

Request for Expression of Interest

Mid-term Evaluation of Sweden's Support to the Trade Law Centre (**tralac**)

1. BACKGROUND

The Trade Law Centre (**tralac**), a trade-related capacity building organisation based in South Africa, has received core funding support from the Swedish International Development Co-operation Agency (Sida), in terms of Contribution No. 51050073. This Contribution is to support the implementation of **tralac**'s 5-year strategy (March 2015 – February 2020). This request is for an Expression of Interest to conduct a mid-term evaluation (hereafter – evaluation) of the 5-year Contribution by Sweden to **tralac**. Short-listed candidates will be asked to prepare a tender proposal.

2. PURPOSE OF THE EVALUATION

The purpose of the evaluation is to make a mid-term evaluation to assess the effectiveness of the support to **tralac**, in terms of the five standard evaluation criteria of OECD/DAC¹ (See OECD/DAC Glossary² for definitions), to determine its relevance, effectiveness, impact, efficiency and sustainability.

- Effectiveness – to what extent has the Contribution assisted to achieve **tralac**'s strategic and specific objectives; what factors (internal and external) have influenced the achievement of these objectives

¹ <https://www.oecd.org/development/evaluation/qualitystandards.pdf>

² http://www.sida.se/globalassets/publications/import/pdf/sv/glossary-of-key-terms-in-evaluation-and-results-based-management_3709.pdf

- Relevance – have **tralac**'s programmes and interventions addressed the needs and priorities of the target groups, so as to achieve the organisation's objectives?
- Impact – what has been the impact of **tralac**'s programmes and interventions?
- Sustainability – what are risks and challenges to sustainability and how can these be addressed?
- Efficiency – assess the cost effectiveness of **tralac**'s programmes and interventions.

The evaluation should also assess overall programme and intervention design, delivery methodology, lessons learned and how these could inform **tralac**'s future strategy.

3. STAKEHOLDER INVOLVEMENT

The evaluation will include engagement of stakeholders and beneficiaries of **tralac**'s programmes; interviews as well as questionnaires to gather information are required. Travel in the region may be required, subject to discussion with **tralac**/Government of Sweden.

4. RECOMMENDATIONS AND LESSONS

Based on the findings of the evaluation and taking into account similar capacity building organisations and initiatives in the eastern and southern African region, the evaluator shall formulate recommendations and lessons regarding **tralac**'s strategy, programmes and interventions. The recommendations may be related to the implementation of the second phase of the Contribution, as well as possible future support to **tralac**.

5. METHODOLOGY

The evaluator is required to provide a clear methodology for the conduct of the mid-term evaluation; which should include but not be limited to the review of reports, minutes of annual review meetings, audit reports, as well as general correspondence related to activities and outputs, as well as engagement with stakeholders and beneficiaries. Interviews and/or questionnaires should be used.

The evaluator should demonstrate a clear understanding of the evaluation criteria.

6. WORKPLAN AND TIME SCHEDULE

The evaluation is to be conducted during the period 23 October – 20 December 2017.

The time schedule is as follows:

1. Work will commence on 23 October 2017
2. A complete draft report is to be submitted to **tralac** and the Embassy of Sweden, Lusaka, Zambia by 4 December (a verbal presentation of the draft report may be required)
3. Feedback will be provided by 8 December
4. A final report will be submitted to tralac and the Embassy of Sweden as above, in PDF-format, by 20 December.

7. THE CONSULTANT

The Consultant shall have demonstrated competence and experience according to OECD/DAC and Government of Sweden's evaluation standards, and will have experience in trade-related areas, as well as financial management and reporting to donor agencies. Knowledge of and work experience in trade-related matters in Africa, especially eastern and southern Africa is required.

8. ROLES AND RESPONSIBILITIES

tralac/Government of Sweden will assist the consultant to establish contacts with relevant stakeholders and beneficiaries, and provide documentation related to the programme to be evaluated.

The consultant will have the full responsibility for the implementation of the evaluation, and the preparation of the evaluation report, in line with to the principles of independence and impartiality.

9. REPORTING REQUIREMENTS

The consultant is expected to prepare the draft and final reports, to meet the standards of the OECD/DAC.

The methodology, draft and final reports are to be submitted electronically (contact details will be provided on award of the contract), in Word format.

A verbal presentation of the draft report, in Stellenbosch, South Africa, may be required.

Two electronic copies (one in word and one in pdf) of the draft and final evaluation report will be submitted to:

- tralac: Trudi Hartzenberg (Trudi@tralac.org), Executive Director, tralac
- Representative for Sida: Ms. Eva Bursvik (eva.bursvik@gov.se), Counsellor, Programme Manager, Regional Cooperation: Trade and Economic Integration, Embassy of Sweden, Lusaka, Zambia

10. SUBMISSION OF EXPRESSION OF INTEREST

Interested consultants are invited to submit an Expression of Interest (EOI) to **tralac** (Andries@tralac.org) by 12:00 (UTC+ 02:00) on Monday 2 October 2017.

The EOI should include evidence of competence and experience for this evaluation, brief notes on methodology to be adopted, a summary budget, and brief details of key expert/s who will be assigned to the evaluation (max 2500 words).

tralac will select a short-list of consultants who will be invited to submit a detailed tender for the evaluation (including methodology). Short-listed consultants will be notified on Wednesday 4 October by 16: 00 (UTC+02:00).

Short-listed consultants will receive further information on tralac's Strategic Framework 2015 – 2019, Results Framework and Annual Reports, and should submit a tender by 16 October. The successful consultant will be notified on 23 October 2017.