

GENERAL INFORMATION

Title of Consultancy: End-of-project evaluation & learning review workshop

Application Closing Date: August 5th, 2020; 23:59 CEST

Consultancy Start and End Date: 17th August – 30th November

Duration: max. 40 working days

Location of Consultancy: Remote

BACKGROUND

Transparency International (TI) is the global civil society organisation leading the fight against corruption. Through more than 100 National Chapters (NC) worldwide and an international secretariat in Berlin, Germany, TI raises awareness of the damaging effects of corruption and works with partners in government, business and civil society to develop and implement effective measures to tackle it.

The Transparency International Secretariat (TI-S) in Berlin is seeking a consultant to conduct the End-of-project Evaluation of the Action Grant by collating and analysing evidence about the achieved levels of impact the action either generated or contributed to.

After five years of implementation, one of the main programs of TI-S ends in December 2020. The Action Grant (thereafter 'ACTION'), funded by DG DEVCO, was designed in line with the global TI strategy 2015-2020 to help strengthen TI Movement's capacity to effectively leverage its influence as a contributor to policy-making on sustainable development related topics (namely, the 2030 Agenda for Sustainable Development) at the global, regional, and national levels. To do so, the action focused on:

- Expanding the offered knowledge services
- Increasing TI-S' ability to facilitate communication
- Improving TI-S' ability to plan for and implement effective coordinated advocacy action
- Strengthening TI-S' capacity to monitor, evaluate and learn from our work.

Global in terms of its geographical focus, the grant set out to fulfil two **overall objectives**:

- To foster human rights, social justice and inclusive and sustainable development.
- To increase the open, accountable and participatory implementation of the United Nations Sustainable Development Goals (SDGs) and other key development processes at the global, regional and national level.

In addition, the grant's **specific objective** focuses on strengthening the TI movement's capacities to successfully carry out impactful collective and coordinated advocacy on the critical role of anti-corruption in sustainable development.

While a significant part of the grant's budget was distributed to the national chapters in a form of mini grants (70+) and long exchange program (participation of 40 NCs), a majority of the grant was utilized to cover core, strategic activities and events organized by the Secretariat in accord with the Description of Action (DoA).

OBJECTIVES

The overall objectives of the end-project evaluation are the following:

- To provide an objective **assessment of the grant's relevance and impact** - and the extent to which the projects and activities funded through the grant have contributed to achieving the desired impact.
- (Based on the draft findings) to conceptualize and, in cooperation with TI-S, plan and facilitate a **Learning Review Workshop** (virtual). The workshop will provide a space to engage representatives from the TI Secretariat as well as approx. 15 representatives of TI National Chapters from five geographical regions in an in-depth exchange on the identified project impact and learnings. The consultant is expected to compile a final workshop synthesis report and to finalise the evaluation report based on the workshop discussions.
- To generate **lessons learned and good practices** from the project implementation.

Key issues to be addressed

The focus is to be placed on high-impact achievements in the area of sustainable development, in particular on SDG16 as well as TI Strategy 2020. This requires a critical evaluation of the ACTION's achievement of its objectives (i); relevance and contribution to the implementation of TI Strategy 2020¹ and its specific commitments areas (ii) and to the key development frameworks, including the 2030 Agenda for Sustainable Development, European Consensus on Development, EU Agenda for Change, and A Decent Life for All (iii). The key guiding evaluation questions are:

Relevance:

- How relevant has the ACTION been in the wider context of the fight against corruption? To what extent has the project added value to the work of TI or provided an innovative direction?
- Have the ACTION objectives been in line with TI's strategic priorities and the key sustainable development frameworks? How did the ACTION grant contribute to achieving the strategic priorities?
- Has the implementation been in line with the key sustainable development frameworks?

Outcomes and impact:

- What have been the key outcomes/ impact achieved and how does this compare with the expected objectives?
- What contribution has ACTION made towards the implementation of SDGs, particularly SDG16?
- What was the ACTION's contribution to the implementation of key development frameworks?

METHODOLOGY

The end-project evaluation will be planned and conducted in close consultation with the TI-S Monitoring Evaluation and Learning (MEL) Unit and the ACTION project team. The evaluation approach and methods must be agreed with the TI-S MEL Unit and the ACTION project team. The ACTION project team will provide the necessary substantive support, including submission of all documents for desk review.

¹ <https://www.transparency.org/en/the-organisation/our-strategy>

The evaluation expert is ultimately responsible for the overall methodological approach and design of the evaluation, which should be adapted to the requirements of these Terms of Reference (TOR). The evaluation should use a participatory and gender sensitive approach engaging relevant staff at TI-S and National Chapter levels, stakeholders and beneficiaries through structured methods. Both quantitative and qualitative data should be utilised in assessing the project. The exact evaluation methodology should be defined, discussed, and agreed with TI-S during the first days of the evaluation.

The end-project evaluation should include but not necessarily be limited to the following methods:

- Desk review of relevant documents
- Survey to TI internal and external stakeholders
- Individual and/or group interviews with internal and external stakeholders
- Learning Review Workshop

TI-S encourages the consultant to suggest additional approaches and methods (e.g. specific case studies, deep dives, specific methods for the Learning Review workshop) that could further strengthen the quality of data and/or close any data gaps identified prior. The overall approach should be as representative and as comprehensive as possible. The evaluation expert should present a detailed statement of the proposed review methods in the technical proposal.

EXPECTED DELIVERABLES AND TIMELINE

This evaluation is expected to be mostly desk-based, conducted remotely with a maximum allocation of 40 working days.

The consultant or team of consultants are expected to submit an evaluation report that documents the evaluation process and results following a clear structure. The evaluation report will contain the findings, conclusions and recommendations as well as a recording of the lessons learned. The report will be written by the evaluation expert.

The consultant or team of consultants will initially prepare a draft report, which will be discussed with TI-S. While considering the comments provided on the draft, the evaluation expert shall use their independent and impartial judgment in preparing the final report.

The final report should not be longer than 30 pages, excluding the annexes and the executive summary, and should be accompanied by a summary power point presentation. Annexes to the final report should be kept to an absolute minimum. Only those annexes that serve to demonstrate or clarify an issue related to a major finding should be included. Existing documents should be referenced but not necessarily annexed.

In sum, the **main expected deliverables** are:

- Detailed work plan, incl. approach, methodology, guiding questions, survey/interview questions, list of stakeholders and detailed timeline.
- Draft report for internal fact checking.
- Conceptualisation, facilitation and documentation of the Learning Review Workshop, incl. a workshop synthesis report.
- Final evaluation report with a summary power point presentation.

Guidance and quality insurance:

- The findings should be referenced.

- The consultant's approach should be guided by the Transparency International Impact Matrix methodology (https://www.transparency.org/howeare/accountability/impact_monitoring/4).
- The research should abide by ethical protocols including participant confidentiality and privacy, if they require that.

All presentations and reports are to be submitted in English, in electronic form, in accordance with the deadlines stipulated above. The Consultant is responsible for editing and quality control of language. The TI Secretariat retains the sole rights with respect to all distribution, dissemination and publication of the deliverables.

REQUIRED COMPETENCIES & QUALIFICATIONS

TI-S is inviting expressions of interest from individual consultants or a team of consultants to carry out the end-project evaluation. The (team of) Consultant(s) should have the following qualifications:

- Advanced university degree in social science/ political science methods, international development, sustainability or related field from a reputed institution.
- Thorough knowledge of and proven experience of at least five in monitoring, evaluation and learning, ideally with focus on not-for-profit sector and preferably on anti-corruption or governance issues.
- Proven experience of at least 10 years in the fields of advocacy, governance, sustainable and/or international development. Experience in the field of anti-corruption is desirable but not necessary.
- Proven experience in the conceptualisation and facilitation of participatory workshops.
- Previous experience in successfully conducting similar assignments.
- Experience with the evaluation of EC-funded grants and programmes desirable but not necessary.
- Excellent command of English at the native speaker's level. Knowledge of French and Spanish is highly desirable.
- Outstanding communication skills with high attention to detail.
- Innovative, open-minded, culturally sensitive personality.

REMUNERATION AND COSTS

The consultant should provide a detailed breakdown, before any VAT or other charges, of all their estimated costs, including but not limited to total fee as a lump sum or standard daily or hourly rates, (if applicable) and other cost categories specified below.

Transparency International e.V. (Secretariat), (TI-S) is registered as a Business Entity in Germany with VAT identification number DE273612486. In order to determine the Value Added Tax (VAT) implications of this tender, we kindly request that the Consultants fill out the **VAT Form for Tenders/Vendor Form** (instructions inside the form) and submit the completed and duly signed form along with their email application.

The link to the VAT Form for Tenders/Vendor Form is available below.

CONTACT INFORMATION

Please email your application documents by **5th August 2020, 23:59 CEST** indicating “**Final Evaluation: Action Grant**” in the subject line to actionevaluation@transparency.org

The application documents should include the following:

- A letter of motivation, specifically focusing on concrete examples relating to what is requested in these TOR regarding the necessary skills and experience.
- A detailed technical proposal of how the assignment will be approached.
- An indicative budget and detailed timeline.
- Curriculum Vitae, incl. links, references to work samples related to the topic (confidentiality will be guaranteed).
- Contact details for at least two independent referees with in-depth and proven knowledge of the applicant’s expertise and relevant work experience relevant for this assignment.
- Completed VAT Form for Tenders/Vendor Form (see below).

Please note that only shortlisted applicants will be contacted.