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## Terms of Reference

### EVALUATION EXPERT

**Project: “Pillars of civil society: More effective cooperation between civil and state sector in Albania – NPO Academy 2015-2018”**

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#### Introduction and Background Information

Partners Albania is an independent Albanian NGO established in 2001, working to support civil society and facilitate inter-sector cooperation in order to strengthen democratic institutions and advance economic development. Partners Albania builds the platforms for communities, civil society organizations, government and business and facilitates participatory processes to advance constructive change towards sustainable development. Partners Albania has over fifteen years of experience combining local knowledge with innovative tools and techniques to build sustainable solutions and effective leadership.

The project “Pillars of civil society: More effective cooperation between civil and state sector in Albania”, is being implemented by Partners Albania in cooperation with Partners for Democratic Change Slovakia (PDCS) and is financially supported by Slovak Aid - Official Development Assistance of the Slovak Republic.

The project aims to support CSO leader’s capacity building through the “NPO Academy” program with the aim of better cooperation and development of CSO’s; support networking and experience sharing between Academy alumni and other CSO leaders in Albania as well as between them and governmental sector; inspiring representatives of governmental sector in new and proven forms of cooperation with the non-governmental sector in order to enhance their interactions and common activities.

The NPO Academy serves as a space for non-formal education to enhance skills and develop competencies of NPO executives; increases their professionalism through a unique curriculum, learning methodology and diverse professional expertise; creates generations of professional and committed NPO executives who will become change actors to contribute in the development of Albanian society. The program provides networking opportunities of NPO executives with other national and international organizations, exchange of experiences on issues of organizational development, participatory processes on local and national level, advocating and lobbying practices etc. Started in 2015, the NPO Academy program counts 71 beneficiaries.

Through this capacity building programs, Partners Albania aimed to contribute to the sector development aiming towards skills enhancements, sustainability and transparency as well as strengthening of the cooperation between civil society, citizens and public officials.

The NPO Academy program consists of:

- a) series of lectures (10 modules/sessions being introduced for each group of attendees);
- b) preparation and presentation of various assignments regarding development of new / improved internal policies and procedures, financial formats, proposal formats and fundraising plans, communication tools etc.;

- c) participation in a study visit in Slovakia (4 in total) – being introduced with the work of Slovakian organizations, on NPOs-State cooperation models, innovative actions in fighting corruption, participatory processes, crowd sourcing, fundraising, etc.;
- d) on site assistance, coaching and mentoring of program beneficiaries;
- e) peer coaching sessions;
- f) program national conferences, etc.

### **Evaluation purpose:**

The expert is expected to conduct a project evaluation to analyse the achievements of the project against its original objectives while providing project partners with an independent review of project outputs. The evaluation will review content related, technical and managerial aspects and consider issues of effectiveness, efficiency, relevance, impact and sustainability. The evaluation will identify factors that have facilitated and/or impeded the achievement of objectives and should result in recommendations and lessons learned that could benefit the various stakeholders.

### **Evaluation scope and objectives:**

The purpose of this assignment is to provide an overall evaluation of the NPO Academy Program implemented in the timeframe of January 2015 – April 2018, presenting the program effectiveness, impact, and providing recommendations for future sustainability. More specifically the evaluation will:

- Assess project results in comparison with originally planned aims and objectives;
- Identify factors that have facilitated and/or impeded the achievement of objectives;
- Assess the relevance, efficiency, effectiveness, and sustainability of the project
- Assess the impact of external and internal factors on the effectiveness of the project;
- Assess the efficiency and the adequacy of the management arrangements of the project (e.g. cooperation with Slovak trainers);
- Identify lessons learned and good practices with regards to project implementation and partnerships, etc.

### **Methodology**

The methodology that will be used by the evaluator should be presented in the inception brief and the final report in detail.

1. The methodology must be agreed upon between Partners Albania, PDCS and the evaluator prior to the start of the evaluation.
2. **Data Collection:** Documentation review: This would include a) the Project Document with the description of the project, its intended outcome and outputs, the baseline for the outcome/outputs and the indicators used; b) Project Progress Reports; c) Project Technical Reports including training materials, publications etc. d) Key participants interviews (not less than 20 interviews - 15 participants holding Executive Directors positions and 5 participants holding managerial positions).
3. **Preparation of Draft Final Report** with comments and inputs from beneficiaries.
4. **Preparation of Final Report.**

### **Language of the Evaluation Report**

The evaluation report produced by the Expert will be in English language.

### **Location**

Most of the assessment work will be conducted in Tirana. The Expert will conduct the interviews with participants outside Tirana through online communication channels/tools.

### **Duration**

The evaluation will be conducted between February 1 – April 3, 2018

### **Requirements for the Expert**

The Expert should:

- Hold a university degree, master in Social Sciences, International Development or relevant areas;
- Have a solid experience with the Civil Society Sector in Albania;
- Have previous experience conducting assessments related to the capacities of CSOs;
- Demonstrate flexibility and adaptability in taking on this type of consultancy;
- Be fluent in speaking and written English.

### **Payment Terms and Schedule**

The payment shall be made upon completing all the deliverables described above. Thus, such consideration should be reflected in the service contract between the contractor and the consultant.

### **How to apply**

Candidates with the required qualifications should submit the Curriculum Vitae, Cover Letter specifying the motivation for applying, and a proposal of the evaluation methodology with timeframe indicating the daily rate for this consultancy, to the following e-mail address: [partners@partnersalbania.org](mailto:partners@partnersalbania.org).

Alternatively, the application can be sent to the following address:

**Partnerët Shqipëri për Ndryshim dhe Zhvillim**

Rruga: Sulejman Delvina, NR 18, H.8, Ap.12, Njësia Bashkiake 5, Kodi Postar 1022, Tiranë, Shqipëri

**The deadline for application is January 31, 2018!**