

Kosovo Youth Development Project

Project Implementation Unit – PIU

Ministry of Culture, Youth and Sports / Department of Youth

Government of Kosovo

REQUEST FOR EXPRESSION OF INTEREST

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| **Kosovo** |  |
| **Kosovo Youth Development Project 2** | Additional Financing |
| **Grant No.:** | TF017534 |
| **Job Title:**  | Monitoring and Evaluation Specialist (full time) |
| **Reference No**.: (as per Procurement Plan) | 22 |

Ministry of Culture, Youth and Sports, with the financial support of the World Bank, will continue to implement the second phase of the Youth Development Project in Kosovo with additional financing. Project Implementation Unit (PIU) is responsible for ensuring project implementation, hence it announces disclosed position for the selection of the PIU staff.

The primary objective of the Monitoring and Evaluation Specialist is to maintain the M&E System, reporting on data collection, analyses and findings, facilitate a participatory development and effective implementation of M&E system across the project,-this includes providing M&E training of key stakeholders to ensure capacity to undertake their own M&E activities, and to link these into an overall assessment of project progress and needed actions; provide timely and accurate reporting and communication of M&E data and processes. Monitoring and Evaluation Specialist will report to the Project Coordinator and will work in close cooperation with the PIU.

**Specific tasks for the consultant will be as follows:**

*M&E System*

* Develops the overall M&E plan, indicator tracking and data collection as well as other project M&E processes (e.g. annual project reviews, participatory impact assessments, process monitoring, operations monitoring and lessons-learned workshops);
* With stakeholders, sets out the framework and procedures for the ongoing monitoring of project activities and clarify the core information needs of central project management, the partner institutions and the World Bank;
* Guides the process for identifying the key performance questions and parameters for monitoring project performance and comparing it to targets. Designs the format for such performance reports;
* Reviews the quality of existing social and economic data in the project area, the methods of collecting it and the degree to which it will provide good baseline statistics for impact evaluation;
* Based on the review of existing data on the area, contributes input into the TOR and cost out a baseline survey to be conducted by the International M&E consultant;
* With the implementing partners, reviews their existing approaches and management information systems and agree on any required changes, supports and resources to streamline a unified M&E data collection and reporting approach across the project;
* Ensures that all MOUs and service contracts include specifications for the internal monitoring required of them, the reporting systems and the penalties for failure to report as specified;
* Develops a plan for project-related capacity-building on M&E for PIU and other members of the Department of Youth;
* Organizes and undertakes training with stakeholders, including primary stakeholders, in M&E skills, including participatory aspects.

*Implementing project M&E*

* Undertakes regular monthly visits to the field to support implementation of M&E and to identify where adaptations might be needed;
* Guides staff and implementing partners in preparing their progress reports;
* Guides the regular sharing of the outputs of M&E findings with project staff, implementing partners and primary stakeholders;
* Conducts data and report analyses and identify problems and actions needed;
* Reviews monitoring reports, analyzes them for impact evaluation and to identify the causes of potential bottlenecks in project implementation;
* Collaborates with staff and implementing partners on qualitative monitoring to provide relevant information for ongoing evaluation of project activities, effects and impacts;
* Informs and joins WB supervision and evaluation missions by screening and analyzing monitoring reports and direct reporting;
* Plans for regular opportunities to identify lessons learned and implications for the project’s next steps. Participates in these events when possible;
* Performs other activities as required by Project Coordinator.

*M&E Reporting*

* Prepares consolidated progress reports for project management to submit to the relevant bodies, in accordance with approved reporting formats and timing;
* Prepares reports on M&E findings, as required, working closely with financial controller, technical staff and implementing partners;
* Participates in WB missions and facilitate mission team members’ access to M&E data and to stakeholders.
* Performs other activities as required by Project Coordinator.

**Deliverables**

* Project and component level M&E plan and Indicator Tracking Documents
* M&E forms and procedures
* M&E training needs assessment
* M&E training plan
* Baseline TOR recommendations
* M&E training reports
* Consolidated progress reports
* Quarterly project M&E reports
* Preparing and writing the lessons learned document

## Duration of Assignment

The anticipated timeframe for the consultancy is between 1 November 2014, until 31 March 2016

The KYDP 2 PIU now invites the interested candidates (“ Consultants”) to indicate their interest in providing the Services.

**Qualification requirements and evaluation criteria:**

Education and experience -The candidates must have university degree in Management, Administration and other social sciences, proficiency in English and Albanian, drafting skills, and at least 3 years experience in similar assignments. The candidate must possess a sound knowledge of the general concepts, principles and limitations of monitoring and evaluation and project management: System and Business processes mapping and analysis; Logical Framework Analysis (LFA); Monitoring and Evaluation: Development of project performance and development impact indicators; Project cost effectiveness analysis; review and setup of monitoring and evaluation processes and systems. For the Management Information System the candidate must possess experience in analysis; design; development; implementation; data collection instrument design; organization of data collection and verification activities; data dissemination and feedback systems; geographic information systems (GIS); and development of integrated computerized operational plans.

Teaching/Technical Transfer Ability - In addition, the candidates should possess both formal classroom teaching and practical hands-on ability to communicate M&E concepts, tools and techniques on-the-job, to nationals of other countries at various skill levels but who have little or no prior statistical knowledge or M&E experience.

Survey and data analysis - Finally the M&E Specialist s will have a first-hand familiarity with basic statistical concepts of survey research (including tools and techniques for sample frame design; sample size selection, and randomization); questionnaire design & data collection techniques; conduct and supervision of field work (including random sampling, non-random “Quick & Easy” rapid appraisal, and focus groups); and subsequent quantitative & qualitative data analysis, report preparation and briefing.

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## Evaluation Criteria

“An individual consultant will be selected in accordance with the procedures set out in the “Guidelines: Selection and Employment of Consultants under the IBRD Loans, IDA Credits and Grants by World Bank Borrowers” published by IDA in January 2011, Section V. Selection of Individual Consultants”.

The evaluation will be performed on the basis of the candidates’ qualifications (35%), interview performance (30%), working experience (25%) and references from previous assignments (10%)

## Procedures for application

Interested applicants should e-mail a cover letter, CV, copies of qualification, and references with similar services, by close of business **3rd of October, 2014**.

E-mail with subject: Application for Procurement and Administration Specialist, should send to: info@kydp.org and a hard copy must be delivered to:

The Ministry of Culture, Youth and Sports/Department of Youth

Project Implementation Unit – PIU

Mother Theresa Square #35;

Office #25;

10000, Prishtina,

Republic of Kosova

Further information can be obtained at the above address during office hours: 08:00 to 16:00.