TERMS OF REFERENCE

International IDEA – State of Democracy Assessment Programme Evaluation

December 2016 – May 2017

Tender Reference no. 258/16-96

About International IDEA

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization supporting sustainable democracy worldwide. Its objective is to strengthen democratic institutions and processes by providing knowledge resources and supporting democratic reforms in response to specific national requests. It works together with policy makers, governments, UN organizations and agencies, regional and national organizations engaged in the field of democracy building. International IDEA has 29 Member States and is based in Stockholm, Sweden, with offices in Latin America, the Caribbean, Africa, Asia, Europe including an Office of the Permanent Observer to the UN in New York, US.

International IDEA's main areas of expertise are: Electoral Processes (EP); Constitution Building Processes (CBP); Political Participation and Representation (PPR) and Democracy and Development (DD), as well as three cross-cutting themes of Gender, Diversity, and Conflict and Security. In 2016, a new unit, *Democracy Analysis, Assessment and Advice (DAAA)* was established and brought together the International IDEA's cross-cutting themes[1] and democracy assessments at local, regional, national and global level, also referred to as State of (Local) Democracy Assessments. The mandate of the DAAA Unit emphasise their contribution to *International IDEA's capacity to strengthen democratic institutions and processes through analysis, assessment, and advice (of democratic trends and issues), including through mainstreaming gender, diversity, and conflict and security into IDEA's programmatic activities.*

Background

International IDEA´**s** 2012-2017 strategy emphasizes a "focus on developing, sharing and enabling the use of comparative knowledge, facilitating dialogue to support democratic change; and partnering in the reform efforts at the country level". It also highlights that sustainable democracy is not possible, unless citizens are the centre of this transformation. In line with this, the strategy including its mid-term strategy review, specifically mentions the importance of the State of (Local) Democracy assessments for its work. It highlights that International IDEA's role as a convener and facilitator of dialogue at the country level should firmly be grounded in the Institute's non-prescriptive approach and use the State of Democracy (Local) Assessment Framework and methodology as a baseline.

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[1] Gender, Conflict and Security and Diversity

Since 2000, International IDEA has supported in-country democracy assessments based on International IDEA´s State of Democracy (SoD) and State of Local Democracy (SoLD) assessment frameworks. The frameworks enable citizens to periodically assess the quality of their own democracies and contribute to their national, regional or local reform agendas.

The assessment methodology and approach is based on a two-dimensional process that combines research with inclusive dialogue and debate that in turn serve as an opportunity for citizens to further strengthen and deepen their democracies. As such, the So(L)D assessments serve as platforms and channels for making evidence-based policy options available to actors in national/regional/local reform processes. The approach is targeted at building in-country ownership of democratic reform priorities and following this, the assessments frameworks are designed to be picked up by a variety of in-country actors. Assessment initiatives can therefore come from governments, parliaments, civil society actors, research institutions, partner organisations amongst others.

To date, So(L)Ds have been conducted more than 30 times in 25 countries, both at the regional, national and subnational levels. International IDEA's State of Democracy website provides information about the democracy assessment approach, the assessment frameworks[2] and already carried-out country assessments.

In the context of the Institute's 2012-2017 Strategy International IDEA intends to initiate a first evaluation of the past 5 years (2012-2017) of conducting democracy assessments based on the SoD and SoLD assessment frameworks. The evaluation will allow IDEA to reflect on the use of State of (Local) Democracy assessments under its next institutional Strategy and inform IDEA's future programming in this field.

Purpose for the Evaluation

The main purpose of the evaluation is to analyse the relevance, effectiveness, efficiency, impact and sustainability of the International IDEA's State of (Local) Democracy assessment approach and corresponding tools. The results of the evaluation will contribute towards informing International IDEA's (1) strategic direction and (2) programmatic direction on to make use of So(L)D democracy assessment approach and frameworks.

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[2] International IDEA has developed three frameworks which share the same approach to democracy assessments; State of Democracy Assessments, State of Local Democracy Assessment and Democratic Accountability in Service Delivery Assessments.

Specific Objectives of the Evaluation

This evaluation has the following <u>main objectives</u>:

1) Evaluate the use and outcomes of the So(L)D country assessments conducted/initiated between 2012-2017 and their contribution to democratic reform processes;

2) Analyse the strengths and weaknesses of the So(L)D assessment framework and approach;

3) Evaluate the utility and user friendliness of the So(L)D democracy assessments for external and internal target audiences;

4) Evaluate the contribution of the So(L)D Assessments programmatic work towards achieving the institutional goals outlined in International IDEA's current strategy.

Scope of the Evaluation

Deriving from the objectives above, this evaluation will consist of the following four components:

a. **So(L)D assessments: Usage and outcomes**

The evaluation will review past and currently ongoing SoD and SoLD assessments conducted/initiated between 2012-2017, focusing on the use and outcomes of these assessments. The analysis should include the ways in which So(L)D assessments have informed national, regional or local democratic reform processes and/or policy agendas. This component will include lessons learned in regards to the implementation of the So(L)D assessments, taking into account International IDEA's type/level of engagement in different So(L)D assessment initiatives, and identify constraints and success factors. Finally, the component should analyse to which extent the cross-cutting themes have been part of these assessments, both in process and content development.

b. **So(L)D assessment framework and approach: strengths and weaknesses**

Given the purpose of the evaluation, it is critical that the evaluation is informed by an analysis of the strengths and weaknesses of the So(L)D assessment framework and approach. This requires a landscape analysis of other existing democracy assessment/measurement methodologies and a systematic comparison of key characteristics. Based on this, the component will include explore the niche and added value of the So(L)D framework and approach. The analysis under this components should pay attention to the diversity, gender, conflict & security dimensions.

c. **So(L)D assessment design: Utility and user friendliness**

The component will evaluate the utility and user friendliness of International IDEA's democracy assessment frameworks for internal and external target audiences. The analysis will identify the extent to which the current format and design facilitates ways in which the assessments can be used by policy makers involved in democratic reform processes. It should also assess challenges and opportunities for generating resources to conduct an assessment, including resources for post-assessment activities. This component should include recommendations for further improving and innovating the State of (Local) Democracy assessment approach, framework and tools. These recommendations should pay specific attention to diversity, conflict & security and gender dimensions.

d. **So(L)D assessment: Contribution to International IDEA's strategy 2012-2017**

The evaluation will identify the extent to which the So(L)D assessments and corresponding programmatic activities have contributed to the current Strategy, including its institutional gender, diversity and conflict & security objectives. It will also make recommendations on the strategic direction So(L)D assessments should take to inform the programmatic direction for the So(L)D assessments within International IDEA's new Strategic Framework 2018-2023.

Approach and Methodology

In line with the objectives and scope of the evaluations, the Consultant(s) needs to define a detailed evaluation proposal. This proposal will highlight the methodological framework, information gathering and analysis strategies, sources of information, case studies, work plan for the evaluation process and structure/outline of the evaluation report, including the detailed evaluation questions.

The detailed evaluation questions must be formulated in accordance with the OECD/DAC evaluation criteria of Relevance, Effectiveness, Efficiency, Impact, and Sustainability, and take into consideration the following cross-cutting themes: gender, diversity and conflict & security.

The methods expected to be used by the consultant include a combination of desk research, interviews with IDEA staff (management level and programmatic staff in headquarters and in the regional and/or country offices), as well as interviews and/or focus group discussions with in-country democracy assessment teams and community of practice. In addition consultations should be held with Member States representatives, former and current Board of Advisor members, and key regional and country stakeholders.

This assignment will require a more detailed analysis of at least three specific case studies. This will entail traveling to selected countries to interview partner organisations, assessment teams, policy makers and other relevant stakeholders. The Consultant shall propose the three case studies including the rationale behind this selection. The final selection of case studies will be made by the Head of DAAA.

Deliverables and schedule

The final product will be the Evaluation report in line with these Terms of Reference and additional quality criteria specified in the work plan.

The main deliverables include:

- Formulation and presentation of the updated evaluation proposal and work plan- by 8 December 2016;
- 1st draft of the Evaluation report and presentation- by 1 March 2017;
- 2nd draft of the Evaluation report, incorporating comments- 15 April 2017;
- The final draft of the Evaluation report- by 15 May 2017.

The consultancy will be undertaken for an estimated 60-70 working days in a period of 4.5 months from 1 December 2016 and 15 May 2017 and in accordance with the following indicative schedule:

	Task	Submission
1	Deadline for tender	28 October 2016
2	Selected consultant (s) sign contract	01 December 2016
3	**Submission of updated proposal and work plan**	**08 December 2016**
4	Desk review, landscape analysis, research & staff interviews	December - March 2017
5	Assess specific SoD assessments (travel) *	February - March 2017
6	**Submission of 1st draft Evaluation Report, and Presentation**	**10 March 2017**
7	Incorporate feedback, conduct additional research and consultations	10 March – 5 April 2017
8	**Submission of Second draft Evaluation Report**	**5 April 2017**
9	Address final feedback and comments	5 April – 15 May 2017
10	**Submission of Final draft Evaluation Report**	**15 May 2017**

Reporting and Accountability

International IDEA will commission the evaluation and hire the Evaluation Consultant who will report to the Head of the DAAA Unit.

The Consultant will operate from their usual place of business using their own equipment (e.g. computers, telephone, faxes etc.). This contract will not cover any costs for purchase of equipment.

The Consultant will be responsible for scheduling and setting up any required meetings. This will include, as a minimum, monthly updates/conference calls with the Head of DAAA or her designated representatives.

Most of the work will be done remotely and virtual consultations with IDEA staff, project partners and target groups will be conducted.

The Consultant will be responsible for coordination tasks as outlined in these ToRs to enable the production of the evaluation report by scheduling and setting up meetings and interviews with IDEA staff and external stakeholders in close consultation with the DAAA Head or her designated representatives.

The Consultant will be responsible for logistical arrangements such as travel and accommodation associated with carrying out the tasks described in these terms of reference. International IDEA will support travel and accommodation arrangements for three selected country visits.

All logistical arrangements will be done in accordance with International IDEA Travel and other related policies and procedures.

Professional Qualifications

The Evaluation Consultant is required to have the following qualifications, competencies and experience;

- Masters degree or higher in social or political science, law, international relations or a related field;
- Demonstrated experience in conducting evaluations of global, complex projects and programs of a similar scope, preferably for international organisations and/or NGOs
- Knowledge of and significant experience in assessing projects in the area of democratic governance and development
- Excellent oral and writing skills in English
- Excellent communication and interpersonal skills
- Proficiency in both qualitative and quantitative evaluation methods and analysis;
- Experience of working in a global multicultural setting respecting gender equality and diversity.
- Cultural sensitivity and ability to work in a multi-cultural environment.
- Ability to travel during the period of the assignment