



Repair and Reconstruction of Centres for Disabled Children in flood affected areas of BiH funded by the Government of Japan

Japan Government Funded Flood Recovery Project Repair and Reconstruction of Centres for Disabled Children

Terms of Reference (ToR)

Final Project Evaluation

Introduction

Children with disabilities remain one of the most vulnerable populations in Bosnia and Herzegovina (BiH), and the country suffers from a lack of support services directly aimed at this group. Therefore, Centres for Disabled Children can provide children and young people with disabilities the opportunity to maximise their potential to learn, provide supportive environments in which to enjoy educational and recreational activities, as well as providing much needed respite for families. In this context, the main objective of the project is to assist in ensuring that centres for children with disabilities that had been damaged in the floods of 2014 are operating at full capacity.

The project will repair and reconstruct centres for children with disabilities that had been damaged in the floods of May 2014, in order to ensure that these centres can fully resume or commence activities, and also enhance the existing structures, such as through the provision of thermal insulation, in order to reduce costs to be incurred by the relevant authorities in the future. Through these actions the project aims at ensuring the adequate provision of day-care support for children with disabilities, through construction and infrastructure interventions aimed at specialized facilities affected by floods and landslides.

As a result of the floods, many of these Centres have damaged structures, inadequate sanitary conditions, as well as problems with insulation and infrastructure. In order to address these issues, the project will undertake the following activities:

1. Repair / reconstruction of damaged facilities in centres for children with disabilities;
2. Infrastructure interventions to provide a cost effective solution for damaged centres.

The repair / reconstruction of damaged facilities will ensure the provision of safe and supportive environments for children with disabilities that utilise the services of the Centres, and the principles of building back better will be adopted, to maximise cost-effectiveness subsequent to the conclusion of the project and therefore ensure that municipalities can continue to support the Centres subsequent to the conclusion of the project.

Objective and Outcomes of the Project

The main objective of the **Repair and Reconstruction of Centres for Disabled Children** Project is to assist in ensuring that centres for children with disabilities that had been damaged in the floods of 2014 are operating at full capacity.

Expected outcomes are as follow:

1. repair and reconstruct centres for children with disabilities that had been damaged in the floods of May 2014, in order to ensure that these centres can fully resume or commence activities.
2. Ensure the adequate provision of day-care support for children with disabilities, through construction and infrastructure interventions aimed at specialized facilities affected by floods and landslides.
3. Enhance the existing structures, such as the provision of thermal insulation, in order to reduce costs to be incurred by the relevant authorities in the future.

Overall Objective of the Final Evaluation

The purpose of this final evaluation is to provide an assessment of the performance of the Project against planned results and an opportunity to critically assess administrative and technical strategies and processes. The evaluation is formative and it will assess the project design, scope, implementation status and the capacity to achieve the project objectives, with the main focus on the construction and building aspect. The evaluation will also reflect on challenges and lessons learnt and propose actionable recommendations to improve the potential of the Project to achieve expected outcomes and objectives within the Project timeframe. Where possible, it will provide information on the nature, extent and the potential impact and sustainability of the Project.

A monitoring and evaluation mechanism has been developed and implemented, including interim reports. As part of the project monitoring of the project has been implemented. The Final evaluation is conclusive and it is intended to support continuous improvement in the project implementation process of the Agency.

The intended audience for this evaluation is the project management (IOM) and other key stakeholders: representatives of the Embassy of Japan in BiH, City authority of Bijeljina as a co-donor, Federal Ministry of Health and Ministry of Health and Social Welfare of Republika Srpska.

Scope and Specific Objectives of the Evaluation

The evaluation will assess the implementation strategy and the results achieved to date (strengths, weaknesses, opportunities and threats of the project implementation process). This will include the implementation modalities, co-financing roles and responsibilities, coordination, partnership arrangements, institutional strengthening, beneficiary participation, replication and sustainability of the Project.

Specific objectives of the evaluation are as follows:

1. Assess the relevance, effectiveness, efficiency and sustainability of the project in terms of achieving defined outcomes and results.
2. Provide detailed recommendations showing possible directions for the project continuation.

The key evaluation questions clustered according to the internationally agreed-upon and defined OECD/DAC evaluation criteria are provided below. The initial list will be further developed by the consultant and refined list will be included in the inception report.

1. **Relevance**

- How are the specific components of the project relevant to the needs of targeted local communities, Entities and Bosnia and Herzegovina?
2. **Effectiveness**
- Is the project on track towards achieving intended outputs and outcomes?
 - What are the gaps and potential reasons explaining the success or challenges to the achievement?
 - How effective are the strategies and tools used in the implementation of the project?
3. **Efficiency**
- To what extent is the project implementation cost-efficient?
 - What factors contribute to implementation efficiency?
 - Are there more efficient ways and means of delivering more and/or better results with the available inputs?
4. **Sustainability**
- What is the likelihood of continuation and sustainability of project outcomes and benefits after completion of the Project?
 - What are the key factors that will require attention in order to improve prospects of sustainability of Project outcomes and the potential for replication of the approach?

Methodology of the Evaluation

The consultant is expected to follow a participatory approach, with participation of all relevant stakeholders, use a mix of qualitative and quantitative methods and work with primary and secondary data sources. Based on the initial desk review, the consultant will develop a plan for the methodological approach, including data collection instruments.

Recommended methods are:

- Desk study – review of relevant documentation related to the project as provided by the IOM (project documents, reports, budget overviews, work-plan, etc.);
- Direct observation – field travels and project sites visits;
- Key informant interviews – to be carried out with different stakeholders to complement the information available from desk review and direct observation.

Deliverables

The consultant will deliver the following documents in written and electronic manner to:

- a) **Evaluation inception report** detailing the evaluator's understanding of the evaluation and how the evaluation questions will be addressed (detailed implementation plan including proposed methodological approach/evaluation design, data sources, data collection procedures, proposed schedule of tasks and activities).
- b) **Presentation** to validate the inception report before starting of the field work.
- c) **Draft evaluation report**

- d) **Final evaluation report** in English with the maximum length of 30 pages of main body (excluding annexes). The final report should include executive summary (not longer than 5 pages).

Timeframe

The evaluation should be conducted during September 2016 and the expected duration of the consulting assignment is 26 days. The assignment will be considered finished when the last deliverable is submitted and approved.

The consultant will undertake the following specific tasks:

Activity	Deliverable	Time allocated
Desk review of key documents, evaluation design, methodology and detailed work plan based on documentation review and analysis.	Inception report	4 days
Inception meeting and initial briefing, stakeholder consultations, data collection, debriefing (all in BiH).	Presentation	15 days
Data analysis and preparation of draft evaluation report, stakeholder meeting and review of the draft report.	Draft report	5 days
Finalization of evaluation report addressing comments provided by all stakeholders, final report presentation.	Final evaluation report	2 days

Duty Station

In order to perform the evaluation, the evaluator will be required to travel within Bosnia and Herzegovina and carry out field visits to the areas in which the programme activities are implemented.

Budget and Schedule of Payments

The evaluator will be selected on a competitive basis.

The consultant shall be paid the consultancy fee upon completion of the following milestones.

- 30% after adoption of the inception report
- 30% after reception of the draft evaluation report
- 40% after the approval of the final report

The consultancy fee will be paid as Lump Sum Amount (all inclusive of expenses related to the consultancy). The contract price will be fixed regardless of changes in the cost components.

Management Arrangements

The evaluation will be overseen by IOM in collaboration with a review panel composed of representatives of the donors. The Chief of Mission, Resource Management Officer (RMO) and the Project Coordinator shall be the IOM focal persons for the evaluation and the main interlocutors within the Project. IOM will provide necessary information and logistical support.

Guiding Principles and Values

The evaluation shall be conducted in accordance with the IOM Evaluation guidelines and the consultant will be requested to sign the UNEG Code of Conduct for Evaluation.

Required Expertise and Qualifications

The consultant must have the following expertise and qualifications:

- Academic and/or professional background in Law, Public Policy, International Development, Economics, Public Administration, Management, or a related field.
- Extensive expertise (at least 10 years of experience) in the field of evaluation of development programs.
- Experience in working with international organizations and donors.
- Proved track record of previous project evaluations (attach samples of previous evaluation reports).
- Excellent and proven written and verbal communication skills in English.
- Prior in-country evaluation experience

Application Process

Consultants meeting the above qualifications are invited to submit an application by email to iomsjmission@iom.int, rradovic@iom.int and aandusic@iom.int no later than 03 September 2016. The application should include:

- A cover letter showing expression of interest, introducing the evaluator and how the skills and competencies described above are met;
- CV outlining previous evaluation experience and accomplishments related to the skills and knowledge needed to fulfil the task, with professional references;
- Two examples of evaluation reports recently completed. At least one of the reports must be relevant, or similar, to the subject of this evaluation;
- Outline of the project evaluation methodology and approach;
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

Submissions will be evaluated in consideration of the Evaluation Criteria as follows:

Criteria	Weight	Max. Point
<i>Technical</i>		
At least master’s degree in Law, Public Policy and Management, Public Administration, Development studies, International Development, or a related field	10%	10
Extensive expertise, knowledge, and experience in the field of Governance , Capacity Building	20%	20
Proposed methodology of the evaluation	20%	20
Experience of programme formulation, monitoring and evaluation;	10%	10
At least 10 years of evaluation experience in working with international organizations and donors;	25%	25
Prior in-country evaluation experience	5%	5
Member of an evaluation body	5%	5
Fluency in English	5%	5
TOTAL:	100%	100

Annex 2 : Evaluation agenda and time-table

Sunday 25 September 2016:

Arrival at Zagreb, pick-up of evaluator and drive to Banja Luka

Monday 26 September 2016

Banja Luka: Discussion with IOM project team, departure du Prijedor

Interview with Centre Manager Mr. Raiko Drinic, and Mr. Mirko Strakovic, co-manager, both since 2007, on-site in Prijedor

Visit of the rehabilitated facility and of the compound

Return to Banja Luka

Tuesday 27 September 2016

Drive to Srbac

Interview with Mr. Dario Vrhovac, development coordinator, municipality of Srbac

Interview with president of the parents' association and manager of the disabled children's centre "IZVOR" Mr. Mirjana Mira Tatic, on-site in Srbac

Visit of the constructed day care centre and yard

Return to Banja Luka

Wednesday 28 September 2016

Drive to Derventa

Interview with Mr. Vladan Popovic, director of day care centre for 6 years

Interview Mr. Serdjan Novic, municipality project development coordinator for 7 years

Visit of the rehabilitated facility and workshop that supplied the door and window frames used in the rehabilitation

Return to Banja Luka

Thursday 29 September 2016

Drive to Orasje

Interview with Mr. Djuro Topic, Mayor of Orasje

Interview with Mr. Iljo Vukovic, centre manager, as well as with Mr. Edin Tahirovic (staff and therapist) and a lady journalist working at the centre

On-site visit of the new building and yard

Drive to Bijeljina

Interview with Mr. Slavko Basic, head of department, city of Bijeljina, Civil Affairs

Mr. Milenko Markovic, technical supervisor, DIRG

Mr. Milan Simeunovic, Social Welfare Centre Manager,

Mr. Ljubisa Simeunovic, Civil Engineer, Construction site manager

Mr. Ljubisa Tanackovic, Head of Department of Health and Social Welfare, national minorities, returnees and displaced persons

On-site visit of the new building with a focus on the construction of the day care centre for disabled children

Friday 30 September 2016

Return to Sarajevo for a meeting with the Japanese Embassy

Meeting unable to take place due to unavailability of Embassy staff for this day

Saturday 1st October 2016

Departure of the evaluator

Note: the technical assessment reports were prepared by the engineers hired by the evaluator during the period of 15 to 25th September 2016 prior to the arrival of the evaluator in BiH.

Annex 3 : Evaluation bibliography

IOM Sarajevo, Proposal, Repair and Reconstruction of Children with Disabilities, undated

IOM Field Monitoring Engineers' reports:

26.10.15-1.11.2015 Derventa,

23-29.11.2015 Derventa

1-31.12.2015 Derventa

26.10.15-1.11.2015 Prijedor

20.11.2015 Orasje

12.12.2015 Bijeljina

IOM Final Financial Report up to 29 May 2016

IOM Final Narrative Report, 23 August 2016

IOM, Summary report on site assessment for centers for children with special needs

To Derventa, Tuzla, Bijeljina, Orasje, Srbac and Prijedor, 23.01.2015, Mladen Kakuca

IOM Interim financial report up to 30 September 2015

IOM interim narrative report up to 30 September 2015

IOM Progress reports, Bijeljina, Derventa, Srbac, Orasje, Prijedor, 15 October 2015

IOM narrative report up to 30 June 2015

IOM, press clipping of Hand-Over Ceremony in Derventa, 16 March 2016

IOM, press clipping of hand-over ceremony in Prijedor, 14 April 2016

IOM MoU with Bijeljina, 9 October 2015

Original signed IOM MoU with Bijeljina, 5 August 2015

IOM MoU with Orasje, 11 August 2015

IOM Progress report of June 2015

IOM progress report Bijeljina, 28 January 2016

IOM progress report Derventa, 28 January 2016

IOM Progress report Prijedor, 28 January 2016

IOM Survey questionnaires

OECD/DAC, quality standards for development evaluation

OECD/DAC, glossary of evaluation terms, 2002

UNEG, standards and norms for evaluation

UNEG Code of Ethics

Annex 5 : map of the five sites covered by the project in BiH

