TERMS OF REFERENCE

to conduct the evaluation of the “Participatory Democracy in Action” project

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# BACKGROUND INFORMATION

The **“Participatory Democracy in Action”** project (hereinafter Project) has been implemented by Transparency International Anticorruption Center (TIAC) in partnership with “Political Dialogue” and “Martuni Women’s Community Council” NGOs with the financial support of the European Union. The project duration was 24 months, starting from January 2021.

The overall objective the project is to contribute to effective engagement of civil society and citizens in the process of public-policy making through establishing meaningful, structured platforms that engage civil society actors and citizens in effective dialogue with government and increase their influence at all stages of policy cycle in Armenia.

The specific objectives of the Project are:

Ensure evidence-based and participatory decision-making in the areas of public administration, anti-corruption and elections through enhanced input by civil society actors and use of their expertise in public policy-making;

Support people-centered policy making and accountable governance through expanded communication and dialogue between the government and civil society;

Improve scope and quality of citizens’ civil society engagement in policy-making processes through creating and promoting advanced mechanisms and platforms of participation.

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

The main objective of the assignment is to conduct an external evaluation of the project in view of the progress made by the project and lessons learnt. The evaluation has the following objectives:

* To make an overall assessment of the project using the review criteria (relevance, effectiveness, efficiency, sustainability, impact)
* To identify success factors, shortcomings and potentials for future improvements and draft them in concrete recommendations.

## Results to be achieved by the contractor

The evaluator/research company will carry out the technical assessment of the final evaluation of the project, which will include examining effectiveness of the final results achieved in the framework of the project.

More specifically, the evaluation should address the following issues:

 a) **Relevance**

* Whether the project design and choice of activities and deliverables have properly reflected and addressed the needs of the beneficiaries,
* Whether the planned and actual activities and outputs of the project were consistent with the intended outcomes and impact;
* What is TIAC’s project partners’ comparative advantage in this area of work;

b) **Effectiveness**

* Whether the activities have achieved planned objectives as enunciated in the project’s log frame and produced beneficial results;
* What were the main factors influencing the outcomes of this project, either negatively or positively; what are the lessons learnt for a replication of the project approach to other locations;

c) **Efficiency**

* Have resources and funds been used efficiently, leveraging in-house expertise, previous interventions and other resources to optimize the project outcomes;
* Have the project activities been delivered in a timely manner;

d) **Sustainability**

* Whether the activities have been designed and implemented in such a way to ensure maximum sustainability of their impact, for instance, whether project’s stakeholders were actively involved in the initiation, design and implementation of the project;

e) **Impact**

* Whether there is initial evidence that the beneficiaries’ capacity in designing, managing and implementing election observation missions/initiatives has been enhanced.

# SCOPE OF THE WORK

## General

The evaluator/research company must develop evaluation methodology and use a mixed-method approach to triangulate all available data sources to reach conclusions and findings.

Such evaluation methodology may include but is not limited to the following:

* Review of relevant project documents and relevant materials;
* Interviews with relevant TIAC and staff/project implementing team;
* Interviews with project partners (“Political Dialogue” and “Martuni Women’s Community Council” NGOs, Civilnet).
* Personal/phone/online interviews with relevant stakeholders (subgrantees under the project, Government officials engaged in the project, members of the project expert network etc.);
* Analysis of the data collected.

# LOGISTICS AND TIMING

## Location

Yerevan, Armenia

## Start date and period of implementation

The start date of the assignment is **January 30, 2021.**

The period of the assignment is two months.

# REQUIREMENTS

**Qualifications and Experience**

* **Education:** Bachelor’s or Master’s degree in Social Sciences, Business Administration, Economics, or related field.
* **Experience:** At least 5 years of experience in conducting evaluations, preferably on interventions in the areas of electoral processes and capacity building. It is also preferable that the evaluator or the research company experts has/have a good understanding of advanced evaluation criteria with a focus on EU funded projects.
* **Language:** Fluency in oral and written Armenian and English.

# REPORTS

## Reporting requirements

The final evaluation report, on the basis of its findings and assessments made on the above mentioned criteria, should draw conclusions, make recommendations and identify lessons learnt from the implementation of this project.

More specifically, the evaluation should:

* Highlight what has been successful and can be replicated elsewhere;
* Indicate shortcomings and constraints in the implementation of the project while, at the same time, identifying the remaining challenges, gaps and needs for future courses of action;
* Make pragmatic recommendations to suggest how TIAC’s work under this area and related projects can be strengthened. In particular, the evaluator should include recommendations on:
* Subsequent actions needed to improve the effectiveness of the project logframe;
* Other actions conducive to ensuring successful attainment of the expected accomplishments of the project.

## Submission & approval of reports

Two deliverables are expected out of this evaluation:

1) Draft evaluation report;

2) The final evaluation report.

The first draft report should be presented to the project team for quality assurance and factual corrections, if any.

The final output of the evaluation is a report that must compose below key elements:

1) Executive summary (maximum 2 pages);

2) Introduction of the evaluation background and a brief description of the project, the

budget utilization and the project activities and outputs;

3) A clear description of the methodology used;

4) Findings and assessments according to the criteria listed in Section 2 of this ToR;

5) Conclusions and recommendations drawn from the assessments.

It is required to submit a final report within five working days after the completion of the required actions in English in electronic. The project manager is responsible for approving the reports.

The evaluator must keep the project team informed of the progress made in the evaluation on a weekly basis. To this end, a draft of the report must be presented by **March 24, 2021** for verification by the project team and the project manager, before submission of the final report.

The deadline for submission of the final report is **March 31, 2021.**