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I. Position Information

Title: *International Consultant – Final Evaluation of the Inter-community Dialogue through inclusive Cultural Heritage Preservation project*

Department/Unit: Democratic Governance and Peacebuilding

Reports to: Project Manager

Duty Station: Kosovo

Expected Places of Travel (if applicable): Prizren, Prishtinë/Priština, Gjakovë/Đakovica, Viti/Vitina, Dragash/Dragaš, Pejë/Peć, Mitrovicë/Mitrovica

Duration of Assignment: 06th January – 28th February 2020 (18 days), home based and in Kosovo

Need for presence of IC consultant in office:

☒ partial

☐ intermittent (explain)

☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: Yes - partial

Equipment (laptop etc): No

Secretarial/Logistical Services: Yes – Relevant Inter-community Dialogue through inclusive Cultural Heritage Preservation Team members

Signature of the Budget Owner: *Marta K. Gazideda Deputy Programme Coordinator/Governance Portfolio Manager, UNDP*

II. Background Information

Kosovo has a rich and diverse cultural and religious heritage, which requires preservation, protection and promotion. The damaging of sites, insufficient urban development and limited awareness of cultural and religious heritage protection puts this heritage at risk.

Despite the lapse of time since the developments in the 1990's and encouraging recent progress in the normalization of relations between the governing authorities in Kosovo and Serbia, inter-community trusts needs strengthening further. In addition, insufficient trust between communities and local institutions persists, especially in the field of rule of law and law enforcement. As such it is vitally important to strengthen the confidence at the community level, to promote cultural tolerance and to engage communities directly in the repair and protection of cultural heritage for all communities in Kosovo.

The damaging of sites, insufficient urban development and limited awareness of cultural and religious heritage protection puts this heritage at risk. There is an overdue need to foster a shared sense of ownership of cultural heritage in Kosovo. There is a pressing need to develop municipal capacities to manage cultural heritage and to directly engage community representatives in the renovation and protection of their own living spaces, particularly when these communities host sites of religious and cultural significance for other communities. In reciprocating respect for the sites of other communities, inter-community confidence will be promoted.

UNDP is currently implementing the "Inter-community Dialogue through inclusive Cultural Heritage

Preservation" (hereinafter the Project) project. Supported by the Instrument for Peace and Stability (IcSP/EU) the Project aims *to build trust between the communities in Kosovo, through improved inter-community acceptance and respect for the cultural identity and heritage of all Kosovo communities*. This objective will be achieved through interventions at community and institutional level that instill a sense of inter-community engagement and ownership of Kosovo's cultural heritage.

The project will contribute to (i) promotion of inter-ethnic dialogue through rehabilitation of cultural and religious heritage sites; (ii) engagement of communities in confidence-building through intangible cultural heritage activities; (iii) strengthening of capacities to protect and preserve cultural heritage at the

Partners include: Municipalities, CSOs/NGOs, Grass-root organisations, Ministry of Culture, Youth and Sports, Regional Centres for Cultural Heritage, and Kosovo Police Unit for the Security of Buildings and Cultural Heritage

Working closely with municipal officials and religious communities, this EU funded project is focused on renovation, beautification and rehabilitation of selected sites and establishing mechanisms to protect and preserve cultural heritage. The project also has a strong youth and women engagement component and aims to raise awareness about cultural diversity and shared responsibility for protecting and promoting cultural heritage. The project also supports the capacity development of the Kosovo Police Unit for the Protection of Cultural and Religious Heritage.

III. Objective of the Assignment

The objective of the assignment is to conduct a final evaluation of the project outputs in terms of their Relevance, Impact, Effectiveness, Efficiency, Sustainability Gender, Theory of Change or Results/Outcome Map, and Stakeholders and Partnership Strategy, and provide recommendations for any improvements that can be made for future projects with a similar outcome. The evaluation should enable UNDP Kosovo, the donor and other stakeholders to draw lessons from the evaluation for future similar undertakings.

The consultant will work under direct supervision of the Project Manager, in close consultation with the Programme Team. The project team will provide administrative and logistical support as needed.

IV. Scope of Work and Evaluation Questions

In order to achieve the above objective, the main tasks of the International Consultant are to:

- **Desk Review Phase;** - Conduct a comprehensive desk review of relevant project-related documents and draft and submit an inception report, with appropriate methodology to be applied during the evaluation, as well as the work plan and any technical instruments to be used during the course of the assignment, while being guided by the set of evaluation questions as presented below
- **Field Visit;** - Carry out field visits to undertake interviews with relevant stakeholders, including Ministry of Culture- Department of Cultural Heritage, Kosovo Institute for Protection of Monuments, Kosovo Police, EUoK and EU/IcSP and project beneficiaries (relevant municipalities – Prizren, Prishtinë/Priština, Gjakovë/Đakovica, Viti/Vitina, Dragash/Dragaš, Pejë/Peć, Mitrovicë/Mitrovica as well as religious leaders Islamic Community, Catholic Church and Serbian Orthodox Church.
- **Draft Report;** - Draft a first draft evaluation report. The final evaluation report must include, but not necessarily be limited to, the following:
 - Title and opening pages (1 page);

- Table of contents (1 page);
 - List of acronyms and abbreviations (1 page);
 - Executive summary (max 1.5 page);
 - Introduction (1 page);
 - Description of the intervention (2 pages);
 - Evaluation scope and objectives (max 2 pages);
 - Evaluation methodology (max 2 pages);
 - Data analysis (max 3 pages);
 - Findings and conclusions (2 pages);
 - Recommendations (2 pages);
 - Lessons learned (2 pages);
 - Report annexes.
- **Final report** - Based on the draft report and the comments provided by UNDP, and donors, the evaluator will produce a final report. The final report provides the complete content of the report as per the main outline proposed above. Upon completion of the draft final report, UNDP and other stakeholders' feedback will provide additional feedback. The final report will be completed by the evaluator 10 days after UNDP provides the feedback.

The following evaluation criteria and related evaluation questions are proposed for the evaluation process; however these can be expanded and modified by the evaluator:

Relevant evaluation criteria	Key questions suggested
Relevance	<ul style="list-style-type: none"> - Is the project relevant for the main beneficiary? - Is the project contributing to national priorities/development plans? - Has the initiative tackled key issues: promotion of cultural heritage of communities, allowed inter-community exchange, and dialogue between communities - How relevant was the choice of confidence building measures to improve: <ul style="list-style-type: none"> - 1) the familiarization with other communities' cultural heritage, and - 2) practical skill development
Effectiveness	<ul style="list-style-type: none"> - Has the project achieved its planned objectives in timely manner? - To what level the project has reached the results stated in the project document? - What were the constraining factors and how have they been addressed?
Sustainability	<ul style="list-style-type: none"> - Will the project results last in time? - Are there jeopardizing aspects that have not been considered or abated by the project actions? - Has ownership of the actions and impact been transferred to the corresponding stakeholders? - Have the beneficiaries the capacity to take over the results of the project and maintain and further develop the results? - Which measures to ensure sustainability have proved more effective?
Impact	<ul style="list-style-type: none"> - Is there evidence of long lasting desired changes? - Has the initiative influenced policy making at different levels? - Has the project impacted the desired target actors and how? - To what degree the project contributed to the development taken place in regards the project goals? - Positive and negative, intended and unintended long-term effects? - How did the project support the municipalities in better understanding and promoting the shared heritage?

Efficiency	- Have resources been used efficiently?
Stakeholders and Partnership Strategy	- Who are the major actors and partners involved in the project and how were their roles and interests? - Was the partnership strategy effective? - To what extent the project contributed to awareness raising and capacity development of the involved partners, the efficiency of partnerships developed and implications on national ownership?
Evaluation	- Can the project be evaluated credibly? - Were intended results (outputs, outcomes) adequately defined, appropriate and stated in measurable terms, and are the results verifiable? - Were monitoring systems in place and how effective has it been
Theory of Change or Results/Outcome Map	- What are the underlying rationales and assumptions or theory that defines the relationships or chain of results that lead initiative strategies to intended outcomes? - What are the assumptions, factors or risks inherent in the design that may influence whether the initiative succeeds or fails?
Gender	- What effects were realized in terms of gender equality, if any? - Were women and men distinguished in terms of participation and benefits within project?

- The response to the above questions should be followed by specific short and long term recommendations that could be undertaken by UNDP or the stakeholders.
- These analyses must be conducted for each output and for the overall project.
- The evaluator is responsible for refining the evaluation methodology, evaluation questions, carrying out the evaluation and delivering to UNDP Kosovo a draft report and a final report.
- Key stakeholders, those involved in the implementation, those served or affected by the project and the users of the evaluation should be involved in the evaluation process.
- Finalize the evaluation report, including incorporation of feedback from UNDP, the donor and stakeholders.

V. Methodology and Evaluation Ethics

The Consultant may employ any relevant and appropriate quantitative or qualitative methods it deems appropriate to conduct the project final evaluation. Methods should include: desk review of documents; interviews with stakeholders, partners, and beneficiaries; field visits; use of questionnaires or surveys, etc. However, a combination of primary and secondary, as well as qualitative and quantitative data should be used. The International consultant is expected to revise the methodological approach in consultation with key stakeholders as necessary. The International Consultant should present both quantitative data and qualitative findings and data.

The Consultant is expected to hold interviews and meetings with relevant UNDP staff, municipal officials, partners, and beneficiaries.

The International consultant is expected to share the list of interview questions and interviewees to be conducted beforehand, and receive feedback and clearance from UNDP.

The suggested methodology should be compatible with the UNDP approach to evaluations as described in the *Handbook for Planning, Monitoring and Evaluation*.

The International Consultant is expected to use its findings and expertise to identify the lessons learned, and to propose recommendations for improving the project's future efforts toward achieving the expected results.

The final evaluation will be conducted in accordance with the principles outlined in the UNED '*Ethical Guidelines for Evaluation*.' The International Consultant must address any critical issues in the design and implementation of the evaluation, including evaluation ethics and procedures to safeguard the rights and confidentiality of information providers, for example: measures to ensure compliance with legal codes governing areas such as provisions to collect and report data, particularly permissions needed to interview or obtain information about children and young people; provisions to store and maintain security of collected information; and protocols to ensure anonymity and confidentiality.

<i>VI. Expected Results</i>	<i>Number of days</i>	<i>Tentative due dates (2020):</i>	<i>Approval by:</i>
Methodology review and desk review of relevant project documents (home based)	3 days	09 January 2020	Project Manager
Field visits, meetings and interviews are conducted, to gather data to be used in the 1 st draft evaluation report.	7 days	27 January 2020	Project Manager
Production of 1 st draft Evaluation report. The evaluation report should include a description of the methodology, the findings, lessons learned and strategic recommendations (home based)	5 days	30 th January 2020	Project Manager
A Final Evaluation report including incorporation of feedback from UNDP, the donor and stakeholders (home based)	3 days	20 th February 2020	Project Manager

<i>VII. Deliverables / Final Products Expected</i>
<ol style="list-style-type: none"> 1. Methodology preparation and desk review including details of the methodology and work plan is drafted, submitted, and endorsed by UNDP. 2. Draft evaluation report including information on the results of the project, field visits meetings and recommendations 3. Final Evaluation report including incorporation of feedback from UNDP, the donor and stakeholders.

<i>VIII. Requirements Qualifications</i>
Education: <ul style="list-style-type: none"> ▪ Master's degree in social sciences, international development or other related qualification. Experience: <ul style="list-style-type: none"> ▪ At least 5 years of demonstrated relevant work experience with evaluation of development interventions at national and/or international level is required.

- Experience with peacebuilding and conflict prevention work. Previous work experience in the Western Balkans, preferably Kosovo in particular, is considered an asset.
- Extensive knowledge of results-based management evaluation, as well as of participatory M&E methodological and practical considerations in conducting evaluations of development interventions is required.

Language requirements:

- Fluent in English. Excellent analytical and report writing skills in clear and fluent English.

X. Scope of price proposal and schedule of payments

Remuneration - Lump Sum Amount:

The Contract is based on lump sum remuneration and shall be processed subject to deliverables as per the schedule listed below:

- Upon signature of the contract: **20% of the total amount of the contract**
- Deliverable 1 – Draft Evaluation report: **50% of the total amount of the contract**
- Deliverable 2 – Final Evaluation report: **30% of the total amount of the contract**

Required Presentation of Offer:

The following documents are required:

- **P11 or Resume (signed)**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references (P11 can be downloaded at UNDP web site: <http://www.ks.undp.org/content/kosovo/en/home/operations/jobs/>)

- **Technical proposal**, a max. 2 page document briefly outlining the methodology envisaged for the assignment for delivering the expected results within the indicated timeframe
- **Financial proposal**, The consultant is expected to provide an all-inclusive lump sum amount/financial proposal. The Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Criteria for Selection of the Best Offer:

Offers will be evaluated utilizing a combined Scoring method – where the qualifications, technical proposal, and the interview will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%.

IX. Competencies

Corporate Competencies:

- Committed to professionalism, impartiality, accountability and integrity;
- Displays cultural, gender, religion, race, nationality, ethnicity, and age sensitivity and adaptability;
- Demonstrates substantial experience in gender equality. Actively promotes gender equality in all activities;
- Treats all people fairly without favouritism.

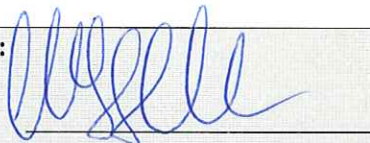
Functional Competencies:

- Ability to work effectively within a team and develop good relationships with counterparts and stakeholders;
- Ability to synthesise research and draw conclusion on the related subjects;

- Ability to pay attention to details;
- Excellent interpersonal skills and ability to communicate effectively, both orally and in writing;
- Ability to establish effective working relations in a multicultural team environment;
- Good organisational skills;
- Commitment to accomplish work;
- Responds positively to critical feedback;
- Results and task oriented.

This TOR is approved by:

Signature:



Name and Designation: Marta K. Gazideda Deputy Programme Coordinator/Governance Portfolio
Manager, UNDP

Date of Signing:

4/12/2019

Acceptance by the IC holder: _____