

NATIONAL CONSULTANT FOR EXTERNAL EVALUATION OF PROJECT ACHIEVEMENTS, EFFECTIVENESS AND LESSONS LEARNED

A. Relevance of the project

- Relevance of the project in the overall development agenda of Macedonia (Kosovo).
- Was the project developed to address and did it implement the right things?
- Are the activities and outputs of the programme consistent with the overall goal and objectives of the project?

B. Effectiveness of the project

- To what extent were the objectives achieved?
- What were the major factors influencing the achievement or non-achievement of the objectives?

C. Efficiency of the project

- Were the activities cost-efficient?
 - Were objectives achieved on time?
 - Was the programme or project implemented the most efficient way compared to alternatives?
- This includes overall project organization and processes.

D. Effects and impact of the project

- Effects of raising the awareness of the crisis management issues at central and local level
- What has happened as a result of the programme or project?
- What real difference has the activity made to the beneficiaries?
- How many people have been affected?

E. Sustainability of the project

- To what extent will the benefits of the project continue after donor funding ceased?
- What are the major factors influencing the achievement or non-achievement of sustainability of the project?
- Was there an exit strategy and to what extent did it contribute to sustainability?
- Which products and instruments can be codified and standardized for future and how?

F. Partnerships and coordination

- Who were the partners involved in the design and implementation of the project?
- What value did the different partners add?
- How coherent was the project/programme with the development agendas of the different institutions involved and how did this affect the project/programme (positively and negatively);
- What were the key factors contributing to building good partnerships?
- Are the municipalities the best vehicle to approach and implement cultural policies as designed with the project?

G. Cross-cutting issues

- To what extent did the project take the gender dimension into account?
- Did the project consider a rights-based approach?
- Was the overall project model and approach to addressing cultural needs fair and based on equal opportunities?

H. Recommendations

- Exit strategies to ensure sustainability
- Identification of potential organizations/agencies to further support the intervention if needed

Reporting plan

The Consultant shall report to the Project Manager at PAC Multimedia. S/he shall closely cooperate with the project team and the beneficiaries from the municipalities. In addition, The Consultant will meet with Consultant chosen from ODA side to discuss the findings in Macedonia and Kosovo and compile integrated report on the project.

Deliverables

The consultant is expected to deliver the following products:

1. Analytical report containing the (comparative) findings and recommendations for the project implementation in Macedonia, latest by 31st of May 2012.
2. Integrated analytical report containing the (comparative) findings and recommendations for the project in both countries, latest by 15th of June 2012.

Annexes to the evaluation report:

- Terms of Reference for the evaluation
- Evaluation matrix
- Timetable
- List of individuals interviewed and of stakeholder groups and/or communities consulted
- List of supporting documentation reviewed
- Research instruments: questionnaire, interview guide(s), etc. as appropriate
- Project logical framework
- Specific monitoring data, as appropriate
- Summary tables of progress towards outputs, targets, goals – referring directly to the indicators established for these in the project log frame
- Short biographies of the evaluators.

Communication

During the fulfillment of his/her works, the Consultant shall ensure regular communication and exchange of findings with PAC Multimedia prior to the delivery of expected results. The Consultant shall ensure quality and timely deliver the expected results and will inform the Project Manager for the processes and the expected result. Expected results have to be accepted and approved by the Project Manager.

Organization of the planned activities and events (meetings, field visits, presentations etc), shall be responsibility of the Consultant and logistical support/costs has to be envisaged and shall be included in the lump sum amount of the offer.

The relevant documentation and baseline information shall be provided by PAC Multimedia (ODA) and shared with the Consultant in advance.

Ownership

The produced materials shall be property of ODA, PAC Multimedia and SCP, meaning that ODA, PAC Multimedia and SCP shall hold the copyrights of the developed documents. All produced documents shall be used by ODA, PAC Multimedia and SCP in accordance with their needs and viewpoints and without consulting and approval of the Consultant.

Competencies

- Competencies: Excellent analytical skills and knowledge of Excel.

Required Skills and Experience

- Academic Qualifications: Master of Science in the field of social sciences. PhD is an asset.
- Professional Experience: More than 10 years of working experience in evaluation and assessments conducted in the areas of local development, evaluation of strategies and policies for development, policy research and analyses with relevant knowledge of the concept of cultural development.

Evaluation of offers

The offers will be evaluated based on the Best value for money principle taking into account a combination of the applicants' qualification and financial proposal (70% technical and 30 % financial offer). When using this weighted scoring method, the award of the contract should be made to the consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Only the highest ranked candidates who would be found qualified for the job will be considered for the Financial Evaluation.

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

- Master of Science in the field of social sciences (PhD is an asset) – max points: 20
- At least 10 years of evaluation experience – max points: 50

Financial Criteria - 30% of total evaluation

APPLICATION PROCEDURE

The Consultant is expected to provide the following:

CV with key references, description of evaluation methodology (on no more than 3 pages) and the financial offer (inclusive for all costs occurred during the evaluation period including VAT) to the following e-mail address: info@multimedia.org.mk with subject: NATIONAL CONSULTANT FOR EXTERNAL EVALUATION, latest by 15th of April 2012.