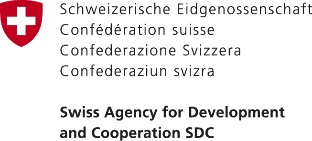
**Terms of Reference (TOR)**

**For Final Evaluation in Bosnia and Herzegovina**

**in “Promoting Healthier Lifestyles among Youth in Bosnia and Herzegovina by Challenging Gender Stereotypes – Young Men Initiative Project II (YMI)”**



**(01st of December 2017 – 30th of November 2020)**

**Deadline for application: June 19th 2020, 04 p.m. local time**.

**About CARE in the Balkans**

CARE’s mission in the region is to contribute to post-war recovery and the socio-economic development of Bosnia & Herzegovina, Croatia, Serbia, Kosovo\*[[1]](#footnote-1) and Montenegro. CARE in the Balkans consists of Offices in Sarajevo, Bosnia and Herzegovina (BiH), in Belgrade, Serbia and Pristina, Kosovo\*.

CARE’s work in the Balkans started in 1992, when it provided humanitarian support to people affected by war. In the late 90-ties CARE shifted its focus in the region from humanitarian post-war assistance and rehabilitation to socio-economic development engaging in interventions directed at conflict prevention and peacebuilding, sustainable livelihoods, gender equality and the prevention of gender-based violence.

CARE in the Balkans places the quality of its program at the center of its business and its mission and has developed a regional strategy that encompasses two main program directions: Gender Equality and Social and Economic Inclusion. The goal of the Social and Economic Inclusion Program is to strengthen capacities and create opportunities for marginalized, socially excluded and poor to integrate into society and access rights. CARE’s Gender Equality Program aims to empower women and girls vulnerable to violence, discrimination and poverty, to reach better life opportunities and social justice. CARE’s engagement and contribution lies in strengthening sustainability of key regional, national and/ or local civil society organizations and networks promoting gender equality and diversity, in the context of social inclusion and non-violence.

**Background**

### Young Men Initiative – Promoting Healthier Lifestyles among Youth in Bosnia and Herzegovina by Challenging Gender Stereotypes II or Young Men Initiative II (YMI II) project builds upon CARE´s comprehensive and programmatic effort to fight interpersonal and gender based violence (GBV) as well as to improve gender equality in Bosnia and Herzegovina and address preventative issues related to youth extremism and violence. The YMI II project will be implemented in Bosnia and Herzegovina, in Republic of Srpska and the three cantons of the BiH Federation (Herzegovina-Neretva Canton, Sarajevo Canton and third canton that will be selected in the first quarter of the first project year after a conducted assessment reflecting interest of local partners and responsible ministries to be engaged and to cooperate). It will target youth, in particular young men vulnerable to violence and their anti-social behaviors by strengthening the relevant skills, knowledge and attitudes leading to improved behaviors around gender equitable norms and non-violence.

The project that CARE Balkans proposes would continue to build on the success of the first phase and contribute to bringing about positive changes in attitudes and behaviors with young people of secondary school age group that relate directly to health, violence, extremism and gender equality. This would be done by addressing the issues on multiple levels through five main directions of the intervention: a) increasing capacities of youth organizations’ staff to deliver our specialized curriculum, Program Y, and Program Y+ to socially marginalized populations, out of school youth and youth offenders and Program Y++, adapted Program Y for higher grade pupils in elementary schools; b) increasing the number of cantons and or entity ministries that accredit the program and support its scaling up in more schools c) developing new online tools and promoting the use of technology for developing low cost models for implementation and evaluation in targeted schools; d) raising awareness and changing attitudes of youth toward various aspects of health, violence and gender equality and e) supporting and or engaging with existing coalitions of NGO’s and citizens to advocate for comprehensive life skills education in the schools.

CARE builds on the lessons learned from CARE´s previous work involving youth, gender and education, utilizing both research and evaluation in the design of the proposed interventions. It is anticipated that during a three-year implementation period over 30 schools will take part in the project, up to 10,000 young people will be reached directly and about 50,000 indirectly. A committed and more competent network of youth organizations and activists, together with the active engagement of relevant government institutions on all levels, will build a solid basis for sustainability and impact of the main project objectives. Thereby, this initiative will contribute to a long-term goal of young people in Bosnia and Herzegovina being personally and professionally empowered to act as agents of change in their communities, regions and nationally, leading towards a more positive future.

# Objectives

This project aims at scaling up and mainstreaming earlier achievements related to the implementation of the Gender Transformative Life Skills program, or short Program Y, via targeted advocacy and a close cooperation with relevant stakeholder through the support of movement/coalition building through the development of new alliances that engage parents and citizens in supporting gender equality focused life skills education program. Relevant stakeholders include the Ministries of Education at entities and cantonal levels, gender agencies, academic institutions, secondary schools, educators, media and other relevant stakeholders.

**The project’s overall goal is to increase the uptake of healthy, nonviolent and gender equitable lifestyles among young men and women in Bosnia and Herzegovina.**

As described in detail in previous chapters, the intervention intends to address harmful lifestyles that impact both young men and women. Also, our intention in this phase is impacting social movements and citizen coalitions in the order to encourage government to actively promote/address gender equality, prevent gender-based violence, life skills and health education in schools. Through the work with local NGOs active in gender equality promotion and youth development a higher percentage of young people will be reached to learn important life skills and consequently practice more gender equitable attitudes and behaviors. In cooperation and synergy with other similar initiatives implemented by the government and other local and international NGOs, this project would contribute to an overall decrease in school and community based violent incidents involving youth as well as to an increase of healthy, non-violent and gender equitable attitudes and behaviors reported by the targeted youth. Some of potential partners that CARE already contacted and who expressed interest for cooperation for work in elementary and high schools are TPO Foundation, Sarajevo (http://www.tpo.ba/b/novosti1EN.html), Association of cooperation of parents and schools in BiH (http://www.uskoro.ba/).

The goal would be reached through a combination of four expected outcomes as explained below:

Outcome 1:

**Youth NGOs have increased capacities and resources for supporting Program Y and Be a Man clubs in their communities, focusing on marginalized and out of school youth by implementing Program Y+ and Program Y++.**

Indicators:

* 75% of 8-10 participating Youth NGOs staff demonstrates strong capacities as Program Y, Y+ and Y++ focal points in their communities as advocates and community leaders.
* 75% of high motivated and trained key Youth leaders / peer educators advocate with their peers, schools and local governments on Program Y accreditation.
* At least 8 Youth NGOs implement non-formal education in targeted schools and communities focused on marginalized populations (Program Y+)
* Program Y++ piloted in at least 8 elementary schools.

In order to accomplish this, the work of CARE, key local partners and Youth NGOs will be focused on meeting the following three output level results through a set of interlinked activities:

1. Knowledge and skills of youth NGOs in peer and non-formal education will be increased though networking and coaching by leading partners NGOs of at least 20 staff members/youth workers to deliver non-formal education sessions based on Program Y, Y+ and Y++ in the 8-10 targeted schools and communities accompanied with issuing of a set of related tools and training material.Program Y + and Program Y ++ will be adapted versions of Program Y for working with marginalized youth (Program Y +) and for working with pupils of higher grades in elementary schools (Program Y ++). Both versions of Program Y will be adapted, tested and piloted in cities and schools where key partners and Youth NGOs are working. Local partner staff and youth leaders will advocate within their communities for Program Y, Y+ and Y++ and they will work as an informal national network.
2. ‘Be a Man Clubs’ (BMC) at schools with up to 20 active members each (up to 160 active members both male and female) will be established and functional in 8-10 target schools where new trainers/peer-educators will deliver non-formal sessions to high-school students (BMC members). This will be a result of activities of key partners and youth NGOs including promotional events implemented at schools preceding the BMC establishments and agreements reached and signed with schools. BMC clubs will work on inclusion marginalised populations and youth at risks.
3. Capacities of Youth NGOs to deliver non-formal education programs in their communities will be strengthened with the aim to reach a higher number of youth and broaden the influence of the initiative. Therefore, one focus will be to increase organizational management and sustainability prospects of local youth NGOs by creating a tailor-made capacity building development, based on the assessments done and a series of generic and issue-based training lead by experienced youth peer educators from leading NGOs which will be main grant providers for Youth NGOs supervised by CARE. The other focus will include an on-line educational tool development, Program Y + and Program Y ++ piloted and 8-10community based projects implemented by those NGOs through sub-grants in the primary communities (out of schools) or new communities.

Outcome 2:

**Program Y accredited and is part of a mandatory or extra-curricular school program with its upgraded versions Y+ and Y++ being tested with out-of-school youth and elementary school students.**

Indicators:

* Program Y becomes part of cantonal educational and or youth strategies in Canton Sarajevo and in at least one additional canton (Central Bosnia Canton, Tuzla Canton, Canton 10 or Una-Sana Canton) based on assessment that will be carried out at the beginning of the project.
* Implementation and scaling up plan agreed and implemented with Herzegovina – Neretva Canton
* At least 3 Ministries of Education establish focal points within ministry in support of scaling up Program Y by appointing key staff in entity steering group and the new Curriculum development advisory committee.
* Program Y tool kits developed and delivered to a minimum 10 schools with a 50% rate to implement Program Y workshops and campaign activities to reach over 5000 youth.
* Additional Program Y models developed (Program Y+ for working with marginalized youth and Program Y++ for working with pupils of higher grades in elementary schools), schools for piloting are identified and programs are piloted and evaluated.

In order to accomplish this, the work of CARE, key local partners and Youth NGOs will be focused on meeting the following five output level results through a set of interlinked activities:

1. Program Y will be expanded as part of educational and or youth strategies such as Youth Policy in at least 2 cantons and or entities.
2. Herzegovina-Neretva Canton and selected high schools in other entities/cantons (at least 8) will become a Program Y models with the integration of the program in up to 30 schools and act as testing centre for new and innovative methodologies piloting in school led implementation.
3. Two entity level steering groups (government representatives, professionals and the key local NGO partners) will be re-established and actively support the Program Y systematic inclusion in high school educational formal system and piloting new developed Program Y++ for work in elementary schools based on experience from Herzegovina-Neretva Canton.
4. Number of resources developed and published for educators and peer educators. Program Y resource web site will be developed and functioning as an online educational resource centre.

School educators and students youth peer educators in targeted schools will be trained and their professional teaching and mentoring capacities will be built for implementation of Program Y, establishing and or reinforcement of school based clubs and piloting Program Y+ and Program Y++. At least 75 school educators and 75 students youth peer educators (male-female) from up to 30 schools will be trained and will be motivated to successfully deliver Program Y and new Program Y+ and Y++ workshops through organizing regional teachers counselling and trainings led by key staff from BiH key NGOs and partners from regional component of the YMI II from Serbia and Croatia. At least 150 youth student peer educators will be trained and empowered at youth leadership summer camps for spreading Program Y methodology in its communities. E-course will be developed for teachers/educators and youth peer trainers based on existing online Program M course developed by CARE partner organization Status M from Zagreb and implemented in Croatia in cooperation with responsible Ministry of Education (http://www.m-centar.hr/en/education/)...*Participants of the course Internet portal M-center, within which is Internet course “Young Men Initiative” available assured three persons who are overseeing the progress of the group and are available to them during course. The course consists of 4 chapters and that implies that participants finishes all elements of one chapter in order to be able to approach next chapter. Total duration of the course is one month. Participants can register on the course by sending request to our main e-mail address, after which we create an account and send all the necessary info for signing in and start-up. In the beginning and in the end participants fill in pre and post testing and evaluation of the course, in order to assure system of evaluating quality of course conduction and the possibility of continuously specialization of it. Also, in this way we will estimate the efficiency of conduction throughout improvement in knowledge about specified topics.*

Outcome 3:

**Youth have increased awareness and improved attitudes related to health, violence and gender equality through participation in group education and youth led-campaigns, on healthy lifestyles, violence prevention and gender equality at the local and national level.**

Indicators:

* 60% of participating youth (6,000) demonstrate increased knowledge and improved attitudes and behaviours related to healthy lifestyles, non-violence and gender equality
* 75% of participating youth (7,500) have increased awareness related to issues of youth health and violence prevention as part of a lifestyle campaign

In order to accomplish this, the work of CARE, key local partners and Youth NGOs will be focused on meeting the following two output level results through a set of interlinked activities:

1. At least 1500 of youth (male-female) from 25-30 schools will participate in and successfully complete educational workshops cycles. At least 400 youth will join and will be actively engaged in local Be a Man Clubs
2. At least 15 campaigns in three years will be implemented. Around 10,000 youth will be directly targeted by campaign events and more than 50,000 youth will sign up on social media.

Beside the specific activities related to fulfillment of the project outcomes, there is a set of those that should be implemented during the inception phase and during the entire process, and can be summarized as follows: regular meetings of CARE and key partners for the planning, monitoring, evaluation and reporting purposes, external consultants’ engagements, assessment and research preparation and implementation, field visits and study trips.

Outcome 4:

**Social movements / citizen coalitions activated and/or strengthened to encourage government to actively promote/address gender equality, prevent gender based violence, life skills and health education in schools.**

Indicators:

* 75% of movement / coalition leaders identified and demonstrate capacity to led a diverse coalition
* 1 national and or 2 entity advocacy platforms developed with the support of diverse groups (youth, parents, academia)
* # of Movement building and/or coalition advocacy activities targeting policy makers in key cantonal and or entity governments.

In order to accomplish this, the work of CARE, key local partners and Youth NGOs will be focused on meeting the following four output level results through a set of interlinked activities:

1. Polling and research carried out in cantons/entities with parents and other citizens on issues related to addressing positive youth development, gender inequalities. Marketing agency will be contracted on the order of doing research.
2. Council of parents and student councils from participating schools/cantons and or entities will be actively engaged in support of Program Y implementation and inclusion in schools curriculums.
3. Trainings and strategic processes on movement skill building were organised for a diverse group of movement participants (from formal and non-formal sectors). 30- 45 movement leaders and or activist will be identified, trained and motivated for lobbying and advocating
4. Movement platforms and advocacy activities will be developed and supported.

## Target Group and Beneficiaries

The target group of the project includes state, entity and cantonal ministries responsible for youth, education and health; the state-level agency for education with its coordinating role, educational professionals/teachers; youth aged 15-26 with an emphasis on boys and men in vocational schools; parents; and NGO partners who are developing as national resource centres related to this work.

Beneficiaries: In the early stage, the project will work through educational workshops and campaigns with young men and women in 10-15 secondary schools/communities, reaching over 10,000 youth (approx. 70% male and 30% female) over 3 years. Through campaigns and other related activities 50,000 youth will be targeted indirectly. In addition, Roma youth will be integrated into all activities. Later in the project implementation and following successful policy dialogue and changes in curricula, the beneficiary pool will be expanded to teachers and youth in the entire country.

The intention is to focus on both entities, to a total of 8 -10 locations when it comes to reaching the youth; primarily to Sarajevo and Mostar Cantons and Banja Luka area. However, the key partner organizations will reach to other areas where they are already working. The cooperation with the government will be done on all the levels, from municipalities to entity, cantonal and state levels.

The **target group** of the project includes entity and cantonal ministries responsible for youth, education and health; educational professionals/teachers; youth aged 13-26 with an emphasis on boys and men and girls and young women in vocational high schools and elementary schools, marginalized and out of school youth; parents; university students and NGO partners who are developing as national resource centres related to this work and Youth NGOs from smaller BiH communities.

**Beneficiaries:** The project will work through educational workshops and campaigns with young men and women in over 30 secondary schools/communities and in 3 elementary schools, reaching over 10,000 youth (approx. 70% male and 30% female) over 3 years. Through campaigns and other related activities 50,000 youth will be targeted indirectly. In addition, Roma youth and other marginalized youth will be involved in all activities. Later in the project implementation and following successful policy dialogue and changes in curricula, the beneficiary pool will be expanded to teachers and youth in the entire country.

The intention is to focus on both entities, to a total of at least 10 locations when it comes to reaching the youth; primarily to Sarajevo and Mostar Cantons and Banja Luka area. However, the key partner organizations will reach out to other areas where they are already working, Jablanica, Tuzla, Brčko, Bijeljina, Zenica, East Sarajevo and Novi Travnik. The cooperation with the government will be done on all the levels, from municipalities to entity, cantonal and state levels.

Committed and more competent network of youth organizations and activists, together with the active engagement of relevant government institutions on all the levels, would build during the project implementation a solid basis for sustainability and impact of the main project objectives. CARE believes that only by providing opportunities for and by engaging young people into gaining new skills and knowledge that positively influence their development and change of attitudes and behavior can we expect them to become agents of change and active and responsible contributors toward a better life and a more optimistic future.

**Purpose of the Final Evaluation**

The final evaluation will be carried out to contribute to a comprehensive understanding attitudes amongst boys and men and girls and women, parents, key schools staff, ministry of education and pedagogue institutes on cantonal and entities level, within Bosnia and Herzegovina societies participating in the program toward gender based violence, gender equity and healthy life styles **in the project after more than two years and half of intervention**, to work-out lessons learned and to provide recommendations for further actions. The final evaluation will be carried out to contribute to a comprehensive understanding of project results accomplished as well, to identify lessons learned and provide recommendations in order to enhance CARE in the Balkans’ future work, accountability and inform decision-making.

We intend to assess the knowledge level, attitudes, and behavior shifts since the beginning of the intervention of the above mentioned target groups **by focus group interviews and individual interviews (“face to face” and through skype)** after the different interventions targeting each group will be concluded. **The End line assessment report** findings that will be based on quantitative research using self-administered questionnaires in May 2020 and that will be organized separately from the process of final evaluation are expected to be included in the final evaluation report. The final evaluation contributes thus to **accountability towards our main stakeholders** (beneficiaries, donor, wider public) as well as to learning that shall inform future programming.

The final evaluation process is going to be conducted during the last phase of the project implementation, in period from **June 29th 2020 till October 30th 2020** (the detailed evaluation schedule is described in below written section The Timetable).

**Objectives of the Final Evaluation**

The overall objective of the final evaluation is to assess the results achieved based on OECD evaluation criteria. The evaluation shall address the first **33 months** of project implementation.

Thus the specific objectives of this evaluation are to assess the **relevance, effectiveness**, **efficiency,** **sustainability and** (the road to) **impact** of the project in relation to the stated objectives and expected results, taking into consideration target groups/partners, beneficiaries and other affected parties.

The results of final evaluation will be used to inform the implementers, the donor and the involved stakeholders about the final findings and recommendations of the YMI project and to enable **learning, improved planning and implementation of** future CARE Balkans projects/programs in the BiH and region.

The consultant should use **established baseline and end line indicators** for benchmarking research findings from baseline assessment report (**see in** <https://youngmeninitiative.net/wp-content/uploads/2018/10/Baseline-evaluation-report-Web-Single-Page.pdf>) – and refer to those defined in logical framework - to enable assessment of project outcomes and if feasible impact at the end-line.

**Subject and focus (scope)**

Beside the analysis of the level of success of meeting the above stated criteria and complementing the specific evaluation questions below the evaluators will also assess the following aspects while conducting the evaluation:

1. Greater understanding of gender sensitive approaches by:
2. responsible government representatives regarding work with youth and generally in the context of the educational system and schools;
3. media representatives while reporting on youth (policies), education, violence, etc.
4. Improved organizational capacities for self-sustainable functioning as well as lobbying and advocacy capacities of the project partners.
5. Raised visibility of partners’ work in their local communities and nationally.
6. Improved cooperation among partners.
7. Strengthened network of youth peer educators and future teachers (students of the teaching faculties) and pedagogues and teachers who will be capable to further scale up educational and promotional activities around Gender Transformative Life Skills program (Program Y) implementation.
8. Improved capacities of local partners as national resource centers for promotion of practices, policies and research work on engaging boys and men and girls and young women on gender-based violence prevention.
9. The extent to which the project adapted to Covid-19 pandemic.

*An important note*: It is expected that the evaluation field research should be conducted in Sarajevo, Mostar, Banja Luka and in at least three out of seven other communities where YNGOs are implementing Program Y and its modified versions for piloting in elementary schools and out of schools premises (Brčko, Bijeljina, Istočno Sarajevo, Tuzla, Zenica, Novi Travnik and/or Jablanica). If the travel is restricted due to state of emergency such as in case of a recurrence of the pandemic and lock down – it will be done online in cooperation with CARE and partners.

**Main evaluation questions**

1. **Relevance**

* To what extent have the project purpose responded to the needs of the local communities and the relevant sectoral policies of the target countries and proven to be feasible?
* Have the activities implemented been relevant for achieving the project purpose and the expected results defined by the project?
* Have the planning process and the intervention reflect/address the views of the beneficiaries and other stakeholders involved?

1. **Effectiveness**

* To what extent have the project purpose and all the three expected results (outcomes) been achieved (see log frame matrix)?
* What actors/procedures/implementation methods were crucial for achieving the project purpose and the expected results?
* What factors hindered the achievement of project purpose and the expected results?
* Has the project time framework been sufficient for achieving outcomes and the intervention impacts?
* Has the monitoring system been appropriate to gain comprehensive qualitative and quantitative evidence about outputs/outcomes and impact of the Project?

1. **Efficiency**

* Has the relationship between the devoted resources and results been appropriate and justifiable?
* Are items purchased under this project used as planned?

1. **Impact**

Wherever feasible building upon the quantitative end line assessment the evaluation team is expected to assess:

* Has the long-term impact as defined by the overall objective been feasible? To which extent have all stakeholders/target groups as defined gained new knowledge and changed their behavior already? To which extent has the project contributed to the decrease of interpersonal violence in the particular municipalities?
* To what extent and in what way have the lives of project participants improved?
* What are the views of young men and girls regarding gender roles and attitudes?
* What are young men’s and young women’s health behaviors, including alcohol consumption, smoking and substance abuse?
* What is the experience of young men and young women with violence, including experienced and perpetrated violence?
* What are young men’s and young women’s experiences with romantic relationships, sexuality, contraception and violence in a relationship?
* Has the long-term impact as defined by the overall objective been feasible?
* To which extent the available quantitative/qualitative evidences suggest that the project has had a considerable impact upon the lives of the beneficiaries?
* Are there any positive/negative unintended results of the intervention?
* To which extent are there any other mediating factors (e.g., social support networks, family social-economic status, etc.) that also influence the attitudes and behaviors of young men and women?
* To which extent campaigns and/or programs implemented by the project have increased awareness of key target groups about violence, homophobia and sexual and reproductive health, promoting peaceful masculinities, gender equality and addressing hate speech and intolerance

1. **Sustainability**

* What actions/results can be maintained after this intervention ended?
* To which extent is the Gender Transformative Life Skills programs (Program Y, Program Y+ and Program Y++) licensing/accreditation ensuring long year sustainability?
* Please assess the strategies and procedure for continuing the current actions in the different entities/cantons, after the project ended?
* Who are the actors that carry ownership for creating this future strategies and commitments?
* To which extent Be a man clubs became movement in BiH?
* To which extent are current strategies of the project partners for continuing the current actions after the termination of the project feasible?

**The report should also refer directly to the logical framework, assessing if the defined outcomes indicators have been met.**

**Evaluation approach and methods**

In order to produce the requested product the Consultants will conduct the following:

1. **Desk review** of available project documentation: Project proposal set (narrative, log-frame, budget), Baseline and Endline Assessment Report, YMI Case Studies, selected Most Significant Change stories, the YMI project web sites with documentation and reports ([www.youngmeninitiative.net](http://www.youngmeninitiative.net), <https://program-y.org/> and the YMI Facebook, Instagram and YouTube pages, CARE’s Annual Narrative Reports, partners’ grants progress reports and monitoring tables, Swiss Cooperation Strategy Bosnia and Herzegovina 2017 – 2020, CARE Gender Policy Guidelines – Responsibility.
2. **Produce an inception report** in English (max 5 pages).
3. **Individual or group interviews** (face-to face, Skype and/or phone)withimplementing partners and key stakeholders: CARE staff, key project partner representatives (executive director, project coordinator and young men (women) team leaders, representatives of public bodies (ministries of education, health and youth, universities, gender centers), schools´ staff (pedagogues and teachers), young men and women, parents, social workers, university students, etc.
4. **Field research in at least six locations (Mostar, Sarajevo and Banja Luka and in at least three out of seven communities where YNGOs are implementing Program Y)** related to the implementation of the partners’ organizations grants in the framework of ER1, ER2, ER3 and ER4:
   * **Face-to-face individual interviews** with key project partner representatives, other actors and local stakeholders.
   * **Focus groups** with project beneficiaries: youth from secondary schools, teachers, university students.
   * If feasible **participatory observations** in the target localities (school workshops, peer education workshops, Be a man club meetings, street campaign performances, etc.) Details will be provided by CARE project manager).
5. **Produce a high-quality evaluation report in English**. The evaluation report should contain at most 30 pages without annexes.
   * Paying careful attention to the OECD Evaluation Criteria.
   * A structure mirroring the achievements of the project purpose and the expected results of the project, containing an introductory executive summary of 2-3 pages max, and a concluding lessons learned/recommendation chapter.
   * Available monitoring tables should be attached to the evaluation report after checking for consistency.
   * Providing presentation of the results by using ethnicity/sex-disaggregated data and an overview based on country/locality differentiated data should be provided.
   * Providing an overview of most important highlights (such as for instance best practices, success stories, challenges, lessons learned) in separate boxes and illustrating the findings with citations.

**Indicative workload:**

|  |  |
| --- | --- |
| Desk Research | 2 days |
| Inception Report | 2 days |
| Field Research– visiting partners (after state of emergency is canceled) and/or if necessary, follow up skype interviews | Up to 6 days |
| Field research – individual interviews during partners meeting (after state of emergency is canceled) or online | Up to 3 days (individual interviews with key staff from partners organizations and with CARE staff) during partners meeting in June/July or August/September 2020 – if CARE organize the meeting (lodging costs will be covered by CARE while travel costs should be calculated as a part of consultant/s daily fee) |
| Drafting Evaluation Report | 6 days |
| Incorporating Comments and Final evaluation report submission | 1 day (The Leading Evaluator) |
| **TOTAL** | **Up to 20 days** |

**Timetable**

|  |  |  |
| --- | --- | --- |
| **Timetable** | **Output** | **Comments** |
| 06th of June –19th June 2020 | **Call for proposals** | CARE will announce call for the Evaluator. |
| In the period  June 29th  - July 15th 2020  (total up to 2 days of engagement) | **Desk research and Inception Report** | The Evaluator will draft the Inception Report based on an initial desk research. The Inception Report will be presented through skype organized conference call and sent by e-mail to Project Manager. |
| July 15th - July 31st 2020  (total up to 3 days of engagement) | **Field research 1 -** visiting partners (after state of emergency is canceled) and/or if necessary, follow up skype interviews | Field Research will be conducted during the ongoing CARE partners’ national activities if they are organized (depend of situation with COVID), as agreed with CARE and stakeholders (participatory observation and main target population interviewing - individually and through focus groups interviews). |
| August/September (tbd)  (total up to 3 days of engagement) | **Field research 2** – individual interviews during partners meeting and/or if necessary, follow up skype interviews | CARE will organize partners meeting at the end of August or beginning of September 2020 (depend of situation with COVID). 1 and ½ of days of meeting will be dedicated to the final evaluations (In the case that CARE organize partners meeting, lodging costs will be covered by CARE while travel costs will be included in daily fee of consultant/s). |
| September 15th -30th, 2020 (total up to 3 days of engagement) | **Field research 3 -**visiting partners/countries and if necessary, follow up skype interviews | Field Research will be conducted during the ongoing CARE partners’ national activities if they are organized (depend of situation with COVID), as agreed with CARE and stakeholders (participatory observation and main target population interviewing - individually and through focus groups interviews). |
| October 01st -15th, 2020 (total up to 6 days of engagement) | **Draft Final Evaluation Report** | The Evaluator will deliver the draft Report to CARE by September 30th, 2020. |
| October 20th - 25th, 2020 (total up to 1 day of engagement) | **Incorporating Comments and Final evaluation report writing** | CARE will review and provide its comments to the Evaluator by October 20th, 2020. |
| October 30th, 2020 | **FINAL Evaluation Report** | The final report will be delivered to CARE in electronic format, in English, by October 30th, 2020, 04 p.m. at latest. |
| **The Evaluator will be engaged in the period June 29th – October 30th, 2020, for a maximum of up to 20 working days. The final product will be delivered to CARE by October 30th, 2020.** | | |

Note:

In case of field visits, the Consultant(s) will be able to conduct interviews with partners’ representatives, identified stakeholders and CARE’s project staff during regular project activities as agreed with the CARE Project Manager. **In those cases, the travel and food/refreshment costs will be covered by consultants’ fee and will be part of contracted consultancy fee beside participation at the partners meeting in August/September 2020 (if we organize the meeting) where lodging costs will be covered by CARE beside travel costs that will be included in consultant/s fee.**

Interviews with high school students, parents, school principals, pedagogues and school staff, social workers, university students, ministries representatives (individual interviews and/or focus group interviews) will be done in June, July, August and September 2020. The number of participants at the interviews will vary from site to site and will be determined by CARE in accordance with the size of total targeted population by each the intervention site.

The consultants will be paid in two separate installments.

First payment will be made upon submission the receipts of first invoice and consultancy time sheet (CARE will provide templates) with indicated tasks performed and dates of tasks to be implemented after the inception report is submitted, no later than 7 days after the submission day. First payment will include advance for Field research (up to 6 days).

Second and final payment will be made upon submission of the receipts of the second invoice and consultancy time sheet with indicated tasks performed and dates of tasks to be implemented after final report is delivered, no later than 7 days after the submission day.

The payment for the work defined in the Contract will be made upon the work completion and the final product delivered to CARE, with all the necessary documentation as per CARE’s administrative procedures.

**The deadline for application is June 19th, 2020, 04:00 PM local time**.

**Required qualifications**

* 1. Comprehensive experience with conducting evaluations (The applicant is requested to send several samples of prior evaluation reports written by him/herself).
  2. Excellent oral and writing skills in English.
  3. Academic background from social - humanistic sciences field with minimum MSc. title and **at least five years of working experience in academic or research institution**.
  4. Recorded experience in evaluation of gender mainstream projects
  5. Prior experience of working in the Balkans region.
  6. Prior experience with projects targeting young men and women beneficiaries.
  7. Prior experience with projects targeting gender mainstreaming.
  8. Preferably prior experience with projects targeting educational policy.
  9. Knowledge of the national/regional and EU public policies targeting prevention of gender-based violence and promote gender equity.
  10. The lowest financial offer won’t be awarded if above criterions are not fulfilled, especial criterions number 3, 4, 6 and 7. These four above listed criterions will bear per up to 15% of final evaluation of candidates or up to 60% in total. Financial offer will bear up to 30% while rest of criterions will bear up to 10%.

**Cost (How to apply for this job)?**

If an individual is applying it is necessary to enclose CV with printed hard copies (or e-documents in PDF format on CD) or active web links that indicates experience described in above eligibility section and daily fee/rate per day in BAM and the number of days predicted for the work. The Consultant should make a breakdown of costs in the budget part of the proposal, including different activities and types of costs (travel related costs should be included into the budget, if any). If company is applying, beside above listed requests, must enclose proof of tax paid.

Offers should be submitted by **June 19th 2020** at 04.00 p.m. to the following address:

Procurement Team, CARE International Balkans, Hasana Kaimije 11, 71 000 Sarajevo or to the e-mail address [care@care.ba](mailto:care@care.ba)

The offer that is chosen by CARE International Balkans will be notified in writing by **June 26th 2020**.

**Reports**

Following documents have to be submitted in hardcopy and softcopy formats:

**End line Evaluation Report:**

* Should be no longer than 40 pages (Arial or Times New Roman, font 12, 1.5 Line Spacing)
* Should present disaggregated data based on sex and if feasible ethnicity.
* The report fulfills the requirements listed in the ToRs.

**Report should be written in English** (text must be edited free from spelling mistakes and unclear linguistic formulations).

**Coordination/Responsibility**

**The Consultant(s)** is/are expected to include in his/her application:

* *Curriculum Vitae* (indicating contacts on reference persons from at least three former employees/contractors)
* *Former evaluation reports or other analytical outputs* drafted by the applicant(s).

**CARE commits itself to:**

* Prepare and agree on a work-plan with the Consultant(s)

Provide support with implementing the data collection.

* Coordinate with the Consultant(s)
* Provide requested documentation to Consultant(s)
* Provide logistical support to the Consultant(s)

The Consultant(s) will report to Saša Petković, PhD, Project Manager, [spetkovic@care.ba](mailto:spetkovic@care.ba).

1. “This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence”. [↑](#footnote-ref-1)