



## UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE

### 1. Consultancy Information

**Consultancy title:** National Experts for terminal evaluation of Democratic Empowerment Project (DEP) in Tanzania (two posts)

**Department /Unit:** Democratic Governance, UNDP Tanzania

**Supervisor:** UNDP Country Director

**Duration:** up to 26 working days

**Starting Date:** September 2016

**Duty Station:** Dar es Salaam

**Located at:** UNDP Dar es Salaam

**Full/part time:** Full time

**Number of posts:** Two

### 2. Organizational Context

Tanzania has held five credible General Elections since the reintroduction of multi-party politics in 1992. The 2015 General Election took place 25 October 2015, the government undertook early and comprehensive preparations for the electoral processes including a national voter registration using new biometric technology.

The Election Management Bodies (EMBs), (the National Election Commission (NEC) and Zanzibar Electoral Commission (ZEC), and other stakeholders in preparing for the 2015 General Election requested the support of UNDP to provide advisory and technical support. In response to these requests for UN assistance and taking into consideration the lessons learned from earlier election support and recommendations of the UN Needs Assessment Mission (NAM), the UNDP through its Democratic Empowerment Project (DEP) supported national efforts.

DEP is a four year (2013-2016) UNDP, UN One Fund and other donor-funded project with the overall aim of contributing to Tanzania's United Nations Development Assistance Plan (UNDAP) Governance Programme Outcome 7 "key institutions of democracy effectively implement their election and political functions". UN Women and UNESCO are implementing partners in a One UN Country context. The project is now in wind-down phase, following the October 2015 General Election.

### 3. Purpose of the Assignment

The purpose of the assignment is:

- To assess the relevance, efficiency, performance, and sustainability of the project interventions taking into consideration the project objectives;
- Examine the appropriateness of the form of assistance provided, with a view to draw lessons and make recommendations for future election support programming through the cycle to the 2020 General Election. The evaluation will examine all project activities.

### 4. Scope of work

A team of three consultants will conduct the assignment and produce the report – led by one international expert and supported by two national expert. The two national experts will assist the international expert (team leader) in meeting milestones and deadlines on time and for the quality of

the quality of the draft and final report submitted:

In order to achieve the objectives, the tasks of the evaluators will include but will not be necessarily limited to the following:

- Desk review of project documents, project progress reports, project materials and other sources of evidence;
- Participate in briefing meeting with UNDP;
- Finalize evaluation design and methods and prepare detailed inception report;
- Interviews/consultations with key stakeholders and beneficiaries;
- Analysis of information and findings
- Verify qualitative and quantitative data on the results achieved and progress made;
- Evaluate the extent to which the project has applied a gender perspective and the human rights-based approach and assess the impact of the intervention for men and women beneficiaries;
- Prepare draft evaluation report;
- Stakeholder workshops to discuss and validate findings and draft report;
- Incorporate comments and finalize evaluation report.

## 5. Deliverables

The evaluator will produce:

- Evaluation Inception Plan;
- Draft Evaluation Report and draft evaluation brief for presentation to validation workshop;
- Final Evaluation report Final Evaluation Brief.

The timeline and the content of the deliverables are expected to be as follows:

- **Inception Plan:**
  - The Inception Plan will be due in 5 days after the briefing with UNDP. This report will provide the refined methodological approach to the assignment, outline the evaluation questions, the work plan and any issues related to the ToRs that may require discussions and adjustments;
  - The inception report should not exceed 5 pages.
- **Draft Evaluation Report and Draft Evaluation Brief:**
  - The final evaluation report and final evaluation brief will be finalized within 5 days after the submission of the preliminary report. The report should reflect review by UNDP as well as take into consideration relevant consolidated comments from the stakeholders' validation workshop.
  - The draft report shall not to exceed 25 pages and the draft brief shall not exceed 5 pages.
- **Final Evaluation Report and Final Evaluation Brief:**
  - The final evaluation report and final evaluation brief will be finalized within 5 days after the submission of the preliminary report. The report should reflect review by UNDP as well as take into consideration relevant consolidated comments from the stakeholders' validation workshop.
  - The draft report shall not to exceed 35 pages and the draft brief shall not exceed 5 pages
- **Evaluation Final Report Outline**
  - As a minimum, the Evaluation Report (draft and final) shall include the following components (the exact structure of the report may be influenced by the project components and components of the Evaluation TOR):
    - I. Executive Summary (maximum 4 pages);
    - II. Introduction and Background (project description);
    - III. Evaluation Purpose and Objective;

- IV. Evaluation Methodology;
- V. Major Findings;
- VI. Challenges and Best practices;
- VII. Lessons Learned;
- VIII. Concrete and clear recommendations on the design and content future programming in this area.
- IX. Recommendations and Conclusions;
- X. Annexes. E.g
  - a. List of people interviewed/consulted
  - b. List of acronyms
  - c. Evaluation work plan and TOR
  - d. List of key reference documents

## 6. Qualifications of the Successful Individual Contractor

### Qualifications:

Two national experts will be recruited individually to work with and international expert (team leader).

#### Profile of the National Experts

##### Education:

- At least a Master's degree in a related area e.g. political science, public administration or a Bachelor's degree in a related area e.g. political science, public administration and 10 years of relevant professional experience.

##### Experience:

- UNDP Project evaluation experience is highly desired;
- Minimum 5 years post-degree work experience, preferably in evaluations and/or elections related democratic governance;
- Demonstrated capability as an effective evaluator;
- Familiarity with project implementation in complex multi donor-funded projects. Familiarity with UNDP DEX modality implementation is desirable
- Good understanding of mainstreaming of cross cutting issues including human rights and gender.

##### Language:

- Fluency in English and Kiswahili

## 7. Competencies

### Corporate Competencies

- Displays cultural gender, religion, race, nationality, and age sensitivity and adaptability
- Demonstrates diplomacy and tact in dealing with sensitive and complex situations

### Professionalism:

- Demonstrates professional competence and mastery of subject matter;
- Demonstrated ability to negotiate and apply good judgment;
- Shows pride in work and in achievements;
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results;

### Planning & Organizing:

- Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships.
- Plans, coordinates and organises workload while remaining aware of changing priorities and competing deadlines.
- Establishes, builds and maintains effective working relationships with staff and clients to achieve the planned results.

The evaluator must not have had any involvement in the design or implementation or consultation contracts for this project DEP and have no present affiliation with UNDP, its funding partners or other key project stakeholder organizations.

The Contract will be output-based and payment issued only upon delivery of satisfactory outputs.

## **8. Institutional arrangements**

The contractors will work full time, based in the UNDP country office, Dar es Salaam. Office space and limited administrative and logistical support will be provided. The contractor will use their own laptop and cell phone.

The contractor will report to the UNDP Country Director (or her designate), who will review progress on a weekly basis, and will certify delivery of outputs.

## **9. How to apply**

Please submit the following documents:

I. Technical proposal comprising:

1. Letter of Confirmation of Interest and Availability using the template provided by UNDP.
2. Personal CV or P11, indicating all required past experience, as well as the contact details (email and telephone number) of the Candidate and three (3) professional references.
3. Brief description (max. ½ page) of why you consider yourself as the most suitable for the assignment, and a methodology (max. 1 page) for how you will approach and complete the assignment.

II. Financial Proposal: that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided below.

## **10. Financial Proposal**

The financial proposal must be expressed as an all-inclusive lump sum amount in TZS, presented in the following template:

	Unit cost (TZS)	No.	Total
a) Professional fee:			
b) Daily living allowance:			
c) Other costs (specify):			
Total (lump sum):			

Notes:

1. The information in the breakdown of the offered lump sum amount provided by the Offeror will be used as the basis for determining best value for money, and as reference for any amendments of the contract.
2. The agreed contract amount will remain fixed regardless of any factors causing an increase in the cost of any of the components in the breakdown that are not directly attributable to UNDP.
3. Approved local travel related to this assignment will be arranged & paid by UNDP Tanzania.
4. The Contractor is responsible for arranging and meeting the cost of their vaccinations and medical/life insurance.

## 11. Criteria for Selection of the Best Offer

Offers received will be evaluated using a Combined Scoring method, where the qualifications and proposed methodology will be weighted 70%, and combined with the price offer, which will be weighted 30%.

Criteria to be used for rating the qualifications and methodology:

Technical evaluation criteria (total 70 points):

- Experience with carrying out evaluation of governance projects, preferably election projects [30 points];
- Experience with election cycle support, in particular support to legal and institutional reform, capacity building of election management bodies, inclusive participation and conflict mitigations and resolving [25 points];
- Proposed methodology [15 points].

Only candidates obtaining a minimum of 49 points in the Technical Evaluation will be considered for the Financial Evaluation.

Financial evaluation (total 30 points):

All technically qualified proposals will be scored out 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula:

$$p = y (\mu/z)$$

where:

- p = points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal
- $\mu$  = price of the lowest priced proposal
- z = price of the proposal being evaluated.

**Approval**

This TOR is approved by:

Signature: \_\_\_\_\_

Name: Yahya Ba  
Designation: Deputy Country Director, Operations,  
UNDP Tanzania

Date: \_\_\_\_\_