

Terms of Reference: KRDI Mid-Term Assessment

Dates: 12 March – 03 April 2007

- 1). Rationale:** In follow up to the Tri-partite review of European Commission funded projects in the Kukes Region, and as part of overall monitoring and evaluation activities the UNDP-Albania Country Office will undertake a comprehensive mid-term assessment of the results of the EC funded KRDI project in order to develop lessons learned and best practices for improved project efficacy and for utilization in future interventions in the Kukes Region. The results to be assessed are broadly categorized as follows:
- a). *Level of community participation in selection and implementation of projects including the extent to which women and the poorest were involved in the project selection process;*
 - b). *Behavior and attitude change amongst local government officials and CBO and community beneficiaries as a result of the training and capacity building offered through KRDI;*
 - c). *Direct development impact of infrastructure works on the CBO and community beneficiaries including changes (positive or negative) in life styles, economic opportunities, migration, education, quality of health, etc.*
- A mid-term assessment was conducted by the UNDP in November 2005 and the objective was to look at the results achieved. The findings of this mid-term assessment report can be downloaded from the UNDP website by visiting <http://www.undp.org.al/?elib,717>.
- 2). Scope:** The Assessment Mission will cover the follow groups: all beneficiaries of training and capacity building initiatives as part of KRDI; and all CBOs, Communities, and Local Government counterparts that have benefited from an infrastructure project under KRDI. While not *all* members will be interviewed or questioned (see 'methodology' below), the sample groupings will be selected to ensure broad representation.
- 3). Methodology:** To ensure impartiality and integrity of results, an independent NGO will be utilized. It is foreseen that the assessment process will occur in three parts and utilize three methodologies to measure the categories of changes resulting from the KRDI project as noted in the chart below.

Aspect of KRDI to Assess	Categories of Change	Specific issues to examine
<i>Level of community participation in selection and implementation of projects including the extent to which women and the poorest were involved in the project selection process;</i>	<i>Ways of Doing</i>	<i>People</i> (Have gender dynamics changed, or new relationships formed? What about partnership and collaboration – is it felt that these have improved or worsened?)
<i>Behavior and attitude change amongst local government officials and CBO and community beneficiaries as a result of the training and capacity building offered through KRDI;</i>	<i>Ways of Thinking</i>	<i>Methods</i> (decision-making, systems, ways of organizing, norms) <i>Policy Development</i> (guidelines, rules and regulations, political and organisational)
<i>Direct development impact of infrastructure works on the CBO and community beneficiaries including changes (positive or negative) in life styles, economic opportunities, migration, education, quality of health, etc.</i>	<i>Ways of 'Being' (aspects of life that have changed as a result of the intervention)</i>	<i>Economy</i> (income, jobs, other resources) <i>Communication</i> (information sharing, networking) <i>Technology</i> (equipment, computers, other) <i>Any Others</i>

The first part of the assessment will utilize a standardized survey (see **annex 1**). This survey has three parts to assess the different aspects of KRDI listed above. The survey will be undertaken in all 22 villages that KRDI has undertaken activities in the districts of Kukes, Has and Tropoja. The sampling size for each village should not be less than 25 % of the total village population. One section of the

questionnaire focuses solely on the development impact of the project and will only be utilized for villages where the infrastructure work has been completed. In addition to interviewing households involved in projects during 2006, the NGO will be required to re-visit at least 20% of households in Kukes district that participated in the previous survey conducted in 2005 in order to compare and analyze the results of the project. For this survey there will be additional sets of questions that will need to be addressed (see **annex 4**).

The second part of the assessment will utilize focus group discussions. Targeted towards a smaller (no more than 10) group of representatives (local government representatives and CBO leaders), the discussions will be conducted by the NGO and utilize the following “open-ended” question (rather than the multiple-choice answers of the aforementioned questionnaire): **“What changes (positive or negative) have occurred in your region or community as a result (directly or indirectly) of the KRDI project?”** Different focus groups will be formed to assess the changes noted in the chart above. Specifically, the following are the proposed division of focus group sessions:

- i). **Heads of Commune.** All heads of communes that have been working with KRDI will be brought together and asked the questions listed in **annex 2** –but with a specific focus on issues raised during the survey concerning “ways of thinking.”
- ii). **Heads of CBOs.** In several focus groups the head of the CBOs will be brought together to explore the changes in the “ways of doing” as noted in the above table, as well as the other points noted in annex 2.
- iii). **CBO members and other village inhabitants.** Focus groups will be made for villages that have received a project (and thus can discuss the development impact of it) and those that are currently in the process of completing the infrastructure work. As with the other focus groups, all questions as noted in annex 2 will be discussed; as the CBOs and village inhabitants are the ‘hub’ of KRDI’s efforts (meaning that they both are part of the process of choosing the priority infrastructure work as well as directly benefiting from it) the questions for these focus groups.

The “Spider Web” format for focus group discussions will be utilized. With this method individuals write on ‘post-it-notes’ all the examples of ‘changes’ from their individual perspectives and paste them in a category of change as described above. This allows for transparency (everyone can read other’s examples) as well as equal opportunity for individual to contribute information, especially for those less assertive in oral discussion. The facilitator will then encourage open dialogue elaborating on examples, indicators of change, the identification of factors that contributed to change (positive or negative), lessons learned, issues and challenges and recommendations. A list of guiding questions (see **annex 2**) will be used for the focus group discussion.

The third part of the assessment will involve the collection of data from local government sources. The NGO will use the existing a set of indicators (see **annex 3**) with baseline figures, and add current data figures. The indicator tables have been divided into six sectors: health, environment, agriculture, education, water and governance. The NGO will be responsible to compare and analyse the progress of the project based on these indicators.

The NGO will receive a familiarization course from staff with the UNDP Kukes Regional Development Initiative programme over a course of 1-2 days prior to undertaking the three aspects of the Assessment. Additionally, staff of UNDP will make themselves available for the first focus group discussions if so requested by the NGO.

- 4). **Timeline:** It is envisioned that the assessment will take place from **12 March – 27 March**, and be followed by the final report on **03 April 2007**.

5). **Annexes:**

- i). Questionnaire for all villages targeted under the KRDI project
- ii). Guiding questions and themes for the focus group discussions
- iii). Indicator tables and baseline figures
- iv). Survey Questionnaire for those previously interviewed
- v). Current list of completed KRDI projects

Annex 1 – Survey Questionnaire for CBO Members and Other Residents of Villages

Date Survey Undertaken (day/month) ____/____/____

Gender of survey respondent M ☐ F ☐

Age: _____

Village: _____

Commune: _____

Past survey participant: ☐ Yes ☐ No

Aspect of Project	Questions for CBO Members	Answers
<i>Level of community participation in selection and implementation of projects including the extent to which women and the poorest were involved in the project selection process;</i>	1). Are you a member of a community based organization? *** If the answer is “no” then please elaborate why in the space below *** _____ _____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
	2). Have you heard about the KRDI project? *** If the answer is yes, please ask if they know who the main funder/donor of the project is and write the answer below *** _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
	3). To what extent were you involved in the process deciding what project your village was to receive?	A great deal <input type="checkbox"/> Some <input type="checkbox"/> Little <input type="checkbox"/> None <input type="checkbox"/>
	4). Did the head of the commune encourage you or your CBO or village to participate? *** If the answer is yes, please enquire further on <i>how</i> this was done – (informally, through formal meetings etc.) and write the answer below*** _____ _____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>

	<p>5). Have you received training from UNDP in the course of prioritizing and receiving the project?</p> <p>*** If the answer is yes, please enquire further as to what type of training has been received and write the answer below***</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	<p>6). If so, was this training useful (did it help you understand and participate more effectively?)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p><i>Behavior and attitude change amongst local government officials and CBO and community beneficiaries as a result of the training and capacity building offered through KRDI;</i></p>	<p>1). How would you describe your relations with the local government (commune heads, village elder, members of the regional council etc.) <u>before</u> the KRDI Project</p> <p>*** Please elaborate on their response below – seek specific reasons either positive or negative for their response ***</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Good <input type="checkbox"/></p> <p>Satisfactory <input type="checkbox"/></p> <p>Not Good <input type="checkbox"/></p> <p>Did not have any <input type="checkbox"/></p>
	<p>2). How would you describe your relations with the local government (commune heads, members of the regional council etc.) <u>after</u> the work of the KRDI Project?</p> <p>*** Please elaborate on their response below – seek specific reasons either positive or negative - for their response ***</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Good <input type="checkbox"/></p> <p>Satisfactory <input type="checkbox"/></p> <p>Not Good <input type="checkbox"/></p> <p>No change <input type="checkbox"/></p>
	<p>3). Do you think CBOs are an effective means to address the development issues facing your community?</p> <p>*** Please elaborate the response below. If “yes”, then ask them to explain why and if the answer is “no” then why not? ***</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<p>4). If you are a member of a CBO, how does your CBO function?</p> <p>*** Please elaborate the response below focusing on the positive and/or negative aspects of how the CBO functions including frequency of meetings, rules of procedure, understanding of the role of the CBO etc. ***</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Well <input type="checkbox"/></p> <p>Satisfactory <input type="checkbox"/></p> <p>Not well <input type="checkbox"/></p>
<p><i>Direct development impact of infrastructure works on the CBO and community beneficiaries including changes (positive or negative) in life styles, economic opportunities, migration, education, quality of health, etc.</i></p> <p>*** This series of questions only to be asked for villages with completed projects ***</p>	<p>1). How would you rate the quality of the project implemented in your village?</p> <p>***If the answer is “Not Good” please enquire further as to what needs improvement and write the answer below***</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Good <input type="checkbox"/></p> <p>Satisfactory <input type="checkbox"/></p> <p>Not Good <input type="checkbox"/></p> <p>Don't know <input type="checkbox"/></p>
	<p>2). Is the project beneficial to <u>you</u>?</p> <p>*** Please elaborate the answer below, specifically in terms of whether it has or has not improved individual or family quality of life (and how – be it economic, health, education or other affects), changed the need to migrate seasonally or permanently for work or education, or provided other benefits or not. If the interviewee cites “no” please also specify why ***</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>A Great deal <input type="checkbox"/></p> <p>Some <input type="checkbox"/></p> <p>Little <input type="checkbox"/></p> <p>None <input type="checkbox"/></p>
	<p>3). Who do you think this project benefits more (if anyone)?</p> <p>*** Please have the interview elaborate on their answer in the space below. Why does the project have a greater impact on one of the groups listed below? Also consider the reverse – why doesn't the project impact the other groups? ***</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Men <input type="checkbox"/></p> <p>Women <input type="checkbox"/></p> <p>Youth <input type="checkbox"/></p> <p>Of equal benefit to all <input type="checkbox"/></p>
	<p>4). Is the project beneficial to the <u>village</u>?</p> <p>*** Please elaborate the answer below, specifically in terms of whether</p>	<p>A Great deal <input type="checkbox"/></p>

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	<p>it has or has not been of benefit to the village in terms of economic development, health, education, migration etc. If the interviewee cites “no” please also specify why ***</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Some <input type="checkbox"/></p> <p>Little <input type="checkbox"/></p> <p>None <input type="checkbox"/></p>
	<p>5). Did you have another project that was a different priority than the one selected?</p> <p>***If the answer is yes, please inquire what their priority is and write it below. Also inquire as to why it was not selected***</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	<p>6), Will you contribute to the sustainability of the project in your village (through maintenance, paying fees for services etc?).</p> <p>***If the answer is “yes” please elaborate <i>how</i> the interviewee will contribute ***</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Please write additional comments and remarks by the interviewee here.

Annex 2 – Guiding Questions for the Focus Group Discussions

***** The NGO is encouraged to add questions as necessary *****

- 1) How do people learn about KRDI projects and what do they know about it?
- 2) What role did you have in KRDI projects? How did you participate?
- 3) You know, everyone in community should be involved in decision concerning community life improvements. That kind of involvement is not easy. What is your opinion?
- 4) How would you describe the quality of KRDI projects?
- 5) What comments do you have about KRDI projects /
- 6) Do you have any comments/opinions about how local stakeholders have participated in KRDI projects?
- 7) Did the projects improved community life? In what aspects?
- 8) Meetings sometimes seem to be events when leaders and KRDI staff decide on the projects to be implemented. What is the opinion in your community?
- 9) What if you were in charge of the KRDI? How would you do a better job?

Annex 3 - Quick Impact Assessment Indicators

Several indicators have been identified for measuring and quantifying the impact of project implementation within local communities. The data presented here represent the preliminary findings based on discussions with local authorities and those responsible for data collection and analysis at the sectoral government departments. This "Quick Impact Assessment" and the indicators within will form the basis of a full in-depth impact analysis that will be undertaken during 2006. The tables below show the indicator and progress against it (pre and post KRDI intervention) and are divided amongst the following sectors: Health, Environment, Agriculture, Water, and Education. There are also additional indicators measuring progress on governance issues.

i). Health

No.	Health Center Construction Project Indicators	Unit	Outcome/Impact		
			Baseline (pre-KRDI Intervention)	Post-KRDI 2005	Change
1.	# of Villages in the District with Health Centers	#	6	9	+3
2.	# of Families benefiting from proximity of health centers	#	1372	1686	+314
3.	# of women using local health centers	#	1424	2026	+602
4.	# of child patients attended	#	96	31	-65
5.	Average distance to travel to nearest health center	KM	4.3	0.5	-3.8
6.	Number of vaccinations provided	#	2883	3605	+ 722
7.	Number of health specialists working in rural communities	#	33	40	+7

Sources: Development Unit in Commune and Health Department; Regional Council; Prefecture

ii). Environment

No.	Environment Project Indicators	Unit	Outcome/Impact		
			Baseline (pre-KRDI Intervention)	Post-KRDI 2005	Change
1.	Number of households with access to a main road	#	0	926	+926
2.	Number of rural roads connected to regional/ national road network	#	4	4	none
3.	Area of land rehabilitated/greened	m2	0	5600	+5600
4.	Number of inhabitants affected by greening/rehabilitation	#	0	4620	+4620

Sources: Development Unit in Commune & Roads Directory, Environment Department Regional Council; Prefecture

iii). Agriculture

No.	Agriculture Project Indicators	Unit	Outcome/Impact		
			Baseline (pre-KRDI Intervention)	Post-KRDI 2005	Change
1.	# of Villages with irrigation canals	#	11	19	+8
2.	# of families with access to irrigation	#	979	1909	+930
3.	Amount of water conserved due to lining of irrigation schemes	Liters per sec	112	331	+219
4.	Amount of irrigated land	Hectare	292	619	327
5.	# of farmers using land for agriculture	#	86	191	+105

Sources: Development Unit in Commune and Irrigation Directory

iv). Water

No.	Potable Water Supply Indicators	Unit	Outcome/Impact		
			Baseline (pre-KRDI Intervention)	Post- KRDI 2005	Change
1.	# of villages with water supply	#	4	7	+3
2.	# of households with access to safe water drinking supply	#	491	869	+378
3.	Distance traveled to get water (average)	Minutes	14	1	-13
4.	Percent of Bacterial Contamination in Water	%	1.015	0	-1.015%

Sources: Development Unit in Commune and Water Directory; Health Department.

v). Education

No.	School Construction Project Indicators	Unit	Outcome/Impact		
			Baseline (pre-KRDI Intervention)	Post- KRDI 2005	Change
1.	# of Villages with schools	#	31	36	+5
2.	# of households benefiting from schools	#	4078	4936	+856
3.	Female student enrollment in primary and middle level schools supported under KRDI	#	0	45	+45
4.	Average time in minutes to travel to school	Minutes	35	6.4	-28.6
5.	Number of schools with potable water access	#	21	26	+5

Sources: Development Unit in Commune and Education Directory; Regional Council; Prefecture

vi). Governance

No.	Governance Indicators	Unit	Outcome/Impact		
			Baseline (pre-KRDI Intervention)	Post- KRDI 2005	Change
1.	# of CBO Members Contributing (in-kind with labor) to project implementation	#	0	600	+600
2.	# of women CBOs involved in project implementations	#	0	9	+9
3.	Amount of land donated to CBOs for projects	Square meters	0	15,000	15,000
4.	# of Development Units established in communes of Kukes District	#	3	15	+12

Sources: Development Unit in Commune and Education Directory; Regional Council; Prefecture

Annex 4 – Survey Questionnaire for those previously interviewed

Date Survey Undertaken (day/month) ____/____/____

Gender of survey respondent M ☐ F ☐

Age: _____

Village: _____

Commune: _____

Past survey participant: ☐ Yes ☐ No

Aspect of Project to Assess	Questions for CBO Members	Answers
<i>Level of community participation in selection and implementation of projects including the extent to which women and the poorest were involved in the project selection process;</i>	1). Since the previous survey taken, have you become a member of a community based organization?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	2). Since the previous survey taken, have you heard about the KRDI project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	3). Has your involvement in the process of deciding what project your village was to receive increased?	A great deal <input type="checkbox"/> Some <input type="checkbox"/> Little <input type="checkbox"/> None <input type="checkbox"/>
	4). Since the last time you took the survey, has the head of the commune encourage you or your CBO or village to participate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	5). Since the past survey, have you received training from UNDP?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	6). If so, was this training useful (did it help you understand and participate more effectively?)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Behavior and attitude change amongst local government officials and CBO and community beneficiaries as a result of the training and capacity building offered through KRDI;</i>	1). How would you describe your relations with the local government (commune heads, members of the regional council etc.) before the KRDI Project?	Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Good <input type="checkbox"/> Did not have any <input type="checkbox"/>
	2). How would you describe your relations with the local government (commune heads, members of the regional council etc.) after the work of the KRDI Project?	Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Good <input type="checkbox"/>

		No change	<input type="checkbox"/>
	3). Do you think that CBOs are an effective means to address the development issues facing your community?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
	4). If you are a member of a CBO, do you think your CBO functions well and effectively?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
<p><i>Direct development impact of infrastructure works on the CBO and community beneficiaries including changes (positive or negative) in life styles, economic opportunities, migration, education, quality of health, etc.</i></p> <p>*** This series of questions only to be asked for villages with completed projects ***</p>	1). Since the implementation of your project is it being maintained and well kept? If not, please explain briefly below.	Good	<input type="checkbox"/>
		Satisfactory	<input type="checkbox"/>
		Not Good	<input type="checkbox"/>
		Don't know	<input type="checkbox"/>
	2). Is the project beneficial to you more now then in the past?	A Great deal	<input type="checkbox"/>
		Some	<input type="checkbox"/>
		Little	<input type="checkbox"/>
		None	<input type="checkbox"/>
	3). Is the project beneficial to the village more now then in the past?	A Great deal	<input type="checkbox"/>
		Some	<input type="checkbox"/>
		Little	<input type="checkbox"/>
		None	<input type="checkbox"/>
	4). Has this project impacted your life directly in a positive manner?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
	5). Did you have another project that was a different priority than the one selected?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>

Any other comments on the results to the infrastructure projects since the assessment one year earlier?

Annex 5 - Current list of KREDI projects

	Name of Project	Village/Quarter and Commune/ Municipality	District	Population
1	Secondary Irrigation Channels	Shtiqen village, Shtiqen	Kukes	1842
2	Reconstruction of Irrigation Channel	Kalimash Village, Malzi	Kukes	
3	Water Supply	Bardhoc-1 Village, Terthore	Kukes	
4	Water Supply	Bardhoc-2 Village, Terthore	Kukes	
5	Construction of Main Street	Borje Village, Shishtavec	Kukes	
6	Construction of Drinking Water	Qinamake Village, Surroj	Kukes	
7	Cleaning and Greening	Quarter 2, Kukes	Kukes	
8	Construction of Health Centre, School and Kindergarten	Petkaj Village, Malzi	Kukes	
9	Construction of School	Gjegjan Village, Terthore	Kukes	
10	Construction of Health Center and Kindergarten	Pakisht Village, Zapod	Kukes	
11	Rehabilitation of Irrigation System	Kolsh Village, Kolsh	Kukes	
12	Irrigation Canal	Arren village, Arren	Kukes	
13	Irrigation Canal	Mgulle village, Malzi	Kukes	
14	Network & Information Centre	Bicaj village, Bicaj	Kukes	1404
15	School	Gjegje village, Bushtrice	Kukes	181
16	Irrigation canal	Shkinak village, Gryke-Caje	Kukes	
17	Irrigation canal	Caje village, Gryke-Caje	Kukes	
18	Construction of Health Centre	Oreshke Village, Shishtavec	Kukes	
19	Construction of Health Centre	Topoan Village, Topoan	Kukes	746
20	School, Kindergarten, Health Center	Zall Lusen village, Ujmisht	Kukes	409
21	Drinking Water Supply System	Geshteje Village, Kalis	Kukes	
22	Construction of Health Centre	Ujmisht village, Ujmisht	Kukes	160
23	Construction of Linkage road	Verrij village, Arren	Kukes	105
24	Reconstruction of Irrigation canal	Osmanaj & Canaj village, Bicaj	Kukes	636 (Osmanaj)
25	Construction of School and kindergarten	Kalis village, Kalis	Kukes	532
26	Construction of Irrigation canal	Koderlume village, Shtiqen	Kukes	958
27	Reconstruction of Sidewalks in main street	Quarter 4, Kukes	Kukes	20,929
28	Construction of Water supply	Cernaleve village, Shishtavec	Kukes	447

	Name of Project	Village/Quarter and Commune/ Municipality	District	Population
29	Construction of Water supply	Letaj village, Golaj	Kukes	
30	Construction of Vehicle bridge	Bushtica village, Bushtica	Kukes	638
31	Construction of School, Kindergarten and Health Centre	Orgjost village, Zapod	Kukes	954
32	Construction of Health Centre	Surroj village, Surroj	Kukes	384
33	Construction of Water supply	Brekij village, Topojan	Kukes	746
34	Construction of Water supply	Orçikel village, Zapod	Kukes	259
35	Rehabilitation of high school	Shishtavec village, Shishtavec	Kukes	1328
36	Construction of Electrical line	Domaj village, Gjinaj	Has	224
37	Construction of Sewage system	Myç-has village, Gjinaj	Has	211
38	Construction of Footbridge	Zarisht village, Krume	Has	825
39	Construction of Linkage road	Metaliaj road, Fajza	Has	583

