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RECRUITMENT OF A NATIONAL CONSULTANT

Final Evaluation of 'Integrated Programme for Empowering Conflict Affected Communities to Rebuild their Lives in North and East Sri Lanka' (ECAC) 2010-2014

(IC/2014/GOV)

Work Description
Evaluation Specialist - to assess the extent to which the project has delivered its results over nearly four years (2010-2014) and what impact has been made on the lives of women and children in the target districts which were in the early recovery phase.

Contract Modality: Individual Contract (IC)

Duty Station/s : Home Based

Deadline for Submission: 7th July 2014

Please refer full Terms of Reference for the position on UNDP website www.lk.undp.org

Qualified Sri Lankans are invited to apply through the web and upload a cover letter explaining why you are the most suitable candidate for the advertised position, a brief methodology on how you will approach and conduct the work, an updated CV to include qualifications/competencies, relevant past experience in similar projects and contact details of two non-related referees and the financial proposal on or before 7th July 2014. **To apply, please access UNDP Jobs site <http://jobs.undp.org>. (By location>Asia and the Pacific>Democratic Governance) for vacancy notice and apply through the web site.**

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TERMS OF REFERENCE (TOR)

Final Evaluation of 'Integrated Programme for Empowering Conflict Affected Communities to Rebuild their Lives in North and East Sri Lanka' (ECAC) 2010-2014

Job Title:	Evaluation Specialist
Application Deadline:	7 th July 2014
Post Type:	National Consultant
Type of contract	Individual Contract
Duty Station:	Home based
Language required:	English
Duration of the Contract:	30 working days
Expected duration of the Assignment:	21 July 2014- 30 September 2014

A. Background

The Integrated Programme for Empowering Conflict Affected Communities to Re-build their Lives in North and East Sri Lanka (ECAC) is a joint Project implemented by ILO, UNDP and UNICEF (2010-2014) and funded by the United Nations Trust Fund for Human Security (UNTFHS). This initiative contributed to all four outcomes of the United Nations Development Assistance Framework (UNDAF) 2008-2012 for Sri Lanka, and to outcome three of the UNDAF 2013-2017.

Through adopting a human security approach, the project has aimed to ensure a comprehensive early recovery response by the UN to address vulnerabilities faced by women and children in the above mentioned formerly conflict affected Districts. The Project's focus was on strengthening the institutions that can protect women and children and help them to feel safe and at the same time work with them to ensure that they can stand on their own – able to access services and engage in sustainable livelihoods.

Under this Project, ILO, UNDP and UNICEF came together under one umbrella to ensure a holistic 'one UN' response to the most pervasive human security challenges faced by women and children in the Districts of Vavuniya, Kilinochchi, Mullaithivu and Batticaloa, which at the time of initiating the Project were considered to be at an Early Recovery stage.

UNDP is the Administrative Agency for the ECAC Project and responsible for overall coordination of its implementation. The UN agencies work closely with a range of partners at the Colombo and District level, including line Ministries, District Secretariats, Probation Officers, Legal Aid Providers, the Department of Registration of Persons and NGOs.

Project Objectives

Goal: By the end of 2014, the social well-being and human security of conflict affected communities in the North and East is strengthened and expanded in accordance with national goals.

Specific Objectives

- 1) By 2014, communities and individuals, especially women, children, IDPs and returnees, in the Vavuniya, Kilinochchi, Mullaithivu and Batticaloa Districts have greater access to legal support and child protection services.

Outputs

1. Village heads, women community leaders and CBOs in Vavuniya, Kilinochchi, Mullaithivu and Batticaloa are better able to advise community members on accessing protection and justice sector services for common grievances.
2. Legal aid services are available at the village level in Vavuniya, Kilinochchi, Mullaithivu and Batticaloa.
3. Civil administration and Armed forces in Vavuniya, Kilinochchi, Mullaithivu and Batticaloa are better able to monitor, advocate and enforce child protection standards.
- 2) By 2014, communities and individuals, especially women, children, IDPs and returnees, in Vavuniya, Kilinochchi, Mullaithivu and Batticaloa districts have greater access to family/social support networks and livelihood programmes

Outputs

4. Communities have basic documents (ID cards, birth, death and marriage certificates etc) allowing them to move freely and access basic services.
5. Reintegration support provided for children leaving armed groups and returning to their communities.
6. Livelihoods provided for women and children in conflict affected communities.

B. Purpose of the Evaluation

The purpose of this final evaluation is to assess the extent to which the project has achieved its results over nearly four years (2010-2014) and what impact has been made on the lives of women and children in the target districts. The evaluation provides an opportunity to ensure accountability to stakeholders in managing results, and also to serve as a useful learning exercise.

C. Project details

Geographic level of intervention: The project is implemented in four conflicted affected Districts of Kilinochchi, Vavuniya, Mullaithivu and Batticaloa in the Northern and Eastern Provinces.

Target groups: The primary beneficiaries were women and children in the conflict-affected Districts of the North and East, secondary beneficiaries of this project were men, family members, other stakeholders and communities at large.

Duration: The initial project duration was for three years from October 2010 to September 2013. In 2013, a no-cost extension was secured by UNICEF and UNDP in order to complete some of their outstanding activities. Therefore, the overall project implementation period is from October 2010 to September 2014. ILO completed implementation in September 2013 (original project end date), UNICEF in March 2014 and UNDP implementation ends in August 2014. The total Project budget is USD 2,876,949 of which the agency specific allocations are as follows: ILO: USD 967,815; UNDP: USD 916,709; UNICEF: USD 992,425)

D. Specific Purpose and Scope of Evaluation

1. Assess and document evidence for the achievement of project outcomes and progress towards achieving impact and identify unintended positive changes of this project.
2. Assess overall sustainability of project results including the level of national ownership, national capacity development, partnerships between the UN system and national partners, as well as sustainability aspects of project design and exit strategies.
3. Assess the effectiveness and efficiency of the project achieving its results, contribution to partnerships, accountability and value for money.
4. Assess the extent to which project objectives are consistent with beneficiary requirements, country needs, national and UNTFHS priorities.
5. Assess the overall level of integration of human security approaches into the project.
6. Assess the impact of the UN joint programme approach; how has the joint programme approach had an impact upon agency links and coordination and how did this affect the achievement of results
7. Identify and document lessons learned and good practices.

E. Evaluation Questions

The Evaluation will tackle the following issues and questions:

Relevance

- Extent to which the objectives of intervention are consistent with beneficiary requirements, country needs and UNTFHS priorities.

- Extent to which the intervention is informed by substantive and tailored human security approaches.

Effectiveness

- To what extent were the stated project results achieved and how?
- What external factors have contributed to achieving or not achieving intended outputs and outcomes? How and to what extent?
- To what extent did the "joint project" add value in delivering results?
- To what extent has the project contributed to capacity development results in relation to both rights-holders and duty-bearers?
- Extent to which human security approaches were integrated in the design and implementation of the intervention.

Efficiency

- Have resources been used efficiently?
- Have project funds and activities been delivered in a timely manner? If not, what were the bottlenecks encountered?
- Are there sufficient resources (financial, time, human resources) allocated to integrate human security approaches in the design, implementation, monitoring and evaluation of the project?
- Extent to which the allocation of resources to targeted groups takes into account the need to prioritize those most marginalized.

Sustainability

- What is the likelihood that the benefits from the project will be maintained for a reasonably long period of time when the project ends?
- Did the intervention design include an appropriate sustainability and exit strategy (including promoting national/local ownership, use of national capacity, etc.)?

Impact

- What has happened (positive and negative changes brought about by a development intervention, directly or indirectly, intended or unintended.) as a result of the project?
- What real difference has the activity made to the beneficiaries?
- What significant changes (expected and unexpected) have occurred specially in the lives of women and girls living in the target communities and to what extent are these likely to be sustained, including in the event of any crisis?

F. Evaluation Methodology

This Evaluation will be a summative project evaluation. It is expected that an appropriate mix of qualitative and quantitative methods will be used to gather and analyze data/information, in order to offer diverse perspectives to the evaluation, and to promote participation of different groups of stakeholders.

The Evaluation Specialist is required to outline a detailed and comprehensive evaluation methodology in an inception report (see section F), including the selected samples to be

evaluated. The methodology should enable the assessment of the range of potential effects of the project, including those related to capacity development, empowerment of national stakeholders, women and children in conflict affected communities, potential intangible effects and the added value of the implementing UN agencies working "jointly". The methodology should explicitly outline how it will integrate a human security approach and explore the possibility of utilizing participatory methods for developing case studies. Data should be disaggregated by sex and according to other relevant parameters.

During the inception phase, the evaluation team will review key documents and conduct individual and focus group discussions if required. The team will present an analytical framework and develop an inception report that may refine the criteria for scoping the evaluation and will further refine the evaluation criteria, questions and methodology, and determine the samples if required.

For data collection, the Evaluation Specialist will conduct a more in-depth desk review of the documents identified in the inception phase.

Data/information must be triangulated and disaggregated. The Evaluation Specialist is required to validate the findings through workshops with different groups, to increase their accuracy and reliability.

G. Key Responsibilities

The Evaluation Specialist will be responsible for the following key deliverables;

Inception Report

The Evaluation Specialist shall submit an electronic copy of the draft inception report to the Evaluation Manager. This report should include the evaluation purpose, scope, evaluation methodology, sampling evaluation matrix along with the tools that would be used to gather data/information, key milestones of the evaluation, required resource and field data collection plan with the time frame. The Commissioner of the Evaluation, Evaluation Manager, Reference Group and Quality Assurance Panel members will review and approve the inception report, which will serve as an agreement between the Evaluation Manager and the Evaluation Specialist on how the evaluation will be conducted. The Evaluation Specialist may be asked to make an oral presentation of the inception report to the Commissioner of the Evaluation, Evaluation Reference Group (ERG) and the Evaluation Manager. The Commissioner of the Evaluation, Evaluation Manager, Quality Assurance Panel members and Reference Group will provide written comments on the inception report to the Evaluation Specialist within 7 days of its submission.

First Draft Report

The Evaluation Specialist prepares and submits a draft report to the Evaluation Manager by 2nd September. The Evaluation Manager will distribute the draft report to Reference Group and Quality Assurance Panel members for reviewing. At the end of 10 days of sharing the draft report, the Evaluation Manager will convene a meeting with the Reference Group and the Commissioner of the Evaluation to discuss the comments and feedback on the draft report and to prepare a response for the Evaluation Specialist, outlining what needs to be done to improve and complete the report in time.

Second Draft Report/ Presentation

The Evaluation Specialist submits the second draft report that has incorporated the comments on the first draft report. The Evaluation Manager shares the second draft with the Reference Group and the Commissioner of the Evaluation and convenes a meeting (with the Commissioner of the Evaluation, Evaluation Manager, Reference Group and Quality Assurance Panel members) where the Evaluation Specialist will present the final report including the preliminary review findings and incorporated feedback to receive any other final feedback in order to finalize the report.

Final Report

The final report must contain a self-contained executive summary that provides a clear, concise presentation of the evaluation and submitted within 5 days of the presentation. The report's findings and results should flow logically from analysis, be credible and clearly presented together with analyses of achievements and deficiencies. All recommendations should be supported by data analyses (evidence), findings and conclusions, and be clearly stated.

The tentative timeline of the activities/deliverables is presented below:

Item	No. Of Days	Tentative Duration	Responsibility	Involved
Initial meeting to explain the project and provide required docs (including summary sheet for sampling) for Evaluation Specialist	0.5 days	On 21 st July	Evaluation Manager/Programme Analyst- UNDP	Evaluation Specialist, MSU
Desk review, preparation of Inception Report and submit the Inception report	3 days	By 24 th July	Evaluation Specialist	
Share the draft inception report with UNICEF, ILO, UNDP and IPs, get their feedback and pass to Evaluation Specialist		By 1 st August	Evaluation Manager	UNICEF, ILO, UNDP and IPs
Submission of finalised Inception Report	1 day	On 4 th August	Evaluation Specialist	
Arrange field visits			UNICEF, ILO and UNDP	
Field visits – data collection	12 days	Between 6 th to 21 st August	Evaluation Specialist	UNICEF, ILO, UNDP and IPs (if needed)
Data analysis and preparation of the draft report	8 days	Between 22 nd August- 2 nd September	Evaluation Specialist	
Submit first draft		2 nd	Evaluation Specialist	

report		September		
Share the first draft report with UNICEF, ILO, UNDP and IPs and get their feedback		By 12 th September		UNICEF, ILO, UNDP and IPs, MSU
Share the feedback with the Evaluation Specialist		By 15 th September	Prehashini	
Prepare and submit second draft report	3 days	By 18 th September	Evaluation Specialist	
Presentation of the second draft report	0.5 days	By 19 th September	Evaluation Specialist/Prehashini	UNICEF, ILO, UNDP and IPs, MSU
Submit final report	2 days	On 24 th September	Evaluation Specialist	

H. Evaluation Specialist's Profile

Required Competencies

- Strong understanding of the application of the human security approach in programming
- Strong analytical skills
- Ability to manage time and resources to meet deadlines.
- Computer proficiency, especially related to professional office software packages (Microsoft Office)

H Required Qualifications

Education

- Masters degree in Development Studies or other Social Science related fields

Experience

- Minimum of 7 years' experience in the design, monitoring and evaluation of rights based projects specifically focusing on women and children in the post conflict context.
- Experience and knowledge of participatory approaches and methods.
- Experience in conducting evaluations for the UN system or similar humanitarian/development sector organizations

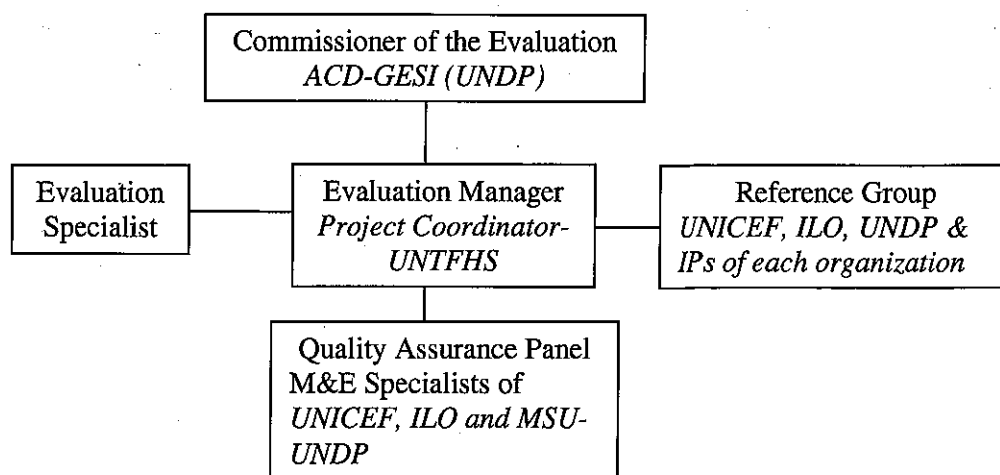
Language

- Excellent English language skills, particularly in the preparation of written documents. Knowledge of Tamil and/ or Sirhala is essential.

I. Evaluation Ethics

The evaluation will be conducted in accordance with the principles outlined in the United Nations Evaluation Group 'Ethical Guidelines for Evaluation' **(to be provided to the selected candidate)**

J. Management Arrangement of the Evaluation



Commissioner of the Evaluation (UNDP):

- Provide clear advice to the Evaluation Manager at the onset on how the findings will be used
- Take responsibility for learning across evaluations on various content areas and about evaluation
- Safeguard the independence of the evaluation
- Allocate adequate funding and resource

Evaluation Manager:

- Lead the development of evaluation TOR in consultation with the Management Support Unit (MSU) of UNDP, UNICEF and ILO
- Manage the selection and recruitment of the external evaluators
- Manage the contractual arrangements, the budget and the personnel involved in the evaluation
- Provide executive and coordination support to the Reference Group
- Provide the evaluators with administrative support to the Reference Group
- Liaise with and respond to the Commissioner
- Connect the Evaluation Specialist with the wider project unit, senior management and key evaluation stakeholders and ensure a fully inclusive and transparent approach to the evaluation
- Review the inception report and the draft evaluation reports in consultation with MSU of UNDP, UNICEF and ILO to ensure the final draft meets quality standards

Reference Group:

- Participate in the drafting and review of the draft TOR
- Provide feedback on Inception Report
- Assist in collecting required field data and arrangement for the field visits
- Review the draft evaluation report and provide timely feedback

Quality Assurance Panel:

- Be a critical friend
- Review documents as required and provide advice on the quality of the evaluation and options for improvement

Evaluation Specialist:

- Fulfil the contractual arrangements in line with the United Nations Evaluation Group's (UNEG) norms, standards and ethical guidelines
- Request information or documents in addition to the ones listed under section E, well in advance of undertaking the field work

K. Timeline

The evaluation will commence on 21 July 2014 and is expected to be completed within 30 working days, until 24 September 2014. It is expected that the final Evaluation Report should be delivered to UNDP by 24th September 2014.

L. How to Apply

The United Nations Development Programme (UNDP) in Sri Lanka invites qualified and eligible local/national consultants to submit proposal for the evaluation including financial proposal and the profile of the Evaluation Specialist as per the competencies, qualifications, experiences detailed in the TOR. The application should contain:

- Cover letter explaining why you are the most suitable candidate for the advertised position and a brief methodology on how you will approach and conduct the work.
- Updated CV to include qualifications/competencies and relevant past experience in similar projects and contact details of two non-related referees.
- Individual consultants will be evaluated based on a combination of factors including cover letter, the credentials on offer and brief interview and the offer which gives the best value for money for UNDP.
- Please duly fill the below financial proposal and attach to the last page of the CV along with all other required documentation above.
- **To apply, please access UNDP Jobs site**
http://jobs.undp.org/cj_view_job.cfm?cur_job_id=47652
- **Deadline for Submission: 07th July 2014**

M. Financial Proposal

Factor in all possible cost variables in the field travels/accommodation/ data gathering/ desk reviews/ printing cost etc and provide us the all-inclusive cost proposal based on;

- a. Cost for inception report LKR-----
- b. Cost for draft report LKR-----
- c. Cost for 2nd draft report/presentation LKR-----
- d. Final report LKR-----
- e. Total all inclusive cost (a + b + c+ d) LKR-----

N. Payment for Services

The Evaluation Specialist will be paid on delivery of the following milestones.

1. Upon the satisfactory completion of the finalised inception report – 30% of the total amount

2. Upon the satisfactory completion of the field work and submission of the first draft report- 20% of the total amount
3. Upon the submission and acceptance of a satisfactory final report -50% of the total amount

Note: Payments will be based on invoices on achievement of agreed milestones i.e. upon delivery of the services specified in the TOR and certification by the UNDP. The applicant must factor in all possible costs in his/her "All Inclusive Lump Sum Fee" financial proposal. No costs other than what has been indicated in the financial proposal will be paid or reimbursed to the consultant.