**Terms of Reference (ToR)**

**Final Evaluation of the Project**

**‘Women in Politics’** **implemented by the CURE Foundation from Sarajevo and the Association Budućnost Modriča, with the support of IAMANEH Switzerland and the financial support of the Government of Switzerland.**

**Project Duration**: 1st June 2024 – 31st May 2025

1. **Background**

The project *Women in Politics* (1st June 2024 – 31st May 2025) is implemented by the CURE Foundation and Budućnost Modriča, with the support of IAMANEH Switzerland and financial support from the Government of Switzerland. The project focuses on strengthening the political participation and representation of women at the local level in Bosnia and Herzegovina, specifically in the municipalities of Gračanica, Lukavac, Tuzla, Šamac, Modriča, Vukosavlje, and Doboj.

Women in these communities face persistent structural challenges, including gender-based discrimination, limited intra-party support, and low visibility in political and public life. To address these barriers, the project applies a gender-transformative and intersectional approach, offering tailored support through capacity-building trainings, mentoring, intra-party networking, and strategic digital and media campaigns.

Through its activities, the project aims to empower women to participate actively and confidently in political processes and decision-making structures, while also promoting broader institutional and social change. The initiative supports women’s leadership development, encourages inter-party cooperation, and increases the media visibility of women in politics. By combining grassroots engagement with strategic advocacy, the project contributes to a more inclusive, gender-equitable democratic culture in Bosnia and Herzegovina.

Key project outcomes include:

* **Outcome 1**: **Improved Landscape for Women** in Politics and Inclusivity in Electoral Process
* **Outcome 2**: **Empowered Women in Politics with Enhanced Capacities for Political Influence and Success in the 2024 Local Elections**
* **Fostered a Conducive Environment for Women's Effective Leadership Deployment**

1. **Objectives of the Final Evaluation**

The final evaluation will:

1. Assess the extent to which project goals, outcomes and outputs have been achieved.
2. Evaluate the results achieved against objectives designed in the project proposal.
3. To **evaluate appropriateness of working methodologies and approaches applied** – and how they have been further adjusted during the project implementation.
4. To **assess the selection of target groups and the impact** this action had on beneficiaries and social protection system overall.
5. Evaluate the relevance, efficiency, and sustainability of the project interventions.
6. To **evaluate organisational performance** such as management systems, design of strategies and programmes, including Monitoring and Evaluation (M&E), and their effectiveness in facilitating the implementation of mandate to end violence against women and girls. It will set forward-looking recommendations on how to strengthen the team’s programming, monitoring and evaluation system.
7. Provide actionable **tailored and** **forward-looking recommendations** for future programming and lessons learned for similar initiatives.
8. Assess impact of the intervention in advancing gender equality and elimination of all form of VAWG and participation in community development.
9. **Scope of Work**

The evaluation will cover the entire project duration from 1st June 2024 to 31st May 2025, and is expected to be conducted in the period from 1st to 15th July 2025.

**Geographical Coverage**:

* The evaluation will encompass all municipalities targeted by the project – Gračanica, Lukavac, Tuzla, Šamac, Modriča, Vukosavlje, and Doboj – located across both the Federation of Bosnia and Herzegovina and Republika Srpska.

**Target Groups to be Covered**:

* + **Primary Beneficiaries**: The primary beneficiaries of the project are women politicians, including local female candidates, elected officials, and politically active women within party structures.
  + **Secondary Beneficiaries**: Secondary beneficiaries include women from civil society, academia, and the media; women from marginalised groups; young women; politically active men; election observers and volunteers; and representatives of political parties.
  + **Other relevant stakeholders** involved in project implementation include staff members of the CURE Foundation and Budućnost Modriča, the Gender Equality Agency of Bosnia and Herzegovina, local gender commissions, local authorities, and community leaders.

**The evaluator will:**

* Review project documentation, including the project proposal, logical framework, reports
* Conduct interviews with key stakeholders, including project staff, beneficiaries, officials, and business partners.
* Analyze the project’s effectiveness in fostering multisectoral collaboration and achieving systemic changes.
* Assess the sustainability of project outcomes and partnerships.
* Evaluate the project’s impact on beneficiaries’ political engagement, leadership development, and access to decision-making processes.
* Identify lessons learned and provide **recommendations** for future initiatives.

1. **Evaluation questions and criteria**

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| **Evaluation Criteria** | **Mandatory Evaluation Question** |
| **Effectiveness**  *A measure of the extent to which a project attains its objectives / results (as set out in the project document and results framework) in accordance with the theory of change.* | 1. To what extent were the intended project goal, outcomes and outputs (project results) achieved and how? 2. To what extent is the program designed to develop the necessary local institutional (governmental and/or non-governmental) capacities to respond to the problem? 3. Are the selected methodologies and approaches (selection of target groups, form and frequency of intervention, duration of intervention etc.) appropriate and do they lead to the expected results and outcomes? 4. What are the strengths and the weaknesses of this project, including the factors were most supportive of achieving the outcomes? |
| **Relevance**  *The extent to which the project is suited to the priorities and policies of the target group and the context.* | 1. To what extent do the achieved results (project goal, outcomes and outputs) continue to be relevant to the needs of women and girls? What is the expected relevance in the future? 2. How successfully has the project been adapted to changing needs, shifts of priorities and with regard to improved impact during program implementation? 3. To what extent have gender and human rights principles and strategies been integrated into the project design and implementation? |
| **Efficiency**  *Measures the outputs - qualitative and quantitative - in relation to the inputs. It is an economic term which refers to whether the project was delivered cost effectively.* | 1. To what extent was the project efficiently and cost-effectively implemented? 2. Has there been effective project leadership and management, including structuring management and administration roles to maximise results? |
| **Sustainability**  *Sustainability is concerned with measuring whether the benefits of a project are likely to continue after the project/funding ends.* | 1. To what extent will the achieved results, especially any positive changes in the lives of women and girls (project goal level), be sustained after this project ends? 2. Has the capacity of the implementation partners been developed? If so, in what areas and how? 3. What future interventions could be recommended to maintain and scale the impact and increase the sustainability of the results? |
| **Impact**  *Assesses the changes that can be attributed to a particular project relating specifically to higher-level impact (both intended and unintended).* | 1. To what extent has the project contributed to ending violence against women, gender equality and/or women’s empowerment (both intended and unintended impact)? 2. How is the impact measured throughout the project implementation? 3. To what extent is the program making sure to reach the most vulnerable categories of population and addressing the needs of groups experiencing intersecting inequalities? 4. What are the major factors (of success/failure) influencing the achievement or non-achievement of the outcomes/expected results/outputs? Which are the main obstacles, challenges, and catalysis? 5. What are some of the Lessons Learned from this implemented project in terms of design, methodological approach and implementation? |
| **Knowledge generation**  *Assesses whether there are any promising practices that can be shared with other practitioners.* | 1. To what extent has the project generated knowledge, promising or emerging practices in the field of EVAW/G that should be documented and shared with other practitioners? |
| **Gender Equality and Human Rights** | 1. How effectively has the project incorporated human rights-based and gender-responsive approaches throughout its implementation in the Bosnian context, and to what extent have these principles been integrated into project activities and outcomes? |

1. **Methodology**

The evaluation will employ a participatory impact evaluation approach, ensuring focus on both process and outcome impacts. Project beneficiaries and stakeholders will be directly involved in specific aspects of the evaluation through individual interviews and focus group discussions. Selection of participants will be done collaboratively with the project team to ensure relevance. The goal is to amplify the voices of those affected by the project and foster ownership among stakeholders.

A combination of qualitative and quantitative methods will be used, guided by a participatory and consultative approach involving evaluation managers, partners, and beneficiaries. The evaluation design and methods will be determined through consultations to address evaluation objectives while considering budget, time, and data constraints. The sample size of quantitative analyses is selected in such a way that meaningful statements can also be made for relevant subgroups (confidence interval of at least 90% and a margin of error of at least 7%).

The methodology will follow a Theory of Change/Result Chain Framework approach, incorporating mixed methods to accommodate gender dynamics and ensure culturally appropriate and inclusive processes.

Suggested methodological tools and approaches may include:

1. **Desk Review**:

* Project proposal and logical framework.
* Annual work plans, activity reports, and monitoring data.
* Related documentation (reports, training materials, communication outputs, etc.);

1. **Data Collection**:

* Semi-structured interviews with project staff, beneficiaries, and stakeholders.
* Focus group discussions with women beneficiaries and local partners.
* Surveys (quantitative and qualitative).

1. **Field Visits**:

* Visits to project sites in the target municipalities to gather firsthand insights.

1. **Stakeholder Workshop**:

* Presentation of preliminary findings to key stakeholders for validation and feedback.

The proposed approach and methodology must be considered as flexible guidelines rather than final requirements, and the evaluators will have to revise and make a refined methodological proposal at the inception phase of the evaluation.

1. **Evaluation ethics**

The evaluation will be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’**[[1]](#footnote-1)**. The paragraph below is a generic statement that needs to be modified based on the specific evaluation needs of each project and the local context.

The evaluation will be a transparent and participatory process engaging a broad and diverse range of relevant CURE and Budućnost stakeholders, partners at local and regional levels and key changemaker.

It will be carried out in accordance with United Nations Evaluation Group (UNEG) Norms and Standards and Ethical Code of Conduct, the World Health Organization (WHO) Ethical and Safety Recommendations for Research on Domestic Violence Against Women, and WtW and CLWG internal policies. The explicit emphasis will be placed on integrating gender equality and human rights principles in the evaluation content and process.

The evaluator/s must put in place specific safeguards and protocols to protect the safety (both physical and psychological) of respondents and those collecting the data as well as to prevent harm. This must ensure the rights of the individual are protected and participation in the evaluation does not result in further violation of their rights. **The evaluator/s must have a plan in place to:**

* Protect the rights of respondents, including privacy and confidentiality;
* Elaborate on how informed consent will be obtained and to ensure that the names of individuals consulted during data collection will not be made public;
* If the project involves children (under 18 years old) the evaluator/s must consider additional risks and need for parental consent;
* The evaluator/s must be trained in collecting sensitive information and specifically data relating to violence against women and select any members of the evaluation team on these issues.
* Data collection tools must be designed in a way that is culturally appropriate and does not create distress for respondents;
* Data collection visits should be organized at the appropriate time and place to minimize risk to respondents;
* The interviewer or data collector must be able to provide information on how individuals in situations of risk can seek support (referrals to organizations that can provided counseling support, for example).

**5. Deliverables**

The evaluator will provide the following:

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| **Deliverable** | **Description** | **Timeline** |
| **Field Mission Report** | Clarification of objectives, methods, and stakeholder meetings. | Within 2 weeks of start |
| **Presentation of Key Findings** | Summary of preliminary findings for discussion with CURE, Budućnost and IAMANEH. | Upon completion of field mission |
| **Draft Report** | Comprehensive evaluation report for review and feedback. | One week post-mission |
| **Final Report and dissemination** | Revised report incorporating feedback, including actionable recommendations.  Presentation of the final report | One-week post-feedback |

The final report should not exceed 20 pages (excluding annexes) and must include:

* Executive summary (1-2 pages).
* Purpose, objectives, and scope of the evaluation.
* Methodology.
* Findings and analysis.
* Conclusions and recommendations.
* Lessons learned.
* Annexes (e.g., ToR, list of respondents, questionnaires).

**6. Timeline**

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| **Milestone** | **Deadline** |
| Submission of Expressions of Interest | June 18, 2025 |
| Selection of Evaluator | June 30, 2025 |
| Evaluation Start Date | July 7, 2025 |
| Draft Report Submission | July 18, 2025 |
| Final Report and Submission | July 30, 2025 |

**7. Budget**

The total budget for this evaluation is 4,000 KM (gross), covering all evaluator expenses, including travel, accommodation, and data collection activities. Payment will be made in instalments upon submission of deliverables.

**8. Evaluator Profile**

The evaluator should have:

* Proven experience in monitoring and evaluation, particularly in political empowerment of women, gender equality, women’s rights and relevant area.
* Strong analytical, communication, and participatory skills.
* Familiarity with the social and institutional context of Bosnia and Herzegovina.
* Fluency in English (knowledge of local languages is an asset).

**9. Application Requirements**

Expressions of interest should be submitted by **June 18, 2025**, to **Enida@fondacijacure.org**. Applications must include:

* A detailed CV.
* A proposed methodology for the evaluation.
* Two references.
* Confirmation of availability for the proposed timeline.

For additional information, contact CURE at **Enida@fondacijacure.org**

**Please note: The deadline for submission of applications has been extended to 27th June 2025.**

1. **Resources:**

   [WHO, “Ethical and safety recommendations for intervention research on violence against women](http://www.who.int/reproductivehealth/publications/violence/intervention-research-vaw/en/) “, (2016)

   [WHO, “Ethical and safely recommendations for researching, documenting and monitoring sexual violence in emergencies](http://www.who.int/reproductivehealth/publications/violence/9789241595681/en/)” (2007)

   [WHO/PATH, “Researching violence against women: a practical guide for researchers and activists](https://path.azureedge.net/media/documents/GBV_rvaw_complete.pdf)”, (2005)

   [UNICEF’s “Child and youth participation guide”](https://www.unicef.org/adolescence/cypguide/resourceguide_ethics.html) (various resources)

   [UNEG guidance document, “Integrating human rights and gender equality in evaluations](http://www.unevaluation.org/document/download/2107)”, (2011) [↑](#footnote-ref-1)