

**Request for offer of services:  
“Expert for Monitoring and Evaluation”**

**Association "Unë, Gruaja"**

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**Type of Contract:** SERVICE PROVIDER – Expert for Monitoring and Evaluation - project “Local & cross-border actors work together in the environmental protection of the Prespa -Ohrid region.”

**Available Fund:** 900 euro

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**Issuing Date:** 08.05.2024

**Deadline for applications** 15.05.2024

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**1. General information about “Unë, Gruaja”**

“Unë, Gruaja” is a non-profit organization, registered in 2003 by Tirana Instant Court. The mission of the organization is to empower women and youth in the Pogradec - Korça area through provision of services and coordinated psychological and legal support, advocacy, public awareness, citizen engagement, and environmental protection.

The association is recognized as a leader in the region regarding women’s issues and gender equality and has several years of experience in the implementation of various actions on good governance and civic participation, leadership, environmental protection and gender equality, participation in local decision-making; monitoring of local government’s policies and decision making from gender perspective; advocacy and lobbying at local level; public hearings; environmental campaigns, etc.

**2. Purpose of the Service**

The Association "Unë, Gruaja" Pogradec (UG) is implementing of the project “Local & cross-border actors work together in the environmental protection of the Prespa -Ohrid region" which has the main purpose to strengthen the conservation capacities of the regional community through the sharing of best practices, knowledge, and joint actions among actors across the Local Ohrid Region (LOR).

During the implementation of the project, a Monitoring and Evaluation expert is required to monitor and assess the achievement of the project results through the accomplishment of the set goals and objectives foreseen in the Project Work Plan.

It will also enable UG to determine whether the available resources, capacities are sufficient and appropriate and are being well used, doing what UG planned to do and keep the work on track:

- The expert will undertake/conduct an external evaluation to assess the project' results in terms of effectiveness, impact on the target group, efficiency and sustainability in order to improve project implementation. The mostly used assessment tools will be questionnaires, interviews and meetings with target groups and stakeholders.
- The expert will draw findings, conclusions, lessons learned and recommendations from the action to provide UG with specific ideas for a way forward in terms of addressing weaknesses and building on strengths to assess the quality and impact of the action, achievement of goals, objectives and results planned.
- The expert will monitor and track the effects that the results have on men and women and involvement of young people in the project.

The expert is required to work closely with “Une, Gruaja” project staff, representatives of the Local Action Group and member of transboundary Network. Access to these key stakeholders will be provided to the expert from the project team.

### **3. Frame of engagement**

1 (one) Expert is required for the period May –August 2024

### **4. Specific tasks and responsibilities:**

The M & E Expert will work within an integrated, coordinated, and systems strengthening approach. The primary roles of the M & E Specialist are:

- Track the project result framework implementation.
- Prepare an M & E assessment.
- Set of recommendations for improvement of UG work in the 2 following years of the project.
- Conduct capacity assessment on existing internal monitoring and evaluation system and develop/ strengthen UG monitoring, inspection and evaluation procedures.
- Monitor and evaluate overall progress on achievement of results;
- Recommend further improvement of the logical framework and impact indicator for the project success;
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottleneck.

### **5. Experience and skills required for the candidate**

- Minimum 5 years of increasingly responsible professional experience, including work on evaluation and monitoring for environmental projects/programs with community engagement. It is preferable if the expert has environmental background, sustainable development, biodiversity, natural resource management.

- Recognized expertise in monitoring and evaluation through assessments and reports at regional and / or local level and interlink ages with national strategies. Knowledge and experience in cross border programs is preferable.
- Strong track record of innovative leadership in managing evaluations, and proven ability to produce demonstrable results;
- Field experience is a strong asset. It is preferable to have working experience around Ohrid region
- Have very good communication and presentation skills.

#### **6. Application Procedure:**

Interested applicants must submit the following documents in English:

- Curriculum Vitae
- Letter of interest including a short description of the methodology to be used during the process of M&E

**The deadline for submitting the application is May 15, 2024 end of business hours.**

**The application can be submitted:**

by e-mail on the address: [une\\_gruaja@yahoo.com](mailto:une_gruaja@yahoo.com) with the subject: *Application: Expert for Monitoring and Evaluation*

or

by mail enclosed in a sealed envelope at the address below:

Shoqata"Unë, Gruaja"  
Lagja 1, Rr.Rreshit Çollaku  
Pogradec  
*Note:*

***-The outer envelope must also bear the information: Application: Expert for Monitoring and Evaluation***