



EXPERTISE
FRANCE

“Fourth phase of the EUP2P Arms Trade Treaty Outreach Programme (EUP2P ATT OP IV)”

Terms of reference (ToR) for the hiring of a consultant for the mid-term evaluation of the EUP2P ATT OP IV programme

June 2026

1 GENERAL INFORMATION

<i>Title of the assignment</i>	<i>Mid-term evaluation of the “Fourth phase of the EUP2P Arms Trade Treaty Outreach Programme” (EUP2P ATT OP IV)</i>
<i>Beneficiaries of the assignment</i>	<i>Project team, EF HQ (‘Global Threats’ unit and P2S department)</i>
<i>Country of the assignment</i>	<i>France</i>
<i>Estimated budget</i>	<i>9 500,00€</i>
<i>Total number of expected working days</i>	<i>19 days</i>
<i>Working language(s)</i>	<i>English, French</i>

2 CONTEXT

2.1 General context

Adoption of the Arms Trade Treaty

The Arms Trade Treaty (ATT) was adopted by the United Nations General Assembly on 2 April 2013 and entered into force on 24 December 2014.

This ATT aims to establish the highest possible common international standards for regulating legal trade in conventional arms and to prevent and eradicate the illicit trade in conventional arms and prevent their diversion. Moreover, its declared purpose is to « contribute to international and regional peace, security and stability, reducing human suffering and promoting cooperation, transparency and responsible action by State Parties in the international trade in conventional arms, thereby building confidence among State Parties ».

Implementation of the EUP2P ATT OP – Phases 1, 2 & 3

To contribute to addressing those challenges, the Council of the European Union adopted Decision 2013/768/CFSP (1), thereby enlarging the export-control-related assistance portfolio of the Union with activities specific to the ATT with the following objectives:

1. The reinforcement or development of arms transfer control capacities and expertise for ATT implementation in beneficiary countries;
2. Outreach to other countries, including non-States Parties to the ATT, with a view to supporting the universalisation of the ATT at national, regional and multilateral level.

Among the activities implemented as part of the project to achieve these objectives were:

- National workshops (a) ;
- Ad hoc assistance (b) ;
- Train-the-trainer activities (c) ;
- Regional and multilateral activities (conferences, workshops, study visits, etc.) (d);
- Side events (e).

The 2013 Decision of the Council of the EU, which led to the implementation of the first phase of the ATT project, was followed by Council Decisions (CFSP) 2017/915 (2) and (CFSP) 2021/2309 (3) on Union outreach activities in support of the implementation of the ATT, respectively constituting the second and third phase of the project.

Activities carried out under Decisions 2013/768/CFSP, 2017/915/CFSP and (CFSP) 20211/2309 have helped partner countries to cover a wide range of areas relevant to the establishment and development of a national arms transfer control system as required by the ATT. Cooperation has been developed with a number of beneficiary countries that had not previously been addressed under other Union export-control-related assistance activities, thereby reflecting the global nature of the ATT.

A decade after its entry into force, challenges continue to lie in its effective implementation and universalisation. In fact, although the Treaty has been extended to a larger number of States – reaching 118 State Parties to date, the last one to ratify it being Ecuador in February 2026 –, its universalisation and implementation still need to be pursued.

To advance universalisation, the ATT Working Group on Treaty Universalisation highlighted the importance of building on existing universalisation efforts, sharing lessons on ratification and domestication practices, and to remain open and engaged with States from all regions interested in joining the Treaty.

Implementation of the EUP2P ATT OP – Phase 4

On February 2025, the Council of the European Union adopted Decision (CFSP) 2025/442 which led to the implementation of the fourth phase of the ATT project. The project is scheduled to run for 36 months, from 10 March 2025 to 9 March 2028, with a budget of 3 500 000,00€ granted notably by the European Union.

Its general objective is to enhance accountability and responsibility with regard to the legal arms trade in line with EU policies and common positions on the matter, and to strengthen universal adherence to and effective implementation of the Arms Trade Treaty.

As the first three phases, the project is managed by Expertise France (EF) and the German Federal Office for Economic Affairs and Export Control (BAFA), as they had previously been entrusted by the Council of the EU with the technical implementation of projects in support of the ATT.

In the fourth phase, Expertise France’s activities cover 12 beneficiary countries (Senegal, Togo, Cameroon, Ivory Coast, Union of the Comoros, Madagascar, Benin, Guyana, Liberia, Sierra Leone, Philippines, Mexico), while the BAFA’s activities cover 10 beneficiary countries (Botswana, Chile, Colombia, Costa Rica, Ecuador, Kazakhstan, Malaysia, Peru, Thailand, Zambia).

2.2 Project overview

Project title	EUP2P Arms Trade Treaty Outreach Programme – Phase IV (EUP2P ATT OP IV)
Implementation period	10/03/2025 – 09/03/2028 (36 months)
Location/intervention areas	The programme covers a total of 22 beneficiary countries. Among these countries, Expertise France’s activities extend to 12 beneficiary countries, namely Senegal, Togo, Cameroon, Ivory Coast, Union of the Comoros, Madagascar, Benin, Guyana, Liberia, Sierra Leone, Philippines, and Mexico.
Operational partners	Expertise France (EF) (activities covering 12 countries, as mentioned above), German Federal Office of Economic Affairs and Export Control (BAFA) (activities covering 10 countries).
Target groups	National agencies and authorities involved in the arms transfer control sector from beneficiary countries that are parties to the ATT, or from states that are not signatories to that treaty.

Project budget	3,5M€, divided between 1,75M€ for Expertise France and 1,75M€ for BAFA
Donors	European Union, co-financed by the French Ministry of Europe and Foreign Affairs and the German Federal Foreign Office
Overall objective of the project	To enhance accountability and responsibility with regard to the legal arms trade in line with EU policies and common positions on the matter, and to strengthen universal adherence to and effective implementation of the Arms Trade Treaty (ATT).
Specific objectives of the project and expected results	<p>Specific objective 1: To raise awareness of and support for and promote the universalisation of the Arms Trade Treaty (ATT) and the global adoption of policies and practices in line with EU policies in the field of conventional arms exports, in particular on the basis of Common Position 2008/944/CFSP</p> <p><u>Expected results:</u></p> <ul style="list-style-type: none"> » Output 1.1: Awareness-raising, advocacy and outreach events have been delivered and attended by key audiences <p>Specific objective 2: To enhance national implementation of the Arms Trade Treaty (ATT) and policies and practices in line with EU policies in the field of conventional arms export</p> <p><u>Expected results:</u></p> <ul style="list-style-type: none"> » Output 2.1: Capacity-building measures (seminars, workshops, training events, exercises, peer reviews, needs assessments, technical assistance and needs assessments visits, etc.) have been implemented » Output 2.2: Knowledge-based products have been developed and distributed (reports, survey, analyses, implementation plans, Standard Operating Procedures (SOPs), research papers, etc.)
Monitoring and Evaluation system	<p>During the fourth phase of the project, a MEAL plan was developed, and its objectives are the following:</p> <ul style="list-style-type: none"> » Establish a comprehensive framework for systematic monitoring, evaluation, and learning throughout the project cycle by formalizing the different levels of M&E; » Define the roles and responsibilities for M&E and reporting; » Precise tools, modalities and periodicity. <p>The theory of change and logical framework of the project, both revised in 2026, are attached as Annexes to these terms of reference.</p>

3 OBJECTIVES AND EXPECTED RESULTS

3.1 Objectives of the mission

3.1.1 Purpose and objectives of the evaluation

Given the significance of the project and in accordance with the recommendations set out in the monitoring and evaluation plan adopted by the project, the project team wishes to conduct an external mid-term evaluation.

This evaluation is planned as the project reaches the midpoint of its implementation period since it started on 10 March 2025 and will end on 9 March 2028.

Furthermore, the project is currently in its fourth phase, and no evaluation has been conducted to date. Although the European Union, the programme's donor, does not require a mid-term evaluation, the project team considers it important to undertake this exercise at this stage of implementation in order to assess progress achieved so far, ensure that activities are effectively contributing to the intended objectives, identify lessons learned, and inform the remainder of the implementation period.

Indeed, this evaluation will serve as a learning opportunity, as it will analyse the project's results to date and lessons to be drawn from them. This type of evaluation therefore should enable the project team to make adjustments to the project, if necessary, based on the evaluation conclusions.

Moreover, the project team considers this evaluation as a milestone for the programme to ensure its accountability to the donor and to programme beneficiaries.

3.1.2 General objectives and expectations of the mission

The evaluation process will be designed in line with the Monitoring and Evaluation (M&E) policy and procedures of Expertise France. EF's MEAL Policy (2020) provides systematic evaluation of programmes and projects in order to improve quality, accountability, transparency of the EF's work and strengthen decision-making processes. The policy used the evaluation criteria of the Organisation for Economic Cooperation and Development (OECD)/Development Assistance Committee (DAC) as the main reference for the design and implementation of evaluations.

The main objectives of evaluations within EF are as follows:

- To communicate and report (accountability) to supervisors, donors, key partners and beneficiaries of the actions implemented and the results achieved in view of the objectives set and the means allocated.
- To improve the management and effectiveness of the projects and programmes implemented. It is a question of anticipating the issue and being able to adjust as and when necessary, whether at the operational or strategic level.
- To improve the learning and quality of projects and programmes by relying on an internal and partnership-based capitalisation approach aimed at the continuous improvement of the collective performance of the official development assistance and the quality of responses provided to identified needs.

More specifically, the main purposes of this evaluation are to provide beneficiary partner countries and institutions, Expertise France, and the donor with:

- An overall and independent assessment of the performance of the EUP2P Arms Trade Treaty Outreach Programme during its fourth phase (EUP2P ATT OP IV), with a particular focus on its intermediate results and the extent to which they have contributed to the achievement of the project's objectives to date (including an assessment of progress towards the achievement of project objectives; an analysis of the effects produced on beneficiaries and their broader environment; the identification of good practices and implementation challenges; and an evaluation of the relevance, coherence, effectiveness, efficiency, impact, and sustainability of the intervention) ;
- Lessons learned and recommendations aimed at improving, where appropriate, the remaining implementation period of the project.

The evaluator shall provide evidence-based analyses, substantiate causal links, and identify the factors that have enabled or constrained progress. The evaluation should contribute to accountability, inform decision-making, and support organizational learning.

The results of this evaluation will be presented to the donor of the programme through reporting and to the Technical Committee of the programme during its next session.

3.2 Scope of the evaluation

The evaluation will cover the following elements:

- » **Period:** 10/03/2025-01/07/2026
- » **Components:** Fourth phase of the EUP2P Arms Trade Treaty Outreach Programme (EUP2P ATT OP IV), implemented by Expertise France
- » **Countries:** Senegal, Togo, Cameroon, Ivory Coast, Union of the Comoros, Madagascar, Benin, Guyana, Liberia, Sierra Leone, Philippines, and Mexico
- » **Beneficiaries:** National agencies and authorities involved in the arms transfer control sector from beneficiary countries that are parties to the ATT, or from states that are not signatories to that treaty.

4 CRITERIA AND EVALUATION QUESTIONS

In line with the EF's Evaluation Policy, the mid-term evaluation will apply the evaluation criteria defined by the OECD Development Assistance Committee (DAC), namely: relevance, coherence, effectiveness, efficiency, impact, and sustainability.

The evaluation questions presented below were developed through a participatory process involving the Evaluation Steering Committee, the composition of which is detailed below. During the inception phase, the evaluator will review and refine these questions and propose a final set of evaluation questions in the Inception Report, which will be submitted to the Evaluation Steering Committee for approval.

Evaluation criteria	Specific evaluation questions
<p>Relevance</p>	<ul style="list-style-type: none"> ▪ To what extent does the program, in its fourth phase, aiming at enhancing accountability and responsibility with regard to the legal arms trade in line with EU Policies and common positions on the matter as well as at strengthening universal adherence to and effective implementation of the ATT, remain relevant? <ul style="list-style-type: none"> » Is the selection of beneficiary countries for Phase IV appropriate given the international context regarding legal arms trade and the expected objectives of universalisation and implementation of the ATT? » Are the activities carried out tailored not only to national priorities regarding the arms trade, but also to the institutional, legal, and technical capacities of the beneficiary countries? ▪ To what extent does the EUP2P ATT OP IV program address the needs of beneficiary states and their priorities regarding the universalisation and implementation of the Arms Trade Treaty (ATT)? <ul style="list-style-type: none"> » To what extent do targeted countries agree to participate in activities and are interested in receiving the support offered? » Is the focus on specific actors and institutions relevant given current needs and adapted to achieve the expected results?
<p>Coherence/Complementarity</p>	<ul style="list-style-type: none"> ▪ To what extent is the EUP2P ATT OP IV program and its intervention logic (objectives, expected results, and activities) coherent and conducive to achieving the expected results? <ul style="list-style-type: none"> » To what extent do the programme activities logically contribute to the planned outputs and outcomes? » Is the programme's results chain realistic and adapted to the implementation context in beneficiary countries?

	<ul style="list-style-type: none"> ▪ To what extent is the EUP2P ATT OP IV program coherent with relevant policy frameworks and complementary to other international ongoing initiatives in the field of arms transfer control? <ul style="list-style-type: none"> » To what extent is the programme aligned with the objectives and principles of the Arms Trade Treaty (ATT) and relevant EU policies, including Common Position 2008/944/CFSP? » To what extent does the EUP2P ATT OP IV complement other initiatives carried out by the EU and/or other technical and financial partners in the beneficiary countries on supporting arms transfer control and ATT implementation and universalisation and/or on export control policies (EU P2P DUG, SHIELD-GG, COARM project, ATT Secretariat project, etc.)? » Are there any synergies with other similar technical assistance programs in the beneficiary countries?
<p><i>Effectiveness</i></p>	<ul style="list-style-type: none"> ▪ To what extent have awareness-raising and advocacy activities, capacity-building measures, and the creation and dissemination of knowledge products, at this stage, made it possible to: <ul style="list-style-type: none"> » Strengthen awareness and understanding of the Arms Trade Treaty (ATT) and EU policies on conventional arms exports for both beneficiary countries and non-signatory states? » Strengthen beneficiary countries’ national stakeholders’ technical and institutional capacities to implement the ATT and EU-aligned arms export control policies? » Disseminate knowledge and practical tools developed to support the effective implementation and EU-aligned arms export controls to ATT State Parties as well as non-signatory states to be used by relevant stakeholders? ▪ To what extent has the Train-the-Trainers session on GBV and the ATT strengthened participant’s capacity and willingness to act as trainers and promote the integration of GBV considerations into ATT implementation efforts? ▪ To what extent have the study visits enabled participants to identify and adapt relevant good practices that could strengthen ATT implementation in their respective countries? ▪ To what extent have the project’s planned indicators been achieved at this stage? ▪ To what extent does the program’s online platform effectively and efficiently contribute to knowledge sharing, peer collaboration, and the fostering of a community of practice focused on the implementation of the ATT? ▪ Were the target audiences effectively reached (participation of the right institutions and agencies in activities, appropriate audience participation in activities, inclusion of women, etc.)?
<p><i>Efficiency</i></p>	<ul style="list-style-type: none"> ▪ To what extent have the resources (financial, human and technical) mobilized been used optimally, at this stage, to achieve the expected results of the EU P2P ATT OP IV program? <ul style="list-style-type: none"> » Were the activities selected and implemented appropriate in light of the costs and expected outcomes? Is the relationship between the results achieved and the budgetary resources allocated considered satisfactory? » Was the project management (project team, number of experts, financial resources) as implemented optimal for achieving the expected results within the planned timeframe?

<p>Sustainability to date</p>	<ul style="list-style-type: none"> ▪ To what extent are the project’s achievements (improvement of the knowledge, capacities, and practices in the field of arms trade) likely to be sustained after the project ends and to produce lasting positive effects for a more responsible, and accountable legal arms trade at the global level? <ul style="list-style-type: none"> » What are the signs – whether strong or weak – of changes in institutional practices and the behavior of supported institutions in beneficiary countries (transfer control policies, arms trade) that can be attributed to the EUP2P ATT OP IV program (countries already supported in phase III: Benin, Togo, Cameroon, Ivory Coast, Liberia, Sierra Leone, Madagascar, Comoros)? » To what extent are the capacities developed at the national level likely to be sustained after the program ends? » Are beneficiary countries and institutions taking sufficient ownership of the tools, trainings and legislations elaborated to ensure their continued use? » To what extent does training of trainers’ activities contribute to the sustainable empowerment of national experts? » Do the expert networks and the online platform contribute to a sustainable community of practice on the ATT? ▪ Are there any risks that could undermine the sustainability of the programme or the institutions’ adoption and effective implementation of legislations or practices on transfer control policies and arms trade?
<p>Impact to date</p>	<ul style="list-style-type: none"> ▪ To what extent is the program already contributing to greater accountability and compliance with international standards on arms trade and arms transfer controls? <ul style="list-style-type: none"> » To what extent are there any emerging changes in national policies or practices regarding arms transfer controls? » To what extent does the program contribute to the gradual alignment of national practices with international standards regarding arms trade?

The consultant shall provide a clear evaluative judgment for each evaluation question arising from the assessment of the evaluation criteria. In conducting this analysis, the consultant shall ensure that the judgments formulated for each of the six evaluation criteria adequately cover all key stages of the project cycle.

The consultant should also take into account the following cross-cutting principles:

- » **Participation:** The consultant shall take a participatory approach to ensure that all beneficiaries and stakeholders can participate in the evaluation.
- » **Gender equality and inclusion:** The consultant shall apply a gender-sensitive and inclusive approach throughout the evaluation process. The evaluation should assess, where relevant, how gender considerations have been integrated into the design and implementation of the programme, including activities related to gender-based violence (GBV) and the ATT. Data collection and analysis should, whenever feasible, take into account the different experiences, perspectives and needs of women and men, and identify any factors that may have facilitated or hindered their participation in programme activities.
- » **Environmental sustainability:** The consultant shall take into consideration environmental sustainability principles throughout the evaluation process. The evaluation should assess, where relevant, whether the programme’s implementation modalities have incorporated environmentally responsible practices and whether opportunities exist to further reduce the environmental footprint of programme activities. The evaluation process itself should seek to minimise environmental impacts, including through the use of remote consultation methods and digital tools where appropriate.

- » **Ethics:** The mid-term evaluation shall comply with the principles and commitments of the ethics charter which was adopted across the AFD Group. It aims to strengthen core values of integrity, respect and responsibility (<https://www.expertisefrance.fr/en/ethics-and-transparency>). Accordingly, the consultant shall demonstrate sensitivity to beliefs, cultural practices, and customs, and shall conduct themselves with integrity and honesty in all interactions with stakeholders. The consultant shall also respect individual's right to provide information in confidence, ensure that participants are informed of the scope and limits of confidentiality, and safeguard sensitive information so that it cannot be traced to its source.

5 DESCRIPTION OF THE MISSION

5.1 Conduct of the evaluation

The consultant is required to closely associate Expertise France and the Evaluation Steering Committee with the development of the analytical framework through regular interactions throughout the assignment, from the inception report to the presentation of the draft report. In particular, findings and preliminary analysis shall be shared at the end of the data collection phase, prior to the drafting of the draft report.

The methodological approach for the entire evaluation exercise shall be outlined in the technical offer to be prepared by the consultant and later refined in detail in the inception report.

The overall evaluation process shall be undertaken in the following four phases:

5.1.1 Inception phase

During this preparatory phase, the consultant shall:

- collect and review all available information and documentation related to the project to be evaluated (design, implementation, monitoring) as well as relevant contextual materials (project documents, country reports, capitalization note from the third phase of the project, etc.). The documents to be consulted will be made available by the project team;
- identify all project stakeholders and target groups involved in the intervention;
- reconstruct the project's intervention logic by reviewing the project's theory of change (annex 1) and the project logical framework (annex 2), in order: (i) clarify the objectives of the intervention and translate them into a hierarchy of expected changes; (ii) assess the internal coherence of the intervention; and (iii) identify the underlying assumptions (often implicit) that guided the project design and assess their validity and hindsight;
- further develop the evaluation framework on the basis of the Terms of Reference, the collected documentation, and the reconstructed intervention logic. More specifically, this will involve: (i) refining the main evaluation questions to focus the analysis on a limited number of key issues; (ii) establishing the lines of reasoning (judgement criteria) that will allow the evaluation questions to be answered; (iii) defining the indicators to be used to address these questions, as well as the corresponding data sources (documentation, interviews, focus groups, surveys, etc.).

Based on this methodological work, the consultant shall produce a concise evaluation inception report (not exceeding 15 pages) following the start of the assignment. This report shall describe in detail the methodology and techniques to be used in the evaluation, information on the tools to be used for data collection and analysis, whether these be documents, interviews, focus group discussions (FGDs) and surveys.

This inception report will be discussed between the Evaluation Steering Committee and the consultant through a kick-off meeting and will provide an opportunity to review how the evaluation approach is structured and to assess its feasibility. This inception phase is therefore essential, and it will serve to validate the methodology proposed by the consultant.

Evaluation phase	Key activities	Deliverables	Responsible
Inception phase	Conduct a kick-off meeting for introduction, clarifying roles and determine information requirements	Minutes of kick-off meeting	Evaluation Steering Committee and project team, consultant
	Inform all relevant parties of the programme on mid-term evaluation	Official correspondence with the introduction of the consultant	Project manager or technical director with the support of the M&E Expert
	Provide relevant programme documents to the consultant	N/A	M&E expert and project team
	Start conducting a desk review with the available programme documents to write the inception report	List of interviewees	Consultant with the support of the M&E expert
	Prepare the inception report including a reminder of the context of the project, a description of the project, a detailed methodology and workplan, key evaluation questions, and evaluation report content/format	Draft inception report	Consultant
	Review and comment on the inception report	N/A	Evaluation Steering Committee
	Finalise the inception report based on the received comments	Final inception report	Consultant

5.1.2 Desk review phase

As an initial step, the consultant shall prepare a detailed analytical project narrative in the form of a descriptive project analysis note, which must be shared with Expertise France prior to the start of the data collection phase with interviews, focus groups, and/or surveys, etc. This note shall include, in particular:

- A brief description of the context and its evolution;
- A description of the project (objectives, content, stakeholders, implementation arrangements, etc.);
- An analytical summary of the project's implementation from the beginning of the fourth phase to the date of the evaluation, highlighting the key events that have shaped its development, presenting the allocation and volume of mobilized funding, recalling the main challenges encountered, and documenting any significant changes in strategic orientation where applicable.

In the final evaluation report, this presentation, which will be shared with the Evaluation Steering Committee at the end of this phase, should not exceed 5 to 8 pages. Additional information may be provided in annexes.

Evaluation phase	Key activities	Deliverables	Responsible
Desk review phase	Conduct a desk review with the available programme documents	Desk review or descriptive project analysis note	Consultant
	Review and comment on the desk review/descriptive project analysis note	N/A	Evaluation Steering Committee

5.1.3 Data collection phase

A primary data collection phase is planned for the end of August 2026 (date to be confirmed) during the EU side event organised alongside the Conference of States Parties (CSP) in Geneva. Focal points from beneficiary countries and members of the project team will attend the event, providing the consultant with an opportunity to interact directly with key project stakeholders. Given the large number of beneficiary countries involved in the project, it was decided that the consultant would not undertake data collection missions in each country. Instead, the Conference of States Parties offers a valuable opportunity to engage with representatives from the majority of beneficiary countries and other key project stakeholders in a single setting.

The consultant shall describe in the inception report the methodology to be used for collecting data from these stakeholders during the field mission. The data collection phase could therefore include:

- The use of qualitative and quantitative data collection methods proposed by the evaluator, involving all project stakeholders and based on a sampling approach defined by the evaluator;
- Field visit during the CSP side event in Geneva in August 2026;
- Surveys;
- Focus group discussions;
- Interviews;
- A desk review of relevant project documentation;
- A workshop bringing together project stakeholders;
- A debriefing meeting led by the evaluator to present preliminary findings following the data collection phase.

This phase will also be dedicated to the data analysis by triangulating primary and secondary quantitative and qualitative data and information gathered at the data collection phase. The analytical framework to be used should be described by the consultant in the evaluation report.

Before drafting the evaluation report, the consultant shall arrange a debriefing session for the Evaluation Steering Committee to share preliminary findings, conclusions and recommendations.

Evaluation phase	Key activities	Deliverables	Responsible
Data collection phase	Finalise field visit planning and schedule interviews, focus group discussions, etc. depending on the data collection methods to be used, that will be described by the consultant in the inception report.	Detailed field visit planning including the list of key informant interviews, FGDs and other data collection methods	Consultant
	Organise a debriefing session to share preliminary findings following the data collection (preliminary findings report and Power Point presentation)	Preliminary findings report, PowerPoint presentation, meeting minutes	Consultant

5.1.4 Reporting phase

Delivery of the draft and final versions of the mid-term evaluation report with their annexes is also a key stage of this phase.

Following the presentation of evidence, findings, and evaluative judgements against the evaluation criteria and evaluation questions, the consultant shall develop overall conclusions that provide a comprehensive assessment of the intervention based on the collected and analysed data and information. The conclusions shall be prioritised based on their importance and accompanied by an indication of the level of confidence associated with each conclusion.

The consultant shall formulate lessons learned and strategic and/or operational recommendations. Recommendations shall be evidence-based, directly derived from the evaluation conclusions, clustered where appropriate, and prioritised according to their urgency and importance.

In addition, the annexes to the evaluation report shall include a mapping of the beneficiary country institutions, agencies and other relevant actors supported by the project. This mapping should provide an overview of the ATT implementation ecosystem in each country, identifying the key actors involved in arms transfer control and ATT-related processes, their respective roles and responsibilities, and their interactions with other national stakeholders. This mapping will include beneficiary countries since the first phase of the project (changes in beneficiary countries, added countries and removed ones).

The consultant shall also develop and include in the evaluation report a capacity assessment tool to measure the capacities of beneficiary institutions, agencies, etc. in each supported country. The tool should enable the monitoring of changes and progress over time across key dimensions relevant to ATT implementation, including legislative and regulatory frameworks, institutional arrangements, procedures, and technical capacities.

The tool should be designed to provide a baseline for future assessments and facilitate the measurement of capacity development throughout the programme’s implementation. It will serve as a key monitoring instrument and provide evidence to support the final evaluation of the programme.

The completed tool, including the assessment methodology and country-level results, shall be annexed to the mid-term evaluation report.

The draft evaluation report will be submitted to the Evaluation Steering Committee for review and quality assessment.

Moreover, a co-construction workshop will be organised to discuss the programmatic, strategic and operational recommendations. The consultant will incorporate feedback and produce the final report taking into account the contributions from the workshop.

Two rounds of feedback loop and accordingly revisions are expected till the finalisation of the evaluation report. The first round will be undertaken mainly by the Evaluation Steering Committee following the submission of the draft report by the consultant. Amended version of the report will be reviewed by the Evaluation Steering Committee and this will be the second round of the feedback loop. Potential revisions will be applied in the revised report, and it will be finalised accordingly.

Following the finalisation of the evaluation report, evaluation findings will be presented to the Technical Committee of the programme during its next session, in November or December 2026 but also to the donor through annual reporting.

Evaluation phase	Key activities	Deliverables	Responsible
Restitution phase	Prepare draft evaluation report in the agreed content and format, including the annexes (mapping, capacity assessment tool, etc.)	Draft evaluation report	Consultant
	Review and comment on the draft evaluation report	N/A	Evaluation Steering Committee
	Organise a co-construction workshop to discuss the evaluation findings and recommendations	Brief workshop report	Consultant with the support of the M&E expert
	Amend draft report based on comments of the Evaluation Steering Committee and outcomes of discussions that take place during the co-construction workshop and prepare revised version of the evaluation report	Revised version of the evaluation report	Consultant

	Circulate revised evaluation report to the Evaluation Steering Committee for their review, appreciation of co-constructed recommendations, and correction of any factual mistakes then revise and finalise the evaluation report	Final version of the evaluation report	Consultant
	Prepare a presentation of the evaluation findings and recommendations (PowerPoint presentation)	PowerPoint presentation	Consultant
	Prepare a summary report covering executive summary, brief methodology of the evaluation, findings, conclusions and recommendations	Brief summary report (up to 5 pages)	Consultant

5.2 Expected key deliverables

All deliverables, expected at the end of each phase as detailed above, shall be submitted by email in Word and PDF formats to the Evaluation Steering Committee detailed in section 6.1. They shall be written in English.

Summary of key deliverables	# pages max.	Delivery period
1. Inception phase: Inception report and its annexes	Up to 15 pages excluding annexes	Mid- August 2026
2. Desk review phase: Desk review report	Up to 30 pages	End of August 2026
3. Data collection phase: a. Presentation for debriefing session after data collection (preliminary findings report and Power Point presentation) b. Presentation for co-construction workshop	a. Preliminary findings report: Up to 30 pages excluding annexes Power Point presentation: Up to 20 slides b. Brief workshop report: Up to 10 pages	September 2026
4. Restitution phase: a. Mid-term evaluation report (draft and final versions) , including proposed set of recommendations co-constructed by the consultant and the Evaluation Steering Committee; an executive summary of approximately 4 pages; and its annexes (mapping, capacity assessment tool, etc.) b. Summary report covering executive summary, brief methodology of the evaluation, findings, conclusions and recommendations c. Power Point presentation	a. Final evaluation report: Up to 40 pages excluding executive summary and annexes b. Summary report: Up to 5 pages excluding annexes c. Power Point presentation: Up to 20 slides	October 2026: a. Draft evaluation report expected at the beginning of October and final version expected at the end of October b.& c. Summary report and Power Point presentation expected at the end of October 2026

In addition, a Power Point presentation shall be prepared for each Evaluation Steering Committee meeting.

At the end of the assignment, the consultant shall submit a draft final report not exceeding 40 pages, excluding annexes, together with a Power Point presentation summarizing the main findings and conclusions. Expertise France will provide comments and observations to the consultant within three weeks of receiving the draft final report.

The final report, incorporating these comments, shall be submitted within 15 days of their receipt. Should the comments reflect differences in judgement or interpretation that are not shared by the consultant, these may be appended to the final report and accompanied by the consultant's response.

6 ORGANISATION OF THE ASSIGNMENT

6.1 Evaluation management and coordination arrangements

The evaluation will be overseen by a Steering Committee composed of the project manager, the project MEAL expert, the project technical director, and the MEAL coordinator of the P2S department of Expertise France.

The main responsibilities of the Evaluation Steering Committee members are to:

- Define and draft the evaluation questions;
- Facilitate contacts between the consultant and project stakeholders;
- Ensure that the consultant has access to, and consults, all sources of information and documentation related to the intervention being evaluated;
- Review and comment on the reports produced by the consultant. Comments from each member of the Evaluation Steering Committee will be consolidated by the project manager and the MEAL expert and transmitted to the consultant;
- Support the feedback process based on the evaluation results, conclusions, recommendations, and lessons learned;
- Ensure proper follow-up of the action plan once the evaluation has been completed.

In addition to the foreseen responsibilities of the Evaluation Steering Committee, the project team and more specifically programme key experts will contribute to the execution of the evaluation by providing necessary documentation/information and lists of contacts/stakeholders/beneficiaries...etc. Also, as per their expertise and areas of responsibility they are expected to provide technical support to the consultant when required. Moreover, they may be asked for interviews and/or participate in briefings/debriefings.

Finally, the consultant shall closely associate Expertise France with the development of their analytical framework through regular interactions throughout the assignment, from the inception report to the presentation of the final report. In particular, findings and preliminary analysis shall be shared at the end of the data collection phase, prior to the drafting of the draft report.

With the constant liaison of the M&E expert and project manager, the consultant will be responsible for preparation, implementation, quality assurance, backstopping and reporting of the evaluation exercise according to the terms of reference.

6.2 Organisation of field visit

The Expertise France project team will facilitate the consultant's participation in the side event.

Expertise France will facilitate the visa application process, where required.

Field mission costs (transports, accommodation, etc.), corresponding to the field visit in Geneva (to be confirmed), will be covered by Expertise France.

6.3 Indicative timeline

The overall duration of the assignment is estimated at 19 working days, from 27 July 2026 to 30 October 2026, as detailed below for indicative purposes. (More details in annex 4)

Evaluation phases	Location	Period	Number of allocated days
1. Inception phase	Remote (home-based)	Late July - early-August 2026	3
2. Desk review phase	Remote (home-based)	August 2026	2
3. Data collection phase	Remote (home-based) and field visit in Geneva	August - September 2026	8,5
4. Restitution phase	Remote (home-based)	October 2026	5,5

This timeline is provisional and might be subject to changes in accordance with the detailed work plan to be submitted by the selected consultant in its technical offer, which will include a detailed work plan, the allocation of working days per detailed activity, and indicative timelines and locations. This submitted work plan shall be reviewed and validated at the inception meeting by the Evaluation Steering Committee.

6.4 Indicative budget

The estimated budget for the assignment is approximately 9 500,00 EUR (excluding VAT). No additional costs will be covered by Expertise France.

7 APPLICATION

7.1 Required profile and expertise of the consultant

1) Number of experts per assignment: 1 (individual consultant)

2) Profile of the expert designated to carry out the contract:

Qualifications and experience

- Holder of an advanced university degree (master's degree or equivalent) in a field relevant to the assignment, such as international cooperation, security, project management, monitoring and evaluation, etc.;
- At least 4 years of professional experience in monitoring, evaluation, accountability and learning (MEAL);
- Experience in evaluating projects addressing similar thematic areas and/or previous experience in the evaluation of European Union-funded development projects and programmes and/or projects implemented by Expertise France would be highly appreciated and considered a strong asset;
- Experience in multi-stakeholder coordination;
- Knowledge of the project's countries of intervention (Senegal, Togo, Cameroon, Ivory Coast, Union of the Comoros, Madagascar, Benin, Guyana, Liberia, Sierra Leone, Philippines, and Mexico) and/or thematic of intervention (Arms Trade Treaty, arms transfer control systems, legal arms trade, etc.) would be an asset .

Technical skills:

- Strong knowledge of monitoring and evaluation (M&E) frameworks for development programmes and projects;
- Demonstrated experience in designing evaluation systems, collecting and analysis qualitative and quantitative data, and facilitating participatory processes;
- Experience in database design and management;
- Demonstrated sectoral experience and expertise in the thematic areas covered by the evaluation;
- Work experience with applying and assessing the OECD-DAC evaluation criteria;
- Ability to produce sound analyses, lessons learned, and recommendations;
- Strong report-writing and drafting skills;
- Ability to facilitate, coordinate, and present evaluation findings to wide range of stakeholders;
- Ability to work effectively under tight deadlines.

Administrative and organisational skills:

- Excellent command of office software tools (MS Office: Word, Excel, PowerPoint, as well as their LibreOffice equivalents) and the Internet;
- Excellent communication and organisational skills.

Language skills:

- Excellent command of English and French, both written and spoken, including strong drafting, analytical and synthesis skills;
- Proficiency in Spanish would be an asset.

7.2 Contents of the offers

The offers shall include :

- A technical proposal (maximum 10 pages, excluding CV): including an understanding of and comments on the terms of reference, the methodology, the profile of the consultant (CV and examples of relevant similar experience), as well as the elements specified in these terms of reference (including a detailed workplan with an indicative timetable, etc.);
- A financial proposal: including the overall budget for the evaluation in euros, detailing the following budget components: daily rates of the consultant; breakdown of input days per phase of the assignment; additional costs; with proposed payment terms.

7.3 Evaluation criteria for the offers

Exclusion criteria (applications will not be evaluated):

- Incomplete application
- Failure to comply with the submission deadline

If the application is deemed admissible with regard to the above criteria, the proposals received will be evaluated by the internal evaluation selection committee on the following basis:

- Quality and relevance of the technical proposal (80%), including the understanding of the Terms of Reference and the objectives of the assignment, the overall methodological approach, quality assurance approach, relevance of the proposed tools, and assessment of potential challenges and key issues, profile and experience of the expert;
- Quality and relevance of the financial proposal (20%).

7.4 Submission of proposals

The deadline for submission of offers is set for 17th of July 2026 at 23:55pm, Paris time.

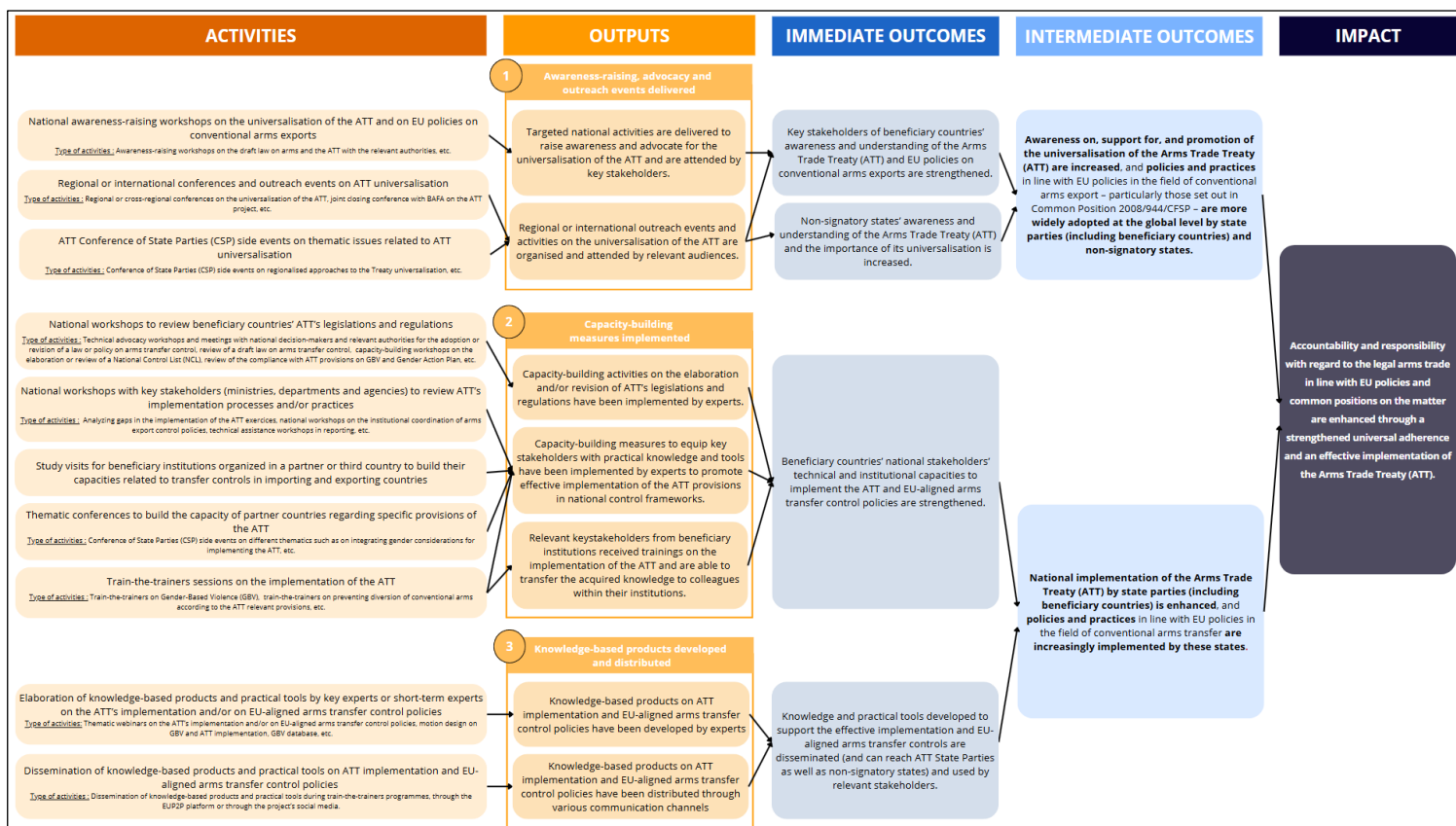
The application file must include all elements specified in these terms of reference and be submitted in PDF format to the following email addresses:

- » Subject line: “Mid-Term Evaluation Application - EUP2P ATT OP IV”
- » Email addresses:
 - honny.choua@expertisefrance.fr, EUP2P ATT OP IV project manager;
 - elsa.ritter@expertisefrance.fr, EUP2P ATT OP IV MEAL expert.

Any incomplete offer or any offer not complying with the submission requirements indicated above will not be considered admissible and will therefore be excluded from the selection process.

1. Theory of change of the project

» Schematic version



» Narrative version

- If awareness-raising, advocacy, and capacity-building activities are implemented, and if practical tools and knowledge on the Arms Trade Treaty (ATT) and on conventional arms transfer control policies are produced and disseminated, (ACTIVITIES)
- then national and international stakeholders (States Parties to the Arms Trade Treaty and non-signatory States) will improve their knowledge, capacities, and practices in the field of arms trade. (RESULTS)
- This, in turn, will lead to stronger national implementation and broader adherence to the Arms Trade Treaty, aligned with European Union policies, (EFFECTS)
- and ultimately contribute to more responsible, transparent, and accountable legal arms trade at the global level. (IMPACT)

2. Logical framework of the project

Please, find the logical framework of the project attached to these terms of reference.

The project had core indicators, as mentioned in the logical framework. Besides, the project team decided to add to those contractual quantitative indicators qualitative indicators, written in blue in the document.

3. List of activities already carried out under phase IV

» National activities (on-site, remote and hybrid):

- Awareness-raising workshop for the newly appointed authorities on the draft law on the General Regime of Arms and the ATT (Comoros, 03/06/2025)
- National assistance workshops in Lomé to assess needs and formalise a roadmap of activities for phase IV (Togo, 21/05/2025)
- National capacity-building workshop in Monrovia (training) to provide participants with practical knowledge to promote the effective implementation of the ATT against risk of diversion and illicit trafficking (Liberia, 29/05/2025-30/05/2025)
- National assistance/capacity-building workshop on the elaboration of a National Control List (Ivory Coast, 09/07/2025-10/07/2025)
- National assistance workshop in Georgetown to provide participants with practical knowledge including tools, good practices and methods, as well as lessons learned to prevent and combat GBV in Guyana in the context of the ATT (Guyana, 15/07/2025-16/07/2025)
- Follow-up online session on the workshop on preventing GBV through responsible arms transfers (Guyana, 14/11/2025)
- Exercise to analyze gaps in the implementation of the ATT (Cameroon, 27/01/2026)
- Discussion meeting on the National List of Control and review of a draft decree (Madagascar, 05/09/2025)
- Capacity-building workshop on the elaboration of the National Control List (Togo, 11/02/2026-12/02/2026)
- Outreach on adoption of the draft national law on arms and ammunition (Ivory Coast, 09/07/2025-10/07/2025)
- Workshop on national coordination and establishment of a national coordination mechanism (Cameroon, 22/04/2026)
- Review of draft text/decrees on establishment of a coordination mechanism (Comoros, 03/06/2025)
- Capacity-building workshop on national coordination on Weapons in the context of the ATT (Comoros, 24/02/2026)
- Review of the draft law on arms and ammunition (Benin, ongoing since late 2025)

» Side events (international, CSP, etc.)

- Conference of States Parties (CSP) 11 EU side event: Regionalised Approaches to Treaty Universalisation (Geneva, 27/08/2025)

- Conference of State Parties 11 side event: The fight against GBV related to the implementation of the ATT (Geneva, 26/08/2025)

» **Train-the-trainer activities:**

- Train-the-trainers session on Gender Based Violence (GBV) and the ATT for Benin, Cameroon, Ivory Coast, Madagascar, and the Union of Comoros (Paris, 15/05/2025-16/05/2025)

- Train-the-trainers session on Gender Based Violence (GBV) and the ATT for Liberia, Sierra Leone, and Mexico (Paris, 20/11/2025-21/11/2025)

» **Study visits:**

- Study visit in Paris for Senegal, Ivory Coast, Benin (Paris, 09/06/2026-11/06/2026)

» **Other activities:**

- Production of an online Newsletter, disseminated by email and on the programme's electronic platform

4. Indicative GANTT chart for the mid-term evaluation

Date of the evaluation : 10/03/2025 - 01/07/2026										
Evaluation phases	Activities	Evaluator (number of days)	Calendar							
			27/07-31/07	03/08 - 14/08	17/08 - 28/08	31/08 - 11/09	14/09 - 25/09	28/09 - 09/10	12/10 - 23/10	26/10 - 30/10
1. Inception phase	1.1. Conduct a kick-off meeting for introduction, clarifying roles and determine information requirements <u>Deliverable:</u> Minutes of kick-off meeting	0,5	■							
	1.2. Start conducting a desk review with the available programme documents to write the inception report <u>Deliverable:</u> List of interviewees	1	■	■						
	1.3. Prepare the inception report and finalise it after a first loop of comments from the Evaluation Steering Committee <u>Deliverable:</u> Final inception report	1,5	■	■						
2. Desk review phase	2.1. Conduct a desk review with the available programme documents <u>Deliverable:</u> Desk review	2		■	■					
3. Data collection phase	3.1. Finalise field visit planning and schedule interviews, focus group discussions, etc. depending on the data collection methods to be used, that will be described by the consultant in the inception report <u>Deliverable:</u> Detailed field visit planning, including the list of key informant interviews, FGDs and other data collection methods	0,5			■					
	3.2. Field visit in Geneva	1			■					
	3.3. Organize interviews with key informant stakeholders <u>Deliverable:</u> Question grids	6			■	■	■			
	3.4. Organize a debriefing session to share preliminary findings <u>Deliverable:</u> Preliminary findings report, Power Point presentation, meeting minutes	1					■			
4. Restitution phase	4.1. Prepare draft evaluation report in the agreed content and format, including annexes (mapping, capacity assessment tool, etc.) <u>Deliverable:</u> Draft evaluation report with annexes	3						■		
	4.2. Organize a co-construction workshop to discuss the evaluation findings and recommendations <u>Deliverable:</u> Brief workshop report	0,5						■		
	4.3. Amend draft report based on comments of the Evaluation Steering Committee and outcomes of discussions that take place during the co-construction workshop and prepare a revised version of the evaluation report <u>Deliverable:</u> Revised version of the evaluation report	0,5							■	
	4.4. Circulate revised evaluation report to the Evaluation Steering Committee for their review, appreciation of co-constructed recommendations, and correction of any factual mistakes then revise and finalise the evaluation report <u>Deliverable:</u> Final version of the evaluation report	0,5							■	
	4.5. Prepare a presentation of the evaluation findings and recommendations (PowerPoint presentation) <u>Deliverable:</u> PPT presentation	0,5								■
	4.6. Prepare a summary report covering executive summary, brief methodology of the evaluation, findings, conclusions and recommendations <u>Deliverable:</u> Brief summary report	0,5								■
Total number of days:		19								