



I. Position Information

Title: Junior Project Evaluation Consultant

Department/Unit: Environment, Climate and Disaster Resilience

Reports to: Project Manager

Duty Station: home based

Expected Places of Travel (if applicable): NA

Duration of Assignment: 16 November 2020 – 15 December 2020 (20 working days in total)

Need for presence of IC consultant in office:

- partial (explain)
- intermittent (explain)
- time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: -no
 Equipment (laptop, etc.) - no
 Secretarial Services -no

II. Background Information

The quality of life for people in Kosovo is undermined by growing environmental degradation – a consequence of accumulated industrial pollutants, a weak waste management system using outdated technologies, widespread use of fertile land for construction and neglect and abuse of natural resources.

Environmental conditions in Kosovo are often inadequate and lead to a high environmental burden of disease. The quality of air is one of the biggest threats to public health. Exposure to air pollution, with concentrations of fine particulate matter (PM) with a diameter of 2.5 micrometers or less (PM_{2.5}) exceed the World Health Organization (WHO) air quality guideline value of 10 µg/m³ and the European Union (EU) limit value of 25 µg/m³. During winter periods of severe pollution in Kosovo, values of the parameter PM₁₀ have been exceeded by up to 400%. According to World Bank 2019 estimations, about 760 people die prematurely every year in Kosovo because of exposure. The estimated economic cost associated to mortality from exposure to air pollution in Kosovo is in the range of US\$160–US\$310 million, equivalent to 2.5 percent–4.7 percent of gross domestic product (GDP).

PM exposure is dangerous to human health, as the small diameter of these particles enables them to travel deep into lungs and cause harmful effects to health. The possible health effects that can be caused by these particles are the increased number of patients with bronchial asthma, chronic bronchitis, chronic lung disease at deferred ages, increased number of cardiovascular and respiratory diseases, cancer, shortening of life and growth of the mortality rate. The Kosovo National Audit, on the assessment of the Institutional Mechanisms for Legal

Arrangement, Monitoring and Reporting on Air Quality found that system of monitoring and reporting, which is managed by the Ministry of Environment and Spatial Planning and its mechanisms, does not provide the citizens of Kosovo a real picture of the situation on air quality, especially not in real time.

The Ministry of Environment and Spatial Planning (MESP, now being reformed into the Ministry of Infrastructure), the Environmental Protection Agency, the Hydro-meteorological Institute and the Municipalities, must intensify their efforts to establish an effective enforcement for the legal and physical framework, as well as sustainable and efficient monitoring and reporting mechanisms. Improving the identified inefficiencies will assist in identifying the concrete measures that need to be taken in order to improve the state of air quality¹.

Environment and health issues are overlapping with many sectors (such as health, environment, urban planning, transport, economy, energy, housing, social services) and can be affected by many actions and decisions within these sectors that are not considered primarily from a health perspective. As such, the intensification of institutional coordination is not only crucial on the matters of air quality monitoring and reporting, but overall for ensuring an effective environment and health treatment.

2. Project overview

“Healthier Kosovo (HK)” aims to contribute to the reduction of the environment-related disease burden on population health. Environmental health lacks the holistic treatment of the health threats posed by the high environmental pollution through the joint work for the Kosovo public institutions involved in environment policy and public health. It is a joint project from three main UN agencies, UNDP, UNV & WHO.

At the core, the approach taken by the project is to effectively address environmental health through supporting a multi-stakeholder engagement in evidence-based policy making and to ensure institutional based solutions. A system transformation towards a better life quality and better health of citizens is aimed to be achieved through an inclusive engagement of civil society organizations and the empowerment of the general public.

The project’s overall goal is to contribute to the reduction of the environment-related disease burden on population health and catalyze follow-up activities. With this, the project aims to contribute to the following outcomes:

Outcome 1) Kosovo institutions achieve more effective governance in environment and health through inclusive, evidence-based planning, implementation and monitoring of air pollution impacts on health

Outcome 2) More people adopt behaviors that are healthy and that increase resilience to potential threats from environmental pollution.

The project aims to achieve the following five outputs: 1.1) The environment and health committee (EHCo) is reformed to become an active steward of the environment and health agenda in Kosovo, 1.2) Baseline data on environmental / air pollution impacts on health /related non-communicable diseases (NCDs) and risk exposure of most disadvantaged groups are available, 1.3) Improved capacity on evidence-based environmental health policy-making, 2.1) General population has increased awareness of negative impacts of air pollution on health and 2.2) Innovative initiatives that address environmental concerns introduced and implemented.

The project implementation foreseen initially to end in December 2019 was extended to June 2020, with the approval of the project steering committee. The request for extension was a consequence of political instability, elections and the frequent changes in governance, jeopardizing the effective implementation of the project.

Key Stakeholders

1. Ministry of Health
2. Ministry of Environment and Spatial Planning
3. Central level institutes, University and Academia
4. Civil Society Organizations
5. Community

¹ http://www.zka-rks.org/wp-content/uploads/2018/05/Report_air-quality_eng.pdf

3. Project response to COVID- 19

In response to the COVID-19 outbreak and the emergency needs of the Kosovo health system, the Healthier Kosovo implementing UN agencies, with the approval of the donor and the steering committee, reallocated resources towards responding the most immediate health system needs. Thus, 20% of the total of the project funds have been reallocated to support the health institutions. In particular, we arranged the procurement of ventilators for the University Clinical Center Kosovo.

Moreover, the project requested a second no-cost extension from the donor covering the period from 30.06.2020 to 31.12.2020. The request comes in relation to the implementation of activities delayed due to recent political developments.

III. Objectives of Assignment

As per the Project document, UNDP, UNV and WHO agreed to conduct a final evaluation of the Project. The evaluation should encompass all aspects of the Project, including planning and implementation. The main purpose of the final evaluation is to review and assess the relevance, efficiency, effectiveness, sustainability and impact of the Project, and make strategic recommendations for future decision-making in the area of environment and health both for participating UN agencies and project stakeholders. The evaluation will assess progress against the Project Document, Results Framework, and responses to COVID crisis. The intended users of the evaluation will be primarily Project Senior Management Team, Joint Project Board and the Project staff. The results of the evaluation will be shared. The evaluation process will be informed by the United Nations' Norms and Standards for Evaluation.

The selected evaluators will take a broad overview of the project area by gathering perceptions, aspirations, feedback and data from relevant partners, stakeholders and beneficiaries for objective analysis and conduct of the evaluation. The evaluation will look to underline the key factors that have either facilitated or impeded project implementation. The evaluation will examine the overall performance and impact of the programme.

The objectives of the final evaluation are to:

- assess the project results against the planned activities, through the lens of relevance, effectiveness, efficiency, sustainability and impact as well as the COVID emergency reprogramming, and identify if there were any unintended programme results;
- identify lessons learned; and
- make strategic and forward-looking recommendations for the further support of environment and health activities in Kosovo.

The project duration is from 1 January 2018 to 31 December 2020. The evaluation will aim to cover the period from 1 January 2018 to 15 December 2020.

The evaluation will not cover the full period of project implementation, hence data on some results to be achieved in the final part of the programme may not be available at the time of undertaking evaluation. As a mitigation measure, the Project Team will provide preliminary update on the key expected results.

IV. Scope of work

Methodology

In this evaluation, both qualitative and quantitative research methods will be applied. The analysis will build on information collected from a variety of stakeholders, available data, as well as a desk review. The methodology should incorporate the following elements:

Desk research, including review of all relevant project documents: work plans, annual and semi-annual reports, indicator monitoring table, theory of change and results framework, training material developed, materials from study visits, trainings and workshops conducted, decisions on formation of Environment and Health Committee, Project Senior Management Team meetings minutes, Joint Project Board minutes, Open Call for CSO grants etc.

Individual meetings and semi-structured interviews with Project staff, UN-senior management, governmental stakeholders, NGO implementing partners.

Individual interviews and focus group discussions with beneficiaries, both including all key stakeholders.

The evaluation will be conducted by one local Senior Project Evaluator and one local Junior Project Evaluator who need to engage a team of two evaluators, the evaluation leader and another national from Kosovo.

Project Team shall approve all members of the team upon receipt of individual CVs, references, and work samples.

A methodology is expected to be developed by the evaluation team within the inception phase, and shared with UNDP, UNV and WHO for approval.

The evaluation team will work in close cooperation with the Healthier Kosovo Project Team consisting of three agencies- UNDP UNV and WHO and will report to the UNDP Monitoring and Evaluation Specialist. The evaluation team leader will lead the evaluation process at all stages and coordinate cooperation with the Healthier Kosovo project team and other stakeholders involved. The evaluation team leader will be responsible for all components of the evaluation and responsible for provision of deliverables listed previously on time and of acceptable quality.

The junior evaluation consultant will:

- Support the senior consultant to draft all the deliverables as below:
 - o Inception report
 - o Draft report
 - o Final report
- Assist the senior consultant by participating in the field work.
- Assist and support the senior consultant on providing all field work reports

The junior evaluation consultant is required to possess the following competencies:

- Bachelor degree in social science, human rights or related fields;
- Experience in designing and conducting evaluations and surveys,
- Minimum 3 years of expertise in the area of evaluation and E&H ;
- Knowledge on environment and health burdens in Kosovo
- Demonstrated ability to prepare interview/focus groups protocols and other evaluation instruments;
- Excellent communication and presentation skills in English and Albanian.
- Excellent analytical and report writing skills;
- Familiarity with UN system is a strong asset.
- Excellent conceptual skills;
- Ability to keep with strict deadlines;

The consultants must not have any relation to the project, or be currently employed by UNDP, UNV WHO or have any personal benefits from the result of the evaluation.

| V. Expected Outputs and Deliverables | | | | |
|---|---|---------------------------------------|-------------------------|--------------------------------------|
| | Deliverables/Outputs | Estimated Duration to Complete | Target Due Dates | Review and Approvals Required |
| 1 | Desk review and developing evaluation methodology. Draft inception report to include work plan, methodology with sampling strategy, research instruments, interview protocols, consent forms, chapter on integrating ethical considerations in evaluation process. Inception report length to be maximum 10 pages. | 2 days | November 18, 2020 | Project Manager |
| 2 | Review of above by UNDP, UNV, WHO | Comments | November 19, 2020 | Project Manager |
| 3 | Data collection: meetings, interviews, Field work/data collection: meetings, interviews, focus discussion groups | 2 | November 21, 2020 | Project Manager |
| | Data analysis and report writing 1st draft evaluation report to include findings, conclusions and recommendations from all data sources used in the evaluation. Draft evaluation report to be maximum 50 pages long. | 10 | November 30, 2020 | Project Manager |
| 5 | Presentation of draft report to UNDP, UNV WHO Power Point Presentation summarizing key findings and recommendations | 2 | December 3, 2020 | Project Manager |
| 6 | Review of draft report by UNDP UNV WHO | Comments/approval | December 6, | n/a |

| | | | | |
|---|--|-------------------|-------------------|-----------------|
| | | | 2020 | |
| 7 | Updating 1 st draft evaluation report. 2 nd draft evaluation report to include findings, conclusions and recommendations from all data sources used in the evaluation. Draft evaluation report to be maximum 50 pages long. | 2 | December 7, 2020 | Project Manager |
| 8 | Review of above by UNDP, UNV, WHO | Comments/approval | December 9, 2020 | n/a |
| 9 | Finalizing evaluation report. Final evaluation report to include findings, conclusions and recommendations from all data sources used in the evaluation. Draft evaluation report to be maximum 50 pages long. | 2 | December 15, 2020 | Project Manager |

VI. Recruitment Qualifications

The junior evaluation consultant is required to possess the following competencies:

- Bachelor or Master degree in social science, human rights or related fields;
- Experience in designing and conducting evaluations and surveys,
- Minimum 3 years of expertise in the area of evaluation and E&H ;
- Knowledge on environment and health burdens in Kosovo
- Demonstrated ability to prepare interview/focus groups protocols and other evaluation instruments;
- Excellent communication and presentation skills in English and Albanian.
- Excellent analytical and report writing skills;
- Familiarity with UN system is a strong asset.
- Excellent conceptual skills;
- Ability to keep with strict deadlines;

The consultants must not have any relation to the project, or be currently employed by UNDP, UNV WHO or have any personal benefits from the result of the evaluation.

VII. Scope of price proposal and schedule of payments

Estimated cost

All financial costs need to be proposed by the applicant and itemized accordingly.

The Junior Project Evaluation Consultant will be paid upon successful completion of assignments and submission of the deliverables in accordance with the following suggested payment schedule:

- 20% upon approval of the final inception report
- 20% upon approval of the first draft evaluation report
- 60% upon approval of the final evaluation report

VIII. Recommended Presentation of Offer

The application form must include the documents listed below:

- Technical offer:
- **Personal CV or History P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the offeror and at least three (3) professional references;
- **Financial Proposal** that indicates professional daily fee including total amount for whole duration of the assignment.

NB: The costs of the organization of the workshops and meetings are the responsibility of the project.

IX. Criteria for selection of the Best Offer

Combined scoring method – where the qualifications will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%.

- Technical criteria weight: 70 (70% of total obtainable scores). Only candidates obtaining a minimum of 49 (70%) points on technical part will be considered for the financial evaluation.

- Financial criteria weight: 30 (30% of total obtainable scores).

When using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive / compliant / acceptable; and

Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

| Technical Evaluation Criteria | Max. points |
|--|--------------------|
| Quality of the technical proposal including a clear outline of the scope of work and a plan for implementation including logistical arrangements of all key deliverables | 25 |
| Qualifications of the Evaluation Team Leader/International consultant (as per the requirements) including sample reports/evaluations | 20 |
| Qualifications of expert(s) (as per the requirements) including sample reports/evaluations | 15 |
| High quality samples (reports) of previous evaluations conducted by the bidder. | 10 |
| TOTAL TECHNICAL SCORE | 70 |

X. Competencies

Corporate Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment;
- Treats all people fairly without favoritism.

Functional Competencies

- Ability to synthesize research and draw conclusions on the related subjects;
- Good analytical and report writing skills.
- Good communication skills.
- Excellent interpersonal skills and ability to communicate effectively, both orally and in writing;
- Ability to establish effective working relations in a multicultural team environment.
- Builds strong relationships with clients and external actors.

Responds positively to critical feedback.

This TOR is accepted by:

Name:

Grese Sefaj

Signature:

Grese Sefaj

Date of Signature:

13-Nov-2020