



## **Terms of reference for the Monitoring, Evaluation and Learning (MEL) Consultant**

### **About KRCT**

The Kosovo Rehabilitation Centre for Torture Victims (KRCT) is a non-governmental organization established in 1999 that provides interdisciplinary services in support of civilian war victims, in particular survivors of sexual violence during the war in Kosovo. These provisions of services include medical and psychological therapy for survivors and their family members, awareness on their legal rights, legal advice, economic empowerment programs, and activities aiming towards institutional recognition of their rights.

Further, KRCT is involved with identifying, assessing, treating, referring and monitoring of Gender-Based Violence (GBV) survivors among repatriated and persons of concern to UNHCR (returnees, refugees, internally displaced persons and persons at risk of statelessness). Thus, KRCT continues to pursue its mission by helping survivors obtain justice; advocating with government, parliament and international organizations on the need to respect the prohibition of torture and working in partnership with like-minded organizations around the world to eradicate torture.

In addition, within its mandate to promote and advance respect for human rights for persons deprived of their liberty, KRCT undertakes regular monitoring visits in places of detention, such: prisons, detention centers, police custodial cells, mental health institutions and also promotes the practices and legislative standards for the protection and enhancing the respect for the rights of persons deprived of their liberty.

The KRCT sees its role in the society as a service provider, litigator and human rights watchdog. Of particular importance is the constant and strong advocacy effort that KRCT is pursuing towards government institutions in addressing the needs of survivors of sexual violence during the war in Kosovo, as well as persons deprived of their liberties.

### **Background of the Assignment**

KRCT is dedicated to enhancing its organizational development and is supported in these efforts by the PeaceNexus Foundation. KRCT's actions are guided by its founding documents and its Strategic Framework. To fulfil its strategic objectives, KRCT has decided to move away from a largely project-based MEL system and create instead a tailored organisational MEL system, which should help the organisation aggregate its results and measure its overall impact.

The MEL system shall:

- Enable KRCT to implement a comprehensive MEL framework that monitor progress, evaluate impact, and facilitate learning.
- Support KRCT's decision-making, adaptation and learning through the compilation of insights about what works well and what requires changes and through evidence-based reflections about the quality of KRCT's work
- Enable KRCT to ensure that its programs are responding to the needs of beneficiaries.
- Enable KRCT to measure its impact and preparing and submitting reports to donors, partners and other stakeholders, thereby contributing to KRCT's transparency and accountability
- Create opportunities for reflection, knowledge-sharing, and continuous improvement.

KRCT seeks an experienced MEL consultant to help with the development of the MEL system. The support of the consultant should be based on a sharp understanding of the organization's institutional reality, capacity, and ability to facilitate a MEL practice. The consultant is expected to not only consider KRCT's perspective but also ensure that any emerging practice will not be onerous for KRCT's beneficiaries and stakeholders.

### **Role and deliverables of the consultant**

To help KRCT achieve the above-mentioned objectives, the consultant is expected to:

#### **1. Conduct a review of KRCT's current MEL practice and tools:**

##### Deliverables:

- Deliver an inception report articulating a) the findings from the review of existing practices (e.g. what are practices to sustain; what are gaps to address; what are tools to build on) b) the recommended outline (envisaged components) of the future MEL system and the consultant's updated detailed work plan to get there.
- Provide actionable feedback on KRCT's draft results framework

**2. Guide KRCT through the design of the system:** Based on the participatory and iterative process of consultations, the consultant is expected to design a MEL framework aligned with KRCT's demonstrated needs and available capacities. The consultant is expected to finalize the MEL framework based on KRCT's feedback. The consultant shall:

- Identify what the system should consist of in view of the goals identified by KRCT and in view of the results framework
- Ensure that the mental health & psychosocial support (MHPSS) MEL component (developed by KRCT with the support of CVT) fits in the overall MEL system and results framework
- Design the required MEL tools in close collaboration with KRCT's MEL officer and other relevant colleagues
- Help KRCT identify what should be the internal division of roles on MEL

##### Deliverables:

- Draft MEL framework (including list of indicators based on KRCT's inputs and proposed data collection and analysis approach)
- Draft data collection and data analysis tools
- Finalized MEL framework and related tools, based on KRCT's feedback

#### **3. Support the effective roll-out of the MEL framework**

After the endorsement of the MEL framework, the consultant shall :

- Develop guidance/a manual on the use of the overall framework including tools (to better understand how feedback and learning should work in practice) and facilitate a tailor-made training for KRCT's staff, aligned with specificities of the MEL framework and KRCT's needs.
- Work closely with the KRCT MEL officer throughout the assignment and train /mentor him/her on the use of the tools and make sure he/she can do the same vis-à-vis his/her colleagues
- Provide feedback to KRCT during/after the testing phase (e.g. on data analysis) and provide final recommendations related to potential additional/long-term capacity development investments to fully embed MEL in KRCT's daily practice.

##### Deliverables:

- Training/mentoring sessions to strengthen KRCT's capacities on MEL system;

- Support to KRCT during the roll-out phase (e.g., feedback on first round of data analysis)

### **Timeframe and Coordination**

The assignment period is expected to take approximately 30-35 consultancy days<sup>1</sup>. The commencement date of the assignment is September and last over a period of 6-9 months. Due to the participatory and iterative nature of the assignment, the consultant is expected to combine online and onsite work at the KRCT.

A detailed updated work-plan shall be submitted by the consultant as part of the inception report and endorsed by KRCT. The consultant will have a designated KRCT team member engaged in KRCT's organizational development. Likewise, as this assignment is supported by the PeaceNexus Foundation, its representatives will have a supportive role throughout the assignment.

### **Qualifications:**

#### **The MEL consultant should have the following qualifications and skills:**

- A bachelor's degree in a relevant field such as economics, statistics, social science, or development studies is essential. A master's degree is an added advantage,
- A proven track-record in developing MEL frameworks and systems,
- Proven experience in monitoring, evaluation, and learning in the context of health or humanitarian and advocacy programs,
- Outstanding facilitation and analytical skills
- Extensive experience in capacity development for MEL, preferably in an advisory role towards non-governmental organisations
- Fluency in English, both oral and written
- In depth knowledge with bilateral and multilateral donors' reporting frameworks will be considered an asset,
- Familiarity with the national (Kosovo) and regional (Western Balkans) political context will be considered a strong advantage
- Experience working in mental health and psychosocial support programs is an advantage.
- Flexibility and responsiveness; ability to adapt to clients' needs and schedule.

### **Application Process**

Applications should be submitted to [info@krct.org](mailto:info@krct.org) by **24<sup>th</sup> of September 2023**, while the application should include:

- CV(s) of the consultant(s),
- Cover letter presenting the motivation and demonstrating the required qualifications,
- Proposed tentative methodology (with division of roles in case of application by teams of consultants) and draft workplan for the assignment (including timeframe),
- Financial proposal for the full assignment with specification of fee per consultancy day and estimation of travel costs to and from Pristina, Kosovo.
- Two references from previous clients on similar/relatable mandates.

\*Shortlisted candidates will be invited for an interview.

\*Incomplete proposals shall be deemed ineligible and will not be considered.

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<sup>1</sup> This is a rough estimate and applicants should feel free to edit it in their proposal