

## **Terms of Reference Az. 2026\_0021\_EVA3\_26\_ZGE**

### **Title of the Evaluation: Civil Society Development Cooperation**

Date: April 14, 2026

**Requested task: One consultant with expertise in evaluation of civil society for a country case study in Georgia.**

**Timeframe: July 1, 2026 until July 31, 2027**

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### **About DEval**

The German Institute for Development Evaluation (DEval) is based in Bonn, Germany. The institute is organized as a German non-profit institution with limited liability (German Limited Liability Companies Act, GmbH). Its sole shareholder is the German Federal Government, represented by the Federal Ministry for Economic Cooperation and Development (BMZ).

The main task of DEval is the independent analysis and assessment (evaluation) of German development cooperation interventions. Additional tasks include the development of appropriate methods and standards, providing qualification measures, as well as supporting evaluation capacity building in the partner countries for German development cooperation. The institute thereby engages in various national and international forms of cooperation.

# **1 Content about the evaluation**

## **1.1 Background**

Civil society organizations in Germany and in partner countries are independent actors in development cooperation (DC) that receive government funding (Official Development Aid, ODA) from the Federal Ministry for Economic Cooperation and Development (BMZ) to implement development cooperation projects. For the BMZ, civil society organizations play an important role in development cooperation. The BMZ assumes that they can often work where state cooperation reaches its limits, that they are well anchored locally, and can respond flexibly to local needs.

Until now, this civil society development cooperation has only been subject to strategic evaluations in certain areas. A comprehensive strategic evaluation of civil society development cooperation is thus lacking. DEval is closing this gap with a two-part evaluation: Starting in mid-2026, an evaluative study will examine the use of instruments for strengthening civil society according to partner country contexts. Subsequently, a strategic evaluation will take a comprehensive look at civil society development cooperation.

## **1.2 Description of the evaluation**

Using a so-called "modular approach," DEval will examine the thematic area of "instruments of civil society development cooperation." This will involve implementing an evaluative (pilot) study and an evaluation directly building upon it.

The evaluative study focuses on different instruments for strengthening civil society in partner countries. The study will focus on three exemplary case study countries. To date the following countries are planned as case studies: Georgia, Ethiopia and Mali. While data collection in Mali and Ethiopia will be conducted remotely, data collection in Georgia will be conducted on site.

In the subsequent evaluation, DEval will deepen the findings of the completed evaluative study. DEval will examine the instruments of BMZ's civil society development cooperation across countries and systematically consider country specific challenges to strengthening civil society. This will include, among other things, a macro-quantitative analysis of data on German ODA funds with a focus on funds implemented by civil society organizations. Additionally, the evaluation will be designed to remain appropriately open thematically in order to accommodate emerging knowledge needs up until the start of the evaluation, as well as input from civil society organizations and changing national and international political contexts. Depending on the research questions, methods such as document analyses, surveys, or additional case studies may be employed.

Overall, the evaluation aims to examine the relevance of civil society development cooperation instruments and their coherence with BMZ's bilaterally and multilaterally implemented portfolio, and to answer questions related to aspects including effectiveness, sustainability, and the development policy impacts of civil society instruments.

### **1.3 Time frame of the evaluation**

The planning for the evaluation includes the following rough, tentative schedule for the pilot study on instruments for promoting civil society in partner countries:

- April 2026 to June 2026: Preparation of the evaluation,
- June 2026: Official start of the evaluation,
- July 2026 to October 2026: Inception phase (incl. reference group (RG) meeting) and preparation of data collection,
- November 2026 to February 2027: Data collection and analysis,
- March 2027 to September 2027: Report writing (incl. RG meeting) and publication of the report.

For the subsequent evaluation of civil society development cooperation instruments, the following tentative schedule is planned:

- October 2027 to January 2028: Conceptual phase (incl. RG meeting),
- February 2028 to July 2028: Inception phase (incl. RG meeting) and preparation of data collection,
- August 2028 to February 2029: Data collection and analysis, synthesis (incl. RG meeting),
- March 2029 to November 2029: Report writing (incl. RG meeting) and publication of the report.

## 2 Object of the contract

### 2.1 Overall objective of the contract

**We are looking for a consultant with expertise in (1) civil society in Georgia and (2) evaluation**, mainly qualitative data collection and data analysis.

The consultant is said to support DEval's evaluation team in planning, preparation, implementation and analysis of interventions funded by BMZ in Georgia.

The consultant will closely collaborate with DEval's evaluation team in Bonn, Germany. The case study will be led by at least one member of DEval's evaluation team. The consultant and the member(s) of DEval's evaluation team will collaboratively prepare and conduct interviews and analyse the data. This comprises inter alia the collaborative development of the country case studies' data collection instruments, jointly conducting interviews in-person on site or virtually as well as collaborating in the analysis of interviews. DEval's evaluation team will most probably travel to Georgia for most of data collection.

### 2.2 Specification of the requested tasks

In the context of this tender, the sought consultant will support the evaluation with its thematic, methodological, and analytical expertise. The consultant shall perform the following tasks:

#### **A. Preparation of the data collection:**

- a) Development of a context analysis for the case study. This entails: The consultant will develop a first draft of a context analysis for strengthening civil society in Georgia. DEval will provide an overview over relevant sources for the context analysis and will ask the consultant to provide additional and context specific sources (e.g. documents) as well as a list of important stakeholders as a basis for the context analysis. The consultant will then draft the context analysis (max. 15 pages). Her/His first draft will be commented on by DEval and then revised by the consultant.
- b) Collaboratively developing the data collection plan and interview guidelines together with DEval evaluation team. This entails the participation in a half-day online workshop together with the DEval team to collaboratively develop the data collection plan as well as data collection instruments. The DEval team will structure and moderate this workshop. The consultant will be asked to prepare inputs for the workshop with regard to the methodological approach as well as with regard to logistical challenges. This includes also legal and formal preconditions as well as ethical considerations (e.g. do-no-harm) for data collection in Georgia. The consultant will be responsible for documentation of the workshop in a written data collection plan (in English, max. 2-3 pages).
- c) Preparation of the country case study. This entails establishing first contact with stakeholders in Georgia and organising briefing meetings. This can include representatives of the partner government or administration as well as civil society actors or partners of international development. This also entails ensuring the obtaining of consent forms for the interviews, which will be provided by DEval.

#### **B. Logistical preparation of and support to data collection:**

- a) The logistical preparation of data collection: This entails filing formal applications with the respective public authority. This also entails organising and booking secure locations for data collection, where interviews can be conducted without exposing interview partners to visibility and without putting them at risk. This includes the establishment of a complaint mechanism in the form of a toll-free telephone number that can be contacted in case of complaints.

**C. Data collection and documentation:**

- a) Participation in data collection. This entails participating in and conducting of interviews and group discussions (in total approximately 25 interviews or discussions à 1,5h). Most interviews and discussions are conducted in person (if logistically possible) and together with the DEval evaluation team (if appropriate and logistically possible). Some interviews might be conducted alone after the departure of DEval's evaluation team.
- b) Ensuring documentation of all interviews. Provided that consent has been given, all interviews will be documented by audio recordings. The consultant will ensure the transcription of audio recordings of interviews and focus group discussions in English. In case interviews will have been conducted in a local language, the consultant will ensure the transcript is translated into English. The consultant should subcontract the transcription of interviews to a local subcontractor or should conduct the transcription (and translation) herself/himself. The consultant should then independently supervise the transcription process (communication, payment etc.).

**D. Data analysis, case study report and dissemination of results:**

- a) Analysis of all interviews, group discussions and additional methods as well as documentation of analysis for every evaluation question (in an Excel-table following a template commonly developed in advance). This entails a half-day virtual workshop of the consultant with the DEval team to develop a common understanding of the findings and their interpretation.
- b) De-briefing of stakeholders. This entails planning, organising, conducting and documenting of a debriefing meeting after data collection. Depending on the context, it might be necessary to conduct separate de-briefings for different stakeholder groups.
- c) Commenting on the evaluation report. This entails on providing input for the evaluation report as well as commenting on the draft evaluation report by the DEval-team.

**E. Communication with DEval team:**

- a) Kick-off and onboarding. This entails the participation of the consultant in a half-day virtual workshop with the DEval evaluation team for onboarding and to prepare case study and documentation.
- b) Regular exchange of the consultant with DEval team (online jour fixe), at least monthly, incl. preparation (e.g. in form of PowerPoint presentations). This will take place during the concept and the report writing phase of the evaluation.

**F. Travelling**

As the main interview partners are based in the capital city, we do not plan any travelling outside the capital. Therefore, we plan only inner-city travel.

### **2.3 Responsibilities between contractor and customer**

DEval is responsible for managing and implementing the evaluation on civil society development cooperation. This includes the management of the described tasks of the contract. DEval's evaluation team is responsible for ensuring the quality of the evaluation and for coordinating the consultant's work. The consultant's tasks will be closely coordinated with the work of the DEval evaluation team.

### 3 Volume of work and timeframe

The duration of the services to be performed shall be from **July 1, 2026 until July 31, 2027** but not longer than the actually fixed end date of the evaluation. The working days listed in the table below refer to the contingent for the consultant team. The volume of work will consist of **up to 56 working days for the consultant**. There is no guarantee about the volume of work and the timeframe.

	DELIVERABLES / TASKS	UP TO DAYS	TENTATIVE DATES
<b>A.</b>	<b>Preparation of data collection</b>	<b>15</b>	<b>July 2026 – September 2026</b>
1.	Development of a context analysis for the case study	10	July 2026
2.	Collaboratively developing the data collection plan and interview guidelines together with DEval evaluation team	2	July – August 2026
3.	Preparation of the country case study	3	July – September 2026
<b>B.</b>	<b>Logistical preparation of and support to data collection</b>	<b>2</b>	<b>July – September 2026</b>
4.	The logistical preparation of data collection	2	July – September 2026
<b>C.</b>	<b>Data collection and documentation</b>	<b>14</b>	<b>November 2026 – January 2027</b>
5.	Participation in data collection	13	November 2026 – January 2027
6.	Ensuring documentation of all interviews	1	December 2026 – January 2027
<b>D.</b>	<b>Data analysis, case study report and dissemination of results</b>	<b>19</b>	<b>January – July 2027</b>
7.	Analysis of all interviews, group discussions and additional methods as well as documentation of analysis	10	January – February 2027
8.	De-briefing of stakeholders	4	January – February 2027
9.	Commenting on the evaluation report	5	February – July 2027
<b>E.</b>	<b>Communication with DEval team</b>	<b>6</b>	<b>July 2026 – July 2027</b>
10.	Kick-off and onboarding	1	July 2026
11.	Regular exchange	5	July 2026 – July 2027
<b>TOTAL OF WORKING DAYS (from 1.-11.) UP TO</b>		<b>56</b>	