

## **ToR for Mid-term Evaluation Consultant**

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The Democracy for Development (D4D) is seeking the services of an external consultant for the mid-term evaluation of the project “Enhancing women’s access to employment”, a project funded by Norwegian Embassy in Prishtina.

### **Background**

Since December 2018, Democracy for Development Institute (D4D) from Kosovo, in partnership with Gender Alliance for Development Center (GADC) from Albania has implemented a project “Enhancing women’s access to employment”, with the financial support of Norwegian Embassy in Prishtina.

The project goal is to increase participation of women in the labor market in the Kosovo and Albania through targeted advocacy in fighting gender discrimination, promoting decent jobs and implementing gender-friendly country strategies that improve the presence of women in the labor market.

### **The project specific objectives are:**

- 1) Increase CSOs influence over policy making relevant for the position of women at the labor market and implementation of the decent job agenda principles.
- 2) Build capacities of community agents to enable an environment that promotes women economic empowerment and decent jobs.
- 3) Increase public awareness on the importance of inclusive labor markets.

The project direct target groups include: 1) employed and unemployed women; 2) CSOs and grassroots organizations 3) public institutions responsible for advancing gender policies, inspectorates of labor and National Employment Services. The project indirect beneficiaries will be at least 100,000 employed, inactive and unemployed women who benefit from direct and indirect activities. However, in a more detailed view, the targeted groups of the projects are women who are inactive, unemployed and those who seek employment, vulnerable groups of minority women, and NGOs that focus on gender issues, women empowerment, economic development, and socio-economic rights.

### **Objectives of Assessment**

The purpose of this mid-term evaluation is to review and assess the project performance in achieving the results and constrains, covering the period of December 2018 – March 2020.

The Consultant is expected to identify strengths and weaknesses of the overall project design and implementation, and to come up with recommendations regarding the overall performance and orientation of the project and on the work plan for the remaining period of the project.

The findings and recommendations of the evaluation will enhance learning within the project partners and among key stakeholders and help guide the project team in adjusting the project's approach and scope for implementation during the project's remaining and extended period. The results and recommendations of the evaluation would therefore help D4D Project team to document lessons learnt and best practices for the next project cycle.

## Methodology

The evaluation should use a combined methods approach, drawing on both primary and secondary, quantitative and qualitative data to come up with an overall assessment.

The final methodological approach including interview schedule, field visits and data to be used in the evaluation should be clearly outlined in the inception report and be fully discussed and agreed between D4D and the Consultant.

## Evaluation Criteria and Key Guiding Questions

The programme will be evaluated based on the following evaluation criteria:

- **Relevance:** measures whether the project addresses the development goals and whether its objectives are still valid.
- **Effectiveness:** measures whether the project activities achieve its goal.
- **Efficiency:** measures the cost effectiveness, i.e. the economic use of resources to achieve desired results.
- **Sustainability:** measures whether the benefits of the project are likely to continue after donor funding has been withdrawn.
- **Partnership and Coordination:** measures the cooperation with key stakeholders in the project, and potential partnerships established during the project.
- **Quality Standards:** measures the quality of activities and interventions conducted, identify gaps and areas for improvement.
- **Deliverables:** measures the project outputs and products, as specified in the project document.

## Duties and Responsibilities

The consultant will work under direct supervision of the Project Manager, and in close consultation with the project staff. In order to achieve the above objective, the main tasks of the Consultant are to:

- Conduct a comprehensive desk review of relevant project-related documents and draft an inception report.
- Develop the methodology, work plan and technical instruments to be applied during the mid-term evaluation. The methodology as well as the work plan and



technical instruments to be used during this assignment are drafted, submitted by the consultant and endorsed by D4D.

- As necessary, conduct field visits meetings, discussions and interviews with relevant stakeholders and project beneficiaries, in Kosovo and Albania. The project team will provide the Consultant with a list of stakeholders, partners and beneficiaries to be interviewed for purposes of this evaluation.
- Draft the mid-term evaluation report containing the methodology applied, a presentation of findings, lessons learned, and clear strategic recommendations to D4D, exploring possible adjustments for the remaining period of project's implementation.
- A mid-term evaluation report accounting for the D4D and stakeholders' feedback on the first draft is produced and validated by D4D.

The mid-term evaluation 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 methodology
- Data analysis
- Findings and conclusions
- Recommendations and Lessons learned
- Report annexes

### **Scope of price proposal and schedule of payments**

The contract is based on lump sum remuneration and shall be processed subject to deliverables as per the schedule listed below:

- 20% of the total amount upon submission of the desk research report.
- 50% of the total amount after the submission of the draft mid-term report.
- 30% of the total amount, upon submission of the final mid-term evaluation report.

The evaluation should be completed during the period of **16 March – 10 April 2020**. In total **12 days** are planned for this consultancy.

### **Required skills and experience**

- A University Degree or equivalent in social sciences, gender studies, development studies or another related field;



- Minimum three years of professional experience in the field of gender equality and women's empowerment, employment, with substantive involvement in several evaluation processes;
- Minimum 3 years' experience in monitoring and evaluation of the projects and programmes;
- Fluency in English and Albanian. Knowledge of Serbian is considered an asset.

### **How to apply?**

Interested candidates should send the following documents to **vacancies@d4d-ks.org** no later than **10 March 2020**.

- Curriculum Vitae (CV).
- Technical proposal, a brief document explaining the approach to be utilized for delivering the expected results.
- Financial proposal, that indicates professional daily fee and other consultancy related expenses (lump sum).

**Please note that incomplete proposals or proposals received after the deadline will be rejected.**