



Tirana: 11/03/2024

## TERMS OF REFERENCE

### CALL FOR INTERNATIONAL AND NATIONAL EXTERNAL EVALUATORS

To evaluate the project: “Consolidation of Safeguarding Policy implementation in the Network of Catholic Education in Albania”.

**Project number: GR-075338**

**Organization: KOMISIONI KOMBETAR I EDUKIMIT KATOLIK SHQIPTAR-  
KKEKSH**

**Evaluation period: January 01, 2022 –December 31, 2024 Reporting to: KKEKSH**

**OPEN:** 11 March 2024

**CLOSED:** 02 April 2024 17:00 PM

**DURATION:** 02 April – 05 August 2024

The National Commission on Albanian Catholic Education (KKEKSH) is a non-profit organization of the Catholic Church in Albania.

KKEKSH is calling for a qualified, experienced international and an Albanian evaluator who will form the ‘Evaluation Team’ and jointly will carry out the final evaluation of a 3-year project which has been implemented in 10 districts of Albania.

#### **1. Background information and context**

On May 2017, the National Commission on Albanian Catholic Education was recognized as a religious entity and was registered at the court, recognizing its statute and internal regulations. Monsignor Angelo Massafra is the president of the Commission and Sister Teuta Buka is the National Coordinator. There is a decision-making council composed of representatives of all the dioceses and the Catholic University and the General Assembly which comprises all the Church’s educational entities. From June 2017 Albania has become member of OIEC<sup>1</sup> and CEEC<sup>2</sup>.

The project “*Creating an effective and efficient model to guarantee total protection of children and*

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<sup>1</sup> <http://oiecinternational.com/>

<sup>2</sup> <http://www.ceec.be/>



*teenagers in the pre-university educational institutions in Albania*” was initiated by KKEKSH in 2018 as a response to of the Catholic Education Institution. It is the second project of its kind in support of a network of Catholic education institutions in Albania. Participatory action research methods and reflective practices were used and expected to investigate factors pertinent for quality education as well as to identify hindrances to quality and suggest remedies<sup>4</sup>.

The knowledge generated in this process was aimed to empower the network of the Catholic schools in Albania, the Directors, teachers, parents, and pupils to consolidate a functional system in child protection by strengthening all the actors involved and concentrating on their human and technical capacity building. This process of change should be supported at system level such as the Ministry of Education, District Education Officers, Teacher education institutions, teacher educators and Directors of schools.

## **2. The project’s target groups and key activities.**

The target groups of these project are 55 educative institutions, which can receive information and the assistance offered by the National Secretariat for Catholic Education. The aim of direct formation and awareness, through training and awareness-raising meetings is foreseen to be addressed to, at least, 48 qualified Referents in child protection, 530 teachers and nearly 203 full-time assistants, 55 heads of institutions and 8000 pupils and students, and approximately 7000 families. It is envisioned to have a wider impact in 10 districts, where our institutions are settled, out of twelve local governments in the Albanian territory.

### **Key activities of the project to be evaluated:**

#### **a) Activities in the field of Consolidation of the Safeguarding Policy:**

Periodical review and update on national Children Rights and Protection System.

Meetings on internal Monitoring on the implementation of procedures and tools given in the Policy, in the 55 educational institutions of KKEKSH network.

Adjusting the work practice of the Policy, focused on specific situations that will come up during the implementation (especially concerning special needs children).



**b) Activities in the field of fully functional internal bodies, in concordance with the policy requirements**

Constant review and update of roles and competences of key positions in the referral mechanism as required by the Policy.

Periodical review and update of Referents' job description adapted to the needs and challenges faced during Policy and case management implementation.

On site, online meetings, and calls held with child protection referents and school directors to support the Policy implementation and case management process.

**c) Activities in the field of Strengthened and self-aware actors on the importance of their role regarding child protection.**

9 regional awareness meetings realized. 1000 teachers, school staff, supporting staff, parents and students are made aware.

3 training sessions for 48 referents of child protection, one per year, and continuous orientation for the Child Protection Referent in schools

**3. The project's intended outcomes are:**

This project aims to create an effective and efficient model to guarantee total protection of children and teenagers in the pre-university educational institutions in Albania with a special focus on consolidating of the Safeguarding Policy for catholic Educational Institutions Network in Albania of formal education and in particular to increase the quality of service that these institutions offer and to set standards on a national level in particular to be an important factor in creating a successful protection mechanisms and guaranteeing a safe environment where the protection of the minor is not focused only the abuse but into a holistic protection against all factors that threaten their physical and moral safety, as well as promoting their rights.

1. Consolidated Policy and a standardized working methodology in place guaranteeing total protection of the children;
2. Fully functional internal bodies, in concordance with the policy requirements



3. Strengthened and self-aware actors on the importance of their role regarding child protection.

#### **4. Evaluation Objectives**

The purpose of the end-line evaluation is to determine the extent to which the program has achieved its objectives outlined in session below. The evaluation shall examine program outputs and outcomes and assess the effectiveness and efficiency of activities and achievement of targets; and determine lessons learned and document best practices.

#### **5. Purpose of the evaluation**

The purpose of the evaluation is to 1) evaluate the project results and draw lessons learned from the project; and 2) use the lessons learned for the potential planning of the next phase.

#### **6. Scope and focus of the evaluation**

The evaluation aims to assess the relevance, effectiveness, efficiency, sustainability, and management of the project according to the frame of result-based project cycle management as stated in OECD-DAC definitions<sup>3</sup>.

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<sup>3</sup> Glossary of Key Terms in Evaluation and Results Based Management, <http://www.oecd.org/dac/evaluation/2754804.pdf>



## 5.1 Evaluation questions

Some of the key questions to be addressed in the evaluation are the following;

| Focus area    | What to consider during the evaluation   |
|---------------|--|
| Effectiveness | <p>To what extent has the project achieved the intended objectives? And what are the main factors that have influenced the achievement / non-achievement of the project objectives?</p> <p>What resources has the project leveraged because of the coordination (if any) mentioned above?</p>  |
| Relevance     | <p>To what extent has the project contributed to strengthening the capacity of the educational institutions of the network of KKEKSH, target communities, and local governmental partners regarding the establishment and consolidation of an inner system on Safeguarding child protection?</p> <p>To what extent is the project relevant for the target groups? The project is relevant in the current context of the developments in Albania?</p>   |
| Efficiency    | <p>Were the resources such as funds, expertise and time allocated appropriately and efficiently used to achieve the desired results?</p>   |
|               | <p>If not, what could have been done differently to improve next time?</p>   |
| Impact        | <p>Has the Commission of Education been strengthened and consolidated?</p> <p>Are the Directors, the school staff, Referents for the child protection, parents and families of the educational institutions satisfied with the coordination and support from the Commission regarding the implementation of Safeguarding Policy?</p> <p>Did the catholic educational institutions improve the quality of the Safeguarding Policy for the protection of minors, e.g., regarding the inclusion of marginalized children and assuring equal opportunities for all pupils and juveniles, according to the UN Education Agenda 2013?</p> <p>What were the results of the advocacy cooperation of the Commission of Education with state actors in the effective system regarding child protection and the policies?</p> <p>What changed for the target groups?</p> <p>What external conditions impacted on the results?</p> <p>Can the effects be attributed to the project activities?</p> |



|                         |  |
|-------------------------|--|
|                         | <p>What were the unintended outcomes?</p> <p>Do key influencers in the Church speak out against past and present abuse within Church organization?</p>   |
| Innovation and advocacy | <p>Has the project influenced the policies and strategic thinking of the central and local governments, the priorities of the national strategies as well as the network of the institutions KKEKSH?</p> <p>What are some of the good practices and key lessons learned that have so far been generated through this project?</p> <p>To what extent has the project (through these good practices and key lessons) influenced the local government's approaches and practices?</p> <p>Do parents and students feel empowered to look critically at the school?</p> <p>Is there anything that can be said about how seriously governance structures, directors and head teachers are taking this?</p> <p>What innovative approaches were implemented by the project to improve outcomes?</p>  |
| Sustainability          | <p>What mechanisms have been put in place to ensure that the project activities and benefits will continue after the project closes?</p> <p>What are the major internal or external factors that will determine or are influential to the sustainability of the project interventions?</p> <p>Have any forecasted assumptions/risks been materialized during the project lifetime? Are there any unidentified assumptions/risks that occurred and disrupted the projects' deliveries?</p> <p>Please investigate the effectiveness of the mitigation measures undertaken by the operating partner and suggest alternative methods, if any? Provide recommendations for potential next phase of the project in terms of relevance, effectiveness, efficiency, and sustainability.</p> <p>Have organizations (schools) changed based on a changed self-understanding?</p> |
| Coherence               | <p>Did the Commission adequately made use or reacted upon developments taking place in the Albanian context regarding Child Protection system? E.g., connecting with child protection system taking place by the state, political developments, international stakeholders (e.g., UNICEF, UNESCO, EU), or other national or international stakeholders?</p>  |



## 5.2 Evaluation methods

A specific and detailed assessment design should be presented to KKEKSH by the Evaluation Team based on the following mixed methods of information gathering (the list below is for reference only):

- Desk review of project/program documentation (project planning documents (e.g., log frame), monitoring system, monitoring report, project/program report) including financial records
- Interviews with key informants
- Focus group discussions with project's participants (e.g., directors, Referents, teachers, parents, children (boys and girls of different ages))
- Participant observation
- Survey
- Questionnaires
- Other...

Furthermore, the evaluation will also systematically review, and document successes and lessons learned in the project implementation, draw conclusions, and make recommendations that offer constructive input to inform KKEKSH, donors, partners, the Ministry of Education, and other formal education development partners of their future programming of similar formal education programs.

The evaluation should use both qualitative and quantitative methods to answer the key evaluation questions highlighted in the table below.

The **quantitative** component shall include a desk review of reports to assess donor and internal reports, project data, the implementation plan and any other relevant documents that can help to establish the extent of attainment of the project performance.

**Qualitatively**, case studies shall be collected to assess the impact of the interventions on individual beneficiaries. Additionally, the evaluation is expected to interact with other randomly selected beneficiaries through focus individual and focus groups discussions, interviews with stakeholders such as provincial partners and other relevant stakeholders to gather information about various aspects of the project.



### 5.3 Scope of work and deliverables

- Submit an inception report to the KKEKSH Evaluation Technical Management Committee;
- Develop an appropriate and acceptable methodology and develop data collection tools including a clear sampling plan for key respondents;
- Conduct desk review of project documents and other relevant documents;
- Facilitate recruitment and training of interviewers and their supervisor;
- Co-ordinate and supervise data collection (Use of electronic tools (tablets) for data collection is encouraged but not compulsory);
- Update the KKEKSH contact person regularly on progress periodically;
- Develop an analysis plan of all the variables collected;
- Prepare an evaluation report in a format acceptable to the Evaluation Technical Committee;
- Present draft reports to KKEKSH and its partners for their validation and inputs to the final report;
- Submit to KKEKSH the final reports (hard copies and an electronic version).

### 5.4 Structure and length of the final report

The final evaluation report should be submitted in Albanian and English. It should not be longer than 30 pages (excluding annexes and executive summary). The final evaluation should contain an executive summary of no more than 5 pages that includes a brief description of the project, its context and current situation, the purpose of the evaluation, its methodology and its main findings, conclusions, and recommendations. The structure of the executive summary should follow the structure of the report. Three signed copies of the definitive version of the report along with a digital version must be submitted to KKEKSH.





## 7. Schedule and Deliverables

| Steps | What  | Until when        |
|-------|---|-------------------|
| 1     | Open call and submission of proposal from potential candidates                | 11 March 2024     |
| 2     | Selection of the candidates   | 02 April 2024     |
| 3     | Signing the contract and finalizing the ToR.                                  | 20 April 2024     |
| 4     | Draft evaluation report   | 05 July 2024      |
| 5     | Final evaluation report   | 05 August 2024    |
| 6     | Presentation of the final evaluation report to KKEKSH and Operational Partner | 30 September 2024 |

## 8. Role and responsibilities

The human resources for this project evaluation consist of the *Evaluation Team* and the *Support Team*.

**The Evaluation Team:** The project evaluation will be done by a team with one designated team leader to be a point of contact and communication with KKEKSH.

**The Support Team:** The following individuals will be requested to provide assistance to the Evaluation Team. Staff of partner organization (director, project coordinator and other project staff);

### **Role of KKEKSH**

KKEKSH will provide funds, logistical support and all relevant program documents for the review, technical oversight and quality assurance. KKEKSH will play as the link between the Evaluation Team and key partners, as well as the communities.

KKEKSH Evaluation Technical Management Commission, is composed from the National Coordinator, 2 members of the Board of KKEKSH, the Project Manager. This Commission has the task to follow step by step the work of the Evaluation team, to review the draft study or requests that Evaluation Team will present and will give brief feedback in the written form or in an opposite meeting.

Furthermore, KKEKSH will assist the Evaluation Team with making necessary introductions to partners and stakeholders for discussions and interviews. KKEKSH can also assist in the recruitment of data collectors who are resident within the target districts.



## **9. Competency profile of the evaluator(s)**

The evaluator should possess a Postgraduate training in Education, Social Sciences or related disciplines. He/she must have a good understanding of Educational sector policies and systems especially in the field of Child Safeguarding Policy; Familiarity with mainstream and alternative education in Albania; an understanding of Child Safeguarding Policy experience in research and advocacy and legal aspects of child safeguarding; Experience in Human Rights based-Approach in Development Cooperation; have a good understanding and knowledge of the functioning of the government, especially authorities responsible for educational sector and the functioning of the NGOs, and academics in the educational sector; the evaluator must be able to demonstrate experience in conducting baseline and end-line evaluations of similar programs. He/she must have proven expertise in monitoring and evaluation of formal education-related projects/programs at district or national levels, particularly in the networking process.

## **10. Guiding principles and values**

The evaluators should adhere to the United Nations evaluation norms and standards and ethical guidelines for evaluation. They must demonstrate personal and professional integrity during the entire process of the evaluation.

The evaluators must respect the right of institutions and individuals to provide information in confidence and ensure that sensitive data cannot be traced to its source.

Further the evaluators must respect ethics of research while working with children including using age-appropriate consent forms, age-appropriate data collection, and principle of do no harm. Furthermore, the evaluator must take care that those involved in the evaluation have an opportunity to examine the statements attributed to them.

The evaluation process and evaluators must be sensitive to beliefs, manners, and customs of the social and cultural environment in which they will work. Especially, they must be sensitive to and address issues of protection, discrimination, and gender inequality.

Furthermore, the evaluators are not expected to assess the personal performance of individuals and must balance an assessment of management functions with consideration of this principle.

Also, the evaluators must adhere to KKEKSH Child Safeguarding Policy.

Finally, in case the evaluators uncover evidence of wrongdoing, such cases must be reported discreetly to the appropriate investigative body.



## 11. Application and Evaluation processes

Interested individuals or organizations should submit a detailed technical and financial proposal with the following components:

- Technical proposal
- Understanding and interpretation of the ToR
- Methodology to be used
- Time and activity schedule
- Profile and Curriculum vitae of each evaluation team member
- Samples of the two most recent works in the similar field of evaluations object (and/or references for the same)
- Financial Proposal<sup>4</sup>
- Detailed itemized cost proposal in Euro

### 11.1. Budget

A maximum budget of 6000 euro (bruto) has been allocated for this evaluation activity. It is recalled that the travel and accommodation expenses for participation in the meeting and activities foreseen in the work plan will be covered by this budget.

## 12. Deadline for Submission of Applications

02.04.2024 17:00 PM

## 13. Contacts

Applications must be sent to the following email: [info@kkeksh.com](mailto:info@kkeksh.com)

Further clarifications or request for more information on technical issues related to the application can be sent to [info@kkeksh.com](mailto:info@kkeksh.com)

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<sup>4</sup> A detailed offer/cost estimate should be included in the proposal and specify how many person-days are given for studying the documentation, execution, reporting etc. Other expenses to be calculated include (if relevant): translation, session with partners, transportation etc.



#### **14. Evaluation and award of consultancy**

KKEKSH will evaluate the proposals and award the assignment based on technical and financial feasibility. KKEKSH reserves the right to accept or reject any proposal received without any detailed further explanation.