

Invitation to Tender

Project evaluation

Organization	Caucasus Institute Foundation The CI is a policy think-tank based in Yerevan, Armenia. Its goal is to promote inclusive policy-making in Armenia through conducting research, producing and advocating policy documents and encouraging a pluralistic and informed public policy debate. www.c-i.am https://www.facebook.com/Caucasus-Institute-328061840703027/ https://www.linkedin.com/company/caucasus-institute/ https://twitter.com/CaucasusInstit1 https://www.youtube.com/channel/UC-jnzFN4qsne1DuRof3mClA http://blog.c-i.am/
Project to be evaluated	<i>Building Capacity for Societal Engagement in Nagorno-Karabakh</i> implemented by the Caucasus Institute in partnership with Armavir Development Centre, Civil Society Institute and INTRA Mental Health Centre with support from the UK Government's Conflict, Stability and Security Fund

**Period to be
evaluated**

April 2019-March 2020

About the organization

The Caucasus Institute is an independent policy think-tank founded in Armenia in 2002. Its main avenues of activity are academic and practical research; training and capacity building for civil society, media and academia; public debates, publications, policy recommendations, advocacy and consulting. The CI has published over 30 books, dozens of research papers and policy briefs. The CI's advocacy potential relies on close ties with the media and decision-makers. It has the reputation of a neutral space for dialogue between stakeholders with sharply contrasting agendas representing the civil society, government, opposition, international organizations and media.

About the assignment

In April 2019 the CI launched the second stage of a project supported by the UK Government's Conflict, Stability and Security Fund, called *Building Capacity for Societal Engagement in Nagorno-Karabakh*. The project is due to end in March 2020.

The Caucasus Institute Foundation is seeking an evaluator to assess progress in the project. The evaluation should cover the period April 2019-March 2020.

The Project **aims at** the wider engagement and strengthened role of Nagorno-Karabakh men and women in society, decision-making and the peace dialogue.

- **Target Groups**

1. *Women, families and communities*
2. *Youth, educators, CSO, local activists, social workers, rehabilitation actors, journalists, students*
3. *Decision-makers*

- **Purposes of evaluation**

1. Examine how successful the Project is at achieving the targets noted against each of the key output indicators;
2. Assess the level of impact the Project;
3. Assess the outputs of the Project as a whole;
4. Elaborate recommendations on how to improve management and impact of the Project.

- **Methodology**

The evaluation is expected to combine qualitative and quantitative methodologies. Interviews, surveys and content analysis should form part of the methodology.

The evaluation should be focused on the baseline, milestones, targets and key indicators agreed with the Project personnel. The bid should set out a detailed description of the methodology you propose to use for this evaluation.

- **Requirements**

Bidders are expected:

1. to show their understanding of the Project;
2. to outline a work plan (the timeline for development of instruments, data collection, analysis and reporting); and include CVs for key staff proposed to carry out the evaluation, their roles and responsibilities;
3. to present a breakdown of costs by staff (daily rates);
4. to list projects they have already evaluated and provide links to recently published reports (if applicable);
5. to provide at least two references from their customers for whom similar evaluations have been carried out

Only one organization/individual can partake in a bid.

- **Pricing**

Bidders should submit a pricing schedule setting out the rates of proposed contractors and the number of days it is proposed each contractor will devote to the Project.

Proposals should include a full budget plan for all costs including any travel expenses and VAT. All costs should be clear and transparent, with the number of days of each individual (if evaluator is an organization) working on the activity that they provide.

- **Timeline**

February 28, 2020	Deadline for applications
March 4, 2020	Contracting and start of evaluation
March 16-20, 2020	Weekly progress updates to CI team
March 25, 2020	Draft report
March 30, 2018	Submission of final report

- **Selection criteria**

Evaluator will be selected against the following criteria:

1. Compliance with, and understanding of, requirements outlined in this document;
2. Understanding of the political and socioeconomic landscape of Nagorno-Karabakh, and the scope of the CI activities;
3. Experience in evaluation of similar projects;
4. Effectiveness of the proposed methodology for undertaking the evaluation;
5. Feasibility of the work plan and risk assessment;
6. Ability to meet the required timetable;
7. Value for money and a clear breakdown of the costs.

- **Submission and format of proposals**

The deadline for receipt of submissions is Friday 28 February 2020. Late submissions will not be accepted. It is the responsibility of the bidder to ensure that the tender has arrived by the deadline. Any cost involved in producing the tender documents shall be borne by the bidder. All submissions will be acknowledged with a notification of receipt.

Proposals must be submitted online in PDF format as a single zipped folder if the size of the submission is greater than 5Mb. Proposals should be no longer than 5 pages (excluding CVs of people involved) and typed in Cambria size 12 font. Proposals with the subject line “CSSF_Caucasus Institute_Evaluation Submission” should be emailed to: contact@c-i.am.

The results of the tender will be announced on 3 March, 2020. The successful bidder will receive confirmation along with the terms and conditions of the contract. Work is expected to start on 4 March, 2020.

Please contact Liana Avetisyan (liana@c-i.am) if you have any difficulty in providing the information requested. Pre-tender negotiations are not allowed.