**Terms of Reference (ToR) for the an external project evaluation of Diakonie Training Center (DTC), Mitrovica, Kosovo**

**“Qualification and strengthening competences of young people in Kosova”**

1. **Introduction**

DTC is a non-profit association registered and active in Kosovo. DTC runs a vocational training center in South - Mitrovica, the poorest town in Kosovo. The vocational training center was founded in year 2000 with donations from Kindernothilfe Duisburg (KNH).

DTC is offering professional trainings in the following fields:

- Dry Construction,

- Tiler,

- Hydro installation,

- Electrical Installation,

- Central Heating,

- Wood Construction,

- Tailoring,

- Hairdresser,

- Service of house appliances and

- English Language.

Candidates are normally taken from 16 years on. DTC has one Memorandum of Understanding with the Municipality of Mitrovica and cooperates with the Ministry of Education.

Since 2013 DTC cooperates also with Bread for the World in Germany. The current cooperation project (E-KOS-2021-0174) lasts from July 2021 till June 2024 (project title “Qualification and strengthening competences of young people in Kosovo“).

The goal of the project is to improve the economic and social perspectives of young people in the Mitrovica region.

The project can be divided into two components:

Improvement of employability of young people through vocational training and job mediation. This project component is implemented by the Diakonie Training Center and includes a building component (Aim 1 and Aim 3 below).

1. Reconciliation between youth in Mitrovica and empowerment of young people to participate actively in their society in a democratic and tolerant way through youth work. This project component is implemented by the Youth Center of Diakonie Kosova, a sister organization of DTC (Aim 2 below).

There are defined project indicators which should be assessed in the external evaluation as well:

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| --- | --- |
| Aim 1: At least 560 young people in the Mitrovica region will be integrated into the labor market within the project period. | 1.1 At least 1.400 young people (approx. 20% women) have successfully completed their training at the DTC. |
| 1.2 At least 40% of the graduates (is equal to 560 people) are employed 6 months after completing their DTC vocational training (i.e. employment after a probation period, seasonal employment, self-employment. The graduates of the last six months are not included in the monitoring). |
| Aim 2: Young people from different ethnic and religious groups get involved for social issues in Mitrovica. | 2.1 Young people (50% of whom are women) from at least three different ethnic and religious groups participate in the activities of the youth center. |
| 2.2 By the end of the project, at least ten recommendations of the Youth Forum on the topic of youth policy had been taken into account in the work of the relevant authorities in Mitrovica. |
| 2.3 At least 150 participants of the workshops and trainings of the youth center (of which at least 40% are women) implement their own actions on relevant social issues. |
| Aim 3: The newly constructed building helps strengthen the sustainability of DTC's future work. | 3.1 At least 250 new trainees and 40 new children (in the kindergarten) used the newly constructed classrooms until the end of the project. |
| 3.2 At the end of the project, DTC energy expenditures (entire facility) have decreased by approximately 40%. (The basis for the comparison is the average expenditure for the last year before the start of the project (July 2020-June 2021) and the average expenditure for the last year of the project (July 2023-June 2024). |

Other stakeholders of DTC are: Knauf Company, REHAU Company, Terre des Hommes, Training Center Don Bosko, Ura 2, Military service, German Embassy (Prishtina).

Our main donors are Bread for the World (BfdW) and Kindernothilfe (KNH).

1. **Cause and objective of the evaluation**

BfdW is a relevant financing partner of DTC and has required the external evaluation, after supporting the program since 2013. The work of DTC has been evaluated in the framework of earlier cooperation with other donors. However, DTC has no prior evaluation experience based on the OECD/DAC criteria.

The purpose of this evaluation is to get systematic inputs for further improvement and learning of DTC, according to possible changes of frame conditions/environment. The evaluation process should be based on OECD/DAC criteria and focused on two key points:

* Is the project successful in the terms of the OECD/DAC criteria?
* Which changes have to be considered for the further development of the project?
* The final report should include addressed recommendations.

These recommendations will be relevant for the preparation of the next project proposal to BfdW.

The results of this evaluation will provide an important input for project steering towards the achievement of the expected outcomes and impact. Also, it will contribute to the learning of the DTC team members, as well as to the learning of other key stakeholders involved. The results will be used by the board and the management of DTC. They will also be discussed with the teachers, in order to support their learning process. Finally, it will be important for BfdW and other organizations which support DTC or could be supporting it in future.

1. **Key questions**

🢡 Relevance

* Are the trainings offered by DTC adapted to the real needs of the enterprises/market?
* Are the project services and objectives relevant, also considering vulnerable groups?
* How relevant are the trainings for the integration of the students into the labor market?
* How well is gender balance considered in the project and in the trainings?
* What is the DTC strategy to include vulnerable groups into the trainings? Is this strategy adequate?
* How much is the work of DTC aligned with the regional and national policies and strategies, as well as donor strategies?
* What means reconciliation in Diakonie Kosova and Diakonie Training Center ?
* How is reconciliation also under the gender aspect implemented in the two organisations?

🢡 Effectiveness

* To what extent are the objectives and the indicators achieved?
* Is the education effective enough, that students can start their own business, get an internship and/or an employment?
* Do the students (including gender and people with disabilities) find an adequate job after the trainings? Can they earn enough money in order to be able to live in Kosovo?
* Are the project objectives and the indicators realistic, taking into account the social and economic situation in Mitrovica region?
* Are the selection criteria for students adequate in order to achieve the objective?
* How much does accreditation of the vocational training courses influence the achievement of the project objective?

🢡 Efficiency

* How adequate is the relation between the results of DTC and the resources/costs spent (including the building component)?
* Are the processes of DTC organized in an efficient way (e.g. administrative and educational processes, the monitoring system, the tracking of the students once they finish their training, the accreditation)?

🢡 Impact

* Is the project contributing to the improvement of living conditions of the beneficiaries, including vulnerable groups?
* Does the project contribute to the inclusion of vulnerable groups in society?
* In how far does the project contribute to creating better perspectives for young people to live and work in Kosovo?
* Are there any other positive or negative changes DTC is contributing to?

🢡 Sustainability

* To what extent can activities, results and effects be expected to continue after donors involvement has ended?
* Are built capacities likely to be sustained and not endangered by e.g. staff turnover etc.?
* How relevant is the building component as regards the future sustainability of the activities / results / effects?
* How many students who initiated a start-up or got employment earn continuously money? Are the start-ups/employments sustainable on a mid/long term perspective?
* Are the professions selected for the trainings required by the labor market in the next years?
* How sustainable is the cooperation with the enterprises and other partners?
* How likely it is that the municipality’s support (financial, property) continues?
* What is the chance that the state will consider DTC experiences as a best practice? What could be the benefits for DTC in this case?

1. **Evaluation design/methods**

They following stakeholders should be involved / considered in the evaluation:

* DTC team and coordinators
* Teachers of the training courses, considering gender aspects and minorities
* Different groups of students (considering gender and minorities): students attending trainings; new interested candidates; students who finalized and have got/still not have got a job
* National Authority for Accreditation
* Director Department of Education, Mitrovica municipality
* Director and selected teachers from the municipal technical school
* Selected enterprises, considering old partners and new partners, e.g. Knauf , Rehau, Safatex, , Germancolor, , Bunjamini,
* Cooperation partners in Prishtina and Mitrovica, e.g. Don Bosco,
* Senior Expert Service experts who have worked with DTC (some could be interviewed by phone in Germany),
* Protestant military service / Evangelische Militärseelsorge
* Ev. Landeskirche Düsseldorf
* BftW and KNH

Documents to be handed over to the evaluator (partly to be translated):

* Project proposal
* Progress reports from the last three years
* Monitoring plan and monitoring tools (e.g. questionnaires, final test, list of certified participants, etc.)
* Protocols of open door events
* General information on DTC (objectives, organization chart, etc.)
* Agreement with Municipality
* Agreement with Knauf
* Documentation regarding accreditation
* General information (studies, analysis) on social, political and economic environment
* Material for public relations (success stories etc.)
* SES expert reports with recommendations
* KNH report of the consultancy on possibilities for financial sustainability of DTC

Methods that could be used during the evaluation:

* Meeting and discussion with DTC team
* Interviews with selected stakeholders (authorities, enterprises)
* Direct observation of trainings
* Visits to selected start-ups
* Focus group discussions with students and teachers
* Analysis of documents
* Asking citizens in the street about their opinion concerning DTC
* And other appropriate methods suggested by the evaluator.

The evaluation language will be English. For the interviews and focus group sessions an independent translator will be provided whenever needed.

A group of two or three DTC staff will be in charge of supporting the evaluator during the whole process, in order to clarify upcoming questions on time.

1. **Process of the evaluation/time frame**

Draft agenda of the evaluation, time frame is approximately:

* Open call until 5 October
  + Selection of evaluator by 11 October
  + Signing of contract by 18 October

Kick-off meeting / clarification meeting(ZOOM Meeting): 02.11.2023

Inception Report outlining methodology etc. by 15 November

Field phase in Kosovo until mid-December

Draft report by mid-January

* + Final report by end of January

Expected working days for the evaluation are around 18days, including preparation, field work and reporting phase.

1. **Expected products**

The following products are expected from the external evaluation:

* Short inception report on methods to be applied and proposal on how to organize the agenda of the evaluation (maximum 3 pages)

Draft report by mid-January

* Final report by end of January

The evaluation report should be prepared in accordance with the standards identified in these terms of reference.

**Structure for the evaluation report**

**Cover sheet** with

* Project title
* Project number
* Implementing organisation
* Evaluator (author)
* Report date
* Region/country
* Project period

**Table of contents**

**List of abbreviations**

**Summary**

* Short presentation of the subject matter of the evaluation, including key framework conditions
* Brief information on the evaluation: Cause and objective, assessment period
* Key findings
* Key recommendations

**1. Short description of the subject matter of the evaluation**

* Project (idea, target group, formulated objectives)
* Implementing organisation, term, donors

**2. Framework conditions (only as far as relevant to the subject matter of the evaluation)**

* Political, economic, ecological, societal and socio-cultural factors
* Risks to project success
* Relevant activities of other organizations (private-sector companies, government actors

**3. Description of the evaluation and the methodology used**

* Timing of the evaluation within the course of the project
* Methodology
* Groups of people involved, number of participants
* Potential difficulties in conducting the evaluation and how the evaluator dealt with them

**4. Results**

* 4.1 Relevance
* 4.2 Effectiveness
* 4.3 Efficiency
* 4.4 Impact
* 4.5 Sustainability

**5. Recommendations (based on findings, realistic, specific and addressed)**

**6. Appendix**

* Travel and working procedure
* Sources (discussion partners, documents etc.)
* Terms of Reference

All the reports are to be provided in English language in digital form, to the project coordinator and administrative assistant: [**administration@dtc-kosova.com**](about:blank)**; lavdimzeqiri@gmail.com**

1. **Key qualifications of the evaluators**

The evaluator to be selected should have the following key qualifications:

Significant experience with evaluation processes of international development projects according to the OECD/DAC criteria (if possible co-financed by BMZ or other government)

Professional experience with projects in the fields of youth work, education, professional training, as well as peace building / conflict transformation

* Cultural competence and sensitivity, if possible experience in South East Europe
* Excellent English skills (speaking, listening, writing)
* A team is not necessary required, but recommended in many cases.

1. **Content of the evaluator’s offer**

The evaluator’s offer should contain:

* CVs of all evaluators involved (in case of an organization: also the profile of the organization)
* Technical proposal: Short explanation and justification of the methods to be deployed and a proposal for the agenda of the evaluation.
* Two references from other organizations with which the evaluator worked.
* Financial proposal (complete cost estimate that includes both, the fee as well as any ancillary costs to be incurred, such as transport, accommodation, taxes, fees and costs of workshops in the scope of the evaluation etc.)
* The deadline for the submission of the offer is till 05. 10. 2023.