



Terms of Reference

Project Evaluation

Strengthening local capacities for children's rights protection in Georgia

EU GRANT CONTRACT: NEAR-TS/2015/369-105

ACTIVITY DATES: 01/01/15 – 12/31/2017

PROJECT FUNDING: € 443,341.50

LEAD IMPLEMENTING ORGANIZATION: Open Society Georgia Foundation (OSGF)

PARTNERS: Civic Development Institute, Society 'Biliki', Association "Toleranti", Marneuli Youth Centre

REGIONS: Samtskhe-Javakheti, Shida Kartli and Kvemo Kartli

I. SCOPE: Non-personal services for a final evaluation of the EU-funded project "Strengthening local capacities for children's rights protection in Georgia". The contractor will be required to answer the evaluation questions listed under III below.

The contractor must provide the following deliverables within the terms defined by the contract:

- Detailed evaluation design to be submitted with the proposal.
- Briefings with the OSGF project director upon start and completion of the evaluation.
- Draft report to be submitted within ten (10) working days of completing the field work with OSGF.
- Final evaluation report.

TIMEFRAME: the timeframe to be covered by the evaluation is from the start of the project in January 2015 through the initiation of this evaluation.

BUDGET: The budget for the project evaluation totals 7.880 (Seven Thousand Eight Hundred Eighty) GEL. The project is excluded from Value Added Tax (VAT); accordingly the sum mentioned above doesn't include VAT. If the evaluation is conducted by a private person, the sum includes all the state taxes defined by the legislation of Georgia; accordingly the evaluator will receive the net salary, excluding all the taxes from the above stated amount.

II. PURPOSE OF THE EVALUATION: The purpose of this final performance evaluation is to determine the project's conformity with its proposed statement of work, the quality and use of its internal evaluation arrangements, and the achievement of its stated goals. The evaluation will focus on the project's methods and work plan; on its innovations; its impact; the relevance, dissemination and exploitation of its results; and on the quality of the partnership.

The results of the evaluation will be used by the OSGF and project partners to improve interventions in the area of human rights protection and civil society strengthening by focusing on the activities that are most



meaningful and critical for civil society development in Georgia. The audience of the evaluation will be the Delegation of the European Union to Georgia. The results of the study will be shared with local stakeholders (including the Ministry of Education and Science, National Centre for Teacher Professional Development, partner NGOs, and the Ombudsman's Office).

III. EVALUATION QUESTIONS:

A. Effectiveness

1. To what extent the intended results are being achieved in relation to the goals and objectives of the project?
 2. To what extent have the instruments employed by the project been effective and appropriate for achieving key goals?
 3. How effective has the project been in building the capacity of school personnel?
 4. How effective has the project been in strengthening civil society capacity?
 5. To what extent did the project helped parents empowerment (acquisition of knowledge and skills for employment, obtaining information about of available state programs for socially vulnerable families, and of their rights and responsibilities)?
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B. Perceptions by beneficiaries and stakeholders

1. Does the project help partners accomplish their objectives?
 2. What are the most successful activities as perceived by main stakeholders?
 3. What is project's particular niche?
 4. Did the project promote cooperation between public schools, decision-makers and CSOs?
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C. Impact

1. What are the strengths and weaknesses of the project?
 2. Did the project assist the improvement of school safety and security and reduction of violence and bullying based upon gender, ethnicity, religion and homophobia?
 3. Is the program appropriate to the development of an active and diverse civil society as defined by the end vision?
 4. Did the project help in public awareness raising on harmful effects of early marriages and impact of school drop-out?
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D. Recommendations



1. How should we address the existing weaknesses of the project-both in the thematic areas and the instruments used to bring about change?
2. What are the civil society needs in Georgia that have not been addressed by the project and how can they be addressed in the future?
3. What are the new issues to cover? New financial gaps to fill?

IV. SUGGESTED EVALUATION METHODS

- Document analysis;
- Field-based observations;
- Survey questionnaires;
- Interviews with experts, project partners and participants;
- Focus groups with target audiences (children and youth, parents, CSO representatives, school personnel, local authorities, ethnic minorities, women, etc).

V. EVALUATION EXPERT QUALIFICATIONS

Evaluation Expert: Social Scientist with a minimum of seven-year experience conducting evaluations and assessments using various data collection and analysis methodologies preferably in the democracy sector. The expert should have extensive experience in social science research and methodologies, should be a key person in developing evaluation design, including data collection and analysis plan. The expert will be responsible for data collection and analysis, and submissions of draft and final reports. Experience in donor-funded project evaluation is an advantage. Fluency in Georgian and English is required.

The expert is required to provide OSGF with a signed statement attesting to a lack of conflict of interest in relation to the project being evaluated.

VI. DELIVERABLES AND TIMELINE

The tentative dates for evaluation **ARE OCTOBER 25, 2017 TO DECEMBER 28, 2017.**

Document review:	October 25-30, 2017
Field work:	November 3 – December 1, 2017
Draft final reports due date:	December 15, 2017
OSGF comments due date:	December 21, 2017
Final report due date:	December 28, 2017.

V. REPORTING GUIDELINES

The format for the evaluation report is as follows:

1. **EXECUTIVE SUMMARY**—purpose, background of the project, main evaluation questions, methods, findings, conclusions, recommendations and any lessons learned; should be detailed
2. **INTRODUCTION**—purpose, audience, and outline of the evaluation
3. **BACKGROUND**—brief overview of the project and the study implemented
4. **METHODOLOGY**— brief description of research methods and limitations
5. **FINDINGS/CONCLUSIONS/RECOMMENDATIONS**—the report should distinguish between findings (the facts), conclusions (interpretation of the facts), and recommendations (judgments related to possible future programming) **(10-15 PP)**; however it should be clear what is the link between them
6. **ISSUES.**

VI. LANGUAGE: The final report should be submitted in English and Georgian languages.