

Prishtina, 02 March 2021

Project: GrassRoots Action Support-GRAS

Reference: EuropeAid/153677/DD/ACT/XK

Terms of References (TOR) for conducting a follow-up survey

1. Objective of the Assignment

The aim of this activity is to conduct a follow-up survey to determine the impact of the EU funded project titled “GrassRoots Action Support-GRAS”, implemented by Kosovar Stability Initiative IKS, LENS and Friedrich Ebert Stiftung, Pristina Office. Follow-up survey will be based, and will be considered as a continuation of the research done at the beginning of the project "Mapping of Local & Community based CSO`s".

Further information regarding the project goals and outcomes will be included in the contract as Annex I (“the Project Document”).

2. Background

GrassRoots Action Support-GRAS aims to strengthen the existing capacities of community based CSOs in Kosovo and help them represent the interests of the community, by offering both financial and non-financial support. The project will mainly facilitate CSOs understanding of policy processes, institutions and other relevant actors with the aim to enable them effectively engage in public policy dialogue and processes at local and central level.

GRAS is an innovative financial assistance based programme that allows project partners provide support to a wide range of civil society organizations and enables CSOs not only to enhance their engagement in the policy process but also establish partnerships across the sector for lauder voice while representing their communities, constituencies and/or interest groups.

In addition to the financial support, the project will use project partners’ skills and expertise to provide training and capacity building support to grassroots CSOs in order to enhance their technical knowledge for policy making engagement, outreach and project management

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skills, governance and organizational capacity but also help them with their skills to access funds.

3. Scope of Work

The follow up survey conducted by external expert should seek to provide a general overview of the situation in the “NGO Grass Roots” sector after most of the GRAS project activities have been completed.

The expert on follow up survey shall follow the following work plan:

- *Read and understand the goals and objectives of the project;*
- *Analyze the recommendations from “Mapping of Local & Community based CSO`s” report, in order to create follow-up questions to create the follow up survey questionnaire;*
- *Prepare the action plan and the questionnaire for the survey;*
- *Prepare and deliver a report written on English from the follow up Survey.*

4. Expected results

The service provider/contractor is expected to deliver a report written in English up to 25 pages maximum (without annexes) in Times New Roman, size 12.

On delivering the report the contractor will provide also the list of participants who completed the survey.

5. Logistics and timing

The assignment will take place in Prishtina, while field visits may take place depending on the evaluation methodology and location of the beneficiaries. All travel, communication and other related costs under this activity should be integral part of the offer and no additional costs will be accepted.

The intended commencement date is **16th of March 2021** and the period of execution of the contract will be until **16th of April 2021** with a total of **20 working days**.

6. Payment

The amount maximum amount foreseen for this service is 3,000.00 (three thousand) Euros.

Payment will be done in two instalments:

- 30% after the approval of the working plan, and
- 70% after receiving the evaluation report.

7. Evaluation grid

The Contracting authority selects the offer with the best value for money using an 80/20 weighing between technical quality and price. Evaluation will be based on the following grid:

Evaluation process	Points
General professional experience	40%
Specific professional experience	40%
Financial offer	20%
Overall total score	100%

Shortlisted candidates will be contacted for a Skype interview before the final selection!

8. Application procedure

In order to complete the application, applicants must submit the following documents:

- Technical and professional capacities (CV);
- Proven working experience in evaluation of EU projects (track records and/or references);
- Financial offer;

Interested applicants must submit their applications no later **than 09th of March 2021**, until 17:00th via email at: gras@iksweb.org