



Title: 2020 Evaluation and ways forward to the program Sustainable Development and Human Security through Civil Society Action

Terms of Reference

1. Introduction UNA Sweden and international cooperation

The United Nations Association of Sweden (UNA Sweden) is a membership organization, working nationally with information and advocacy around UN issues; development and poverty reduction, peace, security and disarmament and human rights and democracy. UNA Sweden's international development cooperation is funded by Forum Syd, back donor for the Swedish International Development Agency (Sida).

UNA Sweden supports sister UN Associations (UNAS) registered in the World Federation of United Nations Associations (WFUNA). UNAs are national civil society organizations that provide a link between the citizens of the world and the United Nations by seeking to ensure that the UN is relevant to the lives of the peoples it exists to serve. In the international program, the aim of UNA Sweden's cooperation is to strengthen the UN Associations work, by empowering the civil society in confidence building approaches and advocating around the SDGs.

UNA Sweden currently collaborates with 4 UNAs: Georgia, Armenia, Democratic Republic of Congo and Tanzania. These are all included in a program that

covers the period 2017-2021. UNA Sweden manages the program from its office in Stockholm, through a team of 2 staff members.

The overall aim of UNA Sweden's international program "Sustainable Development and Human Security through Civil Society Action" is to create an enabling environment for youth and CSOs in inclusive decision-making processes for conflict transformation, protection of human rights and implementation of Agenda2030. The five-year program 2017-2021 is divided into three sub-programs:

- 1) The *Fostering Inclusive Democracy Program* aims to empower youth, fostering their engagement for the realization of human rights and enabling their participation in local decision-making processes. This program includes two projects led by two of our UNA partners; Georgia and Armenia in South Caucasus.

- 2) The *Confidence Building Program* aims to strengthen civil society contribution to peace building through improved capacity and opportunities to drive conflict transformation and advocate for human security. This program includes one project led by UNA DRC in the Democratic Republic of Congo. The *Global Goals Program* aims to enable civil society engagement for the implementation of the Global Goals at country-level while integrating the commitment to 'leave no one behind'. This program is led by UNA Tanzania.

2. The assignment

To conduct an evaluation involving all 5 UNAs in Sweden, Georgia, Armenia, Tanzania and the Democratic Republic of Congo, to develop a written draft of the evaluation, to orally present the recommendations for UNA Sweden and the sister organizations during a program workshop in Stockholm. The final report should be presented in June.

2.1 Purpose of the assignment

The purpose of this evaluation is to give input and recommendations to the application for the period 2023-2028. In 2021, UNA Sweden will be applying for a 5-year extension of its international program with start in 2023.

The purpose is to evaluate the program goals and their fulfillment as well as the roles and relationships of the partners in the program.

The aim is to learn from the previous years in the program and receive recommendations on how goal fulfillment can be further strengthened and made more relevant in the next program period.

The purpose of the evaluation is to:

- Assess how program objectives are fulfilled through sister organizations work. (For example, assessing how activities of the program contribute to achieving the objectives of the program. Evaluating to what extent outcomes, outputs, activities, baselines and targets are linked. This can partly be done by following up on previous evaluations).
- Explore sister organizations views on program objectives and theory of change
- Do we have the right program goals? If not, how should the program goals be revised?
- Assess if we should have joint goals for all partners within the program or if sister organizations are too different and individual goals are preferred?
- Assess the roles and relation of the partners in the program. (For example, what are the strengths and weaknesses of partners? Could partners capitalize on their respective strengths through collaboration and exchange? What is their perception of being a partner in the program, both in relation to UNA Sweden and in relation to other partners in the program? If so, what are their recommendations for

strengthening the collaboration and exchange within the program? How do partners perceive UNA Sweden? As a donor, capacity strengthening actor or advocacy partner?) Would partners like UNA Sweden to play a role that they are not playing today?)

We would like recommendations to identify areas of improvement in relation to the theory of change, the objectives of the intervention and partnership and cooperation among sister organizations

2.2 Scope

The evaluation should be carried out both as a desk study and as a field study with visits to all or some of the partner countries. Interviews should be conducted with key persons from the different partner organizations and target groups that have participated in the program.

2.3 Conditions

The contact person at UNA Sweden will assist the consultant with necessary documentation, contact details to partners and will also inform partners organizations about the upcoming evaluation in advance. The partners organizations will also support the consultant throughout the evaluation process.

2.4 Assignment and timeline

Below is a suggested work plan for the consultant to use when developing the tender and approximate time frames. The evaluation shall be undertaken approximately between the end of March and end of May. All assignments below should be included, though it can be adjusted, concretized and revised in communication with UNA Sweden.

Introduction - At the start-up of the assignment the consultant and UNA Sweden should agree on the mission and workplan. This could be organized as a startup meeting at UNA Sweden's office.

Desk Study - Review of previous evaluations¹, program documents and reports.

Before going on field visits - the consultant presents a plan and interview questions in written to UNA Sweden and can request clarifications/ feedback from UNA Sweden with regards to the plan.

Visit to UNA Sweden - interviews with relevant stakeholders at UNA Sweden (Program Staff, Leadership Team and Board Members).

Visit to sister organizations (field visits) - meetings with partners and target groups

Compiling draft report - Analyze data, make conclusions and recommendations.

Submission of draft report - The written draft report is submitted by May 25th.

Oral presentation of draft conclusions and recommendations - A draft of the evaluation report should be presented orally to UNA Sweden and sister organization in May. The initial recommendations from the evaluation can be reported back someday between May 25th and May 29th when a workshop will be held for all sister organizations. This workshop can then be used to “validate” some of the findings (the presentation would require 0,5 working day).

Finalizing the report - based on input from workshop and comments from partner organizations.

Submission of final report - the final report should be submitted by June 5th, 2020 (the exact date can be discussed). Both UNA Sweden and sister

¹ Evaluations already made:

- Evaluation Report, Independent Evaluation of Confidence Building in South Caucasus Program, 2013.
- Annual Evaluation Report of Advocating Human Rights (AHA) 2014 Program United Nations Association of Armenia, 2015.
- Impact Evaluation and ways forward for the Confidence Building in South Caucasus (CBSC) program, 2017.
- Empowering Youth for Human Rights and Development (EYHRD) Project, 2020.

organizations should have had a possibility to comment on the evaluation before.

3. Methodology

The evaluation includes desk review of literature, a field trip to the programme sites in Georgia, Armenia, Tanzania and the Democratic Republic of Congo. The consultant can provide comments for the readjustment of the ToR and suggest a methodology to best fit the task at end.

3.1 UNA Sweden's contact person

Sara Ekenbjörn, Program Manager for the International Program, will be the main contact person. There will also be a reference group at UNA Sweden.

4. Outputs and reporting

The consultant shall produce a report of maximum 30 pages (appendices excluded). The report should include a presentation of methodology, results and discussion/ suggested improvement.

The consultant is to produce the following outputs as a minimum;

- A proper workplan indicating methodological steps and schedule
- Draft and final report with analysis according to the said aim and focus, conclusions and recommendations. The final report should be written, proofread and presented in English.
- Meeting with UNA Sweden and sister organizations to present results.

UNA Sweden will have the right to use the content or part of the content of the report for other publications or purposes.

5. Budget

5.1 Fees

The consultant shall specify the fee for the whole mission, covering all anticipated costs that the consultant defines in the tender including possible travels, all taxes, social costs and VAT. Estimated working hours should be

defined. The amount for the evaluation that will be considered should be between 200 000 - 250 000 SEK.

5.2 Costs covered by UNA Sweden separately

The consultant is to cover all costs with the fee specified for the mission.

The payment to the consultant will be divided into installments. The first instalment will be made upon signature of the consultant's agreement. The second instalment upon the oral presentation of the preliminary conclusion and submission of preliminary draft. The final instalment will be made at the completion of the assignment.

6. Consultant Qualifications

The consultant is to meet the following expectations;

- Experience of evaluation of international development cooperation to trough the NGO sector
- Good knowledge of Sweden's support to Civil Society Organizations through Forum Syd's
- Documented experience in consultancy assignment focusing on evaluation
- Documented capacity in working with Results Based Management
- Experience of work on Theory of Change, preferably from assessments and/or evaluations
- Excellent communication and facilitation skills
- Full working proficiency in English
- Good knowledge and experience of working with any of the following regions/ countries South Caucasus (Georgia and Armenia), Eastern (Tanzania) and Central Africa (DRC).
- Knowledge and experience of working with a youth perspective.

6.1 Team Composition/Local Consultants

The consultant may sub-contract a local/regional expert to assist. In this case, it should be consulted with UNA Sweden beforehand and be included in the consultant fee and covered by the same.

7. Procurement Technicalities

7.1 Tender Procedure

The assignment is subject to an open tender procedure, handled directly by UNA Sweden's International Program Manager and Secretary General.

The tenders will be assessed considering the following aspects;

- Ability to perform the evaluation within the given timeframe (between end of May until beginning of June).

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 suggested cost for the tender.

Questions concerning the tender can be posed to the contact persons indicated below until deadline for submission. UNA Sweden might conduct short over the phone, as part of the recruitment process.

7.2 Documentation and information required

The consultant should present a CV with relevant experience and background for the assignment and the following information:

- A work plan and budget including a timeline
- A description of the approach and methodology applied,
- Consultant fee per day and mission, all costs included.
- Examples of previous work, including references

The contract will be based on a fixed fee.

The volume of the assignment amounts shall be specified in the tender in terms of

working days.

7.3 Final date of Submission

Please send tenders to sara.ekenbjorn@fn.se and write "Evaluation" in the subject line, no later than March 15, 2020.

UNA Sweden expects to conduct interviews / check references week starting the 9th of March and expects finalize the recruitment in the end of March 2020.

7.4 Validity of the Tender

Tenders shall remain valid for a period of 20 days.

8. Contact Data

For further information, kindly contact;

Sara Ekenbjörn, International Program Manager at sara.ekenbjorn@fn.se or 073-9790346