

Terms of Reference for the Beaded Capitalization of the Project "Climate Environmental Justice Project in the Western Balkans"

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The expected deadline for sending technical and financial applications is **10/01/2026 at 23:55 (French time)**.

General Information

Mission title: Beaded Capitalization of the Project "Climate Environmental Justice Project in the Western Balkans"

Mission beneficiaries: Judicial institutions, public authorities, civil society, beneficiary citizens

Country: Albania, North Macedonia and Montenegro

Estimated budget: 38 500€

Total planned duration: To be determined by the applicant.

Working languages: English is mandatory. Albanian or Macedonian would be assets.

Project presentation

Project title: Climate Environmental Justice Project in the Western Balkans

Duration: May 2024-November 2026

Donor: Agence Française de Développement

Location: Albania, North Macedonia and Montenegro

Thematic sectors: Environmental justice and public participation

Final beneficiaries: Civil Society, Ministry of Justice and Ministry of Environment

Overall budget: 2 Million Euros

Context

General context:

The project "Climate Environmental Justice Convergence in the Western Balkans", financed by the Agence Française de Développement (AFD), seeks to **improve access to justice and effectiveness of public participation in the field of environmental justice**, thereby contributing to convergence towards European standards in Albania, North Macedonia and Montenegro. More particularly, the Action supports the three countries for **EU accession** through the alignment of their national frameworks to the **Aarhus Convention standards** on access to environmental justice, which was officially integrated into EU standards in 2006.

The Action is structured around 3 components:

- **The first component** (Component 1) is dedicated to the improvement of access to justice on climate and environmental matters.
- **The second component** (Component 2) is dedicated to the improvement of citizen participation on climate and environmental matters.

- **The third component** (Component 3) focuses on the implementation of grants for civil society organizations.

These components encompass several activities which have already been implemented or are being implemented :

- Initial assessments of environmental justice and citizen participation for each country

Component 1

- Improve common understanding, coordination, and governance in environmental matters.
 - Organization of national roundtable discussions on environmental justice (AL, MN)
 - Organization of a regional workshop on environmental justice (AL, MN, MT)
- Strengthen the capacity of justice professionals in environmental justice (AL, MN)
 - Development of training modules on environmental law
 - Training of trainers for national magistrate training schools
 - Development of a selection of tools

Component 2

- Analysis and support for two pilot local authorities in their citizen participation processes as part of environmental impact assessments (AL, MN)
 - Identification and analysis of the needs of two pilot municipalities or local authorities
 - Development and implementation of tools and methodologies promoting citizen participation and its consideration
- Enhancing national tools for public participation and consultation.

Component 3

- Grants to civil society organizations (AL, MN)

Scope of the Mission

- **Period covered:** 2024/2025
- **Covered components:** Component 1 and 2
- **Geographic areas:** Albania and North Macedonia mainly, Montenegro to a smaller extent
- **Documentary resources:** The project has a shared workspace where all project deliverables are stored. A selection of resources useful for capitalisation will be made during the expert's assignment.
- **Stakeholders that will contribute to the capitalization:**

- **Beneficiaries and Participants to the Workshops:** Ministries of Justice and Environment, Judicial Staff, Selected Municipalities, local authorities, magistrates, CSOs, beneficiary citizens, Project team
- **Coordination:** Expertise France Project Manager and M&E department.
- **Animation and facilitation :** Consultancy

Objectives and Expected Results of the Capitalization

Object :

The object of the capitalisation mission will be mainly on Component 1 and Component 2 and will focus on the following tasks :

1. **Identifying and assessing** the institutional and behavioral change levers deployed to enhance access to environmental justice and citizen participation in Albania, North Macedonia, and Montenegro, in alignment with the **Aarhus Convention standards and EU accession criteria**.
2. **Documenting and evaluating** the learning and adaptation mechanisms used by the project team and partners, and their impact on the quality and relevance of interventions.
3. **Mapping and highlighting** the project's key pathways to change, including the role of local keyplayers, intermediaries, and sustainability dynamics in driving and sustaining progress.

Objectives:

- Building capacities by identifying good practices, tools and experiences in the field of environmental justice and citizen participation
- Analyze cooperation modalities between institutions, civil society, and citizens
- Draw lessons with an evaluative approach on results of the project

Expected results:

- A consolidated knowledge corpus on participatory environmental governance.
- Practical and strategic recommendations disseminated to partners.
- Progressive valorization via thematic workshops, webinars, and written outputs.
- A final capitalization report including analyses, case studies, tools, and lessons learned.

Capitalization Axes and guiding questions

A. Change Strategies and Levers

- What strategies and tools were most effective in driving institutional or behavioral change?

- How were entry points identified and negotiated in sensitive or complex governance contexts?

B. Learning and Adaptation in Practice

- How did the team learn and adapt during implementation? What feedback loops were used?
- How did partners contribute to iterative improvements?

C. Contribution Pathways

- What were the most significant pathways through which the project contributed to change?
- What role did local champions or intermediaries play in sustaining momentum?

Evaluation Questions

Evaluation questions are structured around OECD-DAC criteria and the project's logical framework. These will be refined in the inception report.

Relevance

- To what extent do the project's objectives respond to the contextual needs related to environmental justice in each country?
- How well does the project address gaps in access to justice, citizen engagement, and environmental awareness?

Coherence

- How coherent is the project with national strategies, EU integration priorities and other donor-funded programs?
- How have synergies across project components and between national actors been fostered to reinforce systemic change?

Effectiveness

- To what extent have planned results and outcomes (as per logframe) been achieved?
- What key drivers and barriers affected the achievement of each specific objective?
- Which adaptations were made and how did they contribute to the effectiveness of the intervention?

Efficiency

- Were resources (human, financial, technical) used optimally to achieve results?
- Were project modalities and delivery mechanisms appropriate for the country contexts?

Outcomes and Change Pathways (via Outcome Harvesting)

- What observable changes (in behavior, policy, practice, cooperation, attitudes) have occurred among key actors (justice sector, civil society, local authorities)?
- What can be plausibly attributed to the project's contribution?
- How did the project catalyse or accelerate systemic or institutional changes?

Sustainability

- What evidence suggests that results and changes will be sustained beyond the project timeframe?
- Are there clear ownership and institutional anchoring strategies?
- What are the conditions or risks affecting sustainability?

Cross-cutting questions

- How has the project integrated environmental justice with human rights and participatory governance?
- What mechanisms have promoted cooperation between the Justice and Environment sectors/institutions?
- What lessons can be drawn for similar EU accession contexts or environmental justice programs?
- What recurring obstacles limit convergence towards the Aarhus Convention?

Methodology and Procedure

The mission will be conducted in the form of beaded capitalization. However, the following list is not exhaustive and some activities might be added during the scoping meeting :

1. Preparatory phase:

- Documentary review and initial interviews
- Scoping meeting with contributors of the project and coordinators from Expertise France
- Development of an inception report which will serve as a contractual document (including final evaluation plan, capitalization plan and methodology with milestones)

2. Preparation and implementation sessions (in-person and remote):

2.1 Beaded Capitalization

- Collect tools; prepare interviews; and draft workshop agendas
- If needed, support the logistics of the workshops
- Organize 2 Participatory multicountry workshops (February and June 2026) with stakeholders
- Organize 2 national Thematic webinars per country
- Continuous collection of qualitative experiences (with interviews)

2.2 Final Evaluation

- Interviews with contributors
- Quantitative and qualitative surveys
- 1 workshop at the end of the project (November 2026)

3. Progressive production:

3.1 Beaded Capitalization

- Thematic tools (after each workshop/session)
- Capitalization sheet (according to the Expertise France's template)

2.2 Final Evaluation

- Progress evaluation report
- Thematic synthesis Powerpoint; Executive Report and Final Report

4. Final restitution:

- Consolidated capitalization report (June 2026)
- Capitalization validation workshop and dissemination to key actors
- Evaluation validation workshop and dissemination to key actors

Expected Deliverables

- Methodological note and capitalization plan
- Intermediate notes (after each phased session)
- Good practices and tools fact sheets
- Final capitalization report (approx. 40-50 pages)
- Presentation support for dissemination

Deliverables	Deliverable	Timeframe
1. <i>Documentary review and initial interviews</i> 2. <i>Development of a capitalization plan with milestones</i>	<i>Capitalization Plan</i>	<i>December 2025 – January 2026</i>
3. <i>1st Participatory workshop with stakeholders</i>	<i>1st participatory workshop</i>	<i>February 2026</i>
1. <i>2nd Participatory workshop</i>	<i>2nd participatory workshop</i>	<i>June 2026</i>
2. <i>Thematic webinars</i>	2 thematics webinars	<i>March and May 2026</i>

3. <i>Collection of qualitative and quantitative data</i>	Kobo, OdK, Excel, Power BI/table, Logalto, or equivalent	<i>Continuous</i>
4. <i>Intermediate capitalization notes (after each workshop/session)</i> 5. <i>Thematic syntheses and practical sheets</i>	Capitalization notes/practical sheets	<i>Every 4 months until November 2026</i>
6. <i>Final Capitalization Report with validation workshop and dissemination to key actors</i>	Report/Presentation support for dissemination	<i>December 2026</i>

Profile Required

We are seeking a team to lead the capitalization process of the "Climate Environmental Justice in the Western Balkans" project. The team will be responsible for designing, producing, and disseminating high-quality, practitioner-focused deliverables in English, ensuring they are actionable, inspiring, and tailored to the needs of judicial institutions, public authorities, civil society, and donors.

Qualifications and experience:

- Experienced expert in capitalization and organizational learning
- At least 8 years' experience in monitoring and evaluation, information management, data collection and/or evaluation for international projects/donors/organizations, development projects, preferably in the field of justice, environmental justice and participatory governance.
- Experience in database design and management.
- Experience in designing, facilitating and evaluating training for adults in the field of monitoring and evaluation will be considered favorably

Professional skills:

- Excellent understanding of results frameworks and indicators as well as international M&E standards and applications.
- Experience in participatory methodologies (workshops, focus groups, remote facilitation)
- Excellent writing, data collection/analysis/visualization skills.
- Skills on knowledge sharing and designing teaching materials are highly desirable.
- Knowledge of European standards and Balkans' context
- Competent user of Microsoft Office applications and data collection and processing software (Kobo, Survey CTO, Eval&Go, STATA, SPSS, Power BI/Tableau, etc.)
- Excellent coordination and teamwork skills.
- Excellent written and spoken command of English (good writing, synthesis and analytical skills...).
- Proficiency in local languages would be considered favorably.

Governance and Management

The mission will be supervised by:

- The EF project team
- The Monitoring-Evaluation-Capitalization officer (SERA)
- A steering committee composed of representatives from beneficiaries and partners

Tentative Agenda

Month 1: Documentary review and methodological framing

- Every 6 months: Capitalization sessions (workshops + intermediate notes)
- Before project closure: Final restitution and consolidated report

Budget

The allocated budget of **38 500€** will cover:

- Expert fees
- Logistics costs (in-person workshops)
- Security costs
- Facilitation and dissemination tools (translations, design deliverables, publication)

Submission Procedures

Applications must include:

- **A technical proposal:** understanding and comments on the terms of reference, methodology, composition of the evaluation team, CVs and similar experience, as well as the elements mentioned in these terms of reference (detailed work plan, distribution of roles and responsibilities);
- **A financial proposal:** overall budget for the evaluation, including the following budget items: daily cost of each contributor; breakdown of time spent per contributor and per stage of work; ancillary costs (additional services and documents); transportation costs (international and local), logistics costs; with proposed payment terms.

Evaluation Criteria

- Quality and relevance of the proposed methodology (30%)
- Experience and profile of the experts (30%)
- Relevance of the financial proposal (30%)
- Capacity for mobilization and participatory facilitation (10%)

How to apply

- Download your full application through the GEX platform.

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