

**Call for Proposals for:
Final Evaluation**

(Project: “Rural Income Generation Support” / Kosovo)

A. Call for Proposals

Caritas Switzerland [hereafter Caritas or CaCH] is looking for proposals from Consultants [hereafter referred to as *the Consultant*] in line with the following Terms of References (TOR).

Offers should include:

- proposal with incl. a critical analysis of project objectives and TORs; the proposal must include a concept incl. envisaged methodology and detailed work schedule
- a financial proposal with proposed daily rates
- CV and brief outline of relevant experiences

Deadline for submission of offers is **26 March 2018**. Please send your offer to bih@caritas.ch

B. Terms of Reference

1. Purpose of Evaluation

The consultant shall conduct a final evaluation with a learning focus.

- a) The **overall purpose** of the evaluation is to analyse the implementation of the project against the background of the overarching project *vision* “*to ensure socio-economic development, increase livelihood opportunities for farmers and strengthen farmers associations*”.
- b) The evaluation shall **also provide** conclusions and potential recommendations in respect of a (tentative) next project phase.

In particular, the evaluation shall review and analyse:

- the socio-economic progress of households in the project regions
- the capacity, functionality and sustainability of local producer associations and the cooperative established with CACH facilitation and support in 2017
- the value chains and its main actors such as nurseries, producers, wholesale buyers, processors, traders, transport, agricultural pharmacies, advisory service providers, micro credit organisations etc.
- establishment of food safety and quality (IP, organic) standards and policies

In particular, the evaluation shall draw conclusions – and produce recommendations – on the following aspects:

- lessons learned and best practices
- conclusions and recommendations to improve quality and impact of a tentative follow-up project
- institutional and financial sustainability

- opportunities for innovation to enhance effectiveness

2. Short Background Information

Since 2009, Caritas Switzerland runs an agricultural income-generation program in two municipalities in Kosovo. The current project “Rural Income Generation Support” (hereinafter referred to as RINGS) started in July 2015, was foreseen to run until June 2018 but will be extended until March 2019. A follow-up project shall be developed for subsequent implementation.

The current project planned to increase the number of beneficiaries and professionalise the structure, organization and performance of producer associations; the recently established cooperative; as well as the extension services. It is in line with Kosovo’s “National Agriculture Strategy 2020” and closes gaps not tackled by the government or needing reinforcement on local an/or regional level.

The overall project goal is to contribute to sustainable rural development, to improve the economic situation in the region (“regional development”) and thus help mitigate emigration pressures in the project areas (Zhupa Valley/Prizren municipality; Shterpce; Dragash).

To secure a better quality – and better price – the products are intended to be labelled with IP standard for berry and BIO standard for honey. Economically, this project is of considerable relevance for the region and offers alternatives to emigration. Caritas cooperates with local administrations and with the ministry of agriculture of Kosovo.

The berry sector continued to develop in the target project areas. According to the records of the national berry association, currently there are about 1,600 raspberry producers with a total of 1800 ha planted with the overall production capacity of 14,000 tons. At the moment, Kosovo has ca. ten registered companies with approximately 8’000 tons of storage capacities; investments for further expansion are ongoing.

Nevertheless, 2016 and 2017 were very challenging for most actors in the berry sector. CaCH authored a market study aiming at defining the global, EU and regional trends in production and trade.

Developments in beekeeping and honey production were solid. Presently, the two beekeepers’ associations included in the project (Zhupa Med and Sarki Roj) have 95 active members with around 2650 beehives.

3. Overall project goals and specific objective

Overall Goal: Sustainable improvement of living conditions and income generation of the farmers in the Zhupa Valley of Prizren and Shterpce municipality; offer alternatives to migration by promoting favourable economic development conditions.

Specific Objectives:

- To generate new agriculture income, increasing production, processing and marketing of honey, berries and medical herbs.
- To strengthen local producer organizations, to enable them to deliver professional training, establish the advisory and marketing services and to become sustainable
- To establish berry plant nursery and local production of seedlings, to increase the cooling/freezing storage capacities and to produce honey bees’ societies, royal queen bees and secondary honey products.

- To establish a regional berry producers' association and cooperatives in order to attain local and national recognition
- Production of Berries, Honey and medicinal plants is standardised

4. Evaluation Questions (scope and focus)

The evaluation shall cover all components of the current phase. It shall be performed home-based and with on-sight mission to Kosovo. It shall include interviews and interaction with farmers/households, associations, cooperatives, (private) value chain actors/stakeholders, authorities, academia/research as well as CaCH staff.

In particular, the evaluation shall **provide clear and concise positions to the following questions:**

4.1. Relevance

The extent to which the objectives are consistent with beneficiaries' requirements, country needs, and partner as well as donors' policies.

- a) Are the activities and outputs of the project consistent with the overall goal and the attainment of its objectives?
- b) Are the activities and outputs of the project consistent with the intended impacts and effects? Are they realistic?
- c) Are the activities a relevant way for strengthening the farmers and their organisations (producer associations, cooperatives) in the market system, and thus for increasing their livelihood opportunities and income?

4.2. Effectiveness

The extent to which the objectives were achieved, or are expected to be achieved, taking into account their relative importance.

- a) What has been achieved in respect of the planned intervention? What not?
- b) What were the major factors influencing the achievement or non-achievement of the objectives?
- c) What additional activities have been implemented, or are in process of implementation, that were not initially planned?
- d) How successful was the local fundraising, stakeholder management, networking with partners and potential donors? What were extraordinary successes?

4.3. Efficiency

Are resources/inputs (funds, expertise, time, etc.) converted to results in an economically sound way?

- a) Were activities cost-efficient?
- b) Were objectives achieved on time?
- c) Was the project implemented in the most efficient way compared to alternatives?
- d) What is the quality of implementation with reference to staff, planning, organization, community involvement, etc.?

4.4. Outcome and Impact

Positive and negative, primary and secondary long-term effects produced by the intervention, directly or indirectly, intended or unintended.

- a) What has changed as a result of the project: the likely or achieved medium and long-term effects of an intervention's outputs (socio-economic progress, prevent migration, improve women's role in production, society and family).
- b) What real differences have the interventions made to the farmers?
- c) How many people have been affected?

4.5. Sustainability

The continuation of benefits from a development intervention after major development assistance has been completed. The probability of continued long-term benefits. The resilience to risk of the net benefit flows over time.

- a) To what extent will the benefits of the project continue after donor funding ceases eventually?
- b) What were the major factors, which influenced the achievement or non-achievement of sustainability of the project?

4.6. Coherence, complementarity and coordination

- a) Coherence with government policies and legislation?
- b) Complementarity: How far is the project complementary to the policies pursued by the Government at the different levels?
- c) Coordination among the regional partners, other program actors or (I)NGOs?
- d) Synergies between different stakeholders?
- e) Harmonisation among donors, harmonise operational procedure and reduce transaction costs?

5. Evaluation Methods and Process

- While maintaining independence/neutrality, the evaluation will be carried out using a participatory approach, which seeks the views and inputs from all beneficiaries and stakeholders.
- Different project levels such as organizational level and field level should be adopted by the Consultant.
- The evaluation process shall include interviews and focus group discussions with representatives of the farmers, associations, the cooperative, traders/purchasers/processors, service providers (advisory, finance, and inputs), authorities, research, international NGO/Donors.
- The Consultant will review and analyse existing project documents provided by CaCH like annual reports, earlier evaluations, monitoring data, country program, IC strategy...
- The evaluation shall be carried in compliance with the DAC Quality Standards for Development Evaluation.

6. Deliverables

- The Consultant must produce an evaluation report in English presenting the results as defined in the ToRs.

- The report shall provide findings (statement of facts), conclusions and recommendations.
- The report must include an executive summary (max. one page A4) with key findings, conclusions and recommendations.
- In a debriefing following the on-sight evaluation mission, the consultant shall present the preliminary conclusions, recommendations, tentative questions and problems (short PPT presentation).

7. Timeline/Schedule

The assignment shall be carried out in April May 2018 with the following *preferred* schedule and deadlines (negotiable):

- Invitation for offers & publication: 12 March 2018
- Deadline for submission of offers: 28 March 2018
- Selection & contracting, tent. TOR review 06 April 2018
- desk review by 22 April 2018
- field mission & debriefing workshop 23 – 29 April 2018
- Draft report 13 May 2018
- Final Report: 01 June 2018

Duties and Responsibilities	Days/Person
Preparatory phase (desk review & mission prep.)	5 working days
Field mission, debriefing & travel days (2 x 0.5 days)	7 working days
Draft report	3 days
Finalisation of report	2 days

8. Required Qualifications of the Consultant

1. Specific professional background/ knowledge in agriculture, value-chain development, micro credits, organisational development and evaluation and strategic planning process
2. Significant experience in similar assignments and relevant fields required
3. Relevant experience in developing and emerging countries, experience in the Balkan region preferred
4. Familiarity with the context of Kosovo or the Balkans an asset
5. Languages: English, knowledge of the local language and German an asset

9. Roles, Responsibilities and Payment Conditions

Obligations of Caritas

1. Consultant fee: agreed directly between Caritas Switzerland and the Consultant
2. Travel to and from mission destination and home location as well as boarding and lodging are covered by Caritas Switzerland directly; additional expenses by the consultant, if relevant, shall be evaluated for reimbursement against bills and receipts presented by Consultant

3. Local travelling, administration, communication and tentative workshop costs are covered directly by CaCH. Additional expenses by the consultant, if relevant, shall be evaluated for reimbursement against bills and receipts presented by Consultant.
4. CaCH is offering a car and driver as well as necessary translation services during the field mission.

Obligations of the Consultant

The Consultant shall:

1. Execute all tasks specified above;
2. Adhere to proposed methods and work schedule or immediately inform the in the contract specified contact person in case of needed adjustments;
3. Submit the above specified deliverables on time.

Conditions for Payment

1. The payment shall be effected according to number of days worked;
2. The payment is due upon approval of the final report and carried out planning workshop;
3. The Consultant shall be responsible for all his/her insurances and taxes;
4. In case the quality of the work of the Consultant does not satisfy Caritas, Caritas reserves the right to terminate the contract. The remuneration will be adjusted to the number of days worked;
5. Caritas reserves the right to cut the remuneration if the report is not delivered in time or is of unsatisfying quality;
6. The parties strive to solve potential disagreements amicably;
7. In case the parties do not reach an amicable solution, the case shall be referred to the court of Lucerne/Switzerland.

10. Mandator

The evaluation is to be carried out under the mandate Caritas Switzerland. The mandator must be informed about upcoming difficulties and adaptation of the evaluation.