

GENERAL INFORMATION

Title of Consultancy: Open call for an independent consultant or a team of consultants for the project's mid-term review evaluation

Application Closing Date: 16 December 2024

Consultancy Start and End Date: 13 January to 12 March 2025 (approximately 15 working days)

Location of Consultancy: Remote (home-based).

BACKGROUND

Kosovo Democratic Institute (KDI) is a non-for-profit organization, and its work is guided towards a corruption free environment where institutions, business and citizens exercise their rights and roles with integrity and dignity. Its mission is to support the development of participatory democracy and the fight against corruption in Kosovo and the region through promotion of transparency, accountability and integrity at all levels and sectors of society.

The EU-funded project "Integrity Watch in the Western Balkans and Turkey: civil society combating corruption with political integrity data" aims to empower citizens and civil society actors organized at large in Bosnia and Herzegovina, Kosovo, North Macedonia, Serbia and Türkiye to hold their political office holders to account for the integrity of political finance, law-making and resource allocation. Hence, strengthened political integrity shall foster more public decisions consistent with the common good. It is an innovative civil society initiative in the field of anti-corruption and political integrity implemented in the region by national chapters of Transparency International (TI). The project is led by Kosovo Democratic Institute based in Kosovo in partnering with Transparency International chapters in Bosnia and Herzegovina, North Macedonia, Serbia and Türkiye, whilst Transparency International Secretariat based in Berlin provides thematic and technical support.

Over the course of three years (2023-2026), the action shall enhance the watchdog roles and capacities of civil society actors (anti-corruption CSOs, data-oriented experts, media), as well as regional cooperation amongst them, to detect and expose political corruption risks and advocate for transparency, accountability and integrity in the Western Balkans and Türkiye. The action furthermore will directly engage oversight bodies such as anti-corruption agencies, ombudspersons, parliamentary committees and other public institutions concerned with political integrity. Specifically, it aims to promote engagement between those civil society actors and key oversight, law enforcement and decision-making bodies. This regional project is at the final stage of developing digital platforms that monitors political integrity in Bosnia and Herzegovina, Kosovo, North Macedonia, Serbia and Türkiye through open data.

KDI is seeking an independent evaluator to conduct the mid-term review evaluation of the project for the following implemented period: March 2023 – August 2024.

OBJECTIVES

The overall objectives of the mid-term review are to:

- Extract knowledge on the progress of implementation, challenges and learnings from project set-up and execution approaches.
- Develop recommendations on what might need to be adjusted to ensure effective project implementation in the next period.

A key audience for this evaluation is KDI and implementing chapters/partners of the project who will use the results to improve the implementation of the project. In addition, KDI and the European Commission will analyze the conclusions and recommendations of the evaluation and, where appropriate, jointly decide on the follow-up actions to be taken and any adjustments necessary.

KEY ISSUES TO BE ADDRESSED

The following DAC criteria and respective evaluation questions should be addressed by the mid-term review but are subject to discussion and agreement with the evaluator(s) during the inception phase.

RELEVANCE/ COHERENCE

- To what extent is the intervention aligned with the strategies of the key project implementing stakeholders?
- How well adapted is the project implementation to context changes (e.g. changes in needs, in policies, etc.)?
- How do the components of the logic model fit in with one another and with the objectives?

EFFECTIVENESS:

- What progress has been made and to what extent are the objectives of the project likely to be achieved?
- What are the major factors influencing the achievement or non-achievement of the objectives?
- Have there been specific approaches that proved successful / failed and what learnings can be drawn from this?

EFFICIENCY:

- To what extent have effective and inclusive results-based management and administration systems been in place?
- Were implementation risks adequately identified and managed?
- Is the MEL framework informing the decision-making in the project?
- What additional capacities, resources and support would be required for a successful implementation in the next phase of the project?

METHODOLOGY

The evaluation, including its approach and methods, will be planned, agreed and conducted in close consultation with the KDI and project teams of the implementing partners. The project team will provide the necessary substantive support, including sharing all documents for desk review.

The evaluation consultant / team of consultants is ultimately responsible for the overall methodological approach and design of the mid-term review, which should be adapted to the requirements of these terms of reference (ToR). The mid-term review should use a participatory and inclusive approach engaging relevant staff at KDI and national chapter/partner levels through structured methods. Both quantitative and qualitative data should be utilized in assessing the project. The exact methodology should be defined, discussed, and agreed upon with KDI during the inception phase. The mid-term review can include but not necessarily be limited to the following methods:

- Desk review of relevant documents.
- Individual and/or group online interviews with project implementing stakeholders.
- Survey questionnaires to project implementing stakeholders.

EXPECTED DELIVERABLES AND TIMELINE

The consultant or team of consultants is expected to deliver:

- An inception report outlining the proposed methodology, stakeholders, data collection tools and timeframe of planned actions.
- A draft evaluation report for review and comments by KDI, including annexes.
- A design, facilitation and documentation of a participatory workshop, incl. PowerPoint presentation, to discuss and validate the draft report at the project meeting (remotely), and develop recommendations and an action plan.
- A final mid-term review report. The report should include lessons-learned and action-oriented recommendations according to the evaluation criteria listed above with a suggested action plan for each recommendation.

Guidance and quality assurance:

- The findings should be referenced.
- The consultant's approach should be guided by the Transparency International Impact Matrix methodology (<https://www.transparency.org/en/the-organisation/impact-monitoring>).
- The research should abide by ethical protocols including participant confidentiality and privacy, and by data protection regulations.

The final report should not be longer than 20 pages, excluding the annexes and the executive summary. All evaluation deliverables are to be submitted in English, in electronic form, in accordance with the agreed deadlines. The consultant is responsible for the quality of the final product, including editing and quality control of language.

Annexes to the final report should be kept to an absolute minimum, only those annexes that serve to demonstrate or clarify an issue related to a significant finding should be included.

While considering the comments provided on the draft, the evaluation expert(s) shall use their independent and impartial judgment in preparing the final report.

SELECTION CRITERIA

KDI is inviting expressions of interest from individual consultants or a team of consultants to carry out the mid-term evaluation of the project. The consultant(s) should have:

Core competencies

People's skills: be able to mediate the different expectations of the different internal stakeholders to produce a strong independent assessment that will genuinely serve the learning purposes set out in this Terms of Reference.

Work style: is well planned and organized even within a fluid working environment and has a capacity for initiative with competent analytical and problem-solving skills. Maintains a strong level and flow of communication with reporting stakeholders.

Language: excellent command of English. Languages spoken in the Western Balkan countries (Bosnia and Herzegovina, Kosovo, North Macedonia and Serbia) and Türkiye are an asset.

Technical competencies

Applicants should have the following skills and experience:

- Substantial experience in conducting evaluations, including in the anti-corruption field.
- At least 5 years of proven relevant professional experience in an international development environment, of which at least 3 years should be in Monitoring & Evaluation of multiple country projects & programmes.
- Proven experience in the conceptualization and facilitation of participatory workshops.
- University degree in social sciences or a related area. A post-graduate degree in project management, and/or related fields would be an advantage.
- Highly motivated and committed to the values of transparency and integrity.
- Regional experience and a good understanding of political and socio-economic issues in the Western Balkans and Türkiye, as well as the EU enlargement policy priorities in the region, would be an advantage.
- Experience with the evaluation of EU-funded projects is desirable but not necessary.

The evaluators will communicate with the KDI project team in regular online calls and keep them in the CC of all communications.

REMUNERATION AND COSTS

The consultant(s) should provide their estimated total fee as a lump sum or as standard daily rates before any VAT or other charges.

For Consultants based in Western Balkans, Türkiye, EU, EEA and Switzerland

Kosova Democratic Institute (KDI) is registered as an NGO Entity in Kosovo with registration no. 5110225-8. To determine the Value Added Tax (VAT) implications of this tender, we kindly request that the Consultants fill out the VAT Form for Tenders/Vendor Form (instructions inside the form) and submit the completed and duly signed form along with their email application.

The link to the VAT Form for Tenders/Vendor Form is available below.

LOGISTICS AND SPECIFICATION

The consultant or team are expected to work approximately 15 working days between January-March 2025. A detailed timeline needs to be agreed upon at the beginning of the assignment.

SUBMISSION OF APPLICATIONS

Applications must be submitted in English by email to procurement@kdi-kosova.org not later than **16 December 2024**. Please indicate "IW WBT Mid-Term Review Evaluation" in the subject line of your email application.

Applications should contain these documents:

- A proposal of how the assignment will be approached, including a budget and tentative timeline.
- A letter of motivation, focusing on concrete examples relating to the necessary skills and experience requested in this Terms of Reference.
- Curriculum Vitae with a full description of the applicant's profile and experience.
- Contact details for at least two independent referees with in-depth and proven knowledge of the applicant's expertise and relevant work experience.
- A sample evaluation, as the first author, published in the last 3 years.
- A completed VAT Form for Tenders/Vendor Form.

Please note that only short-listed candidates will be contacted and that it is unfortunately not possible to provide individual feedback on applications.

KDI retains the right to reject any or all the applications and/or to enter into additional negotiations with one or more of the tendering parties.

Data protection

When you respond to this tender and submit your application, you provide consent that KDI keeps your application materials in accordance with Kosovo's legal requirement on data protection.

Guidelines for handling overhead and travel expenses

Overhead

Regular overhead expenses associated with the Consultants maintaining their place of business, such as rent, telephone, utilities, or stationery and travel costs, are included in the Consultant's professional fee, except where explicitly agreed otherwise in the contract.