

1. Indicative ToR for the external evaluation

Services required

Procurement of consultancy services (individual, team or company) for the evaluation of the Small Arms Survey European Union (EU)–League of Arab States (LAS) Project Phase II (2021-2024).

Organizations and project overview

The Small Arms Survey is a center for applied knowledge on matters of control and proliferation of small arms, associated parts and ammunition. We produce the latest evidence and expert thinking to inform policy and practice through a combination of data, evidence-based knowledge, authoritative resources and tools, expertise, technical assistance, and the convening of practitioners and policymakers.

Project description

The EU–LAS Project, Phase II (1 Oct. 2021 to 30 Sept. 2024) supports LAS member states in their fight against illicit small arms and light weapons (SALW). The European Union (EU) funds the project and entrusts its implementation to the Small Arms Survey (project coordinator), INTERPOL, and the World Customs Organization (WCO), working in collaboration with the LAS Department of Arms Control and Disarmament. The project responds to the needs and priorities identified by LAS member states within the framework of the EU–LAS Strategic Dialogue (Working Group on Weapons of Mass Destruction, Small Arms and Light Weapons, and Arms Control).

Project outcomes and outputs

EU-LAS Project outcomes mirror the objectives set out in the EU Council Decision for Phase II, which in turn derive from the EU-LAS Strategic Dialogue. As expressed in the Project Logframe, these outcomes are:

- Outcome 1 A sustainable increase in the national capacity of LAS Member States to combat the illicit proliferation of SALW, combat terrorism, and enhance security in post-conflict situations, consistent with international human rights standards
- Outcome 2 A sustainable increase in the regional capacity of the LAS to address the same (Outcome 1) challenges
- Outcome 3 The strengthening of LAS Member States' national control over SALW at key stages of their life cycle
- Outcome 4 The enhanced exchange of best practices and lessons learned

Project outputs aim at:

- Raising awareness of the project, strengthening contacts with LAS Member States, and identifying national and regional priorities (Phase II inception meeting, regional workshops);
- Promoting the exchange of best practices and lessons learned (regional workshops)
- Providing training for LAS states requesting it (national training)
- Providing in-depth training for participants from several LAS states at the same time (regional training)
- Providing additional capacity-building services and products (support for the development of national training curricula, facilitation of joint operations, translation of small arms-related documentation into Arabic).

Evaluation objectives

Purpose

The purpose of this consultancy is to undertake a final evaluation of the EU-LAS Project Phase II. The specific objectives of the evaluation will be to assess the progress made towards the achievement of the expected results of the project, the relevance of the project's theory of change to the target groups, as well as to identify key lessons to be learned from the implementation of the project. With this in mind, the evaluation's objective should be three-pronged, and focus on:

- The overall relevance of the approach and strategic objectives to the target groups;
- The progress and impact in terms of uptake across the Arab Region;
- The extent to which the project contributes to sustainable capacity building and feeds into policy processes in the Arab Region in the thematic areas the project covers (international transfer control / border control, small arms tracing and investigation, stockpile management and security).

Scope

The evaluation will cover the period ranging from October 2021 to September 2024 (project phase II). The external evaluator is expected to identify suitable findings as well as formulate recommendations.

Evaluation criteria and questions

The following questions may serve to frame the evaluator's engagement:

Relevance and coherence: to what extent do the objectives and expected results meet the needs of the target groups in the Arab Region? What mechanisms were put in place to ensure the project remains relevant over time, despite changes in the operating environment at country and regional levels? Was the project able to adapt if and when needed? To what extent do the project's governance and management arrangements facilitate strategic decision-making, appropriate programme leadership, knowledge exchange and learning?

Results: what are the project's most significant achievements? Were some of the intended results not, or only partially, achieved, and if so why?

Sustainability: what was the degree of ownership on the part of the LAS and countries of intervention? To what extent have relevant capacities been strengthened in the Arab Region and how durable is the said change?

Timeframe and expected outputs

Timeframe

35 working days over the period March to June 2024 included.

Application deadline

The deadline for submission is on 1st March 2024, 1700 Geneva time (CET). No application will be considered past the deadline.

Summary of evaluation timeline

Phases & Activities		Deadline
Procurement and selection process		
	Deadline for application	1-Mar-2024
	Review and selection of evaluator, incl. clarification	14-Mar-2024
	Contracting	29-Mar-2024
Inception report - final		19-Apr-2024
Data collection and analysis phase		19-Apr to 31-May 2024
Data analysis & reporting		1-Jun to 7-June-2023
	Submission draft report	14-Jun-2023
	Feedback workshop	21-Jun-2023
	Submission final report	29-July-2023

Expected outputs

The main outputs of this evaluation are as follows:

- **Inception report** inclusive of the proposed methodology and workplan for the evaluation, an evaluation matrix and an indicative list of stakeholders to interview as part of the evaluation;
- Following data collection and analysis, a **draft report** that outlines preliminary findings and recommendations;
- **An in-person feedback session** with the Small Arms Survey team, INTERPOL, WCO, the EU and LAS to present and discuss preliminary findings. During this session, the evaluator is expected to facilitate a discussion of the evaluation process, findings and recommendations to the project's main stakeholders, with a view to soliciting their feedback;
- **Final report and recommendations** (maximum 25 pages, excluding annexes), drawing on the Small Arms Survey's and partners' feedback.

How to apply

Required Skills and Qualifications

The Survey is looking for an experienced individual or team with the following skills and qualifications:

- No less than 12 years of experience conducting evaluation and learning exercises in the area of peace and security. This must include prior experience evaluating regional and/or global initiatives, in partnership with regional and/or multilateral organizations. A solid grasp of conflict prevention strategies, development programming, and the broader context of international development is required. Prior experience with matters of small arms control and management would be a strong asset.
- Prior experience working on regional initiatives in the field of capacity building, policy influence and sustainable learning will be an asset.
- The evaluator should have exceptional analytical and writing skills to effectively interpret data, draw sound conclusions, and communicate complex findings clearly and concisely to stakeholders of diverse cultural and institutional backgrounds.
- Cultural sensitivity is a must, and prior experience working in the MENA region would be a plus.
- Availability to travel for short data collection missions.

How to Apply

To apply, please send the following documents, to nathalie.fauvarque@smallarmssurvey.org. The deadline for submission is on 1st March 2024, 1700 Geneva time (CET). No application will be considered past the deadline.

- A technical proposal that features an understanding of the Terms of Reference, the proposed evaluation methodology, an indicative evaluation matrix, and a draft work plan.
- A CV—or CVs in case of a team.
- In case you apply as a team, a clear outline of the team structure and individual responsibilities to deliver on the proposed assignment.
- A track record listing the missions that the consultant(s) has / have carried out in the past and that (s)he considers the most relevant in relation to the present terms of reference.
- A cover letter (maximum 1 page).
- A financial offer, including a milestone-based payment plan.