

Terms of Reference

Evaluation: Year 2 of Civil Society Dialogue Network V (CSDN V) project

The Civil Society Dialogue Network (CSDN) is a mechanism for dialogue between civil society and EU policy-makers on peace and conflict. It is co-financed by the European Union (Neighbourhood Development and International Cooperation Instrument – Global Europe) and the European Peacebuilding Liaison Office (EPLO), and managed by EPLO in co-operation with the European Commission (EC) and the European External Action Service (EEAS).

The CSDN was established in 2010 and the fifth phase (CSDN V) began on 1 October 2023 and will last until 30 September 2026.

Purpose of the Interim Evaluation

The purpose of this evaluation is to provide an assessment of the results of the second year of the CSDN V project (October 2024-September 2025) and lessons to be applied in the remaining year of the project.

The evaluator will focus on two CSDN events selected by the Project Management Team which took place during year 2 of CSDN V. The specific objectives of the evaluation are:

- 1) To identify outcomes of CSDN V, complementing and supporting outcome monitoring undertaken by EPLO staff
- 2) To assess the project from the lenses of gender, age and diversity
- 3) To identify any challenges in the implementation of CSDN V
- 4) To list recommendations for year 3 of CSDN V

In addition, the evaluator will facilitate a reflection session with EPLO staff to reflect on learning, progress and what can be improved from year 2 of the project.

Deliverable

The consultant will provide a report of maximum 8 pages (excluding annexes) which should include a 1- page executive summary. The report and summary will be drafted in English.

The consultant will also facilitate a reflection session with EPLO staff on the week of 21.09.2025.

Delivery & Timeline

10 days of work, between August and September 2025. A first draft should be submitted on 19.09.2025 in order to jointly review that the evaluation report indeed meets the terms of reference. The final version of the report should be submitted to the Project Management Team by 26.09.2025.

Timeframe

Deadline for expression of interest	27.07.25
Interview of candidates	31.07.25
Signature of contracts and kick off meeting	04.08.25
First draft due	19.09.25
Final draft due	26.09.25
Reflection session with EPLO staff (travel to Brussels if feasible)	week of 21.09.2025

Scope

The evaluation report should investigate the following in relation to two specific CSDN events, where relevant:

- The influence of CSDN meeting recommendations on EU policies/actions/decisions/initiatives etc in line with the assumptions for the implementation of the project as reflected in the logical framework of CSDN V.
- Evidence of strengthened relationships between civil society organisations (CSOs) and EU/EU Member State policymakers and between CSOs resulting from CSDN networking opportunities.
- Evidence of CSOs using the knowledge gained during Training Seminars.
- An investigation of the project from a gender lens, to assess whether a gender perspective was mainstreamed throughout the implementation of the project, both in terms of participants in CSDN events and policies covered by events.
- An investigation of the project from the lenses of age and diversity, to assess whether the dimension of age and diversity were taken into consideration during the design and implementation of CSDN events.

Activities

The evaluator will undertake the following activities:

- Interviews and/or questionnaires with key stakeholders, including EPLO staff members and civil society and EU policy-maker participants in CSDN events
- Analysis of CSDN documents, including official project documents, CSDN event documents (e.g. agendas, background papers, meeting reports, responses to participant surveys etc.) and minutes of Project Oversight Group (POG) meetings
- Facilitate a reflection session with EPLO staff (travel to Brussels if feasible, costs will be appropriately covered)

Application procedure:

Qualified and interested candidates should send their financial offer and the following documents to jobs@eplo.org (subject line: evaluation of CSDN Year 2) by **27 July**:

- An up-to-date CV, including contact details of a reference
- A cover letter setting out how they will approach the research task

Applications will be reviewed, and short interviews will be scheduled with short-listed candidates on 31.07.2025.

Remuneration:

10 days' work in the range of 500-700 EUR (excl. VAT) per day.