**Call for Proposals: Evaluation Civil Society Catalytic Fund**

**[Phase I]**

**Background**

The Inclusive Development Program is a 3-year program, implemented by UN-Habitat, Community Building Mitrovica (CBM) and PAX in Mitrovica region in northern Kosovo from 2018-2020. Its overall goal is to ‘foster inclusive development and good governance in northern Kosovo through support to integration in Kosovo’s planning framework, with strong democratic oversight, local-central dialogue, and inter-municipal cooperation.’

The specific program component goal for CBM is to ‘Increase local government transparency, responsiveness and accountability through civil society mobilization and public dialogue.’

CBM facilitates coordination and exchange of civil society organizations in Mitrovica region by hosting meetings for the Mitrovica Region Monitoring Team (MRMT), bringing together about 20 civil society organizations on a monthly basis. As part of the capacity building activities, MRMT members are given the opportunity to join workshops and on-the-job trainings on topics identified by the MRMT.

As part of civil society exchange and cooperation, the Civil Society Catalytic Fund (CSCF) was developed to stimulate effective and innovative civil society action in northern Kosovo, with a strong focus on collaboration between organizations representing diverse communities.

**Civil Society Catalytic Fund in brief:**

* Funded projects will strengthen civil society efforts to increase local government citizen participation and accountability, with activities including public mobilization, state-citizen dialogues, monitoring and reporting on local government performance, local policy research and analysis, and development of specific citizen participation and accountability measures within municipalities;
* Project proposals are solicited during 1-2 competitive open calls, and preference given to projects promoting north-north and / or north-south cooperation or cross-community contact and confidence-building;
* Grantees will be expected to contribute 10% or more of the total budget;
* CSCF allocations will be determined by a 9-member independent review panel consisting of representatives of municipalities, MRMT, MESP and MLGA, donors, UN-Habitat, PAX and CBM (acting as chair);
* Technical advice, knowledge-sharing, and resource-pooling will be facilitated by programme personnel.

Initiated in May 2018, the first round of CSCF grantees implemented three projects. CBM now wants to evaluate this process and projects, in order to learn and improve practice. In addition to the CSCF round-1 process and projects, also the functioning and capacity building of MRMT is to be included in this evaluation.

**Based on the above, the terms of reference for the assignment is as follows:**

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| **Title** | Evaluation of CSCF-1 process & projects + MRMT capacity building |
| **Overall purpose** | Drawing lessons on how to support and sustain cooperation, exchange and joint action among civil society in Mitrovica region |
| **Scope of evaluation** | **(A) CSCF**   * Grant process CSCF-1(looking at guidance, support and monitoring) * Impact of achievements of 3 projects on 5 criteria;   1. state-citizen dialogue   2. citizen participation   3. publications/ materials produced   4. sustainability; catalytic effect?   5. inter-ethnic exchange * NGO/CSO cooperation under CSCF   **(B) MRMT**   * NGO/CSO exchange & cooperation under MRMT * MRMT: capacity building of CSOs |
| **Tasks** | Under the supervision and in close co-operation with CBM, the Consultant will implement the following tasks:   1. Creation of the evaluation methodology 2. Desk-study of CSCF materials 3. Interviews with Project Team (CBM staff + CAA’s) 4. Interviews with (5) CSCF grantees (3 lead applicants and 2 co-applicants) of 3 awarded projects 5. Interviews with relevant municipal representatives 6. Interviews with beneficiaries in the relevant municipalities 7. Interviews with MRMT 8. Draft + final report writing |
| **Period** | 3 months; mid-September to mid-December 2019 |
| **# Days** | # Days preparation: 3  # Days evaluation in field 8-10  # Days report writing 3-5  Total: 14-18 (max.) days |
| **Deliverables** | * Work plan * Evaluation report with recommendations (max. 10 pages) |

**Requiredqualificationsand skills**

* University degree, e.g. in Social Science or other relevant field;
* At least 5 years demonstrable experience in Monitoring & Evaluation of projects;
* Knowledge of and experience in working cross-community in the Kosovo context;
* Solid familiarity with civil society sector in Kosovo;
* Demonstrated high level of professionalism and ability to work independently and respecting deadlines;
* Proficiency in both Albanian and Serbian is considered an added value;
* Excellent inter-personal communication skills;
* Proven and demonstrated broad knowledge of and ability to utilize M&E principles, methods, techniques and systems;
* Experience in work with international CSOs and/or donor organizations will be considered an advantage.

**How to respond:**

**To apply for this assignment, share the following information:**

* **methodology of work + estimated timeline**
* **budget**
* **CVs of evaluator(s)**
* **List of references**
* **Examples of evaluation experience.**

**Additional information might be asked.**

**Please send your application by Thursday 5th September COB to:**

**Community Building Mitrovica:** [**procurement@cbmitrovica.org**](mailto:procurement@cbmitrovica.org)

Opening for applications: 30th July – 5th September 2019

Selection of evaluator: 12th September

**Starting not later than 23rdSeptember**