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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 III (YMI)”



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Agency for Development
and Cooperation SDC



January 1st, 2021 – December 31st, 2023

Deadline for application: December 4th, 4 p.m. local time.



Schweizerische Eidgenossenschaft
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1. About CARE in the Balkans

CARE's work in the Balkans started in 1992, when it provided humanitarian support to people affected by war. In the late 90ies, 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 is announcing a call for applications for a final evaluation for the project Promoting Healthier Lifestyles among Youth in Bosnia and Herzegovina by Challenging Gender Stereotypes III or Young Men Initiative III (YMI III).

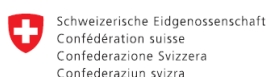
2. Project background

Young Men Initiative III (YMI III) 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.

Gender transformative programming within Young Men Initiative projects started in 2006 and supported by Swiss Development Cooperation (SDC) in the last two phases (2014-2017; 2017-2020) and third phase 2021- current has brought outstanding contribution to enabling positive and peaceful societies and healthy environment for young people in Bosnia and Herzegovina (BiH), as well as in the region of the Western Balkans in cooperation with the Austrian Development Cooperation, CARE Deutschland and Oak Foundation from Switzerland.

The third phase (2021-2023) is focused on producing tangible, long-term systematic solutions, the key one being the official integration of Program Y (for high schools) and Program E (for higher grades of elementary schools) as part of the compulsory curriculums beyond the project duration in the entire Bosnia and Herzegovina as a result of intensive collaboration with the Ministries of Education (Outcome 1). CARE and its partners Institute for Population and Development (IPD) from Sarajevo, Institute Perpetuum Mobile (PM) from Banja Luka and Youth Power (YP) from Mostar continued to build on the accomplishments of the first two phases and ensure the realization of adequate solutions that will last beyond project lifetime.

This is accomplished through work on institutionalization, standardization and quality insurance of comprehensive Program Y in high schools as well as piloting and implementing Program E for healthy lifestyle education in elementary schools in BiH. Furthermore, YMI III continues to pave the way for social change in BiH by gathering support of movement/



coalition building through the development of new alliances that engage teachers, parents, universities, media representatives, young people and citizens in supporting gender equality focused life skills education program (Outcome 2).

Objectives, outcomes and outputs

The overall goal of the project is **to contribute to creating positive and peaceful societies for young people in BiH that support gender equality, improve health and decrease interpersonal violence.**

For building on and going beyond the earlier achievements the YMI phase III is aiming to **induce the adoption of life skills curricula by educational institutions, enabling educators to support young people in developing healthy, non-violent, gender equitable behavior and thereby facilitate their smooth transition from adolescence to adulthood.**

In order to accomplish this, the project targets the following specific outcomes and outputs:

Outcome 1: *The Formal Education Framework¹ includes life skills education programming at all government levels enabling children and youth to uptake healthy lifestyles, gender equality and a life without violence.*

Outcome 1 – Outputs:

- 1) **Licensed / accredited Program Y in all elementary and high schools** in at least three additional cantons in the Federation of BiH, Republic of Srpska and Brčko District by continuing building strong partnerships with the respective ministries of education and pedagogues institutes at cantonal and entities levels. **Certification based on standards** introduced for teachers and peer educators, including a manual for delivering trainings of trainers, and trainings for teachers and educators. This will be enriched by introducing “*Schools of excellence*” – as role model high schools that are implementing the Program Y full model and set standards for the implementation at cantonal, entity and regional learning events. *Schools of Excellence* will be training centers for new schools/teachers accredited by responsible ministries of education at cantonal and entities levels;
- 2) **Program Y initiated as a noncompulsory course for university students** who will gain knowledge on gender transformative life skills education and transfer it to their future students in at least 2 academic institutions;

¹ The Formal Education Framework represents the legal public education policy at state, entity and cantonal level.

- 3) **Comprehensive Program Y implemented** in targeted elementary and high schools that include series of group educational workshops accompanied with social norms campaigns and national and regional youth camps.
- 4) **Strengthened organizational capacities of Youth NGOs from bigger BiH towns² under key partners NGOs mentoring** which will serve as a regional hub for scaling up YMI core activities in less urban and rural areas.

Outcome 2: The targeted communities are mobilized and take an active role in initiating an educational policy change and promoting behaviours that are more equitable, healthy lifestyles and gender equality attitudes of youth.

Outcome 2 – Outputs:

- 1) **YMI movement network expanded** with international, regional and local networks and stakeholders led by four task groups (teachers, parents, peer educators, institution representatives).
- 2) **Be a Man clubs within partners organizations increased their impact in YMI movement in BiH.**
- 3) **YMI Movement campaign activities implemented** throughout Bosnia and Herzegovina.

Target Group and Beneficiaries

The project targets the following beneficiary groups as follows:

Youth - the Project will directly target 15,000 high school and elementary school students, which will be attending workshops and campaign events in schools and communities (and online). The other youth group would be 100 university students that will be enrolled in non-compulsory courses at universities. These will be students from both BiH entities and Brčko District.

Teachers - The project will target a minimum of 300 high school and elementary school teachers who will go through a capacity building program (both online and offline) for the independent implementation of the Program Y in their schools. Indirectly an additional 1,000 teachers will be targeted through organizing educational round tables, conferences and through advocacy activities related to the introduction of lifestyles education subject.

² Preferably in Bijeljina, Tuzla, Brčko, Zenica and East Sarajevo.



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Regarding universities, at least 20 academic staff (professors, assistants etc.) will be involved in embedding Program Y in curriculum and training sessions for implementation.

Stakeholders, movement participants and NGO leaders

Representatives of entity and cantonal ministries responsible for youth, education and health; local authorities, education institutions representatives, schools, religious leaders and NGO activists are also target group and beneficiaries in the project implementation, such as key educators from participating schools, representatives of municipal departments for education, employment bureaus, centers for social work, as well as interested representatives of local private sector, and they will be addressed through advocacy activities and community engagement.

3. Purpose and Objectives of the Final Evaluation

The **main purpose of this final evaluation** is accountability and learning for possible future interventions in this area.

The main objectives of this evaluation are:

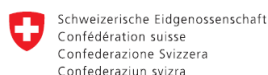
- a) To assess the project's relevance, impact, and sustainability, drawing on qualitative and quantitative project data and evidence.
- b) To assess the extent to which the project has achieved its objectives and results (focusing on outcome).
- c) To assess the extent to which cross-cutting issues such gender equality and nondiscrimination, participation and inclusion, transparency and accountability and empowerment of marginalized groups were applied and contributed to results achievement.

The results of the final evaluation will serve to inform CARE, the donor and the involved stakeholders about the findings and recommendations drawn from the implementation of the YMI project and to enable **learning, improved design, planning and implementation** of future CARE projects in gender transformative programming.

Primary users of the evaluation: project stakeholders, in particular CARE Germany, CARE International in the Balkans and local partners, SDC, and other co-donors.

Secondary users: policymakers and program designers and implementers of other organizations that engage in gender equality, violence prevention and educational reform.

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:





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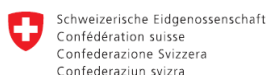
1. Greater understanding of gender sensitive approaches by responsible government representatives regarding work with youth and generally in the context of the educational system and schools.
2. Improved organizational capacities for self-sustainable functioning as well as lobbying and advocacy capacities of the project partners.
3. Raised visibility of partners' work in their local communities and nationally.
4. Improved cooperation among partners.
5. 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.
6. 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.

The consultant should use **established baseline and endline indicators** for benchmarking research findings from baseline assessment report (see in <https://youngmeninitiative.net/wp-content/uploads/2022/08/BASELINE-ASSESSMENT-REPORT-web.pdf>) – and refer to those defined in logical framework - to enable assessment of project outcomes and if feasible impact at the end-line. Also, field research shall be conducted in Sarajevo, Mostar, Banja Luka and in at least three out of seven other communities where YNGOs are implementing Program Y and Program E in elementary and high schools, as well as in out-of-school settings (Brčko, Bijeljina, East Sarajevo, Tuzla, Novi Travnik, Gračanica and/or Goražde).

Evaluator(s) must cover particular OECD-DAC evaluation criteria and provide findings, conclusions and recommendations. Priority will be given to **relevance, effectiveness and (immediate) impact, and sustainability** of the intervention in order to get recommendations and findings. The rest of the criteria are not expected to be prioritized considering the given time frame, budget, and purpose of the evaluation.

The evaluation shall address the full period of project implementation, from project start to the end of data collection during the implementation of this evaluation. Its scope will cover all target communities and main project beneficiaries (partner organizations, institutional representatives, teachers, youth, movement leaders).

The final evaluation process is going to be conducted during the last phase of the project implementation, in the period from **December 4th 2023 – February 20th 2024** (the detailed evaluation schedule is described in below written section The Timetable).



4. Evaluation questions³

1) Relevance

1. To what extent has the project responded to the needs of the local communities and the relevant sectoral policies of the target countries and proven to be feasible?
2. Are there any gaps or limitations in the project's design or implementation that affect its relevance?

2) Effectiveness and (immediate) impact

3. To what extent have stakeholders (school staff, parents, representatives of institutions...)/beneficiaries (youth) as defined gained new knowledge and changed their behavior?
4. What are the potential positive or negative outcomes that were not intended because of the intervention?
5. To which extent campaigns and/or programs implemented by the project have increased awareness of key target groups about promoting peaceful masculinities, healthy lifestyles, gender equality and addressing hate speech and intolerance?
6. Have there been any positive changes or beneficial effects observed in policies and strategies that incorporate life skills topics, as a result of the project? What were the identified best practices for collaborating with working groups to support the integration of life skills programming into institutional structures? How did the project activities mobilize communities to have an impact on influencing educational policies? How did the project cooperate with other similar initiatives in the country?

3) Efficiency

7. Has the relationship between the devoted resources and results been appropriate and justifiable? How was the adaptive management applied in the project implementation?

4) Sustainability

8. What actions/results can be maintained after this intervention ended?
9. To which extent is the Gender Transformative Life Skills programs (Program Y, Program E) licensing/accreditation ensuring long year sustainability?
10. To what extent have the 7 project partners improved their organizational capacities for self-sustainable functioning as well as lobbying and advocacy?
11. To what extent are the key actors (partners and other stakeholders) prepared to take over the responsibility and carry on with the implementation of the developed strategies and commitments (ownership and leadership) considering institutional level (beyond project duration)?

³ Wherever feasible, building upon the quantitative endline assessment and other evidence.

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

5. 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, <https://program-y.org/> and the YMI Facebook and Instagram pages, CARE's Annual Narrative and Financial Reports, partners' grants progress reports and monitoring tables, Swiss Cooperation Program Bosnia and Herzegovina 2021 – 2024, CARE Gender Policy Guidelines.
2. **Produce an inception report** in English (max 5 pages).
3. **Individual or group interviews** (face-to face, online and/or phone) with implementing 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), donors' representatives, other international and national organizations, young men and women, parents, university students, etc.
 - **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.
 - **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.
4. **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 and if necessary, follow up skype interviews	Up to 10 days
Drafting Evaluation Report	6 days
Incorporating Comments and Final evaluation report submission	2 days
TOTAL	Up to 22 days

6. Timetable

Timetable	Output	Comments
November 24 – December 4, 2023	Call for proposals	CARE will announce call for the Evaluator.
December 4 -10	Application review	CARE will review all applications and sign contract
December 10 - 20 (total up to 4 days of engagement)	Desk research and Inception Report	The Evaluator will draft the Inception Report based on initial desk research. The Inception Report will be presented through online organized conference call and sent by e-mail to Project Manager.

December 20 – January 25 (total up to 10 days of engagement)	Field research - visiting partners/countries and if necessary, follow up online interviews	Field Research will be conducted during the ongoing CARE partners’ national activities, as agreed with CARE and stakeholders (participatory observation and main target population interviewing - individually and through focus groups interviews). Additionally, Field Research will be conducted during the ongoing CARE partners’ national activities, as agreed with CARE and stakeholders (participatory observation and main target population interviewing - individually and through focus groups interviews).
January 25 – February 10 (total up to 6 days of engagement)	Draft Final Evaluation Report	The Evaluator will deliver the draft Report to CARE by January 20th, 2023.
February 10 - 15, 2024	Incorporating Comments and Final evaluation report writing	CARE will review and provide its comments to the Evaluator by January 25 th , 2023.
February 20, 2024	FINAL Evaluation Report	The final report will be delivered to CARE in electronic format, in English, by February 25 th , 2024, 04 p.m. at latest.
The Evaluator will be engaged in the period December 4th 2023 – February 20th 2024, for a maximum of up to 22 working days. The final product will be delivered to CARE by February 20th, 2024.		

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 a consultants’ fee and will be part of contracted consultancy.**



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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 approved, 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.

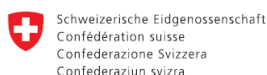
Required qualifications:

- 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 and at least five years of working experience in/with NGO sector Recorded experience in evaluation of gender mainstream projects.
- 4) Prior experience of working in the Balkans region.
- 5) Prior experience with projects targeting young men and women beneficiaries.
- 6) Prior experience with projects targeting gender mainstreaming.
- 7) Preferably prior experience with projects targeting educational policy.
- 8) Knowledge of the national/regional and EU public policies targeting prevention of gender-based violence and promote gender equity.
- 9) The lowest financial offer won't be awarded if above criterions are not fulfilled, especially 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. The financial offer will bear up to 30% while rest of criterions will bear up to 10%.

7. Application

Individual experts, companies or evaluation teams are eligible. The candidates (individual, company, or teams) are expected to include in the application:

1. **Cover letter (1 page)**
2. **Technical Offer** covering all aspects and tasks required in the ToR. The technical offer must include:



- **Approach, methods, and design** including tentative work plan and division of responsibility (if team of consultants is applying) suggested by the applicant (3 pages);
- **Professional profile of the evaluator(s)** (CVs of all individuals included in the consultancy team) indicating contacts on reference persons from at least three former employees/contractors;
- **Reference list i.e., former evaluation reports** or other analytical outputs produced by the applicant.

3. Financial Offer including cost breakdown (2 pages).

- The consultant(s) shall suggest the global price in BAM or EUR (per position if evaluation team applies) and the number of days predicted for the work.
- The global price must include all administrative costs (such as but not limited to backstopping costs, insurance, reports, communication costs, rent for Contractor's facilities, translation costs, etc.), as well as a breakdown of travel, allowances, and accommodation expenses for Field Research 1 (as specified in the Timetable section).
- Prices must be in **gross amount** (free of all duties, taxes, and other charges, including VAT). The amount of VAT must be shown separately.
- **Note: If you are sending the offer as a physical person the amount should be net. Related benefits and taxes for physical person will be calculated and paid by CARE.**

Selection:

The applications will be assessed as follows:

- Financial offer 30%
- Technical offer 70%

Offers should be submitted by **December 4th 2023** at 04.00 p.m. to the e-mail address: shalkic@care.ba (Procurement Team, CARE International Balkans).

The offer that is chosen by CARE International Balkans will be notified in writing by **December 10th**.

Reports

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

End line Evaluation Report:

- Should be no longer than 30 pages (Arial font 11 or Times New Roman font 12)
- Should present disaggregated data based on sex and if feasible city.
- The report fulfills the requirements listed in the ToRs.
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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 Sara Dereta, Project Manager/Youth Engagement Advisor, sdereta@care.rs.