



Call for Tender

Valid from June 20th 2017 to July 3rd 2017

EurAc – External Evaluation

1. Context of the evaluation

1.1 About EurAc

Created in 2003, the European Network for Central Africa (EurAc) groups 39 member organizations issued from civil society in 12 different European countries. EurAc member organizations work in and on the Great Lakes region in Africa, supporting local civil society in Burundi, in the Democratic Republic of the Congo and in Rwanda in their effort to promote peace, the respect of human rights and development.

EurAc member organizations share a vision about development and partnership: they intend to tackle the structural causes of under-development and to support and accompany local dynamics.

As European organizations, EurAc members share a common vision and objective: that the policies of the EU and its member states in central Africa be coherent and attentive to the needs and aspirations of people in the region, especially the most vulnerable and marginalised social groups.

1.2 Mission and Mandate of the organization

EurAc is a registered non-profit organisation under Belgian law. EurAc's mission is to promote peace, justice, democracy and sustainable development in central Africa, namely in Burundi, the DRC and in Rwanda. EurAc's mandate include:

- Advocacy: to build and develop an advocacy strategy so that the international donors' policies (European governments and the European Union, the UN, international financial institutions) and diplomatic efforts are coherent and that they adhere to the needs and aspirations of the people in the Great Lakes; such activities are complementary to the advocacy carried out by the different members at the national level;
- Information: to inform member organisations and political actors on the Great Lake region, and to facilitate access to specialized news sources;
- Consultation: providing tools so that member organizations and their partners in the South can better coordinate their interventions and programmes on the field as well as their advocacy activities.

1.3 Mandate of the Secretariat

The secretariat of EurAc is responsible for the following **tasks**:

- Animating EurAc's Thematic Working Groups (TWGs)
- Producing political analysis on the Great Lakes in Africa;
- Advocacy and lobbying at the European and international level;
- Daily resource management;
- Producing activity and mission report;
- Producing annual financial reports and budgets in collaboration with the account services;

- Preparing and coordinating Board of Director meetings (“board” onwards) and the General Assemblies (GA);
- Visibility, external communication and member information
- Any other business that members may request.

1.4 EurAc’s priority advocacy axes

Since 2012 EurAc has been focusing its advocacy activities towards European decision makers around **3 thematic priority areas** for the region: (1) peace and security, (2) democratisation and (3) natural resources. The advocacy work for each area is developed together with the members within the three TWGs, which are organized around the same three axes.

1.5 Reasons for the evaluation

Since its creation in 2003 the functioning of EurAc as a network as well as members’ expectations towards the network must regularly be the object of an evaluation. The last two evaluations took place in 2010-2011 and 2013-2014. In 2017, EurAc will carry out an external evaluation of its impact on advocacy targets at EU institutions.

2. Objectives of the evaluation

The evaluation will assist the network in assessing:

- (1) The impact of EurAc’s advocacy work at the level of EU institutions,
- (2) EU decision makers’ perception of EurAc’s advocacy work;
- (3) The impact of EurAc’s work on other organizations working in/on the Great Lakes region.

3. Expected results of the evaluation

The final report of the evaluation will be instrumental in developing EurAc’s strategic plan for the year 2018 – 2020, providing practical recommendations on:

- (1) How to strengthen the relevance and the effectiveness of EurAc’s advocacy work;
- (2) How to improve policy-makers awareness of and engagement with EurAc’s work;
- (3) How to strengthen EurAc relations with other organizations¹ working in/on the Great Lakes region.

The final evaluation report will be presented to the board at the latest on **November 17th 2017**. A first draft of the report is expected on **October 20th 2017**.

4. Content of the evaluation

The evaluation will address the following issues:

- **Impact of EurAc’s work on EU institutions and decision makers**
 - Are relevant EU decision-makers aware of EurAc’s positions and advocacy work?
 - Do relevant EU decision-makers consider EurAc’s positions in their work?

¹ These may be international NGOs and networks of NGOs working on the Great Lakes region, but also research centres, lobbies and advocacy groups and other civil society organizations.

- Have relevant EU decision-makers made use of EurAc's advocacy work in the elaboration of their own positions and statements?
 - Have relevant decision-makers changed or amended their positions on relevant topics following EurAc's interventions, public events or positions?
 - Have relevant decision makers shared EurAc's advocacy documents with their colleagues and institutional partners?
 - Have relevant EU decision-makers publicly endorsed EurAc's position, or would they do so?
 - Do relevant EU decision-makers reach out to EurAc when in need of advice or assistance drafting policies relating to the Great Lakes region?
- **Perception of EurAc's work among key EU decision-makers**
 - Is EurAc considered a reliable and well-informed source of information on the Great Lakes region?
 - What is EU decision-makers' assessment of EurAc's advocacy documents and public events?
 - Is EurAc trusted by EU decision-makers to share pertinent or sensitive information on their work in the Great Lakes?
 - Have relevant EU decision-makers found their past participation in EurAc's private and public advocacy meetings useful for their work?
- **Impact of EurAc's work on other organizations working in/on the Great Lakes region**
 - Are other organizations working in/on the Great Lakes region aware of EurAc's advocacy work?
 - Do other organizations working in/on the Great Lakes region make use of EurAc's advocacy documents to support their own advocacy work?
 - Do other organizations working in/on the Great Lakes region coordinate with EurAc on advocacy initiatives relating to areas of common interest?

5. Methodology of the evaluation

Because of the nature of the research objectives, the methodology of the evaluation should directly engage EU policy- makers and representatives of international NGOs.

Possible methodological options should preferably involve, but should not be limited to:

- A documentary review, including: EurAc's strategic documents, action plans, activity reports, public positions and policy papers, the *Règlement d'Ordre Intérieur* (ROI) etc (see also section 6);
- A written questionnaire addressed to key EU policy-makers and other organizations working in /on the Great Lakes region;
- Semi-structured interviews, in person or via phone, with EU key policy and decision-makers and other organizations working in /on the Great Lakes region.
- Semi-structures interview, in person or via phone, with other organizations working in /on the Great Lakes region.

The points above may serve as the basis on which the evaluator(s) should elaborate the methodology that they deem the most appropriate. Such draft methodology shall be enclosed to the application. Before the start date of the evaluation, EurAc's board may discuss further amendments to the methodology before the start of the evaluation.

6. Available documents

- EurAc's Statute
- Règlement d'Ordre Intérieur
- Minutes of GAs and board meetings
- Public policy papers, policy briefings and political analysis published by the secretariat
- List of policy-makers and representatives of organizations that have worked with EurAc
- Yearly activity reports
- Yearly finance reports

7. Profile of the Evaluator

The evaluation will be carried out by a consultant, or by a team of consultants, chosen among those who have responded to this call for proposals. **Proximity between the EurAc offices and the evaluator's office** is desirable, as this will reduce transfer costs.

At least one of the evaluators should possess the following skills:

- Experience in working on evaluation in the field of international development and NGOs;
- Expertise in organizations and institutional development;
- Ability to conduct political analysis;
- Knowledge/experience in the field of political lobbying in Europe, and of the functioning of the European Commission and European Parliament;
- Excellent knowledge of English and French.

8. Selection Procedure

As from the publication of this call (June 20th 2017), candidates have 15 working days to present their offers. The final deadline for application is on the **3rd of July** at **5 pm**. Proposals must be sent **via email** to EurAc's Programme and Policy Officer, Giuseppe Cioffo at giuseppe.cioffo@eurac-network.org.

In order to be considered, applications must include:

- (1) The CVs of the evaluators, allowing the board to verify whether the candidate(s) meet the required criteria (cfr. Point 7. *Profile of the evaluator(s)*)
- (2) A **description of the methodology** proposed by the evaluator(s);
- (3) A clear **time-frame**, including an estimation of the number of working days required;
- (4) A detailed **budget proposal** with expected expenses for each activity of the evaluation.

Candidates will be informed of the board's decision by **July the 7th** at 5 pm. The selection will be based on the afore-mentioned criteria as well as on the total budget proposed.