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I. Position Information

Title: *International Consultant – Final Evaluation of the Kosovo Disaster Risk Reduction Initiative (KDRRI) Project*

Department/Unit: Energy, Environment and Disaster Risk Reduction

Reports to: Programme Coordinator

Duty Station: Pristina

Expected Places of Travel (if applicable): Kosovo and beneficiary municipalities (Peja/Peć, Leposaviq/Ć, etc.)

Duration of Assignment: 12 days from March 21, 2016 to May 01, 2016

Need for presence of IC consultant in office:

partial (explain)

intermittent (explain)

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

Provision of Support Services:

Office space: Yes No

Equipment (laptop etc): Yes No

Secretarial Services Yes No

Signature of the Budget Owner:.....

II. Background Information

The UNDP project Kosovo Disaster Risk Reduction Initiative (KDRRI) provides support to central and local stakeholders to build capacities for disaster risk reduction (DRR).

Kosovo’s economy, population, and environment are moderately exposed and highly vulnerable to natural hazards. Climate change is expected to amplify exposure to meteorological hazards. The objective of KDRRI project (2013-2016) is to reduce disaster and climate risks in Kosovo and thus contribute to the attainment of Kosovo development strategies and the Millennium Development Goals.

The project has worked to strengthen the enabling environment through review of the legal and regulatory framework, towards the elaboration of a Kosovo Disaster Risk Reduction Strategy, the establishment of a National Platform for DRR, and capacity development of key staff. The project has also strengthened disaster and climate risk assessment capacities and identifies priorities at the national level to inform country disaster risk and climate risk management strategies and programme development. Finally, this project has also enhanced capacities to better manage disaster and climate risks at the local level.

One of the innovative elements of this project has been to promote the use of mobile phone, social media and web2.0 solutions allowing public institutions and citizens to engage more effectively in reducing disaster risks, manage emergencies and develop community resilience.

The KDRRI project started its implementation in 2013 with the overall budget of 500,000 USD funded by the then-Bureau for Crisis Prevention and Recovery, now known as Bureau for Policy and Programme Support (BPPS).

During the implementation of the project, there were two emergency funds (100,000 USD + 80,000 USD) allocated for flood recovery in northern municipalities (in 2014) and municipality of Malishevë/Mališevo and Glllogoc/Glogovac (in 2016).

In 2014, UNDP managed to fund-raise from BPPS and expand the KDRRI project to cover four northern municipalities (Mitrovicë/a North, Leposaviq/Leposavić, Zubin Potok and Zvečan/Zvečan) and allocated a budget of 300,000 USD. The two-year component of the project addresses fragile communities in conflict sensitive areas of northern Kosovo. The overall long-term objective of the intervention is to improve disaster and emergency prevention and response structures in northern Kosovo, and to reduce the potential for conflict in the area and build confidence through disaster risk reduction. Activities aimed at this objective include assisting recovery from flood damages and building DRR capacity in northern Kosovo by facilitating cooperation between central government sectors and the four northern Municipalities.

The monitoring of the KDRRI project is being done by both quantitative and qualitative indicators. Qualitative self-assessment data is collected from each training cycle. Central indicators for the outputs 1 and 2 are the policy documents developed and the monitoring of their integration into the central level policy making. All activities of the project are monitored in quantitative terms, whether by e.g. the number of participants (disaggregated by gender), affected municipalities or the existence of a specific assessment or strategy drafted within the component.

The overall responsibility for managing the evaluation will be with the Environment, Energy and Disaster Risk Reduction portfolio of UNDP Kosovo. KDRRI project will provide support to the evaluator by organising meetings with key partners and will work closely with the evaluator to provide required information.

The evaluation will be carried out by one international consultant whose combined expertise should cover the following areas:

- Disaster Risk Reduction
- Early recovery
- Capacity development

The evaluator to be contracted for this evaluation will be independent and should not have been involved in any way with the KDRRI project. The international evaluator will be responsible for the design of the methodology for the evaluation (including the draft report), and drafting the final report.

Beneficiaries and stakeholders

The main beneficiaries of the project are the Ministry of Internal Affairs (MIA), Emergency Management Agency (EMA), Ministry of Environment and Spatial Planning (MESP), Ministry of Economic Development/Kosovo Geological Survey/Division of Seismology, Red Cross of Kosova, and municipalities. Other stakeholders are the Ministry of Agriculture, Forestry and Rural Development and the Ministry of Education, Science and Technology.

III. Objectives of Assignment

This objective of the assignment is to provide conclusions and recommendations about the relevance, impact, efficiency, effectiveness and sustainability of the project. The evaluation should enable UNDP Kosovo, the donor and other stakeholders to draw lessons from the integrated implementation approach for future similar undertakings and to assess the next steps to ensure sustainability of the actions undertaken and by whom.

The overall objective of the evaluation is to assess the extent to which the specific project outputs have been achieved and what progress (attributable to the project) was made towards achieving the outcome "*Kosovo Disaster Risk Reduction Initiative*".

Specific objectives are:

- To evaluate the relevance of the project for the main beneficiaries

- To evaluate the efficiency of the project and to assess the appropriateness of the integrated approach of the project
- To evaluate the effectiveness of the project
- To identify factors directly influencing the level of achievement of the desired results
- To evaluate the impact of the project
- To identify areas in which the implementation mechanism could have been improved
- To identify the level of the ownership by local actors of the project results and provide prioritized list of recommendations for actions (with respective addressees) in case of any identified need for improvement
- To identify factors contributing to effectiveness or ineffectiveness of the actions implemented
- To identify institutional and individual capacity development efforts' impact on sustainability of results
- To evaluate sustainability of the project

In case barriers for achieving the desired results or needs for improvement are identified the evaluation should provide UNDP Kosovo with a prioritized list of recommendations for actions, with respective addressees for each recommended action or approach.

IV. Scope of Work

The geographic scope of the project is Kosovo (project municipalities: Peja/Peć, Leposaviq/Leposavić, Gjilan/Gnjilane, Zvečan/Zvečan, etc.).

The International evaluator will undertake:

1) Desk review Phase (3 working days)

- Comprehensive desk review of various sources, relevant publications, research papers, etc.;
- UNDP will provide the consultant with electronic versions of relevant documents. The consultant will study the documents as a preparation for this assignment (Project Document; Annual work plans (4); Midterm progress reports (2); Annual progress reports (3); Media coverage files; List of other documents that can provide background information is provided under Annexes)

2) Field visit (4 working days)

- In close coordination with the KDRRI project staff, the International Evaluator will undertake field work in Kosovo: discussions with key national and international interlocutors and stakeholders and UNDP, (a list of stakeholders and contact details will be provided by UNDP)
- Site visits will be organized to visit project locations and conduct interviews (of both individuals and groups) to develop further intelligence on project operations, management, decision-making and implementation arrangements and in order to identify the relevance of the project. Field visits will additionally include interviews with Kosovo central stakeholders and NGOs that deal with research and independent researchers, as well as other Institutions involved in relevant area of work. UNDP office will arrange translation and transportation services as needed.

3) Draft report (3 working-days)

Based on desk research, questionnaire results and field visits, the evaluator will provide a draft evaluation report to UNDP. The draft report provides the first analysis and results of the evaluation, the initial findings and conclusions and allows for feedback and completion of any missing data by the UNDP project and Programme. The report should be complete and logically organized. It should be written clearly and understandable to the intended audience. The report must include, but not necessarily be limited to, the elements outlined below:

- Title and opening pages
- Table of contents
- List of acronyms and abbreviations
- Executive summary
- Introduction
- Description of the intervention
- Evaluation scope and objectives

- Evaluation approach and methods
- Data analysis
- Findings and conclusions
- Recommendations
- Lessons learned
- Report annexes

UNDP will provide comments within 5 working days of the submission.

4) Final report (2 working-days)

Based on the draft report and the comments provided by UNDP, additional desk reviews, survey results and field visit if necessary, 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 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 - Has the initiative tackled key climate change issues? - How relevant was the choice of capacity on climate change interventions for the stakeholders?
Effectiveness	<ul style="list-style-type: none"> - To what level the project has reached the results stated in the project document?
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? - What capacity on climate change products and/or measures are available/easily replicated by the municipality
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? - Is there evidence that institutional systems/mechanisms are in place which: <ol style="list-style-type: none"> 1) Supports further capacity for climate resilient development at national and local level; 2) Implement the low emission climate resilient strategy and action plans; and 3) promotes sustainable energy policies and programs and enhance public awareness in municipalities concerning energy efficiency
Efficiency	<ul style="list-style-type: none"> - Have resources been used efficiently? - Have efforts for integrated approach been made appropriately?
Stakeholders and Partnership Strategy	<ul style="list-style-type: none"> - Who are the major actors and partners involved in the project and how were their roles and interests? - Was the partnership strategy effective?
Evaluation	<ul style="list-style-type: none"> - 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?
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 have to be done 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 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.

V. Expected Results

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required (Indicate title of the designated person who will review output and confirm acceptance)
Desk review	3 days	25 th March 2016	Environment, Energy and DRR Programme
Field visit	4 days	5 th April 2016	Environment, Energy and DRR Programme
Draft report	3 days	15 th April 2016	Environment, Energy and DRR Programme
Final report	2 days	29 th April 2016	Environment, Energy and DRR Programme

VI. Deliverables / Final Products Expected

Final evaluation report of the Kosovo Disaster Risk Reduction (KDRRI) Project.

VII. Requirements Qualifications

Education:	<ul style="list-style-type: none"> Master's degree in climate change or relevant field (Disaster Risk Reduction or Environment) or a closely related field
Experience:	<ul style="list-style-type: none"> Minimum 7 years of relevant experience in disaster risk reduction, climate change and early recovery. Proven specialised expertise in disaster risk reduction and early recovery. Demonstrated experience with project evaluations.

	<ul style="list-style-type: none"> • Knowledge on mainstreaming gender equality in disaster risk reduction issues. • Experience in dealing with national stakeholders • Experience of work in countries of the region would be an asset.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in written and spoken English

VIII. Competencies

Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Demonstrates experience in gender equality.
- Treats all people fairly without favouritism.
- Excellent analytical and organizational skills.
- Demonstrates substantial experience in gender equality. Actively promotes gender equality in all Project activities.

Functional Competencies:

- Demonstrates professional competence and mastery of subject matter.
- Maturity and confidence in dealing with senior and high-ranking members of international, regional and national institutions.
- Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Demonstrates transparency and provides feedback to all those who will contribute to the evaluation.
- Focuses on result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Ability to work independently as well as part of a fairly big team.
- Ability to operate under strict time limits.

IX. Scope of Price Proposal and Schedule of Payments

Presentation of Offer

- Duly accomplished **Letter of Confirmation of Interest and Availability**
- **Personal CV or P11**, 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;
- **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Payment is made in the following manner upon confirmation of deliverables by the Programme Coordinator of UNDP Kosovo.

- 50% by the delivery of the draft final report;
- 50% by the delivery of the final report.

Note:

The consultant will be selected from the UNDP roster of consultants supported by UNDP Regional Hub in Istanbul

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%.

Acceptance by the IC holder: