



## I. Position Information

**Title: Local Evaluation Expert** to Conduct the Final Project Evaluation of the Support for Sustainable Prizren – Initiating Urban NAMAs (Nationally Appropriate Mitigation Actions) Project

**Department/Unit:** Environment, Climate and Disaster Resilience - UNDP Kosovo

**Reports to:** Project Manager/Programme Team

**Duty Station:** Kosovo

**Expected Places of Travel (if applicable):** Prizren/ Kosovo

**Duration of Assignment:** 26 May 2021 to 25 June 2021 (20 working days within this period)

### Need for the presence of IC expert in office:

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

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### Provision of Support Services:

Office space: Yes - partial

Equipment (laptop, etc.): No

Secretarial Services: Yes - responsible Urban NAMAs team

## II. Background Information

The intended impact of the project "Support for Sustainable Prizren - Initiating Urban NAMAs" is to contribute to reducing climate-change-related vulnerability in Kosovo.

The objective of the project is to prepare the city of Prizren for reducing the overall Green House Gases (GHG) emissions through cross-sectoral interventions at the municipal level, such as collaboration between industry, government, private sector, civil society including women CSOs and academia that account for different experiences based on gender-sensitive approach. This project will contribute to creating healthy urban living conditions and achieving sustainable growth while setting an example as a city-wide intervention for Kosovo. This will be achieved through two outputs:

- The municipality of Prizren enhances its technical capacities in terms of reporting, measuring, and verifying GHGs emissions.
- The municipality of Prizren can articulate its climate-related priorities and identify and implement mitigation actions as urban NAMAs across sectors.

The project time frame is 28 months; the implementation began in December 2018 and the end date is June 2021, with a total budget of 333,000, funded by ADA and the Municipality of Prizren. Additional

funds are received by Prizren Municipality 30,000€, Private Business ‘Kabashi’ 5000 € and 100,000USD provided by the UNDP Regional Bureau for Europe and the CIS.

Prizren is the first municipality in Kosovo that has established the Green Growth Center (PGGC) as a mechanism to coordinate and support the green development of the city. The PGGC enables better coordination, participatory approach with beneficiaries, works closely with project and relevant departments and institutions and supports the implementation of activities.

The Municipality of Prizren’s baseline year Inventory for Greenhouse Gases (GHGs) emissions has been set for 2014. Furthermore, in close coordination with the Municipal Working Group and PGGC, the Cross-sectoral Intervention Plan is completed. The plan includes interventions from the sector of energy, transport, waste management, and infrastructure services. The plan is drafted in accordance with relevant existing laws, strategies, plans, as well as with policy papers at a central and local level. The importance of the Plan is that includes in one document intervention that contributes enabling or reduction of GHG emissions for 4 sectors, interactions between sectors, and relevant responsible authorities. It became a guiding document for the Prizren municipality for actions regarding climate change mitigation. Moreover, the CSIP addresses sectoral gender needs priorities based on the findings of the completed baseline study for Prizren municipality aiming to identify the potential gender-related climate change risks in sectors and to specify priority needs of men, women, and marginalized groups for inclusion into the Cross-Sectoral Intervention Plan. The CSIP, includes the application of Urban NAMAs in the energy sector, management of waste sector, sector of transport and public services, with interventions to reduce the GHG emissions and contribute to sustainable development. In total, the report was presented 74 measures/interventions.

The first Urban NAMAs Pilot Projects are “Smart Green retrofitting in Prizren City”; “Solar Panel Solution for Public Buildings in Prizren”, “Public Building energy Efficiency through Roof Insulation” and “Increase awareness on climate change for women, encourage the participation of women in the development of the climate policies, and increase awareness on young students”. The Assessments with technical designs for Urban NAMAs pilot projects with its technical design are completed in 2020 and are being implemented.

This end-term project evaluation is being conducted to provide conclusions and recommendations about the relevance, efficiency, effectiveness, and sustainability of the project. The overall responsibility for managing the evaluation will be with the Environment, Climate, and Disaster Resilience Programme of UNDP Kosovo. The project will provide support to the evaluator by organizing meetings with key partners and will work closely with the evaluator to provide the required information.

**Intended users:**

**Primary users:** Project stakeholders, in particular the Municipality of Prizren (lead partner), ADA and other co-donors.

**Secondary users:** Policymakers and programme designers and implementers of other organizations that engage in climate change and Urban NAMAs.

### III. Project Information

**Project/outcome title:** Support for Sustainable Prizren – Initiating Urban NAMAs (Nationally Appropriate Mitigation Actions) Project

**Project Number:** ADC No. 8306-01/2018

**Atlas ID:** 00113020

**Corporate outcome and output:**

(2016-2020) Outcome 3: More people adopt healthy behaviors and that increase resilience to potential threats from environmental pollution, disasters, and climate change.

**Country:** Kosovo (as per UNSCR 1244/1999)

**Region:** Western Balkans, ECIS

**Date project document signed:** 30 November 2018.

**Project dates:** Start: 15 Dec 2018      Planned end: 30 Jun 2021.

**Project budget:** 368,300€ & 100,000USD

**Project expenditure at the time of evaluation:**

**Funding source:** ADA, UNDP, Prizren Municipality, Local private business "Kabashi

**Implementing party<sup>1</sup>:** UNDP

#### IV. Objectives of Assignment

Purpose: To provide an assessment of the overall project progress and results against the objectives and indicators of achievement as mandated by the donor ADA and stipulated in the project document.

Objectives:

- To determine the extent to which the municipality of Prizren enhance its technical capacities in terms of reporting, measuring, and verifying GHGs emission.
- To assess the implementation of mitigation actions as urban NAMAs across sectors.
- To identify recommendations for future activities, with a particular focus on green growth development interventions.

#### V. Scope of work

In order to achieve the above objective, the main tasks of the Local Evaluation Expert are to:

- Conduct a comprehensive desk review of relevant project-related documents and UNDP&ADA evaluation policies and based on this information, draft and submit an inception report with appropriate methodology to be applied during the evaluation, the evaluation matrix, as well as the work plan and any technical instruments to be used during the assignment, while being guided by the set of evaluation questions as presented below.
- Conduct field visits, meetings, discussions, and interviews, with relevant stakeholders and project beneficiaries in Kosovo. The Evaluation Expert is expected to share the list of interviews to be conducted beforehand and receive feedback and clearance from UNDP and ADA. An initial briefing meeting with the UNDP team will be held to finalize the evaluation design.
- Hold a debriefing at the end of the mission with main stakeholders to summarize initial

<sup>1</sup> It is the entity that has overall responsibility for implementation of the project (award), effective use of resources and delivery of outputs in the signed project document and workplan.

findings and recommendations.

- Based on the feedback received during the debriefing workshop, draft a final evaluation report containing the methodology applied, a presentation of findings, a presentation of the lessons learned, and clear strategic recommendations to the UNDP and its partners for future interventions of similar nature in the target areas and beyond. These recommendations should contain specifically to whom of each of the partners of the project they are addressed.

The OECD DAC evaluation criteria and the Guidelines for Project and Programme Evaluations developed by the Austrian Development Agency need to be considered throughout the entire evaluation process.

[https://www.entwicklung.at/fileadmin/user\\_upload/Dokumente/Evaluierung/Evaluierungs\\_Leitfaden/Guidelines\\_for\\_Programme\\_and\\_Project\\_Evaluations\\_ADA\\_2020.pdf](https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Evaluierung/Evaluierungs_Leitfaden/Guidelines_for_Programme_and_Project_Evaluations_ADA_2020.pdf)

Also, additional criteria as per UNDP rules are to be used such as Stakeholders and Partnership Strategy, Evaluability, Theory of Change or Results/Outcome Map, and Gender.

The following evaluation criteria are to be used as per the UNDP methodology, and related evaluation questions are proposed for the evaluation process; however, these can be expanded and modified by the evaluator. Each evaluation criteria must be ranked as per the UNDP ranking methodology that will be shared with the Evaluation Team during the inception phase of the assignment.

#### **Evaluation questions:**

<b>Relevant evaluation criteria</b>	<b>Key suggested questions</b>
<b>Relevance</b>	<ul style="list-style-type: none"> <li>• How relevant was the choice of capacity building on climate change interventions for the stakeholders?</li> <li>• How do the project link and contribute the local and national development priorities, the country programme's outputs and outcomes, of ADA and the UNDP Strategic Plan and the SDGs?</li> <li>• How can the project serve as future spin-off project (exploiting or building in relation to a potential follow-up phase)?</li> </ul>
<b>Coherence:</b>	<ul style="list-style-type: none"> <li>• How well does the project fits with existing programme and or policies at local level?</li> <li>• Does the intervention create the duplication of efforts on climate change at local level?</li> </ul>
<b>Effectiveness</b>	<ul style="list-style-type: none"> <li>• To what level has the project achieved the results of the project purpose and the expected results as stated in the project document?</li> </ul>
<b>Efficiency</b>	<ul style="list-style-type: none"> <li>• Have the resources been used efficiently? How well have the various activities transformed the available resources into the intended results in terms of quantity, quality and timeliness? (in comparison to the plan).</li> </ul>
<b>Sustainability</b>	<ul style="list-style-type: none"> <li>• Will the project results last beyond the project duration?</li> <li>• Are there jeopardizing aspects that have not been considered or abated by the project actions?</li> <li>• To what extent do stakeholders support the project's long-term</li> </ul>

	<p>objectives?</p> <ul style="list-style-type: none"> <li>To what extent the lessons learned were kept and documented by the project team continually and shared with appropriate parties who could learn from the project?</li> </ul>
<b>Stakeholders and Partnership Strategy</b>	<ul style="list-style-type: none"> <li>Who are the major actors and partners involved in the project and how were their roles and interests?</li> <li>Was the partnership strategy effective?</li> </ul>
<b>Evaluability</b>	<ul style="list-style-type: none"> <li>Can the project be evaluated credibly?</li> <li>Were intended results (outputs, outcomes) adequately defined, appropriate and stated in measurable terms, and are the results verifiable (analysis of intervention logic)?</li> <li>Were monitoring systems in place?</li> </ul>
<b>Theory of Change or Results/Outcome Map</b>	<ul style="list-style-type: none"> <li>Is the Theory of Change or project logic feasible and was it realistic? Were assumptions, factors and risks sufficiently taken into consideration?</li> </ul>
<b>Human rights</b>	To what extent have poor, minority groups, physically challenged, women and other disadvantaged and marginalized groups benefited from the project?
<b>Gender</b>	<ul style="list-style-type: none"> <li>To what extent have gender equality and the empowerment of women been addressed in the design, implementation and monitoring of the project?</li> <li>Is the gender marker data assigned to this project representative of reality?</li> </ul>

The evaluation criteria must be ranked as per UNDP ranking methodology, which will be provided by UNDP.

The evaluation questions are proposed for the evaluation process; however, these can be expanded and modified by the evaluator.

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.

This analysis must be done for each result and the overall project.

The external evaluator is responsible for refining the evaluation methodology, developing an evaluation matrix when developing the inception report, evaluation questions, carrying out the evaluation and delivering UNDP Kosovo with a draft report and a final report. The 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.

The Evaluator will submit the:

- Methodology and Evaluation Matrix,

- The final evaluation report (25-30 pages without annexes), the final executive summary **and the results-assessment form (part of the reporting requirement)**

The final evaluation report must include, but not necessarily be limited to, the elements as outlined below:

- Results Assessment Form of ADA (to be provided)
- Title and opening pages
- Table of contents
- List of acronyms and abbreviations
- Executive summary, including a summary of the lessons learned and recommendations
- Introduction
- Description of the intervention
- Evaluation scope and objectives
- Evaluation methodology
- Data analysis
- Findings and conclusions
- Lessons learned
- Recommendations
- Report annexes
- Finalize the final evaluation report, accounting for the Austrian Development Agency, UNDP, and stakeholders' feedback on the first draft.

All reports need to be written in English.

The executive summary should include key findings and recommendations (three to five pages) and needs to be submitted as part of the final draft report.

The findings and recommendations of the draft final report and final report have to be structured according to the evaluation questions.

The quality of the reports will be judged according to the following criteria:

- Is the results-matrix format part of the report?
- Does the report contain a comprehensive and clear executive summary?
- Were the Terms of Reference fulfilled and is this reflected in the report?
- Is the report structured according to the OECD/DAC criteria?
- Are all evaluation questions answered?
- Are the methods and processes of the evaluation sufficiently documented in the evaluation report?
- Does the report describe and assess the intervention logic (e.g., log frame, program theory) and present/analyze a theory of change and its underlying assumptions?
- Are cross-cutting issues analyzed in the report?
- Are the conclusions and recommendations based on findings and are they clearly stated in the report?
- Does the report differentiate between conclusions, lessons learned and recommendations?
- Are the recommendations realistic and is it clearly expressed to whom the recommendations are addressed?
- Were the most significant stakeholders involved consulted?

- Does the report present the information contained in a presentable and clearly arranged form?
- Is the report free from spelling mistakes and unclear linguistic formulations?
- Can the report be distributed in the delivered form?

## VI. Methodology

Methodological approaches may include some or all of the following:

Evaluation should employ a combination of both qualitative and quantitative evaluation methods and instruments.

**Contract and Kick-off meeting:** The contract is signed, and a discussion of the assignment takes place. First documents, including available data, are provided to the evaluation team. (1 day)

**Document review of all relevant documentation.** This would include a review of inter alia.

- Project document (contribution agreement).
- Theory of change and results framework.
- Programme and project quality assurance reports.
- Annual work plans.
- Activity designs.
- Consolidated periodic and annual reports.
- Highlights of project board meetings.
- Technical/financial monitoring reports.

The existing data needs to be analyzed and interpreted and developed in the evaluation matrix.

**Semi-structured interviews** with key stakeholders including key government counterparts, donor community members, representatives of key civil society organizations, and implementing partners:

**Development of interview questions** around relevance, coherence, effectiveness, efficiency, and sustainability and designed for different stakeholders to be interviewed.

Key informative and focus group discussions with men and women, beneficiaries, and stakeholders.

All interviews should be undertaken in full confidence and anonymity. The final evaluation report should not assign specific comments to individuals.

**Surveys and questionnaires** including participants in development programme, and/or surveys and questionnaires involving other stakeholders at strategic and programmatic levels.

**Field visits** and validation of key tangible outputs and interventions.

The evaluator is expected to follow a participatory and consultative approach that ensures close engagement with the evaluation managers, implementing partners and direct beneficiaries.

**Other methods** such as outcome mapping, group discussions, etc.

**Data review and analysis** of monitoring and other data sources and methods.

Ensure maximum validity, reliability of data (quality) and promote use; the evaluation team will *ensure triangulation of the various data sources.*

All data collected needs to disaggregate by sex.

It is currently estimated that 20 -30 number of people need to be interviewed.

**Findings Conclusions and recommendation:** This stage provides the first analysis and results of the evaluation, drafts the first findings and conclusions and allows for feedback and completion of any missing data by the UNDP project and Programme.

**The Evaluation Report:** Submission of the final report

It is expected that the evaluator will present concrete recommendations which are addressed to the specific stakeholders.

## VII. Expected Outputs and Deliverables

Deliverables/Outputs	Estimated Duration to Complete	Target Dates	Review and Approvals Required
1. Inception report, Evaluation matrix and technical instruments to be used during the assignment will <i>be</i> drafted, submitted, and endorsed by UNDP after consultation with ADA.	3 w/ds	08 June 2021	Project Manager/Programme Team
2. Field visits, meetings and interviews are conducted, gathering data to be used in the final evaluation report.	7 w/ds	15 June 2021	Project Manager/Programme Team
3. A debriefing workshop/presentation with key stakeholders is held and initial findings and recommendations presented.	1 w/d	16 June 2021	Project Manager/Programme Team
4. Draft Report and Final Evaluation report accounting for the UNDP, ADA, and stakeholders' feedback on the first draft is produced and validated by UNDP.	9 w/ds	25 June 2021	Project Manager/Programme Team

## VIII. Implementation Arrangements

### The Evaluation Team Composition

The team will be composed of a local evaluation expert.

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

### Evaluation arrangements

- The Urban NAMAs Project Manager will provide necessary information for the evaluation, will lead the logistical support of the evaluation (support in arrangements of meetings, field visits), and will be



the primary point of contact for the evaluation team.

- The Urban NAMAs Project staff located in Prizren will provide logistical support (support in arrangements of online meetings with beneficiaries).
- The UNDP Programme Team will perform quality assurance of the evaluation process and its outputs.
- The Project Board will be the recipient of the evaluation findings and provide any feedback, including through the debriefing workshop at the end of the field mission.

## IX. Recruitment Qualifications

### Education:

- Master's degree in environmental studies, environmental management, climate change, or other relevant fields.

### Experience:

- Minimum 5 years of relevant experience in the area of the environment, climate change and development.
- Minimum five (5) years of experience in conducting evaluations.
- Extensive knowledge of results-based management evaluation, as well as participatory M&E methodologies and approaches.
- Excellent analytical and report writing skills in clear and fluent English.

### Language requirements:

- Fluent in both oral and written English. Excellent analytical and report writing skills in clear and fluent English are required.

***The Evaluator must not have been involved in the design, implementation, or monitoring of this project.***

## X. Evaluation Ethics

"This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'. The expert must safeguard the rights and confidentiality of information providers, interviewees and stakeholders through measures to ensure compliance with legal and other relevant codes governing the collection of data and reporting on data. The expert must also ensure the security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses with the express authorization of UNDP and partners."

## XI. 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:

- Deliverable 1- Inception report: **20% of the total amount of the contract**
- Deliverable 2&3 – Field Visit and Debriefing workshop: **50% of the total amount of the contract**
- Deliverable 4 –Final Evaluation Report: **30% of the total amount of the contract**

## XII. Recommended Presentation of Offer

The following three documents must be submitted to be evaluated and considered for the assignment:

Presentation of Offer

- Duly accomplished Letter of Confirmation of Interest and Availability
- P11 (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.
- Technical proposal, a max. 2 page document briefly outlining the methodology envisaged for the assignment for delivering the expected results within the indicated timeframe (an interview will be conducted for the shortlisted candidates);
- Financial proposal, the expert 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.

## XIII. Criteria for selection of the Best Offer

### Criteria for Selection of the Best Offer

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

#### Cumulative analysis

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

- a) responsive/compliant/acceptable, and*
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

\* *Technical Criteria weight; [70%]*

\* *Financial Criteria weight; [30%]*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>	70%	70
<ul style="list-style-type: none"> <li>• Education</li> </ul>		10
Relevant Experience in the evaluation processes associated with climate change.		20
<ul style="list-style-type: none"> <li>• Familiarity with the Kosovo legislation framework on climate change</li> </ul>		5
<ul style="list-style-type: none"> <li>• Language knowledge</li> </ul>		5
<ul style="list-style-type: none"> <li>• Technical proposal of work</li> </ul>		30
<u>Financial</u>	30%	30

*Only candidates obtaining a minimum of 70% point would be considered for the Financial Evaluation.*

#### **XIV. Competencies**

##### **Corporate Competencies :**

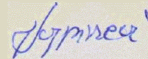
- Committed to the highest regards of professionalism, impartiality, accountability, transparency, ethics, and integrity.
- Displays cultural, gender, religion, race, nationality, ethnicity, and age sensitivity and adaptability.
- Demonstrates substantial experience in gender equality and social inclusion.
- Treats all people fairly without favoritism.

##### **Functional Competencies:**

- Ability to work effectively within a team and develop good relationships with counterparts and stakeholders.
- Ability to synthesize research and conclude the related subjects.
- Ability to pay attention to details.
- Demonstrates transparency and provides feedback to all those who will contribute to the evaluation.
- Excellent interpersonal skills and ability to communicate effectively, both orally and in writing.
- Ability to establish effective working relations in a multicultural team environment.
- Commitment to accomplish work.
- Responds positively to critical feedback.
- Results and task-oriented.

#### **This TOR is accepted by:**

Signature: \_\_\_\_\_



Name: \_\_\_\_\_

Maliq Pireci

Date of Signature: \_\_\_\_\_

26-May-2021