



**Red Latinoamericana y del Caribe para la Democracia  
Latin American and Caribbean Network for Democracy**

**Terms of Reference**

**Call to Evaluate the Results of PASCA Project  
Implemented by Redlad  
First Phase 2015-2018 and Second Phase 2019-2021**

**I. Introduction**

The Latin American and Caribbean Network for Democracy -Red Latinoamericana y del Caribe para la Democracia (Redlad)-, is a platform made up of organizations, activists, social leaders and journalists from all over the region, that defends the human rights and promotes the fundamental principles of democracy. Redlad has a significant experience in the implementation of projects oriented to the strengthening of civil society participation in multilateral scenarios. Moreover, Redlad has an extensive network of contacts and partners in the continent, which enhance its impact at different levels in the countries where it has coverage.

The platform is developing numerous projects in Latin America and the Caribbean, focused on consolidating the work made by the civil society organizations, through the empowerment of their abilities to participate and have impact in the regional forums, standing up for the democratic institutions, improving the operational capacity of human rights defenders and democracy activists, and evaluate the human rights situation in the region ( in particular the rights that have to do with association, non-violent protest and expression).

Redlad is also supporting civil society organizations that promote the participation and inclusion of the different population groups (women, indigenous, youth people, afro-descendants, LGBT community, religious groups, among others).

**II. Consultancy Purpose**

**A. Consultancy Objectives**

*General Objective*

Conduct a results evaluation of the Civil Society Participation in the Summit of the Americas - (*Participación de la Sociedad Civil en la Cumbre de las Américas – PASCA*), in the following periods:

- First phase: executed from September 24<sup>th</sup> 2015, until September 30<sup>th</sup> 2018 (ex-post).
- Second Phase: executed from October 1<sup>th</sup> 2018 until September 30<sup>th</sup> 2021, in two moments: a middle term evaluation (from October 1<sup>th</sup> 2019 - until June 30<sup>th</sup> 2020), and a final evaluation (from October 1<sup>th</sup> 2019 until September 30<sup>th</sup> 2021).



### *Specific Objectives*

1. Present a report with the results evaluation of the first phase of PASCA (ex-post), taking into account the feedback of the Citizen Forum of the Americas (Foro Ciudadano de las Américas – FCA), the Citizen Corruption Observatory and Redlad technical team.
2. Present a report with the middle term evaluation results, of the second phase of the project, taking into account the feedback of the Citizen Forum of the Americas (Foro Ciudadano de las Américas – FCA), the Citizen Corruption Observatory and Redlad technical team.
3. Present a report with the final evaluation results of the second phase of the project, taking into account the feedback of the Citizen Forum of the Americas (Foro Ciudadano de las Américas – FCA), the Citizen Corruption Observatory and Redlad technical team.
4. Socialize the three evaluation reports, including the following actors: members of the Citizen Forum of the Americas (Foro Ciudadano de las Américas – FCA), the Citizen Corruption Observatory, and other relevant actors jointly identified with Redlad technical team.

### **B. Evaluation Scope**

The main purpose of the evaluation process is to analyse the project PASCA in its first and second phase, to identify the quality and relevance of the process, and value the expected results and their effects and accomplishment. The evaluation should be defined by the following aspects:

- Value the accomplishment of the expected results, identifying which are the dynamic factors of the intervention that have impact in possible unexpected results, and the changes between the design and execution of the two phases.
- Evaluate the accuracy, efficiency and efficacy of the project, according to the intervention context in both phases.
- Value the participation of civil society in during the life of the project, in its first and second phases.
- Establish the accuracy of the intervention design in either phases.
- Value the effects of the intervention, expected or unexpected, positives or negatives, in both phases.
- Make recommendations to adjust the design of future interventions, particularly, the execution of the second phase, that is taking place from October 1<sup>th</sup> 2019 until September 2021. Also, make recommendations to the civil society organizations, governments, multilateral organizations, and other relevant actors, that are interested in articulating and strengthening the social sector in the region.



### **C. Evaluation Methodology**

The evaluation process must quantify and qualify the project effects over the participants during its first and second phases, that could be attributed to the intervention.

The methodology to be implemented should be proposed by the applicant organization, as well as the evaluation tools and data collection methods. The proposal should correspond with the objectives, the main questions and the evaluation criteria established in this document. The design would be socialized to the Redlad technical team.

The methodology has to consider the following minimum recommendations:

- The conceptual structure and evaluation methodology will be socialized and approved by the Redlad technical team.
- The evaluation progress, conclusions and recommendations, should include the participation of the project relevant actors, as the evaluation advances.
- The socialization of evaluation reports must be validated with the relevant actors involved in the project.

Phases of the evaluation process:

- Phase I: Design a work plan and the methodology proposal in articulation with the project relevant actors. Estimated time: One month.
- Phase II: Implementation of the agreed work plan, and elaboration of the three evaluation reports. Estimated time: 17 months.
- Phase III: Socialization of the evaluation reports. Estimated time: One month per each report, right after it has been approved and published.

*See Annex I. Table of Contents Template*

### **III. Deliverables**

- A work plan. This document should be articulated with the planned activities of the Citizen Forum of the Americas (Foro Ciudadano de las Américas), the Citizen Corruption Observatory, and the Redlad technical team. It is necessary to considerate an amount of time to make feedback and adjustments per request of the Redlad technical team.
- A methodology document that must include the general design, the main evaluation tools, and the evaluation parameters agreed with the Redlad technical team.



- A Results evaluation report of the PASCA project - first phase, including all technical annexes and support documents. This report has to be written in English and Spanish.
- A Middle term evaluation report of the –PASCA project - second phase, including all technical annexes and support documents. This report has to be written in English and Spanish.
- A Final evaluation report of the PASCA project - second phase, including all technical annexes and support documents. This report has to be written in English and Spanish.
- A Memoir of the socialization of the three evaluation reports of the PASCA project, first and second phase.
- A workshop to transfer the acquired knowledge from the evaluation reports elaboration, methodology and socialization process, to the Redlad technical team, CFA members and the Citizen Corruption Observatory.

#### **IV. Application requirements**

It is required an organization (private or civil society organization), with at least two years of certified experience evaluating international cooperation projects, related to the empowerment of civil society in topics as citizen participation, advocacy and democratic principles. The organization has to demonstrate administrative and logistic capacity to develop results evaluations, in social projects with wide geographic coverage.

The organization must have a significant experience in social research methodologies. It should demonstrate capacity to analyse information in order to identify strengths and areas to improve, as well as, critical aspects of the project that is being evaluated. Their methods should consider diverse perspectives and the corresponding social complexities.

In other hand, the organization should have relevant knowledge about Latin American and Caribbean democracies and the regional citizen participation dynamics. Experience in projects with regional perspective and coverage (Latin American and Caribbean countries), will be positively valued. Experience with projects funded by the United States will also be valued.

The evaluation team must include professionals from distinct areas (interdisciplinary), assuring diversity in the approaches and perspectives, as well as, innovative research methodologies and evaluation strategies. It is important that at least a portion of the team is able to work with and write documents in English. Besides, a portion of the team should be in capacity of interview in English some of the relevant actors that speak in this language. The final reports have to be written in Spanish and English.



## V. Selection Process

### *Technical Proposal*

It should not exceed 10 pages (not including annexes), and should explain:

- (I) The scope and objectives of the process.
- (II) The technical and conceptual approach that define the evaluation process.
- (III) The proposed methodology to carry out the activities.

Include in the technical proposal the description of the team and the description of their profiles.

Take into account annexes II and III, which describe the project formulation of phase I and phase II.

Take into account annex IV, which summarizes the main results obtained in the implementation of the first phase.

### *Schedule*

Invitation	December 20 <sup>th</sup> 2019
Deadline of clarifications	February 14 <sup>th</sup> 2020
Proposals reception	February 28 <sup>th</sup> 2020
Proposals evaluation and final selection	March 15 <sup>th</sup> 2020

### *Selection Criteria*

The proposals would be evaluated over the score of 100 points (total), according to the following criteria:

<b>Criteria</b>	<b>Maximum Score</b>
<u>Proposal quality</u> : responsive to the terms of reference criteria; is accurate to the regional context; exhibits originality, substance and precision; prioritizes innovation but is feasible.	20 points
<u>Innovation</u> : Proposal that, to the judgment of Selection Committee, is innovative on the topics and methodologies, and that contribute to the improvement of the expected results of the evaluation process and its corresponding reports socialization.	10 points
<u>Replicability</u> : Proposal that shows the potential to generate learnings from the results and methodologies used in the evaluation and socialization processes.	15 points



<u>Work Team:</u> the proposed team is interdisciplinary.	20 points
<u>Organization experience:</u> <p>It is required an organization (private or civil society organization), with at least five years of certified experience evaluating international cooperation projects, related to the empowerment of civil society in topics as citizen participation, advocacy and democratic principles. The organization have to demonstrate administrative and logistic capacity to develop results evaluations, in social projects with wide geographic coverage.</p> <p>Note: It is a plus that the organization has knowledge and experience in regional work (Latin America and Caribbean). 10 additional points.</p>	20 points (10 additional points)
<u>Cost-effectiveness:</u> The administrative costs and related fees of the proposal execution, are explained and justified in relation to the work and scope of the process. Also, the distribution of the costs in the proposed budget, are connected with the work and scope of the process. Finally, the financial proposal has reasonable costs in the context of the work to be done.	15 points
<u>TOTAL</u>	100 points

### *Submitting procedure*

A technical proposal and a financial proposal must be submitted in accordance with the terms of reference exposed in this document. The proposals must be sent to the following email: [lina.romero@redlad.org](mailto:lina.romero@redlad.org), before 5:00 p.m. (EST) on February 28, 2020.

The financial proposal must range between a minimum of 30, 000 and a maximum of 50, 000 USD. That amount includes all the requirements in terms of travel expenses, if travelling is considered relevant for the information gathering and for the proposed socialization exercises. Everything must be duly disaggregated in the financial proposal to be submitted.

The technical proposal must be integrated in a single file (including all technical annexes), in PDF format. The proposal has to be written in Spanish and English.

The financial proposal must be submitted in Excel format. The proposal has to be written in Spanish and English.

Support documents of the organization experience, and all necessary documents for hiring, must be in PDF format, as an attachment to the technical proposal. These documents should be attached in their original language (it is not necessary to translate them).



**VI. Period of Performance**

A maximum period of eighteen (18) months is expected to deliver the products and activities agreed upon in the approved work plan. Ideally, the evaluation plan should be executed from April 1, 2020 to September 30, 2021. The execution period begins once the signing of the contract is perfected.

**VII. Headquarters**

The Redlad technical team is located in the city of Bogotá D.C, Colombia. The organization to be hired may be domiciled in any country in Latin America and the Caribbean, notwithstanding the specific activities to be carried out in other countries covered by the project.

**VIII. Policy Requirements**

The assigned organization must attach to the contract a Compliance and Guarantee Policy, issued by an insurance company legally authorized to operate internationally. The coverage must be signed on behalf of the Latin American and Caribbean Network for Democracy (Redlad) for an amount equivalent to twenty percent (20%) of the total value of the contract and valid for three months after the end of the contract.

**IX. Clarifications**

For any further information, contact: Lina M. Romero Rodríguez, to the e-mail [lina.romero@redlad.org](mailto:lina.romero@redlad.org). The questions will be received until February 14, 2020.

**X. Other required documents for the application**

Please fill in the table below, in accordance with the experience of the organization, and attach it to the proposal along with the corresponding supporting documents.

Name of the project	Objective of the project	Execution dates	Years of execution	Donor or Contracting Party	Amount executed as of July 31, 2019	Support Document Name
EXAMPLE: Blue unicorns to fight against poverty.	Contribute to poverty reduction in the "Blue Water Unicorn Community"	January 1 <sup>st</sup> , 2015, to December 30 <sup>th</sup> , 2018.	4 years	Sideral SA	\$12,000.00 USD	Contratounicornios.pdf