

Short-term consultancy in Kosovo to guide and coach the implementation of an M&E system for social services	
Project title	Support for better social services for the most vulnerable groups in Kosovo
Location	Kosovo
Application deadline	December 16, 2018
Implementing organizations	This is an EU funded project managed by European Union Office in Kosovo and the Government of Sweden and implemented by Save the Children International, Kosovo Office . The co-partner is the European Centre for Social Welfare Policy and Research , an UN-affiliated intergovernmental organisation in Vienna.
Period	January to June 2019
Contract type	Short-term consultancy contract (with deliverables)
Reports to	Coordinator, European Centre for Social Welfare Policy and Research
Budget	Up to 70 non-consecutive days
Project goal	The project contributes to the effective transformation and decentralization of the social service system in Kosovo's municipalities. By providing technical assistance, capacity development and a monitoring & evaluation model, the project aims for improved quality, availability and sustainability of local social and community-based service delivery for children and vulnerable people living at social risk.
Purpose of M&E module	This consultancy is part of a larger focus on establishing an M&E system to contribute to and provide for quality social services. In order to ensure the functioning of the M&E system at a national and municipal level, the consultant will provide coaching and close monitoring support to the Ministry of Labour and Social Welfare (MLSW) and all 38 municipalities. The consultant will encourage the previously trained MLSW staff to use the training mechanisms and tools and to produce M&E reports on the quality of the provided

	<p>social services. For this, the consultant and the MLSW staff will cooperate closely with representatives of all municipalities, CSWs, as well as the social service providers.</p> <p>The consultant will support the implementation of the M&E data gathering and analysis mechanisms. This includes the operationalization and utilization of the register software that has been previously developed.</p>
Scope and activities	<p>In close collaboration with European Centre staff, the consultant will:</p> <ul style="list-style-type: none"> • Provide guidance and mentorship to support MLSW representatives to implement the M&E training tools and mechanisms • Collaborate with the 38 municipalities, CSWs as well as social service providers on implementing the M&E system • Support the operationalization and utilization of the register software in the municipalities • Collect information and data as needed to illustrate the use of the M&E system
Deliverables (in English)	<ul style="list-style-type: none"> • Work log for the 38 municipalities • Template of M&E plan • 38 M&E plans (in Albanian) • Expert report (10-15 pages) on lessons learnt and identified challenges from provided M&E coaching and support
Qualification and Experience	<ul style="list-style-type: none"> • University degree (Master's preferred or equivalent) in public policy, social work, public administration or any related field in the social sciences • Evidence of a high level of evaluation knowledge and expertise • Extensive professional experience in social service delivery and municipal governance in Kosovo • Strong analytical and facilitation skills • Excellent oral and written knowledge of English and Albanian, knowledge of Serbian an advantage
Application	<p>For further information on this consultancy, please contact Rahel Kahlert (Tel. (+ 43 1) 319 45 05; e-mail: kahlert@euro.centre.org). Please send your application with your C.V. and a one-page letter of motivation (all in English) to kahlert@euro.centre.org by December 16, 2018.</p>