

## TERMS OF REFERENCE

- A. Position:** External evaluator
- B. Work place:** Bosnia and Herzegovina
- C. Reference on project:** 2018/400-876, EuropeAid/154836/DD/ACT/BA
- D. Duration:** February 15<sup>th</sup> 2019 – May 31<sup>st</sup> 2021
- E. Duration of mission and reporting:** Duration of the mission will be 60 days in total.

### **F: BACKGROUND**

The Centre for Environment (CfE) with support of the European Union implement the action entitled "Eko BiH".

The UNECE Environmental Performance Review: Bosnia and Herzegovina<sup>1</sup> noted that: "information on environment is limited, while prominence is given to issues that are often opposed environmental interests". This Action is aimed at building capacities of the Eko-BiH civil society organization (CSO) members to become relevant partners to decision makers and at increasing network capacities for articulation and presentation of the its joint positions on environmental policy making and EU integration processes. The representation of BiH environmental CSOs in different entities, national or international consultations or initiatives is still inadequate and without sufficient coordination and influence, as noted in Bosnia and Herzegovina Progress Report 2016.

Capacity building of environmental CSOs and grassroots in BiH represents a direct response to the global objective of the program to support involvement of the CSOs in development of environmental strategies and EU integration processes. The focus of capacity building in the first part of the action will be on internal structure, human, financial and technical capacities of the individual organization as well as a network in order to consolidate network and its members. The second part of the capacity building will be committed to development and improvement of knowledge about EU environmental acquis (Chapter 27), process of transposition of EU directives into domestic legislation and methods for monitoring and evaluation of enacting and implementation of environmental strategies.

The consolidation of environmental CSOs and grassroots will build network to become an inevitable factor and empower it with know-how to respond on environmental and climate change issues which is directly responding to the specific objective of the program.

Member organizations of Eko-BiH with less developed capacities will get a chance to learn from experienced experts from strong environmental CSOs within the network about organizational management, strategic planning and communicating, fundraising and sustainability. Besides, this action is focused to build their knowledge on their possibilities to access environmental information and participate in decision-making using different methods of advocacy work. With that knowledge and skills, Eko-BiH CSOs will represent a relevant actor in decision making on environmental matters and authorities-CSOs dialogue at entity/district/state level. By engaging

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<sup>1</sup> [http://www.unece.org/fileadmin/DAM/env/epr/epr\\_studies/bosnia\\_and\\_herzegovina%20II.pdf](http://www.unece.org/fileadmin/DAM/env/epr/epr_studies/bosnia_and_herzegovina%20II.pdf)

CSOs resources through the network, supporting CSOs and grass-roots initiatives that work on environmental issues for policy work and public advocacy campaigns, we are expecting to have a meaningful influence on environmental policies in B&H. All these actions will contribute to visibility of the environmental CSOs positions and general awareness rising on very important process and reforms of BiH towards EU integration.

In terms of technical and management capacity, the action will strengthen CSOs' knowledge and coordinated efforts to provide analysis, advocacy and monitoring of key environmental reforms at the local and entity levels and development of policies for environment and climate change, including through much-needed human resources for co-ordination of national work and increased visibility. It will also aim to improve the environment for civil activism and structured dialogue with local, cantonal, entity and national authorities and other stakeholders like experts, business and media. Ultimately, the project will boost the legitimacy and visibility of environmental CSOs in Bosnia and Herzegovina through strengthened coordination and sustainability of Eko-BiH.

The project will also position active and knowledgeable Eko-BiH members to serve as hubs for capacity-building of other Eko-BiH members. They will provide training to smaller CSOs and grassroots initiatives that can improve their understanding of, and access to decision-making processes, e.g. building effective advocacy and communication strategies, mobilizing resistance to corrupt practices and poor management, engaging in legal cases and using grievance mechanisms. Their ability to manage funds and carry out local initiatives will be improved through the sub-granting scheme of this project. Partners will also offer guidance and assistance to local grassroots groups in monitoring and influencing EU environmental approximation. Specific project activities will focus on environmental leaders in Bosnia and Herzegovina to provide education tailored to their needs and interests.

The project will also help journalists to better understand the issues highlighted by environmental CSOs. It will focus on training exchanges and building strong relationships with particular journalists who will give more detailed and accurate coverage to environmental issues, locally, nationally and internationally. The activities aimed at journalists will filter through to citizens in Bosnia and Herzegovina, making sure that they are not only better informed about environmental issues but also proactively seeking solutions and gradually building their belief that they can contribute to bringing change.

As a result of the project activities, governments in Bosnia and Herzegovina should improve their understanding of environmental problems through inputs from affected individuals and communities as well as other CSOs. In order to lead to more efficient governance, the project partners will consistently and pro-actively participate in consultation procedures in decision-making and push for their improvement. The project's advocacy campaigns can also help Bosnia and Herzegovina officials to get citizens' perspectives about the structural issues and state of policy reform in the country and identify the ways forward for its EU integration in the fields of environment and climate change.

## **G: OBJECTIVE OF THE PROJECT**

*Overall objective* of the Action is to strengthen the involvement of CSOs in the formulation, implementation and monitoring of environment and climate change

sector strategies, policies and decision making processes with regards to EU integration.

*Specific objectives* of the action are:

- a) To improve transparency and strategic planning of environmental CSOs and grassroots in BiH;
- b) To support financial autonomy by encouraging cooperation, exchange of experiences and resources for common actions;
- c) To enable effectiveness, reliability and visibility of Eko-BiH network's activities and impacts.

**H: SCOPE OF WORK**

The evaluation conducted by external evaluator should seek to analyze major findings and recommendations related to the following objectives:

- 1. To assess the effectiveness of the project (i.e. the extent to which the project stated objectives are being achieved or can be achieved)
- 2. To assess sustainability of the project (i.e. the likelihood of the project continuing after donor support – financial, organizational, programme and policy level);
- 3. To assess the relevance of the project (i.e. appropriateness of the action and used methods in relation to the needs and situation in BiH)
- 4. To assess efficiency of the project (i.e. respect of planned time frame and cost-value benefit of the action)
- 5. To assess the coherence of the project (i.e. external and internal coherence)

The evaluator is expected to specifically look at the effectiveness and impact of action's capacity building to the target group, communication outreach and advocacy actions for development of environmental strategies and CSOs participation in EU integration processes. Also, evaluator is expected to identify major findings related to what lessons can be learned from the action and what best practices, if any, can be identified and used for future work.

**TASKS AND DELIVERABLES**

Tasks	Number of days planned	Specific Deliverables
Task 1: Developing an Evaluation Plan including evaluation criteria, evaluation questions, and related indicators for each of the objectives outlined above. The evaluation plan shall include instructions for the projects staff in implementing data-collection processes.	8	Project Evaluation Plan

<b>Tasks</b>	<b>Number of days planned</b>	<b>Specific Deliverables</b>
Task 2: Delivering training to members of the network on basics of M&E processes and methodologies	6	Training agenda Supporting materials for participants
Task 3: Providing on-going support to project management on M&E related issues	10	Comments of evaluator on M&E issues raised by project management
Task 4: Production of an Interim Evaluation Report after 15 months of project realization which shall provide recommendations for the project management on potential adjustment of planned activities in second part of the project.	17	Interim Evaluation Report
Task 5: Production of a Final Evaluation Report.	19	Final Evaluation Report
$\Sigma$	60 days	

## **I. COPYRIGHTS**

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## **J: REPORTING**

The Evaluation Expert shall draw up reports and documents in accordance with the scope of the ToR and agreement with the Project Manager. S/he will present her/his time sheets to the Project Manager. All the reports shall be elaborated in English language.

## **K: Value of the bid and payment**

The value of the bid must be presented in Euros gross. The contracting entity (Center for Environment) is not required to pay any tax and related fees on the value of the bid.

## **L: Time schedule and Remuneration**

Launch Tender	CfE	January, 16 <sup>th</sup> 2019
Close of the Tender	CfE	January 29 <sup>th</sup> , 2019
Selection of the tenderer	CfE	February 15 <sup>th</sup> 2019

Prices must be fixed amounts in Euro and will not be subject to revision. Cost incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

A first payment corresponding to 50% of the contract value agreed with the winning tenderer will be released by CfE upon completion of Task 1 and approval of Deliverable Evaluation Plan by CfE.

An interim payment corresponding to 40% of the contract value agreed with the winning tenderer will be released by CfE upon completion of Task 2 Deliverable Interim Evaluation Report.

A final balance payment to 10% will be released by CfE upon completion of the Final Evaluation Report.

The following deliverables shall be submitted to CfE:

Delivery	Indicative deadline
Project Evaluation Plan	March 12 <sup>th</sup> , 2019
Training agenda Supporting materials for participants	June 18 <sup>th</sup> , 2019
Comments of evaluator on M&E issues raised by project management	Ongoing – no later than December 31 <sup>st</sup> , 2020
Interim Evaluation Report	March 31 <sup>st</sup> , 2020
Final Evaluation Report	May 31 <sup>st</sup> , 2021

## **L: QUALIFICATIONS OF THE EXPERT**

### **General professional experience:**

- At least 15 years of experience with civic society and
- at least 10 years of experience in Project Cycle Management;

### **Specific professional experience:**

- At least 7 years of Evaluation experience while at least 3 years of experience in evaluating EU funded projects
- At least 10 years of experience in providing trainings
- Knowledge of the Bosnia and Herzegovina actuals in in EU integration processes and civic society engagement in them.
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### **Qualifications and skills:**

- Bachelor's degree (where a degree has been awarded on completion of 3 years of study in a university or equivalent institution)
- Excellent communication and organisation skills;
- Excellent command of spoken and written English;
- Excellent knowledge of local language;
- Computer literacy.

## **F. Method of submission and deadline**

All interested applicants (individuals or companies) must submit the following documents no later than the January 29<sup>st</sup> 2019, at 4 pm.

To be considered for this service, tenderers with the required profile shall submit the following documents in envelop:

- CV of the evaluator,
- 2 reference with full contact details;
- Financial offer for the service delivery (detailed list of estimated costs);

The bid is to be submitted by mail to the following address:

Centar za životnu sredinu,  
Miše Stupara 5

78 000 Banja Luka, Bosna i Hercegovina (Note: Application for the position of a Evaluation Expert), or by email at: [viktor.bjelic@czzs.org](mailto:viktor.bjelic@czzs.org)