

Terms of Reference

Position information

Project: Preventing Electoral Violence in the Countries of the SADC (PEV SADC)
Job Title: Project Evaluator
Duty Station: Brussels for data gathering / Home-based for report-writing
Reports to: Project Director
Duration: Max 16 working days (5 working days at least in Brussels)
Period: 10.07.2017 – 26.07.2017

Organizational context

ECES is a non-profit private foundation headquartered in Brussels with a global remit. ECES carries out identification, formulation and implementation of its projects taking on board the direct experience of over 70 contracts signed since February 2012 and the electoral field experience of the founders and the personnel of ECES; that taken together, allows ECES to implement projects considering lessons learned and experiences of over 70 electoral processes around the world. Building upon donors' evaluations of the electoral support programmes of the last 10 years, ECES focuses on the promotion of sustainable long-term capacity development throughout the electoral cycle, without detracting from the crucial activity of supporting electoral events and operations.

The key focus areas of ECES are to support: i) Capacity development through training programs, Effective Electoral Assistance Training and courses on Election Observation; ii) Advisory support; iii) Procurement of electoral material; iv) Evaluation of the strengths and weaknesses of the logistic and operational electoral chain; v) Ballot paper design and securisation; vi) Transmission of election results systems design and implementation; vii) Media monitoring and institutional communication activities; viii) Confidence-building dialogue initiatives at regional, national and community level; ix) Facilitation of political dialogue among electoral stakeholders; x) Crisis management/mediation process with key electoral stakeholders including political and religious leaders; Religious networks and association mapping and inter- and intra-faith dialogue; Political economy analysis; xi) Management of basket-funds in view to maximize the coherence and the complementarity of external contributions to the electoral processes; xii) Support EMB to enhance their capacity to manage donors' funds including reporting procedures and expending evaluation; xiii) Development of innovative Information and Communication Technologies (ICTs) user-friendly solutions and applications adapted to electoral support.

PEV SADC project

The overall objective of the PEV-SADC project is contributing to the prevention of electoral conflicts and violence in the Southern African region and more specifically targeting the following countries: Angola, Botswana, Democratic Republic of Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, South Africa, Swaziland, Tanzania, Zambia, Zanzibar, and Zimbabwe. This is done by supporting the Electoral Support Network of Southern Africa - ESN SA (formerly SADC-Electoral Support Network) which is the regional umbrella organisations regrouping the national networks of civil society organisations doing election observation in the SADC region. The project started on 6th February 2013 and is funded 75% by the European Union and 25% by ECES. Working on preventing every aspect of pre-electoral, electoral and post-electoral violence, the specific objectives outlined in this project are:

- 1) To develop the capacities of the ESN-SA member-organisations, especially in preventing electoral violence. This objective directly relates to the Needs Assessment Missions and the delivery of BRIDGE and LEAD training packages on a country-by-country basis.
- 2) To support the establishment and development of necessary functions within the ESN-SA platform of CSOs. It involves support to establishing an observatory of electoral violence

prevention and creates tools to address this issue as well as supporting the network in general regarding expansion, relations with other stakeholders.

- 3) To promote research, communication, networking, and visibility of the ESN-SA, which is directly linked to the activities envisaged to develop and establish the website and the publication of research and findings from the NAMs. The aim is to make the network a visible and credible actor in regards of electoral processes in their area of operation and more efficiently address electoral violence.

Functions / Key Results Expected

The objective of this evaluation is to analyse the performance and results of PEV SADC project, taking into account both its goals and the relevance of its activities with the context of implementation. It is also about whether the project was implemented in an effective and efficient manner. Thus, the assessment is to verify that the various components of the project were executed in accordance with stipulated conditions and if the expected results were achieved. Incidentally, the evaluators will meet all relevant stakeholders, beneficiaries of the project, implementing partners and the donor, to the collection of information necessary for the implementation of the external evaluation.

The evaluators shall evaluate the achieved results, implementation strategies and progress and is being conducted to meet the contracting requirements of the European Commission, as well as to provide accountability and contribute to future work programme for all partners.

It is thus to assess the project according to the following principles:

- 1) **Relevance:** How well did the Action meet the needs of the partners and networks for which it was intended?
- 2) **Effectiveness:** Whether the planned benefits have been delivered and received, as perceived by all key stakeholders.
- 3) **Efficiency:** Quality of day---to---day management (operational work planning and implementation, management of the budget, management of personnel, management of risk, relations/coordination with local partners and quality of information management and reporting). Did any unplanned outputs arise from the activities? Evaluate cost versus value of implemented budget.
- 4) **Impact:** What changed because of the Action? Whether the effects of the project produced any unintended or unexpected impacts, and if so how have those affected the overall impact.
- 5) **Sustainability:** To what extent will the benefits, outcomes and impacts of the project continue after donor funding ceased (ownership of objectives and achievements, policy support, institutional capacity, socio---cultural factors and financial sustainability)
- 6) **Mutual Reinforcement:** The extent to which the programme (objectives, beneficiaries) is likely to contribute or contradict other EC policies with evolving strategies in Preventing of electoral violence/conflicts for the Development of Thematic Programme of the EC.

In line with the above:

The Consultant will liaise with the Management PEV SADC Team throughout the evaluation and have meetings at specific points to review progress, discuss methodologies and any foreseeable difficulties that have or may arise. The Consultant will also liaise with PEV SADC Partners in the related countries during the evaluation process. In order to facilitate the evaluation, it will take place during the Seminar of launching of the Handbook in Brussels on 10th to 14th July 2017, which will gather most stakeholders and partners. Those not present in Brussels can be interviewed via teleconference. The PEV SADC project team is dedicating one full day to the evaluator for interviews and going over project documentation.

Reporting:

- The evaluator will produce a report analysing the results obtained by the project, highlighting the lessons learned during the implementation and advocating recommendations for

performance, impact and sustainability.

- The report will also include an analysis of the degree of ownership by the beneficiaries and partners and identify recommendations for optimal ownership of this kind of project.
- A draft of the evaluation report shall be submitted and discussed with ECES HQ and the team of the project at the end of the mission on the field. The report should also highlight the following aspects:
 - - 1) the development and transfer of capacity;
 - 2) the sustainability of the achievements of the beneficiaries;
 - 3) innovation of the intervention and the added value in the implementation of the electoral cycle;
 - 4) the inclusion of the gender dimension;
 - 5) development of recommendations as per EU-funded projects in a similar vein.

Competences and skills

- i) Autonomy, sense of initiative and anticipation;
- ii) Strong analytical skills;
- iii) Ability to work under pressure of deadlines and results with initiative, dynamism and pro-activity;
- iv) Ability to communicate effectively with the various partners involved in the implementation project and with beneficiaries;
- v) Excellent English speaking and writing skills
- vi) Sensitivity to the specific objective of the project and adherence to the principles and value ECES and the Project

Qualifications

Education:

- Master Degree in Political Science, International Relations, Development or other relevant field.

Professional experience:

- Minimum five (5) years of professional experience within the field of democracy and/or electoral support with at least three (3) years in an international setting;
- Work experience from the implementation of multifaceted projects in the field of elections;
- Work experiences in a) conducting Needs Assessment Missions; b) project monitoring and donor reporting;
- Experience of evaluating EU-Funded programmes/projects.
- Knowledge on EU cooperation in development and democratization support: electoral assistance and election observation, leadership and conflict prevention. The experience in this kind of project is an asset.
- Knowledge of Project Cycle Management and the approach of the EU logical framework
- Demonstrable knowledge and experience in civil society, electoral violence, human rights and advocacy issues preferably in an African context.
- Good knowledge of and experience in SADC region will be an asset.

Computer skills:

- Excellent knowledge of Microsoft Office, internet and web search tools;

Language skills:

- Fluent English is required – both oral and written (French and Portuguese is an advantage.)