



Tirana, 1 June 2026

TERMS OF REFERENCE

External Final Evaluation of the Project

“Inclusive approaches to ensure equal access to justice for persons with disabilities in Albania”

(EU4 Disability Inclusive Justice in Albania - EU4DIJA)

Funded by the European Union

Contracting / lead organisation	Albanian Disability Rights Foundation (ADRF)
Co-applicants / implementing partners	Albanian National Association of the Deaf (ANAD); Down Syndrome Albania (DSA)
Institutional partners	Ministry of Justice; Free Legal Aid Directorate; Ministry of Health and Social Protection
Geographic coverage	Tirana, Gjirokaster, Fier, Shkodra and Korca
Project duration	34 months
Type of assignment	External final evaluation
Evaluation consultant	One independent expert
Level of effort	20 working days
Working language	English; Albanian language required for consultations and document review

1. Background and project overview

The project “Inclusive approaches to ensure equal access to justice for persons with disabilities in Albania” (EU4DIJA) is funded by the European Union and implemented by the Albanian Disability Rights Foundation (ADRF), in partnership with the Albanian National Association of the Deaf (ANAD) and Down Syndrome Albania (DSA). The project is implemented over 34 months in five municipalities: Tirana, Gjirokaster, Fier, Shkodra and Korca.

The overall objective is to strengthen the role and capacities of disability organisations to engage in improving the national framework for access to justice and equality before the law for persons with disabilities. The project works on policy and legal advocacy, accessible legal information, capacity building, awareness raising, monitoring, and the piloting of mobile/home-based and accessible online free legal aid services.

The final evaluation will provide a concise and practical assessment of what the project achieved, what worked well, what challenges were faced, and what should be continued or improved after the project ends.

2. Purpose of the assignment

The purpose of this assignment is to conduct an independent final evaluation of the EU4DIJA project. The evaluation will verify progress against the logical framework and project targets, assess the quality and usefulness of the main outputs and services, and identify lessons learned and practical recommendations for ADRF, partners, public institutions and the donor.

The evaluation is expected to be light, focused and useful. It is not intended to be a complex audit or a large research study. The consultant should use existing project documentation, monitoring data and targeted stakeholder consultations to prepare a clear final report.

3. Scope of the evaluation

The evaluation will cover the full implementation period up to the date of the evaluation and the main project components. The assessment should focus on:

- Achievement of planned outputs, outcomes and logframe targets.
- Quality, accessibility and usefulness of legal information materials, trainings, monitoring report, road map, legal proposals, accessibility audits and communication products.
- Effectiveness of the mobile/home-based and accessible online free legal aid model for persons with disabilities.
- Participation and empowerment of persons with disabilities, DPOs, disability activists and partner organisations.
- Partnership coordination among ADRF, ANAD, DSA and institutional stakeholders.
- Sustainability prospects and practical recommendations for follow-up.

The consultant is not required to visit all project locations physically. A practical consultation plan may combine in-person, online and telephone interviews, subject to agreement with ADRF.

4. Key evaluation questions

Area	Main question
Relevance	Did the project respond to the needs and barriers of persons with disabilities in accessing justice and free legal aid? Was it aligned with CRPD principles, EU standards and national priorities?
Effectiveness	To what extent were the planned results, outputs and targets achieved? Which activities contributed most to the results?
Efficiency	Were implementation arrangements, coordination, time and resources managed in a reasonable and effective way?
Accessibility and inclusion	Were project activities and products accessible to different disability groups? Were persons with disabilities and DPOs meaningfully involved?
Sustainability	Which results are likely to continue after the project? What is needed to maintain or replicate the mobile/home-based and online legal aid model?
Communication and visibility	Were communication and visibility actions implemented in line with EU requirements and useful for awareness raising?

5. Methodology

The consultant will propose a simple evaluation methodology in a short inception note. As a minimum, the methodology should include:

- Kick-off meeting with ADRF and partners to agree on expectations, documents, stakeholders and timeline.

- Desk review of key project documents, reports, monitoring data and main products.
- Targeted interviews with ADRF, ANAD, DSA, institutional partners, experts/service providers and selected beneficiaries or DPO representatives.
- A light review of available monitoring data against the project indicators.
- A brief assessment of the accessibility and usefulness of selected project products and services.

The consultant should ensure informed consent, confidentiality, do-no-harm, and accessibility of consultations. Personal legal aid cases must not be disclosed in the report. Any case examples must be anonymised.

6. Tasks of the consultant

- Review the available project documentation and monitoring information.
- Prepare a short inception note with the methodology, workplan, interview list and basic tools.
- Conduct interviews and consultations with selected stakeholders and beneficiaries.
- Assess progress against the logframe, workplan and communication/visibility commitments.
- Prepare a concise draft final evaluation report.
- Finalise the report based on consolidated factual comments from ADRF.

7. Deliverables

Deliverable	Content	Indicative deadline
1. Activity Plan	Includes methodology, stakeholder list, workplan, tools and accessibility/ethics considerations.	By working day 4
2. Draft evaluation report	Concise draft report with findings, conclusions, lessons learned and recommendations.	By working day 16
3. Final evaluation report	Final report incorporating factual corrections and agreed feedback. Annexes should be kept simple.	By working day 20

8. Report format

The final report should be written in clear English and should normally not exceed 20-25 pages excluding annexes. The report should be concise, evidence-based and practical. Suggested structure:

- Executive summary.
- Brief project background and evaluation purpose.
- Methodology and limitations.
- Findings organised by the key evaluation questions.
- Conclusions.
- Lessons learned and good practices.
- Prioritised recommendations.
- Annexes: documents reviewed, people consulted, data collection tools and any simple data tables.

9. Level of effort and indicative workplan

The assignment will be implemented by one independent expert over a maximum of 20 working days. The 20 working days include preparation, consultations, analysis, reporting and finalisation. Any additional work must be approved in writing by ADRF before it is undertaken. Time, 01.07.2026-15.08.2026.

Task	Working days
Kick-off meeting and document collection	1
Action Plan	3
Interviews and consultations	6
Review of monitoring data and project outputs	2

Analysis and drafting of report	5
Final revisions and submission	3
Total	20

10. Required profile of the expert

The assignment will be carried out by one independent evaluation expert. The expert should meet the following requirements:

- Advanced university degree in social sciences, law, human rights, public policy, development studies, evaluation or a related field.
- At least 5 years of relevant professional experience in project/programme direction, civil society, human rights, disability inclusion, access to justice, legal aid or related fields.
- Good understanding of disability rights, accessibility, participation of persons with disabilities and CRPD principles.
- Excellent report-writing skills in English and ability to conduct consultations in Albanian.
- Independence from project implementation and absence of conflict of interest.

11. Management and reporting arrangements

- The consultant will report contractually to ADRF.
- ADRF will appoint one focal point for day-to-day coordination and will provide available documents and contact lists.
- ADRF, ANAD and DSA will facilitate access to relevant stakeholders and support reasonable accommodation arrangements where needed.
- ADRF will provide consolidated written comments on the draft report. The consultant will remain independent in the analysis, findings, conclusions and recommendations.

12. Documents and data to be made available

- Grant contract, full application, logical framework, workplans and approved amendments, if any.
- Progress reports, monitoring data, indicator tracking information and relevant internal records.
- Training materials, participant lists, agendas, photos and pre/post-test results where available.
- Legal information products, guidance note, factsheets and accessible formats.
- Monitoring/assessment report, road map, legal proposals, accessibility audit reports and consultation materials.
- Anonymised legal aid service data, outreach records, referral information and platform analytics where available.
- Communication and visibility plan, media/social media evidence, website content, press releases, videos/podcasts and visibility materials.

13. Submission requirements for applicants

Interested individual experts should submit:

- CV of the proposed expert.
- Financial offer, clearly indicating the fee for 20 working days and any reimbursable costs, if applicable.
- Declaration of availability, confidentiality, independence and absence of conflict of interest.

14. Payment schedule

Payment	Condition
50%	Upon approval of the Action Plan.
50%	Upon approval of the final evaluation report.

