

TERMS OF REFERENCE
Request for Proposal
“Services Required for Consultant”

Project:	Civil Society for Independent Media and Expression (CIME)
Assignment:	Project End Evaluation of European Union Funded Project- CIME
Last date to apply:	8th Dec, 2022 (11:00 am)
Submission to:	procurement@cpdi-pakistan.org

About CPDI:

Centre for Peace and Development Initiatives (CPDI) is an independent, non-partisan and a not-for-profit civil society organization working on issues of peace and development in Pakistan since 2003. It is registered under Section 42 of the Companies Act, 2017, with the mandate to inform and influence public policies and civil society initiatives through research-based advocacy and capacity building in order to promote citizenship, strengthen democratic institutions, build peace and achieve inclusive and sustainable development.

About The Project:

The CPDI initiated an EU funded project in January 2020, titled “Civil Society for Independent Media and Expression” (CIME), along with two other implementing partners, namely Media Matters for Democracy (MMfD) and Pakistan Press Foundation (PPF). The project was designed to respond to the EU’s priority of promoting freedom of expression (online and offline) and access to information. Its design includes activities with focus on building capacities of stakeholders and informing debates and engagement for reforming relevant policies/ laws at the national and provincial levels. It aims to ensure transparency and accountability in governance via access to information, journalists’ safety by delivering holistic security training and ensuring Freedom of Expression (FoE), legal support to journalists, and advocacy for an independent media regulation that will collectively lead to development and strengthening of democratic institutions and citizen’s access to information.

The target beneficiaries of this project include:

- Human rights defenders, especially freedom of expression activists
- Media and digital rights activists
- Women’s rights activists and feminists working on issues of inclusion of women working journalists, editors and media managers
- Internet users who are individually engaged in digital journalism and advocacy, human rights lawyers
- Legislators and parliamentary committee members and state institutions like National Commission on Human Rights (NCHR), National Commission on Status of Women (NCSW), Parliamentary Commission on Human Rights (PCHR) and Pakistan Institute of Parliamentary Studies (PIPS).

Purpose and Scope of the Evaluation

The purpose for this evaluation is to assess the performance, quality and effectiveness of management arrangements, and impact of the project, and analyse project achievements, challenges, best practises and lessons learned to inform future programs. It will also review the recommendations of the project Mid Term Evaluation and ROM reports, and assess the extent to which the recommendations were implemented. The evaluation is expected to contribute to accountability towards the European Union as a donor and the beneficiaries of the program. The evaluation will assess the project on OECD’s DAC criteria to measure its relevance, coherence, effectiveness, efficiency, impact and sustainability.

The evaluation will cover the time from January 2020 to December 2022, and will have the following specific objectives:

- To evaluate the extent that CPDI, MMFD and PPF have delivered effective, efficient, relevant and timely activities to beneficiaries as set out in the project log frame;
- To assess whether the collaboration among CPDI, MMFD and PPF has added value to the interventions with a positive effect on beneficiaries and other stakeholders;
- To identify and assess key lessons learned, challenges and draw recommendation for future projects; and
- Any other as may be relevant for the purpose of evaluation.

Evaluation Methodology

The methodology and relevant tools will be developed by the evaluator, and presented in the inception report for input and approval. The methodology may include, but may not be limited to, undertaking the following activities:

- Desk review of relevant documents (e.g., project document, project monitoring data, progress reports, mid-term evaluation report, etc.).
- Development of instruments/questionnaire for key Informant Interviews, and other required activity for gathering data and insights.
- Collection of data and insights through various media including key informant interviews with program staff, partners and key stakeholders to evaluate the effectiveness, efficiency, relevance and timeliness of the project activities implementation and delivery.
- Analysis of data and preparation of draft report, which may be finalized after receiving feedback.

Deliverables

The consultant will be expected to submit the following deliverables within the agreed timeframe and budget:

Sr. No.	Deliverables	Timeline
1	An inception report which, upon approval, will serve as an agreement on how the evaluation will be conducted, and will include the detailed work plan, evaluation methodology and tools.	4 days

2	Report on desk research/ field work including collected data and reports of field work (e.g. minutes of meetings, etc.).	6 days
3	Draft Report and its presentation for feedback.	3 days
4	Final Report	2 days

The consultant will mostly conduct the data collection activity in Islamabad but he may need to travel to Quetta and Karachi, if required.

Time Frame and Fee

This assignment will be for a maximum of 15 working days, ideally starting from 09 December 2022. The professional charges will be in accordance with the contractual agreement signed between CPDI and the consultant/s, payable on completion the deliverables/ task.

The total bid amount must include taxes, travel, logistics and any other cost that may incur for the delivery of the task. Withholding tax will be deducted according to the applicable laws of the country.

Required Qualifications/ Experience:

- At least 5 years' experience of working in the development sector with focus on subjects like governance, media development and civil society;
- Experience of monitoring and evaluating projects of similar nature;
- Adequate knowledge of quantitative and qualitative research methods and techniques;
- Good probing and analytical skills; and
- Excellent writing skills in the English language.

Consultant's Proposal and the Deadline:

Interested consultants may submit CV, estimated cost (inclusive of taxes and logistics) and the technical proposal including a cover page and brief description of approach for the evaluation.

Process and Deadline for applications: December 08, 2022

Please send your proposal via email at procurement@cpdi-pakistan.org