



Terms of Reference (ToR) - External Evaluation of the project

Sub-granting scheme for grass-root CSOs advocacy initiatives in Kosovo	Reference: EuropeAid/136-998/DD/ACT/XK
Contract No. CN 371-879	Action timeline: 01/01/2016 – 30/04/2018

1. Objective

The aim of this exercise is to conduct an external evaluation on the performance of the EU funded project titled “**Sub-granting scheme for grass-root CSOs advocacy initiatives in Kosovo**”, implemented by **Kosovar Civil Society Foundation (KCSF)**. The output from this evaluation will be used for internal reflection and to target more accurately grassroots CSOs and advocacy activities by KCSF in the future interventions.

2. Background information

The project “**Sub-granting scheme for grass-root CSOs advocacy initiatives in Kosovo**” is an EU funded project implemented by the Kosovar Civil Society Foundation (KCSF). The overall objective of the project is to support the advocacy initiatives of grass-root CSOs in Kosovo. The overall budget for 28 months of the project was 782,946.00 EUR. The re-granting portion of the budget is almost 500,000 EUR. These funds have been committed via project grants to 34 organizations throughout Kosovo.

The Objectives of the project were as below:

- 1. Offer support, through establishment of the sub-granting scheme, for participation of grass-root CSOs in decision-making and policy process;*
- 2. Generate advocacy initiatives from grass-root CSOs on issues of their interest, at local and central level, through the provided financial support*
- 3. Strengthen capacities for effective advocacy and project management of the awarded grass-root CSOs*

The expected results of the project include:

- 1. Established sub-granting scheme offers support to participation of grass-root CSOs in decision and policy making process;*
- 2. Provided financial support generates advocacy initiatives of grass-root CSOs on issues of their interest, at local and central level;*
- 3. Awarded grass-root CSOs have strengthened their capacities for effective advocacy and project management*

Main deliverable/outputs of the scheme are attached to this ToR as Annex I.

3. Specific objectives & Purpose of this exercise

For the projects of this scope and size KCSF envisages external evaluations. The purpose is to take stock of the action delivery and achievements against contractual obligations and use findings for future activities. Hence, the project proposal and its budget have foreseen that the project conducts an external evaluation.



To be more precise, the purpose of the external evaluation is to have independent evaluation on the performance the project against the projects goals and planned activities, as well as the external context on this field. The external evaluation will serve as a supplementary source of information about the project performance and design and delivery of similar projects in the future.

The primary beneficiary of the evaluation report is KCSF.

4. Scope of Work

The aim is to commission an external evaluation of the project. The content of the evaluation report in brief shall include but is not limited to:

- Overall implementation on deliveries vs. Project Proposal;
- Assessment of performance in main project components;
- Evaluation of the management and administrative capacity to implement the project;

It is in the discretion of the tenderer to propose the evaluation methodology and approach, including the structure of the evaluation report, taking into consideration the above three main elements.

5. Expected Results

The service provider/contractor is expected to deliver an external evaluation report written in English up to 25 pages maximum (without annexes) in Times New Roman, size 12.

6. Logistics and timing

The assignment will take place in Prishtina, while field visits may take place depending on the evaluation methodology. All travel, communication and other related costs under this activity should be integral part of the offer and no additional costs will be accepted. The intended commencement date is 26 of March 2018 and the period of execution of the contract will be until 26 of April 2018.

7. Reporting

On conclusion of the assignment contractor will provide to KCSF the following:

1. Evaluation Report, including annexes; and
2. List of participants/interviewees.



ANNEX I

Main deliverables/outputs of the scheme:

- 1.1 “Governance structure for sub-granting scheme is up and running”: Number of SC meetings (2), Number of GB meetings (2), and KCSF team appointed.
- 1.2 “Sub-granting procedures, application forms and documents are designed and available online in three languages (Alb, Serb, Eng)”:
- 1.3 “Official launch ceremony” (1)
- 1.4 “Number of information sessions on funding opportunity for advocacy initiatives”: target value: 7 regional centres.
- 1.5 “Number of grass-root CSO representatives informed on the funding opportunity for advocacy initiatives”: target value: 500
- 2.1 “Number of applications from grass-root CSOs received”: target value: 75
- 2.2 “Number of expert days allocated for GB members for applications assessment”: 24
- 2.3 “Number of conditionally approved grants by Grants Board: 25-30
- 2.4 “Number of trainings for conditionally approved grants”: 4
- 2.5 “Number of contracts signed with grant beneficiaries”: 25-30
- 2.6 “Number of info sessions on reporting/visibility requirements and financial responsibilities”: 4
- 2.7 “Number of monitoring cases (milestone, event and ad-hoc)”: 50-60
- 3.1 “Number of coaching days allocated to grass-root CSOs for project design”: 50-55
- 3.2 “Number of coaching days allocated to grass-root CSOs for project management”: 20-30
- 3.3 “Number of coaching days allocated to grass-root CSOs for advocacy initiatives”: 20-30