



Budget
Accountability
and Transparency



TERMS OF REFERENCE

for External Evaluation of the project “Civic oversight
capacities for Budget Accountability and Transparency: BAT-
Civil Society” and sub-granting scheme

Implemented by





1. BACKGROUND INFORMATION

The Institute for Democracy and Mediation, in cooperation with the Center for Research and Policy Making (CRPM) and Faktaje, is implementing the project “Civic oversight capacities for Budget Accountability and Transparency: BAT-Civil Society”. This project is funded by the European Union, reference: EuropeAid/174080/DD/ACT/.

The overall objective of this project is to improve the governance and oversight of budget planning and implementation by strengthening the capacities of CSOs at the local and national levels to effectively participate in budget planning and to monitor and evaluate budget implementation.

The sub-granting scheme is one of the central components of the project which aims to engage the civil society, academia and journalists in delivering on the project’s goals. CSOs and journalists will produce research and investigative reports that examine case studies at the local and national levels. The CSOs and investigative journalists will be selected through an open call, and they will be financially supported to conduct their work through the sub-granting scheme. The overall goal of the BAT Sub-granting is to support civic stakeholders to play their oversight and monitoring roles in the field budget accountability and transparency at local and national level in Albania.

The specific objectives of the sub-granting facility are: (a) to empower and support civil society to monitor and evaluate local and central government agencies’ budget cycle, strengthen budget transparency, accountability and participation, and promote gender budgeting and financing of climate change measures; and (b) to empower and support investigative media initiatives and synergies between journalists and young academia (researchers and postgraduates) to expose factors and practices hampering budget accountability and transparency of state institutions.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The external evaluation of the Action and its sub-granting scheme complements internal evaluation processes, as part of the commitment for effective management of the Actions and EU funding. The intended impact of the Action is to contribute to improved governance and oversight of public budget processes by enhancing the role of civil society in shaping, monitoring, and evaluating budget planning and execution at both local and national levels. To achieve this, the Action focuses on two primary outcomes: (1) to capacitate and empower civil society organizations (CSOs) to actively engage in budgetary planning and oversight processes; and (2) to improve government policies and practices related to budget planning, implementation, and reporting through increased public scrutiny and the integration of gender-responsive approaches.

An external evaluator will be engaged to carry out a two-step evaluation process. The first step involves assessing the sub-granting schemes—BAT Monitor and BAT Expose— which supported 15 CSOs and 6 journalist grantees. The second step will consist of an overall evaluation of the Action, guided by the five OECD/DAC evaluation criteria: impact and sustainability, effectiveness, efficiency and relevance.

2.2 Purpose

The purpose of the assignment is to assess the outcome-level performance of the Action and its contribution to the intended results.

2.3 Results

The evaluator is expected to deliver: (1) an Evaluation Work Plan (including methodology, timeline, and data collection tools); (2) a draft evaluation report reflecting preliminary findings; (3) a final report incorporating IDM feedback. All deliverables should clearly assess the Action's achievements in relation to its intended outcomes and indicators.

3. SCOPE OF THE WORK

3.1. General

The external evaluation will focus on assessing outcome-level performance of the BAT Action, including its sub-granting schemes—BAT Monitor and BAT Expose. The purpose is to determine the extent to which the Action has achieved its two core outcomes, using the respective performance indicators. This includes strengthening the capacity of civil society organizations (CSOs) to engage in budgetary planning and oversight, and supporting improvements in government budget transparency and gender mainstreaming.

The evaluator will begin with a desk review of relevant documentation, including narrative and monitoring reports, sub-grantee deliverables, and other relevant means of verification. This review will inform the development of appropriate tools and approaches for data collection and analysis. Fieldwork will involve a limited number of interviews and consultations with a selected sample of sub-grantees, institutional stakeholders, and other relevant actors. The evaluation will avoid duplication with ongoing financial audits and internal monitoring processes, focusing solely on outcome-level performance. The evaluation findings will be structured in two parts: an assessment of the sub-granting schemes (BAT Monitor and BAT Expose) and an overall evaluation of the Action.

The evaluation will be a transparent and participatory process involving relevant stakeholders and partners. It will be grounded in gender and human rights principles and will adhere to IDM's Code of Conduct guidelines. All personal data collected or processed during the evaluation will be handled in full compliance with the Albanian Law on Personal Data Protection, ensuring confidentiality and ethical standards throughout the assignment.

3.2. Duration, Location, and Remuneration

The location of the assignment will take place in Tirana, Albania, starting from July 2025. The assignment foresees a maximum of 15 working days, with a total budget of 4,500 EUR excluding VAT) in line with IDM's applicable procurement rules and funding provisions.

3.3. Role and Tasks of the Evaluator

- Conduct a desk review of relevant project documents and reports provided by IDM and sub-grantees.
- Design and implement a methodology appropriate for outcome-level evaluation.
- Engage with selected stakeholders through either surveys, interviews or consultations to gather qualitative insights.
- Analyze the contribution of sub-granted projects to the overall outcomes of the Action.
- Assess the Action's performance against the five evaluation criteria: effectiveness, efficiency, impact, sustainability, and relevance.
- Prepare a draft evaluation report and incorporate feedback from IDM into the final version.
- Deliver a final report summarizing key findings and recommendations within the established deadline.

4. QUALIFICATIONS & SKILLS

- Proven experience (minimum 5 years) in evaluating donor-funded projects, preferably in the fields of governance, civil society strengthening, public finance, or transparency.
- Strong expertise in results-based and outcome-level evaluation methodologies, including mixed-method approaches.
- Familiarity with the OECD/DAC evaluation criteria and EU-funded project frameworks.
- Experience working with sub-granting mechanisms or evaluating grant-funded civil society and media initiatives is an asset.
- Demonstrated ability to plan and manage evaluations within tight timelines and complex stakeholder environments.
- Experience coordinating with multiple partners or institutions, including civil society actors and public sector institutions.
- Ability to work independently and to deliver high-quality outputs with limited supervision.
- Strong analytical and writing skills, with the ability to present complex findings clearly and concisely.
- Capacity to engage constructively with diverse stakeholders, including CSOs, journalists, and government representatives.
- Ability to facilitate interviews and discussions in a neutral, inclusive, and culturally sensitive manner.

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- Fluency in Albanian and English to ensure effective engagement with local stakeholders.

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5. APPLICATION SUBMISSION

Interested candidates are invited to submit an application package consisting of the following documents:

- Curriculum Vitae of the evaluator (max. 3 pages), outlining relevant qualifications and experience.
- References of three (3) similar Evaluation Reports conducted by the expert, preferably in relevant thematic areas (governance, civil society, public finance, etc.).
- Financial Offer indicating the total cost of the assignment, excluding VAT.

All application documents must be submitted via email to procurement@idmalbania.org no later than 10 July 2025, 17:00 CET. Incomplete or late submissions will not be considered.

The selection will be based on the following evaluation criteria:

- Expert's CV – 40%
- References of Evaluation Reports – 40%
- Financial Offer – 20%

Only shortlisted applicants will be contacted.