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## TERMS OF REFERENCE FOR CONSULTANT

### A. Project General Information

**Location:** Samoa

**Category:** Millennium Development Goals

**Type of contract.** Individual contract

**Assignment Type:** Evaluator/International Consultant

**Starting Date:** 11<sup>th</sup> January 2016

**Duration of Initial Contract:** 15 working days

**Expected Duration of Assignment:** 15 working days. Final report expected to be ready by 29<sup>th</sup> of January 2016

### B. Project Description and Context:

This is the Terms of Reference for the Terminal Evaluation of the project titled *Samoa MDGs Acceleration Initiative*, implemented through the partnership between the Government of Samoa and UNDP MCO Samoa as a 100% support to NIM project.

In anticipation of Samoa's transition from Least Developed Country (LDC) to Middle Income Country (MIC) status by January 2014 and the need therefore to identify and cultivate new streams of national revenue collection and pathways towards achieving MDGs, the Samoa MDGs Acceleration Initiative aimed to develop a holistic framework of strategic initiatives for the acceleration of MDGs achievement in Samoa through the following areas: (1) Pro-poor policy advisory services; (2) Trade policy development and implementation; and (3) Increasing Parliamentarians focus on MDGs achievement. These initiatives were rolled out in two phases: phase one, focusing on output 1 on the transition to MIC status, and phase two, covering output 2 which focuses on MDGs achievement, reporting and capacity development, the latter focusing on strengthening the oversight role of Parliamentarians for the achievement of each of the MDGs; gender equality; youth development; and other pertinent initiatives that emanated from the impact of the foregoing work.

The project fostered the participation of relevant UN Specialized Agencies such as ILO and ESCAP in order to bring the UN's normative standards to bear on the various initiatives. The full MDGs Acceleration Initiative targeted macro policy levels whilst drawing on the positive lessons learned from existing projects and programmes at the community levels and global best practices, the latter being accessed from and through UNDP Regional Centres and Knowledge Networks, Solutions Exchange, etc. The overall objective was to avail the Government of Samoa with a full range of strategic and evidence-based policy options that have been successfully trialed worldwide that would enable the Government to direct its development resources where the greatest impact would be felt in reducing poverty and climate change and natural disasters. The project fits within the CPAP for Samoa, 2008-2012 and responds to the government's request under UNDAF outcome 1: "Pro-poor national development plans and strategies developed and aligned with the MDGs" through its two strategic outputs that consolidate all MCO initiatives for poverty reduction and MDGs achievement."

The project duration: April 2011 to December 2015. The resources allocated to Phase 1: US\$ 535,623, and US\$ 109,368 to Phase 2; from a total budget of US\$ 644,991.

According to the 2015 Evaluation Plan of the UNDP Multi-Country Office (MCO) in Samoa, a Final Evaluation of the MDGs Acceleration Initiative project is to be conducted in the first quarter of 2016 to determine how effective its programmatic elements have been in achieving real development changes.

### **C. Scope of Work:**

One independent consultant will do the evaluation.

The FE consultant will first conduct a document review of project documents (i.e., Project Document, APRs, etc.) provided by the Project Team and the UNDP Samoa MCO.

The FE consultant will assess the following four categories of project progress and produce a draft and final FE report. An overall rating will be required.

#### **1. Project Strategy**

##### *Project Design:*

- Review the problem addressed by the project and the underlying assumptions. Review the effect of any incorrect assumptions or changes to the context to achieving the project results as outlined in the Project Document.
- Review the relevance of the project strategy and assess whether it provides the most effective route towards expected/intended results.
- Review how the project addresses country priorities
- Review decision-making processes

##### *Results Framework/Logframe:*

- Examine if progress so far has led to, or could in the future catalyse beneficial development effects (i.e. Income generation, gender equality and women's empowerment, improved governance etc.), that should be included in the project results framework and monitored on an annual basis.

#### **2. Progress Towards Results**

- Review the logframe indicators against progress made towards the end-of-project targets; populate the Progress Towards Results Matrix, colour code progress in a "traffic light system" based on the level of progress achieved; assign a rating on progress for the project objective and each outcome; make recommendations from the areas marked as "not on target to be achieved" (red).
- Identify remaining barriers to achieving the project objective.

By reviewing the aspects of the project that have already been successful, identify ways in which the project can

further expand these benefits.

### 3. Project Implementation and Adaptive Management

Assess the following categories of project progress:

- Management Arrangements
- Work Planning
- Finance and co-finance
- Project-level monitoring and evaluation systems
- Stakeholder Engagement
- Reporting
- Communications

### Sustainability

Assess overall risks to sustainability factors of the project in terms of the following four categories:

- Financial risks to sustainability
- Socio-economic risks to sustainability
- Institutional framework and governance risks to sustainability
- Environmental risks to sustainability

The FE consultant will include a section in the FE report setting out the FE's evidence-based **conclusions**, in light of the findings.

Additionally, the FE consultant is expected to make **recommendations** to the Project Team. Recommendations should be succinct suggestions for critical intervention that are specific, measurable, achievable, and relevant. A recommendation table should be put in the report's executive summary. The FE consultant should make no more than 15 recommendations total.

### **D. Expected Outcomes and Deliverables:**

The FE consultant shall prepare and submit:

- FE Inception Report: clarifies objectives and methods of the Final Evaluation no later than 5 days before the FE mission. To be sent to the UNDP Samoa MCO and project management.
- Presentation: Initial Findings presented to project management and the UNDP Samoa MCO at the end of the FE mission.
- Draft Final Report: Full report with annexes within 3 weeks of the FE mission.
- Final Report: revised report with annexed audit trail detailing how all received comments have (and have not) been addressed in the final FE report. To be sent to the UNDP Samoa MCO within 1 week of receiving UNDP comments on draft. The final FE report must be in English. If applicable, the UNDP Samoa MCO may choose to arrange for a translation of the report into a language more widely shared by national stakeholders.

- Evaluation brief and other knowledge products

#### **E. Institutional Arrangement:**

The principal responsibility for managing this FE resides with the UNDP Samoa MCO.

The UNDP Samoa MCO will contract the FE consultant and ensure the timely provision of per diems and travel arrangements in Samoa for the FE consultant. The Project Team will be responsible for liaising with the FE consultant to provide all relevant documents, set up stakeholder interviews, and arrange field visits

#### **F. Duration of the Work:**

The evaluation mission will commence on the 11<sup>th</sup> January 2016. The duration of the mission is 15 working days, including writing and submission of the final evaluation report.

The tentative FE timeframe is as follows

- January 11<sup>th</sup>: Document review and preparing FE plan
- January 12<sup>th</sup>: FE plan finalized
- January 13<sup>th</sup>-20<sup>th</sup>: FE mission: stakeholder meetings, interviews, field visits (travel time not incl)
- January 20<sup>th</sup>: Mission wrap-up meeting & presentation of initial findings
- January 22<sup>nd</sup>: Present draft of the FE report
- January 22<sup>nd</sup> – 29<sup>th</sup>: Finalization of FE report
- January 29<sup>th</sup>: Expected date of final FE report

#### **G. Qualifications of the Successful Contractor:**

The TE consultant should have the following qualities:

- A master's degree or higher level of relevant academic training, extensive hands-on experience on evaluation and management of complex programmes in the relevant field;
- A demonstrated capacity for strategic thinking, and a good knowledge of transitioning economies.
- Knowledge of results-oriented evaluation principles and methodology.
- Be familiar with UNDP operations and knowledge of relevant UNDP policies.

#### **Consultant Independence:**

The TE consultant cannot have participated in the project preparation, formulation, and/or implementation (including the writing of the Project Document) and should not have a conflict of interest with project's related activities.

**H. Scope of Bid Price & Schedule of Payments:****Financial Proposal:**

- Financial proposals must be "all inclusive" and expressed in a lump-sum for the total duration of the contract. The term "all inclusive" implies all cost (professional fees, travel costs, living allowances etc.);
- For duty travels, the UN's Daily Subsistence Allowance (DSA) rates are around US 169 in Upolu and US\$198 in Savaii (subject to monthly changes), which should provide indication of the cost of living in a duty station/destination (*Note: Individuals on this contract are not UN staff and are therefore not entitled to DSAs. All living allowances required to perform the demands of the ToR must be incorporated in the financial proposal, whether the fees are expressed as daily fees or lump sum amount.*)
- The lump sum is fixed regardless of changes in the cost components.

**Schedule of Payments:**

The duration of the contract is 15 working days.

The schedule of payments will be based on the following key deliverables:

Deliverable	Timeframe	Percentage of Fee Payable
UNDP approved work plan and timetable	Day 5	10%
First Draft of MDGs Acceleration Initiative Evaluation Report	Day 10	50%
UNDP approved Final MDGs Acceleration Initiative Evaluation Report	Day 15	40%
Totals:	15	100%

**I. Recommended Presentation of Proposal:**

Given below is the recommended format for submitting your proposal. The following headings with the required details are important. Please use the template available (Letter of Offer to complete financial proposal)

CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **27<sup>th</sup> November 2015** electronically via [procurement.ws@undp.org](mailto:procurement.ws@undp.org). Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- CV** and what time you are available from. The selected candidate must submit a signed P11 prior to contract award.
- 3 professional reference most recent**
- A brief methodology** on how you will approach and conduct the work



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- **Financial Proposal** specifying the daily rate and whether per diem is included (template)
- **Letter of interest and availability** summarises all details required (template)