ANNEX II: TERMS OF REFERENCE

1. BACKGROUND INFORMATION 3

1.1. Beneficiary country 3

1.2. Contracting Authority 3

1.3. Country background 3

1.4. Current situation in the sector 3

1.5. Related programmes and other donor activities 3

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS 3

2.1. Overall objective 3

2.2. Purpose 3

2.3. Results to be achieved by the Contractor 3

3. ASSUMPTIONS & RISKS 3

3.1. Assumptions underlying the project 3

3.2. Risks 4

4. SCOPE OF THE WORK 4

4.1. General 4

4.2. Specific work 4

4.3. Project management 5

5. LOGISTICS AND TIMING 5

5.1. Location 5

5.2. Start date & Period of implementation of tasks 5

6. REQUIREMENTS 5

6.1. Staff 5

6.2. Office accommodation 6

6.3. Facilities to be provided by the Contractor 6

6.4. Equipment 6

7. REPORTS 6

7.1. Reporting requirements 6

7.2. Submission and approval of reports 6

8. MONITORING AND EVALUATION 6

8.1. Definition of indicators 6

8.2. Special requirements 7

# BACKGROUND INFORMATION

## Beneficiary country

Kosovo

## Contracting Authority

Community Building Mitrovica (CBM), Confidence Area, 40000 Mitrovica, Kosovo

## Country background

Not applicable

## Current situation in the sector

Not applicable

## Related programmes and other donor activities

Not applicable

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

The overall objective of the project “**Fostering inclusive development and good governance in northern Kosovo”**of which this contract will be a part is as follows:

to foster inclusive development and good governance in northern Kosovo through planned and conflict-sensitive development of municipalities, with communities integrated at all stages of planning and implementation, and within a framework of effective inter-municipal cooperation and multi-level governance.

## Purpose

The purpose of this contract is to conduct a civil society baseline assessment (including 5 capacity self-assessments of key CSOs)in order to identify their current strengths, weaknesses, organizational and management capacities related to the project.

## Results to be achieved by the Contractor

* Baseline assessment produced and published, including
* 5 capacity self-assessments of key CSOs.

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Not applicable

## Risks

Not applicable

# SCOPE OF THE WORK

## General

### Description of the assignment and validation process

**Baseline assessment**

### The baseline assessment outlined in this TOR will be conducted to support civil society and citizens in better understanding their capacity to monitor the performance of local government, including policy and decision-making processes, implementation of legislation, and management of public resources. The baseline assessment will serve both as an internal monitoring instrument for partners in the project, benchmarking the current state of civil society capacity so that targets can be established for progress over the course of project implementation; and as a means of publicly identifying current challenges and fueling public dialogue on how to address them.

### When a final assessment of civil society capacity vis-à-vislocal governance is conducted at the conclusion of the project (approximately 3 years after project initiation), it should be possible to mark measureable improvement in civil society’s capacity to collectively engage in local policy research and analysis, formulation, implementation, monitoring and impact assessment processes, including around national development and sectoral strategies at local level, and the impact of those actions on the quality of local governance and state-citizen relations at local level.

The civil society baseline assessment is an integral element of a broader baseline assessment of the local governance environment in northern Kosovo, and will be integrated with baseline self-assessment work to be conducted in seven northern municipalities with support from UN-Habitat and other project partners. The consultant(s) will be expected to ensure close alignment and complementarily with these other assessment activities.

Place: Mitrovicë/a, northern Kosovo region, Republic of Kosovo.

### Target groups

CSOs and citizens of Mitrovica region.

## Specific work

The aim of the baseline assessment is to assess the current strengths, weaknesses, organizational and managerial capacities and resources of civil society in northern Kosovo, specifically related to monitoring the performance of local government, including policy and decision-making processes, implementation of legislation, and management of public resources. The overall focus of the assessment should be on the ability of an empowered civil society to demand open, accountable, transparent, and responsive local government action in all spheres. At least 30 CSOs which are part of the Mitrovica Regional monitoring Team (MRMT) will be included in the research. The baseline assessment will be designed and conducted by the consultant(s).

In addition to the general baseline assessment process, the consultant(s) will also be expected to design and support implementation of more thorough and granular capacity self-assessments with 5 CSOs. The capacity self-assessments will help these 5 CSOs, all members of the MRMT and with key roles in the project, to identify their current strengths, weaknesses, organizational and management capacities in activities related to the project. The selection of the CSOs will be done in direct consultation with the project team ensuring that they reflect a diverse cross-section and are critical to the success of the project, and prioritizing those CSOs that are part of the tripartite Memoranda of Understanding signed with five municipalities. The first round of the consultation with the CSOs for the baseline assessment will help the process on identifying one CSO per municipality to develop a self-assessment with them.

The results of the research and 5 capacity self-assessments will be summarized in draft form and presented to a reference group consisting of active selected CSOs.  A joint workshop with reference group members will be organized and facilitated by the consultant(s),for the purpose of verifying and validating the results, and promoting deliberative dialogue around analysis and proposals for action. A parallel verification and validation process, to be designed and implemented by the consultant(s), will provide a focus group of ordinary citizens with the opportunity to provide feedback on whether the findings are consistent with their impressions of the current situation in northern Kosovo.

Finally, the consultant(s) will author a comprehensive, concise, and illuminating report summarizing the state of civil society capacity and analyzing both the problems to be resolvedand means of resolution. The project partners will assume responsibility for dissemination of the report.

Consultant/company must provide detail and quality elaboration and explanation for each stated topic of the document.

## Project management

### Responsible body

The Company is responsible for all activities regarding implementation of this contract.

### Management structure

The responsible person for implementation of the tasks related to this contract on behalf of the Contracting Authority is Msr. AferditaSylajShehu.

### Facilities to be provided by the Contracting Authority and/or other parties

Not applicable.

# LOGISTICS AND TIMING

## Location

Mitrovicë/a region, Kosovo

## Start date & Period of implementation of tasks

The intended start date is date of the signature of this Contract by both parties and the period of implementation of the contract will be 2 months from this date. Please see Articles 19.1 and 19.2 of the Special Conditions for the actual start date and period of implementation.

# REQUIREMENTS

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

### Key experts

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

**Key expert: Capacity building expert**

Qualifications and skills

* Minimum university degree in Social Science or other relevant field;
* Extensive experience (at least 5 years) in Capacity Building, project management and/or skills and experience in completing needs assessments for organizations;
* Solid familiarity with civil society sector in Kosovo
* Extensive experience on increasing capacities of the CSOs’ employees by different trainings;
* Demonstrated high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines.
* Excellent inter-personal communication skills including experience of facilitation of trainings and presentation
* Proven and demonstrated broad knowledge of and ability to utilize principles, methods, techniques and systems of project management
* Previous training experience in the field will be taken as advantage
* Experience in work with international CSOs and/or donor organizations will be taken as advantage

### Other experts, support staff & backstopping

CVs for experts other than the key experts should not be submitted in the tender. The tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The Contractor shall select and hire other experts as required according to the needs. The selection procedures used by the Contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

## Office accommodation

Not applicable.

## Facilities to be provided by the Contractor

The Consultant shall ensure any other facilities, including the transportation means, necessary for quality and timely implementation of the tasks described in these Terms of Reference.

## Equipment

No equipment is to be purchased on behalf of the Contracting Authority from this contract. The contractor will provide all the equipment necessary for timely and quality implementation of the tasks described in these Terms of Reference.

# REPORTS

## Reporting requirements

The Consultant will submit the following reports in English/Serbian and Albanian:

* Baseline assessment data sets
* Baseline assessment report text, including
* 5 capacity self-assessments of key CSOs.
* **Final report -** The contractor will prepare the final report on the implementation of the tasks, at the end of this contract. The deadline for sending the final report is 15 days after the end of this contract. Approval of the final report by the Contracting Authority will be the basis for issuing the final payment as indicated in the Special Conditions.

## Submission and approval of reports

The report referred to above must be submitted to the Project Manager identified in the contract.The Project Manager is responsible for approving the reports.

# MONITORING AND EVALUATION

## Definition of indicators

The indicator of the successful implementation of the contract is “Services provided in timely, quality and quantity manor, as required in these Terms of Reference”.

## Special requirements

Not applicable.