



Ovaj projekat finansira Evropska unija

TERMS OF REFERENCE

External evaluator

- A. Position:** External evaluator
- B. Work place:** Bosnia and Herzegovina
- C. Reference on project:** "Education Reform to Secure Youth Employment through Enterprise-based Learning"
- D. Duration of the project:** December 01, 2018 – November 30, 2021
- E. Duration of assignment:** Maximum 60 days

Reference number: EUTP-02-20/01

F: BACKGROUND

The project " Education Reform to Secure Youth Employment through Enterprise-based Learning" addresses the problem of lack of practical instruction as a regular part of the educational process at colleges/universities in BiH, which causes students to be deprived of the knowledge and skills required by employers and the labor market. As a result, young people are not competitive in the labor market and do not have learning opportunities that would allow them easier access to employment

The project strengthens the CSOs and relevant stakeholders such as universities/colleges, student associations, employers and institutional capacities for the improvement in high education sector, ensuring participation of CSOs and relevant stakeholders in the process of influencing policies and decision making, advocating for the improvement of legislation in accordance with EU best practices. Relevant actors such as academia, companies and student associations/other CSOs dealing with this issues are not coordinated and do not have adequate capacity to interconnect and jointly support education reform and necessary improvements to the policy or education system, nor do they have knowledge of European models of students practical instruction that best enhance knowledge and competences students.

During the implementation of the project various educational programs will be organized. Also, a public dialogue will be opened on these issues and thus further contribute to the inclusion of CSOs and other important actors in the education sector in the EU accession process.

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Methods of implementation:

Networking

The project envisages the establishment of a comprehensive ERSE (Education-Reform-Secure-Employment) network, which will bring together the academic and business community, as well as student /other CSOs and representatives of relevant institutions. Networking, as a method of sharing experiences and establishing long-term interaction, will be used to achieve project objectives and establish effective cooperation between all stakeholders and implementing organizations in the project area, including the media and relevant institutions. This approach will best respond to the demands of the labour market and employers and thus contribute to overall growth of youth employment.

Capacity building

Conducting a planned comprehensive capacity building programme and applying thus obtained knowledge in practice the Network members will build its capacities to support higher education reform process in the targeted area and thus join the EU integration process. Capacity building will enable the relevant ERSE network actors to act in concert with one another and successfully define packages of necessary policy/legislative changes, present them adequately and advocate for them at any level of government, supporting one another in their efforts.

Advocacy

Initiating and conducting advocacy and media campaigns for policy improvement as a response to lack of transparency of Government institution when drafting laws and policies. This will ensure a public dialogue about education reforms and provide sustainable solutions that would result in higher employment rates among young people. Strategically planned advocacy and media campaigns will create a public dialogue, thereby contributing to the transparency of institutions, opening up the space for the inclusion of Network and other stakeholders in decision-making processes and policy creation;

G: OBJECTIVE OF THE PROJECT

The overall objective of the project is to support higher education reform in line with EU standards and to provide students with education that provides them with the practical skills needed in the BiH labor market. The objective will be achieved through establish the inter-sectoral Network as a key mechanism of social change that connects universities, business community, student associations throughout BiH, and through strengthening of the Network's members capacities and implementation of extensive advocacy, to support the reform of higher education in the part that will ensure the regular maintenance of student practices and thus ultimately contribute to greater employment of young people in BiH.

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H: SCOPE OF THE ASSIGNMENT

The evaluation conducted by external evaluator will analyse the implementation of the activities, results and objectives achieved during the project implementation in line with the evaluation criteria set below.

The final project evaluation will document and summarize in-depth understanding of project performance, lessons learned for the future and give recommendations for the future steps. Reports shall be produced in English languages.

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

1. To assess project's effectiveness (i.e. the extent to which the project stated objectives are being achieved or can be achieved)
2. To assess the project's relevance (i.e. appropriateness of the action and the methods used in relation to the needs and situation in BiH)
3. To assess the project's efficiency (i.e. respect of planned time frame and cost-value benefit of the action)
4. To assess impact (the extent of positive and negative, primary and secondary long-term effects produced by the project, directly or indirectly, intended or unintended).

Also, the Evaluator is expected to identify major findings related to lessons that can be learned from the action and which best practices, if any, can be identified and used in the future work.

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TASKS AND DELIVERABLES

Tasks	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 should include instructions for the project staff in implementing data – collection processes	Evaluation plan (5 days)
Task 2: Conducting a evaluation for checking starting values of the evaluation indicators identified in project planning phase	Report with starting values of the evaluation indicators and/or recommended adjustments of the indicators defined in project log-frame (5 days).
Task 3: Conducting Mid-term evaluation report of the Project;	Mid-term Evaluation Report (15 days)

I. COPYRIGHTS

The content of information received during the employment is subject to protection and is owned by Prava za Sve. It may not be used either in its entirety or in part by third parties without consent of the Owner. The use of information is possible and justified only if it is a part of the activities of the implementing project.

J: REPORTING

The Expert will be in the regular correspondence with the Contracting Authority and consult the Contracting Authority during the creation of the Evaluation Plan whenever necessary or upon the request of the Contracting Authority. After the expert delivers the draft reports (mid-term and final) for the activities under the contract, the Contracting Authority may provide suggestions and comments within maximum of 10 working days after the deliverable has been provided. After the receipt of the comments, if any, the Expert will seek to incorporate the comments and suggestions into the document within the maximum of 7 working days and resend them to the Contracting Authority.

The correspondence will be done via e-mail in English language.

The Expert will deliver the requested deliverables in line with the plan defined under this Terms of Reference. All reports will be written in English.

K: VALUE OF THE BID AND PAYMENT

The prices shall be fixed amounts expressed in EUR and include all additional costs necessary for fulfilling the outputs of the contract; they shall be expressed in amounts excluding VAT (legal entity) and gross amount (natural person) and shall not be subjected to change. The applicant shall bear the costs incurred during the preparation and submission of the bid.

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L: Timeline

The following deliverables/outputs will be submitted:

Deliverable	Indicative timeline
Project Evaluation Plan	10.12.2020
Formative Report	10.01.2021
Interim Report	30.01.2021

The payment for the work will be defined in Contract and will be made upon the work completion and delivery of the final product to Prava za sve/Rights for All, with all the necessary documentation. The qualifications and skills such as general and specific professional experience are eliminatory upon evaluation.

The bids passing the evaluation of the general and specific professional experience shall be evaluated by prior references, including the criteria that represents an asset and the amount proposed in the financial bid. The determining award criteria will be the best quality-lowest price ratio.

M: QUALIFICATIONS OF THE EXPERT

Qualifications and skills:

- Bachelor degree, MA degree in any field will be considered an asset
- Excellent knowledge of English and local language

General professional experience:

- Minimum of 10 years of general professional experience, preferably working on the projects funded by EU / international donors or organisations

Special professional experience:

- At least 10 years of experience in the field of project cycle management;
- At least 3 years of experience in the field of monitoring and evaluation of projects;
- Experience in the field of monitoring and evaluation of projects in the high education sector will be consider as an asset;
- Experience in evaluation of EU funded projects and experience in the field of civil society will be considered as assets

The qualifications and skills such as general and specific professional experience are eliminatory upon evaluation.

The bids will be evaluated taking into consideration the general and specific experience criteria, previous references, and the amount proposed in the financial bid.

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N: METHOD OF SUBMISSION

All interested applicants must submit the following documents in English language.

The proposal should consist of the following:

Technical application

Technical application should include the following:

- CV of the expert with detailed information's concerning relevant past experience with references, as well as the list of previously conducted evaluations;
- Clear and concise evaluation proposal, with a short description of the work methodology, with a schedule with planned days (e.g. desk review, interviews with relevant stakeholders, etc.).

Financial bid

Financial bid should include fee for the whole working period. Transport, food and accommodation costs are included in this fee.; proposal shall suggest a number of days for the assignment, a daily fee per day and total requested gross amount in EUR.

The bid (combined technical and financial) should refer to the Reference number: EUTP-02-20/01 and should be submitted to the following email: office@pravazasve.ba not later than 19.11.2020. and till 17 pm, indicating the subject: Application for the external evaluation.

Applications received after the deadline for submission of bids will not be considered.

If you have additional questions or need more information, please contact us at: office@pravazasve.ba with note:

QUESTIONS for the Application: Application for the external evaluation, Reference number: EUTP-02-20/01 office@pravazasve.ba

Information about the contractor: <https://pravazasve.ba/>

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