

EVALUATION CONSULTANCY FOR A HUMAN RIGHTS MONITORING PROJECT

The International Refugee Rights Initiative (IRRI) is currently looking for an evaluation consultant for its human rights monitoring and capacity building project in a conflict affected country of the Great Lakes region.

BACKGROUND

The purpose of the consultancy is to evaluate the performance of the human rights monitoring project. The project is implemented by field monitors on the ground, from a local human rights partner organisation supported by IRRI, in one of the countries of the Great Lakes region. Teams of human rights monitors are engaged in monitoring, documenting and reporting systematic violence and human rights violations against civilians, for use in advocacy efforts. IRRI is also mandated to provide mentoring support and build the capacity of the local partner organisation.

AIMS AND OBJECTIVES OF THE EVALUATION

- To evaluate the activities of the project.
- To consider the continued relevance of the project in the light of recent political developments.
- To make recommendations for the improvement of the project for the next phase and, if necessary, its adjustment in the light of recent political developments.

PROJECT GOAL AND OUTCOMES

The long-term goal of the project is to defend and promote human rights in the area concerned, by focusing on the following outcomes:

Improve the local capacity to expose human rights violations and atrocity crimes by:

- a) Strengthening the institutional structures and capacities of the local human rights organisation (and any other institutional structures that may be created) to ensure their continued viability and effectiveness beyond IRRI's engagement.
- b) Improving the capacities of the human rights monitors to monitor, document and report on human rights violations and potential atrocity crimes in area.
- c) Reinforcing coordination among various other organisations monitoring and reporting on the conflicts in the area.
- d) Developing an information management system (IMS) to capture, store and manage the information collected on human rights violations and atrocity crimes in the area.
- e) Improve understandings of the relevant conflict dynamics in the area.

Encourage timely and effective responses to human rights violations and atrocity crimes in the area.

- a) The local communities are informed about human rights violations and atrocity crimes within their area.
- b) Raising awareness on human rights violations and atrocity crimes in the area at regional and international levels.
- c) Engaging key policy structures to advocate for policy change and a more effective response to the ongoing conflict, at regional and international levels.

BUDGET:

The total evaluation budget must not exceed \$6,000 and must be undertaken in a minimum of 15 days. A field trip, which may require additional negotiated time, will be covered by IRRI up to an additional \$4,000.

CONSULTANT SKILLS AND QUALIFICATIONS

The ideal consultant should have the following:

- A Bachelor's degree in the field of development studies, law or human rights. An advanced degree in these areas shall be an advantage.
- A minimum experience of three years' work related to human rights and mass atrocity in any country of the Great Lakes region.
- Proven expertise in conducting project reviews, impact assessments and project evaluations in the Great Lakes region.
- A clear understanding of human rights monitoring, documentation and reporting and their link to policy and advocacy work.
- A theoretical and practical understanding of capacity building and mentoring of local organisations.
- Demonstrated ability to complete assignments and deliver results in a timely manner.
- A working knowledge of other languages spoken in the region will be an advantage.
- Excellent conceptual and analytical skills.
- Excellent report writing skills in English.

PROPOSED METHODOLOGY

Among other criteria, the evaluation consultant will consider the **relevance**, **effectiveness**, **efficiency**, **impact** and **sustainability** of the project.

The consultant is expected to use various methods to conduct this evaluation including, but not limited to, the following:

Desk review

- Familiarisation with the history and dynamics of the conflict and violence in the country and area concerned.
- Review of relevant project documents including monthly reports generated from field monitors' work.
- Review of the report on the organisation review of the local partner organisation and their project documents.

Interviews

Among others, the consultant will carry out qualitative interviews (and/or conduct focus group discussions) with the following:

- Relevant IRRI staff, partner organisation board members and field monitors.
- Other stakeholders including the donor organisation, IRRI's cooperating peer partners, etc.. as agreed with IRRI's management.

Field visit

- A field visit will be carried out to project areas, subject to a security assessment and other factors.

Validation workshop (or meeting)

A validation meeting will be held to discuss the consultant's initial feedback to IRRI and the partner

organisation upon which the draft evaluation report may be revised to come up with a final evaluation report.

PROPOSED SCHEDULING

Please draw up a proposal covering, but not necessarily limited to, the following activities, clearly assigning dates to each activity.

	Activity	Total Days
1.	Briefing meeting with IRRI	
2.	Desk review / desk research	
3.	Interviews at IRRI head office	
4.	Field visit	To be discussed separately
5.	Data analysis and report writing	
6.	Submission of first draft for validation	
7.	Finalisation of report	
8.	Submission of Final report	
	Total number of days	

EXPECTED OUTPUT/DELIVERABLES

- A first draft evaluation report for a validation meeting with IRRI's management and project partner.
- A final comprehensive evaluation report in soft copy and four bound hard copies.

MANAGEMENT OF THE EVALUATION

The Evaluation Consultant will report to IRRI's Executive Director and work in close collaboration with the Programme Manager, the Advocacy Officer and the local partner organisation.

PAYMENT TERMS

- 10% on contract signing the consultancy contract
- 45% on completion of draft report and following validation meeting with IRRI staff.
- 45% on completion of contract and submission of final report.

As per the laws of Uganda, IRRI will withhold all relevant taxes

EXPRESSION OF INTEREST

Proposals should be made in writing to the Programme Manager at recruitment@refugee-rights.org no later than 30 March 2017. The applicant(s) should be available to start the evaluation in April 2017.

The evaluation proposal should clearly indicate an understanding of the ToR and outline a clear methodology for the assignment. It should include a detailed work plan, CV of proposed consultant(s) and two written references.

The financial proposal should present an overall total cost in US dollars (USD) with a clear breakdown of costs relating to each of the identified deliverables. Fees and other expenses should also be disaggregated in the proposal.