**TERMS OF REFERENCES**

**For**

**DEVELOPING A MENTORING, EVALUATION, AND LEARNING (MEL) TOOL**

**Delivery Date of Assignment:**December 10th , 2023

|  |  |
| --- | --- |
| **Organization** | *Kosovar Gender Studies Center (KGSC)* |
| Objective | Develop a Monitoring, Evaluation, and Learning (MEL) Tool |

1. **PROJECT**
2. **Information about the organisation**

The mission of the Kosovar Gender Studies Center (KGSC) is to integrate gender-sensitive analysis, programs, and policies in all sectors of Kosovar society by increasing gender awareness and a focus on gender issues, developing gender studies and ensuring the inclusion of gender-sensitive policies through research, policy development, advocacy and lobbying.

Kosovar Gender Studies Center is the leading gender-focused organisation in Kosovo and the region. In almost 19 years of its existence, it has contributed to gender mainstreaming and achievement of gender equality in all spheres of life. The organisation operates in strict compliance with its vision, mission and objectives which are clearly defined in the strategic plan. The centre’s strategic priorities are to:

**1. To draft and ensure the inclusion of gender sensitive policies in all sectors of life;**

**2. To increase awareness, knowledge, and understanding of gender issues in Kosova;**

**3. To further develop gender studies in Kosova;**

1. **Information about the project**

The primary goal of the project “Engaging Children as Active citizens in Promoting Child Rights and Gender Perspective” is to address child rights from a gender perspective as well as strengthen capacities and widening of expertise of the organizations involved in the project so that they take up to their watchdog and advocacy roles in the advancement of child rights in Kosovo. The outcomes of project are as following:

∙ Increasing quality in the work, activities and practices of organisations involved in the project, opening up to new actors, not naturally included within one sector;

∙ Building capacity of organisations to work transnationally and across sectors;

∙ Addressing common needs and priorities in the fields of child rights;

∙ Enabling transformation and change (at individual, organisational or sectoral level), leading to improvements and new approaches, in proportion to the context of each organisation.

1. **Objective of the task**

The objective of the task is to develop the monitoring, evaluation and learning capacity of KGSC. The Monitoring, Evaluation and Learning (MEL) Officer will be responsible for leading the design and implementation of program-level and project-level MEL systems and procedures that are technically appropriate. S/he will work with program staff and service providers to ensure effective monitoring, evaluation and learning for all the programs and projects of KGSC.

1. **Key Deliverables**

1. Design MEL systems for the programs of KGSC

2. Building staff capacity in M&E - Train staff on MEL Tool

1. **Qualification of the candidate**

Required

* Bachelor’s degree
* Five years of proven experience in the monitoring and evaluation of relief and development programs.
* A strong background in monitoring, evaluation, and learning, with a proven track record in designing and implementing MEL systems.
* Strong technical knowledge of MEL tools, methodologies, and best practices.
* Ability to align MEL activities with organizational goals and identify areas for improvement and learning.
* Strong written and verbal communication skills
* Experience in training and capacity building to equip staff with MEL knowledge and skills, as per the key deliverable.
* Strong analytical skills to identify issues and develop solutions for improving MEL processes.
* Meticulous attention to detail in designing MEL systems.

1. **Timeframe**

The MEEL Tool should be delivered at latest by 10th of December

1. **APPLICATION PROCEDURE**

Applications should be submitted by including the documents listed below:

* CV
* Motivation letter
* One (1) reference
* Other documents proving experience (optional)

Applications should be sent to the email address qksgj\_kgsc@yahoo.com by writing in the subject of the email Application for DevelopingMEL Tool Candidate\_Name Surname by 10.11.2023 at 16:00 hrs.