

Mid-term evaluation and impact assessment of the programme

Terms of Reference

1. BACKGROUND

1.1. Implementing partner:

Forum Syd is a politically and religiously unaffiliated development cooperation organisation with around 160 member organisations from Swedish civil society. Together we work with human and civil rights, and facilitate popular participation around the globe. We have offices in Stockholm and in five countries through which we provide direct support to local organisations on the ground. Our work centres on enabling people to organise to claim their rights and take control of their lives; for it is only then that democracy can grow, resources can be distributed more fairly, and poverty can be reduced.

Forum Syd has been active in Belarus since the late 1990's, either by supporting our member organisations as well as implementing our own programmes. Since 2012, Forum Syd has a Country Office for Belarus based in Vilnius, Lithuania.

1.2. The program:

Belarus Grants Management Programme is a granting mechanism designed to facilitate direct support to Belarusian civil society as well as to foster cooperation between Belarusian and Swedish civil society.

Derived from the Swedish Ministry of Foreign Affairs strategy for Belarus and Forum Syd's Country Strategy, the programme is contributing to the following **overall objective (impact)**: a democratic development characterised by respect for human rights, greater protection of the environment, better conditions for a market economy and closer relations with the European Union.

Specific programme objectives (**outcomes**) are defined as:

- CSOs in Belarus are strengthened as democratic actors; CSOs in Belarus have strengthened their capacity within democracy, human rights and gender equality. The awareness about democracy, human rights and gender equality has increased within target groups (specified in each approved project).
- CSOs in Belarus are strengthened as agents for change

2. THE ASSIGNMENT

2.1 Purpose of the assignment

The aim of this evaluation is to assess the extent to which the Sida-financed Belarus Grants Management Programme has reached the goals; the granting mechanism procedure, overall management of the programme, as well as the outcomes and effectiveness of the programme and draw conclusions for further improvement of the programme.

2.2 Main tasks

- i) Assess effectiveness of the granting mechanism. Consider application and assessment procedures, management system (narrative and financial reporting) and support given to partner organisations in implementation.
- ii) Assess results and (if possible) impact of supported projects, based on the representative sample.
- iii) Provide insight and recommendations on how to improve procedures, system and support in order to increase effectiveness of granting scheme.
- iv) Assess and discuss the sustainability of a selected number of projects within the programme.
- v) Assess to what extent the gender relations and environment have been part of the projects within the programme

The evaluation should have a perspective of both Forum Syd's Theory of Change and SIDA's strategy for Eastern Europe and Turkey and specifically address the following questions:

- 1) Is the application and assessment process an effective way to support Belarusian civil society?
- 2) How effective is management and reporting system of Forum Syd in assuring good management of funds by partner organisations?
- 3) To what extent have supported projects contributed to both Forum Syd's and SIDA's strategies?
- 4) How effective was cooperation with other donors working with Belarus?
- 5) To what extent have supported projects reached their goals (based on representative sample)?

3. METHODOLOGY

The methodology and activity plan should be proposed by the evaluator including but not limited to:

- Desk review of literature, context of Belarus and background on civil society
- Desk review of programme documents: reports, applications, result matrixes etc.
- A field trip to the programme sites in Belarus. Activities should focus on topics that identify achieved progress in the programme.
- Focus group meeting/s with stakeholders or beneficiaries.

Forum Syd will provide all necessary contacts and documents for the review.

4. OUTPUTS AND REPORTING

4.1 Outputs

The report shall be written in English. The Consultant shall produce a report of maximum 30 pages (appendices excluded) that include major findings of i.e. analysis of assessment methodology, the results of analysed activities, and recommendations. The report shall have a traditional lay-out e.g. front cover, table of contents, short facts of consultant, methodology, results, discussion/ suggested improvements and a list of study material and interviewees. The structure of the report will be discussed and finalised with the consultant during the Inception Phase of the assignment. The draft report will be produced and discussed with contracting partner prior to finalising.

5. TIME SCOPE

The volume of the assignment amounts to a total of up to 20 working days. The evaluation plan should be designed by consultant. The assignment should finalise until 1st August 2018

6. BUDGET

The consultant should provide the budget for the assignment. The payment to the consultant will be divided into instalments. The total budget for evaluation should not exceed **195.000 SEK** including VAT.

7. CONSULTANT QUALIFICATIONS

7.1 Anticipated Qualifications

The consultant should meet the following expectations:

- Thorough knowledge and experience from international development cooperation through the NGO sector.
- Knowledge and experience of work in and with civil society in Eastern Europe.
- Good knowledge of the Swedish development policies.
- Documented experience in consultancy assignments focusing on PME (planning, monitoring and evaluation) issues.
- Documented capacity in working with LFA, Results Based Management, base lines etc.
- Good knowledge of human rights, non-discrimination, gender equality and other development issues, preferably from assessments and/or evaluations
- Experience of work on rights-based approach, preferably from assessments and/or evaluations
- Excellent communication and facilitation skills
- Full working proficiency in English

8. PROCUREMENT TECHNICALITIES

8.1 Tender Procedure

The assignment is subject to a tender procedure, handled directly by Forum Syd. The tenders will be assessed considering the following aspects:

- The contents of the tender (that all the required information is enclosed)
- The qualifications and experience of the Consultant
- The methodology and approach proposed
- The cost for the tender

8.2 Documentation and information required

The consultant should present a CV with relevant experience and background for the assignment and the following information: a proper work plan and budget and a description of the approach and methodology applied. Documentation should not exceed 20 pages in total.

The tender, including all required information is to be submitted to by email by the **23rd May 2018** to **recruitment_lithuania@forumsyd.org**