further have experience with organisational development and capacity building. Previous experience in the Central Asian countries and knowledge of Russian and/or Tajik language will be considered as an asset.

The selection criteria are the following:

- at least 5-year experience in the field of evaluation of development projects;
- previous experience in the evaluating EU projects is an asset;
- previous experience with penitentiary reform projects is an asset;
- fluency in English;
- knowledge of Russian and/or Tajik languages is an asset.

Reporting

The evaluator will produce draft report and final report. The final report should be presented in English and be up to 30 pages in length (excluding annexes). An additional concise summary of the report is required to be published on the DVV International website.

The quality of the reports will be assessed according to the following evaluation quality criteria:

- Were the terms of reference fulfilled and is this reflected in the report?
- Does the report contain a comprehensive and clear summary?
- Are cross-cutting issues (e.g. governance, gender, participation) included in the report?
- Does the report describe and assess the intervention logic?
- Are the conclusions and recommendations based on and derivable from findings clearly stated in the report?
- Does the report clearly differentiate between conclusions, recommendations and lessons learnt?
- Are the recommendations and lessons learnt realistic and is it clearly expressed to whom the recommendations are addressed?
- Are the methods and processes of the evaluation sufficiently documented in the evaluation report?
- Were the most significant stakeholders involved consulted?
- Were the most important documents taken into consideration, and is the content of the latter reflected in the report?
- Does the report present the information contained in a presentable and clearly structured form?
- Is the report well formatted and free from spelling mistakes?
- Can the report be distributed in the delivered form?

Coordination/Responsibility

The Senior Desk Officer for Central Asia at DVV International Headquarters in Bonn will be in charge of the contracting. The evaluator should work in close cooperation with DVV International Country Director in Tajikistan during the preparatory and implementation phase. The SECRET Project Coordinator from DVV International Country Office in Tajikistan will handle the cooperation regarding the exchange of relevant project documentation and data.

Logistical support will be offered to the evaluator by the SECRET Project team in Tajikistan (2 local partners and its branches in 4 project locations and DVV International office staff), e.g. accommodation, local transportation, translation and assistance in arranging interviews and project visits.

Application package

Experts participating in the tender for this evaluation should send the application package by **latest November 18, 2015** by e-mail to:

Ms. Thekla Kelbert, Senior Desk Officer Central Asia and Senior Manager Monitoring and Evaluation at DVV International Headquarters in Bonn: kelbert@dvv-international.de, with cc to Ms. Maja Avramovska, part of the M&E desk at DVV International Headquarters: avramovska@dvv-international.de, and Mr. Levan Kvatchadze, Regional Director for Central Asia: kvatchadze@dvv-international.uz

The application package should include the following documents:

- CV of an international expert, including references to previous evaluations;
- Draft version of the suggested evaluation methodology;
- Draft work plan with timelines; and
- Detailed cost estimation indicating expected daily fees.