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Terms of Reference

External Evaluation of the EU-funded “Strengthening Women’s Participation in Politics” Action Implemented by KWN

Background

The Kosovo Women’s Network (KWN) is a network of 190 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 2019-2022, KWN has received support from the European Union (EU) Office in Kosovo, for a four-year Action entitled “Strengthening Women’s Participation in Politics.” The anticipated **overall objective** of this Action is to strengthen civic engagement, gender equality and inclusive, participatory democracy through diverse women’s enhanced participation in politics and decision-making in Kosovo. Towards achieving this long-term objective, the Action’s **specific objective** is to improve capacities, inclusiveness, solidarity, representativeness and political engagement of women’s networks, so they may effectively and reliably engage in Kosovo’s European Union (EU) integration process. The Action should have the following **expected results** by December 2022: 1) Improved inclusiveness, representativeness, capacities and cooperation among the Kosovo Women’s Network (KWN), Kosovo Lobby for Gender Equality (KLGE) and Coalition for Equality (CfE); 2) Enhanced the capacities of women politicians and potential future women politicians to engage in politics; and 3) Improved the engagement of women citizens, particularly those hitherto marginalized, in political and decision-making processes.

Purpose

This external evaluation shall assess KWN’s Action, “Strengthening Women’s Participation in Politics.” More specifically, it shall have four main purposes: 1) examine the extent to which the expected results and specific objective have been achieved; 2) evaluate to what extent KWN has achieved to engage more women, including with disabilities and from minority ethnic groups, in politics and decision making; 3) evaluate to what extent the Kosovo Women’s Fund (KWF) has supported KWN members in furthering their capacities; and 4) identify recommendations for KWN and KWF’s future work related to this strategic program of “Women in Politics and Decision-making”. The external evaluation will contribute to improving existing methods, policies and processes used as part of this Action. Further, the recommendations will inform planning for the continuation to potentially further support the Implementing Partners, and it will propose concrete recommendations towards strengthening KWN’s relevant strategic programmatic aims (e.g., to increase participation of women in politics and decision-making at the local and central level according to the Law on Gender Equality and UN Security Council Resolution 1325, particularly women hitherto marginalized; and support through KWF) in the future.

Objectives

The evaluation is being carried out to assess progress to date and identify future needs of KWN. The external evaluation will assess the relevance, efficiency, effectiveness, impact, and sustainability of the Action. It will provide an independent view of the successes, challenges, and lessons learnt to date.

Subject and Focus (Scope)

The external evaluation shall cover the duration of the entire Action completed. It shall cover all interventions proposed within the original proposal submitted to EU Office in Kosovo. Its geographic range shall include all of Kosovo, focusing on areas where target groups and beneficiaries are located. The external evaluation will focus on efficiency, effectiveness, impact and sustainability, considering that long-term, sustainable social and political changes take time. Cross-cutting issues of gender equality and environment should also be considered. Evaluators should verify the extent to which KWN has achieved the targets set forth in its intervention logic (e.g., logframe).

Main Evaluation Questions

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

1. How relevant has this project been to the current context in Kosovo, particularly the needs of the project's target groups and beneficiaries?
2. How effective has KWN's work been as part of this Action? To what extent has KWN achieved the expected results, specific objective, and overall objective set forth in its original proposal to EU Office in Kosovo (in accordance with its logical framework)?
3. How efficient has KWN's work been as part of this Action and particularly compared to other potential implementers of similar actions (e.g., international organisations)?
4. To date, what have been the intended and unintended impacts of KWF grant recipients' initiatives on their beneficiaries? What has been the impact of KWN capacity development support on its member organizations? To what extent have they improved their capacities as organizations and/or enhanced their organizational sustainability?
5. What has been the impact of the Action overall on women's participation in politics and decision-making? How has it contributed to implementing the EU Gender Action Plan III and UN Sustainable Development Goals, if at all?
6. How sustainable are the changes achieved and what may be the challenges to sustainability at various levels: individual (e.g., knowledge, relations with other organizations and institutions), organizational, institutional, financial, and cooperation with stakeholders for grant recipients and their projects (as short-term initiatives by definition)?
7. What are the greatest needs of the target groups for the future in terms of future KWN support and/or services (both funding and capacity development options)? What more can KWN do to further enhance women's participation in politics and decision-making?
8. How do KWN member organisations see the role and future of KWN and KWF? How can KWN and KWF better support members? What steps can KWN take to enhance its own sustainability and improve on its resource mobilization and sustainability strategies?

Evaluation and Approach Methods

The consultant (or consulting team) shall be responsible for developing the specific methodology for carrying out the evaluation. 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 online) with KWN representatives
2. Produce Inception Report with detailed explanation of the methodology, on which they will receive input/feedback from KWN, and the EU Office in Kosovo. This will require a desk review of Action documents and files.
3. Field Study: The study will take place in the Republic of Kosovo (Prishtina-based with day travel in Kosovo). It will involve at least the following:



- Interviews with relevant KWN staff
 - Interviews with Implementing Partners and their beneficiaries
 - Interviews with KLGE members, including women politicians
 - Interviews with a sample of grant recipients
 - Interviews with a sample of grant recipients' beneficiaries and target groups
 - Interviews with local institutions and other stakeholders with which grant recipients have worked
 - Interviews with other key external stakeholders (e.g., potential donors)
4. **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.
 5. **Oral Debriefing:** The evaluators shall make a brief oral presentation of initial findings and preliminary recommendations to KWN, including feedback received by KWN.
 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 comprehensible in the evaluation.

Anticipated Working Days

The process and assignment shall take place between 30 December 2022 and 10 March 2023. It is anticipated to take approximately 20 days, as described in the table below.

Timeframe	Activity	Paid Days
16-20 January 2023	<ul style="list-style-type: none"> ○ Start-up meeting, Desk review: project documents and files, including prepare interview guides for field visit ○ Prepare Inception report, including methodology and work plan 	3.5
23-27 January 2023	KWN, and the EU Office in Kosovo review report and provide feedback	
30 January - 10 February 2023	Field visit: <ul style="list-style-type: none"> ○ Initial Start-up Meeting: 0.5 ○ Interviews with relevant KWN staff, examination of KWN systems and procedures: 1 ○ Interviews with implementing partners, sample of grant recipients, their beneficiaries, target groups: 7 ○ External stakeholders: 1 	9.5
13-22 February 2023	Draft and submit evaluation draft report	4.0
22 February – 1 March 2023	KWN and EU Office in Kosovo, review draft report, provide feedback	
2 March 2023	Debriefing: Presentation of preliminary findings, following field visit to KWN and EU Office in Kosovo	0.5
3-10 March 2023	Finalize and submit evaluation report	2.5
	Total Days	20



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Timetable

The approximate timetable shall be as follows:

Tender Announced	15 December 2022
Tender Due	29 December 2022
Tender Awarded	30 December 2022
Inception Report	20 January 2023
Draft Report	22 February 2023
Debriefing	2 March 2023
Final Report	10 March 2023

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 have a concrete plan to ensure all of their translation needs are met in both languages. The selected bidder shall have among the member(s) of the evaluation team, at minimum:

- Demonstrated experience with a feminist approach to external evaluations
- At least 5 years' experience conducting external evaluations of non-governmental, non-profit organizations
- Personal and/or professional experience working with and/or evaluating grant-giving bodies
- Track record and understanding in the appropriate approach in interviewing and conducting research with potentially marginalized groups (e.g., including women, persons with disabilities, minority women and persons in rural areas)
- Experience and/or knowledge related to enhancing women's political participation
- Experience with gender analysis and 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 OECD/DAC criteria and the evaluation questions.

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 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 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 realistic and is it clearly expressed to whom the recommendations are addressed to?



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- 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 Manager, and KWN Project Coordinator and will cooperate closely with the Kosovo Women's Fund Manager and Finance Officer. KWN will provide some assistance with arranging interviews, though the Consultant shall bear final responsibility with regard to logistics, including sampling procedures (towards validity).

Submission and Evaluation of Bids

Please submit the following, by **29 December 2022** to kosovawomensnetwork@gmail.com with the subject "EU External Evaluation":

- 1) Narrative proposal / Methodology;
- 2) Financial Proposal (VAT excluded); and
- 3) Portfolio, including consultant(s) CVs.

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 €4,000 Euros maximum. Any international companies must include within their cost proposal the 5% tax required by Kosovo law.



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