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TERMS OF REFERENCE

International consultant to conduct the end-project assessment of skills-based programmes

CONTRACT MODALITY	**Individual Consultancy**
DUTY STATION	**Remote work, Kosovo/Prishtina**
DURATION OF CONTRACT	**4.17 Months**

Purpose of Assignment

The previous UNICEF Kosovo Programme 2021-2025 and the current one 2026-2030 are designed to promote and ensure that the rights of children are identified and attended to, either directly or through advocacy with partners and relevant Kosovo institutions. The programme focuses on the significant challenges facing children, adolescents and youth at different stages of their growth and development, embedded across different key programme priorities. Strengthening participation and empowerment of adolescents and youth constitute one of the key priorities of the previous and current five-year programme. In this regard, UNICEF works with Kosovo institutions, partners and donors to equip adolescents and youth with the relevant skills to achieve their full potential and become agents of social change in their communities.

As part of the partnership with the Austrian Development Agency (ADA), UNICEF Kosovo empowered around 12,500 adolescents and young people—girls and boys, and young women and men—through the project "Shaping a Brighter Future 4 Youth in Kosovo through Public–Private Partnerships", which covers the period of December 2023 until December 2026. The project provided opportunities for skills development, supported successful transitions from school to work, and enabled young people to engage actively as agents of social change in their communities. It strengthened their capacities to amplify their voices, participate in decision-making, and navigate personal, social and economic challenges. Through public–private partnerships, the project also challenged gender norms that discouraged young women and men from pursuing opportunities traditionally considered to be the domain of one gender. The project outcomes include the following:

1. Strengthened skills-based curriculum of the upper-secondary formal education system and local innovation hubs;
2. Extended partnerships for school-to-work transition for young people through the Kosovo Generation Unlimited programme;
3. Strengthened Digital and ICT skills for adolescents and youth;

In line with the overall UNICEF priorities as per the previous Kosovo Programme (2021-2025) and the current Kosovo Programme (2026-2030) and the objectives of the partnership with ADA, UNICEF is seeking to hire an international consultant/team lead to conduct the end-project assessment to document the progress made, identify key lessons learned, including good and promising practices and develop specific recommendations to inform the potential next phases extension of the partnership. The international consultant will be supported and work in full coordination with a national consultant who will be engaged in the process of assessment and will specifically facilitate the data collection.

Scope of Work

Under the overall supervision of the Youth and Adolescents Development Officer and with support from Child Rights Monitoring Specialist the international consultant will conduct the assessment of

the project “Shaping a brighter future 4 youth in Kosovo through public-private partnerships” (SF4Y). The international consultant will be supported and work in full coordination with a national consultant who will be engaged in the process of assessment and will specifically facilitate the data collection. The aim of the assessment is to examine if the project outcomes and outputs have been achieved and contributed to the overall project goal while also assessing its relevance, effectiveness, and sustainability. The logical framework and indicators of the project will inform the process of the assessment and be used to determine the achievement of relevant results. The assessment should place a specific focus on gender, equity, human and child rights-based principles.

Within the scope of the assignment, the consultant will be responsible for the following key tasks and deliverables:

1. Desk Review and Inception report Conduct a desk review of relevant national strategies, policies, legal frameworks, project documentation, monitoring data, progress reports, previous assessments, and other available sources to assess implementation progress, identify evidence of results, and highlight information gaps and key issues for further investigation. Based on the review, develop an inception report outlining the assessment objectives, key questions, methodology, data collection and analysis methods, proposed tools, stakeholder mapping, assessment matrix, work plan, ethical considerations, and potential limitations. Submit the report to UNICEF for review and approval before commencing data collection.

2. Data Collection Develop a detailed primary data collection plan in close coordination with the national consultant. The data collection process will engage relevant stakeholders, including project partners, public institutions, private-sector partners, participating young people, and other relevant groups, as determined and agreed in the inception report. The national consultant will specifically facilitate field-level data collection, including coordination with stakeholders and support in arranging interviews, focus group discussions, surveys, or other agreed data collection activities. All data collection should adhere to relevant ethical standards, including informed consent, confidentiality, safeguarding, and the meaningful and safe participation of young people.
3. Data Analysis Conduct a systematic analysis of the information gathered through the desk review and primary data collection. The analysis will assess progress against the project's planned outputs, outcomes, and indicators, examining the extent to which intended results have been achieved and the project's contribution to its overall goal. Findings from different sources and methods will be triangulated to ensure the credibility and robustness of the evidence. The analysis will also identify factors that facilitated or constrained implementation and results, as well as lessons learned and areas for improvement. Gender, equity, and human rights- and child rights-based considerations will be integrated throughout the analysis. The data analysis should be developed to respond to the overall assessment questions and particularly the relevance, effectiveness and sustainability of results.

4. Final Assessment Report Prepare a comprehensive final assessment report presenting the assessment findings, conclusions, lessons learned, and actionable recommendations. The report will provide an evidence-based assessment of the extent to which the project achieved its intended outputs and outcomes and contributed to its overall goal, drawing on the project's logical framework and indicators. It will also highlight key achievements, implementation challenges, factors influencing results, and opportunities to sustain and build on the project's

achievements. The report will integrate gender, equity, and human rights- and child rights-based perspectives and provide practical recommendations to inform future programming and partnerships supporting young people in Kosovo. A draft report will be submitted to UNICEF for review and feedback, and the consultant will incorporate the comments received into the final version. The report should be short and concise with all detailed information provided as annexes.

Methodology:
A detailed assessment methodology is expected to be developed by the international consultant as part of the inception report, which should be guided by the relevant UNICEF's guidelines and ADA Guidelines for Programme and Project Evaluation and should build on OECD DAC Evaluation Criteria. The methodology shall ensure a systematic assessment of project performance, outcomes, sustainability and the contribution of the public-private partnership (PPP) model to achieving the project objectives.

Achievements will be assessed against the overall project objectives, outputs and indicators identified in the project document through a comprehensive desk review, primary and secondary data sources with adolescents and youth, Kosovo institutions, UNICEF implementing partners and other stakeholders. Significant information can be also obtained from the secondary data sources. The international consultant is expected to prepare a detailed and targeted set of assessment questions and design the data collection tools and protocols for the in-depth interviews and focus group discussions which are to be developed in the inception phase and included in the report. However, the assessment should focus on the following criteria and take into account the following questions:

- Relevance – To what extent the project is aligned with the needs of the target groups (youth from rural areas, youth from non-majority communities, youth with disabilities and other marginalized communities)?
- Effectiveness – To what extent have the project outputs been achieved against the set objectives and targets? What are the constraints and limitations in delivery of the programme? Has gender been effectively mainstreamed in project implementation? Have youth from marginalized communities been reached and benefited from the intervention?
- Sustainability – To what extent the project activities and achievements are likely to be continued or replicated? What measures have been taken to ensure sustainability of the project?

Specific lessons learned and recommendations should be developed based on the triangulation of all information collected and data analysis. Focus on identifying promising practices, mitigating risks, entry points and opportunities is critical to draw on recommendation to inform the potential next phases of the partnership. The assessment report will inform future evaluation of the skills building programmes.

Ethical considerations:
The study will be conducted in full accordance with the following international and regional guidelines for research ethics and methods, as well as personal data protection issues: UNICEF Procedures for Ethical Standards in Research, Evaluation, Data Collection and Analysis; UNICEF Strategic Guidance Note on Institutionalizing Ethical Practice for UNICEF Research; General Data Protection Regulation (GDPR), a regional law of the European Union (EU) requiring institutions to protect personal data and the privacy of EU citizens inside and outside of the EU. The study

design must take into consideration how ethical concerns shall be addressed to avoid stigma, discrimination, any form of harm to children and their parents, protection of confidentiality, protection of rights, ensuring the dignity and welfare of all respondents. The study methodology and tools for data collection will undergo the ethnical review for data collection.

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline and Input days
Development of inception report based on a thorough desk review analysis	• Review relevant project documentation, including the project document, logical framework, indicators, progress reports, monitoring data, and other relevant materials. • Review relevant policies, strategies, and contextual documents related to youth development and public-private partnerships in Kosovo. • Identify key stakeholders, available data sources, information gaps, and preliminary findings to inform the assessment. • Summarize the desk review findings to inform the inception report and assessment design. • Kick-off meeting • Develop the methodology. • Refine the Assessment Questions (as necessary) • Define the list of stakeholders. • Proposed data collection tools • A detailed timeline for the analysis • Meeting with relevant stakeholders, if relevant. • Inception Report which includes a comprehensive desk review and inception plan developed and approved by UNICEF	**25.11.2026** **5 days**
Data collection	• Detailed data collection plan • Initial meetings with main stakeholders and beneficiaries of the programme • Gathering of primary evidence with the use of 'the most appropriate techniques' • Data collection and analysis • Consolidation and presentation of preliminary findings • Debriefing with UNICEF and ADA	**30.11.2026** **3 days**

Analysis of primary and secondary data	• Analyze qualitative and quantitative data collected through the desk review and fieldwork. • Assess progress against the project's logical framework, indicators, outputs, and outcomes, including the project's contribution to its overall goal. • Triangulate findings across data sources and assess factors influencing project results. • Integrate gender, equity, and human rights - and child rights - based perspectives into the analysis. • Identify key conclusions, lessons learned, and areas for improvement.	**25.12.2026** **4 days**
Develop the draft report	• Prepare and submit a draft assessment report presenting the methodology, findings, conclusions, lessons learned, and recommendations. • Assess the achievement of project outputs and outcomes against the logical framework and indicators. • Present evidence-based, practical recommendations to inform future programming and partnerships supporting young people in Kosovo. • Present the draft findings to UNICEF and/or relevant stakeholders for feedback, as agreed.	**22.01.2027** **5 days**
Develop the final report and presentation of assessment findings	• Incorporate feedback and submit the final report, including an executive summary and relevant annexes. • Identify opportunities to build on existing youth programmes, participation structures and partnerships to promote sustainable social cohesion and intercommunity engagement. • Final report developed in line with the guidelines requirements and presentation delivered	**26.02.2027** **4 days**

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum Qualification required:
Education:
Master's degree in Social Sciences (Management, Economics, Psychology and/or Sociology)
Work Experience:
At least 7 years of relevant professional experience in programme evaluation, evaluation management, applied research, data analysis and reporting, preferably within international development cooperation. Demonstrated experience conducting evaluations of programmes targeting adolescents and youth, education, skills development and/or employability is required. Experience working with UN agencies, international organizations or development partners is an asset.
Language Requirements:
Advanced proficiency in written and spoken English is required.
Knowledge/Expertise/Skills:
An international consultant with demonstrated expertise in evaluation management, programme evaluation, research, analysis and report writing. Proven experience in evaluating programmes benefiting adolescents and youth, particularly in education and/or employability, is required. Familiarity with OECD/DAC evaluation criteria and evaluation quality standards is essential. Experience in assessing cross-cutting issues, including gender equality, environmental sustainability, minority rights and social inclusion, is an asset. The consultant must demonstrate strong analytical, methodological and report writing skills and advanced proficiency in English. The evaluator must be

independent and must not have been involved in the design or implementation of the programme being evaluated.

Desirables:

• Experience conducting evaluations for UN agencies, particularly UNICEF, and other international development organizations.

• Familiarity with the Kosovo context, including the education system, youth policies, employability initiatives and relevant institutional frameworks.

• Experience applying participatory and gender responsive evaluation approaches, including engagement with adolescents, youth and marginalized groups.

• Knowledge of mixed-methods evaluation approaches, including qualitative and quantitative data collection and analysis.

• Experience integrating human rights-based, equity-focused and child-rights perspectives into evaluations.

• Knowledge of relevant ethical standards and safeguarding considerations when conducting research with children and adolescents.