***Terms of Reference***

**Background**

Community Building Mitrovica (CBM) is a local non-governmental organization (NGO) operating in the field of peace and community building in the wider region of Mitrovica and Kosovo. The overall aim of CBM is to facilitate contact and dialogue between citizens in the whole of Kosovo, by supporting many concrete projects which address the direct needs of the local communities. CBM’s staff consists of devoted citizens – both Kosovo Albanians and Kosovo Serbs – who grew up in this region and want to restore the previous confidence and even friendship that war and politics have destroyed. The work of the past years has gained the organization a strong reputation on both sides of the Iber/Ibar river.

CBM is looking for an Expert on Monitoring, Evaluation, and Learning within the five-year-long, Reconciliation and Conflict Transformation Activity, which is implemented in partnership with New Social Initiative from North Mitrovica and Youth Initiative for Human Rights and supported by the American People through USAID.

**Overall Objective of the Reconciliation and Conflict Transformation (RCT) Activity**

The overall objective of the Reconciliation and Conflict Transformation (RCT) Activity is to transform existing conflicts and build peace, predominantly among majority ethnic Kosovo Albanians and minority ethnic Kosovo Serbs. The RCT Activity is helping communities on the individual level by assisting in a better mutual understanding of the differences and emphasizing joint strengths, as well as on the policy level, where the impact of the RCT Activity is influencing amending policies that are addressing reconciliation processes among divided communities. More so, socioeconomic value is assisting local communities with social innovations that address societal challenges whereas the local economy stakeholders are benefiting from the promotion of public-private partnerships. From the media promotion aspect, the RCT activity is helping communities stimulate sharing of their diverse values.

**Purpose of Engagement**

As MELP presents a key area within the successful implementation of the RCT Activity, the MELP expert will review the team’s current practices and analyze areas for improvement within the project to enable proper quality assurance mechanisms in the long term. Building on existing tools/processes and USAID MELP guidelines, and in alignment with the responsibilities of the current RCT Team, the expert will provide assistance to ensure that the activity will be properly monitored by the staff and that all needed tools for the processes of evaluation, learning, and planning are adequately integrated into the periodical routines of the activity.

**Main Duties and Functions**

* Analysis of the current state of RCT MELP plan and development.
* Provide expertise to the RCT team and other stakeholders on analysis, design, monitoring, evaluation, adaptation, and planning in relation to the activity goals.
* Provide insights into any potential shortcomings that currently may affect the proper development and population of the MEL plan.
* Identify key areas that need to be addressed for the proper implementation of MELP into the RCT Activity.
* Map local expertise available to support field monitoring and evaluation tasks.
* It may include assistance with indicator selection, monitoring approaches, data quality, evaluation design and implementation, and leading or participating in program reviews and assessments.
* Incorporate recommendations from evaluations and technical, contextual, and experiential learning into design and management processes.
* Coach the current Communications and MELP Officer to enable effective in-house MEL approaches and problem-solving when necessary.
* The request for additional monitoring activities, as deemed necessary.

**Role and Deliverables of the Expert**

* Desk Research and consultation with RCT/CBM staff.
* Review and analyze the current state of the RCT Activity MEL plan.
* Meeting the timeframe and deadlines agreed upon with CBM.
* Inception report outlining the main findings of the expert’s desk research of the current state of MELP within the RCT Activity.
* Coach and Train CBM relevant staff members to enable successful in-house MELP activity implementation.
* Create a report providing recommendations, insights, and quality assurance tools for effective MELP activities at the RCT activity.

**Timeframe & Coordination**

This assignment is expected to require approximately 15-20 consultancy days, but CBM is open to hearing other time estimates from applicants. The assignment should start as soon as possible and be completed within a 3-month period with the possibility of an extension.

The consultant(s) will work closely with the CBM staff, which will supervise the consultant’s work, progress, and deliverables. The progress will be assessed on a regular basis so that any required adaptation can be agreed upon in a timely manner. Ideally, this assignment would require face-to-face workshops with the CBMs’ team in Mitrovica. However, this will need to be confirmed in line with any pandemic-related restrictions.

**Requirements**

Individuals with the following skills and requirements are encouraged to apply for this call:

* Bachelor’s degree, or preferred master’s degree.
* 3+ years of relevant experience in one or more of the following areas: monitoring, evaluation and learning, knowledge management, organizational learning, and/or strategic learning.
* Experience on MELP with USAID Activities, projects and programs.
* Must have experience in qualitative and quantitative monitoring and evaluation approaches and methods.
* Experience with Knowledge of MS Office Suite programs (including Excel, Word, and PowerPoint).
* Outstanding problem-solving, decision-making, and good judgment skills are required.
* Excellent written and oral communication skills.

**Deadline and submission of expression of interest**

If you are interested in applying for our call and meet the criteria, please send us your application via email at procurement@cbmitrovica.org with the subject heading “RCT/MELP Expert” no later than 24.03.2023 (COB -16:00 CET). Your application package should include:

* Expression of interest indicating your understanding of the assignment and relevant skills and experiences in the field of MELP.
* CV.
* Proposed methodology and related timeframe. In case you are applying as a team of consultants your methodological offer should also clarify how you will divide the work.
* Financial proposal comprising detailed quotation for the assignment, showing working days and expected fee, availability as well as travel costs from place of residence to Mitrovica and back.
* Contact details of two references/previous clients that can comment on your ability and skills with MELP commitments.

Incomplete proposals shall not be considered for further process. Proposals received after the exact time specified for receipt of the offer shall be considered late and shall not be evaluated.