

# ToR for the External Evaluation of the AMEDIP project

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## Project: Strengthening African and Middle Eastern Diaspora Policy through South-South Exchange (AMEDIP)

### 1 Background

The *AMEDIP* project is funded by France, Italy, the Netherlands and Switzerland. The implementing partner is IOM.

As the contribution of emigrants is pivotal to the development of their countries origin, insufficient institutional capabilities to link up with emigrants imply that potential avenues towards and sources of development remain unexploited. Seeking to address particular institutional gaps and needs identified by target countries *inter alia* in the project *Linking Emigrant Communities for More Development – Inventory of Institutional Capacities and Practices*, the overall objective of the proposed project is ‘to enhance the institutional capacities of national authorities charged with migration and development to better harness the contributions of their diaspora communities’.

The specific objectives of the project are:

- 1) To support the creation and/or further development of comprehensive Diaspora policies in target countries;
- 2) To Strengthen South-South technical cooperation and regional expert exchanges (expert workshops and expert exchange mechanism);
- 3) To enhance institutional and technical capacity of government agencies/local authorities involved in diaspora policy;
- 4) To strengthen South-North cooperation through knowledge sharing and enhanced institutional dialogue.

Main components of the project:

- Mapping the priorities in relation to the Migration and Development nexus in AMEDIP partner states;
- Exchange of information through workshops at expert level with a thematic focus;
- Exchange of expertise at the South-South level on the Migration and Development nexus;
- Implementing innovative methods to address institutional needs and priorities through Pilot Projects.

Title: ToR External Evaluation AMEDIP		Nr:		Distribution:
	Drafted	Approved	Released	Applicable from
Date	30.04.2013			
Name	RA			

Main outputs to be delivered:

<b>Implementation Phase</b>	<ul style="list-style-type: none"><li>– Registry</li><li>– 2 x Intergovernmental Meetings held conducted</li><li>– South-South Exchange mechanism established</li><li>– Up to 20 x South-South Expert Exchanges conducted</li><li>– Written Work Manual: <i>Institutional South-South and North-South Cooperation – Diaspora for Development</i> (140 pages)</li></ul>
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All project documents will be made available to the evaluation team.

Target groups:

Government agencies and governmental actors responsible for diaspora policy in target countries; EU MS government agencies dealing with migration and development.

Beneficiary countries:

Algeria, Cape Verde, (Egypt), Ethiopia, Ghana, Kenya, Lebanon, Mali, Morocco, Niger, Nigeria, Senegal, Tunisia.

The project implementation period started in July 2011 and will run until December 2013.

## **2 Scope of the evaluation**

The evaluation should be carried out in parallel to the implementation of the project, notably between May 2013 and November 2013.

## **3 Evaluation objectives**

The main aim of the evaluation is to provide the ICMPD project team and project partners as well as the funding agencies with sufficient information to:

- (a) Ensure the relevance of the project's activities, results and objectives in a changing environment/ context
- (b) Make an assessment of the performance of the project paying particularly attention to the results and (intended and unintended) outcomes of the project actions against its objectives
- (c) Identify means for strengthening the linkages between project results and outcomes
- (d) Support organisational learning at ICMPD

## 4 Evaluation purpose

To this end the evaluation shall

1. assess the project's context and its influence on the project;
2. monitor and evaluate the progress towards the project's specific objectives and assess the likeliness of their final achievement;
3. monitor the use of project outputs;
4. monitor and evaluate risks and assumptions and formulate recommendations to ensure the achievement of the project's specific objectives;
5. support the continuous improvement of project implementation.

The evaluation will thus have to combine formative and summative elements and, due to its accompanying character, also include to some extent monitoring tasks, including missions in some of the AMEDIP partner states.

## 5 Evaluation questions

More specifically, the evaluation will address the issues below which refer to three of the five evaluation criteria (relevance, effectiveness, efficiency, sustainability and impact) endorsed by the OECD-DAC<sup>1</sup>.

### Relevance

- To what extent was the project suited to the priorities and needs of beneficiaries?
- To what extent are the objectives of the programme still valid?

### Effectiveness

- How did project outputs evolve throughout the project and how are they perceived by participants / users?
- To what extent are stakeholders aware of the possibilities to make use of project outputs (participate in meetings, networking, exchanging with the other AMEDIP focal points outside the AMEDIP framework)?
- To what extent are stakeholders actually making use of the project outputs as listed above and why so/why not?
- To what extent are stakeholders aware of how project outputs could be beneficial to their regular tasks and support them in their work?

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<sup>1</sup> [http://www.oecd.org/document/22/0,2340,en\\_2649\\_34435\\_2086550\\_1\\_1\\_1\\_1,00.html](http://www.oecd.org/document/22/0,2340,en_2649_34435_2086550_1_1_1_1,00.html)

- To what extent perceive stakeholders benefits from the project outputs for the successful completion of their regular tasks? Why so/why not?
- How can the use of project's outputs be improved?

### **Impacts/ Outcomes**

- Which intended outcomes and which unintended outcomes, notably resulting from the Workshops, the Pilot Projects and the South-South Expert Mechanism, have occurred as a result of the project?
- What real difference has the project made to the target groups? To what extent do stakeholders perceive benefits from the project outputs for the successful completion of their regular tasks? Why so/why not?
- Which factors enable/ impede the achievement of outcomes?

## **6 Methodology**

### **6.1 Management and steering of the Evaluation**

At ICMPD, the evaluation will be coordinated by the project coordinator of the MTM AMEDIP project, who will be supported by the Programme manager M&E. The project coordinator will

- discuss the final evaluation approach and methodologies with the evaluation consultant/ evaluation team (based on the evaluation concept submitted)
- ensure that the evaluation consultant/ evaluation team has access to and has consulted all relevant information sources and documents related to the project/programme.
- discuss and comment on notes and reports delivered by the evaluation consultant/ evaluation team. All comments will be compiled into a single document and will be transmitted to the evaluation consultant/ evaluation team within 10 work days.
- assist in feedback of the findings, conclusions, lessons and recommendations from the evaluation.

### **6.2 Evaluation process**

The set up of the evaluation process as well as the concrete methods for data collection and analysis shall be proposed by the evaluation consultant/ evaluation team. However, the evaluation concept should at least provide for the following phases:

- Inception phase: Review of documents, finalisation of work plan, preparation of the field phase, preparation of the interim report.
- Field phase: Collection and analysis of data.
- Finalisation: Synthesis of evaluation findings and preparation of final evaluation report

The methods used for data collection and analysis must meet scientific standards and be suitable to answer the evaluation questions listed under Paragraph 5. If possible, a mixed method design comprising qualitative as well as quantitative methods should be chosen.

The implementation of the evaluation must follow the Program Evaluation Standards<sup>2</sup>.

## 7 Reporting Requirements

All reports must match quality standards. The text of each report should be illustrated, as appropriate, with maps, graphs and tables.

The evaluation consultant/ evaluation team will submit the following reports in English:

- Inception report
- Draft final report and Final report (including a summary in English and French) one month before the final conference

All reports have to follow the structure agreed upon with ICMPD.

The evaluation results will be presented at the AMEDIP final conference.

## 8 Qualification of consultant

The evaluation should be carried out by a team of two evaluation experts:

### **Key expert 1 (indicative number of working days: 22)**

Key expert 1 will be responsible for the overall management of the evaluation, the collection and analysis of data (notably conducting of interviews with stakeholders) and reporting. He/she should have the following qualifications:

- Minimum of 15 years of proven experience in the evaluation of international projects;
- Sound knowledge of different evaluation approaches and qualitative and quantitative evaluation methods;
- Experience in the field of migration;
- Full working knowledge of French and English and excellent report writing; Knowledge of Arabic would be an asset;
- Previous work experience with international organisations and international projects;
- Excellent communication skills;
- Good understanding of cultural differences and their impact on working styles.

### **Key expert 2 (indicative number of working days: 17)**

Key expert 2 will be responsible for the evaluation of the Pilot Projects and South-South Expert Exchange Mechanism and support key expert 1 with data collection, analysis and reporting.

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<sup>2</sup> See <http://www.eval.org/evaluationdocuments/progeval.html>

- Minimum of 7 years of proven experience in the evaluation of international projects;
- Sound knowledge of different evaluation approaches and qualitative and quantitative evaluation methods;
- Experience in the field of migration;
- Full working knowledge of English and French;
- Excellent report writing;
- Previous work experience with international organisations and international projects;
- Excellent communication skills;
- Good understanding of cultural differences and their impact on working styles;

The distribution of days is indicative and can be changed according to the final working plan.

## 9 Timing, duration and location

- The evaluation will be home-based, with travel required to some AMEDIP partner states (the field phase includes trips to three countries, one in Western Africa, one in Maghreb or Lebanon and one in Eastern Africa). Interviews with stakeholders from all participating states will take place by phone, email, Skype, or directly at the final conference.
- Evaluation reports should be submitted according to the indicative table below:

Report	Date
Inception report	End of June 2013
Draft final report	End of September 2013
Final report	End of November 2013

- Target timeframe: from May 2013 until November 2013 with the work days provided for to be distributed appropriately over this period.

## 10 Budget

For the evaluation an overall budget of EUR 35.000 is available. This amount represents a lump sum which covers fees as well as all other costs incurred in connection with this assignment, including field trips to three countries and the participation of one expert to the Final Conference. It is indeed foreseen that one of the expert will participate in the final conference, which is scheduled for 4<sup>th</sup> Semester 2013, location to be specified.

## 11 Submission of an offer

Tenders shall submit an offer containing the following:

## **1/ Understanding of the assignment**

This part should summarize the most important aspects of the evaluation as perceived by the tenderer.

## **2/ Approach and methodology**

In this part, the tenderer should explain the way in which he/she proposes to perform the evaluation. This entails a clear description of the methodology that the tenderer proposes to use, including a rough work programme explaining the way in which he/she proposes to perform the assignment, in line with all relevant specifications of the ToR. It should include a description of the tasks, an indicative work schedule and of the resources that will be used to carry out the evaluation.

## **3/ CVs**

This part must include the curriculum vitae of the two key experts (whatever their status and/or contractual link with the tenderer) who will actually perform the tasks of this assignment. In particular it must be demonstrated that this (these) person(s) has (have) the necessary skills to perform all tasks in line with the task specifications as well as the qualifications outlined in the ToR.

## **4/ Request for Quotations**

The tenderer must fill in the Request for Quotation form (available below) with the offer. The form must be signed and dated.

## **12 Deadline and additional information**

Persons interested in this assignment must submit an offer not later than **15 May 2013**, close of business, to the following e-mail address: [amedip@icmpd.org](mailto:amedip@icmpd.org).

Offers must be signed by the tenderer or his duly authorised representative.

The contract will be awarded according to the following criteria:

- Clarity and presentation of the proposal
- Appropriateness of qualifications
- Methodology including work programme and time schedule

Tenderers will be informed of whether their offer has been accepted or rejected.

**REQUEST FOR QUOTATIONS**  
**Project evaluation**

**To:**

<b>Company name:</b>	
<b>Contact person:</b>	
<b>Address:</b>	
<b>e-mail:</b>	
<b>Telephone:</b>	
<b>Fax:</b>	

**Reference:** *AMEDIP project*  
**Services to be procured:** *Project evaluation*  
**Deadline for submission:** *15 May 2013, close of business*

ICMPD hereby invites you to submit your quotations for the following services as per conditions stipulated below and in the Terms of reference.

**Services: *Evaluation of the AMEDIP project***

Type of services	Total price in EUR
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Project evaluation	
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**Conditions**

*All prices should be VAT excluded and free of taxes*

*Please specify:*

<i>Validity of quotation</i>	
<i>Cancellation Policy</i>	
<i>Payments Conditions</i>	
<i>General conditions</i>	<u><i>To be annexed if any</i></u>

**Other comments**

**Vendor's declaration:**

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*By submitting this offer the undersigned authorized representative confirms to be free of any conflicting interests and to adhere to ethical behaviour and anti-corruption practices.*

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\_\_\_\_\_  
**Signature/Name**

\_\_\_\_\_  
**Position/Organization**

\_\_\_\_\_  
**Date**

## **Submission of offers**

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*The offer should be sent in English, signed by an authorized representative, dated and stamped. If sent by e-mail please scan the signed offer.*

*Submit your offer by returning the filled form to:*

<b>ICMPD (International Centre for Migration Policy Development)</b>
Rebecca Adeline Gonzagagasse 1, 5th floor 1010-Vienna Austria
Fax: +43/1/504-46-77-2375 icmpd@icmpd.org

*If you have any further questions please e-mail : [rebecca.adeline@icmpd.org](mailto:rebecca.adeline@icmpd.org).*