



## Terms of Reference for Monitoring and Evaluation consultant

### 1. Background

The project “**Institutional Support of the Rural Development Network of the Republic of Macedonia and its Members**” supported by We Effect started in September, 2018. The overall goal of the project is empowering of RDN of RM and its rural members, woman and men, to be an important contributor in the democratic processes of participatory oriented governance, civic engagement and adjustment to the challenges of EU integration.

The project is designed to deliver concrete results over three years period of implementation and address the principle concern through the achievement of the following four objectives:

1. To increase RDN’s institutional capacities as well as the management and organization capacities of RDN member organizations;
2. To strengthen the institutional cooperation between the RDN member organizations and other community stakeholders based on the LEADER approach;
3. To improve RDN member organizations skills for project design, implementation and fundraising through implementation of sub granting schemes and carrying out small-scale projects via the existing Project Mechanism instrument; and
4. To strengthen the voice of rural women through evidence-based advocacy and promotion of rural women’s rights.

The project will first map the needs of the RDN and its member organizations. The subsequent components of the project will strengthen RDN institutional capacities and its member organizations, direct them towards development priorities in their areas and empower them to generate change. Special focus will be dedicated to strengthen the foundations of the member organizations that rely on good governance principles of transparency, accountability, inclusiveness and on sound internal management system. Simultaneously, a series of activities will be carried out with the aim of improving the local environment where rural CSOs operate and the cooperation with regional and local authorities as well as with other stakeholders. The member organizations will be supported to build on to the innovative EU LEADER approach and encourage them to become part of Local Action Groups, an initiative that will create sustainable rural partnerships in match with EU accession criteria. This will increase the participation of RDN members in decision making processes and boost their local activities. They will be involved in development of local rural strategies and programs stimulating the processes of participative democracy for initiating dialogue between all local stakeholders.

Through the implementation of the project RDN will utilize a project management model called Project Mechanism, intended to raise and strengthen capacities of RDN member organizations regarding project management practices. The Project Mechanism will introduce standardized and systematized procedure as a support in preparing and implementation of small projects according to the project cycle methodology.

The project will be focused on improving of rural women’s contribution to rural development in order to empower and position women as important and equal economic actor at the farm level, business and local rural development. The aim of RDN will be to create awareness regarding the



important role of rural women in decision making and strengthening negotiating power of women in the rural society.

## **2. Objective of the assignment**

RDN in the process of capacity building of its member organisations will support them to implement small scale projects as a grant scheme. The implementation of the small scale projects will be through Sub-Granting Scheme. The RDN members through the sub-granting scheme will strengthen their capacity in project proposal writing, project cycle management and project monitoring and evaluation.

The objective of the assignment is to monitor progress of implementation of the awarded projects and evaluate them after finalization.

## **3. Tasks**

The consultant is expected to undertake the following tasks for achieving the consultancy:

- a. Develop monitoring and evaluation framework for sub-granting scheme.
- b. Defining quantitative and qualitative indicators.
- c. To monitor project implementation, monitor internal capacities of the beneficiaries, prepare lessons learned within implementation period, summarise results from the supported projects with segregated data and economic and environmental impact of the projects.
- d. Based on the framework develop simple monitoring format and its guidelines to be used by grant beneficiaries in monitoring process.
- e. Provide training to grant beneficiaries in project management and monitoring and evaluation.
- f. Monitoring visit to awarded projects in life span of the projects.
- g. Monitor the reporting process (narrative and financial reports) of the grant beneficiaries.
- h. Evaluation of the implemented projects.
- i. Summary of project outcomes for each grantee.
- j. Monitoring of all RDN member organisation activism
- k. Report from the monitoring of all RDN member organisations

## **4. Consultant Skills and Experience Required**

The consultant must have previous experience in similar assignments specifically as follows:

- Extensive competence in research and assessments (ie tools development, sampling, data collection and analysis);
- Extensive knowledge in analytical reporting;
- Comprehensive understanding of the work of NGOs;
- Excellent communication and facilitation skills, ability to transfer gained experience to broad stakeholders;
- Proven capacity and track record in organizing and conducting theoretical trainings, brainstorming sessions, seminars and courses backed up by practical sessions;
- Good public relations background;
- Experience in providing reports in English.

## **5. Timeframe**

The assignment will cover the period August-December, 2019.



**6. Estimated workload**

37 days

**7. Evaluation criteria**

Price and competence

**8. Terms of payment**

The payment will be done on a monthly basis after submission of Time sheet.

**9. Declaration of relationships** (Describe if you/ your organisation/employees have any business or personal relationships connected to We Effect/RDN)