

# Terms of Reference (ToR) for Research Consultant: Final Learning and Evaluation Document

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## 1. Background

CARE is a humanitarian non-governmental organization committed to working with poor women, men, boys, girls, communities, and institutions to have a significant impact on the underlying causes of poverty. CARE seeks to contribute to economic and social transformation, unleashing the power of the most vulnerable women and girls. CARE also fosters civic participation, particularly of young women and men, through participatory learning and grassroots approaches. CARE, in partnership with the local grassroot CSO NEOGENI, is implementing the project Youth Voices for a Better Future: Promoting Youth Participation at the Local Level in Georgia (October 2023 – November 2025), funded by the Austrian Development Agency with funds from Austrian Development Cooperation. For this project, CARE is announcing a call for applications for an endline assessment.

## 2. Project Brief

**The overall project objective is:** To contribute to a more peaceful, cohesive, inclusive, and equal society in Georgia.

**The specific project objective is:** To strengthen the participation of female and male youth (age 14-29) in local decision-making in rural and remote areas and communities in the Administrative Boundary Line (ABL) of Georgia.

The project aims to strengthen the participation of young people—particularly girls, ethnic and linguistic minorities, internally displaced persons (IDPs), and youth with disabilities—in local decision-making processes in rural and remote communities, including those situated along the Administrative Boundary Line (ABL).

The project operates in four municipalities: Zugdidi, Tsalenjikha, Gori, and Tetrtskaro, where youth clubs, peer facilitators, and community-driven processes are being mobilized to foster youth-led advocacy and development initiatives.

The project's approach combines life skills and agency-building, digital advocacy, participatory research, and collaboration with municipal authorities. Through non-formal education and community engagement, the initiative seeks to transform social norms, promote gender equality, and support inclusive, youth-responsive local development.

In its final phase, the project will consolidate key learnings through a structured reflection process. This includes the development of a comprehensive learning and evaluation document that captures innovative practices, youth-led change, and strategic recommendations for strengthening youth civic participation in similar contexts across Georgia and beyond.

## 2. Purpose of the Assignment

The purpose of this consultancy is to lead the design, data collection, analysis, and development of a learning and reflection document that captures the main findings and learnings from the project with regards to youth mobilization and youth participation in decision-making, as well as the introduction of the gender transformative approaches from YMI. This research will be based on information from the regular monitoring performed by CARE team and partners, but also on qualitative and quantitative data gathered by the external expert(s). Thus, it is expected that the assessment tools will include analysis of project data and reports, focus groups discussions and/or interviews with project beneficiaries, key stakeholders and project team members. This document will serve internal reflection, donor reporting, and external dissemination with youth actors and policy stakeholders.

## 3. Objectives of the Assignment

1. **Capture and synthesize key learnings, promising practices, and challenges** from youth civic engagement efforts in rural, remote, and ABL communities—focusing on changes in youth behavior, agency, and participation dynamics.
2. **Critically assess the effectiveness and outcomes of gender-transformative approaches and youth-led healthy lifestyle promotion**, including the application of Program Y and the Young Men Initiative, with an emphasis on shifts in attitudes and social norms among youth participants.
3. **Generate accessible and illustrative case studies and learning products** that showcase how youth from diverse backgrounds (e.g. ethnic minorities, IDPs, youth with disabilities) have developed new skills and knowledge to lead change in their communities.
4. **Support strategic learning and knowledge exchange** among implementing partners, youth mobilizers, local authorities, and other stakeholders by translating findings into actionable recommendations for future youth-focused programming and policy advocacy.

## 4. Scope of Work

The consultant will:

1. Design the methodology for the learning process, including tools and data collection instruments.
2. Review project documentation, monitoring reports, and relevant background materials.
3. Conduct fieldwork throughout the project target areas, including:
  - Focus group discussions with youth club members and community stakeholders
  - Key informant interviews with project team members, partner CSOs, and other relevant stakeholders
  - Surveys or other quantitative tools, if applicable
4. Analyze findings using qualitative and/or mixed methods.
5. Provide the data on all project logframe indicators for measuring project effectiveness and project impact during and/or after the completion of the project activity.
6. Produce a final learning document in English language, including:
  - Executive summary
  - Analytical narrative of achievements, lessons, and challenges
  - Thematic case studies (e.g., youth advocacy, gender transformation, civic engagement)
  - Actionable recommendations
7. Present key findings in a dissemination session with CARE, partners, and other stakeholders.

All data collected need to be disaggregated by sex, age, and other relevant diversity in line with the project's logical framework. If consisting of more than of one person, the evaluation team should be gender balanced to ensure that respondents feel fully at ease to disclose any sensitive information during data collection processes.

## 5. Timeline and Deliverables

As a result of the process, several deliverables will be provided by the contractor, as per outlined timetable (subject to agreement). The deliverables must apply ADA and CARE quality standards. The text and data of the report should be illustrated, as appropriate, with maps, graphs, and tables, and written in English. The contractor will submit the following deliverables:

<b>Activities</b>	<b>Expected Deliverables</b>	<b>Due date</b>
1. <i>Baseline study - proposal</i>	1.1 A detailed workplan and timeline, including the outlined deliverables.	August 7
2. <i>Inception Report including methodology and tools</i>	2.1 Final inception report, defining: <ul style="list-style-type: none"> <li>- Document review list;</li> <li>- Methods used for the different questions</li> <li>- Sampling strategy</li> <li>- Ethics/safeguarding measures, data quality assurance and risk management</li> </ul>	August 14
3. <i>Finalization of data collection tools and preparation for fieldwork</i>	4.1 Final drafts of tools used, including CARE's feedback of: <ul style="list-style-type: none"> <li>- Survey questionnaire</li> <li>- FGD questions and guidelines</li> <li>- KII questions and guidelines</li> </ul>	August 20
4. <i>Conduct fieldwork after review of tools by CARE</i>	All raw data collected: <ul style="list-style-type: none"> <li>5.1 Quantitative survey filled in questionnaires</li> <li>5.2 Cleaned and filled in SPSS database of the quantitative survey</li> <li>5.3 FGD transcripts and summary</li> <li>5.4 KII transcripts and summary</li> <li>5.5. All consent forms</li> </ul>	September 10
5. <i>Analysis and writing of the first draft report and submit to CARE for feedback</i>	5.1 1 <sup>st</sup> draft of the report	September 19
6. <i>Second draft report including feedback from CARE</i>	6.1 2 <sup>nd</sup> Draft document including CARE's feedback	September 27
7. <i>Producing final documents incorporating final feedback from CARE</i>	7.1 Final Learning Document (max 30 pages, EN + Executive Summary in GE)	October 3
8. <i>Presentation and Learning Session</i>	8.1 PPT Presentation	October 7

## 6. Required Qualifications

- Experience of working in Georgia, specifically in the area of Shida Kartli, Kvemo Kartli, Samegrelo regions, in particular, Gori, Tetritskaro, Tsalenjikha, and Zugdidi municipalities;
- Proven experience conducting project evaluations, learning reviews, or applied research
- General knowledge of Georgia's Youth, Gender and Conflict context, and practices;
- Proven experience in conducting quantitative and qualitative research in areas with similar gender and conflict conditions;
- Experience in conducting gender analysis and/or conflict sensitivity analysis;
- Ability to conduct extensive interviewing in a relatively short period at a reasonable cost;
- Ability to translate the survey instruments and outputs from English into Georgian and vice versa;
- Capacity in data entry, processing, analysis, and associated report preparation;
- Highly organized and detail-oriented with a track record of providing consistently high-quality work;
- Problem-solving approach and ability to move groups to consensus;
- Ability to work confidentially, with discretion, adhering to ethical standards;
- Flexibility to handle a variety of tasks simultaneously and shift priorities according to arising needs;
- Excellent English report writing skills are mandatory
- Strong personal ethics (cleaned criminal records) and experience of engaging with youth in research

## 7. Management and Supervision

CARE will provide to the selected contractor all project documentation (full project proposal, project log-frame), respective methodologies and policies to be considered, and any other relevant materials. The CARE Caucasus Project Manager and M&E Officer are the direct focal points for the selected contractor.

The selected contractor will provide regular updates and inform on progress to ensure the highest quality at each stage of the study's process, and submit the deliverables on time as per agreed timetable for feedback and subsequent approvals from CARE.

The selected contractor will be responsible for obtaining all necessary permissions, approvals, insurance, and other required permits needed for data collection. These include required permits related to data collection from human subject, health and accident insurance for assignment team members.

CARE Caucasus must be consulted and asked for approval at any time when key personnel in the proposal/inception report are changed for any reason. Unless CARE Caucasus is requested and approves for any personnel changes, CARE will hold the power to disqualify the whole process including for reordering the process to be done and/or canceling the agreement.

## 8. Ethical Considerations

The consultant must adhere to CARE's child safeguarding and ethical research policies, ensuring informed consent and data protection principles in all engagements.

To ensure that ethical principles are considered, the following steps should be completed:

***Informed consent*** will be received from youth and adult participants before they take part. This means that before they agree to take part, the evaluator will explain to them exactly what is the study about and what they are being asked to do, how/why they were selected as the respondents, and what the information will be used for; will inform them that, even if they agree to take part, they can change their mind at any time, without explaining.

***Maintain Anonymity*** by removing the respondents' names, as well as other information that can help identify the participants.

***Respect the privacy and confidentiality*** of respondents participating in research through considering how much information the respondent wants to reveal or share, and with whom; privacy in the processes of information gathering/data collection and storage that allows the exchange of information to be confidential to those involved, anonymization of datasets

**Youth friendly consultation processes:** the research will ensure that the research processes are shared in a transparent and responsible way with youth participants in order to maximize the positive impact of their contribution.

**Research with adolescents participants:** Ethical principles related to the consultation of minors (under 18 years) will be strictly followed and abide by international principles and guidelines such as [ERIC](#) to ensure the participation of children and youth is safe and meaningful.

**Safeguarding measures:** Measures demonstrating that safeguarding measures have been thought through prior to data collection with youth.

## 9. APPLICATION AND REQUIRED DOCUMENTS

Total estimated input: 25–30 working days

Duration: August – October 2025

The application must include the following documents:

### **Technical Proposal (2 pages max.)**

- Methodology and approach
- Timeline and work plan (August–October)
- Sampling strategy and proposed tools (drafts or examples)
- Ethical considerations and youth-friendly methods

### **Financial Proposal**

- Detailed breakdown of costs (daily rate, number of working days, travel/logistics, etc.)

### **CV(s) of Consultant(s)**

- Relevant experience in research, evaluation, gender analysis, youth engagement, etc.
- Clearly defined roles for each team member (if applicable)

### **Sample of Previous Work**

- At least one relevant evaluation report, learning document, or case study authored by the applicant

### **References**

- Contact details of at least two professional references

### **Legal Registration Document** *(if applying as an organization or consulting firm)*

The applicants will have a chance to clarify all their questions regarding the application process and/or the study itself and can ask questions via email: [David.Jinjikhadze@care.org](mailto:David.Jinjikhadze@care.org), until

Address: 14B Nutsubidze str., Tbilisi

If you are interested, please, submit **the proposal documents as outlined above** no later than June 30<sup>th</sup> to the e-mail: [David.Jinjikhadze@care.org](mailto:David.Jinjikhadze@care.org).

## 10. Evaluation Matrix for Research Consultant Selection

Criteria	Weight
1. Technical Proposal	25%
2. Relevant Experience	25%
3. Sample Work	10%
4. CV(s)	10%
5. Financial Proposal	25%
6. References	5%