



Kosovo Women's Network

Serving, Protecting and Promoting the Rights of Women and Girls

External Evaluation of the ADA Further Advancing Women's Rights in Kosovo Action Implemented by KWN

Terms of Reference

Background

The Kosovo Women's Network (KWN) is a network of 158 organizations that supports, protects and promotes the rights and the interests of women and girls throughout Kosovo, regardless of their political beliefs, religion, age, level of education, sexual orientation, and ability.

In 2018-2020, KWN has received support from the Austrian Development Agency (ADA), for a three-year project entitled "Further Advancing Women's Rights in Kosovo." The anticipated **impact** of this action is that women's and girls' rights and interests are further supported, protected and promoted throughout Kosovo. The action's foreseen **outcome** is that women-led civil society organizations (WCSOs), the Kosovo Lobby for Gender Equality (KLGE), officials, and ADA partners will have improved capacities to support, protect and promote women's and girls' rights and interests. The project should have the following **expected outputs** by December 2020:

1. Capacity development interventions delivered for WCSOs and KLGE.
2. Outreach undertaken towards addressing gender-based violence (GBV).
3. Gender better mainstreamed in ADA partners' programs.

KWN seeks an independent external evaluation of this action.

Evaluation Purpose

This external evaluation shall assess KWN's project, "Further Advancing Women's Rights in Kosovo." More specifically, it shall have four main purposes: 1) briefly, confirm the extent to which the expected results and specific objective have been achieved, to date; 2) propose recommendations for improving the Kosovo Women's Fund (KWF)¹ to better meet members' needs; 3) suggest areas on which KWN should concentrate in the future to inform its future programming; and 4) suggest ways to improve KWN's internal management of programs and operations. The external evaluation will contribute to improving existing management, methods, policies and processes. The recommendations will inform planning for the potential continuation of this Action.

Objectives

The evaluation is being carried out for KWN and its supporter the Austrian Development Agency, to assess progress to date and identify future needs of KWN. The evaluation will take place in the last year of a three-year project, before the project is completed, in order to inform planning for the

¹ Kosovo Women's Fund (KWF) of the KWN provides small grants to women's organizations that do not have access to other sources of funding and who seek to work for women's rights, especially for groups working in rural areas and/or marginalized persons. Since 2012, KWF has allocated 193 grants, thus supporting 119 organizations, by a total amount of € 1,011,288. In 2020, the Kosovo Women's Fund is supported by the Austrian Development Agency (ADA), the European Union and UN Women.

potential continuation of the project. As the project will not have been entirely completed (as some last activities will take place after March 2020), the evaluation will necessarily focus on results achieved and the way forward, as stated in the Purpose, above.

The external evaluation will briefly evaluate and confirm the effectiveness, impact, and sustainability of the Action, following the OECD DAC criteria. It will provide an independent view of the successes, challenges, and lessons learnt to date, towards improving both the KWF and other programs. However, the main focus of the evaluation should be on providing thoughtful recommendations for KWN, and the continuation of its work and programs in the future, including specifically the KWF.

Subject and Focus (Scope)

The external evaluation shall cover the duration of the entire project completed to date, as of the date when the evaluation begins. It shall cover all interventions proposed within the original project document submitted to the Austrian Development Agency. Its geographic range shall include all of Kosovo, focusing on areas where target groups and beneficiaries are located. Cross-cutting issues of gender and environment should also be considered, where relevant. Evaluators should briefly verify the extent to which KWN has achieved the targets set forth in its intervention logic (e.g., logframe), and comment briefly on effectiveness, impact and sustainability, based on the OECD DAC criteria. However, the main focus of the evaluation should be on the way forward for KWN, the KWF, and KWN's other strategic priority areas.

Main Evaluation Questions

More specifically, the evaluation shall address the following evaluation questions very briefly:

1. Effectiveness: To what extent has KWN achieved the expected results, specific objective, and overall objective set forth in its original proposal to ADA (in accordance with its logical framework)?
2. How effective do external stakeholders think KWN's work has been as part of this project?
3. Impact: Given that ADA has funded KWN for several years, to date, what are some key, very easily identifiable impacts of ADA's long-term support to KWN, if any?
4. Sustainability: how sustainable are the changes achieved from ADA support over the years (not only this action), and how can the greatest challenges to sustainability be overcome?

The evaluation should address the following questions in greater detail:

5. To what extent has the KWF met the needs of KWN members, and how can it better support members in the future?
6. What direction should KWN take with its work in the future, particularly related to its identified strategic goals?
7. What roles and key actions do KWN member organisations and other key stakeholders see KWN playing/undertaking in the future?
8. How can KWN improve its organisational structure and internal management to better manage its programs and better sustain itself as a network?

Evaluation and Approach Methods

The consultant (or consulting team) shall be responsible for developing the specific methodology for carrying out the evaluation. This shall include a feminist approach to evaluation methods, while respecting the aforementioned donor criteria. They will be requested to further specify their methodology within their Inception Report. The expectations at each phase of the evaluation are as follows:

1. Start-up meeting (in person or via Skype) with KWN representatives
2. Produce Inception Report with detailed explanation of the methodology, on which they will receive input/feedback from KWN and the Austrian Development Agency. This will require a desk review of project documents and files.
3. Field Study: The study will take place in the Republic of Kosovo (Prishtina-based with day travel throughout Kosovo). It will involve at least the following:

- Interviews with relevant KWN staff
 - Interviews with a sample of grant recipients
 - Interviews with a sample of grant recipients' beneficiaries and target groups
 - Interviews with institutions and other stakeholders with which KWN and grant recipients have worked
 - Interviews with other key external stakeholders (e.g., potential donors)
4. Oral Debriefing: At the end of the field study, the evaluators shall make a brief oral presentation of initial findings and preliminary recommendations to KWN, among other potential stakeholders, receiving feedback.
 5. Draft Report: The evaluators shall prepare a report for review and input by KWN. The evaluators shall respond to (though not necessarily accept) all comments on the draft report.
 6. Final Report: The evaluators shall submit a final report that responds to all comments made on the draft report.

All data shall be collected and interpreted in a gender-disaggregated manner. The OECD DAC Evaluation Quality Standards must be applied and compliance with these must be comprehensive in the evaluation.

Timetable

The approximate timetable shall be as follows:

Tender Announced	5 March 2020
Tender Due	5 April 2020
Tender Awarded	8 April 2020
Inception Report	15 April 2020
Debriefing	19 May 2020
Draft Report	25 May 2020
Final Report	5 June 2020

Anticipated Working Days

The assignment shall take place between 8 April 2020 and 5 June 2020. More specifically, after signing the contract it is anticipated to take approximately 24 working days, as described in the table below.

Timeframe	Activity	Paid Days
9-15 April 2020	<ul style="list-style-type: none"> ○ Desk review: project documents and files, including prepare interview guides for field visit ○ Prepare Inception report, including methodology and work plan 	5.0
16-24 April	KWN, and ADA review report and provide feedback	
4 – 19 May	Field visit: <ul style="list-style-type: none"> ○ Initial Start-up Meeting: 0.5 days ○ Interviews with relevant KWN staff, examination of KWN systems and procedures: 2 days ○ Interviews with sample of grant recipients, their beneficiaries, partners, target groups: 6 days ○ External stakeholders: 3 days 	11.5
19 May	Debriefing: Presentation of preliminary findings to KWN and stakeholders, following field visit	0.5
20 - 25 May	Draft and submit evaluation draft report	4.0
26 May – 2 June	KWN and ADA review draft report, provide feedback	
3-5 June	Finalize and submit evaluation report	3.0
	Total Days	24

Evaluation Team

Bidders may apply individually or as a team, including national or international team members. Team members must either speak the local languages (Albanian and Serbian) or plan to ensure their translation needs and costs are considered, in both languages. The selected bidder shall demonstrate in their bid that the member(s) of the evaluation team possess, at minimum:

- Experience with a feminist approach to external evaluations
- At least 5 years' experience conducting external evaluations of non-governmental, non-profit organizations, preferably including networks
- Personal and/or professional experience working with and/or evaluating grant-giving bodies, particularly women's funds (ideally but not required)
- Track record and understanding in the appropriate approach in interviewing and conducting research with potentially marginalized groups (e.g., including women, persons with disabilities, and in rural areas)
- Experience and/or knowledge related to women's political participation and gender-based violence
- Gender expertise
- Knowledge and expertise with Kosovo or the Western Balkans
- Excellent English writing skills

CVs for all team members demonstrating these must be included in the bid. Bidders are requested to provide contact information for at least three references.

Reports

The Inception Report, Draft Report, and Final Report shall all be in the English language.

The Inception Report shall be no more than five pages in length and contain a detailed explanation of the methodology. The Draft Report and Final Report both shall be between 20 pages minimum and 25 pages maximum, exclusive of annexes and cover pages. These reports must be structured according to the evaluation questions, including the OECD/DAC criteria.

The final report will be evaluated (and accepted) based on its fulfilment of the following criteria of the OECD/DAC:

- Were the terms of reference fulfilled and is this reflected in the report?
- Does the report contain a comprehensive and clear summary?
- Is the report structured according to the relevant OECD/DAC criteria and the evaluation questions?
- Are cross-cutting issues (e.g. poverty, gender, and environment) indicated in the report separately?
- Does the report describe and briefly assess the intervention logic (e.g. logframe)?
- Are the conclusions and recommendations based on findings clearly stated in the report, and are they derivable from the latter?
- Does the report clearly differentiate between conclusions, recommendations and lessons learnt?
- Is it comprehensible how the evaluators have achieved their findings?
- Are the recommendations and lessons learnt specific, clear, realistic and clearly expressed to whom the recommendations are addressed?
- Are the methods and processes of the evaluation sufficiently documented in the evaluation report?
- Were the most significant stakeholders involved consulted?
- Were the most important documents taken into consideration, and is the content of the latter reflected in the report?
- Does the report present the information contained in a presentable and clearly arranged form?
- Is the report free from spelling mistakes and unclear linguistic formulations?
- Can the report be distributed in the delivered form?

Coordination/Responsibility

The consultant (or consulting team) will report to the KWN Executive Director, KWN Program Director, KWN Program Manager, and will cooperate closely with other KWN staff. KWN will provide some assistance with arranging interviews, though the Consultant shall bear final responsibility with regard to logistics, including sampling procedures (towards independence and validity).

Submission and Evaluation of Bids

Please submit narrative and cost proposals by **5 April 2020** to procurement@womensnetwork.org with the subject "ADA External Evaluation". Proposals shall be evaluated by a Commission as follows:

- 40% Experience of consultant(s)
- 30% Proposed methodology
- 30% Lowest cost

There is a cost ceiling of €10,000 Euros maximum. Any international companies must include within their cost proposal the 5% tax required by Kosovo law.