

## **CALL FOR EVALUATION: DIALOGUE FOR EUROPEAN MUNICIPALITIES (DEM) PROJECT**

### ***INTRODUCTION***

The Kosovo Local Government Institute (KLG I) is in search of external consultant(s) to conduct the concluding evaluation of the "Dialogue for European Municipalities (DEM)" project, which is supported by Norwegian Ministry of Foreign Affairs".

Implementing Organization	Kosovo Local Government Institute (KLG I)
Project title	Dialogue for European Municipalities
Project duration	36 months
Evaluation period	May 2022 – April 2024

### ***SCOPE OF THE EVALUATION***

Aligned with the outlined intentions during the strategic planning phase of the "Dialogue for European Municipalities (DEM)" project, this evaluation aims to scrutinize and assess the central pillars and objectives that serve as the foundation for the program. The program initially set forth three key objectives, and it is within this strategic framework that a significant portion of activities and various interventions has been executed. This evaluation will delve into the effectiveness and impact of these objectives, examining how they have shaped the program's overall success and contributions to the intended outcomes.

### **Evaluation Focus:**

The evaluation should focus on the effectiveness and impact of the project in achieving its objectives. Key areas for assessment include:

- 1. Regional Dialog and Cooperation:**
  - Effectiveness of the platform in promoting dialogue and cooperation.
  - Success in fostering joint initiatives and programs.
- 2. Inter-Institutional Dialogue and Capacity Building:**
  - Impact on policy development and harmonization.
  - Strengthening of the central level's role in supporting municipalities.
- 3. Digitalization and Advocacy:**
  - Success in raising local government priorities.
  - Effectiveness of mechanisms for information and debates.
  - Contribution of the "Forum of Formers" platform to policymaking.

### **Evaluation methodology:**

The evaluation methodology is anticipated to integrate both qualitative and quantitative approaches, custom-tailored to align with the specific goals of this assessment. This comprehensive strategy includes an in-depth desk review of pertinent documents and detailed interviews with key stakeholders, partners, beneficiaries, and experts actively engaged with KLGI, ensuring a comprehensive and nuanced evaluation process.

We anticipate that the methodology will be subject to refinement through consultation with KLGI and beneficiaries as needed.

### **Evaluation Questions**

#### **Impact:**

1. How has the project impacted the overall landscape of local governance within the targeted municipalities?
2. To what extent have the outcomes of the project contributed to enhancing dialogue and cooperation among European municipalities?
3. In what ways has the increased role of municipalities influenced the effectiveness of local governance structures?
4. What evidence exists of positive changes in regional cooperation as a result of the project's interventions?

#### **Effectiveness and Efficiency:**

1. Was the process of strengthening regional dialogue and cooperation effective in achieving its intended objectives?
2. How efficiently did the project contribute to the development of inter-institutional policies and capacity building?
3. Were the initiatives aimed at promoting digitalization and innovation both effective and efficient in enhancing local governance?
4. In terms of advocacy for local policies and municipal promotion, how successful was the project in advancing its goals?

#### **Sustainability:**

1. Is there observable evidence indicating that the desired changes brought about by the project are likely to endure beyond its completion?
2. What aspects of the project contribute to the long-term sustainability of its outcomes?
3. Are there specific results or initiatives expected to persist and positively impact local governance after the project concludes?

#### **Lessons Learned and Recommendations:**

1. What valuable insights can be derived from the project's implementation, and how can these lessons inform future initiatives?
2. In terms of dialogue and cooperation, what recommendations can be made to enhance effectiveness and ensure lasting impact?
3. What lessons can be drawn from the promotion of digitalization and innovation, and how can these lessons shape future projects?

4. Based on the experiences of advocacy for local policies and municipal promotion, what recommendations would improve similar endeavors in the future?

#### ***RESPONSIBILITIES OF THE CONTRACTED PARTY***

- **Develop Evaluation Framework:** Establish a robust evaluation framework that outlines the key objectives, criteria, and performance indicators to guide the assessment process.
- **Implement Evaluation Methodology:** Apply a well-defined methodology, incorporating both quantitative and qualitative approaches, to gather and analyze data effectively.
- **Conduct Stakeholder Engagement:** Engage with project stakeholders, including team members, beneficiaries, and partners, to ensure diverse perspectives are considered in the evaluation process.
- **Prepare Comprehensive Reports:** Generate clear and concise evaluation reports that communicate findings, insights, and recommendations to project managers and relevant stakeholders.
- **Ensure Timely Delivery:** Adhere to established timelines and deadlines, ensuring that the evaluation process aligns with project milestones and delivers timely insights.
- **Facilitate Learning and Improvement:** Identify lessons learned from the evaluation and provide actionable recommendations for improving project implementation and outcomes.

#### ***Main Outputs/Deliverables***

The concluding report must be composed in English, should not surpass 20 pages (excluding annexes), and is expected to encompass, but is not limited to, the following information:

- Executive summary (1 page)
- Introduction (Up to 2 pages): Provide an overview of the evaluation scope, methodology employed, and any inherent limitations.
- Project Description (1 – 2 pages): Offer a concise description of the project, highlighting its key components and objectives.
- Findings (Up to 8 pages): Present comprehensive findings derived from the evaluation questions, detailing the project's impact on the specified intervention areas.
- Conclusions (Up to 3 pages): Summarize key insights and conclusions drawn from the evaluation, encapsulating the overall assessment of the project.
- Lessons Learned (Up to 2 pages): Reflect on lessons learned during the project, providing insights into what worked well and areas for potential improvement in future initiatives.
- Recommendations (Up to 2 pages): Propose actionable recommendations based on the evaluation findings, aiming to guide future decision-making and project enhancements.
- Annexes (Not counted within the 20 pages): Include supplementary materials, documents, or data that contribute to a comprehensive understanding of the evaluation.

KLGI reserves the right to seek supplementary information or, supported by sound reasoning, request amendments or essential revisions in the report. KLGI reserves the right to engage in communication solely with the applicant who has been selected for further engagement or clarification.

## TIMEFRAME

<i>Tasks</i>	<i>Timeframe</i>
<i>Selection of the Consultant</i>	<i>29 February, 2024</i>
<i>Submission and Review of the Work Plan with the KLG I team</i>	<i>7 March 2024</i>
<i>Presentation of Detailed Methodology and Plan</i>	<i>20 March 2024</i>
<i>Receiving Relevant Materials from KLG I</i>	<i>25 March 2024</i>
<i>Submission of the First Draft Report</i>	<i>1 April 2024</i>
<i>Submission of Final Report with KLG I's Input</i>	<i>20 April 2024</i>

## REQUIRED SKILLS AND COMPETENCIES

- Advanced academic background in fields such as public policy/administration, political science, local governance, or related disciplines, with a focus on understanding governance structures and policies at the local level.
- **Local Governance Understanding:** A robust grasp of local governance structures, policies, and practices to navigate project dynamics effectively.
- **Evaluation Methodology Expertise:** Expertise in tailoring and implementing evaluation methodologies for local governance projects, covering both qualitative and quantitative approaches.
- **Stakeholder Engagement Skills:** Effective communication and engagement skills for interacting with diverse stakeholders, ensuring comprehensive input in evaluations, including local officials, community members, and relevant organizations.
- **Analytical and Critical Thinking:** Strong analytical and critical thinking skills for interpreting complex data, identifying trends, and providing insightful recommendations to enhance local governance initiatives.
- **Report Writing and Communication:** Exceptional report writing and communication skills to convey findings, conclusions, and recommendations in a clear and accessible manner, facilitating informed decision-making for both technical and non-technical audiences.

## HOW TO APPLY?

Interested candidates should send the following documents to: [info@klgi-ks.com](mailto:info@klgi-ks.com) no later than 16 February 2024.

- *Curriculum Vitae (CV):* Provide your detailed professional background, qualifications, and relevant experience.
- *Technical Proposal:* Outline the methodology for achieving expected results within the specified timeframe.
- *Financial Proposal:* Present a clear breakdown of expenses for the assignment.

Any inquiries can be directed to email: [info@klgi-ks.com](mailto:info@klgi-ks.com); Tel: 383 (0) 38 522 000. We look forward to receiving comprehensive evaluations to ensure the success and sustainability of the DEM project.