

Final evaluation and impact assessment of program

Terms of Reference

1. BACKGROUND

1.1. Implementing partners:

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.

[Green Network](#) is a partnership of environmental organizations, activists, initiatives and experts united a network for the development of the green movement in Belarus, making impact on environmental decision-making at local, national and international levels, monitor and address environmental issues by civil society. Green Network acts as an association from 6 November 2007. Currently Green Network consists of 16 environmental NGOs and 38 individual participants. Organizations and activists work in Minsk, Grodno, Gomel, Baranovichi, Brest and other regions of Belarus. Green Network's office for administrations and financial management is based in Vilnius, Lithuania.

Green Network's Mission is to achieve harmony between human and nature through sustainable development and the strong green movement through the following strategic directions: nature protection and recovery of ecosystems; promotion of public participation in environmental decision-making and development of the green movement in Belarus and the EECCA region (Eastern Europe, Caucasus and Central Asia).

1.2. The program:

The programme "Support and networking of environmental civil society in Belarus 2013 - 2016" was implemented in partnership with Green Network, an umbrella of Belarusian environmental organisations and Danish Outdoor Council. The programme has combined support from two international partners towards Belarusian partners. The overall objective (impact) of the programme is: To create/expand network of environmental CSO's, initiatives and activists who are lobbying, advocating, initiating dialogue and influencing environmental issues/decisions/solutions at local, regional and national levels. The specific objective (outcome) of the programme is: Environmental CSOs in the regions of Minsk, Brest, Gomel and Grodno are strengthened and coordinated in order to play a considerable role in public awareness and democratic decision-making processes promoting sustainable environmental development at local, national and international levels.

The programme is further devised in four result areas:

1. Strong, structured and vibrant environmental activities instigated and implemented by local activists in the regions of Minsk, Grodno, Gomel and Brest.
2. Four regional networks of environmental civil society actors established and empowered to coordinate environmental activities in their geographical areas.
3. Public access to environmental information and awareness of environmental issues and activism has increased.
4. Advocacy campaigns and policy development at the national level are organised with the involvement of all segments of civil society (bottom up approach)

2. THE ASSIGNMENT

The main purpose of the review is to assess the achievements and impact of the programme, incl. an assessment of the level of achievement of planned objectives and the indicators of the four expected results. Furthermore, the review should assess the implementation strategy as well as interrelation of different activities and their effect in reaching desired impact.

The evaluation will take departure from the programme document (incl. LFA matrix, budget etc.), progress and financial reporting and other relevant documents including Mid-term Review conducted in February 2015. The results from this evaluation assess whether outlines result have been achieved by the end of the programme and/or provide recommendations for further development of Green Network and approach to development of civil society in Belarus.

The evaluation should include an assessment of the following:

- The effectiveness, sustainability and efficiency of programme intervention in relation to the expected outcomes and set indicators; (ref. programme LFA).
- Impact of the programme on development of environmental movement in Belarus as well as impact on development of civil society in Belarus.
- Local anchorage and ownership of the programme and its activities.
- Positive and/or negative effects of the intervention; intended and unintended; (ref. beneficiaries, partner organisations, stakeholders etc.).
- To what extent gender and democratisation/human rights have been taken into consideration when planning and implementing activities.
- Relation between programme indicators, SIDA strategy for Belarus and FS Country Strategy.

The evaluation should also focus on the underlying vision of the project:

- Effectiveness, challenges and opportunities in relation to the regional networks (Grodno and Gomel) and changed strategic approach after Mid-term Review.
- Impact of the local and national advocacy campaigns both on the effectiveness of regional networks as well as on participation in environmental decision-making.
- Impact and effectiveness of informational component of the programme

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.

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 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 needs to take place during February and March 2018, and the report to be completed at the latest 30th of March 2018.

6. BUDGET

The consultant should provide the budget for the assignment. The payment to the consultant will be divided into instalments. The first 50% instalment will be made upon signature of the consultants' agreement and the second instalment will be made at the completion of the assignment.

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.
- Knowledge of environmental civil society in the region.
- 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

The tender, including all required information is to be submitted to by email
recruitment_lithuania@forumsyd.org