

TERMS OF REFERENCE

FOR THE PROJECT MIDTERM EVALUATION

to be undertaken within the CARE project:

“Brčko Inclusive Socioeconomic Initiative”

Consultancy period: 1st April to 30th June, maximum 20 working days.

Deadline for submission 24th March 2025, 15 hrs

In September 2023, CARE International in cooperation with RGFBD project partner initiated the **Brčko Inclusive Socioeconomic Initiative** a three year project in Brčko District, Bosnia and Herzegovina which will be realized in the period 2023-2026. The project is financed by the Czech Development Agency (CZDA) and CARE Czech Republic.

CARE International is looking to contract an external consultancy (individual consultant or a consultancy company) to design and undertake a midterm project evaluation, with the main goal to assess the project **progress against the proposed plan and project logframe, effectiveness, and relevance** ensuring the project is on track to achieve its objectives and to identify and propose recommendations for improvements.

General information

Job title:	Consultant(s) or company for conducting project Midterm evaluation
Project title:	<i>Brčko Inclusive Socioeconomic Initiative</i>
Donor:	Czech Development Agency and CARE Czech Republic
Project country:	Bosnia and Herzegovina, Brčko District
Place(s) of work:	Brčko District
Anticipated consultants:	Individual consultant or company, with qualifications fitting the consultancy task
Engagement period and duration:	1 st April to 30 th June 2025, for a maximum 20 working days

About CARE in the Balkans

CARE’s mission in the region of Balkans is to contribute to post-war recovery, socio-economic development and building the societies of equality in Bosnia & Herzegovina, Serbia, Montenegro, Kosovo, Albania and Macedonia (FYROM). CARE’s work in the Balkans started in 1993, 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 peace-building, sustainable livelihoods, gender equality and the prevention of gender-based violence.

CARE in the Balkans places the quality of its program at the centre of its mission and has developed a regional strategy with key impact areas of Economic Justice (enhancing inclusive climate-smart

economic empowerment and resilient livelihoods), Social Justice (fostering social transformation leading to enhanced) and Humanitarian Action (in emergencies, CARE will support people affected by natural or man-made disasters, conflict or displacement with lifesaving and urgently required support in line with CARE International's global strategy). These efforts are guided by cross-cutting priorities, including promoting gender equality, advancing climate justice, strengthening social cohesion, and empowering civil society.

Project information

The project "Brčko Inclusive Socioeconomic Initiative" will contribute to socio-economic integration of disadvantaged and vulnerable categories of citizens of Brčko District. The Project concentrates its efforts to Brčko District and invests in increasing the socio-economic inclusion of marginalized groups. This is mirrored in the Project Objective: to increase social inclusion and create sustainable employment opportunities for citizens in Brčko District (BD) with a particular focus on disadvantaged and vulnerable groups, through raising employment capacity, support to entrepreneurial activities and enabling a conducive environment for more inclusive economic development.

The following project results/outputs are expected:

- Output 1:** Disadvantaged and vulnerable populations of the Brčko District have increased their capacity for employment and knowledge of their citizens' rights, through project conducted trainings and awareness raising.
- Output 2:** Increased capacity, skills and job opportunities for the unemployed citizens of BD and creation of new employment for the disadvantaged and vulnerable groups, via project financial and technical support.
- Output 3:** Enhanced environment for a more efficient economic inclusion of vulnerable and disadvantaged groups, by creation of public-private partnerships to address labour market barriers and promotion of sustainable employment models.

Information about the Project partner RGFBD:

The Development-Guarantee Fund of Brčko District Government - RGFDB (<https://rgfdb.com/>) is a public institution established under the Government of Brčko District (BD), responsible for providing financial support or guarantees to small and medium-sized enterprises, individuals or agricultural producers.

More specifically, the main current RGFDB services include:

- a) Approval of credit funds and their placement,
- b) Allocation of funds to small and medium-sized enterprises and entrepreneurs,
- c) Investing in securities,
- d) Providing guarantees for loans to small and medium-sized enterprises and independent entrepreneurs and farmers with the aim of faster employment,
- e) Providing guarantees for lending in the rural sector,
- f) Other credit and financial intermediation.

Role in the Project: Unit for Implementation of International Projects at RGFDB (in further text: PIU) has been mandated by the Government of BD to act as the main Project partner and beneficiary focal point (for all three project Outputs). PIU will also act as an intermediary between the selected the project applicant/implementer and the Government of BD, in particular on strategic issues such as legislation, long-term financing and sustainability of project outputs, etc. PIU has, through this Project, established and developed the (Self) Employment Socio-Economic and Entrepreneurship Centre (in

further text: SEI Centre), which aims to provide comprehensive support to BD residents, and especially marginalized persons, on their path to self-employment, entrepreneurship and long-term/permanent employment. The SEI Centre serves to develop, strengthen and upgrade the skills of BD residents so that they are employable in the labour market. At the same time, it provides retraining and other training courses, personalised training, coaching, consulting, mentoring, therapeutic and psychosocial services and similar types of assistance. It also serves as an incubator for start-ups and early stage entrepreneurs.

Consultants' Outputs

CARE International is looking for consultant/company to undertake the following activities:

- Design a detailed plan of activities within the midterm evaluation including tools for its realisation in communication with CARE PM and MEAL officer and based on the objectives of the Midterm Evaluation.
- Review all project documentation and relevant available reports, studies and surveys about the project and the consultancy and synthesize the information for the midterm evaluation undertaking and reporting.
- Carry out a field research in Brcko District, employing qualitative and quantitative data collection methods necessary for obtaining relevant and required information, i.e. interviews with main stakeholders, focus group discussions etc.
- Provide the Midterm data update on all project log-frame indicators for measuring project effectiveness and project impact.
- Provide guidance and recommendations on further monitoring of the project, to maximise learning and put the project design and logic of intervention to its best use.
- Design and deliver a one day workshop (in local language) with project staff and project partners for presenting preliminary findings of the Midterm Evaluation, discussing implications of the findings on the further project implementation and for the instalment of the evaluation recommendations into future project interventions.
- Prepare and submit a well-structured Midterm Evaluation Report in English, with maximum 20 pages, consisting of: the Executive Summary (2 pages max), detailed findings against the criteria and the evaluation plan and the listed recommendations for the inclusion of the Midterm Evaluation findings into the project implementation plans (in particular the plans for SEI Centre staff capacity building and introduction of new services and/or new service methodologies induction into the SEI Centre' service portfolios). Mandatory annexes of the Midterm Evaluation Report should include Project Log-frame with the updated values of indicators; updated capacity needs assessment of the targeted project partners RGFBD and SEI Centre; questionnaires and other materials and tools used within the evaluation process, etc..

RGFDB's Outputs

- Provide the Consultant(s) with information necessary for understanding the local context
- Provide any information/consultation needed for the Consultant's work on designing the detailed Midterm Evaluation Plan
- Provide contacts with local stakeholders to be included in the evaluation process
- Provide logistics for the meetings held within this consultancy
- Regularly engage and collaborate with the Consultant to ensure the active participation of stakeholders and project participants throughout the duration of the engagement,

- Provide all necessary documentation for the evaluation and actively participate in the evaluation process, as per Consultant's requirement.

CARE's Outputs

- Provide necessary information and documentation on the project to the Consultant and agree on the work plan with the Consultant.
- Coordinate with partner organisation RGFBD, SEI Centre and the Consultant during the entire preparation and realisation of the task.
- Provide logistical support to the Consultant necessary for the realisation of the task, other than travel logistics (travel and accommodation costs for the fieldwork envisaged should be included in the Consultants' bid).
- Monitor the entire process within this consultancy.

Schedule

The Consultant will be engaged for 20 working days, over the period 1st April to 30th June 2025, according to the following timetable:

Action	Responsible	Deadline
Submission of the bid (electronically)	Consultant	24 th March 2025
Contract signing, initial agreements	CARE, Consultant	1 st April 2025
Deadline for realisation of the task	Consultant	30 th June 2025
Submission of the Consultancy report	Consultant	30 th June 2025

Payment schedule

Final payment (100% of contracted amount) after delivery of Mid term evaluation	Final payment in July 2024, upon the approval of the Consultancy report by CARE
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The detailed payment schedule will be outlined in the Consultancy Contract and will be made upon the work completion and the approval of the final consultancy report by CARE. The payment will be carried out in line with all necessary documentation as per CARE's administrative procedures (time sheets, consultancy report, etc).

Required qualification of the Consultant:

CARE invites individual experts, teams of experts, NGOs and agencies, familiar with the type of work required in the context of a CSOs development project, to submit their bids and present in details their expertise, experience, division of work and responsibility levels/responsible persons (in case of teams or agencies). The general requirements are:

- MA degree in social science or similar socio-economic field, with adequate experience in monitoring and evaluation.
- Rich experience and qualifications in conducting assessments, and evaluation/impact studies.
- Extensive experience in working with civil society organizations and excellent knowledge of civil society sector in BIH.
- Excellent command over local and English language, oral and written. Excellent writing skills.
- Excellent knowledge of Brcko District socioeconomic landscape and stakeholders,

- Good facilitation and presentation capabilities,
- Proven team worker.

The Consultant's bid/application should consist of the following:

1. Consultant's CV or portfolio, with detailed information relevant to the required qualifications.
2. Draft consultancy plan outlining the approach and tentative timeline (schedule) for the consultancy.
3. Bid – financial offer: The Consultant shall suggest a daily fee/rate in BAM per consultancy day. (Transportation, food and accommodation costs should be included). There is no standard format for the bid.

THE APPLICATION- BID SHOULD BE IN ENGLISH!

Evaluation of bids:

The received applications will be evaluated against the below stated criteria:

REFERENCE /HISTORY (experience in similar work)	METHODOLOGY / APROACH (appropriateness for the task)	KNOWLEDGE /SKILLS (specific for the task)	FUNDS (value for money)
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Interested candidates are invited to apply to the address:

CARE International, Balkans, Derviša Numića number 6, 71000 Sarajevo,

or to the e-mail: shalkic@care.ba

Closing date for applications is March 24th, 2025, 15h

We thank to all applicants for their interest. Only selected applicants will be contacted. For any additional information concerning the application, please contact:

Branislav Tanasijevic, Project Manager, E-mail: btanasijevic@care.ba

REMARK: This and other project activities are pending approval by the donor CZDA for 2025, and this call is opened for companies&individuals as experts who were not engaged with this project as of 1st October 2023.

Sarajevo, 5th March 2025