



TERMS OF REFERENCE

For the subject/expert responsible for project monitoring and evaluation

- **Duties**

The selected candidate will be responsible for the following duties:

1. Organization and development of monitoring and evaluation activities on project objectives.
2. Designing a Performance Monitoring Plan and supervising its implementation and periodic review;
3. Reviewing and giving comments on the project plans regarding the monitoring of the performance of the indicators, the realization of the objectives, the achievement of the target groups, etc.;
4. Contributing to the review of the performance of the activity evaluation system, as well as to the development and improvement of support tools for project performance;
5. Monitoring activities and producing evaluation reports, which will include the evaluation of indicators and targets;
6. Contributing to the planning and reporting of the project, in terms of monitoring, evaluation, and qualitative aspects
7. Development of consultations with relevant stakeholders to obtain data from them (physical meetings in the field or online in order to collect or evaluate project data)
8. Development of planning, quality control and compliance activities.
9. Supporting the executive project staff to analyze the results achieved, compared to the planned objectives and the evaluation of the means and methods used to achieve them.
10. Supporting the executive project staff in the development and updating of the activity plan and periodic intermediate and final reports of the project.
11. Maintaining regular communications with partners and stakeholders, in prior consultation with project staff, on project performance based on data findings from monitoring and evaluation of its implementation.

- **Eligibility criteria**

1. Master's degree in Statistics, Social Sciences or other similar and relevant fields of study (in case the applicant is an individual)
2. A minimum of 5 years of experience related to monitoring and evaluation of national/international projects.
3. Fluency in the English language (B2-C1)
4. Good practical knowledge of the *Microsoft Office* package (mainly *Word*, *Excel* and *Powerpoint*)



5. Have previous experience in monitoring activities and projects; preparation of strategies, plans or reporting documents; as well as the planning and coordination of activities aimed at collecting information from relevant actors

REQUEST FOR OFFER

FOR A COMMERCIAL SUBJECT/EXPERT RESPONSIBLE FOR PROJECT MONITORING AND EVALUATION

The Albanian Helsinki Committee (AHC) is implementing the initiative "Increasing the oversight role and citizens' demands through the support of CSOs, media and academia", financially supported by the British Foreign, Commonwealth and Development Office and developed in cooperation with the Institute of Political Studies, Civic Resistance and Balkan Investigative Reporting Network (BIRN) Albania.

AHC invites all interested parties to send the following documentation electronically to the AHC's official e-mail address office@ahc.org.al by 28.04.2023:

1. CV (where the fulfillment of the call criteria is clearly reflected)
2. The financial offer in Lek for the implementation of the monitoring and evaluation service of the project.
3. A brief proposal of the monitoring methodology, which will be applied to the project in question.
4. Evidence of the subject's/expert's previous experiences in performing similar tasks (CSO evaluations in the form of a letter of recommendation or a letter of support are preferred)
5. The value of the offer must be calculated by the interested parties with VAT included in the price.
6. The offer must be signed and/or stamped.