



Terms of Reference

Mid-Term Evaluation of the Keda Local Action Group (LAG) and LEADER process in Keda Municipality, Ajara AR

BACKGROUND

In 2017, CENN with the support of the European Union (EU), launched the implementation of the project *Optimising the Potential of Local Assets for Rural Development of Keda Municipality*. The objective of this project is to diversify local economic activities, foster investment, and empower competitive agricultural and environmental practices in Keda Municipality via bottoms-up strategic planning of rural development. The priority of the project is to increase Keda Municipality's development potential and make optimal use of local resources following EU LEADER approach. The project is being implemented by CENN in partnership with Centre for Strategic Research and Development of Georgia Foundation (CSR DG), Institute of Democracy (IOD) and Austrian Institute for Regional Studies and Spatial Planning (ÖIR), within the framework of the European Union's Neighbourhood Programme for Agriculture and Rural Development (ENPARD II) in Adjara AR. The main project activities are the following:

Activity 1: Establishment and capacity building of the Keda Local Action Group (LAG) and community based institutions, raising awareness of the EU's rural development approaches, institutional building of the Keda LAG, linking and networking with other LAGs nationwide.

Activity 2: Participatory development of a gender and youth sensitive Keda Rural Development Strategy (RDS), development of monitoring and evaluation (M&E) tools for the implementation of the Keda RDS, approval of the Keda RDS by the relevant state authorities in Adjara.

Activity 3: Implementation of innovative projects (through sub-grants under the strategy) to foster economic and investment opportunities and inclusive rural growth, and improve the well-being of rural communities (identification of sustainable projects generating new employment opportunities, financing and implementation of innovative projects); participatory development of the Keda Marketing and Communication Strategy; the Invest in KEDA active media outreach and marketing campaign; organisation of the Keda business forum and Keda Rural Festivals; exchange and site visits to promote projects and attract investments; capacity building and promoting opportunities for rural youth (organization of youth camps, support of youth initiatives/projects).

The project's duration is four years: May 1, 2017 – February 28, 2021.



II. PROCESS EVALUATION

Elaboration process and the contents of the Keda Local Development Strategy

- Was the LDS elaboration carried out through an integrated and multi sectoral area based bottom up process taking into consideration local needs and potential?
- Did the preparation of the strategy actively involve a representative cross-section of the local community and is this process in turn described in the LDS itself?
- How the strategy corresponds to the minimum specified content:
 - *A definition of the area and population covered by the strategy.*
 - *An analysis of the development needs and potential of the area including an analysis of strengths, weaknesses, opportunities and threats.*
 - *A description of the strategy and its objectives, a description of the integrated and innovative character of the strategy and a hierarchy of objectives, including clear and measurable targets for outputs or results. The strategy shall be coherent with the relevant programmes.*
 - *A description of the process of community involvement in the development of the strategy.*
 - *An action plan demonstrating how objectives are translated into actions.*
 - *A description of the management and monitoring arrangements of the strategy demonstrating the capacity of the Local Action Group to implement the strategy and a description of the specific arrangements for evaluation.*
 - *The financial plan of the strategy including the planned allocation of funds.*
- Are the different objectives of the LDS prioritized and how?
- Does the LDS include innovation?
- With innovation to be understood as the emergence of new products and services which incorporate the distinctiveness of the local area; new methods permitting the combination of the area's human, natural and/or financial resources, resulting in better use of indigenous potential; the combination of and links between economic sectors which are traditionally separate; original forms of organisation and involvement of the local population in the decision-making process and in implementing the project.
- Was the project selection process transparent and equally accessible to everybody in the LAG area?

LDS implementation and evaluation & monitoring tools

- How was the implementation of the LDS facilitated?
- How were the LDS indicators set?
- Was the project monitoring and reporting conducted in line with the overall goal achievement of the LDS?



Expected results, deliverables

The inception report has to be delivered before March 31, 2020

The draft final report has to be delivered before April 30, 2020

The final report has to be delivered until May 30, 2020

The report which should not exceed 50 pages (without annexes) should follow the format:

1	Executive Summary	
2	Background	descriptive
3	Introduction	normative (objectives, expected results etc.)
4	Methods	descriptive
5	Evaluation findings	Interpretative with a conclusive judgement for each evaluation question (see chapter 5 of the ToR)
6	Conclusions	Condensing the judgments from point 5 into a clearly understandable narrative according to the four 'expected results'.
7	Recommendations	For each evaluation question, indicating the addressee (who is supposed to implement the recommendation). Build on conclusions and lessons learnt
9	Annexes	Terms of reference for the evaluation, list of documents used, people interviewed, mission timetable...plus any other source deemed relevant

The **report** has to be delivered, in electronic format in English and in Georgian, together with the finalised version of the **power point presentation**.

The contractor (the implementing partners) will make sure that the evaluation results are brought to the knowledge of the Georgian partners and the donors.

Conflict of interest

Members of the evaluation team must not have been involved in the design, planning, monitoring or implementing of the programme.

Application procedures:

The best offer in terms of price-performance ratio will be accepted. Performance will be first scrutinized by the three Consortium members according to the CVs and individual records. It may be necessary to hold Skype interviews if the written documentation does not provide sufficiently conclusive indications for the Consortium to find a consensus.

Interested applicants shall submit the following to nino.gaprindashvili@cenn.org

1. Information about the applicant organizations and its experience;
2. Technical Proposal (up to 3 pages outlining (i) approaches, (ii) comments and suggestions on the ToR and the scope of the work and (iii) time frame);
3. Financial Proposal;
4. CVs of the participants.

Deadline for submission is 18:00, January 31, 2020.



Selection of the applicant and evaluation process of the proposals:

The evaluation will be guided by the following approach:

Criteria	Score
Quality of Technical Proposal demonstrating good understanding of the tasks	30
Proposed budget based on the Financial Proposal	30
Experience of the organization and individual participants in similar assignments	40

Maximum duration of the assignment: 3 months

Payment schedule

Payment will be provided based on the following modality:

15% of the contract amount	Upon provision of the inception report
35% of the contract amount	Upon provision of the final draft report
50% of the contract amount	Upon provision of the Final Report and Power Point Presentation file and participation in presenting the evaluation findings to the stakeholders