

## TERMS OF REFERENCE

### External Evaluator

- A. Position:** External Evaluator
- B. Work place:** Bosnia and Herzegovina
- C. Project:** “Curing the unhealthy healthcare system in Bosnia and Herzegovina”
- D. Duration of the project:** December 1, 2018 – November 30, 2021
- E. Duration of the assignment:** Duration of the assignment is from the signing of the contract until the end of the project
- F. Reference number:** 2018/402-871

### Background

“Curing the Unhealthy Health System in Bosnia and Herzegovina” is a project implemented by the Transparency International in BiH (TI BIH) and Centres for Civic Initiatives (CCI) funded by the European Union.

Areas and points prone to risk of corruption will be identified through the Project by monitoring the procedures in healthcare institutions while focusing on public procurement, conflict of interest, human resources management and financial management. Recommendations for improvement and systemic anti-corruption solutions and practices in the four listed key areas will be identified in at least 15 health care institutions in BiH. The process entails improvement of and contribution to internal legal documents of the health care institutions, as well as improvement in legislation through advocacy activities at state, entity, canton, and Brčko District level. At least 15 health care institutions are expected to develop their capacities in preventing and fighting against corruption through education sessions, exchange of knowledge and consultations.

The Project also includes development of electronic patient waiting list for health care services such as serious surgeries and examinations for which the waiting period is the longest. A legal document supported by a software solution, will be developed to ensure more transparent waiting lists and their possible implementation in the health care institutions. The waiting lists will be implemented in one health care institution, and software’s implementation will be offered to other health care institutions in BiH. Making the waiting lists open to public will ensure the highest level of transparency, thus circumventing the possibility of discretion in setting and changing the order of patients on the waiting list, narrowing the space for possible misuse.

Taking into account that the local CSOs and media will be involved in improving anti-corruption measures in the health care institutions, 10 grants will be distributed to the CSOs and media for public campaigns and investigative stories at the local level. Furthermore, the capacities of the CSOs’

representatives will be strengthened, and an informal Coalition of the civil society organisations established – Anti-Corruption Monitoring and Advocacy Coalition (MAACC).

## **G: GOAL OF THE PROJECT**

The overall objective of the Action is to contribute to reducing corruption in the health sector in BiH through CSOs engagement in policy formulation, decision making and supporting public healthcare institutions in providing a more quality and efficient health services to citizens. The objective will be achieved through improving transparency, accountability and integrity of 15 healthcare institutions in BiH through provision of systemic solutions in key corruption risk areas of public procurement, conflict of interest, human resources management and financial management; increasing efficiency and transparency of healthcare services by developing a model of transparent waiting lists, and increasing relevance of CSOs and media in the fight against corruption in the health sector in BiH.

The Action will improve the situation of the target groups and final beneficiaries, in the following way:

- 1) Governments, competent ministries and parliaments of entities and Brčko District (BD) by providing them with thorough and extensive research on corruption risks in health sector and development of specific evidence-based policy proposals for amendments to legislation in key corruption risk areas in health sector in BiH
- 2) Health Insurance Funds (HIF) by preparation of draft rulebooks procedures for Health Insurance Funds regarding the transparency of waiting lists and employment procedures in healthcare institutions
- 3) 15 healthcare institutions in both entities and BD, by strengthening their capacities in prevention of corruption and providing them with systemic solutions in key corruption risk areas of public procurement, conflict of interest, human resources management and financial management;

## **H: SCOPE OF WORK**

Participation in tender procedures is open on equal terms to all natural and legal persons.

The evaluation conducted by external evaluator should seek to analyse major findings and recommendations related to the following objectives:

1. To assess project's effectiveness (i.e. the extent to which the project stated objectives are being achieved or can be achieved)
2. To assess the project's sustainability (i.e. the likelihood of the project continuing after donor support – financial, organizational, programme and policy level);
3. To assess the project's relevance (i.e. appropriateness of the action and the methods used in relation to the needs and situation in BiH)

4. To assess the project's efficiency (i.e. respect of planned time frame and cost-value benefit of the action)
5. To assess the project's coherence (i.e. external and internal coherence)

Also, the Evaluator is expected to identify major findings related to lessons that can be learned from the action and which best practices, if any, can be identified and used in the future work.

## TASKS AND DELIVERABLES

Tasks	Number of days planned	Specific Deliverables
Task 1: Developing an Evaluation Plan including evaluation criteria, evaluation questions, and related indicators for each of the objectives outlined above. The evaluation plan shall include instructions for the project staff in implementing data-collection processes.	10	Project Evaluation Plan
Task 2: Conducting a formative evaluation for checking starting values of the evaluation indicators identified in project planning phase	10	Report with starting values of the evaluation indicators and/or recommended adjustments of the indicators defined in project log-frame.
Task 3: Providing on-going quarterly evaluation based solely on action's reports) so to assess progress achieved in reaching planned outputs	27 (for entire project duration)	9 quarterly ongoing reports on progress in achieving planned outcomes as inputs for project management.
Task 4: Conducting mid-term evaluation of the project after 18 months of project realization	21	Mid-term Evaluation Report
Task 5: Conducting summative evaluation of the project to determine the end actuals of the evaluation indicators and assess the difference in relation to their baseline value and target values.	22	Final Evaluation Report
$\Sigma$	90 days	

## I. COPYRIGHTS

The content of information received during the employment is subject to protection and is owned by the TI BiH. It may not be used by third parties without consent of the Owner. The use of information is possible and justified only if it is a part of the activities of the implementing project.

TI BIH will process personal data in accordance with applicable Data Protection Laws.

## J: REPORTING

The Expert will deliver the requested deliverables in line with the plan defined under this Terms of Reference. All reports will be written in English.

**K: VALUE OF THE BID**

The value of the bid shall not exceed the gross amount of 16,200 Euros. The prices shall be fixed amounts expressed in Euro and include all additional costs necessary for fulfilling the outputs of the contract; they shall be expressed in amounts excluding VAT and shall not be subject to change. The suppliers shall bear the costs incurred during the preparation and submission of the bid.

**L: Timeline**

Announcement of the tender	20.02.2019.
Close of the tender	07.03.2019.
Selection of bids	08.03.2019.

The following deliverables/outputs will be submitted to the TI BiH:

Deliverable	Indicative timeline
Project Evaluation Plan	29.03.2019.
Formative Report	20.04.2019
Quarterly/Interim Reports	30.06.2019; 30.09.2019; 31.12.2019; 31.03.2020; 30.09.2020; 31.12.2020; 31.03.2021; 30.06.2021; 30.09.2021;
Final Evaluation Report	15.12.2021.

## **M: QUALIFICATIONS OF THE EXPERT**

### **Qualifications and skills:**

- Copy of a degree (where a degree has been awarded on completion of 3 years of study in a university or equivalent institution)
- Excellent knowledge of local language

### **General professional experience:**

- At least 15 years of general professional experience;
- At least 10 years of experience in working on the projects funded by international donors or organisations

### **Special professional experience:**

- At least 3 years of experience in the field of project cycle management;
- At least 3 years of experience in the field of monitoring and evaluation of projects;
- At least 3 years of experience in the field of civil society;

The qualifications and skills such as general and specific professional experience are eliminatory upon evaluation.

The bids will be evaluated taking into consideration the general and specific experience criteria, previous references, and the amount proposed in the financial bid.

## **N. Method of submission and deadline**

All applicants interested in applying and submitting their bids shall submit, not later than March 07, 4 p.m. the following documents:

- CV of the proposed External Evaluator,
- 2 references with complete contact information
- Financial bid for service (on a form included in this call).

The bids shall be sent to Transparency International in BiH via e-mail [info@ti-bih.org](mailto:info@ti-bih.org) (Subject: Application for the position of External Evaluator).