Terms of Reference

# Evaluation of the EU Kosovo project “Kosovo Demining Action – Clearance of Mines and Cluster Munitions”

|  |  |
| --- | --- |
| **Consultancy title:** | Consultant for the EU Kosovo humanitarian mine action project |
| **Reporting to:** | Claus Nielsen – Country Director, NPA Kosovo |
| **NPA offices:** | **Head Office: Oslo, Norway**  **Country Offices in Kosovo:** Pristina and Mitrovica (NPA), Gjakova (HALO) |
| **Provisional timeframe:** | 14 days during November 2025 |
| **Tentative start date:** | From 3 November 2025 |

# 1 Background

Norwegian People’s Aid (NPA) is a politically independent membership-based organisation working in Norway and in more than 30 countries around the world. Founded in 1939 as the labour movement's humanitarian solidarity organisation, NPA aims to improve people's living conditions and to create a democratic, just and safe society. NPA's international work covers three core areas: Mine Action and disarmament, Development, and Humanitarian relief aid.

NPA is nearing completion of the EU Kosovo funded project “Kosovo Demining Action – Clearance of Mines and Cluster Munitions”, implemented in consortium with the HALO Trust (HALO) with NPA as lead agency, with the project being implemented from 8 December 2022 through 30 November 2025 and in the total amount of 3.9 million euros. Throughout the project HALO has been focusing on land mine clearance mainly within the western and southern areas of Kosovo, while NPA has been focusing on cluster munitions clearance mainly within the northern areas of Kosovo.

We are seeking a consultant to evaluate the outputs, outcomes, and impact of the mentioned project, when comparing original proposed activities against actual activities throughout the project implementation period. The consultant should also engage with relevant stakeholders, such as national authority for humanitarian mine action in Kosovo, donors, NPA-HALO management staff, and beneficiaries. Final report is required by 28 November 2025.

# Purpose of the evaluation

The purpose of the evaluation is to evaluate the outputs, outcomes, and impact of the mentioned project, when comparing original proposed activities against actual activities throughout the project implementation period, while also comparing against requirements within the international mine action standards and best practice within the global humanitarian mine action sector.

The evaluation report will form a vial part of the final report to be provided to the EU office in Kosovo and will be used for the project design of future proposals for humanitarian mine action activities within Kosovo, and in a wider scope globally by NPA and HALO.

# 3 Implementation

A total of 14 days has been allocated for the evaluation of the project mentioned commencing from 3 November 2025 and including the approval of the final report by 28 November. NPA and HALO will support transportation during the in-country evaluation.

# Qualities of the evaluator

The evaluator should have substantive knowledge of project evaluation, at least ten (10) years’ experience linked to the humanitarian mine action sector, with country specific/regional knowledge being an advantage.

The evaluator must have strong analytical skills, proven track record of reporting skills, and should have experience from working with diverse stakeholders.

The following will be considered during the selection phase:

* Fluency in English with excellent writing and presentation skills
* Ten (10) years’ experience linked to the humanitarian mine action sector
* Previous experience with project and program management
* Previous experience with EU rules and regulations
* Previous experience working with diverse stakeholders
* Strong analytical skills
* Previous experience in evaluating EU projects an advantage
* Previous implementation of EU projects an advantage
* Knowledge of Albanian and Serbian languages an advantage
* Previous work experience within Kosovo/Southeast Europe an advantage

# Application requirements

1. The technical application should include:
   * Brief explanation about the consultant with particular emphasis on experience when comparing to the required qualities of the evaluator.
   * Understanding of the terms of reference for this assignment in line with the overall and specific objectives.
   * Presentation of workplan
2. Financial proposal: This should be presented in Euros and should include the consultancy fees only (total costs)
3. Examples of previous work conducted that relate to this assignment
4. Resume of the consultant

The bidder must recognize and respect the NPA Ethical Standards for purchasing, investments and marketing in connection with the assignment. It is also a requirement that all deliveries or activities in which the company is involved must not conflict with recognized principles of international law, international sanctions or conventions. NPA reserves the right to check and possibly omit bidders that are not considered to be in line with the above requirements. [Norwegian People's Aid | Ethical Standards for Procurement,…](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.npaid.org%2Fabout-us%2Fethics%2Fethical-standards&data=05%7C02%7CClausN%40npaid.org%7Ce388c0c014454055a30108de10a56076%7C87c96f72679c41ebbfe7ec1ae2486f26%7C0%7C0%7C638966499650400604%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=awhoqq9pc%2FvAAmZ7L9Ab9fEeLQZLVGeZqLqNCVFYb%2Bk%3D&reserved=0)

# Deliverables

1. Final report to be delivered to the NPA contact person on 28 November 2025
2. Final draft report for NPA-HALO review to be delivered on 25 November 2025
3. Assessment of NPA-HALO clearance approach and efficiency, when comparing against best international practices and international mine action standards
4. Assessment of the impact of NPA-HALO activities, when comparing against expected impact as outlined within the grant agreement
5. Assessment of the outcomes of NPA-HALO activities, when comparing against expected outcomes as outlined within the grant agreement
6. Assessment of the outputs of NPA-HALO activities, when comparing against expected outputs as outlined within the grant agreement
7. Assessment of the cooperation and coordination between NPA-HALO and the Kosovo Mine Action Centre (KMAC)
8. Assessment of the overall NPA-HALO activities, when comparing against the goals of the Kosovo 2024-2030 clearance completion strategy

# Evaluation criteria

The applications will be evaluated against the following criteria:

1. Proposed methodology: the inclusion of both qualitative and quantitative methods and the level of participation incorporated
2. Extent of experience conducting research and evaluations in similar thematic and geographic areas
3. Extend of experience in implementing project and program activities within the humanitarian mine action sector
4. Cost efficiency

# How to apply

Interested applicants should submit applications by email to[**tenders@npaid.org**](mailto:tenders@npaid.org)with the subject “Consultant for the EU Kosovo humanitarian mine action project” on or before **29th October 2025 at 03.00 PM CET time.** Any applications submitted after this date and time will not be considered.

The successful applicant will be requested to read, understand, and sign the NPA Code of Conduct, and the NPA declaration of confidentiality, prior to signing the contract.