TERMS OF REFERENCE FOR PROJECT EVALUATION

Brussels, 21 February 2020 - Jesuit Refugee Service (JRS) is an international Catholic organization found in 1980 with a mission to accompany, serve and advocate for the rights of refugees and others who are forcibly displaced. JRS Europe advocates for the respectful and fair treatment of all migrants affected by European policy and defends their access to procedures that guarantee the basic rights enshrined in international law. To this day, JRS continues to support displaced people who undertake life-threatening journeys to seek safety.

Project Title: “Advocacy and Communication Taskforce”

Project Description

In 2018/2019, JRS Europe established the Advocacy and Communications Taskforce.

The Taskforce brings together the advocacy and communications officers of the JRS country offices in Europe. Its goals are to maintain and strengthen the coordination of joint advocacy and communications activities and to increase the advocacy and communication capacity throughout the region by means of trainings and mutual learning.

Two major and most visible results of the Taskforce’s work so far are a common policy paper on responsibility sharing for asylum seekers in Europe and the campaign ‘The Power of Vote’ that JRS Europe coordinated ahead of the European elections in May 2019. Also, the members of the taskforce coordinated in a Twitter advocacy action around the vote of the European Parliament report on humanitarian visa at the end of 2018.

Currently, the Taskforce is working on a new common policy paper, the topic of which was decided in the last Taskforce meeting in March 2019. Furthermore, the Taskforce members will be reflecting on common advocacy and communications strategies towards the EU institutions after the successful campaign on the elections.

Crucial for the work of the Taskforce are the biannual meetings organized in Brussels. These meetings provide the opportunity for discussion of policy issues, to organize trainings that are tailored to the needs of the members, to meet with external speakers such as representative from the EU institutions, other relevant civil society organizations and European media and journalists. These in-person meetings are also invaluable for creating a positive dynamic and synergies among the group to foster the cooperation of the members when working remotely.
The funds are also used to organize trainings with external professional trainers for the members of the Advocacy and Communications Taskforce in order to strengthen their technical competences.

**Purpose of the Evaluation**

The Evaluation is intended to assess the relevance, performance, management, timeliness and efficiency, positive or negative outcomes of the Advocacy and Communications Taskforce that have been implemented by JRS Europe in 2018 - 2020. It will also help to assess if the Advocacy and Communication Taskforce activities and outputs are aligned with the mission and vision of JRS Europe.

The Evaluation identifies/documents lessons learned and makes recommendations that JRS Europe might use to strengthen its advocacy and communications capacity.

**Scope of the evaluation**

The evaluation is expected to cover the full cycle of the project from the planning and initial implementation. The following are aspects of the project that can act as guidelines:

- Managing and coordination of the project
- Evaluation of the advocacy and communication taskforce
- Impact of services provided in networking
- Impact of the project or changes in the advocacy and communication taskforce
- Services provided to the communication taskforce participants

**Goals (Expected Outcomes)**

- Increased feeling of belonging to a European network among the Taskforce participants, in line with the strategic goals of JRS in Europe for 2019-2021.
- Strengthened ‘advocacy-driven communications' culture and skills within the network, including skills on sharing effective advocacy messages on social media.
- Increased understanding of the EU political and political decision-making processes and of related communications opportunities.
- Increased understanding of advocacy and communications activities within similar organizations, networks and allies at EU level.
- Increased policy capacity, in terms of finalized common positions and improved decision-making processes on common positions, within the network.
- Strengthened internal communication within the taskforce members.
Methodology

- Desk research: reading of JRS policy papers during the last 2 years, the regular advocacy updates, newsletter, materials JRS campaigns, project reports, project publications, etc.
- Analysis of the data and preparation of qualitative surveys with the network members
- Participation in the taskforce and interviewing the participants of the advocacy and communication taskforce
- Debriefing with JRS representatives
- Recommendation of solutions and improvements

Deliverables

The output of the evaluation will be the External Evaluation Report in English. The length of the report should not exceed 20 pages in total (excluding any annexes).

The Report should:

- Contain an executive summary (mandatory)
- Be analytical in nature (both quantitative and qualitative)
- Be structured around issues and related methodology, findings/lessons learnt
- Include conclusions
- Include recommendations
- Annexes:
  - Terms of reference
  - Timetable: evaluation program (table with date, details of location, persons affected/interviewed)
  - List of interviewees
  - List of documents referred to in the report
  - Documentation of the introductory and final workshop
  - Pictures

Time and duration

The total duration of the evaluation will be 5-8 days within the period of 15 -31 March 2020, according to the following plan:
Preparation (home office – during period 16-18 March 2020 – 1-2 days)
- Collection of and acquaintance with the project document, project progress reports and other relevant project-related materials such as (policy papers, campaign materials, newsletters, advocacy updates etc).
- Designing the detailed evaluation scope and methodology (including the methods for data collection and analysis.)
- Briefing with JRS Advocacy and JRS communications officer

Participation at the Advocacy and Communications Taskforce on March 25-27.- 2 days) JRS Europe will organize the logistics for the external evaluation participation in the Taskforce meeting (arrange transportation and accommodation).
- Participation at the Advocacy and Communications task force meeting (2 working days):
  - Individual meeting with the participants
  - Debriefing with JRS Europe team (0.25 day)

Drafting the evaluation report (2-4 working days home office deadline 31st March 2020):
- Additional desk review.
- Completion of the draft report.
- Presentation of draft report for comments
- Debriefing with JRS Europe staff.

Required qualifications
- Proven experience in networking and Institution strengthening
- Experience in advocacy and communication
- Excellent writing and communication skills
- Fluency in English is required

Interested applicants are to submit their proposal and quota electronically not later than March 10th to carolajimenez@jrs.net with “Call for Evaluators - Advocacy and Communication Taskforce” as a subject heading.