

Europäischer Austausch
European Exchange



Terms of Reference

Position Title: Independent Local Evaluator of Civic Coalition for Free and Fair Elections

Location: Chisinau (Moldova), regional offices of Coalition Secretariat / regional members and other locations throughout Moldova.

Time period: November, 2011 – January, 2012

I. Background

The Civic Coalition for Free and Fair Elections is a voluntary union of more than 80 non-governmental organizations aiming to promote free and fair elections in Moldova. The Coalition's mission is to contribute to the organization of free, fair, transparent and democratic elections in the Republic of Moldova as well as to consolidate the civil society in order to ensure an informed choice by citizens.

The Coalition continues the activities for promoting free and fair elections which have been started by the Coalition 2005, Coalition 2007 and Coalition 2009. The 2005, 2007 and 2009 Coalitions used to appear a few months before the elections and worked towards the promotion of the Coalition's goal only during the election period. After the 2009 Parliamentary elections, the Coalition decided to continue its activity in the periods between the elections and to make it mission permanent.

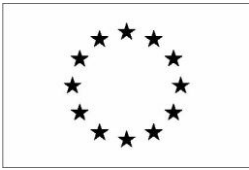
The Coalition is implementing in the period April, 2011 – October, 2012 the "Domestic Election Monitoring and Voter Education in Moldova – Strengthening of Capacities and International Networking" project. The project is financed by the European Union Delegation to the Republic of Moldova and is being implemented by three members of the Coalition (National Assistance and Information Centre for NGOs in Moldova CONTACT, Promo-LEX Association and Centre Partnership for Development) in partnership with European Exchange (Germany). The overall objective of the project is to strengthen the voter's participation in democratic electoral processes in Moldova during the local elections in 2011 and beyond, through development of the professional network of election monitoring and voter education NGOs, to assess the conduct of elections and to initiate the post-election dialogue between authorities and NGOs on electoral reforms. Among other project objectives, one is dedicated to the Coalition consolidation and professional development (Objective C). This evaluation is meant to contribute to the Coalition development and will offer a clear image of the way the Coalition should follow in order to achieve its goals.

II. Brief description of the Coalition activity

The Coalition activities are based on the Charter of Free and Fair Elections which outlines the recommended standards and guidelines for all actors involved in the election process: government officials, opposition candidates, mass media, NGOs, etc. The Coalition's activity is regulated by the Bylaws of activity. The Coalition acts on the principles of free and willing participation and equal rights for all members. The Coalition implements 3 main programs of activity - Election monitoring, Media monitoring and Voter education/Civic engagement. The activities are implemented through the Coalition Council (administrative body) and the Coalition Secretariat (executive body).

Election observation

The program is designed to promote free and fair elections through civil society monitoring of the elections. The program includes a comprehensive observation of the election campaigns, the election process itself and the post-election period. The election monitoring findings are presented through periodic reports widely disseminated among national and international stakeholders. The election observation was performed within the Coalition by the Promo-LEX Association (from 2009) and Center "Partnership for Development".



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Media Monitoring

The media monitoring program aims to monitor media coverage of the elections. It includes a comprehensive monitoring of TV, Radio stations, printed outlets, news agency. The results are published in periodical reports and presented to domestic and international stakeholders. The media monitoring projects were implemented by the Independent Journalism Center (CJI), Association of Electronic Press (APEL) and the Association of Independent Press (API).

Civic and voter education

The main objective of the program is to contribute to the creation of the civic spirit of citizens and to encourage their active and informed participation in the electoral process, without discrimination based on ethnicity, age, gender, sexual orientation, belief, etc. The program includes activities of civic and voter education, public awareness about voting procedures and reasons for informed participation in the elections. To reach out as many citizens as possible the Coalition uses various information means such as: public debates, motivational spots, TV debates posters, bus campaign, community actions with an educational character, thematic concerts, Coalition web site www.alegeliber.md, editing supplements to local and regional newsletters devoted to civic and voter education. The civic and voter education projects were implemented by the CONTACT Centre, National Youth Council from Moldova, Partnership for Development Centre, Association for Participatory Democracy and many other members.

Additional information about the Civic Coalition for Free and Fair Elections, including the number of NGOs involved, the structure of the coalition, and other relevant documents are available on its web site: www.alegeliber.md.

III. Purpose of the evaluation

The purpose of evaluation is to provide an objective assessment of the achievements of Coalition' interventions and projects, the factors that facilitated/hindered achievement in the period June, 2009 – October, 2011 and to suggest development ways and priority actions for the next 4 years Coalition' strategy based on the lessons learned and good practices, internal resources and external conditions the Coalition works in.

Evaluation Directions:

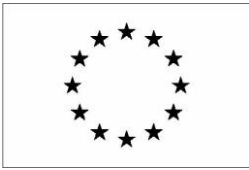
The final evaluation report will be based on the directions outlined below:

Relevance: The assessment of relevance examines the degree to which the Coalition's activities and outputs/outcomes are in line with national & international legal framework and national priorities / needs in the field of elections. It considers whether the strategies and interventions are relevant for the environment under which Coalition operates.

Effectiveness: The assessment of effectiveness considers or examines the extent to which the Coalition has achieved its planned results and the extent to which the achievement of mission and goal were a consequence of Coalition assistance and support.

Efficiency: The assessment of efficiency considers or examines how economically and optimally inputs of the technical assistance (financial, human, technical and material resources) have been used by the Secretariat and Coalition members to produce outputs.

Impact: Assessment of the impact of the Coalition considers the longer term and ultimate results attributable to the Coalition interventions that were being implemented. It considers the positive and negative long term effects, which may be politic, economic, socio-cultural, institutional, or other effects. Thus in the evaluation of the interventions, the assessment should determine the positive and negative changes produced by the intervention directly or indirectly, intended or unintended. Assess the extent to which the Coalition's work has made a real difference to the beneficiaries.



Key Evaluation Questions:

1. How is Coalition support to electoral process perceived by other stakeholders involved in elections?
2. To what extent was the Coalition Council and Secretariat involved in the achievement of the overall Coalition objective?
3. Assess the synergetic effect of the Coalition activity in accordance with the following indicators:
 - How well do the members of the Coalition understand the role of the coalition and each members' contribution to the achievement of the overall Coalition goal;
 - How well was information exchanged internally and externally by the Coalition;
 - How well Coalition members support each other, share expertise and participate in each other's activities;
 - What professional skills and capacities the Coalition members needs to develop and train in order to become more involved in the Coalition activity (specifically the Coalition members from the regions)
4. Did the Coalition programs (Civic and voter education, Election observation, Media monitoring) and projects contribute to a freer and fairer electoral process in Moldova?
5. To what extent the actual status of the Coalition (union of non-profit organizations) may contribute to the further development of the Coalition and its goals achievement?
6. Does the present functional structure of the Coalition ensure an efficient management of its activity and whether it can be improved?
7. Which programs of the Coalition were best placed to contribute to free elections and reached greatest popularity in the past according to stakeholders/ activists / mass media? Are these programs sufficient for the successful achievement of the Coalition goal in the next 4 years or we should complete the Coalition portfolio with some new programs?
8. What actions the Coalition needs to implement for a more efficient promotion on the local, national, regional / international arena;

IV. Methodology and timeframe

During the evaluation, the evaluator(s) is expected to apply the following approaches for data collection and analysis:

- Desk review of project documents and reports;
- Discussions with the Coalition Council and ordinary members, Coalition Secretary, heads of regional branch offices of the Coalition;
- Interviews with partners and stakeholders (electoral bodies, political parties, media, donors, public authorities);
- Field visits to selected sites and discussions with relevant stakeholders;
- Consultation meetings.



Timeframe (will cover the following aspects but will not be limited to):

No.	Description	No. of days
1.	Evaluation design and work plan	1 days
2.	Desk review of existing documents	3 days
3.	Finalizing the methodology and work plan	1 days
4.	Collection of data	12 days
5.	Preparation of 1 st draft	4 days
6.	Debriefing with Coalition Council and Secretariat	1 day
7.	Preparation of final report. Report presentation on the round table for the Coalition members	6 days
	Total number of days	28 days

V. The evaluator/evaluation team

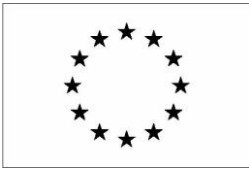
The evaluation will be carried out in partnership with an international expert and the design of the evaluation, working steps will be agreed between the national and international expert. The local evaluator should have relevant evaluation experience in the field of free and fair elections or related areas. The minimum requirements include:

- Moldovan citizen / resident
- Experience working in Moldova and/or other countries of the former Soviet Union is highly desirable;
- Minimum three years of related experience;
- Working experience with international organizations would be an advantage;
- Not a member of the Coalition
- Fluency in English, Romanian and Russian.

VI. Deliverables

The key products expected from this evaluation are:

- A. The evaluation methodology which must be approved by the Coalition Council;
- B. A comprehensive analytical report in English. The report will be presented to relevant state bodies, NGOs, and donors. The report should, as a minimum, include the following contents:
 - Executive summary;
 - Introduction;
 - Description of the evaluation methodology;
 - Analysis of the situation with regard to the outcome, the outputs, the activities, the inputs and the partnership;
 - Key findings (including best practices and lessons learned)



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- Conclusions and recommendations
 - Annexes: field visits, people interviewed, documents reviewed, etc.
- C. A public presentation of final report and findings of the evaluation for Coalition members and invitees in Chisinau.

All deliverables will become the property of Coalition / CONTACT Centre.

VII. Application package

The applicant should submit the following documents:

- A CV reflecting the relevant experience of the applicant with at least 2 references;
- Examples of previous evaluations performed by the applicant if applicable;
- Short vision of achieving the task, including the evaluation methodology;
- A tentative timetable for preparation, field-work, analysis and finalization of the Report
- Detailed budget for the evaluation in Euro (daily fee, travel costs, communications, fees, etc.)

VIII. Submission

The Coalition Council and Secretariat will evaluate proposals based on the quality of the proposed evaluation strategy, experience and qualifications of the applicant and cost-effectiveness.

The deadline for submissions is November 2, 2011. It is expected that the evaluation will be conducted throughout November, 2011 – January, 2012 with a preliminary draft report submitted to Coalition Secretariat by December 20, 2011. The final report is planned to be due on January 15, 2012.

The application should be sent to the following address: 83, Bucuresti str., MD-2012, Chisinau, Moldova, or alternatively by e-mail: info@alegeliber.md with “Coalition Evaluator” in the subject line.

All questions regarding this task shall be addressed in written to Mr. Nicolae Panfil, Secretary of the Coalition, at info@alegeliber.md.

Organizational Background

The CONTACT Centre is a member of the Board of the Civic Coalition for Free and Fair Elections and supports the activity of the Coalition Secretariat. Also, as a partner within the above mentioned project, the CONTACT Centre is responsible for some activities dedicated to the Coalition development, including the Coalition evaluation.

National Assistance and Information Centre of NGOs from Moldova CONTACT is a non-profit independent non-governmental organization that contributes to the development of the civil society in the Republic of Moldova by providing information, consulting, training, facilitation services, grants and technical assistance. CONTACT Centre was registered by the Ministry of Justice on December 17, 1995 as a public institution, (re-registered in February 1998, according to the provisions stipulated in the new Law on Public Associations).

CONTACT Centre mission is to support democratic processes in the Republic of Moldova by promoting and implementing both the idea of the open society and encouraging civic initiatives. The CONTACT Centre offers information services, trainings, consultations to non-governmental organizations, promoting programmes oriented to consolidate the organizational capacities of the NGOs. For more information visit: www.contact.md.