

TERMS OF REFERENCE (ToR)

Position: Monitoring, Evaluation and Learning (MEL) Specialist

Project: No Floods through Active Citizens in the Cross-Border Region

Location: Kosovo

Contract duration: [DURATION TO CONFIRM]; budgeted input: 24 expert days

Engagement period: 21.09.2026 - September 2028

BACKGROUND

The Cross-Border Cooperation Programme between Kosovo and North Macedonia, under the IPA III Cross-Border Cooperation Programme Kosovo–North Macedonia 2021–2027, supports cross-border cooperation to promote good neighbourly relations, environmental protection, climate resilience and socio-economic development in both countries.

In accordance with Grant Contract No. 2026/490-888, signed by the European Union represented by the European Commission (Contracting Authority) on the one hand and the Municipality of Klllokot (Coordinator), the Municipality of Rankovce (Co-beneficiary 1), Business Support Centre Kosovo – BSCK (Co-beneficiary 2) and Initiative for European Perspective – IEP (Co-beneficiary 3), on the other hand, the project “No Floods through Active Citizens in the Cross-Border Region” requires an experienced MEL Specialist to support the implementation of the activities envisaged under the project.

Position Summary: The MEL Specialist is expected to track results in Klllokot and Rankovce, verify evidence, support reporting and learning, and assess the project’s results and sustainability in cooperation with all partners.

The place of work will be in Prishtina. The position also includes travel, mainly throughout the project area, to oversee and support project activities and field events.

Main tasks:

Under the supervision of BSCK management, the key duties and responsibilities of the MEL Specialist are:

- Develop the MEL plan, indicator definitions, evidence register and reporting calendar from the approved logical framework;
- Agree data-collection tools, responsibilities and disaggregation with partners; refer conflicting targets for clarification;
- Review the two commissioned baseline reports and integrate findings without duplicating separately contracted fieldwork;
- Track the 562 m riverbed works and two early-warning systems using technical, acceptance and commissioning records;
- Verify campaign reach, the two Circular Green Clubs, school workshops, MSME/CSO support and municipal training;
- Assess study-visit learning, beneficiary feedback and sustainability, distinguishing unique beneficiaries from repeat attendance;
- Consolidate evidence for indicator reports due 31 October, 31 January, 30 April and 31 July, and for final reporting;
- Check data quality, maintain the indicator matrix and record gaps, risks and follow-up actions for management;
- Document lessons and recommendations with the Project Manager, municipal focal points and project partners;
- Prepare municipal evidence dossiers and support the final evaluation under agreed arrangements for independence;
- Protect personal data, report limitations honestly and retain a traceable evidence archive and complete handover;
- Other activities in accordance with the project document.

REQUIRED SKILLS AND EXPERIENCE

The MEL Specialist must meet the following requirements and have the minimum qualifications and experience, such as:

Qualifications and skills;

- Bachelor Degree in Economics, Statistics, Social Sciences, Environmental Studies or another relevant field;
- Fluent in written and spoken English as well as in at least one official language of Kosovo;
- Strong analytical, report-writing, interviewing and presentation skills;
- Ability to design indicators and apply quantitative and qualitative research methods;
- Previous experience in development projects or similar work for an international agency, donor organization or NGO is valued;
- Good knowledge of Microsoft Excel, survey tools and relevant data-analysis software;
- Driving license.

Professional experience:

- Demonstrated professional experience in monitoring, evaluation or applied research;
- Relevant experience in monitoring and evaluation of EU-funded programmes/projects or projects financed by other donors;
- Experience developing MEL plans, validating data, conducting evaluations and preparing evidence-based reports;
- Knowledge about Cross-Border Cooperation and IPA beneficiaries is an advantage.

Assets:

- Skills in writing and reporting in English;
- Experience in EU-funded programmes/projects;
- Experience in environmental protection, climate resilience, infrastructure or community development;
- Proven teamwork with the capacity to work in a multicultural environment;
- Good knowledge of the region where the project is located.

Deadline for application is: 14.09.2026

The interested applicants can apply by sending their updated CV, via e-mail address: info@bsckosovo.org, specifying in the subject the position for which they apply.