**Terms of Reference**

Final external evaluation of BIRN Kosovo project

**Assignment reference:** Undertake a comprehensive overall evaluation of the results achieved in the project and provide recommendations for possible scaling up of the project.

**Project reference:** “Europeanisation of Kosovo’s Environmental Agenda”, funded by the European Union Office in Kosovo, and implemented by Balkan Investigative Reporting Network (BIRN) Kosovo, CEE Bankwatch, Environmentally Responsible Action (ERA) Group, and Independent TV Network (TV Mreža).

**Project number:** 2018/404-468

**Project period:** 15/01/2019 – 15/07/2022

**Call publication date:** 15/06/2022

**Deadline for applications:** 25/06/2022, at **17.00**.

1. **Background Information**

BIRN Kosovo is an independent, non-governmental, investigative and analytical journalism organisation. It seeks to provide momentum to the democratic transition in Kosovo by promoting and advocating for accountability, rule of law and policy reform within both public and private institutions. One of BIRN Kosovo’s key goals is maintaining its position as the premier investigative and analytical journalism organisation in Kosovo and continuing to report on the country’s most pressing issues in politics, economics and society.

BIRN Kosovo was awarded a contract by the European Union Office in Kosovo with the overall aim of fostering the proactive participation of Kosovo civil society in policy and decision making on energy efficiency, the environment and its impact on health, in order to bring environmental policies closer to the EU acquis. The project contributed to enhancing the capacities of civil society and (local and national) media to promote energy efficiency and environmental practices. It furthered contributed to strengthening partnerships between civil society, the media and public institutions in advocating for energy efficiency and environmental protection to address citizens’ needs. Lastly, it contributed to raising the awareness of citizens, especially youngsters, on the significance of environmental protection, energy efficiency, public health, food safety and renewable energy resources, among other issues.

The overall amount of the project was ***€566,155.10***, with an implementation period of ***42 months.***

* 1. **Expected project results**
* **Result 1:** *Strengthened capacity of >50 civil society organisations (CSOs) to analyse, monitor, report on, and advocate for energy and environmental policies*.
* **Result 2:** *Improved communication and cooperation between CSOs and relevant public institutions in the energy sector.*
* **Result 3:** *Improved public awareness on energy, health and environmental policies among Kosovo citizens, and their interlinkages.*
* **Result 4:** *Improved knowledge and skills of journalists to report on energy efficiency, renewables and environmental issues.*
* **Result 5:** *Changed behaviour and attitudes of Kosovo youth and school children in schools in relation to energy, the environment and health.*
  1. **Target groups**
* Local and regional CSOs;
* Kosovo local and central public authorities;
* Local and national level journalists;
* Youth, including students at primary, secondary, high school and university levels;
* Kosovo citizens.
  1. **Project partners**

Working under the framework of the Kosovo Civil Society Consortium for Sustainable Development (KOSID), the project consortium is **led** by BIRN Kosovo.

**Project partners** in the consortium include:

* ERA Group
* CEE Bankwatch
* TV Mreža

1. **Call objective, purpose and expected results**

The purpose of this call is for the evaluator/evaluation company to undertake a comprehensive overall evaluation of the results achieved in the project and provide recommendations for possible scaling up of the project.

* 1. **Objective of evaluation**

The main objective of this evaluation is to undertake an overall assessment of theresults of the “Europeanisation of Kosovo’s Environmental Agenda” project, to be provided to BIRN Kosovo’s management and the EU Office in Kosovo. The evaluation will take place over at least 15 working days in the period of July and August 2022.

Within the scope of the evaluation, a report will be drafted comprising an assessment of the results and outcomes achieved through the project and their impact on target groups and stakeholders.

The evaluation should compare the overall results of the project in terms of their effectiveness, efficiency and relevance and provide an assessment of the extent to which BIRN has fulfilled these standards. The report should also offer an assessment of the management, outcome and output levels of the project and lessons learnt by the participating target groups.

The evaluation report should also provide an assessment of the potential and opportunities for continuing and scaling up the initiative.

* 1. **Subject and focus of evaluation**

The results of the evaluation that will be conducted for BIRN Kosovo will be presented to the organisation’s management and to the project’s donor. The evaluation should:

* Analyse the extent to which the Action has contributed to reaching the overall objective, specific objectives and expected results;
* Assess the allocation of resources for Action implementation, project management arrangements and role divisions;
* Assess the external factors affecting the Action and the extent to which the Action has been able to act in accordance with its objectives despite the circumstantial changes throughout the Action’s implementation;
* Assess the extent to which Action partners and other stakeholders were satisfied with Action implementation;
* Analyse the potential and opportunities for continuing and scaling up the initiative;
* Identify and highlight good practices that could potentially contribute to scaling up and/or replicating the initiative.
  1. **Methodology**

The evaluation of this project should be in line with international standards and practices in project evaluation with a special emphasis on the *OECD DAC Evaluation Quality Standards.*

The steps proposed to be undertaken for this evaluation are as follows:

* Review of project documentation, monitoring and progress records and other relevant reports;
* Initial meeting with project team to agree on the evaluation’s specific design and methods, evaluation questions that will need to be answered, allotted time and data limitations;
* Interviews with key staff involved in project implementation and other relevant stakeholders;
* Develop a detailed plan for the evaluation process;
* Write/outline a draft evaluation report and present it to the project team;
* Incorporate feedback sent by the project team into the final report;
* Draft the final report with an executive summary.

The information sources that will be available to the evaluation team are:

* Project documents;
* Project reports;
* Other documents and materials, including but not limited to the published online and televised reports, video and televised programmes and materials, daily and investigative articles, TV documentary, pictures, etc. produced within the scope of the Action.

***NOTE:*** Please note that the work (including interviews) may be conducted online or physically in person, as required.

* 1. **Main evaluation questions**

The evaluation process will be conducted based on core considerations such as relevance, coherence, effectiveness, efficiency, impact and sustainability, with particular attention paid to the questions presented in the subsections below.

* + 1. **Relevance**
* To what extent does the project target the needs of its target group?
* Have the EU recommendations regarding gender, social standards, reconciliation and the environment been considered?
  + 1. **Coherence**
* What is BIRN’s stance towards and actions on reconciliation, and what have their impacts been during the EU’s support?
* To what extent has the project empowered target groups?
* What factors (internal and external) have affected performance, and have they been taken into consideration?
  + 1. **Effectiveness**
* To what extent has the project contributed to the achievement of the overall objective?
* Has it achieved its purpose, expected results and desired outputs?
* Have the project’s activities been adequate to achieve the objectives?
  + 1. **Efficiency**
* Have the project resources been used in a cost-effective manner?
* How would you evaluate the efficiency of project management (including the effectiveness of partnership strategy and stakeholder involvement from a best practice perspective)?
* Has the financial management been an integral part of achieving project results (with particular reference to adequate reporting, identification of problems and adjustment of activities, budgets and inputs)?
* How would you assess the monitoring system during project evaluation, focusing on the relevance of performance indicators?
* Are the project’s activities and outputs consistent with the overall goal and the attainment of its objectives?
* Are the project’s activities and outputs consistent with the intended impacts and effects?
  + 1. **Impact**
* Does the project have potential to be replicated, either in terms or expansion or repetition, and have any steps been taken to do so?
* Are there any specific practices to highlight, and what has made the organisation successful?
* What real difference has the intervention made to beneficiaries?
* How many people have been affected?
* Have any long-term effects been produced by the project (directly, indirectly, intended and unintended)?
  + 1. **Sustainability**
* How would you assess the prospects for activities continuing after the end of the project, including the potential of the organisation to be sustainable, and what would be the impact of the organisation’s identity on this?
* What is the organisation’s capacity to undertake mentoring, knowledge-sharing and guiding roles, including the management of other project partners?
* What are the main factors that have influenced the achievement or nonachievement of project sustainability?
* Are the project beneficiaries willing and able to continue the activities of the project on their own, in terms of independent journalism?
  1. **Evaluation approach and timetable**
* A detailed description on evaluation approach and methods are provided below:

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| --- | --- |
| Inception report — including detailed methodology, work plan and evaluation matrix prepared and accepted | 2 working days from signing of the contract |
| Field work: discussion and interviews with the project team, stakeholders, beneficiaries | 4 working days |
| Draft evaluation report | 5 working days |
| Finalise the draft/evaluation report sent to project team | 2 working days |
| Final evaluation report (approx. 20 pages with summary of 3 pages max.) in English | 2 working days |

1. **Required skills and competences of the evaluator/evaluation company**

* Excellent analytical and writing skills;
* Proven capacities to produce reports;
* Possesses knowledge in media or sustainable development issues;
* Good application of results-based management;
* Good communication, coordination and facilitation skills;
* Constantly ensures timely and quality work;
* Displays cultural, gender, religious, racial, nationality and age sensitivity, and adaptability;
* Demonstrates integrity by modelling ethical standards;
* Preferable experience in evaluation of projects regarding sustainable development issues;
* Openness to change and ability to receive/integrate feedback.
  1. **Experience**
* Minimum of 10 years relevant professional experience (of the evaluator or team proposed by the company), preferably in NGO and media or sustainable development issues;
* Experience in evaluation of communication/media projects, including those on sustainable development issues;
* Experience in at least one project within the scope of the environment.
  1. **Personal/organisational qualification**
* Ability to deliver when working under pressure and within changing circumstances;
* Excellent writing/reporting and presentation skills;
* Excellent interpersonal skills.
  1. **Language**
* Excellent knowledge of written and spoken English and Albanian languages.

***NOTE:*** The evaluator/evaluation company must be independent from both the policy-making process and the delivery and management of assistance.

* 1. **Reports**

The draft evaluation report and final evaluation report need to be structured according to the OECD/DAC criteria and the evaluation questions.

* + 1. **Report content**
* Title page;
* List of acronyms and abbreviations;
* Table of contents, including list of annexes;
* Executive summary;
* Introduction: background and context of the programme;
* Description of the programme — its logic theory, results framework and external factors likely to affect success;
* Purpose of the evaluation;
* Key questions and scope of the evaluation with information on limitations;
* Approach and methodology;
* Findings;
* Summary and explanation of findings and interpretations;
* Conclusion;
* Recommendations;
* Lessons, generalisations, alternatives;
* Annexes.

The criteria of utility, credibility and relevance/appropriateness will be used for assessing the quality of the evaluation report:

* The report must be written in professional and clear English language;
* The executive summary should be a concise chapter (not exceeding three pages), highlighting the evaluation mandate, approach, key findings, conclusions and recommendations;
* The information in the report must be complete, well structured, concise and clearly presented;
* All information in the report must be adequately documented and support the findings;
* The information in the report must addresses priority or strategic information needs;
* Findings and recommendations must be evidenced, concrete and implementable;
* Human rights and a gender equality perspective must be considered.
  1. **Coordination between the parties**

The focal points within the project management team will assist and facilitate the work of the evaluator/evaluation team by providing logistical support. All project-related documents will be available to the evaluator/evaluation team.

* 1. **Application procedure**

Qualified and interested candidates are asked to submit their applications to [kosova@birn.eu.com](mailto:kosova@birn.eu.com) and [diellzasalihu@jetanekosove.com](mailto:diellzasalihu@jetanekosove.com) no later than June 25, 2022, at 17:00.

**Applications should include:**

1. Proposal:

1. Cover letter — explaining why they are the most suitable for the work;
2. Brief methodology on the approach to the work and how it will be conducted (max. 500 words);
3. Financial proposal —

The financial proposal should specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon deliverables, i.e. upon delivery of the services specified in the ToR and will not exceed €4,000.

1. Personal CV and/or organisational portfolio, including experience in similar projects and at least three (3) references letters.