

EVALUATION OF CONSORTIUM PARTNERS' ACTIVITIES

BACKGROUND: UKRAINE CIVIL SOCIETY SECTORAL SUPPORT ACTIVITY

The USAID-funded Ukraine Civil Society Sectoral Support Activity will improve the operating environment for civil society and strengthen the institutional capacities of civil society organizations (CSOs) to advance the self-reliance of the civic sector in Ukraine. This Activity is implemented by the Initiative Center to Support Social Action” – ISAR Ednannia in consortium with the Ukrainian Center for Independent Political Research (UCIPR) and Centre for Democracy and Rule of Law (CEDEM) in 2019 – 2024 and it is the largest project for civil society implemented by a local implementing partner with \$10 mln. investment in the self-reliance of Ukraine’s civil society sector.

For the past twenty-five years, Ukrainian civil society has served as a critical driver for democratic reform in the country. The ability of civil society in Ukraine to serve as a force for advancing Ukraine’s commitments before its citizens and the international community as well as improving the country’s capacity to implement reforms makes it unique. But despite these strengths, key weaknesses remain in such areas as an organizational capacity, legal enabling environment for civil society, emerging integrity challenges, and connectivity of civic actors.

UKRAINE CIVIL SOCIETY SECTORAL SUPPORT ACTIVITY OBJECTIVES

- Strengthen institutional capacities of civil society organizations (CSOs)
- Improve legal enabling environment (LEE) for civil society
- Enhance research and learning of civil society sectoral challenges, opportunities, and best practices

ACTIVITY TARGETS ITS EFFORTS ON:	ACTIVITIES INCLUDE:
<ul style="list-style-type: none">● Civil society organizations (CSOs)● Intermediary Support Organizations (ISOs)● Civil society activists● Unregistered civic groups● Networks and coalitions	<ul style="list-style-type: none">● Strengthening institutional capacities and organizational development of civil society organizations and civic groups;● Developing mentorship program linking well-established CSOs with nascent civic groups;● Improving the quality of services by providers of organizational development support;● Improving legal enabling environment (LEE) for civil society in Ukraine;● Increasing coalition-building around thematic advocacy initiatives;

<p>IT ALSO EXPLORES NEW PARTNERSHIPS WITH:</p> <ul style="list-style-type: none"> ● Private sector ● Public sector 	<ul style="list-style-type: none"> ● Improving dialogue and partnerships between civil society, government, and private sector; ● Improving legal and regulatory policies related to civil society; ● Improving local legal capacities; ● Monitoring, drafting, analyzing CSO legislation; ● Conducting research on new challenges and opportunities for civil society operation, development, and sustainability; ● Establishing Knowledge Clearing House.
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Ukraine Civil Society Sectoral Support Activity provides grant support to Ukrainian organizations to enable them to carry out their activities, in particular, the following types of grants will be provided:

- Organizational development grants to enhance the capacity development of CSOs through the Capacity Development Platform “Marketplace”: <http://cd-platform.org>
- New funding opportunities grants for funding start-up projects aimed at ensuring CSO financial sustainability
- Challenging grants for participants of the Project Schools for practical implementation of the knowledge received during training
- Strengthening CSO economic activity grants
- Networks and coalition building grants

In addition, the Activity provides **core support** and **grants to thematic partners** to support the implementation of project activities. Special grants opportunities will be also provided to the Intermediary Support Organization (ISOs) and other similar organizations in order to increase the amount of accessible OD tools for unregistered groups, nascent and newly-established organizations.

The Ukraine Civil Society Sectoral Support Activity is a nationwide initiative.

OBJECTIVE

Ongoing monitoring and learning of consortium partners’ activities and adaptation: in order to ensure program relevance and effectiveness, continuous monitoring and evaluation of consortium partner activities under Objective 1 and 2 will be carried out. This will allow avoiding and mitigating risks connected to this project, making necessary amendments into implementation of the Activity (if/as needed) and planning Activity’s next stages in a timely and effective manner.

Based on monitoring and evaluation results, adaptations to improve Activity performance may be recommended, new opportunities for consortium partner activities may be identified and the Activity may be updated as the circumstances arise. Activity implementation approach will be flexible enough to adapt to these findings.

In accordance with recommendations regarding consortium partner activities, consortium partners will seek to improve their overall performance through relevant training of their staff members, strategic planning and team-building activities, team training to increase staff capacities and motivation and other learning mechanisms.

Therefore, the M&E seeks to address the following list (although not exclusive) of issues:

1. How do funded proposals in the scope of Objective 1 relate to overarching strategy documents (e.g., the Project Description)?
 - a. To what extent, if any, do funded proposals achieve their stated objectives?
 - b. To what extent, if any, do funded proposals contribute to the stated objectives of the Activity?
 - c. How can Objective 1 adjust in its scope to ensure the funded proposals achieve their stated objectives and advance the Activity towards achieving its targets and purposes?
2. In what manner and to what extent does Objective 2 enhance the legal environment for the CSOs' operations in Ukraine?
3. Is the designed set of indicators necessary and sufficient to conduct the internal monitoring and evaluation of the Activity? If not, recommendations on indicators design and collection are expected.
4. Develop recommendations and deployment schemes for how the Consortium can tie this program to strategic priorities more effectively.
5. Develop recommendations deployment schemes for how the Consortium can monitor and evaluate its activities across Objective 1 and 2 more effectively.

SCOPE OF WORK

Key duties/tasks and responsibilities of the external evaluation consultant to achieve the objective of the assignment are described below. The described Scope of Work alone **should not be considered exhaustive**. After the winning bid is identified, the SoW may be finetuned at the initial stage of contract negotiations.

The Consultant is expected to develop the concept and methodology and apply the highest professional judgment in assisting the client's team to address the goals and objectives of the assignment efficiently and effectively; to develop an M&E system that can be implemented with a high likelihood of success. As well, the Consultant will conduct the intermediary assessment of the Ukrainian Civil Society Sectoral Support Activity, implemented by a Consortium of ISAR Ednannia, UCIPR, and CEDEM.

The consultant is expected to carry out the following specific tasks:

- Review the indicators and performance targets proposed in the Project Description (hereinafter--PD)and in the logic framework for the monitoring of the project; and

suggest possible refinements to harmonize them to meet the goals of the Project Objectives

- In close consultations with the Project Objectives Leaders, develop required data collection tools for the evaluation:
 - Develop the survey plan and methodology and sampling frame (as required) for the different types of surveys required.
 - Develop semi-structured interview/focus group discussions (FGD) scenarios for qualitative data collection. The Consultant should provide the stakeholders' interview plan (public authorities, mentees, and mentors of the Mentorship programs, donor community, civil society experts, etc.) Develop a timetable for the data collection to timely meet the Project M&E needs.
- Collect, process, and report data required for the intermediary project assessment; identify weak spots and develop proposals to cover them
 - The Consultant must ensure that at **least 146 survey responses** are collected when collecting data on the funded proposals via random sampling.
 - The number of in-depth interviews should **not exceed 60, FGD--10. The minimum requirements: in-depth interviews: 25, FGD: 3.**
- Analyze the M&E data for trends and work with Project leadership to determine any changes in technical approach that may be needed to strengthen delivery systems for each component
- Finalize the project indicators, including data sources
- Identify key areas of learning and develop recommendations for the Project leads
- If necessary, provide the recommendations for the Activity theory of change adjustments.

Expected deliverables

- Inception report covering full methodology and evaluation/learning activity timelines
- Data collection tools and schedules
- Full evaluation report, plus all the necessary supplements
- Recommendations on indicators design and their data collection plan; their deployment plan
- Recommendations on areas of learning and project development
- Recommendations on the theory of change adjustment

All deliverables must be submitted in English.

ELIGIBILITY

The evaluation bidders, eligible to apply and fill the following requirements

1. Previous experience working with projects with a focus on capacity development and/or legal enabling environment. Experience in public policy would be a strong advantage.
2. Solid legal expertise in the domain of civil society organizations. Experience in the EU law for NPOs and NGOs would be a strong advantage.
3. Experience(three and more projects) providing evaluation services in the civil society and public policy sphere of the same scope.
4. Proven expertise in the civil society sphere of Ukraine.

5. Proven experience developing M&E systems, tools, and processes, including an overall project performance monitoring, evaluation, and learning plan; project results framework, logical framework; developing/finalizing project indicators, data sources, and data quality assurance processes, collecting baseline data and project data, and conducting a final project impact analysis.
6. **CONFLICT OF INTERESTS: The Applicant must not be (1) a recipient of any of ISAR Ednannia or any other Consortium member grants (2) a current subcontractor of ISAR Ednannia or any other Consortium member organizations.**

COMPOSITION OF THE TEAM

Although the final composition of the team is at the discretion of the Applicant, it is preferable to have the following composition:

M&E Principal Consultant

1. Degree in social sciences (MA, MPhil, MSc, MRes), preferably with a focus on international development and civil society, and evaluation, specifically, in Ukraine.
2. At least 4 years of experience in M&E in the sphere of civil society development: experience designing and conducting various types of evaluations of policies, strategies, initiatives, systems, or other complex and broadly defined programs or interventions using rigorous research methods.
3. Proficiency in social research methods
4. Profound expertise in civil society and organizational development of CSOs
5. Knowledge of USAID regulations and review practices would be an advantage
6. Excellent command of English

M&E Consultant

1. Degree in social sciences (MA, MPhil, MSc, MRes), preferably with a focus on international development, civil society, and evaluation, specifically, in Ukraine.
2. At least 3 years of experience in M&E: experience designing and conducting various types of evaluations of policies, strategies, initiatives, systems, or other complex and broadly defined programs or interventions using rigorous research methods
3. Proficiency in social research methods and data analysis
4. Excellent command of English

M&E Assistant

1. Degree in social sciences (MA, MPhil, MSc, MRes).
2. Basic knowledge of M&E frameworks and approaches. At least 1 year of practical experience is preferable
3. Solid practical experience in social research methods
4. Excellent command of English
5. Administrative skills

SUBMISSION REQUIREMENTS

This is an open call for proposals. Please send all your questions regarding the procedure, including the details of the project description, to Victoria Aliyeva at aliyeva@ednannia.ua by July 16, 2021, 17:00 Kyiv time. In your requests, please indicate “Evaluation Services 2021 Requests” in the subject line of your email.

The full submission must consist of the following:

1. **Cover Letter**
 1. Name of your private entrepreneurship or organization(s) if there is a consortium or collaboration, address, and lead contact information
 2. The name, title, and contact information for the applicant’s contact person
2. **Introduction**
 1. A summary of your entrepreneurship, organization, or consortium’s qualifications and experience
 2. A summary of your overall approach and team
3. **Proposal Description**
 1. Core proposal
 1. Outline of the evaluation framework and approach to the project
 2. Outline of the activities and deliverables
 3. Methodology
 4. Quality assurance activities
 2. Description of management of the project
 1. Staffing plan in a form of the organizational chart
 2. Description of the responsibilities within the project
 3. Resumes (enclosed to the proposal)
 3. Timeframe of the project
 1. A sample timeline/Gantt chart of how your firm would approach the evaluation
 2. Outline each activity and provide an estimated start/completion date
 4. Risk management plan
4. **Budget**
 1. Detailed cost breakdown and the level of effort required for the services in a form of a table
 2. Budget narrative to describe the costs outlined
5. **Credentials and References**
 1. Two references that could provide relevant information on the applicant:
 1. Responsiveness
 2. Capacity
 3. Value of a fee for service

SUBMISSION OF PROPOSALS

Please submit your proposals to Victoria Aliyeva at aliyeva@ednannia.ua. Proposals are due on July 31, 2021, 23:59 Kyiv time. Indicate “Evaluation Services 2021 Submissions_%name of the applicant%” in the subject line of your email.