

25 November 2013

**TERMS OF REFERENCE**

**External Evaluation of DRI's Tunisia Programme consisting of two projects:**

**“Democratic Institution Building by Supporting Civil Society Organisations in Tunisia”**

**and “Accompanying Tunisia’s Democratic Transition Phase II”**

Background

Democracy Reporting International (DRI) is currently implementing the projects “Democratic Institution Building by Supporting Civil Society Organizations in Tunisia” (VN 02 381.47-TP-P-46/12, implementation period: 1 June 2012 - 15 February 2014) funded by the German Federal Foreign Office and “545874 Accompanying Tunisia’s Transition Phase II” (82001435, implementation period: 1 August 2012 - 31 December 2013) which is funded by the Federal Department of Foreign Affairs of Switzerland.

*- Project “Democratic Institution Building by Supporting Civil Society Organizations in Tunisia”*

The objective of the project is to enhance the capacity of Tunisian civil society organisations (CSOs) to seize the opportunities of the democratic transition, to become effective advocates of democratic reforms and to provide non-partisan observation and analysis of reforms and elections. The project's target groups are CSOs working on legal reform and the democratic transition in Tunisia.

The expected results of the project include:

- Increased expertise of CSOs on often technical electoral and constitutional topics, as well as support in their growth as organisations.
- Increased capacity of CSOs to engage in advocacy along the electoral cycle including on the election framework.
- Increased capacity of CSOs to engage in the constitutional process, in the area of process (with a focus on public consultations and their participation to the constitution making process) and in terms of substance, i.e. the content of the constitution.
- Enhanced public understanding of and awareness about genuine democracy in line with international standards and Tunisia’s commitments.

*- Project “Accompanying Tunisia’s Transition Phase II”*

The objective of the project is to provide tailored support to Tunisian political actors and CSOs in the transition in order to increase their knowledge and capacity on essential elements of democracy and genuine elections. The primary target group of this project are Tunisian political actors, in particular members of Tunisia's National Constituent Assembly (NCA), and the secondary target group are CSOs.

The expected results of the project include:

- A better understanding by political actors and CSOs of Tunisia's international obligations as well as international standards and comparative experience in the field of constitution-making, elections, and other political reforms related to democratic governance.

- Increased capacity of political actors and CSOs to learn from the comparative international experience of transition.
- Political actors and CSOs refer to international standards and obligations as well as comparative experience.
- Political actors and CSOs inform the public on technical aspects of reforms, such as the new constitution and the new electoral law.

DRI is working with beneficiaries through the provision of expertise, the organisation of trainings, roundtables, workshops, and the sharing of material and publications on constitutional and electoral matters and democratic governance.

DRI would like to conduct an external evaluation of the above-mentioned projects. The external evaluation should be structured as a participatory process including consultations with DRI staff and DRI beneficiaries in Tunisia. The results of the evaluation will be used to learn lessons for further project planning and implementation.

### Objective

The objective of the evaluation is to assess the impact, effectiveness, efficiency, relevance and sustainability of the project in respect of the project objectives. In particular, the assessment should analyse the effectiveness of DRI's activities in contributing to a more democratic legal and political environment in Tunisia. In addition, DRI's internal monitoring and evaluation system of the project should be assessed.

### Tasks and Timeframe

The tasks and activities to be fulfilled by the evaluator include:

- 1) Evaluation concept (December 2013): propose methodology of the evaluation to be presented to the DRI Director of Programmes for approval.
- 2) Desk review (December 2013-January 2014): review project documents and background information, internal monitoring and evaluation of the project, etc.
- 3) Mission to Tunisia (January 2014): conduct a visit to Tunisia, and carry out interviews and working sessions with DRI target groups and staff.
- 4) Evaluation report (January 2014): write the draft and final evaluation report of the projects including recommendations for DRI's future work in Tunisia.

DRI staff will provide the evaluator with all project-related documents and information and will support the planning of the evaluator's mission to Tunisia, including scheduling of the interviews. It is expected that the evaluator works in close cooperation with relevant DRI staff both in Berlin and Tunis and that the methodology for the evaluation is developed by the evaluator on the basis of consultations with DRI staff (through email, phone conferences, etc.).

### Location and timing

The evaluator will work from home on the development of the methodology and review of project documents. Interviews and work sessions with project beneficiaries and DRI staff will take place in

Tunis, Tunisia. The evaluation process should start in December 2013 and be finalized by January 2014.

Deliverables/Outputs

- Evaluation methodology
- Evaluation draft report
- Evaluation final report
- Additional shorter reports:
  - o Evaluation reports for project beneficiaries (CSOs and political actors)
  - o Review of DRI Tunisia's internal M&E system

Qualifications

- Relevant university degree;
- At least 6 years project evaluation experience;
- Experience in the evaluation of projects in the field of democratization, elections, human rights or development, or expertise in work with civil society organizations and political actors;
- Fluency in French and English, both written and spoken (Most interviews in Tunisia will be conducted in French, some project documents are in French, all evaluation documents should be drafted in English.);
- Knowledge of the Tunisian and/or regional political context would be an asset.

The application has to be delivered in English. Please propose an outline of the **evaluation methodology** and specify a plan on how the evaluation results are to be achieved. The qualifications of the applying expert(s) for the evaluation should be demonstrated through a comprehensive CV showing the applicant's professional record, providing a list of relevant reference projects, and a record of previous experience. Please provide a sample of written work, ideally an evaluation report of a previously evaluated project.

The maximum budget earmarked for this evaluation is 17,000 EUR. This maximum sum includes all fees, taxes, transportation and accommodation costs as well as all other direct and indirect costs incurred by the evaluator. Please provide a draft budget.

- **Please send your application (including CV, draft methodology, draft budget, reference projects, report of a previously evaluated project) to [cv@democracy-reporting.org](mailto:cv@democracy-reporting.org) and [o.belhaj@democracy-reporting.org](mailto:o.belhaj@democracy-reporting.org).**
- **Deadline for applications: 2 December 2013.**
- **Only shortlisted candidates will be notified.**