**Terms of Reference**

**Stronger Together - Cooperative Action to Respond to Cross-border Emergencies**

**Tender for Project Final Evaluation**

[ASB Georgia](http://asb.ge) is seeking a qualified researcher/research organization to conduct the final evaluation of the project “**Stronger Together - Cooperative Action to Respond to Cross-border Emergencies**” funded by **the Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG-ECHO)**.

**ABOUT ASB GEORGIA**

**Arbeiter-Samariter-Bund (ASB)** is one of the biggest and oldest German aid and welfare organization with more than one million members. Since its foundation in 1888, ASB has acted as a politically and denominationally independent association. With its first international mission in 1921, the area of foreign aid became an integral part of the organization. Currently, ASB has 11 foreign offices and implementing programs in more than 20 countries. ASB, through its officially registered country office in Georgia, implemented several EU, German, and US government-funded projects related to inclusive disaster risk reduction, provision of social services, improvement of economic and livelihood conditions, resocialization of persons in conflict with law, confidence building, as well as humanitarian assistance to IDPs, conflict-affected population and other vulnerable groups, etc.

**ABOUT THE PROJECT**

Starting from February 1, 2021, ASB is implementing the project **“Stronger Together - Cooperative Action to Respond to Cross-border Emergencies”** funded by **the Directorate-General for European Civil Protection and Humanitarian Aid Operations (ECHO)**. The overall objective of the action is to enhance the disaster risk management system with a special focus on health emergencies in Armenia and Georgia through capacity building and establishing cross-border cooperation mechanisms. To achieve the above-mentioned objective the action applies a two-fold approach: on one hand, the action builds the capacities of Emergency Medical Teams (EMTs) in Georgia and Armenia through various capacity-building activities. On the other hand, the project promotes cross-border cooperation and coordination between the EMTs of Armenia and Georgia during disasters and emergencies and puts efforts into designing cross-border prevention, preparedness and response mechanisms.

At the end of the project, **WHO classified Emergency Medical Team (Type 1, fixed)** will be created in Georgia and Armenia to provide emergency health services to citizens during various emergencies.

Within the project the following key activities were/are being conducted:

* The needs assessment to make an in-depth analysis of EMT functioning in Georgia and Armenia was conducted. Based on the findings of the needs assessment paper, a set of recommendations for developing the action plan was created.
* The training of trainers was conducted for Georgian and Armenian EMT members. And a 120-hour EMT induction training for Armenian and Georgian team members was provided.
* The exchange of expert visits was organized in Germany and Ireland. In addition, a study trip to Manchester was conducted. The visits aimed to build the capacity of the teams and bring European expertise, as well as worldwide best practices and protocols, to the beneficiary nations to assist the effective functioning of EMTs.
* National tabletop and cross-border joint exercises were conducted in Georgia and Armenia. The scenarios for the TTX program were focused on a large-scale disaster that involved a secondary public health outbreak component. The overall aim was to provide a training opportunity for the management group from both EMTs to practice their leadership skills and decision-making that are vital to the successful deployment of an EMT.
* FSXs were conducted for EMTs.
* The project supported developing comprehensive SOPs for the teams.
* Legal changes were initiated in Armenia and Georgia to ensure the establishment and functioning of EMTs. Moreover, a high-level agreement on cross-border cooperation between Georgia and Armenia during health emergencies was signed.
* The very first EURO Sub-Regional EMTCC training course was conducted in Georgia. Representatives from the Ministry of Health, NDCD, Ministry of Internal Affairs, EMTs from Georgia and Armenia, EMT EURO, WHO EURO, Ukraine, Reginal, and the national Red Cross, attended the EMTCC training. The course aimed to train participants in the EMT coordination methodology to support the national response.
* The necessary equipment was provided for Georgian and Armenian EMTs.

**The project will end on February 28, 2024. The final evaluation report should be delivered by April 17th.**

**EVALUATION PURPOSE**

The purpose of this final evaluation is to (i) determine the extent to which the project has met the stated objectives and results, the relevance, effectiveness and efficiency of project operations, the sustainability and impact of the project results; (ii) identify key lessons and propose practical recommendations.

**METHODOLOGY**

Evaluation methods will be developed in accordance with the specific evaluation objectives, considering the target groups project stakeholders, and project indicators. The researcher/research organization will be responsible for developing detailed methodology before field visits in accordance with project's logical framework and other relevant documents and secondary data.

ASB expects that the researcher/research organization will conduct a participatory evaluation, providing for active involvement of all stakeholders. Detailed evaluation questions will be developed by the researcher/research organization.

**Project evaluation sample questions:**

**Relevance**

**How well did the project address the specific needs and priorities of the target groups in Armenia and Georgia?**

**To what extent did stakeholder consultations inform the project design and implementation, particularly regarding health emergency preparedness?**

**How effectively did the project align with national disaster risk management strategies in Armenia and Georgia?**

**Effectiveness**

**To what degree has the project successfully built the capacities of EMTs in both countries?**

**What measurable impacts has the project had on cross-border cooperation between Armenian and Georgian EMTs during health emergencies?**

**How successful has the project been in establishing and operationalizing cross-border prevention and response mechanisms?**

**Efficiency**

**How effectively were the project resources allocated to achieve the desired outcomes in capacity building and cross-border cooperation?**

**What was the timeline for key project activities, and were there any significant delays in implementation? If so, how were they addressed?**

**How does the cost of project activities compare to the improvements observed in disaster risk management and EMT collaboration?**

**Sustainability**

**What strategies are in place to ensure the ongoing effectiveness of the capacity-building initiatives after the project concludes?**

**How likely is it that the cross-border cooperation mechanisms established by the project will continue to function and evolve over time?**

**To what extent did the project enhance local ownership and capacity among EMTs, ensuring long-term benefits for disaster response in Armenia and Georgia?**

**ROLES & RESPONSIBILITIES**

The researcher/research organization will have overall responsibility for all stages of evaluation implementation, with ongoing consultation with the project staff. More specifically, the researcher/research organization will:

* Conduct a review of the project documentation.
* In collaboration with the project team, develop a detailed methodology, timeline, and work plan for the assignment in accordance with the overall evaluation design framework.
* Develop evaluation instruments.
* Arrange and coordinate fieldwork activities / online interviews.
* Process and analyze data.
* Develop draft and final evaluation reports in English.

The project team will be responsible for supporting the researcher/research organization, particularly providing all the necessary information, and relevant documentation as well as technical/logistical support requested and found reasonable and manageable by the project team.

**DELIVERABLES**

The researcher/ research organization will produce the following deliverables in English:

1. Evaluation design document (including methodology, identified target groups, particular stakeholders to be involved in the survey, timeline, evaluation instruments, etc.)
2. First draft of the report containing:

* Executive summary
* Description of the context and the project
* Evaluation goal and objectives
* Methodology
* Main findings
* Lessons learned
* Factors affecting successful implementation of the project and achievement of the results
* Conclusions
* Recommendations
* Annexes including all data collection tools, list of Key Informants, etc.

1. Final report (reviewed and approved by ASB)

These deliverables should be completed within the deadlines mentioned in the work plan to be provided by a contracted researcher/research organization.

The evaluation reports will be the sole property of Arbeiter-Samariter-Bund, which will retain the right to use them for internal and external purposes.

**TIMEFRAME**

The evaluation will start on March 1, 2026, and finalize evaluation by April 17th.

**QUALIFICATIONS**

* More than 5 years of experience in conducting/leading assessments, baselines and evaluations
* Prior experience of managing/leading fieldwork
* Strong analytical, organizational and communication skills
* Fluency in Georgian and Russian language at the conversational level
* Strong writing skills in English required
* Knowledge of the project field (EMT/health emergencies) would be an asset
* Ability to work independently or in a team and under tight deadlines.

**SELECTION CRITERIA**

The received applications will be evaluated by using the following criteria for shortlisting:

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| --- | --- | --- |
|  | **Criteria** |  |
| 1 | Application Complete | 10 |
| 2 | Professional Experience (In the case of organization experience of the lead researcher will be considered) | 10 |
| 3 | Sample evaluation report provided | 10 |
| 4 | Methodology | 10 |
| 5 | Proposed budget including a breakdown of the costs | 10 |
| 6 | Understanding of the project field (EMT/health emergencies) | 10 |
| 7 | Availability | 10 |

**DOCUMENTS TO BE SUBMITTED**

ASB seeks applications from researchers/research organizations to conduct this assessment. Interested applicants should submit their proposal in English which must include the following:

1. Detailed description of the researcher’s/research company’s experience and qualification (CV, In case of organization CV of a lead researcher)
2. A Cover Letter that includes the information on how the applicant meets the requirements
3. A sample of the Evaluation Report in English completed by the applicant during the last two years
4. Methodology
5. The research budget (please include a breakdown of the costs) with 0 VAT. Please note that the maximum available budget is EUR 15000
6. Contact details of three references

The applicants are kindly requested to send all required documentation no later than **February 23, 2026**,to the following address**:**

2nd floor, 2 Dolidze st, 0171, Tbilisi, Georgia

NGO Arbeiter-Samariter-Bund (ASB) Country Office Georgia

* Attn: Shota Charkhalashvili
* Phone: +995 551 709 990
* After sending tender documentation, the tenderer shall send the tracking number to the email address below:
* Mail: [s.charkhalashvili@asb.ge](mailto:s.charkhalashvili@asb.ge)

The envelopes must be marked with the title "**EMT Final Evaluation**”. Tenderers shall send requested tender documentation in sealed envelopes by DHL or any other post service. Only complete applications will be considered for the application process and short-listed applicants will be contacted. The document should include the name and contact information of the applicant. Please note that opened envelopes will not be considered in the selection process.

ASB is an equal opportunity employer and does not discriminate in its selection and employment practices based on race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors.