

Call for Applications - Terms of Reference External Evaluation

Project title: Towards the regions! – Trade union educational program on labour rights for workers in Georgia

Country: Republic of Georgia

Project number: 8108-04/2018

Project duration: 01.09.2018 – 31.08.2021

1. Background

Promotion and development of the educational system are some of the fundamental premises of the National Trade Union Confederation of Georgia (GTUC) so necessary to build a sustainable trade union movement. Solving the major problems that trade unions face at all levels in their daily work depends largely on the level of training and competence of trade union leaders and activists, their ability to operate in conditions of market economy, to negotiate professionally with social partners and to inform operatively trade union members. More than this the daily fight for labour rights on the street and in the companies is part of workers reality nowadays in Georgia.

Therefore, strengthening national trade union movement is closely correlated with the formation of the core group distinguished by a strong trade union commitment, active position and strong motivation of trade union membership.

The situation for offering trade union education is not very comfortable in Georgia. In the Capital Tbilisi the space to offer regularly trainings for GTUC is very rare. So the *Trade Union School in Georgia* was implemented 2016 - 2018 in the Headquarter of GTUC (Georgian Trade Union confederation). This activity will be continued in frames of Towards the regions, which will be implemented from 2018 until 2021. GTUC will offer three trade union schools (one in Tbilisi, one in Batumi and one in Kutaisi). Therefore the GTUC office in Batumi will be adapted and an additional GTUC office and room for trainings in Kutaisi will be opened. The TUSG (Trade Union School for Georgia) implies theoretical trainings within 65 evening meetings, 2 times per week, in accordance with the curriculum agreed by the parties. Additionally GTUC will offer two courses of Organizing-training, three two days modules each in Tbilisi.

As a result, trade union issues will be identified and selected within trade union organizations in order to be addressed and resolved through individual or group projects, which, typically, will be presented by the students at the evaluation of the first training year.

Therefore, students participating in the training will have concrete actions (projects) that will have a practical and measurable effect on trade union members, which will result in development of functional, social and professional skills of trade union staff and strengthening primary trade union organizations.

The all over objective is to support the process of improvement of the working situation of the workers and employees in Georgia in a long term perspective through self-empowerment in frames of educational offers. The project purpose is to raise the effectiveness of the trade union work and education in Tbilisi and to support extension and strengthening the trade union work and education in the regions Adjara and Imereti.

2. The expected results of the project are:

- The model of the trade union school TUSG is a fixed part of the educational offer of the GTUC
- *The capacity of the GTUC regional office in Adjara (Batumi) raised* informing trade union members about the role and mission of trade unions.
- *The regional office in Imeretien (Kutaisi) is working. It is extending the capacity of GTUC in the region of Imeretien*

- GTUC uses Organizing as standard instrument for campaigning and offers trainings.
- Gender awareness as a visible value in the work of GTUC/ Strengthening GTUC to effectively deliver gender equality and non- discrimination.
- Improvement of the programs during and after the project period

In the application and the logical framework following qualitative results are described in detail:

- The model of the trade union school TUSG is a fixed part of the educational offer of the GTUC:
3 implemented Trade Union Schools; 50 participants; 50:50 men:women
- The capacity of the GTUC regional office in Adjara (Batumi) raised:
1 Regional coordinator; 1 TUSG Batumi; min. 16 participants
- The regional office in Imeretien (Kutaisi) is working. It is extending the capacity of GTUC in the region of Imeretien:
Sustainability of GTUC regional office Kutaisi minimum until 2023; 1 regional coordinator; 1 TUSG Kutaisi; minimum 16 participants
- GTUC uses Organizing as standard instrument for campaigning and offers trainings:
2 Organizing Courses; minimum 20 participants who attended the organizing; 2 new organizing trainers who were trained for trainings at GTUC; 10 organizing projects which has been realized on companies' level during Organizing I + II
- Gender awareness as a visible value in the work of GTUC/ Strengthening GTUC to effectively deliver gender equality and non- discrimination:
3 gender equality and non-discrimination workshops in frames of kick off days before starting TUSG; 25 of participants; sum of 6 (3 TUSGs) of evenings trainings included in TUSG curricula; 50 reached participants during evening trainings in frames of TUSGs
- Improvement of the programs during and after the project period:
Up to 10 days of internal evaluation which have taken place; max. 99 participants; implemented changes for improvement which are based on internal evaluation results. 23 field mission days for monitoring by an external evaluator.

3. Objectives of evaluation

The main goal of the evaluation is to register project achievements towards the initial project proposal. Moreover, the evaluation should analyze and assess the relevance of the project activities, the impact of the results achieved and their progress towards sustainability. It should include a consideration on how big the effectiveness or impact of the project compared to the objectives planned. There should be interpreted successes and failures and reasons for successes and failures. Basing on these experiences, tips and recommendations for improvement, both current and future project, should be elaborated.

The specifically objectives of evaluation are:

- Analysis and evaluation of documents and materials relating to the TUSG Batumi, TUSG Kutaisi, TUSG Tbilisi, Organizing I +II
- Identifying the impact of the activities in frames of TUSG Kutaisi and TUSG Tbilisi, Organizing II
- Analysis and evaluation of anticipated results and attained in reality
- Analysis of the results achieved in frames of the individual and group projects developed and implemented by the participants of Organizing and TUSG
- Identifying the impact produced as a result of actions taken within primary trade union organization;

- Provide recommendations in order to improve the project implementation and to boost the impact of the results.

4. Subject and focus (scope)

The subject of the evaluation is the project “Towards the regions! – Trade union educational program on labour rights for workers in Georgia”

The evaluator(s) will visit all the evaluation activities (evening training for participants with national and international trainers and internal evaluation activities and will have in their dispositions all the questionnaires completed by the participants in order to analyze the quality, accountability and impact of the project activities.

The evaluation will consist of both desk and field study and will take place within September 2019 – June 2021 (Finalization August 2021).

ADA's cross-cutting issues: Gender and Environment have to be taken into consideration throughout the evaluation and reporting process.

The following five OECD/DAC criteria will be taken in consideration: relevance, effectiveness, efficiency, impact, sustainability.

5. Main evaluation questions

Relevance:

1. Were the objectives established in the project relevant, attainable and realistic?
2. To what extent does the project cater for the target group's needs?

Efficiency:

1. Is financial spending efficient per planned activity?
2. Are the items procured used as planned and are they all still functioning?
3. How economically, efficiently and responsibly have human resources, informational and financial materials been used in order to ensure a sustainable and long lasting amplification of trade union education?

Effectiveness:

1. How many trainees were advanced in their job or trade union career?
2. Was it possible to establish the link between theory and practice and what was the involvement of TUSG and Organizing participants in trade union life?
3. What is the benefit for the Georgian Trade Union Confederation?

Impact:

1. To what extent is the project contributing to a positive effect on the trade union educational system of the Georgian Trade Union Confederation?

Sustainability:

1. To what extent does the Georgian Trade Union Confederation express their willingness and commitment to support the project?
2. To what extent do the primary National Branch Trade Union Organizations recognize the importance of the project? Do National Branch Trade Union Centers involve the participants who were trained within the project in trade union activities?
3. Does the GTUC ensure continuity of project results beyond the project end?

6. Evaluation approach and methods

The indicative number of working days foreseen is 23 days.

1. The evaluation will begin with an 3 days inception phase which includes the following steps:
 - 1 day - introduction workshop: studying all documents, papers and evaluation questions (desk study)
 - 1 day - workshop on the inception report
 - 1 day mission preparation
2. 1 day field mission (TUSG Batumi):
 - 2 x 0,5 days Field trip: participation in the internal evaluation activities with participants TUSG Batumi, trainers, coaches, regional coordinator,...
3. 4 days field mission (TUSG Kutaisi):
 - 1,5 visit of the starttraining in Kutaisi
 - 1 (2 x 0,5) days evening trainings
 - 0,5 day Interviews with project partners (ADA, GTUC, FES and WUSA), participants, trainers, representatives of branches, ...
 - 0,5 final workshop with participants in frames of internal evaluation TUSG Kutaisi
 - 0,5 final workshop with trainers in frames of internal evaluation TUSG Kutaisi
4. 0,5 day Interim report
5. 5 days field mission (TUSG Tbilisi):
 - 1,5 visit of the starttraining in Tbilisi
 - 1 (2 x 0,5) days evening trainings
 - 1 day Interviews with project partners (ADA, GTUC, FES and WUSA), participants, trainers, representatives of branches, ...
 - 0,5 final workshop with participants in frames of internal evaluation TUSG Kutaisi
 - 0,5 final workshop with trainers in frames of internal evaluation TUSG Kutaisi
 - 0,5 final event and hand over ceremony for certificates
6. 4 days field mission Organizing
 - 1 day Evaluation Organizing I and planning Organizing II
 - 2 days start modul organizing II
 - 0,5 day internal evaluation Organizing II
 - 0,5 Interviews with project partners (ADA, GTUC, FES and WUSA), participants, trainers, representatives of branches, ...
7. 3 days report drafting
8. 2 days report finalization
9. 0,5 days final workshop

Please comment on the indicative distribution of working days in your suggestions regarding the evaluation methodology.

Within the project evaluation there will be applied both qualitative and quantitative methods.

Qualitative methods include: field observations (workshops for trainers, participants and activities in frames of final evaluation), key stakeholder interviews and focus group discussions. Application of this methodology allows

assessing the performance and the degree of success/failure and at the same time to explore the reasons for success/failure and to develop recommendations for future projects and activities.

Evaluation of questionnaires completed by participants at the end of each educational course and at the end of the project can be used as the main tool of gradual appreciation of the project. Accumulated results could create the ground for suggestions and opinions development.

7. Timetable

Placing the ad on call for application: 17th of June 2019

Closing date: 30th of June 2019

Signature of contract: July 2019

Evaluation Tasks and Timeline: The evaluation will start in September 2019 and will take until June 2021. The deadline for the interim report (2 – 3 pages) until the end of September 2020. The deadline for the 1st draft of the final evaluation report is 19th of July 2021, with the final report by the 10th of August 2021.

Date	Activities	Quantity of days
September 2019	Introduction workshop: studying all documents, papers and evaluation questions (desk study)	1
September 2019	Workshop on the inception report and mission preparation	2
27 th – 29 th of September 2019	Visit of a coach training in Kutaisi and start training TUSG Kutaisi	1,5
October 2019 – March 2020	Visit of two evening trainings TUSG Kutaisi	1
5 th of November 2019	Participation internal evaluation Organizing I and preparation Organizing II	1
6 th and 7 th of November 2019	Participation in the internal evaluation activities with participants TUSG Batumi, trainers, coaches, staff	1
Spring 2020	Interviews with project partners and stakeholders, participants (TUSG Batumi, Kutaisi, Organizing I) ADA, GTUC, FES and WUSA	0,5
Spring 2020	Participation internal evaluation with trainers and participants TUSG Kutaisi	1
2020	Participating 2 days training Organizing II	2
2020	Internal evaluation Organizing II	0,5
2020	Interviews with project partners and stakeholders, participants Organizing II	0,5
September 2020	Interim Report (2 – 3 pages)	0,5

Autumn 2020	Participating start training TUSG Tbilisi	1,5
Autumn 2020 – Spring 2021	Visit of two evening trainings TUSG Tbilisi	1
Spring 2021	Internal evaluation with trainers and participants TUSG Tbilisi	1
Spring 2021	Final event and handover ceremony for certificates	0,5
Spring 2021	Interviews with project partners and stakeholders, participants (TUSG Tbilisi) ADA, GTUC, FES and WUSA	1
Until 19 th of July 2021	report drafting	3
Until 1 st of August 2021	Final workshop with project partners and project staff.	0,5
Until 10 th of August 2021	Report finalization	2
TOTAL DAYS		23

8. Tendering:

Tenders provide an outline of the proposed evaluation methodology (max. 3 pages), CV(s) of expert(s) proposed for the assignment, statement on availability of the proposed expert(s) during the planned evaluation period, information on fee rate in EUR, calculation of number of work days, as well as information on travel costs.

9. Inception report:

The evaluator will produce an inception report before starting the field studies. The format for the report can be found at <http://www.entwicklung.at/en/evaluation/>

10. Field study:

The evaluator/ evaluation team will undertake several field missions in order to consult with all relevant actors.

11. Interim Report

Short interim report (2 – 3 pages) with first impressions and working update have to be provided until the end of September 2020.

12. Report drafting:

The evaluator will draft a report in English, which should contain at most 30 - 40 pages without annexes. The draft report will be provided within 21 days after the field study. Comments will be provided by ADA. The format for the report can be found at <http://www.entwicklung.at/en/evaluation/>

The Result Assessment Form is filled in and provided with the draft report (find the form attached).

13. Report finalization:

The evaluation team will finalize the report according to the comments received by the ADA offices. The final version should not require any additional editing.

14. Evaluation team

The evaluation will be done by an evaluator / evaluation team, who need to have experience in evaluating projects.

The selection criteria are the following:

- Minimum some years of experience of evaluation of development projects;
- Knowledge of the evaluating projects;
- Fluency in English;

CVs, reference evaluations and evaluation methodology need to be provided.

15. Reports

The evaluator(s) will produce four reports (inception report, interim report, draft report, final report based on the draft report and feedback). The final report shall be in English and between 30 and 40 pages in length (excluding annexes).

The draft evaluation report and final report need to be structured according to the ADA criteria and the evaluation questions. The quality of the reports will be assessed according to the evaluation quality criteria of the ADA:

- Were the terms of reference fulfilled and is this reflected in the report?
- Does the report contain a comprehensive and clear summary?
- Is the report structured according to the ADA criteria and the evaluation questions?
- Are cross-cutting issues (e.g. governance, gender) indicated in the report separately?
- Does the report describe and assess the intervention logic (e.g. logframe)?
- Are the conclusions and recommendations based on findings clearly stated in the report, and are they derivable from the latter?
- Does the report clearly differentiate between conclusions, recommendations and lessons learnt?
- Is it comprehensible how the evaluators have achieved their findings?
- Are the recommendations and lessons learnt realistic and is it clearly expressed to whom the recommendations are addressed to?
- Are the methods and processes of the evaluation sufficiently documented in the evaluation report?
- Were the most significant stakeholders involved consulted?
- Were the most important documents taken into consideration, and is the content of the latter reflected in the report?
- Does the report present the information contained in a presentable and clearly arranged form?
- Is the report well formatted and free from spelling mistakes and unclear linguistic formulations?
- Can the report be distributed in the delivered form?

15. Coordination/Responsibility

The evaluator should work in close cooperation with ADA, Georgian Trade Union Confederation, Friedrich Ebert Stiftung and weltumspannend arbeiten during the preparatory and implementation phase.

Logistical support will be offered to the evaluators by the GTUC, e.g. assistance in arranging interviews and project visits. Mrs. Sopo Shelegia (GTUC) will be the contact person for the implementation phase.

The costs for all the evaluation phases will be covered by GTUC (by the project budget).

The budget for the external evaluation is max. 5000.- Euros (including all taxes and all costs for travelling and accomodations/ no additional out of pocket expences will be covered). Payment in two parts: 10/2020 2000.- and August 2021 3000.-

Additional Documents to be delivered upon the assignment of the task:

- Project proposal (Application for financing)
- Logical Framework
- Annexes will be provided as requested or needed
- Other project documentation as requested or needed

CONTACT AND APPLICATION PROCEDURES:

The applications (CV(s) of expert(s) proposed for the assignment, reference evaluations, statement on availability of the proposed expert(s) during the planned evaluation period, description of the proposed methodology, information on fee rate in EUR, calculation of number of work days, as well as information on travel costs) have to be delivered to the GTUC no later than 25th of June, either by e - mail or hand delivered. The applications have to be delivered in English language.

Any application received after the deadline will not be considered.

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