



TERMS OF REFERENCE

Post Title:	Monitoring & Evaluation Advisor (international)
Project Title:	Supporting the Western Balkan's collective leadership on reconciliation: building capacity and momentum for the Regional Youth Cooperation Office (RYCO)
Duty Station:	Tirana, Albania
Duration of Assignment:	45 days (with at least 20 working days on mission to Albania)
Type of Contract:	International Consultant (IC)
Educational Background:	Postgraduate university degree in social sciences, development, economics, business administration, statistics or other related fields preferred
Work Experience:	At least 5 years of relevant experience in Monitoring and Evaluation

Background

Reconciliation in Western Balkans has stalled and is being superseded by mounting ethnic divisions and polarization in the region¹, pointing specifically to denial of the past inflammatory discourse and ethnic segregation in education. Assuming, that the (re)establishment of economic and social ties would suffice for the (re)building of relationships between formerly conflicted parties in the post-Yugoslav space is mistaken. With the recent history of massive and widespread human rights violations, it will only be the proper outcomes of the transitional justice mechanisms coupled with peace and dialogue that can substantially contribute to progress in reconciliation.

The UN supports the improved social cohesion and reconciliation across the Western Balkans. The project aims to achieve this goal through providing support to RYCO, as a mechanism, which is endorsed by governments and citizens alike. The project will support RYCO to work in partnership with civil society, education systems and schools, grass roots, youth institutions and youth in general for the consolidation of RYCO as a regionally owned mechanism with the capacity to promote reconciliation, mobility, diversity, democratic values, participation, active citizenship and intercultural learning. The expected outcome of this project is: Social Cohesion and Reconciliation – as measured by increasing embracing of diversity, attitudes of tolerance and reduced prejudice and discrimination by youth – is enhanced across the Western Balkans.

¹Western Balkans, the Council of Europe Commissioner for Human Rights, Nils Muižnieks



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To achieve its outcome, the project will target youth², youth organizations and schools in WB as well as RYCO and will be achieved through the implementation of diverse activities along three main outputs:

Output 1: Capacities of schools to access and use RYCOs resources to undertake intercultural dialogue in the WB6 will be strengthened. The project will contribute towards enhancing the regional cooperation among youth institutions (mainly schools) and increase the introduction and use of topics on intercultural learning such as peace building and conflict resolution. The project will enable sharing of best practices on inclusive education and peace building transformative pedagogies, facilitates school exchanges and increase the capacities of schools to embrace the above principles.

Output 2: Capacities of youth groups and grassroots organizations to access and use RYCOs resources to engage in peacebuilding and social cohesion activities in the WB6 will be strengthened. Also, RYCO will be supported to increase its reach out to grassroots organizations and youth in the region, and to ensure that young people with fewest opportunities have access and participate in reconciliation processes and benefit from opportunities provided by RYCO.

The selection of target groups *under output 1 and 2* will follow principles of gender equality and both young men and women will be encouraged to actively participate. Successful experiences will be showcased in regional gatherings that will engage relevant actors from all sectors and institutions working with young people, including press and media, to gain support for scaled approaches or replication in order to mainstream and integrate peacebuilding approach in national policies and project interventions at national and regional level. Targeted schools, grass roots and young people will be capacitated to initiate and engage in regional activities supported by RYCO's grant facility and not only.

Output 3: RYCOs capacities to enhance sustainable regional cooperation, peacebuilding and reconciliation amongst youth, through its small grants' facility will be strengthened. Being a new institution and operating in a volatile environment, RYCO will be supported to strengthen its internal capacities and systems and will be enabled to achieve its mission. Considering that one of RYCO's main tools to achieve its mission is through financial support to regional projects and initiatives, its grant facility system will be upgraded and strengthened through a tailor-made approach. RYCO will be equipped with effective tools to Monitoring and Evaluation, making it possible for it to measure the impact of its interventions. Finally, RYCO will be supported with an increase of human resources, especially in view of its Monitoring and Evaluation.

Output 4: Evidence-base on youth's perceptions about peace and conflict issues in the Western Balkans, and youth researchers' and activists' capacities in research and advocacy will be strengthened, and regional youth networks facilitated. The project will enable youth-led peace advocacy and help shape more effective evidence-based peacebuilding that takes young people's experiences and perceptions

² Defined for the purposes of this intervention within the scope of *adolescents (14-18 y/a) and youth (18-30 y/a)*, in accordance with UNICEF standards and official youth strategies of the participating countries.



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seriously and realizes the peace potential of young people. This output is centered around a regional youth perceptions survey, co-designed and engaging young women and men from diverse backgrounds across the Western Balkans; as well as advocacy to influence public and political discourse on youth's role in sustaining peace. Recognizing that peacebuilding is a 'marathon not a sprint', it is crucial to invest now in generating a rich evidence base as well as a cadre of youth activists and researchers capacitated to continue advancing these issues.

Scope of the assignment

Working in close collaboration with the RYCO office, the M&E advisor will report to the UNDP Programme Specialist, in coordination with the UNICEF and UNFPA programme officers. The advisor will be responsible for the design and establishment of a Monitoring & Evaluation system, to track progress, improve activities, objectively verify the outcomes and impact of a RYCO's work, and learn lessons that can be fed into future interventions. The system will be *reconciliation oriented*, focusing on the achievement of results that promote peace and reconciliation, as well as gender disaggregated. In addition, the advisor will be in charge of developing institutional capacities within RYCO, according to a results-based management approach. Overall, the Monitoring and Evaluation will be a strategic tool in the hands of RYCO's Governing Board and Management team to enable them to assess the overall role and impact of RYCO's work, make strategic decisions, and generate knowledge to support decision making.

The M&E advisor will be responsible for the following:

- 1) Provide a methodology, elements and guidelines for the **establishment of a M&E system**, in charge, among the other tasks, of data collection on reconciliation. Data will be collected both in the areas of intervention of RYCO, and in non-founded areas, in order to compare and measure the impact of RYCO's action.
- 2) Provide a methodology for:
 - a) *Monitoring implementation* of the project's activities, adapting online and offline tools to track delivery of inputs and its outputs. Given the small size and frequent nature of the activities delivered, a post-treatment approach will be preferred, in the form of evaluation test provided to the participants. Such information will be then compared with data collected at the outcome level.
 - b) *Monitoring outcomes*, in terms of development and behavioral changes, with the purpose to provide evidence of the RYCOs influence and success in changing the dynamics of sustained reconciliation.
 - c) *Context monitoring*, by keeping track of factors external to the project that may have an influence on its implementation. Risks and conflict analysis and impact tracing tools will be key instruments to this purpose.



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- 3) Provide a methodology, elements and guidelines for the establishment of a **system to monitor and measure RYCO's institutional performance**, according to a results-based management approach for institutional effectiveness. The system will be based on the three key interrelated management results: (i) higher quality programs; (ii) greater organizational openness, agility and adaptability; and (iii) improved management of finance and HR. Institutional effectiveness and efficiency will be determined by measuring direct, accountable and attributable performance over which RYCO has control.
- 4) **Define indicators** for both the interventions' monitoring and the institutional performance measurements; the monitoring framework will be interlinked with RYCO's Strategic Plan 2019-2021, as well as the UNDAF³. The advisor will design a balanced scorecard as a tool to capture key indicators and measure progresses in the implementation of different RYCO's components as well as overall effectiveness.
- 5) Upon definition of the indicators, conduct a **baseline assessment and measurement**, focusing on the relationships within and between ethnic, religious and other social groups in the WB, with a special focus on youth, considering that the peaceful coexistence between these groups has been or is still at stake. The regional survey proposed to be undertaken in the frame of the project will also provide a great source of information for the baseline and further measurement. The advisor will review existing methodologies applied to reconciliation and peace building (including, but not limited to SCORE and Youth Index) and design a tailor-made tool for Western Balkans. In addition, s/he will evaluate and advise on the opportunity to implement complementary instruments -such as surveys- in the schools and communities involved in the activities, with the purpose to collect evidence and constitute a database for comparison across cases and identify common drivers of success in different scenarios. Such evidence will provide RYCO with a comprehensive portfolio of lessons learnt and tested, sophisticated criteria for an improved delivery of its activities.
- 6) Ensure **gender disaggregation** of data throughout RYCOs activities.

The advisor will benefit from expertise within the RYCO's team, and s/he will work together with the M&E Coordinator and the other WB6 national M&E assistants. In addition, UNDP will support the incorporation of the Monitoring and Evaluation and Quality Assurance standards across RYCOs activities and the projects, by sharing its corporate knowledge on planning, monitoring and evaluating for development results, as well as in micro-finance policy for the management of micro capital grants.

Deliverables:

- Establishment of RYCOs M&E system
- Support the baseline assessment and development of indicators

³ United Nations Development Assistance Framework Guidance



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- Support the drafting of the regional survey with the intention of capturing information that would be necessary for the M&E of the project itself as well as RYCO's work
- Draft an adequate M&E framework for RYCO's supported projects
- Prepare analysis and monitoring reports

Competencies and Critical Success Factors

Core Competencies:

- Leadership, integrity, advocacy, proactive, diplomatic, open-minded;
- Excellent facilitation, team work and networking attitude, capacity building skills and ability to work in a multicultural environment;
- Excellent oral and written communication skills;
- Political and cultural sensitivity and commitment to UN development objectives in the country.

Functional Competencies:

- Sound M&E skills and familiarity with Conflict Prevention and Resolution (CPR) related M&E issues;
- Proven ability to collect reliable, valid and accurate information in an objective way, demonstrated by statistical skills for data collection and analysis, including use of excel and/or other statistical software;
- Practical knowledge of youth analysis, understanding of related issues and of participatory methodologies to enhance contribution from stakeholders;
- Knowledge of international relations and development, issues and project management;
- Good understanding of gender issues in CPR context and skills on conducting gender analysis and M&E in gender sensitive manner.

Required Skills and Experience

Education:

- Postgraduate degree in social sciences, development, economics, business administration, statistics or other related fields is required;

Experience:

- At least 5 years of relevant experience in monitoring and evaluation, preferably acquired within national or international institutions;



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- Experience in M&E of development projects, especially within the UN system or other international development agencies;
- Previous experience in similar assignments, primarily in capacitating institutions in the establishment of a M&E system, and secondly in M&E of reconciliation and youth engagement projects would be considered a strong asset;
- Experience in the WB region and/or in EU accession countries would be considered an asset.

Languages:

- Excellent communication and report-writing skills in English.

Interested applicants are advised to carefully study all sections of this ToRs and ensure that they meet the general requirements as well as specific qualifications described. Incomplete applications will not be considered. Please make sure you have provided all requested materials.

Evaluation of Applicants

Applicants will be screened against qualifications and the competencies specified above.

Technical Criteria – 70% of total evaluation – max. 70 points

- Education in a relevant field – 15 points;
- Experience in monitoring and evaluation, preferably acquired within national or international institutions, and in development projects – max. 25 points;
- Experiences in capacitating institutions in the establishment of a M&E system and in M&E of reconciliation and youth engagement projects – max. 20 points;
- Familiarity with the Western Balkans region, and/or EU accession countries – max. 10 points;

Financial Criteria – 30% of total evaluation – max. 30 points

UNDP applies the 'Best value for money' approach - the final selection will be based on the combination of the applicants' qualifications and financial proposal.

Application Procedure

Qualified and interested candidates are requested to apply by 16th of August 2019, midnight.

The application should contain:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position. Please paste the letter into the "Resume and Motivation" section of the electronic application.



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- Completed and signed **UN Personal History Form (P11)** for Service Contracts (SC) and Individual Contracts (IC) – Blank form [Download here](#).
- **Letter to UNDP Confirming Interest and Availability** - please complete the [attached form...](#)
- **Financial Proposal** - specifying a total lump sum amount (working days, travel, per diems, and any other possible costs) for the tasks specified in this announcement. *Please note that the financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination and any other relevant expenses related to the performance of service, etc.).*

*** Kindly note that Letter to UNDP Confirming Interest and Availability and Financial Proposal are two separate documents and should both be part of your application. Incomplete applications will not be considered.**

How to Submit the Application:

To submit your application online, please follow the steps below:

- Download and complete the UN Personal History Form (P11) for Service Contracts (SCs) and Individual Contracts (ICs);
- Merge your UN Personal History Form (P11) for Service Contracts (SCs) and Individual Contracts (ICs), Financial Proposal Letter to UNDP Confirming Interest and Availability and cover letter into a single file. The system does not allow for more than one attachment to be uploaded;
- Click on the Job Title (job vacancy announcement);
- Click “Apply Now” button, fill in necessary information on the first page, and then click “Submit Application;”
- Upload your application/single file as indicated above with the merged documents (underlined above);
- You will receive an automatic response to your email confirming receipt of your application by the system.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

Due to a large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.