

Terms of Reference

End of project evaluation of the project “Strengthening Legal Principles and Good Governance in SEE by enlarging the International Law Enforcement Coordination Units (ILECUs) Network”

1 Background

The project “Strengthening Legal Principles and Good Governance in SEE by enlarging the International Law Enforcement Coordination Units (ILECUs) Network” (called “ILECU III”) aims at restoring public confidence in law enforcement agencies in the West Balkan, the Republic of Moldova, Georgia and the Ukraine by way of strengthening and extending the Network of International Law Enforcement Units (ILECUs) and the implementation of common legal and operational standards, which are in line with relevant EU standards, within this network. The project aims at strengthening the rule of law in the target countries (project goal) through achieving three major objectives: Strengthening of legal certainty in the target countries by firmly anchoring and expanding the Heads of ILECU network as well as by the implementation of common EU standards. The project is implemented by the Criminal Intelligence Service Austria and the Ludwig Boltzmann Institute of Human Rights and is financed by the Austrian Development Agency. The project has to be implemented by the end of 2015.

2 Purpose

The end of project evaluation is a systematic and objective assessment of the above specified project, its design, implementation, impact and results. It will look at the relevance, effectiveness, efficiency, outcome and sustainability of the project as specified by the OECD/DAC evaluation criteria. It will analyse whether according to the theory of change the project has achieved the project objectives (as specified in the logframe) and to what extent the achievement of results contributed to the fulfillment/non-fulfillment of the project objective. Furthermore, it will analyse the integration of human rights as well as gender mainstreaming into the implementation of project activities. The end of the project evaluation will cover the whole project period.

3 Aims

The evaluation will be managed by the Ludwig Boltzmann Institute of Human Rights on behalf of the both project partners. The two project partners and therefore also the evaluators should cooperate closely with the major donor of the project, the Austrian Development Agency. The results of the evaluation will be shared with the donor and the beneficiaries. The end of the project evaluation shall contribute to

- systematizing the assessment of the achieved results, lessons learnt and develop a more in-depth understanding of the successes and failures of the project and
- enhancing the transparency regarding the effective and efficient use of resources.

4 Scope and focus of the evaluation

The overall evaluation – done in the context of the overall objective of the project of strengthening the rule of law and good governance in SEE, the Republic of Moldova, Georgia and the Ukraine – will have to analyse the implementation of all project results and objectives,. The target groups of these activities vary and include the Heads of the International Law Enforcement Coordination Units (HoI), their staff members and the members of the Southeast Europe Police Chiefs Association (SEPCA). The

implementation of the results, the logic of intervention and the integration of human rights and gender mainstreaming issues into the implementation of activities and the logic of intervention should be the focus of the evaluation. They should be looked at in terms of relevance, effectiveness, efficiency, outcome and sustainability.

5 Main questions of the evaluation

The following questions should be considered in the evaluation; for each of these questions it will be relevant to also take into account the issue of human rights and gender mainstreaming:

Relevance

- According to the theory of change, has the project goal been achieved?
- Has the project contributed to “restoring public confidence in law enforcement agencies in the West Balkan, the Republic of Moldova, Georgia and the Ukraine”?
- In how far has the achievement of objectives contributed to the fulfillment/non-fulfillment of the project goals?

Impact

- To which extent is the ILECU network functioning as planned in all relevant countries (objective 1)?
- To which extent is the extended ILECU network already established as planned (objective 2)?
- To which extent is the Police-Equality Performance Strategy adopted and implemented (objective 3)?
- To which extent and how have all relevant target groups benefited from the project?
- In the daily work of the ILECU, what was the added value of the project with regard to the already existing communication lines of EUROPOL and INTERPOL?
- What was the impact of the human rights trainings regarding victim protection, data protection etc. on the day-to-day practice of daily police performance?
- Has the implementation of the project resulted in positive/negative and intended/unintended effects on the target group(s)?
- Has the implementation of the project had an effect on the two project partners and to what extent has the project contributed to enhancing their capacities?

Effectiveness

- To which extent were important project results as stated in the logframe achieved or not? If not why not?
- To which extent has the cross-border police cooperation of the countries become faster and more effective?
- Is the ILECU network being used for all exchange of information relevant for cross-border police work in the region?
- What are the main thematic topics for which the ILECU network is being used?

Efficiency

- To what extent have the (financial) resources and other inputs within the project been utilized in an efficient way to reach the objectives specified?

- To what extent have the two partners cooperated as planned, have all synergies been used?

Sustainability

- To which extent is the ILECU network sustainable in the different countries?
- In how far were human rights and gender equality aspects (specifically pertaining to the protection of victims of violence and/or trafficking, data protection and police ethics) sustainably integrated in the functioning of the ILECU system?
- Which official guiding documents (strategies, rules and regulations, code of conducts etc.) have been improved due to the project's input regarding human rights and gender equality?
- Specific question on the Romanian co-funding in Moldova: Has the installation of a case-processing software been completed successfully, and are therefore cases proceeded by the Moldovan authorities in a smoother and more professional way?

6 Approach and methods of the evaluation

After the evaluation team has been selected, a kick-off workshop shall be implemented in order to develop a common approach, more specifically define the methods and adapt the time schedule of the evaluation if necessary. The evaluation team will deliver an inception report after the kick-off workshop. The evaluation team will base their final report on desk research and fieldwork. The project partners will facilitate desk research by providing the project documentation covering mission reports, lists of participants (including the gender of the participants) as well as base line studies and gaps and needs analyses, as well as all other information necessary to carry out this evaluation. The evaluation team will conduct 15-30 interviews. All data pertaining to participants will have to be collected in a way to make gender sensitive analysis possible. The workshop for presenting the draft of the final report, to which ADA should be invited, should give space for discussing the final report and for making final comments.

The end of project evaluation will consist in a kick-off workshop, the research for and drafting of the final report as well as a workshop for presenting the draft final report.

The suggested number of working days is between 25-30 and the suggested number of trips is 6-8 (incl. one trip to Moldova). The proposal submitted will have to contain the costs for the working days and for the trips.

The end of project evaluation and the facilitation of internal review procedures will have to comply with the OECD/DAC evaluation criteria.

7 Protection of privacy

Complete confidentiality of all correspondence, discussions, data collected and documents as well as assurance and granting of anonymity during all phases of the evaluation is a professional commitment of the evaluators. Anonymity and protection of personal data must be guaranteed throughout the evaluation procedures and especially when results of the evaluation are published, such as in the inception or final evaluation report.

8 Time schedule

The evaluation should be conducted between October and December 2015, the final report will have to be delivered by the end of December 2015.

9 Evaluation team

The evaluation team should at least consist of two experts (gender-balance in the team is a positive asset).

The experts should have the following key qualifications:

- a university degree or similar qualifications covering skills in project, process and change management as well as in social sciences
- proven excellent knowledge of English (level C1)
- at least 5 years of proven experience in evaluation
- proven experience with quantitative and qualitative social research methods
- proven experience in working in countries covered by the project
- gender expertise
- experience in human rights issues

Advantageous qualifications:

- experience in working with international police issues

The experts will have to evidence their qualifications by way of their CVs in Europass format and by describing reference projects and highlighting how these projects relate to the evaluation specified in these ToR. The experts should not have been involved in planning, appraisal or monitoring activities of this project or of the ILECU I and II (EU Twinning) projects before.

10 Reports

The evaluators will have to deliver an inception report after the kick-off workshop, a draft of the final report by 30.11.2015 and the final report by 31.12.2015 to the project partners, in parallel copy to ADA (hubert.neuwirth@ada.gv.at). The report will have to be delivered in English and will have a maximum of 25 pages (excluding eventual annexes). The draft of the final report and the final report will have to follow the OECD/DAC criteria and will have to be structured along the evaluation questions. The following criteria will be applied for checking the quality of the final report:

- Have the ToRs been fulfilled and have they been reflected in the report?
- Does the report include a comprehensive and well-structured summary?
- Is the report structured along the lines of the OECD/DAC criteria and the evaluation questions?
- Is the cross cutting issue of gender mainstreaming mentioned in the report separately?
- Does the report describe and assess the logic of intervention (logframe)?
- Are the conclusions and recommendations based on the assessments displayed in the report and can they easily be deducted from the assessments presented?

- Does the report clearly differentiate between conclusions, recommendations and lessons learnt?
- Is it easily traceable how the evaluators established their conclusions?
- Are the recommendations and lessons learned easily implementable and are the addressees clearly identifiable? Does the report contain an implementation plan for the recommendations?
- Are the methods and procedures of the evaluation adequately documented?
- Have the most relevant stakeholders of the project been involved in the evaluation?
- Have the most relevant documents of the project been taken into account and adequately reflected?
- Is the information received presented in a neat and clear way?
- Can the evaluation report be disseminated in the way it has been drafted and the form it has been delivered?

11 Coordination/responsibilities

The two project partners – the Criminal Intelligence Service Austria and the Ludwig Boltzmann Institute of Human Rights – are responsible for the evaluation. The coordination of and the communication with the evaluation team will be done by the Ludwig Boltzmann Institute of Human Rights. All relevant project documents will be submitted to the selected evaluation team only. The project partners will provide the evaluation team with all relevant project documents and with contact details of possible interview partners. Furthermore, the project partners will provide rooms for workshops and meetings in Vienna. The project partners will not make travel arrangements for the evaluation team.

12 Annexes

- Monitoring plan
- Logframe
- OECD/DAC Criteria for Evaluating Development Assistance, <http://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm>