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TERMS OF REFERENCE

Consultancy required on: **External Evaluation Processes/ Project evaluation to determine the degree of project success and achieved results**

Project title	Advance Social and Labor Inclusion of Persons with Disabilities
Location/Country	Albania
Organization	Albanian Disability Rights Foundation (ADRF)/ Lead applicant National Agency on Employment and Skills
Time frame duration	Conduct External Project Evaluation for a total of 12 days, within the period of June 1st to June 25th 2024
Contract start date	June 1, 2024
Deadline for submission of deliverables	June 30, 2024

Background information

Albanian Disability Rights Foundation & National Agency for Employment and Skills together with the Municipality of Tirana are implementing the project “Advance Social and Labor Inclusion of Persons with Disabilities”, for 26 months, through the financial support of the European Union in Albania.

The project aims to strengthen capacity at national, regional and municipal levels to effectively support access of citizens with disabilities in inclusive social and labor programmes and services. This will be achieved through building a strategic and operational partnership between municipalities, public and non-public agencies to learn, advance and embed an innovative practice of supported employment service, contributing to social and labor inclusion for persons with disabilities.

Through project interventions, necessary mechanisms, infrastructure, material and human resources a recreated/strengthened and adopted by municipality of Tirana, NESA and its regional and local offices and ADRF, to improve the PES to serve persons with disabilities and to embed in the system the innovative practice of Supported Employment Service for persons with disability, through transferred experience/expertise of ADRF.

Objectives of the external evaluation

ADRF is seeking to employ a team of two experts to carry out an external evaluation processes,

aiming to provide an overall external assessment of the performance and the results of the project.

One of them will be the team leader and the other will assist through out the process and especially in note keeping and data entry.

The evaluation will focus on assessing the project intervention's relevancy, effectiveness, efficiency, sustainability and, where possible, impact and sustainability. The final evaluation will cover the 26 months of the project and all the activities carried out in the context of the project.

The team leader consultant's scope of work is related to the following tasks to be completed in a time range of 9 days:

- Review all relevant sources of information, such as the project documents, logical framework, monthly reports, annual progress reports, internal evaluation report and any other materials that the evaluator considers useful for this evidence-based assessment;
- Develop an evaluation matrix with evaluation criteria, the related evaluation questions (and, where needed, sub-questions), the data sources required to answer the questions, the data collection, and data analysis methods.

The evaluation must provide evidence-based information that is credible, reliable, and useful. The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with the project target groups, the project team, ADRF management team, final beneficiaries, and other key stakeholders.

- Prepare an evaluation report providing descriptive overviews, laying out the facts and lessons learned, providing conclusions and recommendations, and finalizing the report upon the feedback from the project team.

The consultant- assistant to team leader, scope of work is related to the following tasks to be conducted in a time range of 3 days:

- Attend together with the team leader individual and focus group meeting(s), keep notes and make the data entry for the team leader.

Methodology

The expert is requested to propose a methodological approach but the evaluation should at the minimum include desk research, semi-structured interviews, an inception report, a draft and final evaluation report as well as a PPT presentation with key findings.

- Desk research: should include a review of all the material and documentation developed within the project, the reports of local teams, beneficiaries and consultants, the tools created or adapted, including the monitoring and evaluation ones, etc. The consultant(s) should collect all quantitative data from the logframe (list of activities, number of participants, number of supports, etc.).
- Key Informant Interviews/Focus group discussions: The expert(s) should carry out interviews/group discussions with ADRF project managers and all partners as well as

representatives of the target groups/beneficiaries.

Deliverables

- 1 draft report/first findings in Albanian of up to 30 pages, including a table of contents, a brief introduction, the objectives and the methodology, and evaluation of the project based on the criteria mentioned above (relevance, coherence, efficiency, effectiveness, impact, sustainability), observations, lessons learned and conclusions as well as a list of recommendations and appendix (e.g. acronyms, ToRs, methodology etc.).
- 1 final report in Albanian including recommendations.

Organization and timeline

Overall, the evaluation requires 12 working days within the period of June 2024.

Application process

You can apply individually or as a team of evaluators. In either case your application should consist of the following:

- 1-page expression of interest, highlighting relevant experience and knowledge of the context, daily rate;
- A consultancy fee per working days, including all applicable taxes;
- Updated CV(s) of the two experts.

Please send your application before May 2nd, by regular mail, by e-mail or through hand delivery in a closed envelope “Application External evaluation project”.

Selection Criteria

Applicants must meet the following conditions:

- A university degree or professional experience in a field related to the project (education, human rights, law, social sciences or related fields);
- Experience in evaluation reports;
- Experience in Social and Labor Inclusion projects;
- Availability and ability to work independently and on a flexible schedule.

Data protection

In carrying out the evaluation of this project, the evaluator must respect the following confidentiality rules:

- All data relating to this project are confidential.