



## CALL FOR OFFER

### External evaluation

for the Project:

**“Great Lakes Youth Network for Dialogue and Peace. Our Diversity – our Opportunity!” (EU co-funded).**

**Submission deadline:**

**5:00 PM on Wednesday, 15 November 2023 (Goma time)**

**To be submitted to:**

**[info@greatlakesyouth.africa](mailto:info@greatlakesyouth.africa)** and Abraham Kahasha, Project Assistant at  
**[abraham.kahasha@greatlakesyouth.africa](mailto:abraham.kahasha@greatlakesyouth.africa)**

**Great Lakes Youth Network for Dialogue and Peace**

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## **O. Introduction.**

The project invites consultants for conducting a regional evaluation of the project implemented from February 2021 - January 2024. The work includes online calls as well as face-to-face interviews and focus groups with selected youth groups initiatives and stakeholders of the Great Lakes target.

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S).

### **Submission Procedure.**

Proposals conforming to the requirements set out below must be received by project team via e-mail no later than the deadline given above.

#### **Proposals must:**

- Be valid for a period of at twenty (20) days from the closing deadline;
- Include a Technical Offer and a Financial Offer (last page)
- Be submitted in pdf files;
- Non-compliance will result in a complete rejection of the bid.

#### **The project team reserves the right to:**

- Waive irregularities and to reject any or all bids;
- Consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids;
- Reject any bid or bid modification received after the time and date specified;
- Not accept the lowest bid received or assign any reason for the rejection of any bid; and - negotiate with the selected bidder in the event that the price exceeds available funds.

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## Terms of Reference (Evaluation)

<b>Project Name</b>	Great Lakes Youth Network for Dialogue and Peace Our Diversity – Our Opportunity!
<b>Contractor</b>	Konrad-Adenauer Foundation
<b>Target Location (project region)</b>	<p>Great Lakes Region (border regions)</p> <ul style="list-style-type: none"> <li>• DRC (North Kivu, South Kivu, Ituri, Tanganyika provinces)</li> <li>• Burundi: (whole country)</li> <li>• Rwanda (whole country)</li> <li>• Uganda (Western Region, Central Region)</li> <li>• Tanzania (Kigoma, Geita, Mwanza, Kagera provinces)</li> </ul>
<b>Project goal</b>	To promote the active, cooperative and sustainable role of youth actions and initiatives that contribute to peace and stability in the Great Lakes Region
<b>Project Outcomes</b>	To support a sustainable regional network of youth initiative and actions for dialogue and exchange
<b>Stakeholders</b>	Youth initiatives, national and international stakeholders in: politics, the private sector, civil society, development, academia, the media.

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<b>Implementing Partners</b>	Konrad-Adenauer-Stiftung e.V. Pole Institute Vision Jeunesse Nouvelle Cornerstone Development Africa LÉO Africa Institute Actions for Democracy and Local Governance.
<b>Methodology of the evaluation report</b>	<p>The evaluators task is to focus on the following aspects of the Action:</p> <ul style="list-style-type: none"> <li>▪ Implementation of the action according to the activities envisaged, difficulties encountered and measures taken to overcome problems, eventual changes introduced, as well as the degree of achievement of its results (impact, outcomes or outputs) as measured by corresponding indicators;</li> <li>▪ The degree of fulfilment of the project work plan for the relevant period and of the related deliverables;</li> <li>▪ The continued relevance of the objectives as laid out in the Logical Framework;</li> <li>▪ The resources planned and utilised in relation to the achieved progress, in a manner consistent with the principles of economy, efficiency and effectiveness;</li> <li>▪ The management procedures and methods of the project.</li> </ul>
<b>Dates / Timing</b>	<p>The candidates shall submit a timeline for desk review, data collection phase, report writing phase, submission dates of draft and final report, as well as final presentation dates. The envisage timeframe for this assignment foresees <b>01.12.2023 – 31.01.2024.</b></p>
<b>Budget</b>	<p>A lump sum calculated in Euro (incl. fees, travel and accommodation cost, and another type of cost needed to conduct the project evaluation)</p>

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<b>Application deadline</b>	Wednesday , 15 November 2023, 5:00 PM (Goma / DRC time).
<b>The deadline for submitting offers</b>	Offers should be sent electronically to: <a href="mailto:info@greatlakesyouth.africa">info@greatlakesyouth.africa</a> and to Abraham Kahasha, Project Assistant at <a href="mailto:abraham.kahasha@greatlakesyouth.africa">abraham.kahasha@greatlakesyouth.africa</a>

## I. CALL FOR CONSULTANT/CONSULTANCY FIRM

For the successful preparation and later implementation of the above-mentioned project activities, the project looks for an experienced consultant/consultancy firm that conducts **an external evaluator from the project region processes**. Priority will be given to consultants with a profound knowledge of the socio-cultural, economic and political context of the project target region and a tight network among the youth target group and stakeholders. For more information, please visit our website [www.greatlakesyouth.africa](http://www.greatlakesyouth.africa)

## II. OVERALL AIMS

- To provide findings whether the action was relevant;
- To evaluate effectiveness and efficiency of the implementation;
- To examine the impact of the project for the target group and geographic region in general;
- To evaluate the sustainability of project results, outputs and effects as well as factors which may led to sustainable project achievements;
- To assess the quality of project design, lesson learnt and transferability of project theory of change for future actions;

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- To check how far the objectives and expected results/indicators have been achieved;
- To assess procedural and organizational aspects, i.e., general administration of the project, roles, responsibilities and communication between the team, project partners, with KAS backstopping and with the EU Delegation in the course of the project duration;
- To summarise findings and draft recommendations.

### III. DELIVERABLES

The evaluator will provide a comprehensive draft report in English for review and comments. Please note that this is a working document and the suggestions, which are made for areas of improvement, are expected to be taken on board and incorporated in the final project report to be submitted to the EU. The report should be preceded by an executive summary. The project evaluation report will include:

- Outline for the review report;
- Executive Summary;
- Purpose of the evaluation and the methodology;
- The main findings: project relevance, efficiency, effectiveness, impact of project activities and sustainability;
- Key recommendations to guide to the EU for further interventions in the region / sectors;
- Appendices to the draft/final report should contain the details of the data collected:
  - Minutes of interviews conducted and;
  - Details of data collected, recorded and analysed, as appropriate.

Furthermore, a **presentation** of the overall evaluation report and key findings shall be given by the evaluator to the project team and further stakeholders.

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#### IV. THE SCOPE OF WORK SHALL INCLUDE:

- To gather data from target groups and stakeholders located in the project region (DRC, Uganda, Rwanda, Burundi and Tanzania), who were involved in the action;
- To do data presentation, analysis and recommendation to the implementing partners and other stakeholders;
- To develop a report that will present whether the project has succeeded based on relevance, efficiency, effectiveness, impact and sustainability.

#### V. METHODOLOGY OF THE EVALUATION REPORT

The evaluators task is to focus on the following aspects of the Action:

- Implementation of the action according to the activities envisaged, difficulties encountered and measures taken to overcome problems, eventual changes introduced, as well as the degree of achievement of its results (impact, outcomes or outputs) as measured by corresponding indicators;
- The degree of fulfilment of the project work plan for the relevant period and of the related deliverables;
- The continued relevance of the objectives as laid out in the Logical Framework;
- The resources planned and utilised in relation to the achieved progress, in a manner consistent with the principles of economy, efficiency and effectiveness;
- The management procedures and methods of the project;
- The expected potential impact and the plans for the use and dissemination of results;
- Review the sustainability of the action.

An evaluation expert will be appointed by the evaluation committee. The End-of-project evaluation will be undertaken through a combination of processes including a desk study, selected site visits and interviews (but not restricted to): All target groups, project partners, stakeholders and EU.



The methodology for the evaluation will cover the following areas:

- Desk study review of all relevant Project documentation (but not restricted to):  
Grant Application and Annexes;
  - Grant Contract with Special Conditions;
  - Inception, 1<sup>st</sup> and 2<sup>nd</sup> Interim Reports narrative and financial reports;
  - Logical Framework ;
  - Visibility Plan ;
  - Training Manuals ;
  - Monitoring and Evaluation Plan.
- An assessment of the performance of the project against the 'Indicators of success' presented in the revised Logical Framework;
- Consultations with Partners;
- Consultation with the EU;
- Interviews with stakeholder's target groups and stakeholders;

## VI. LOCATION/VENUE OF SERVICES TO BE CARRIED OUT

### Location:

- All preparatory work, data analysis, presentation and report writing can be carried out home based with deskwork;
- Data collection shall take place in the respective countries (in presence or online);
- A detailed activity plan and travel schedule shall be discussed and agreed upon with the Project team beforehand.





## VII. REQUIREMENTS FOR THE EXPERTS.

The selection of the expert is made on the best ratio between qualification and offered price.

- Strong experience in peace keeping and conflict reconciliation researching;
- Strong report writing skills in the requested report languages;
- Very good analytical skills;
- Sound experience in evaluating projects working with the field of civil society support and peace building;
- Experience in the project region;
- Being able to work within (short) deadlines;
- Fluency in Swahili and English is essential, French an asset.

## VIII. SUBMISSION OF OFFERS

Applications in the English language to include:

- CV of not more than 5 pages of the expert/s;
- Detailed budget to carry out this evaluation, i.e. cost of consultant fee, travel budget, accommodation, etc. The budget shall contain all relevant costs (no further costs shall be covered by the project)
- Evaluation proposal detailing the methodology, time-frame, logistical approach, etc. (max. 5 pages)



## IX. BUDGET

The candidates shall submit a financial offer, which includes all related costs (fee, travel costs, communication costs, per diems, etc). No further costs will be covered by additionally by the project.

The following template can be used to prepare and submit the financial offer. The use of the template is not required, but gives an indication on potential budget items.

No	Budget item	Unit	# of units	unit rate	costs in Euro
1	Honorary for experts				
2	Face-to-face interviews in the five countries	Interview			
3	Focus groups in the five countries	Focus group			
4	Rent of premises + catering for focus groups	Per focus group			
5	Travels costs				
6	Facilitations fees				
6	Communication costs	Lump sum			
7	Translation if need	Lump sum			
9	VAT				
	<b>TOTAL IN EUROS</b>				

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## X. SELECTION

An evaluation committee will assess all received applications and award the best candidate in terms of best quality-price ratio.

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