



**Call for Tenderers
Terms of Reference**

**EVALUATION OF THE BALKAN GREEN ACADEMY 1.0
NEED ASSESSMENT FOR THE BALKAN GREEN ACADEMY 2.0**

Background

Contracting Authority

The Contracting Authority is the Balkan Green Foundation.

Beneficiary

The beneficiary of this project is the Balkan Green Foundation.

Relevant Background:

Balkan Green Foundation (BGF) is a regional organization that promotes inclusive and equitable progress within the Western Balkans on sustainable development domain. Along with its partner organizations, BGF places a strong focus on advocating for solutions that promote development policies, which are in line with world's latest developments, global challenges and national agendas for EU integration. Regional initiatives are undertaken on an ongoing basis to further convey BGF's commitment towards regional sustainability, ensuring the strengthening and advancement of vital policies affecting key sectors, such as energy, environment, and economy. BGF has been successfully positioned as a key strategic partner for regional and global institutions, organizations, and communities in promoting sustainable development, transforming innovative concepts into powerful solutions, and strengthening regional and global partnerships.

Balkan Green Academy

Balkan Green Academy is consisted of modules that covered three main pillars: policy, economy and society. The Academy was able to facilitate deliberation of actual issues into the Western Balkan region in framework of the green sustainable development values and ideas. The Academy used cross-sectoral and transdisciplinary approach, encouraged in-depth knowledge building and in the same time combined modules that explored the policy perspective, economical business approach and societal impact. The fact that WB region lacks regional networks of relevant actors in the green filed, creation of an online collaborative platform which involved partners, participants, experts and mentors from the whole WB region was a base for further regional activities and a platform to further support green programs in the region. The program is supported by [Balkan Trust for Democracy](#) and USAID.

Objectives

1. To promote principles and values of sustainable and green policy in issues related to economic, social and political development of the Western Balkan societies (with special (with special focus on 2030 Agenda, Sustainable Development and Green Agenda for the Western Balkan)
2. To connect grass roots green activists, CSOs with green sustainable initiatives and potential or existing rural and urban green entrepreneurs

3. To prepare local and regional actors to identify potentials within-in their communities for creation of green and sustainable initiatives and businesses.

Description of the assignment

The main objective of this assignment is to get an independent review, outside look and analysis of the first edition of the Balkan Green Academy that has been implemented during October-November 2020. Also, as part of this service we expect to get in-depth information about new edition of the Academy that is under the preparation. The aim is to review the BGA 1.0 trainer's performance and achievements as well as to evaluate the methods of the Academy, the modules and the knowledge gained by the students. Additional aim is to determinate the weaknesses and challenges and to identify the strengths of the Academy, potentials for the next edition (virtual or physical). Results of the evaluation and the recommendations provided thereof will be the basis for guiding BGF staff for development of the program, the realization of the second edition of the Balkan Green Academy and its growth.

Requested services regarding the assignment (evaluation and need assessment)

The selected evaluator is expected to perform one-on-one interviews with BGA attendees, trainers, experts and mentors and to deliver a final report. The evaluator is expected to perform the following activities:

- To get familiar with the Balkan Green Academy results and based on the trainers reports and final students' surveys (26 students attended the Academy)
- To prepare the interview/survey questions in collaboration with BGA coordinator;
- To conduct one-on-one interviews with selected representatives from those who participated in the Academy.
- To conduct one-on-one online interviews (or focus group) with relevant stakeholders/ experts and educators in the field of Green Economy, Entrepreneurship and Green Policy as a preparatory activates for new modules and BGA second edition
- To summarize their feedback/assessment for the next edition of BGA planned for fall 2021 and to use their inputs for advancement of the Academy educational modules
- Preparation of a final report with recommendations for the Balkan Green Academy 2021/2022

The activities can be adjusted appropriately in agreement with BGA coordinator.

Required outputs

Preparation of an evaluation report/need assessment report with an opinion about the implemented Balkan Green Academy 1.0 and an opinion about the future content and structure for the next edition of the Academy 2.0.

Expert(s) profile

- A person or a team with proven international experience of at least 10 years in evaluating the organizations/entities performance.
- At least 7 years of experience in evaluations of programs and projects supported by foreign donors.
- Experience in performing evaluations in the Balkan region will be considered a strong asset.

Award Criteria

Best value for money. The offer will be evaluated in the following manner:

- Max 80 points for the expertise – the expert(s) profile,

- Max 20 points for the financial offer.

The maximum points that an offer may receive are 100, and the minimum is 75.

Location and duration

Location(s) of assignment:

The Contracting Authority is based in Pristina, Kosovo. However, taking into consideration the current developments with the COVID-19 pandemics, the assignment will be conveyed as a home-base work.

All meetings and interviews shall be organized online (by e-mail, skype calls, or other options). The Contracting Authority shall make the available all necessary information and contact details to facilitate the work of the consultant in this respect.

Period of realization:

January-March 2021 (three months) maximum number of working days is 70 (seventy).

Starting period:

The indicative timing is January 2021 where the consultant is expected to provide the report upon 70 days as of the date of the issue of the Contracting Authority's notification on the start date of the mission.

The specific start date of the mission will be specified upon contract signature, with an official notification issued by the Contracting Authority with prior agreement with the consultant.

Reporting

The consultant shall produce:

An evaluation report with an opinion on with an opinion about the implemented Balkan Green Academy 1.0 and also an opinion about the future content and structure for the next edition of the Academy 2.0. The official language of this contract is English and all reports, analysis, correspondence, and documentation prepared within the Contract should be produced in English.

Payment terms

Payment will be made upon submission of an invoice/request for payment, subject to the approval of the respective report prepared for the assignment.

Application

Deadline:

December 7, 2020 at 23:59 CET (Central European Time).

Any application received after this deadline will not be considered.

Application format and details to be provided:

The offer should contain:

- Document confirming the scope of work of the expert(s), including their experience as stipulated,
- Financial offer in calculation per day.

However, the bidders should be aware that the Contracting Authority may request the provision of supporting documents to confirm the statements given in the respective documents and CVs.

Applications should be sent to the following address: greenideas@balkangreenfoundation.org with a subject: **Evaluation of the Balkan Green Academy.**