

Tbilisi and Kutaisi Standard Projects

Terms of Reference

Final Evaluation

Deadline for proposal submission
31 March, 2026

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1. Context and Background

1.1 About SOS Children's Villages Georgia

SOS Georgia was founded in 1989 and is an independent, non-profit, local, non-governmental organisation registered with the National Association of Georgia. SOS Georgia is an active member of the worldwide Federation of SOS Children's Villages International.

The organization supports socially vulnerable families to care for their children through Family Strengthening Programme. The main goal of the Family Strengthening Programme is to support socially vulnerable children and their families so that children can grow up within a caring and safe family environment. The organization is focused on strengthening family support networks. The target group of the Family Strengthening Program includes children under 18 years of age and their parents who are in need of support due to various social factors.

The organization offers an alternative care programme to children and young people who cannot live with their biological families. The main goal of the Alternative Care Programme is to help children and young people deprived of parental care create and form their own future. The organization provides an opportunity to children to develop stable relationships in a family-based environment and realize their potential based on their interests and abilities. In addition, the organization supports children to receive education, expand practical knowledge and become full-fledged members of the society.

SOS Children's Villages Georgia operates in five regions of the country—Imereti, Samegrelo-Zemo Svaneti, Racha-Lechkhumi and Kvemo Svaneti, Kakheti, and Shida Kartli—as well as in the capital city, Tbilisi. These areas are characterized by high poverty rates and widespread violations of children's rights.

Sectoral Focus: SOS Georgia implements a wide range of Family Strengthening Programmes, including:

- Mother and Child Shelters
- Day Care Centers for children of different age groups
- Early Childhood Development Programmes
- Youth Care and Development Programmes
- Employment Support
- Small Group Homes
- Aftercare Programmes for young adults aged 18 and older.

Since 2009, SOS Children's Villages Georgia has played a significant role in national child welfare reform through evidence-based advocacy. The organization has fostered partnerships, influenced policy development, and driven reforms to enhance the well-being of children and families.

SOS Georgia's programmes and services are tailored to address the specific needs of vulnerable families and promote the holistic development of children and young people. They are designed to be sustainable and impactful, ensuring long-term benefits for the communities they serve.

1.2. About Tbilisi standard project

Overall Impact of the Tbilisi standard project is to contribute to the implementation of Child Rights Code and the National Human Rights Strategy 2022-2030 by supporting the psychosocial and economic well-being of the vulnerable (socially and economically disadvantaged, reintegrated, under state/alternative care, foster care and at risk of losing parental care) children, young people and their families in Tbilisi and nearby cities.

5 outcomes were set to achieve the overall impact.

Outcome 1: Participant children and young people of Tbilisi Children's Village Project (Tbilisi CVP) live with the development oriented supportive environment.

OP1.1 1657 Participant children (5+) and caregivers of Tbilisi CV Project have knowledge on child protection;

OP1.2 837 Participant children, youth and caregivers of Tbilisi CV Project have access to health (including physical and mental health) and psycho-emotional support services;

OP1.3 907 Participant children, youth and caregivers of Tbilisi CV Project have access to services in an inclusive physical environment;

Outcome 2: Participants (youth and caregivers) of Tbilisi CV Project are self-sustained members of society.

OP2.1 647 Participant children, youth and caregivers of CV Tbilisi Project have access to formal and non-formal education based on individual needs;

OP2.2 777 Participant youth and caregivers of Tbilisi CV Project have knowledge and access to meet basic needs (food, water, clothing, housing, healthcare, education and sanitation) of children and youth);

OP2.3 375 Target group participants (youth 16+ and caregivers) are economically strengthened.

Outcome 3: Participants (children, youth and their parents/caregivers) of Tbilisi CV Project are socially integrated into the community.

OP3.1 30 Participant children under state care have access to quality (individual needs oriented) Foster Care Service in Tbilisi and nearby cities (30 Foster Parents; 30 children;

OP3.2 15 Participant families (where child reintegration is possible or child has already been reintegrated) are strengthened (SOS GE staff will work with 20 families. Reintegration will take place or reintegration continues successfully among 15 families);

OP3.3 561 Target group participants (children 12+, youth and parents/caregivers) of Tbilisi CV Project have knowledge about programmes and services available in local community and can independently access them.

Outcome 4: Local community/stakeholders (governmental and non-governmental organizations) in Tbilisi and nearby cities better meet the needs of the target group children, youngsters and

parent/caregivers (socially and economically disadvantaged, reintegrated, under state/alternative care, foster care and at risk of losing parental care).

OP4.1 40 The respective specialists from governmental and non-governmental organizations in Tbilisi and nearby cities improved professional knowledge in the area of child care, youth and caregiver's psycho-social and economic empowerment (40 co-workers (social workers, psychologists, youth workers and etc.) of stakeholder (governmental and non-governmental organizations);

OP 4.2 Interagency cooperation among child, youth and family support oriented governmental and non-governmental organizations has increased;

Outcome 5: Gender equality is promoted among target group participants (children 6+, youth and caregivers).

OP5.1 345 Participant youth and caregivers of Tbilisi CV Project have knowledge on gender based domestic violence and respective reporting and responding procedures;

OP5.2 677 Participant children, youth and caregivers of Tbilisi CV Project improved knowledge on basic concepts of gender equality;

OP5.3. 315 Participant youth and caregivers of Tbilisi CV Project have knowledge about the importance of active fatherhood in child upbringing process.

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Project Duration:

3-year cycle of the project implementation started in January 2024 and will be finished in December 2026. Within three years, it was expected to serve 1007 **participants** (children, youngsters, caregivers, Foster carers and child care specialists) of the project.

Number of project staff: 44 persons

Project location: Tbilisi

1.3. About Kutaisi standard project

Overall Impact of the Tbilisi standard project is to contribute to the implementation of Child Rights Code and the National Human Rights Strategy 2020-2030 by supporting psychosocial and economic well-being of the vulnerable (socially and economically disadvantaged, reintegrated, under state/alternative care, foster care and at risk of losing parental care) children, young people and their families in Kutaisi and nearby cities.

5 outcomes were set to achieve the overall impact.

Outcome 1: 1284 participant children, young people and Caregivers of Kutaisi Children's Village Project live with the development oriented supportive environment

OP1.1. 982 participant children (5+) and caregivers of Kutaisi CV Project have knowledge on child protection.

OP1.2 1001 participant children, youth and caregivers of Kutaisi CV Project have access to health (including physical and mental health) and psycho-emotional services.

OP1.3. 1234 participant children, youth and caregivers of Kutaisi CV Project have access to services in inclusive physical environment

Outcome 2: 230 families (DFE) and 19 young people (SIL) of Kutaisi CV Project are self-sustained.

OP 2.1. 951 participant children, youth and caregivers of CV Kutaisi Project have access to formal and non-formal education based on individual needs.

OP 2.2 1024 participant youth and caregivers of Kutaisi CV Project have knowledge about the importance of meeting basic needs (food, water, clothing, housing, healthcare, education and sanitation) of children and young people)

OP 2.3. 394 Target group participants (youth 16+ and caregivers) are economically strengthened

Outcome 3: 991 participants (children, youth and their parents, caregivers) of Kutaisi CV Project are socially integrated into the community

OP 3.1 25 participant children under state care have access to quality (individual needs oriented) Foster Care Service in Kutaisi and nearby districts

OP 3.2 15 participants families (where child reintegration is possible or child has already been reintegrated) are strengthened (SOS GE staff will work with potential 20 families.

OP 3.3 1001 participants (children (12+), youth and parents/caregivers) of Kutaisi CV Project have knowledge about programmes and services available in local community and can independently access them.

Outcome 4: Local community/stakeholders (governmental and non-governmental organizations) in Kutaisi and nearby cities better meet the needs of the participant children, youngsters and parent/caregivers (socially and economically disadvantaged, reintegrated, under state/alternative care, foster care and at risk of losing parental care)

OP 4.1 60 relevant specialists of governmental and non-governmental organizations of Kutaisi and surrounding cities improved their professional knowledge in the field of child care, psycho-social and economic empowerment of youth and caregivers.

OP 4.2 Interagency cooperation among child, youth and family support oriented governmental and non-governmental organizations has increased.

Outcome 5: Gender equality is promoted among 911 target group participants (children 6+, youth and caregivers)

OP 5.1 204 participant youth and caregivers of Kutaisi CV Project have knowledge on gender based domestic violence and respective reporting and responding procedures

OP 5.2 709 participant children, youth and caregivers of Kutaisi CV Project improved knowledge on basic concepts of gender equality

OP 5.3 119 participant youth and caregivers of Kutaisi CV Project have knowledge about the importance of active fatherhood in child upbringing process

Project Duration:

3-year cycle of the project implementation started in January 2024 and will be finished in December 2026. Within three years, it was expected to serve 1344 **participants** (children, youngsters, caregivers, Foster carers and child care specialists) of the project.

Number of project staff: 63 persons

Project location: Kutaisi, Imereti Region

2. Purpose of the final evaluation

The final evaluation aims to assess the outcomes and overall performance of the three-year project in order to inform strategic decision-making and strengthen future programming. It will provide an evidence-based analysis of the project's achievements, challenges, and sustainability, while generating actionable recommendations that can be applied in subsequent planning processes and by similar initiatives.

2.1. Intended users

- The project team and representatives of SOS Children's Villages Georgia.
- Hermann-Gmeiner-Fonds-Deutschland e.V., SOS Children's Villages International and Stakeholders: target group, partners, respective governmental and non-governmental organizations, public institutions and etc.

2.2. Scope

2.2.1 Time:

The evaluation should focus on the project duration from January 2024 to the present.

2.2.2. Geographic:

The evaluation will be carried in Tbilisi and in Kutaisi.

2.2.3 OECD/DAC criteria:

Guided by the OECD DAC criteria of **relevance, effectiveness, efficiency, impact, and sustainability**, the evaluation is designed to generate credible evidence and actionable insights that will both inform future programming and reinforce accountability. In particular, it will focus on:

- **Changes and Outcomes:** Assessing the tangible and intangible changes the project has brought about in the lives of participating children, families, and communities, and identifying its broader influence beyond direct participants.

- **Relevance and Performance:** Analyzing the extent to which project interventions have been relevant to the needs of participants, effective in achieving intended results, efficient in the use of resources, and oriented toward sustainable impact.
- **Learning and Adaptation:** Capturing key lessons and insights that can be used to replicate good practices, strengthen adaptive management, and contribute to broader organizational learning and knowledge sharing across similar contexts and future programmes.
- **Recommendations:** Generating clear, actionable recommendations that will guide the design and implementation of future interventions, enhance programme effectiveness, and improve accountability to stakeholders and target communities.

Evaluation questions

Relevance:

- To what extent is the programme focused on the target group defined according to the project proposal?
- To what extent the programme interventions respond to the needs and priorities of the project participants?
- To what extent project design addresses locally defined needs and priorities?
- How were cross-cutting topics included in the programme?

Effectiveness

- To what extent has the project achieved its outcomes or will be likely to achieve them?
- To what extent has the project achieved its expected outputs or will be likely to achieve them?
- What were the major factors influencing the achievement or non-achievement of the outcomes/outputs? (Also consider any which were possibly beyond the control of the project)
- Was the project managed as planned? If not, what issues occurred and why?
- To what extent the project participants were satisfied with the project interventions?

Efficiency:

- To what extent were all items/equipment purchased and used as planned under this project?
- Was the project implemented in the most efficient way (time, personnel resources)? Have any issues emerged, if so which ones and why?

Impact

- How many participants total have already benefited from the project (immediate impact)?
- What exactly has already changed in the lives of the project participants (immediate impact)?
- Which institutions (community level) have already benefitted from the project and how? What has changed for whom (immediate impact)?

Sustainability

- To what extent will the benefits of the project continue after the end of the project?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the project?
- If applicable, what needs to be done and/or improved to ensure sustainability?
- How were cross-cutting topics considered in sustainability actions?

3. Design and Approach

The evaluation will be designed and conducted in line with the purposes outlined above, ensuring a participatory, inclusive, and ethical approach that prioritizes the voices of children, youth, and all stakeholders in their diversity. A combination of **primary and secondary data sources** will be used to ensure a comprehensive understanding of the project's effectiveness.

3.1. Evaluation Design

A **mixed-methods approach** will be applied, combining qualitative and quantitative data collection methods to provide robust evidence in response to the key evaluation questions. This will help identify both successes and areas for improvement of the project.

Primary data will be gathered directly from stakeholders using a child-friendly and gender-sensitive approach through:

- On-site observations
- Case studies of project participants, including interviews with them
- Focus group discussions
- In-depth interviews
- Surveys and questionnaires
- Child-friendly and child rights-based approaches

Secondary data will complement primary data to provide contextual insights, triangulate findings, and assess project alignment with broader national and international frameworks. Sources will include:

- **Project documentation:** Project Concept, logframe/results framework, project reports, monitoring data (monitoring plan of the project, monitoring tools to measure indicators), case management documents (assessments, development plans, case closure, etc), participant feedback forms
- **Administrative data:** national and municipal statistics related to child protection, education, employment, and poverty reduction.
- **Policy and legal frameworks:** relevant legislation, strategic plans, and government reports in the fields of child protection, social welfare, and youth development.
- **Research studies:** existing evidence on child protection, family strengthening, and youth empowerment in Georgia.

- **Other relevant sources:** respective reports from national, local or international organizations (UNICEF, UNDP and etc.)

To ensure a holistic understanding of the project's outcomes, primary data collection will include:

- Children and youth participants, ensuring age-appropriate and safe participation
- Adult participants.
- Project team members
- SOS staff involved in the project
- Partners and other stakeholders (Community-based organisations, local government representatives, vocational education centers, etc.)

3.2. Ensuring Inclusion, Safety, and Equity

The evaluation will follow a **participatory approach**, actively engaging a diverse range of stakeholders. Their involvement is crucial for accountability, fostering ownership, ensuring sustainability, and enhancing the likelihood of evaluation findings being used for future improvements.

Key principles include:

- **Data disaggregation** by gender, age, and disability status (wherever possible)
- **Equitable participation**, ensuring that all voices, including those of women, men, boys, and girls, as well as persons with disabilities, are heard
- **Safe and supportive settings** designed to encourage open and honest responses from all respondents in their diversity

Data triangulation and quality control will be central to ensuring the validity and reliability of findings, with details to be elaborated in the inception report. The methodology must guarantee that all individuals, regardless of gender, age, or background, have an equal opportunity to contribute their perspectives in an environment that is respectful, inclusive, and culturally appropriate.

The evaluation design should follow ethical guidelines (e.g. [UNEG Ethical Guidelines for Evaluations](#)) and ensure that measures are in place to fulfil data protection and privacy. Furthermore, the methodology should be human and child rights-based, child appropriate, gender sensitive and inclusive.

Failure to respect those will result in termination of the contract and suspension of payment.

4. Work plan

The evaluation will be conducted between **15 November 2025 and March 31, 2026**.

Deliverable	Responsible	Dates
Kick-off and Inception Phase		
Kick-off presentation by the evaluation team	Meeting between the research company/evaluation team and SOS GE representatives, contract to be signed after this meeting.	November, 2025
Contract is signed	The research company/evaluation team and SOS GE	November, 2025
SOS Ge shares relevant information and documentation for the preparation of the inception report	SOS GE	November 2025
Document review and initial interviews	Research company/evaluation team	November, December 2025
Draft inception report in Georgian	Research company/evaluation team	December 2025

Online presentation of the draft inception report in Georgian	Research company/evaluation team	December, 2025
Comments on the inception report	SOS GE	December, 2025
Inclusion of comments in the inception report and submission of the final inception report	Research company/evaluation team	January, 2026
Approval of Inception Reports	SOS GE	January, 2026
Fieldwork / Data collection		
Field visit, conduct data collection (interviews etc.)	Research company/evaluation team	February, 2026
Analyze data and prepare a draft report	Research company/evaluation team	February, 2026
Submission of draft report	Research company/evaluation team	March, 2026
Comments on the draft report	SOS GE	March, 2026
Collection and inclusion of feedback in the final draft report	Research company/evaluation team	March, 2026
Final report		
Submission of the final evaluation report to SOS GE	Research company/evaluation team	March, 2026
Approval of the final evaluation report	SOS GE	March, 2026
Presentation of the final evaluation report	Research company/evaluation team	March, 2026

Deliverables:

The consultants will submit the following deliverables:

- Kick-Off presentation in Georgian reflecting the approach suggested in the offer
- An inception report in Georgian
- Online presentation of the Draft Inception Report in Georgian
- A draft evaluation report in Georgian

- Final evaluation report along with annexes in Georgia and in English.

5. Evaluation Management Arrangements

SOS Children's Village will provide support (providing relevant documents, feedback to draft of the draft review, participation at presentation of draft findings). National or location level staff (SOS) will be available at site to help organizing the interviews and FDGs including contacting SOS staff, local preparation of evaluation, linking to community duty bearers and national authorities if required.

6. Requirements for the evaluator(s)

The evaluator(s) must not have been involved in the design or implementation of the projects.

External evaluators should not be biased and have any reason for conflict of interests. Evaluation team must respect participating communities' culture, social norms, values and behavior; maintain appropriate relationships with participants to this evaluation and keep private information about project participants, acquired during the evaluation, strictly confidential.

Sound understanding of the **current discourse in the area of gender equality programming as well as child-centred approaches** is crucial for this assignment.

Bidders must outline possible risks in the course of implementing the assignment and ways to mitigate these especially with regards to the do no harm principle and to protection of respondents.

Key qualifications required of the evaluation team are:

- Proven, solid experience and competency (submit at least three previous evaluation reports in application, alternatively excerpts are accepted) in leading and conducting project/programme evaluations in this thematic area, including final evaluations, in complex and sensitive environments.
- Each team member must have solid experience in planning and conducting semi-structured interviews and focus group discussions. Outsourcing of data collection to enumerators will not be accepted.
- Relevant academic degree (master level) in one or more of the following fields: Development Studies, Monitoring & Evaluation or a relevant, directly related discipline.
- Working experience in Georgia, preferably with focus on topics such as work with vulnerable families, community development, gender programming, socio-economic strengthening, etc.
- Knowledge of country (Georgia) with focus on topics such as social protection and policies, education, social inclusion,
- Experience and expertise in evaluating cross-cutting issues
- A good understanding of child rights and issues affecting vulnerable children and their families
- Proven experience in participatory processes and inclusive data collection methods (including age appropriate and disability-sensitive data collection methods)
- Strong analytical and conceptual skills
- Ability to transfer complex concepts / ideas in a practical and simple language
- Good facilitation, organizational and interpersonal skills
- Excellent writing and communication skills in English and Georgian
- Sound MS Office and IT skills

The evaluation team will work closely with the SOS Children's Village Georgia representatives.

7. Specifications for the submission of offers

This call is open to all national and international suppliers (independent consultants or companies) who are legally constituted and can provide the requested services. The bidder shall bear all costs of the offer; The proposal and all supplementary documents have to be submitted in Georgian language. Financial offer needs to be stated in Georgian Lari.

7.1 Submission of Offer and Deadline

The offer (in Georgian) has to be submitted to the following e-mail address: contact@sos-kd.ge **latest November 10, 2025**. Proposals received after the deadline will not be considered.

7.2 Documents to submit

The submitted offers must include:

- The consultants' CV, experiences and references including examples or excerpts of previous evaluations undertaken
- Technical Proposal, including suggestion on the approach and methodology including a justification on the methodology proposed, information on how inclusive participation in the research process is ensured, a detailed work plan¹, division of work within the team including information on data collectors, information on safeguarding and ethical standards, and if deemed necessary, suggestions for adjustments to the ToRs

Financial proposal (in Georgian Lari), including working days and rate per team member as well as all other costs, such as travel etc.

The financial proposal must be presented in Georgian Lari, all taxes included.

7.3 Modification and withdrawal of offers

Proposals may be withdrawn on written request prior to the closing date of this invitation. Any corrections or changes must be received prior to the closing date. Changes must be clearly stated in comparison with the original proposal. Failure to do so will be at bidder's own risk and disadvantage.

7.4 Signing of the contract

SOS Children's Villages Georgia will inform the successful bidder electronically after the selection process. The successful bidder shall sign and date the contract, and return it to SOS Children's Villages Georgia within seven calendar days of receipt of the contract. After the contract is signed by two parties, the successful bidder shall deliver the services in accordance with the delivery schedule outlined in the offer.

7.5 Rights of SOS Children's Villages

- 7.5.1 Contact any or all references supplied by the bidder(s);
- 7.5.2 Request additional supporting or supplementary data (from the bidder(s));
- 7.5.3 Arrange interviews with the bidder(s);
- 7.5.4 Reject any or all proposals submitted;
- 7.5.5 Accept any proposals in whole or in part;
- 7.5.6 Negotiate with the service provider(s) who has/have attained the best rating/ranking,
i.e. the one(s) providing the overall best value proposal(s);
- 7.5.7 Contract any number of candidates as required to achieve the overall evaluation objectives

7.6 Evaluation of proposals

Only offers meeting formal criteria will be evaluated in two stages:

Technical and Cost Assessment 90% – All proposals are assessed based on:

- Technical Proposal (60%)
- Financial Proposal (30%)

The three highest-scoring organisations will be invited to online interviews:

Interview Assessment (10%) – Only the top three organisations are interviewed.

The proposal with the best overall value, composed of technical merit and price, will be considered for approval.

The criteria for selection are:

Formal requirements:

Understanding of ToRs: The proposal is effectively responding to the key evaluation purpose and objective laid out in the ToRs and proves an understanding of the ToRs as such

Method: The proposed method for evaluating the programme is suitable.

Timetable/work plan: The timetable/work plan is realistic and meets the needs of the project

Cost: The cost of the proposal is reasonable and feasible, given the other aspects of the proposal.

Experience: The training and experience of the consultants in evaluations and recommendations from organizations for which the consultant(s) has previously worked. See requirements under chapter 6.

7.7 Terms of payment

Payment will be made only upon SOS Children's Villages acceptance of the work performed in accordance with the above described deliverables. Financial proposals should include proposed stage payments. Payment will be affected by bank transfer in the currency of billing and is due 10 days after the acceptance of work.

Funding and Payment: The consultant will be paid by SOS Children's Villages as follows:

30% on the draft of the inception report

20% on completion of the draft report

50% on completion of final report

Duration of contract: the contract is effective from the moment it was signed until the acceptance of work by the SOS Children's Villages Georgia.

7.8 Notice of delay

Shall the successful bidder encounter delay in the performance of the contract which may be excusable under unavoidable circumstances; the contractor shall notify SOS Children's Villages in writing about the causes of any such delays within one (1) week from the beginning of the delay.

After receipt of the Contractor's notice of delay, SOS Children's Villages shall analyse the facts and extent of delay and extend time for performance when in its judgment the facts justify such an extension.

7.9 Copyright and other proprietary rights

SOS Children's Villages shall be entitled to all intellectual property and other proprietary rights including, but not limited to, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for SOS Children's Villages under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for SOS Children's Villages Georgia.

All materials: plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of SOS Children's Villages Georgia and shall be treated as confidential, and shall be delivered only to SOS Children's Villages authorized officials on completion of work under the Contract. The external consultant is obliged to hand over all raw data collected during the assessment to SOS Children's Villages.

7.10 Termination

SOS Children's Villages reserves the right to terminate the contract without any financial obligations in case if the contractor is not meeting its obligations without any prior notice:

- Agreed time schedule
- Withdrawal or replacement of key personnel without obtaining written consent from SOS Children's Villages Georgia
- The deliverables do not comply with the requirements of ToR

8 Annexes

8.1 Relevant project documents

All relevant documents will be made available to the selected evaluator.

8.2 SOS Children's Villages child protection policy and code of conduct

SOS Children's Villages Georgia has a child and youth safeguarding policy, child and youth safeguarding regulation, Misconduct Incident Management Regulation and code of conduct that all consultants will be expected to comply with and will be required to sign a statement of commitment to the policy. This will happen upon signing of contract, together with an orientation of consultants on internal child safeguarding processes and data protection regulations.

Before the actual start of data collection, the consultants will be required to provide a police record (Certificate of Criminal Record, Certificate on conviction for a crime against sexual freedom and inviolability)

In addition to the above-mentioned, the following key areas for ethical consideration need to be taken into account: <http://childethics.com/ethical%20guidance/>

The successful bidder is requested to obtain written consent from all participants of the evaluation process and/or their official guardians/representatives (when applicable).