



## I. Position Information

**Title:** Local Evaluation Consultant – Final Evaluation of the joint project "Empowering Youth for a Peaceful, Prosperous and Sustainable Future in Kosovo 2019-2021"

**Department/Unit:** Democratic Governance and Peacebuilding

**Reports to:** Joint Project Coordinator

**Duty Station:** Kosovo/ Home based

**Expected Places of Travel (if applicable):**

**Duration of Assignment:** 11 March 2021 – 30 April 2021 (15 working days)

**Need for presence of Local Evaluation Consultant in office:** remotely

partial

intermittent (explain)

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

**Provision of Support Services:**

Office space: No

Equipment (laptop etc): No

Secretarial/Logistical Services: Yes – Joint Project Team

Signature of the Budget Owner: Ferdinand Nikolla, Joint Project Coordinator

## II. Background Information

The “Empowering Youth for a Peaceful, Prosperous, and Sustainable Future in Kosovo” (EYPPSFK) project, funded by the UN Secretary-General’s Peacebuilding Fund within the Immediate Response Facility (IRF), is an 27-month joint initiative implemented by UNDP-UNV, UNICEF and UN Women, under the strategic guidance of the UN Development Coordinator in Kosovo. The project directly engages positive influencers of a shared future, namely young women and men from communities divided by perpetuation of conflict dynamics, and who have been under-represented in leadership to work together on issues of shared interest and concern and become more active changemakers who will catalyze peace and trust-building efforts in Kosovo.

Building upon the success of existing youth-led initiatives in Kosovo supported by United Nations and its partners and stakeholders such as Ministry of Local Government Administration, Ministry of Culture Youth and Sports, Agency for Gender Equality, Employment Agency, Peer Education network (PEN), NGO Domovik, Kosovo Women Network (KWN) this project is also an effort to catalyze the United Nations trust-building framework for Kosovo. In doing so, the project focused on establishing and consolidating a “habit” of cooperation, providing empirical challenge to divisive narratives. The project is time-sensitive and has targeted the rising dissatisfaction, frustration and anxiety that results from stalled political process and a noted increase in community-level distrust in public institutions in both majority and non-majority communities. Moreover, the project was innovative and human-centered because it focused on direct community mobilization and facilitated cooperation between people and institutions. Its modular design allowed for easy scale-up, and where appropriate replication across different geographical target areas. Finally, the project will be catalytic, because it empowered participants to become advocates for positive change in their communities.

The peacebuilding outcome of this project was that the influence of conflict narratives and prejudice has decreased through improved social cohesion resulting from local populations working together and with local institutions on contemporary issues of shared interest to jointly develop solutions for a common future. The joint project will implement activities under three core outputs:

**Output 1:** Young women and men from communities polarized in the current political environment have established the practice of jointly addressing issues of shared interest and concern.

**Output 2:** Trust in public institutions/service providers and confidence in gaining employment opportunities has improved through direct engagement based on responsive, transparent and participatory interaction.

**Output 3:** Leadership capacity and influence of women and young girls to engage in peacebuilding has been increased.

### III. Objective of the Assignment

The objective of the assignment is to support the final joint evaluation of the project outcome in terms of their Relevance, Coherence, Effectiveness, Efficiency, Impact and Sustainability, and show the degree to which such progress may or may not have contributed to addressing a relevant conflict factors and provide peacebuilding recommendations for future programming with a similar outcome. In accordance with OECD DAC Evaluation Criteria, the process will ensure strong presence of gender, equity and human rights considerations.

With the guidance of the **Team Leader (International Consultant)**, the evaluation should enable the implementing agencies (UNDP-UNV, UNICEF, UNWOMEN) in Kosovo, the PBSO and other stakeholders to draw peacebuilding lessons from the evaluation for future similar undertakings as well as highlight areas where the project performed less effectively than anticipated. Furthermore, the recommendations originated from this evaluation should inform the social cohesion and youth programming in Kosovo. The evaluation process will be informed by the United Nations' Norms and Standards for Evaluation and will be overseen by the **Evaluation Management Group (EMG)**.

The Local Evaluation Consultant will work under direct supervision of the Joint Project Coordinator and the Team Leader (International Consultant), and in close consultation with the EMG, UNDP Portfolio Lead and PBSO. The Joint Project Coordination Team and implementing agencies will provide administrative and logistical support as needed.

### IV. Scope of Work

In order to achieve the above objective, the main tasks of the **Local Evaluation Consultant (LEC)** include:

**Desk Review Phase;** - Assist the International Consultant (IC) to finalise a comprehensive desk review of relevant project-related documents and the interview questionnaire. Consider local context and Kosovo specific issues of relevance as regards

- Overall approach and methodology
- Key lines of inquiry and interview protocol
- Data collection tools and mechanisms
- Proposed list of interviewees
- A work plan and timelines to be agreed with relevant PBF focal point

**Field Visit (virtual format);** - Assist the IC to plan and undertake interviews with relevant stakeholders such as Ministry of Local Government Administration; Ministry of Culture Youth and Sports; Agency for Gender Equality; Employment Agency/Employment Offices, and project beneficiaries in the 15 selected municipalities in Prishtinë/Priština and Mitrovicë/Mitrovica regions. The full list will be shared with the Consultant/s once the agreement is signed. The LEC will work with the IC to gather data for the first draft of the evaluation report.

**Draft Report;** - With guidance from the IC, offer technical support and, if necessary, translation of information in local language to help prepare a draft evaluation report and submit it to the Joint Project Coordination Team for feedback.

**Final report** - Based on the draft report and the comments provided by the EMG, UNDP-UNV, UNICEF, UN Women, and PBSO, the evaluation team will produce a final report. The final report provides the complete content of the report as per the main outline proposed above. Upon completion, the EMG and the Joint Project Coordination Team will ensure that no further comments are pending from either agencies, PBSO or stakeholders.

### V. Methodology and Evaluation Ethics

The **Local Evaluation Consultant** will work under the guidance of the **Team Leader (IC)** and the **EMG** to employ relevant and appropriate methods to conduct the project final evaluation. **Methods** will include: desk review of documents; interviews with stakeholders, partners, and beneficiaries; (virtual) 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. Together with the IC, the Local Evaluation Consultant is expected to revise the methodological approach in consultation with key stakeholders as necessary and should present both quantitative data and qualitative findings and data.

The Local Evaluation Consultant is expected to assist the IC in holding interviews and meetings with relevant staff of the Joint Project Coordination Team and implementing agencies, municipal officials, partners, and beneficiaries.

Considering COVID-19 pandemic challenges and constraints, especially when field missions are restricted, the Evaluation Team is expected to utilise remote data collection methods and ensure that a robust and utilization-focused methodology is implemented.

The suggested methodology should be compatible with the OECD DAC evaluation criteria and UNDG Guidance. <https://www.oecd.org/dac/evaluation/dcdndep/39774573.pdf>

The final evaluation will be conducted in accordance with the principles outlined in the UNEG *'Ethical Guidelines for Evaluation.'* The Local Evaluation Consultant must assist the IC in addressing 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 the security of collected information; and protocols to ensure anonymity and confidentiality.

<b>VI. Expected Results</b>	<b>Number of days</b>	<b>Tentative due dates (2021):</b>	<b>Approval by:</b>
Assist with desk review of relevant project documents for preparing Final Evaluation and data collection/fieldwork	2 Days	13 March 2021	EMG & Joint Project Coordinator
Prepare fieldwork and undertake (virtual) field visits, meetings and interviews are conducted, to gather data for the 1st Draft Evaluation Report	9 Days	23 March 2021	EMG & Joint Project Coordinator
Support the IC to elaborate the Draft Evaluation Report including the above mentioned elements.	2 Days	31 March 2021	EMG & Joint Project Coordinator
Support the IC to elaborate the Final Evaluation Report incorporating the feedbacks provided by EMG, UN agencies, PBSO and stakeholders.	2 Days	30 April 2021	Joint Project Coordination Team, UNDP and PBSO

#### **VII. Deliverables / Final Products Expected**

Contribution to:

- Desk review of relevant documents, reports and policy papers
- Preparing data collection and fieldwork
- Undertaking data collection: meetings, interviews, focus groups
- Drafting the evaluation
- Finalising the evaluation

#### **VIII. Requirements Qualifications**

##### **Education:**

- Bachelor's or Master's degree in social sciences, international development or other related qualifications to peacebuilding.

##### **Experience:**

- Minimum 3 years of expertise in the area of evaluation and E&H ;
- Demonstrated ability to prepare interview/focus groups protocols, surveys and other evaluation instruments;
- Previous work experience in Kosovo.
- Excellent analytical and report writing skills;
- Familiarity with UN system is a strong asset.
- Ability to keep with strict deadlines;
- Experience with social cohesion, youth agenda, peacebuilding and conflict prevention work is desirable.
- Experience in conducting remote evaluations is considered an asset.

##### **Language requirements:**

Fluent in Albanian and English. Knowledge of Serbian is an asset.

**IX. 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 – Fieldwork and data collection report (30%)
- Deliverable 2 – Submission of the draft final report (30%)
- Deliverable 3 – Acceptance of the Final Report (40%)

**VIII. Recommended Presentation of Offer****The following documents are required to be submitted.**

- **Letter of Confirmation of Interest and Availability.**
- **P11/ CV (signed)**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the candidate
- **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, monthly lump sum amount financial proposal. The contract price is fixed regardless of changes in the cost components.

**XI. 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.

<b>Technical Evaluation Criteria</b>	<b>Max. points</b>
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 Local Evaluation Consultant (as per the requirements)	25
Previous experience and evaluation reports conducted by the bidder.	20
<b>TOTAL TECHNICAL SCORE</b>	<b>70</b>

## **XII. 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:**

**Signature:**



**Name:**

\_\_\_\_\_ Donjeta Morina \_\_\_\_\_

**Date of signature:**

\_\_\_\_\_ 10-Mar-2021 \_\_\_\_\_