



Macedonian Young Lawyers Association

Request for proposals –Baseline Report

Terms of Reference (ToR)

Request: Service provider with experience in gathering qualitative and quantitative data to produce baseline report with realistic baseline indicators/targets to measure results and impact of project activities regarding P-CVE and R&R

About Macedonian Young Lawyers Association (MYLA)

Macedonian Young Lawyers Association (MYLA) is a non-governmental, non-profit and non-political professional organization of lawyers established in December 2003, aiming to strengthen the contribution of young lawyers in promoting the legal profession and fulfilling the principle of the rule of law.

MYLA aims to ensure that the law in North Macedonia works for everyone, serves the public interest and is aligned with international and EU standards. To achieve this, MYLA leads a group of dedicated young lawyers who provide legal aid to the poor and marginalized, litigate public interest cases, encourage and support changes in policies and build the capacities of state institutions, CSOs, legal professionals and individuals.

MYLA has three strategic aims (priorities):

1. Advance access to justice, rule of law and protection of the human rights for the most vulnerable groups;
2. Improve quality of legislation and services for citizens and support and scrutinize the implementation and harmonization of the national policies with the international and EU standards
3. Increase expertise and integrity of young lawyers;

MYLA addresses specific issues relevant to society that are critical in advancing our mission. The issues are identified through situation analysis, research and communication with stakeholders. MYLA's target groups are: people living in poverty, stateless persons, victims of human rights violations, discrimination and violent crimes, children, woman, asylum seekers, migrants, prisoners and other marginalized groups.

MYLA's driving force are its core values: liberty, equality and justice for every human being; empowerment of the poor, marginalized and underrepresented; protection of the environment; collegiality and participative decision-making processes in the organization; professionalism, excellence and integrity; collaboration with all stakeholders; transformation and responsiveness.



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Project background

The project “Building Resilient and Inclusive Communities” (BRIC) supports aims to build local resilient communities against violent extremism and radicalization through capacity building and support to communities and vulnerable groups in the process of the P-CVE and rehabilitation and reintegration (R&R) in the country.

With the intervention, the project strives to boost the existing institutional P-CVE and R&R at central and local level to make them responsive through active engagement in the process of PCVE and R&R for the persons in need, and strengthen the communities to become resilient against VE by promoting social cohesion and alternatives. The actions of the project are aligned and compatible with the national strategic documents for P-CVE, the national plan for R&R and the country's need to properly address these issues and to improve the services while providing adequate support to individuals and communities in need.

The activities will be focused on conducting assessment on socioeconomic aspects of VE, development of operational documents and capacity building of state institutions at central and local level and other involved actors, facilitate peer to peer experience sharing within the Balkan region and activities that will support the community engagement and social cohesion for students, local no state actors, media and religious groups.

The project is funded by the Global Community Engagement and Resilient Fund (GCERF) and implemented by Macedonian Young Lawyers Association (MYLA) as lead, in partnership with Open Gate La Strada, Search for Common Ground and Center for Tolerance and Long-Life Learning.

Deliverable: Purpose, scope and objective

A baseline is an analysis describing the situation prior to an intervention against which progress can be assessed or comparisons made. With the baseline data and analysis, MYLA will be able to set realistic and achievable targets for outputs and outcomes, as outlined in the M&E frameworks.

As per the project requirements, the provider will prepare a baseline survey report outlining realistic and tangible targets to outcome and output indicators for the BRIC project before the start of the implementation of the activities for this project.

MYLA will use the baseline report to monitor and evaluate the results and targets set with the result framework of the project. The targets setup within the baseline report will help MYLA to measure the results achieved in the implementation period, as well as the impact of the interventions against the specified target groups. With the data and results in the baseline report, MYLA will be able to revise and adjust specific targets set in the result framework if their achievement is not realistic or feasible. The findings in the baseline will also be used to validate the relevance of the intervention and clarify the expected outcomes. Moreover, the baseline report will enable better understanding of the specific country and its local context of VE, as well as potential ways to properly address them. At the same time, it will provide inside information of the perceptions for VE of particular groups in a specific geographical area. Finally, the baseline report will reflect the situation in North Macedonia and cover all aspects of the targets and indicators that have been specified with the project.



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Deliverables

- *Baseline report with realistic baseline targets*
- *Questionnaires for data collection to measure outcome indicator targets that will be measured prior beginning of the activities*

The objective for the assignment is to provide baseline realistic data and targets for outcomes and outputs indicators at the beginning of the implementation of the project which will be used to measure achieved result and impact of the interventions through the implementation period.

Methodology and tools for data collection

The service provider is encouraged to use combined methodologies, quantitative and qualitative sources to gather the necessary data for the preparation of the baseline report, findings and recommendations. During the collection of primary and secondary data, the service provider will consult and closely communicate with MYLA.

The collection of primary and secondary data should include, but it is not limited to:

- Desk review of relevant documents, policies, guidance, reports, analysis and other materials related to P-CVE and R&R, etc.
- Quantitative and qualitative data using questionnaires, focus, groups, meetings, interviews, free access to information, media articles, etc.

The data will be disaggregated by age, gender and if applicable other classifications such as ethnicity, location, education, etc.

The sampling of collected data will be determined and specified in consultation with MYLA, based on the targeted population, groups, location, and time of data collection.

Final report

The service provider is requested to deliver a final baseline assessment report. The final baseline assessment report should include the following:

- Title page
- Executive summary
- Acronyms
- Table of content
- Purpose Coverage and Scope
- Methodology
- Limitations of the baseline report
- Analysis of the findings (disaggregated data, tables, figures, descriptive analysis)
- Conclusion and Recommendations
- Annexes



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Requirements of the service provider:

The service provider (or team) must fulfill the following competencies:

- Knowledge, skills, and experience in research and evaluation (including on similarly sensitive and often taboo topics);
- Knowledge and understanding of the local political, economic, and social context;
- Knowledge of the local language;
- Capacity to screen, analyze, and summarize secondary data;
- Design and adapt methodologies and tools to collect primary data (e.g. questionnaire, interviews, focus group discussions);
- Know and understand the context of violent extremism/ radicalization and P-CVE;
- Experience in applying sampling techniques, if necessary;
- Experience in data analysis and interpretation;
- Experience in writing comprehensible and concise reports;
- Advanced knowledge of the English language;
- Awareness of local dynamics and ethical considerations in data collection;
- Availability of a team of individuals and/or supporting staff that will be included in data compilation and completion of the tasks

As a reference of experience, the service provider will provide the last 2 (two) similar baseline reports containing realistic indicator/targets on outcome and output level.

Applicants who are beneficiaries of GCERF funds will not be considered.

The service provider must comply with all applicable laws and regulations, and adhere to a strict confidentiality policy in relation to client information.

Safety and security

The security of community members should be of primary consideration, bearing in mind the sensitivity of some of the issues that may be covered. Information gathered in surveys and interviews is personal and potentially sensitive. Respondents should be reassured that the provided information will be kept anonymous. Under no circumstances should interviewees be pressured to respond to all or some questions or items. Parental consent must be obtained before interviewing minors.

The service provider is requested to gather signed consent forms of each individual participating in the baseline assessment. It should be made possible to withdraw the consent at any point during the baseline assessment. If a panel survey data for a small sample of individuals is selected, the service provider shall request the explicit consent of the individuals that will be traced during the period of the grant, as well as some form of means of communication with the individual, such as email, or telephone. This data shall be strictly secure and be only accessible to the consultant and MYLA



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Timeframe

Task	Indicative period
Selection of the service provider	7 September
Initial meeting with the service provider to review documents and existing data	14 September
Draft of the methodology for data collection	22 September
Data collection	22 September – 20 October
Submission of the draft report	20 October
Submission of the final report	30 October

Deadline for submission of the application

Proposals should be sent to MYLA by **August 27th 2021** at contact@myla.org.mk or in hard copy at Donbas 14/1-6, 1000, Skopje, North Macedonia. The applicant in the subject will quote: "Application for preparation of baseline report P-CVE – R&R". Applications received after the deadline will not be considered.

Application process

The proposals should follow the structure and/or comply with the requirements indicated below:

1) The technical proposal will include>

- A brief background of the service provider (team) by highlighting relevant research and previous experience with research, data collection, draft of analysis, reports and/or PCVE and R&R
- An explanation on the how the service provider will commits to deliver the baseline report
- Proposed methodology/ies that will be used for data collection
- Proposed approach regarding the methodology, timeframe, gathering of primary and secondary data
- Composition of the team with relevant short bio for each team member (main researcher, supporting members, etc.)
- Risk mitigation (state any risk you anticipate and how it will be overcome taking into account the sensitive nature of the topic)
- References – briefly state previous similar work
- CVs of the proposed team (to be attached as separate documents)
- At least 2 previously conducted relevant researches (to be attached as separate documents)



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2) Financial proposal

- Financial offer – explain each of the proposed fees

The technical and financial application should be sent as one PDF file. The technical application should not exceed more than 10 pages. The application must be signed.

Selection of the proposals

The proposals will be selected by a committee from MYLA and/or in consultation with the project donor.

The winning application will be selected following a number of criteria, including:

- Technical application
- Proposed approach and methodology
- Overall quality of the proposal
- Previous experience
- Financial offer - cost-effectiveness



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Annex 1 – Outcome indicators for the project

Description	Indicator	Methodology - Comments
Strengthened/operationalized national Institutional tools and cooperation mechanism on R&R and regional cooperation among R&R practitioners	% of R&R actors who report that the research helps their understandings on R&R	Prepare questionnaires only to measure when the activity starts/ends
	% of developed documents operationalized by the LMT	Prepare questionnaires only to measure when the activity starts
	% of participants at the training events that demonstrate sufficient knowledge on the subject content	Prepare questionnaires only to measure when the activity starts
	% of LMT members who were mentored and received positive score on PCVE and R&R subject content	Measure baseline target
	% of LMT teams/members involved in case management	Measure baseline target
	% of national event participants who self-report that the event is helping them in their daily work on R&R	Prepare questionnaires only to measure when the activity starts
	% of regional participants who understand the best practices of R&R	Prepare questionnaires only to measure when the activity starts
Sensitized/Improved capacities of non-state actors, local CSOs and media partners to support and engage in P/CVE and R&R process	% of sensitized journalist willing to write in support of the PCVE and R&R and promote counter narrative	Prepare questionnaires only to measure when the activity starts
	% of media workers who demonstrated sufficient understanding on P/CVE and R&R	Prepare questionnaires only to measure when the activity starts
	% of the CSOs willing to engage/promote PCVE and R&R with clusters	Prepare questionnaires only to measure when the activity starts
	% of CSO representatives who demonstrate sufficient understanding on P/CVE and R&R	Prepare questionnaires only to measure when the activity starts
Supported/fostered children's participation in diverse educational and social activities with groups of different background	% of students who express that students of different background should be included in the communities	Prepare questionnaires only to measure when the activity starts
	% of students who communicate or engage in activities with students of different ethnic and social status	Prepare questionnaires only to measure when the activity starts
	% of parents who express willingness to engage with parents of other background	Prepare questionnaires only to measure when the activity starts



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	% of parents who engage in activities with parents of different background	Prepare questionnaires only to measure when the activity starts
Reduced stigmatization of community towards clusters (Increased sense of acceptance towards clusters)	% of participants (community members: women, youth, etc), interested to engage or provide support in R&R	Measure baseline target
	% of participants (community members) who report that they feel RFTF should be part of the community	Measure baseline target