



Terms of Reference – Evaluation Expert

Preparing and managing Alliance project impact evaluations

1 Background

1.1 The Global Alliance for Trade Facilitation

The World Trade Organization's (WTO) Trade Facilitation Agreement (TFA) provides a unique opportunity to promote inclusive growth by making cross-border trade easier, quicker and less costly for businesses of all sizes.

Recognizing that neither governments nor the private sector can deliver on the full potential of the TFA on their own, the World Economic Forum, the International Chamber of Commerce and the Center for International Private Enterprise together with the governments of Australia, Canada, Germany, the United Kingdom and the United States have joined forces in the Global Alliance for Trade Facilitation.

The Alliance partners have worked closely in establishing a unique public-private platform to leverage business expertise, leadership and resources to support effective trade facilitation reforms measured by real-world business metrics.

The Alliance's in-country projects provide a platform for local business communities to identify trade bottlenecks and to work collaboratively with governments to support effective reforms. Currently, the Alliance is working in Colombia, Ghana, Kenya and Viet Nam and is scoping projects in Sri Lanka, Morocco, Dominican Republic, Brazil, Argentina and other countries.

For further information see: www.tradefacilitation.org.

1.2 Background on the assignment

To manage the Alliance's project impact evaluations and to support the Global Alliance Team with evaluation expertise, the Global Alliance is procuring an evaluation expert.

Alliance Impact Evaluations: For both accountability and learning purposes, the Global Alliance is planning to undertake two to three rigorous project impact evaluations, conducted by a team of external evaluators. The evaluations shall provide Global Alliance decision makers (Alliance Steering Group, Alliance Management) and stakeholders with robust information on the development impacts and results of the projects. The evaluation results and lessons learned shall contribute to organizational learning and feed into the design and implementation of further Alliance projects.

While realizing that each evaluation occurs in a unique operating environment, the project impact evaluations should reflect methodological rigor. It is suggested that the impact evaluations use quasi-experimental designs and employ mixed-method approaches, building on the strengths of both quantitative and qualitative techniques.

The evaluation expert to be procured with the ToR at hand shall manage the preparation and implementation of the impact evaluations.

2 Key responsibilities of the expert

The evaluation expert will have the following responsibilities

- Project Impact evaluation design and implementation: Manage the planning and implementation of two to three rigorous impact evaluations of Global Alliance Trade Facilitation Projects, including supervision of the work of the team of external consultants conducting the evaluations.
- Quality assurance: Ensuring methodological rigor and high quality throughout the evaluation process, assuring high quality deliverables and evaluation reports.

The Evaluation expert will report to the Director of the Global Alliance for Trade Facilitation, based at the World Economic Forum in Geneva. The Evaluation expert shall work closely with the Global Alliance M&E Lead (based at the WEF, in charge of global coordination of the Alliance's M&E processes), as well as with the M&E leads of the implementing organizations CIPE and GIZ (based in Washington and Germany, in charge of the project-level results monitoring).

3 Tasks

Based on the responsibilities outlined above, the tasks of the expert encompass:\

Phase I

- Impact Evaluation Work Planning
 - Develop impact evaluation work plan and budget
 - Monitor and update work plan for the impact evaluation work
 - Provide inputs to the M&E Chapter of the quarterly and annual Alliance reports
- Evaluability Assessment & Development of Evaluation ToR:
 - Suggesting criteria for selecting projects for evaluation
 - Proposing projects suitable for impact evaluation along the suggested criteria – based on desktop reading of available project documents and in-depth consultations with project leads, the CIPE and GIZ M&E leads as well as the Alliance M&E lead.
 - Specifying the evaluation questions and the proposed evaluation design.
 - Terms of Reference for Evaluators: Developing accurate and well specified ToR for each of the external impact evaluations. The evaluation ToR document will serve as the basis for tendering out the impact evaluations

and for the contractual arrangement with the evaluators. The ToR shall specify the evaluation objective, proposed evaluation design, the specific evaluation questions and quality criteria, and shall clearly specify the evaluators' tasks and deliverables and timelines.

Phase II

- Managing evaluation implementation
 - Oversee the work of the evaluation consultants, assessing and ensuring the quality of the evaluation on the basis of the pre-established criteria throughout the evaluation process, including assessment on relevant scope, appropriate methods, reliable data, sound analysis, credible results, valuable conclusions and clarity of deliverables.
 - Orient evaluators to the Global Alliance Program Approach
 - Facilitate cooperation and information flows between project leads and evaluators in close coordination with M&E Leads
- Synthesizing and disseminating lessons learned:
 - Summarize lessons from impact evaluations and their implications for improving development effectiveness of Global Alliance projects; present synthesized learnings to internal audiences (Alliance Secretariat, Steering Group)

Phases I and II

- Collaboration
 - Maintain collaborative relationships with the Global Alliance M&E Lead and with the M&E leads of the implementing organizations CIPE and GIZ

4 Deliverables

Phase 1:

- Impact Evaluation Work Plan
- Selection Criteria for project impact evaluations and evaluability assessment of projects
- Terms of Reference for each external impact evaluation
- Input to Alliance Quarterly Report

Phase 2:

- Regular progress updates on impact evaluation work; inputs to Quarterly and Annual Reports
- Quality checked evaluation reports
- Summary document on lessons learned

Phase 2 deliverables will be further specified at the end of Phase 1.

5 Specification of inputs

5.1 Expert days

The assignment is expected to amount to the following expert days, over a timeframe of approximately 36 months (01/2018 – 12/2020). The assignment will be split into two consecutive contracts (Phase 1 and Phase 2). The bidder is asked to submit an offer which includes both Phase 1 and Phase 2.

	Number of expert days
Phase 1	
Work Planning & Reporting	4
Evaluability Assessment & ToR Preparation	30 Out of which: maximum of 15 days
Phase 2	Number of expert days (tentative)
Managing evaluation implementation	Per evaluation: 30 days
Synthesizing Lessons Learned	10
Work Planning & Reporting	5

The bidder shall assume in the financial offer for Phase 2 that two impact evaluations will be conducted, amounting to a total of 75 expert days for phase 2 (home based and abroad). The exact number of days for the Phase 2 contract will be specified at the end of Phase 1.

5.2 Travel

Phase 1:

- It is expected that the assignment requires in Phase 1 trips to Geneva, Washington and Bonn (Germany). The dates and duration of the trips need to be closely coordinated with the team of the Global Alliance.
- It is suggested that the bidder budgets in the financial offer a total of 3 trips (to Geneva, Washington and Bonn), with a total number of 15 days abroad.

Phase 2:

- The travel requirements for Phase 2 will be specified at the end of phase 1. In the financial offer the bidder shall budget two trips to Geneva and two trips to Washington with a total of 20 days abroad.

6 Timing

Expected contract duration is:

- Phase 1: 01.05.18 – 31.08.18
- Phase 2: 01.09.18 - 31.12.20

7 Expertise

- Master's degree in Economics, Statistics, International Trade or other related subject
- Demonstrated professional experience (7-10 years) in the field of evaluation
- Academic training and/or practical experience in quantitative and qualitative methods in impact evaluation; familiarity with evaluation designs such as quasi-experimental design and randomized control trials; expertise in econometrics.
- Ideally, experience in managing quantitative evaluations
- Familiarity with donor funded trade programs and the theory of change of trade programs
- Ability to travel overseas for short-term assignments
- Demonstrated ability to write clearly
- Proactive, self-starting, and strong attention to detail
- Excellent verbal communication and writing skills in English

8 Preparation of technical offer

Bidders are expected to submit a technical offer (3-5 pages, without Annexes) in line with the Terms of Reference, outlining the following aspects:

- Phase 1:
 - Interpretation of role of expert and objectives of assignment
 - Suggested approach for the implementation of the phase 1 assignment, outlining in particular how the expert would approach the evaluability assessment
 - Suggested work and time schedule for phase 1
- Phase 2:
 - Interpretation of role of expert in phase 2
 - Suggested approach for the implementation of the phase 2 assignment (managing the evaluation implementation & distilling lessons learned)
 - Suggested work and time schedule for phase 2
- CV of expert

9 Annexes

- Annex 1 – Information on Tender Procedure
- Annex 2 – Technical Assessment Grid & Template Financial Proposal