

Annex 1: Terms of Reference

Contract Title:	Final evaluation of the programme (RFP 06/2022)
Program:	“The Civil Society Programme for Albania and Kosovo”

BACKGROUND

Kosovar Civil Society Foundation (KCSF) is an independent, not-for-profit organisation focused in supporting local civil initiatives leading to a strong civil society movement that will promote a democratic culture and will be responsive to the socio-economic needs of Kosovo, with a strong focus on supporting and contributing to the European Union integration Process.

“The civil society programme for Albania and Kosovo” (hereinafter referred to as the Programme) is a four-year programme (2018-2022) implemented by Kosovar Civil Society Foundation (KCSF), as lead implementer, in partnership with Partners Albania for Change and Development (PA), funded by the Norwegian Ministry of Foreign Affairs, represented by the Royal Norwegian Embassy in Pristina. The programme implementation period is from 1 September 2018 to 31 December 2022.

The overall goal of the programme is to support the democratic participation and development of a strong and vibrant civil society in Albania and Kosovo, by supporting NGOs that advance the EU accession process through contribution to one of the following five thematic areas:

1. Non-discrimination and gender equality;
2. Independent media;
3. Minorities and marginalized groups;
4. Environment protection;
5. Anti-corruption.

The programme aims to achieve the following **two objectives**:

- Increase the number of NGOs that contribute to five thematic areas of the programme;
- Increase the capacities of NGOs so their contribution to the five thematic areas and EU accession criteria is enhanced.

SCOPE OF WORK

The selected applicant is expected to conduct the final evaluation of “The civil society programme for Albania and Kosovo” focusing on the following criteria: relevance, effectiveness, efficiency, sustainability and impact.

The content of the evaluation report in brief shall respond to, but not limited, to the following questions:

- **Relevance and fulfilment of scheme objectives:**
 - Were the areas of intervention relevant and adequate to the target groups and overall expected results of the programme?
 - Do the anticipated objectives of the supported projects respond to the five thematic areas of the programme?
 - Did the project milestones and the results of supported projects feed and contribute to the five thematic areas and the overall objectives of the programme?
 - Did the supported projects reach the targeted beneficiaries as foreseen by the programme?
 - Were contextual, institutional, and programmatic risks identified and adequately addressed during the design of calls for application and implementation of activities?

- **Effectiveness and efficiency of the programme:**
 - Was the project efficient and effective from the process's viewpoint?
 - Was the implementation plan realistic and was the programme timely implemented?
 - Did the implementation approach and grant making cycle contribute to achievement of the programme's objective and results?
 - Did the programme respond adequately and timely to any necessary changes (for example changes needed because of COVID 19)?
 - Were grant beneficiaries, sufficiently, appropriately, and timely assisted during programme implementation?
 - Did grantees contribute to programme objectives and results?
 - What were some of the grantees' results? What has worked given the context?
 - How did the programme (including benefiting CSOs) contribute to gender equality, the environment?
 - Did the achieved progress fulfil the yearly targets and thus, expected results as foreseen by the results framework?
 - How adequate is the applied monitoring approach? Did it ensure proper control of the programme deliverables, especially grantee project deliverables?

- **Management, financial, and administrative capacity of partners to implement the programme**
 - Did the implementing partners possess the adequate management, financial and administrative capacities to implement this programme?
 - Were the appropriate working practices applied in the design and implementation of this programme?
 - Were the roles and responsibilities among the implementing partners clearly divided?
 - Was the donor appropriately engaged in the implementation of the programme?
 - Were the procedures and forms for grant application along with implementation guidelines clear, sufficiently detailed and in accordance with the requirements of the programme?

- Did the organisational structure and management of the scheme serve the objectives of the programme?
- Was the Management Board properly consulted, and were the action points agreed on the meetings addressed and followed up?
- **The results, sustainability and impact of the programme:**
 - What are the main results and success stories from supported projects??
 - Are there any results that are expected to continue after the conclusion of the programme?
 - Is there any impact (current or expected) from the results of supported CSOs?
 - What approaches are there to be highlighted that contribute to the continuation and sustainability of results?
- **Lessons learned and recommendations:**
 - What lessons can be drawn from the implementation of this programme? What can be done differently?
 - What should be the main strategic elements to be considered in similar interventions in the future?
 - Are there any special considerations to be considered when designing and/or implementing similar interventions in the future?
 - Are there country specific recommendations or considerations for Kosovo and Albania when programming similar programmes in the future?

It is at the discretion of the applicant to propose the evaluation methodology and approach, including the structure of the evaluation report, taking into consideration the main elements and the requirements presented above.

DUTIES AND RESPONSIBILITIES

The contracted party will be accountable for:

- Developing the final methodology of the evaluation that will answer the questions/areas in the ToR and will be practical and adaptable to the current situation in Kosovo and Albania
- Present the timeline of the implementation
- Organise and conduct the meetings, interviews and focus group discussions with involved parties
- Request relevant materials and contacts from KCSF and PA
- Prepare the draft evaluation report
- Present the report to KCSF management
- Address the comments from KCSF and other involved parties
- Abide to agreed timelines
- Submit the final report

The contracted party will provide to KCSF and PA, as the primary beneficiaries of this evaluation report, the following:

1. **Evaluation Report in English** (max 25 pages), and its annexes; and
2. **Working documents** (list of contacts that were interviewed/took place in meetings, interviews, focus group discussions, mailing lists, plan of activities, questionnaires, PowerPoint presentations and all other relevant working documents).

MAIN OUTPUTS/DELIVERABLES

The final evaluation report is to be written in English, should not exceed 25 pages (without annexes) and should contain at least the following information:

- Executive summary (max 2 pages)
- Introduction to provide information on the evaluation scope, methodology and limitations, if any (max 2 pages)
- Description of the programme (max 2 pages)
- Findings based on the evaluation questions and programme's effects on the intervention areas (max 10 pages)
- Conclusions (max 3 pages)
- Lessons learned (max 3 pages)
- Recommendations (max 3 pages)
- Annexes (are not counted within the 25 pages of the main report)

KCSF and PA reserve the right to request additional information or based on sound argumentation, request corrections or necessary revisions in the report. KCSF reserves the right to contact only the selected organization/applicant. KCSF reserves the right to cancel in all or adapt the TORs and relaunch the call for offers.

QUALITY STANDARDS

The final evaluation shall conform to OECD/DAC's Quality Standards for Development Evaluation¹ and shall use the OECD/DAC Better Criteria for Better Evaluation.² The evaluators shall specify how quality assurance will be handled by them during the evaluation process, taking into account the aforementioned quality standards.

¹ [OECD/DAC Quality Standards for Development Evaluation](#)

² [OECD/DAC Better Criteria for Better Evaluation](#)

TIMEFRAME

The following is the anticipated timeframe for the services to be provided:

Task:	Timeframe
Receive all relevant materials from KCSF and PA	26/09/2022
Prepare details of methodology and plan for conducting the evaluation	26/09 - 03/10/2022
Meet with the KCSF and PA responsible team to discuss the work plan	03/10 - 07/10/2022
Submit the first draft report to KCSF	04/11/2022
Submit the final report that addresses the agreed eventual additions by KCSF and PA	25/11/2022

DUTY STATION AND TRAVEL

Although the Covid-19 continues to spread throughout the world, the decreasing number of cases and ease of restrictions enables the service provider to conduct on-site meetings, if necessary with travel within Kosovo and Albania while Prishtina will be the main duty station. If any increase in Covid-19 infections and introduction of restrictions by the governments arise the service provider is expected to conduct the work accordingly, by respecting all the measures.

REPORTING AUTHORITY

The reporting authority is KCSF as the lead implementing partner. However, PA will also be consulted and can provide comments to the report, especially in relation to the grantees of this programme that operate in Albania.