



CALL FOR PROPOSALS: PROJECT EVALUATION CONSULTANT

PROJECT TITLE: Windows for Ukraine

DEADLINE FOR SUBMISSION: 6 July 2025

LOCATION: Ukraine, various regions

CALL FOR PROPOSALS

Libereco – Partnership for Human Rights (Zurich, Switzerland), Charity organization “Charitable Foundation “Angels of Salvation” (Dnipro, Ukraine), Re-Win (Basel, Switzerland) invite qualified individuals and firms to submit proposals to conduct an independent evaluation of our “Windows for Ukraine” project.

Proposals from individuals or firms based in Ukraine are strongly encouraged and will be given preference.

Offers must cover fees, taxes, social charges, logistic expenses, food, travel expenses, transport of the consultant (team) and other expenses that the consultancy may require.

TERMS OF REFERENCE

The Terms of Reference (ToR), attached as an annexe to this call, outline the background, scope, objectives, methodology, deliverables, and evaluation criteria that must be considered in the proposal.

SUBMISSION INSTRUCTIONS

Proposals must be submitted in English by 6 July 2025 to leonie.ruesch@libereco.org.

CONTACT FOR CLARIFICATIONS

For questions or further information, please contact Leonie Ruesch, leonie.ruesch@libereco.org.

We look forward to receiving your proposal.

Zurich and Dnipro, 18 June 2025

TERMS OF REFERENCE

EXTERNAL EVALUATION

PROJECT:

Windows for Ukraine

Project Cycle: August 2024 – July 2025

(project extension until October 2025)

PROJECT PARTNERS:

Charity organization "Charitable Foundation "Angels of Salvation"

Libereco – Partnership for Human Rights, Zurich, Switzerland

Re-Win, Basel, Switzerland

COMMISSIONING ORGANISATION:

Charity organization "Charitable Foundation "Angels of Salvation"

June 2025

1. INTRODUCTION

Angels of Salvation, Libereco - Partnership for Human Rights, and Re-Win have jointly launched a cooperation project aimed at supporting vulnerable groups in frontline areas to cope with war-related destruction through sustainable repairs of their homes and communal buildings.

Within the project, high-quality used windows are collected in Switzerland. Libereco is responsible for the overall coordinatin of the project. The window collection process is coordinated by Re-Win. Angels of Salvation (AoS) is the recipient organization of the windows in Ukraine. AoS is responsible for needs assessment, selecting beneficiaries, unloading, storage, delivery and installation. For the installation of the windows, AoS commissions a permanent construction team. In some instances, AoS transfers the windows to local authorities to manage installation.

The Project Document provides further details on the project. As stated in the Project Document, Libereco plans to commission an external evaluation to determine the project's impact and contribute to the planning process of a subsequent project phase.

2. PROJECT TO BE EVALUATED

Name of the project	Windows for Ukraine (Scale-up phase), August 2024 – July 2025 (extension until October 2025)
To be evaluated	The evaluation shall take into consideration the coherence, relevance, efficiency, effectiveness and sustainability of the project for the target group and formulate Lessons Learned as well as Recommendations for a potential next project phase
Target population group(s)	<p>Vulnerable groups who continue to live in their homes: At least 50% of the windows are to be used for private homes. The windows will be installed in the houses of people who have remained in their homes despite them being damaged. The focus remains on vulnerable groups, in particular elderly people, people with disabilities, and single parents who are unable to finance and/or carry out repairs themselves.</p> <p>Support is given in particular to people who receive no or insufficient support from UN programs or state compensation programs. Reasons for this include lost documents (only owners are entitled to compensation), tenancy agreements for the house, and similar benefits already received.</p> <p>Ideally, the needs of entire villages will be assessed and met so that social conflicts and envy as a result of the project can be avoided.</p> <p>Communal buildings: In addition to private homes, windows can be used in public buildings that are used for civilian purposes and play an important role in protecting or supporting the daily lives of the civilian population. These include schools, kindergartens, hospitals, and local government buildings. In many villages, these are the only buildings with internet access (Starlink, generator), which is why children spend their days in these buildings to participate in online classes. It is essential that these buildings are protected from the cold and wet in winter so that they can be used for learning and playing.</p>
Overall goal and Outcomes	<p>Overall goal: Vulnerable groups in frontline areas are supported in rebuilding their homes and communal buildings following the destruction caused by the war.</p> <p>Outcome 1: Vulnerable people in frontline areas who continue to live in their homes despite war damage are being supported by the installation of new windows.</p>

	<p>Outcome 2: Public buildings that perform key functions in everyday life and for the protection of the civilian population (e.g., hospitals, community centers, schools) are repaired by installing windows so that they can continue to fulfill their function.</p> <p>Outcome 3: The reuse of used windows conserves resources and tests sustainable approaches to reconstruction.</p>
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3. SCOPE, OBJECTIVES AND EVALUATION QUESTIONS

3.1. SCOPE

The scope of the evaluation is the current project phase up until the date of the evaluation (10-11 months). The evaluation should focus on project activities in Ukraine (needs assessment, selection of beneficiaries, distribution and installation of windows).

The experiences and opinions of the different project stakeholders (project staff, building staff, warehouse staff, target group, etc.) should be taken into account.

The geographical focus is on frontline areas of the Kharkiv, Donetsk, Dnipropetrovsk, Kherson, Mykolaiv, and Zaporizhzhia regions.

3.2. PURPOSE OF THE EVALUATION

The purpose of this evaluation is to provide an independent and objective assessment of the results achieved during the current project phase. It will examine the project's approach and implementation processes. Conducted as a formative evaluation, its findings aim to identify good practices and lessons learned. These insights, along with the recommendations, will inform improvements in future activities and help ensure the sustainability of the project outcomes.

3.3. OBJECTIVES OF THE EVALUATION

The objectives of this evaluation are

- To assess the current project phase against the planned and agreed objectives and outputs, using the five OECD DAC criteria Coherence, Relevance, Effectiveness, Efficiency, and Sustainability.
- To gather data from the visited buildings that will inform and guide future project activities.
- To provide recommendations, based on the evaluation findings, for further development and improvement of the project's approach and implementation.

3.4. EVALUATION QUESTIONS AND CRITERIA

a. Coherence

- To what extent were project design and implementation coherent with national policy and UN objectives?

b. Relevance

- To what extent do project design and implementation respond to beneficiaries' needs & priorities?
- What other infrastructural and private housing needs or requests do beneficiaries identify beyond those already addressed?
- To what extent do the reused windows integrate aesthetically and functionally with the buildings in which they were installed, considering that the window dimensions may not always align perfectly with the existing openings?

- How effectively do the reconstructed communal buildings contribute to the everyday activities and well-being of the local community?

c. Efficiency

- To what extent did the project overlap with or duplicate similar interventions implemented by other actors in the same area?
- How efficient were the logistics, storage, distribution, and on-site assembly processes throughout the project implementation?
- How efficient was the reuse of windows compared to alternative approaches (e.g., purchasing new windows), considering financial, material, and logistical resource use?
- How efficient was the collaboration between the three partner organizations, and how well were roles, responsibilities, and coordination mechanisms aligned to support the successful implementation of the project?

d. Effectiveness

- To what extent has the intervention effectively achieved its intended outcomes, namely:
 - Providing support to vulnerable individuals living in conflict-affected areas through window replacement (Outcome 1);
 - Restoring the functionality of key public buildings (e.g., hospitals, community centers, schools) through window installation (Outcome 2); and
 - Promoting resource conservation and testing sustainable reconstruction approaches through the reuse of windows (Outcome 3)?
- To what extent were the installed windows appropriate for maintaining indoor climate, given the structural characteristics of the building?
- To what extent has the intervention led to any unexpected outcomes, either beneficial or adverse?
- How well is the intervention progressing toward its intended outcomes, and what factors are influencing its effectiveness?

e. Sustainability

- To what extent has the installation of reused windows contributed to long-term environmental sustainability, particularly in terms of reducing CO₂ emissions?
- To what extent are the positive outcomes of the intervention—such as improved housing conditions, functionality of public buildings, and environmental benefits—likely to be sustained?

4. EXPECTED DELIVERABLES

The evaluator (team) is expected to provide the following deliverables in English:

- Inception report: Methodological proposal and work plan (evaluation structure, methodology, tools, persons to be interviewed and schedule of interviews or visits, if possible), prior to the field visit.
- Draft evaluation report submitted to AoS, Re-Win and Libereco.
- Debriefing session (online) to present the most important findings of the evaluation and to discuss them (evaluation team – AoS – Re-Win – Libereco).

- Final evaluation report, electronic version submitted to AoS, Re-Win and Libereco. The external evaluation report shall contain the following main points:

Executive Summary: maximum of 2 pages

1. Introduction

1.1 Background to the evaluation

1.2 Objectives and scope of the evaluation

2. Brief description of the project and its context.

3. Methodology used, the different stages of the evaluation (and the participation involved); constraints and limitations of the study conducted.

4. Results and impacts (findings in relation to the objectives and evaluation questions)

5. Lessons learned

6. Conclusions

7. Recommendations

8. Annexes

- Data on the visited buildings collected during field visits (eg. via Kobo Toolbox)

5. PREMISES OF THE EVALUATION PROCESS

The basic premises of ethical and professional behaviour required of the consultant (team) are:

- **Data collection techniques** must not infringe the socio-cultural situation of the persons involved in the evaluation process. It is expected that these techniques will contribute to greater participation
- **Anonymity, confidentiality and security:** The consultant (team) responsible for the evaluation will always respect the right of individuals to provide information, ensuring their anonymity and confidentiality.
- **Responsibility:** Any disagreement or difference of opinion that might arise between the consultant (team) and those responsible for the project, in relation to findings and/or recommendations, may be mentioned in the report.
- **Completeness:** To obtain a more complete analysis of the intervention, the evaluation team may include additional elements or information not specifically mentioned in the Terms of Reference.
- **Validation of information:** The consultant (team) will ensure the veracity and quality of the information gathered - in terms of techniques, methodology, fieldwork - for the elaboration of the report.

6. EVALUATION METHODOLOGY

The consultant (team) shall propose and design the methodology, technique, and tools for the evaluation process. Special attention needs to be given to the vulnerability of the target groups and trauma-sensitivity.

The methodological process should consider the following:

- Preparatory work: reading of documents, preparation of methodology to be used in the fieldwork, preparation of questions, guidelines, etc.

- Inception workshop: an opportunity to socialise the main purposes of the evaluation with the project team and state the most important points. Logistical aspects can be defined.
- Interviews with different project stakeholders, key informant interviews, participant observation, etc.
- Field visit including quantitative data collection on the visited buildings that can inform and guide future project activities
- Debriefing Workshop as stated above
- Draft of the evaluation report and final report as stated above

7. QUALIFICATION OF EVALUATION TEAM

To carry out the external evaluation, an evaluation expert or team is sought that meets the following requirements:

- Knowledge and experience with the reality of the site
- Qualification and/or experience in the construction sector
- Experience in evaluating development cooperation programmes and/or humanitarian projects oriented towards outcomes and impact
- Knowledge and experience in developing tools, guidelines and participatory methodologies for data collection and information analysis.
- Independence and impartiality: The consultant (team) must not have had any involvement in the design or implementation of the project

8. TIME LIMIT FOR THE COMPLETION OF THE EVALUATION

The time allowed for the external evaluation is 6 weeks from the date of signature of the contract.

9. REFERENCE AMOUNT FOR THE CONSULTANCY

The referential amount for the present consultancy is EUR 5'000 – 7'500. We welcome competitive proposals and look forward to receiving your offers based on the scope of work and deliverables outlined in this Terms of Reference. Offers must cover fees, taxes, social charges, logistic expenses, food, travel expenses, transport of the consultant (team) and other expenses that the consultancy may require.

18 June 2025