

## TERM OF REFERENCE FOR THE EXTERNAL EVALUATION

<b>Location</b>	Bosnia and Herzegovina (B&H)
<b>Project</b>	Election Integrity Project in BiH
<b>Duration of Assignment</b>	November 2024 - January 2025
<b>Reference Number</b>	SAQMIP22GR0179

### 1. Background

The Election Integrity Project in Bosnia and Herzegovina is a 24-month project aimed at enhancing the role and capacity of the judiciary (prosecutors) and law enforcement agencies (police) in protecting the voters' will, as well as engaging CSOs and citizens to support and safeguard election integrity during the election reform process. The Coalition for Free and Fair Elections Pod Lupom and the National Democratic Institute (NDI) have worked together to foster a pro-reform sentiment in the country, focusing on increasing election integrity and developing citizens' resilience against voter intimidation and coercion.

### 2. Context of evaluation

Centers for Civic initiatives in name of Pod Lupom Coalition is recruiting a consultant or team of consultants (hereafter: the "Evaluator") to conduct the final evaluation of the Election Integrity Project in Bosnia and Herzegovina (hereafter: the 'Project'). The evaluation is set to take place between November 2024 – January 2025, and the Evaluator is expected to conduct an evaluation following the DAC criteria.

The Project has two objectives, which are further differentiated into expected outcomes:

**Objective 1:** Improved response of the judiciary and law enforcement agencies (police) to reported election violations based on evidence.

- **Outcome 1.1:** Civil society advocates for vigorous, consistent, and timely enforcement of election-related laws.
- **Outcome 1.2:** Data on election irregularities and law violations are collected and submitted to investigative and judicial bodies.

**Objective 2:** Civil society organizations and citizens actively confront voter pressures caused by election-related corruption.

- **Outcome 2.1:** Citizens are more resilient to all forms of pressure and intimidation.
- **Outcome 2.2:** Increased strength and sustainability of the civil society monitoring network (Coalition "Pod Lupom") to support and protect election integrity.

### 3. Evaluation purpose and objectives

The purpose of the final evaluation of the Project is twofold:

1. **Assess the project's performance and achievements:** To evaluate the extent to which the project's objectives and results have been achieved, with a focus on effectiveness, relevance, efficiency, coherence, sustainability, and impact based on OECD DAC Evaluation Criteria.
2. **Learning and recommendations for future projects:** To identify lessons learned during project implementation and provide recommendations that can help the Pod Lupom Coalition, CCI, and NDI in designing future activities and strategies to uphold election integrity and strengthen citizens' and civil society's resilience against election-related pressures.

The specific objectives of the evaluation are:

1. **Assess the progress toward achieving the project's goals:**
  - Examine progress toward each of the project's main objectives and expected outcomes, specifically the improved response of judiciary and police to reported election irregularities and the enhanced resilience of citizens and CSOs against election-related pressures and intimidation.
2. **Analyze the effectiveness of approaches and methodologies used during project implementation:**
  - Evaluate the effectiveness and appropriateness of the approaches and methodologies employed to strengthen the role of judiciary and police in protecting voters' will, as well as to increase engagement of CSOs and citizens in safeguarding election integrity.
3. **Identify challenges and factors that impacted project implementation:**
  - Examine challenges and key factors that facilitated or limited the achievement of planned objectives, including political, social, or operational conditions during the project's duration.
4. **Assess the project's sustainability and impact:**
  - Evaluate the potential sustainability of the project's achieved results post-completion and their long-term impact on election integrity in Bosnia and Herzegovina.
5. **Provide recommendations for future activities:**
  - Offer recommendations for future projects and strategies that will further support the resilience of citizens, the engagement of CSOs, and the strengthening of the election process's integrity, based on lessons learned and identified challenges during the project's implementation.

## 4. Evaluation Criteria and Questions

The evaluation will follow the OECD DAC criteria to assess the project comprehensively. The proposed evaluation criteria and related questions are as follows:

### Relevance

- To what extent were the project's objectives aligned with the needs of stakeholders (e.g., judiciary, law enforcement, civil society, and citizens) in Bosnia and Herzegovina?
- How well did the project design adapt to any changing political or social dynamics in the country?

### Effectiveness

- To what extent did the project achieve its objectives and outcomes, specifically regarding enhancing the capacity of judiciary and law enforcement and fostering citizen resilience?
- How did the collaboration between Pod Lupom Coalition, NDI, and other partners contribute to project effectiveness?

### Efficiency

- Were resources (financial, human, technical) utilized efficiently to achieve project goals?
- How well were project resources managed, and were they sufficient for achieving the intended outcomes?
- Was the timeline for project activities appropriate and efficient, or were there delays that affected project outcomes?

### Impact

- To what extent did project create any unintended positive or negative effects?

### Sustainability

- To what extent are the project's outcomes likely to be sustained after the project's completion?
- Are there mechanisms or practices established by the project that will continue to support election integrity efforts in Bosnia and Herzegovina?

### Coherence

- How well does the project complement other initiatives and policies related to election integrity in Bosnia and Herzegovina?
- How effectively did the project coordinate with relevant stakeholders, such as government agencies, other NGOs, and international organizations?

Also, the Evaluator is expected to identify major findings related to lessons that can be learned from the activities and which best practices, if any, can be identified and used in future work.

## **5. Evaluation approach and methods**

Evaluators must outline and justify their chosen evaluation strategy and methods for data collection. They will lead the evaluation process and serve as the main point of contact for CCI. The final report prepared by the evaluators will include an executive summary, key findings, conclusions, a detailed account of the evaluation process, and recommendations for the program.

### *Task 1: Desk Review and Planning*

This review shall include reading all relevant background materials (the evaluator should read the background documentation before starting the fieldwork in BiH). Using the information gained from the desk review and the information provided in this ToR, the evaluator will develop a fieldwork plan. The plan will be presented, discussed, and agreed upon with the Coalition Pod Lupom and NDI.

### *Task 2: Conduct a Field Evaluation*

The evaluator will be in constant contact with and communicate with the Coalition Pod Lupom and NDI. In addition to the project evaluations, the evaluator will conduct interviews with different relevant stakeholders in BiH to obtain information about the Project activities.

### *Task 3: Debriefings*

At the end of the field work, a debriefing meeting will be held with the Coalition Pod Lupom and NDI so that the evaluator can present its preliminary findings and recommendations. The draft evaluation report will then be presented to the Coalition Pod Lupom and NDI for comments, which should be incorporated into the Final Evaluation Report.

### *Task 4: Finalisation of the Report*

The final evaluation report will include, at minimum, an executive summary, major findings and conclusions, a description of the evaluation methodology, the overall impact of the project efforts, and specific program recommendations.

## **6. Evaluation quality standards**

The evaluation shall conform to the OECD/DAC's Quality Standards for Development Evaluation. The evaluator shall use the OECD/DAC Glossary of Key Terms in Evaluation and specify how quality assurance, in accordance with DAC's quality standards, shall be handled during the evaluation process.

## 7. Schedule and deliverables

The following deliverables/outputs will be submitted to the CCI:

Task	Indicative timeline	Deliverables
Task 1: Desk Review and Planning	December 6, 2024	Develop a Written Fieldwork Plan
Task 2: Conduct a Field Evaluation	January 10, 2025	Draft Evaluation Report
Task 3: Debriefings	January 20, 2025	Presentation of the draft evaluation report
Task 4: Finalisation of the Report	January 31, 2025	Final Evaluation Report

The final evaluation report will be submitted to CCI electronically, and all deliverables must be in English. Payment will be due after CCI has approved the Final evaluation report.

## 8. Eligibility criteria

Applicants for the evaluator position are required to meet the following criteria:

- Hold a social science degree or a closely related field.
- Have a minimum of 10 years of professional work experience, including experience in conducting evaluations.
- Demonstrate experience in the sector or technical areas pertinent to the evaluation or possess a comprehensive understanding of the subject matter to be evaluated. This includes familiarity with international support in democratization/election processes and/or support to CSO development within the country.
- Possess core competencies in evaluation, including the ability to analyse and interpret complex interactions and social trends.
- Have excellent communication and writing skills in both BCS (Bosnian, Croatian, Serbian) and the English language.

Applicants must ensure that they fully meet the above-mentioned criteria. Incomplete or non-compliant applications will not be considered.

*This opportunity is open to natural persons and business entities.*

### Selection criteria and deadline

The applications will be evaluated taking into consideration the general and specific experience criteria (max 15%), previous references (max 25%), proposed methodology (max 40%), and the amount proposed in the financial bid (max 20%).

A commitment to proceeding rapidly with the evaluation process will be considered an advantage. Selection of the applicants will be conducted by November 22, 2024.

### Financial resources

The maximum available contract value is USD 5,000 which includes all applicable taxes, contributions and fees on the contract value. The financial offer must not exceed this maximum amount.

Once submitted, these prices will be considered final and shall not be subject to any modifications.

### **Applications must be sent in English and entail the following:**

- Letter of intent and availability
- Copy of a degree
- CV
- At least two references from similar assignments with complete contact information
- A brief explanation of the methodology
- Financial bid for service (on a form included in this call)

The application should be delivered by **November 20, 2024, at 16:00 hours**, with the subject heading: "Prijava za eksternu evaluaciju" by post to the following address: Centri civilnih initiative, Ludviga Kube 7, 75.000 Tuzla.

**FINANCIAL OFFER / BUDGET**  
**(TOTAL PRICE FOR SERVICE)**

**Tender procedure name:**

**Reference number:**

**Total price: \_\_\_\_\_ BAM**

**Name and surname of the responsible person of the bidder: \_\_\_\_\_**

**Signature: \_\_\_\_\_**

**Place and date:**