

Terms of Reference for the External Evaluator

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INTRODUCTION

The Project “**HELP ON THE ROUTE**- Fostering protection of human rights of migrants passing through Macedonia and Serbia” is implemented by the Ana and Vlade Divac Foundation in partnership with the Arbeiter-Samariter-Bund Deutschland – ASB, Macedonian Helsinki Committee – MHC (Macedonia), and Novi Sad Humanitarian Centre – NSHC (Serbia). The Action lasts for two years (Dec.2016- Nov.2018) and will be implemented on the territory of Macedonia and Serbia.

There are three main problems that have been identified in both countries:

1. The lack of clearly defined governments’ policies for implementation of human rights conventions and for protection of human rights of migrants;
2. The social climate of impunity for human rights violations, fuelled by the popular resentment and fear of the migrants, strongly contributed to by the sensationalist media;
3. The lack of knowledge and capacity of the civil society organizations that provide immediate aid and assistance to the migrants.

Taking into account everything mentioned above, **the main objective** of the project is: to contribute to the promotion and protection of human rights of migrants, including asylum seekers, passing through Macedonia and Serbia.

The specific objectives of the project are:

- to empower local CSOs aiding the migrants through networking and capacity building;
- to create a more enabling environment for eradication and prevention of the migrants’ human rights violations through advocacy of policies ensuring migrants’ human rights protection, and through awareness-raising.

Expected outcomes of the project are: recommendations for government authorities and decision-makers will be developed in order to improve existing instruments for protection of human rights of migrants and national legislation on asylum procedures; 20 civil society organizations (5 in Macedonia and 15 in Serbia) will get financial support to strengthen their capacity to identify, document and report violations of human rights of migrants and asylum seekers.

RATIONALE

According to UNHCR, over a million of migrants and refugees are estimated to have crossed to Europe in 2015, with the Western Balkans route remaining exposed to a direct knock-on effect of the record number of migrants arriving in Greece, as Frontex warns. As the people who entered the EU in Greece try to make their way via Macedonia and Serbia into Croatia, and then towards western Europe, an unprecedented number of illegal crossings has been detected in the region – around 764,000 during 2015 – which represents a 16-fold rise from 2014 (source: Frontex). In the Former Yugoslav Republic of Macedonia, since UNHCR began monitoring (July 2015), entries of 697,228 refugees and migrants have been recorded, with almost all of them travelling towards Serbia. Since the beginning of 2016, according to the Macedonian Ministry of Interior, about 90,000 refugees have entered Macedonia from Greece (data from early March 2016), and the number of

people who daily transfer through the country is expected to further increase. In the Republic of Serbia, according to the data of the Government's Commissariat for refugees and migration, more than 577,000 people were registered entering the country in 2015, with the average influx of approximately 1,600. According to estimations of the International Organization for Migration (IOM), the number of migrants and refugees arriving to Europe in 2016 may exceed the one million mark, as it did in 2015.

Although the frequency of the migrants' human rights violations is in direct proportion to the volume and the dynamics of the inflow of people, as well as to the consequent pressure put on the governments of the countries they pass through, and although neither the Macedonian nor the Serbian government have influence on the outflow of the migrants, the ethical and the legal obligation to protect the migrants' human rights remain. However, in spite of the declarations, little evidence points to substantial efforts of the decision-makers, at the central or at the local level, to prevent the violations and prosecute the perpetrators. Moreover, the matter of the repeated violations of the migrants' human rights is informally deprioritised on the agendas of the Macedonian and Serbian decision-makers, in all fairness, in large part due to the context framed by several factors demanding their immediate attention – the looming humanitarian and the foreseeable social crisis related to the increased influx, the lack of a collective European Union response resulting in the mounting number of migrants in the region, and the growing concerns for local and regional security.

The constrictions of the unfavourable context that the Macedonian and the Serbian governments operate within, the applicant and the co-applicants set off to identify and address the amendable impediments to providing protection of human rights of migrants, asylum seekers and asylum seekers in third countries.

SCOPE OF WORK

1.1. General

Geographical area to be covered

The geographical area to be covered will be **Serbia**. The activities will be carried out in the area suggested by Contracting Authority and Project Partners.

Target group: Stakeholders involved in provision of support to the migrants: governmental organizations and institutions; local authorities; non-profit organisations working in the field of provision of different kind of support to the migrants; refugees, migrants and asylum seekers in Serbia; members of the network „Help on the road“ established within the project; etc.

1.2. Specific activities

Implementation of 4 focus groups and 15 in-depth interviews

External evaluator will work in close cooperation with the Contracting Authority. External evaluator will be actively engaged in the following tasks:

- Develop a plan of focus groups and in-depth interviews to get an insight into the attitudes and behaviour of key stakeholders in the migrant crisis in Serbia (a detailed agenda for the focus groups and a set of questions for interviews, along with explanation and goals of each one of them);
- Implement 2 focus groups and 7 interviews during October 2017;
- Prepare a written report on the findings of conducted focus groups and interviews with an Executive Summary, all in Serbian language, by 31 October 2017;
- Implement 2 focus groups and 8 interviews during September and October 2018;

- Prepare a written report on the findings of conducted focus groups and interviews with an Executive Summary, all in Serbian language, by 15 October 2018.

In realizing proposed activities, the External Evaluator will consult with Contracting Authority on the adjustment of the focus groups and interviews according to the Project's needs.

OBLIGATIONS AND RESPONSIBILITIES OF THE EXTERNAL EVALUATOR:

- Prepare detailed plan for each of the focus groups and interviews that will take place, along with explanation and goals of each one of them;
- Facilitate and lead training focus groups and interviews;
- Prepare written reports for the Contracting Authority that will be used for two yearly research-based policy papers with recommendations;
- Provide clarifications and amendments to the reports, if needed.

Deadline for submission of tenders is 27th of September 2017. The intended commencement date is **1st of October 2017** and the period of implementation of the contract will be **2 months** from this date.

Main milestones	Dates
Deadline for submission of tenders	27 September 2017
Commencement date	01 October 2017
Developing and submitting a plan of work in 2017	06 October 2017
Preparing and holding the focus groups and interviews	07– 22 October 2017
Preparing and submitting the final report	By 31 October 2017
Developing and submitting a plan of work in 2018	By 31 August 2018
Preparing and holding the focus groups and interviews	01 September– 07 October 2018
Preparing and submitting the final report	By 15 October 2018

BUDGET:

Novi Sad Humanitarian Centre will negotiate number of days of engagement with the selected External Evaluator on the basis of the financial offer (gross amount) that will classify the following:

	Activity description	Days	Rate per day (gross amount)	Total
Activity 1	Develop a plan of focus groups and in-depth interviews in 2017 to get an insight into the attitudes and behaviour of key stakeholders in the migrant crisis in Serbia			
Activity 2	Implement 2 focus groups and 7 interviews during October 2017			
Activity 3	Prepare a written report on the findings of conducted focus groups and interviews with an Executive Summary, all in Serbian language, by 31 October 2017			
Activity 4	Develop a plan of focus groups and in-depth			

	interviews in 2018 to get an insight into the attitudes and behaviour of key stakeholders in the migrant crisis in Serbia			
Activity 5	Implement 2 focus groups and 8 interviews during September and October 2018			
Activity 6	Prepare a written report on the findings of conducted focus groups and interviews with an Executive Summary, all in Serbian language, by 15 October 2018			

*Add columns as needed depending on the number of activities needed to perform the assignment

Subtotal Euro _____

Other costs (specify) Euro _____

TOTAL Euro _____

The total costs should cover all preparatory work, training and follow up.

BIDDING PROCEDURE

Interested candidate should develop and submit the bidding proposal in English language to respond to above mentioned specific tasks no later than 27 September 2017. The bidding proposal should include:

1. Description and contact details of a consultant applying;
2. A detailed Budget Proposal (in the required form);
3. CV of expert involved emphasizing relevant experience.

SELECTION CRITERIA

Project team will make decision on the selection of the most successful bidder, subject to the available budget, on the following four criteria:

- University degree in the relevant field
- At least 10 year of relevant experience
- Experience of the candidate in performing similar projects or programs;
- An example of previous work as a reference of previous experience is desirable.

Qualifications and skills

- University level of education preferably in psychology, social sciences, or other related field;
- Proven experience as a focus group facilitator / external evaluator;
- Computer literacy;
- Excellent communicator with proven management, analytical, and reporting skills
- Extensive knowledge of institutional structure which play key role in the protection of migrants in Serbia.
- Extensive knowledge and understanding of the context of migration.

Professional experience

- 5 years of professional experience in the field of protection of refugees/migrants;

- Proven experience in cooperation with CSOs and governmental institutions on at least 3 projects on a position of team leader or key expert.

DEADLINE FOR SUBMISSION OF BID

All bids need to be submitted no later than Wednesday, 27 September 2017 at 16:00h in electronic version, to the email: danijela.nshc@gmail.com.

A selection will be made no later than 29 September 2017 and the selected consultant will be contracted no later than 02 October 2017.

Only selected candidate will be informed.