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## **Terms of Reference (ToR) for Midterm and Final Evaluation of the "Greenhouse for Social Innovators" Project**

### **Introduction**

This Terms of Reference (ToR) outlines the objectives, scope, methodology, deliverables, and timeline for the midterm evaluation of the "Greenhouse for Social Innovators" project, co-funded by the European Union under Grant Contract ENI/2021/423-431-01-0011. The evaluation will assess the relevance, effectiveness, efficiency, and sustainability of the Project in supporting a regional approach to activities focused on strengthening local young social entrepreneurs' and trainers' communities in Georgia, Belarus, and Ukraine.

The results of the evaluation will support improvement of the services provided as well as future projects and activities implemented by the gGmbH IBB in Dortmund and its partners.

Geographical scope of the project: Belarus, Georgia, Ukraine, as well as Poland, Lithuania, the Netherlands, and Germany where some events of the project take place

Project timeline: 01.09.2023-31.08.2025.

Expert timeframe:

- 1) 10 working days of the expert work within two months to conduct the mid-term evaluation of the project preliminary results and provide recommendations on the improvement of the project implementation for its implementing partners considering the changing environment
- 2) 10 working days of the expert work within two months to conduct the final evaluation of the project including comparison with the indicators set in the logical framework, and assess whether the recommendations provided during the mid-term evaluation had been taken on board as well as their impact on the Action,
- 3) One working day to offer recommendations on ensuring the sustainability of the Action's results and developing recommendations for future actions in the region.



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## Background

The overall project objective is to foster active participation of youth in the labour markets and social economy of Georgia, Belarus, and Ukraine, contributing to sustainable and smart growth, social cohesion, and reduction of inequalities in Eastern Partnership (EaP) societies.

The specific objective of the project is to strengthen local young social entrepreneurs' and trainers' communities in Georgia, Belarus, and Ukraine via launching and running an Acceleration programme with a special focus on sustainable green and digital social business models and international exchange.

Implementing partner organisations of the project:

- Internationales Bildungs- und Begegnungswerk gGmbH (Germany)
- Georgian Heritage Crafts Association (Georgia),
- Public organisation 'No Waste Ukraine' (Ukraine)

## Evaluation Purpose and objectives

IBB gGmbH is commissioning external **midterm** and **final evaluation** of the Action to assess the effectiveness, quality and relevance of the project implementation and its overall sustainability.

The evaluation results will be used by IBB gGmbH and the project partners to form the basis for the project closure decision and eventual follow-up activities. It should give the project donor information on the targeted/actual comparison with regards to the project and procedure objectives in terms of deliverables, scheduling and finances. The lessons learnt and recommendations should be documented as well. Final evaluation report will be shared with the project Managing Agency – Public Institution “Central Project Management Agency” and donor - to provide them with objective insights about the quality of project implementation and achieved results in reaching intended impact.

The final evaluation will serve the main purpose of evaluating the midterm results, measure progress against the project's objectives and key performance indicators (KPIs), identify strengths, weaknesses, opportunities, and threats (SWOT analysis) in project implementation,



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assess the relevance, efficiency, effectiveness, impact, and sustainability of the project, provide actionable recommendations to improve project performance for the remaining duration

The final evaluation will serve the main purpose of evaluating the results and impact and their relevance, effectiveness, efficiency, and sustainability, as well as to analyse the reasons why certain results have been achieved while other have not been achieved. The project is being implemented in Ukraine, Georgia, Belarus, Germany, Netherlands and Poland. The evaluation reports should include activities, stakeholders, and beneficiaries in all of the abovementioned countries.

### **Scope of the Evaluation**

The Evaluation specialist will be expected to carry out and deliver on the following tasks:

- In cooperation with IBB gGmbH define objectives for the evaluation processes
- Review project documents including the grant agreement, log frame, targets and indicators, and other framework documents
- Review project reports and evidences
- Review mid-term evaluation findings for the final evaluation
- Develop a comprehensive evaluation framework and plan with clear methodology, milestones, data collections strategies
- Produce midterm and final evaluation reports based on the evaluation framework

Evaluation criteria to be assessed:

**Relevance** - The extent to which the Action is suited to the priorities and policies of the target group, recipients and donor

**Efficiency** - The extent to which the project completed the planned activities and met or exceeded the expected outcomes in terms of achievement of the immediate objectives, in accordance with schedule as initially planned. Review how the various activities transformed the available resources into expected project outcomes, considering quantity, quality and timeliness. The review should include quality of day-to-day management (including risk



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management), quality of monitoring and other unplanned outputs arising from the project. The extent to which the project was able to overcome unforeseen difficulties and deliver project outputs on time and within the budget.

**Effectiveness** - A measure of the extent to which the Action attains its objectives. This includes an analysis of the attainment of outcomes and impacts, project objectives, and delivery and completion of project outputs and activities as shown by the project success indicators.

**Impact** - The positive and negative changes produced by this Action, directly or indirectly, intended or unintended. This involves the main impacts and effects resulting from the activity on the local social, economic, environmental and other development aspects.

**Sustainability** - The benefits of an activity that are likely to continue after the Action has been completed and no more donor funding is available.

The evaluation will also specifically assess how gender considerations and the empowerment of women have been integrated into the project design and implementation.

In principle, the **midterm and final evaluation reports** should address questions which include, but are not limited to the following:

- Assess the level of achievement of expected project outcomes and outputs
- Assess the relevance of the project' activities
- Assess the efficiency of the project's activities in having addressed the problems identified in project application
- Assess the compatibility of the "GreenHouse for Social Innovators" project with other interventions in individual countries involved (i.e. other EU projects)
- Assess the effectiveness of the "GreenHouse for Social Innovators" project contribution to the development of the local social economy ecosystems by preparing a group of trained m
- Analyse the impact and sustainability of the "GreenHouse for Social Innovators" project at the local and regional levels, especially in



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regard to access to ensuring financial sustainability of the main focus group of the project – young social innovators

- Draw up the lessons learnt from the project implementation for all partners, with a view to having sustained impact in the future, after funding ends
- Assess the extent to which the project established links between EU- and focus countries based young experts and social innovators.
- Propose recommendations towards future planning should similar projects be continued in the Eastern Partnership

## **Approach and Methodology**

The evaluation activities will be conducted both through desk research and other online activities with Georgian, Ukrainian, Belarusian and German partners and beneficiaries, as per consultant's methodology. The desk research will include reviews of framework documents, preparation of methodology and questionnaires, as well as reviews of project output documentation.

IBB gGmbH will provide all documentation, support and guidance to the evaluation consultant as needed throughout the timeline of the evaluation.

The consultant will work under the direct supervision of the Project Team Leader. S/he will report to the Team Leader who will monitor the quality of deliverables. The modus operandi for processing payment for the work will be agreed with the contracted Specialist.

1. Desk study of project materials: all relevant project documents, including project descriptions, reports, publications, etc. and other information will be provided to the evaluator.

2. Interviews with key stakeholders (face-to-face, via telephone and skype) including: project team, participants of project trainings and workshops, and other relevant stakeholders (list of contacts and details to be provided by the project manager).

3. An electronic survey of internal and external stakeholders, in English and, if necessary, in Russian, will be developed by the consultant to assess the perspective of main stakeholders.



## Evaluation team composition and required competencies

The evaluation contract may be awarded to an individual, a group of individuals or an organisation/legal entity.

### Core competencies required to successfully undertake the evaluation of this project:

Education	A Bachelor's degree in Development Studies, International Relations, Political Science, Sociology or similar social sciences
Work Experience & Skills	At least 3 years of direct relevant professional experience in project evaluation; Knowledge of evaluation principles in non-profit sector; Experience with the evaluation of EU-funded grants/projects (required);
Language skills	High proficiency in spoken and written English (required); Knowledge of Russian and/or other Eastern Partnership languages would be an asset
Other	High professional and personal integrity; Excellent communication and interpersonal skills; Ability to collaborate effectively with diverse stakeholders and implementing agencies; Ability to work both independently and collaboratively in a team; Understanding of and familiarity with the economic, social and political context of Eastern Partnership countries and the broader CEE region.

## 6. Deliverables

The evaluation report should be concise, with a maximum length of 20 pages, excluding annexes. An executive summary (maximum 2 pages) should be provided, summarizing the methodology, key findings, conclusions, and recommendations.

### Budget

The budget should include the evaluator's remuneration and all expenses for the services described above, including for example, communication expenses and potential interpretation costs. The fee will be paid in instalments linked to the deliverables being accepted. The maximum



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amount available for the assignment is EUR 9000.00 (nine thousand euro) (excluding travel costs).

## **Elements of the offer**

### *Technical part of the offer*

The first component should include the following elements:

1. Offer with detailed methodology including detailed working plan and timeframe for final evaluation report.
2. Three relevant references.
3. Experience of the bidder related to the ToR (CV, portfolio of projects, or other relevant documents).

### *Financial part of the offer*

In the second component, interested bidders should send Calculation of costs, containing prices for each product as stated in the ToR, based on number of working days and daily fees, and other related costs as well as the total price.

## **Total price shall be stated in EUR, excluding VAT.**

Payment will be made according to the products' submission.

## **How to submit the offer**

Please send your offer via email to [elova@ibb-do.de](mailto:elova@ibb-do.de) by 31 August 2024 with the note "external evaluation" in the subject line of the email.