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**REQUEST FOR CONSULTANTS’ QUALIFICATIONS**

**Monitoring and Evaluation Analyst for**

**Millennium Foundation Kosovo**

**RCQ-MFK- 013**

**18 September 2018**

1. The Government of Kosovo has established the Millennium Foundation Kosovo (MFK) as an autonomous entity with independent legal authority to oversee, manage, and implement a Threshold Program funded by the Millennium Challenge Corporation (“MCC”). MCC is a U.S. government agency focused on assisting countries dedicated to good governance, economic freedom, and investments in people.
2. The MCC Threshold Program with Republic of Kosovo will provide up to $49 million to support significant policy reforms in improve electricity supply through promoting energy efficiency and renewable energy generation, as well as promote transparent and responsive governance. The Threshold Program will run for up to four (4) years after signing of the threshold program grant agreement in early September 2017. This timeframe includes up to six (6) months for program start up and wind down.
3. MFK invites qualified and experienced **individual** consultants to provide the consultancy services as detailed in Annex A: **Terms of Reference**. CVs provided by consulting firms shall not be considered. Individual consultants are not allowed to associate with other individual consultants or firms for this assignment.
4. An Individual Consultant will be selected under the ***Individual Consultants*** method, the evaluation procedure for which is described in the attached Terms of Reference in accordance with MCC Program Procurement Guidelines which are provided on the MCC website ([www.mcc.gov](http://www.mcc.gov/)/ppg).
5. MFK shall evaluate the CVs based on the qualifications and experience requirements and criteria provided in Annex A. After said evaluation of the CVs/Resumes/Qualifications. The selection process, as described, will include a review of qualifications and past performance, including a reference check that shall be subject to verification prior to the contract award.
6. MFK reserves the right to also check references. If the verification process supports the initial findings, the Consultant may be invited to negotiate the contract including rates. Should negotiations fail with the most suitably qualified Consultant, MFK may at its discretion proceed to verify the qualifications of the next most suitably qualified Consultant.
7. MFK is not bound to accept any of the qualifications submitted and reserves the right to cancel the process at any time.
8. The contract is expected to start by October 2018, this is anticipated to be a full-time consultancy for a base period of 12 months, a first option period of an additional 12 months if the option is exercised by MFK, and a second option of approximately 12 months (again, if the option is exercised by MFK). If the second option period is exercised, MFK may exercise this option for a period from 6 to 14 months’ duration. The duration of this option will be specified before the exercise of the option.
9. All requests for clarifications associated with this RCQ and its Terms of Reference must reach MFK – in writing, to the email below - by 15.00 pm local time of 28 September 2018.
10. Consultants must submit their Application Form and CVs to the address below no later than **11:00 am local time of 10 October 2018.** Qualifications submitted by email in pdf format are acceptable.

Consultants who intend to submit Qualifications should register their interest by sending an e-mail (with subject: EOI for M&E Consultant) to the Procurement Manager on [procurement@millenniumkosovo.org](mailto:procurement@millenniumkosovo.org), giving full contact details of the Consultant. This will ensure that the Consultants receive updates regarding this RCQ.

Millennium Foundation Kosovo

Str. Johan v. Hahn no.11 Prishtine, Kosovo (same building with Kosovo Agency for Radiation Protection and Nuclear Safety)

Email: [procurement@millenniumkosovo.org](mailto:procurement@millenniumkosovo.org)

Phone Number: 00 383 38 200 14 315 (Phone number is for information only and is not part of the delivery address.)

**Annex A**

**TERMS OF REFERENCE**

**MONITORING AND EVALUATION ANALYST**

Ref: **RCQ-MFK- 013**

**Scope of position**

The Monitoring and Evaluation (M&E) Division of MFK is seeking a full-time consultant to serve as a **Monitoring and Evaluation Analyst** to support the results reporting function of the division by carrying out data validation, database management, literature reviews and other background research, data entry, report layout and production, and website support. The analyst will report to the **Monitoring and Evaluation Specialist**.

Under the direction of the MFK Monitoring and Evaluation Specialist and in close coordination with applicable MFK staff, the Monitoring and Evaluation Analyst shall:

* Assist with review and management of submissions of quarterly Indicator Tracking Tables (ITTs), including conducting quality control for completeness and accuracy, managing changes to historical data, updating ITTs as necessary based on revisions to Monitoring and Evaluation plans, working with other departments and stakeholders to address any corrections or updates, and tracking timeliness of quarterly submissions.
* Prepare new quarterly Indicator Tracking Table (ITT) templates, which includes a detailed review and quality audit of all historical data.
* Provide research, analysis and presentation support for short-notice results reporting/information requests and ad-hoc reports for Management and external sources.
* Assist M&E Specialist in managing monitoring and evaluation tasks, including M&E Plan development and evaluation support.
* Perform quarterly updates to the M&E pages of MFK’s website. This may include:
  + Preparing updated tables each quarter of key performance indicators (KPI);
  + Updating and conducting quality control each quarter of sector data posted on the M&E;
  + Assisting with copy editing, fact-checking, and quality control for both data and text content for the website;
  + Updating information related to impact and performance evaluations
* Develop other related materials such as fact sheets and other public communication tools for use on the M&E website or for other external reporting purposes.
* Participate in interdisciplinary teams to assess proposals and perform due diligence;
* Ensure that the MFK Web page contains all up-to-date relevant reports and M&E related data quality and/or performance audit findings for public access by the program stakeholders;
* Ensure that each activity’s monitoring arrangements comply with the Threshold agreement and, in particular, the provisions of this agreement are fully observed in the design of Program M&E;
* Inform and participate in external supervision and evaluation missions – of funding and other agencies – by screening and analyzing monitoring reports as well as by furnishing direct personal knowledge of the field situation;
* Plan for regular opportunities to identify lessons learned and implications for the Program’s next steps;
* Carry out contracting of a third party to perform periodic data quality assessments to ensure the highest possible quality in reported data and to understand where there are unavoidable weaknesses in the data quality;
* Facilitate discussions on the project logic and the indicators to track results.
* Analyze the economic incentives built into each project’s design, advise the team members of unintended consequences, providing guidance on economic impact of program decisions, and make suggestions to more cost effectively achieve the projects’ goals;
* Respond to MCC requests for information on data sources, data measurement methods, frequency of data collection, and disaggregation. Monitor and update all M&E budgets (estimated contract values, cash disbursements, and timelines) work plans, and Contracts.
* The duties listed above are intended only as general illustrations of the various types of work that may be performed. Duties not herein explicitly described are not excluded if the work is similar, related, or a logical assignment to the position.

1. ***DELIVERABLES***

Deliverables are associated with the tasks identified in DUTIES to include reports as required by the M&E Specialist.

The Consultant also shall produce other reports and analyses as requested by MCC. Example of such reports and analyses may include, but are not limited to, the following:

* Quarterly updates of the MFK evaluation tracking pipeline for M&E management;
* Quarterly updates of the impact and performance evaluation budget for M&E management;
* Quarterly Indicator Tracking Tables;
* Ad hoc reports and information, as requested by the M&E Specialist.

The consultant will perform work under this contract in Prishtina, Kosovo.

1. ***REQUIRED & DESIRED QUALIFICATIONS***

The consultant must meet all the required qualifications described below by the closing date of this announcement. Desired qualifications will only be considered once all *required* qualifications are met. Candidates must demonstrate that they possess the following:

1. **Education/Certification:**

The consultant should hold, at a minimum, an undergraduate degree in Economics, Statistics, International Development, or a related discipline.

1. ***Required Qualifications:***

* At least 3 years of relevant experience;
* Strong quantitative skills relating to economics, statistics, **international economic development** or related disciplines;
* Demonstrated ability for attention to detail, particularly in work involving quantitative data;
* Strong capability with Microsoft Excel, Microsoft PowerPoint, STATA;
* Excellent written and oral communication skills, including document editing and layout design;
* Education and/or work experience involving **international economic development.**

1. ***Desired Qualifications:***

* Training/experience with relational database software;
* Training/experience with statistical analysis software (e.g. Stata, SPSS or similar);
* Training/experience with quantitative evaluation methods used in international development;
* Proficiency in English (include reference to level of proficiency for reading, writing, and oral communications).

**Evaluation of Qualifications**

MFK will evaluate the qualifications and experience of all interested Consultants, and invite the Consultant who, in MFK’s assessment, is most suitably qualified for the assignment to continue with the selection and negotiation process as described in the RCQ. While all required and preferred qualifications are important, MFK will place relatively more weight on demonstrated relevant knowledge and abilities and successful experience in prior performance of similar projects. There will be a written test, in addition to interviews.

***FORM - 1***

**RCQ-MFK- 013 Monitoring and Evaluation for**

**Millennium Foundation Kosovo**

**MFK, Kosovo**

**CONSULTANTS’ QUALIFICATIONS SUBMISSION FORM**

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:

c/o: Procurement Manager

[procurement@millenniumkosovo.org](mailto:procurement@millenniumkosovo.org)

**RCQ-MFK- 013**

**Monitoring and Evaluation Analyst for**

**Millennium Foundation Kosovo**

I, the undersigned, offer to provide the consulting services for the above-mentioned assignment in accordance with Request for Consultants’ Qualification dated [ ] and its attached Terms of Reference.

I hereby submit my Qualifications including my latest updated Curriculum Vitae which contains among others my previous relevant assignments and references with complete contact details.

I hereby declare that all the information and statements made in this EOI are true and correct. I accept that any misinterpretation contained herein can lead to my disqualification.

My submission is binding upon me and is subject to modifications arising from Contract negotiations.

I undertake, if my proposal is accepted to initiate the consulting services on the date indicated in the RCQ.

I understand that you are not bound to accept any submissions that you may receive.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Signature

***Form 2***

**RCQ-MFK- 013**

**Monitoring and Evaluation Analyst for**

**Millennium Foundation Kosovo**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Name | [Insert full name] | | | | | | | | |
| 1. Date of Birth | [Insert birth date] | | | | |  | |  | |
| 1. Nationality | [Insert nationality] | | | | |  | |  | |
| 1. Education | [Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment]. | | | | | | | | |
| 1. Membership in Professional Associations |  | | | | | | | | |
| 1. Other Training | [Indicate appropriate postgraduate and other training] | | | | | | | | |
| 1. Countries of Work Experience | [List countries where the consultant has worked in the last ten years] | | | | | | | | |
| 1. Languages | [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing] | | | | | | | | |
|  | Language | Speaking | | | Reading | | Writing | |
|  |  |  | | |  | |  | |
| 1. Employment Record | [Starting with present position, list in reverse order every employment held by the consultant since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.] | | | | | | | | |
|  | From [month] [year]: | | To [month] [year]: | | | | | | |
|  | Employer: | | | | | | | | |
|  | Position(s) held: | | | | | | | | |
| 1. Work undertaken that best illustrates capability to handle the tasks assigned: | [Among the assignments in which the consultant has been involved, indicate the following information for those assignments that best illustrate his/her capability to handle the tasks listed in the TOR] | | | | | | | | |
|  | Name of assignment or project: | | |  | | | | | |
|  | Year: | | |  | | | | | |
|  | Location: | | |  | | | | | |
|  | Client: | | |  | | | | | |
|  | Main project features: | | |  | | | | | |
|  | Position held: | | |  | | | | | |
|  | activities/tasks performed: | | |  | | | | | |

1. References: [*List at least three individual references with substantial knowledge of your work. Include each reference’s name, title, phone and e-mail contact information. MFK reserves the right to contact other sources as well as to check references, in particular for performance on any relevant MCC-funded projects.*]
2. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I, the undersigned, hereby declare that I agree to participate in the above-mentioned assignment. I further declare that I am able and willing to work for the period foreseen in the above referenced Request for Consultants’ Qualifications.

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Signature

Date:

Address:

Tel:

E-Mail: