

Terms of Reference

Consultancy for a mid-term evaluation focused on sustainability assessment

Application deadline: April 8th 2019

Habitat for Humanity EMEA (hereinafter: [HFHI EMEA](#)) is looking for a qualified consultant/team of consultants to conduct a mid-term evaluation focused on **analyzing the prospects for sustainability** of a EU-funded project aimed at fostering EU citizens' engagement in support of SDGs, particularly pertaining to global housing, land, urban issues, and SDG11.

1. Evaluation object

Build Solid Ground (hereinafter: [BSG](#)) is a 3-year project funded by the European Commission's [DEAR](#) program, implemented by a consortium of 14 EU-based non-governmental organizations and led by HFHI EMEA.

The main goal of the project is to **facilitate an active engagement of Europeans in support of global sustainable development goals** (hereinafter: SDGs), particularly pertaining to **global housing, land, the urban issues, and commitments to SDG11**, with enhanced understanding and capacity. This is to be attained through three intermediary outcomes:

- 1) by **increasing public awareness** of EU citizens of the global needs, rights, solutions, commitments and global agenda of SDGs, particularly in relation to housing, land and cities, which is to be achieved through an extensive public communications campaign consisting on producing and disseminating project messages through online media, traditional press, and through creative, cultural and street events;
- 2) by **enhancing EU citizens' critical understanding** of the stakes of SDGs, particularly pertaining housing, land and cities and of the interdependencies between the EU and the non-EU countries, which is to be achieved through a series of non-formal learning events and interactive activities with students, teachers, CSO/NGO members, corporate employees, and professionals from various sectors;
- 3) by **creating opportunities for EU citizens to become active players** in international development, particularly in relation to housing, land, and urban focused campaigns and advocacy, as well as in volunteering activities, which is to be achieved through policy positions related to housing, through the initiation of a petition on housing, through advocacy events, as well as through the organization of volunteering trips to non-EU countries.

The project is implemented mainly in seven EU countries, two of which are in Western Europe (IE, UK) and five in Central and Eastern Europe (BG, HU, PL, RO, SK). Specific activities are also implemented in other EU countries, and/or target citizens of EU countries in general.

The project started in November 2017 and is expected to end in November 2020. It aims to reach out to at least 1.2 million EU citizens with its activities. The implementation status as of the end of Year 1 is summarized in the project's [first narrative report](#).

2. Evaluation purpose and audience

After the first 18 months of implementation, the project coordination team would like to commission a mid-term evaluation focused on analyzing the **prospects for project sustainability** and on identifying the most suitable ways in which implementing partners could increase the likelihood for the continuation of project benefits and services, as well as target group's engagement, after the end of the project. The evaluation will constitute the basis for the elaboration of a strategy and an action plan for increasing the project sustainability that will be integrated by consortium partners into the project implementation during its third (last) year.

The **primary audience** of the evaluation is the coordination team of the project, the teams managing the implementation of project activities in each partner organization, as well as the project's Advisory Board. Broader audiences include consortium partners' staff working on MEAL, on project cycle management systems, on resource development, and on grants management.

3. Evaluation goal and objectives

The goal of this evaluation is first to **assess the likelihood for continuation of the project benefits and services** after the end of the project implementation, considering the current ways in which the project is structured and in which activities are planned and implemented; and second, to **develop a comprehensive list of recommendations on how project sustainability (i.e. continuation of benefits and services after the project) could be realistically increased**, considering the lessons learned, good practices, and things to avoid in the future.

The evaluation should focus on the following **specific objectives**:

- **The use of project outputs and services beyond the project life:**

analyzing how each category of project outputs and services can be further used by specific target groups beyond the project life, and determining suitable approaches for increasing the likelihood for their use after the project.

- **The continued use of the acquired expertise by implementing partners:**

analyzing the degree to which the institutional and human capacities developed as result of the project implementation are currently embedded in the institutional structures of consortium partners; determining the mechanisms and tools that could increase the incorporation of the acquired expertise (both thematic and operational) in partners' institutional structures.

- **The financial viability for continuing at least some of the project benefits:**

while there will be no available funds for the project to continue in its current format after 2020, specific parts of it could continue to be funded under different initiatives or if embedded in the objectives of existing programs of implementing partners. The evaluation shall determine what are the project parts with the biggest chances for financial sustainability, and whether there are any local mechanisms to acquire further funding.

4. Methodology and scope

The BSG project coordination team values the contribution of external consultants toward proposing appropriate methods for this evaluation, considering its purpose, objectives, and available budget. The final methodological approach should be determined as a collaborative and interactive process between the selected consultant(s) and the project coordination team, and thoroughly described in the evaluation inception report.

The inquiries could include:

- A review of project documentation, including project description, first project evaluation commissioned by the EU (i.e. the results-oriented monitoring report ROM), reports from partners, and internal monitoring data;
- Online surveys with stakeholders involved in the implementation of the project from each of the 14 project partners, including with members of the senior management in partner organizations, and/or interviews with a selected number of them;
- Interviews with representatives of the project target group who already benefited of the goods and services produced by the project;
- Case studies of how specific project outputs could continue to be used after the project ends.

Each project partner implements activities responding to at least two of the three project intermediary outcomes listed in section 1. Subsequently, the project includes a relatively great variety of activities in each project country and implemented by each partner. Therefore, narrowing down the scope of the evaluation to a sample of activities might be needed. The sampling shall be done in the most adequate way for attaining the evaluation's specific objectives and main goal, as well as for a suitable level of generalization. The thematic and geographic scope of the evaluation shall be decided collaboratively between consultant(s) and the project coordination team, and specified in the inception report.

5. Work plan

The role of the consultant(s) will be to develop the evaluation methodology, to collect and analyze the data needed for responding to the objectives of the evaluation, and to prepare the written outputs as specified in the table below.

The role of the BSG project coordination team will be to provide to consultant(s) all relevant project documentation, to discuss with them the methodological approach and final scope of the evaluation, to facilitate the communication between consultant(s) and relevant project stakeholders, and to provide timely feedback to each of the written outputs specified in the table below.

Deliverables	Tentative deadline
<p>Inception report, containing:</p> <ul style="list-style-type: none"> - a detailed description of the methodology to be used, indicators for each specific objective and resulting research questions, and data sources, - in case relevant to the overall methodology: a preliminary version of survey and/or interview questionnaire - a work plan indicating the phases of the evaluation, the timing, key deliverables, and milestones - a preliminary outline of the final evaluation report 	May 30 th , 2019
<p>First draft evaluation report, containing answers to the main research questions and specific objectives, as well as a preliminary list of recommendations on how to increase the prospects for project sustainability</p>	July 29 th , 2019
<p>Final evaluation report, containing answers to the main research questions, specific objectives, and main goal; specifying good practices and lessons learned, as well as a detailed list of recommendations on how to increase the prospects for each of the three analyzed aspects of project sustainability</p>	September 6 th , 2019

The total budget available for the assignment (including taxes, possible travel costs, and overheads) is 15 000 EUR.

Terms of payment

Instalment	Amount	Key Stage
1 st instalment	10% of the total amount	After submission and approval of the inception report
2 nd instalment	40% of the total amount	After submission and approval of the first draft of the evaluation report
3 rd instalment	50% of the total amount	After submission and approval of the final evaluation report

6. Application and selection:

The project lead partner would like to invite qualified consultants to submit their expressions of interest by sending their applications to buildsg@habitat.org until **April 8th, 2019**.

Applications from both individual consultants and teams of consultants will be accepted; however, in case a team of consultants is selected, the contract will be signed with the lead consultant only, and the lead consultant will be responsible for the communication with the HFH EMEA team, for the timely submission of the deliverables, as well as for their content and quality.

The application shall contain:

- Consultant's CV (in case of a team, the CV of each consultant)
- A cover letter highlighting consultant(s)' previous work on similar assignments and if possible containing links to respective evaluation reports
- A budget proposal (including: gross daily rate and estimated number of working days; other costs; total price including VAT)

The consultant(s) will be selected based on the relevance of their previous experience to the assignment described in this call, in particular, their previous experience with evaluating sustainability of similar projects. Value for money will also be considered.

In connection to project donor's rules for engaging contractors using project funds, only consultants taxable in an EU country will be considered.

In addition, the following will be considered as advantages:

- Experience with projects on awareness raising campaigns and/or development education
- Experience with projects implemented in Europe, particularly in the CEE region
- Experience working in/with international NGOs
- Working knowledge of at least one of the languages spoken in the countries included in the project, in addition to English (i.e. Bulgarian, Hungarian, Polish, Romanian, Slovak) is desirable.

Shortlisted applicants will be contacted and invited to a Skype interview within ten days after the application deadline.