

**TERMS OF REFERENCE FOR THE IPPWS – Project Terminal Evaluation**
**A. Project Title:**

**Increasing the Political Participation of Women in Samoa (IPPWS)**

**B. Project Description or Context and Background:**

The Increasing the Political Participation of Women in Samoa (IPPWS) is a joint programme between UNDP and UN Women, in partnership with the Government of Samoa and the Australian Government. It was launched in April 2015 and works across the following main areas: (1) facilitating space for discussion and awareness at a community level on the importance of women's participation in politics, gender equality and good governance; (2) building the capacity of women in parliamentary processes and procedures in preparation for the elections; (3) working with political parties by making information and analysis available as well as strengthening internal governance processes to support women candidates, gender equality and women's rights; and (4) providing post-election mentoring support to all members of parliament on activities including responsive budgeting and the preparation of gender-sensitive legislation.

The programme was premised on the situation in 2015 that gender equality and the political participation of women was an ongoing challenge in Samoa and it was lagging behind on MDG3.

Before the General Elections in March, 2016, women held only three of the 49 seats in the national parliament; of the 162 candidates that contested the March 2011 parliamentary elections, only eight were women. As a result, in 2014 Samoa ranked among the lowest in the world in terms of the percentage of female members of parliament.

In 2013, Parliament passed a constitutional amendment that introduced a 10% quota of women representatives in the national Legislative Assembly. If less than five women were elected through the usual processes, the amendment is activated and seats are added to parliament to ensure that five seats were held by women. It makes Samoa the first state in the Pacific to enact specific legal measures to ensure women's representation at the national level and is a significant milestone in efforts to increase the participation of women in parliament. The results of the March 2016 GE saw 4 women win their electoral seats which called for the enforcement of the amendment act for the 5<sup>th</sup> candidate. Historically, this action resulted in an increase in the total number of parliamentary seats from 49 to 50.

The IPPWS project outputs are as follows

Output 1: Outreach and Advocacy on increased political participation of women. This output sought to :

- a) Ensure that everyone in the community is aware that all matai titled women have the right to contest elections and
- b) Educate voters on the importance of supporting women candidates.

Output 2: Working with political parties. This output sought to

- a) **inform the political parties about the implications of the constitutional amendment on party policies.**



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- b) Sought commitment of the parties to increase the membership of women within their parties**
- c) Strengthen internal party governance especially to engage more effectively on gender equality and women’s rights issues.**

Output 3: Capacity Building for women candidates.

Output 4: Mentoring and support for MPs on Gender

The key principle that is used in the implementation of this project is Working in Partnership, not only the two UN agencies working together, but also in partnership with civil society as well as regional organisations to ensure the effective implementation of all activities.

**C. Expected Outcomes and Deliverables:**

- Inception phase planning note including a reference to the desk-based review of background documents, the suggested evaluation methodology and the main conclusions from briefings & discussions by telephone with relevant key stakeholders.
- Debriefing note on the field the mission to Samoa, including relevant information about interviews and observations, and main feedback from the initial findings presentation given to the UNDP Resident Representative.
- Preliminary Terminal Evaluation report drafted, submitted for review and feedback and validated by UNDP MCO.
- Final Terminal Evaluation Report received, incorporating all feedback and validated by UNDP MCO

**D. Institutional Arrangement:**

**Resources Provided**

- The consultant will be provided administrative support from the MCO in terms of a confirmed schedule of meetings and other reasonable logistical support when/where required.
- All necessary project related documents including Project Board meeting reports; key output documents and reports; financial reports; MOUs and agreements; quarterly and annual progress reports; etc.

**Management and Coordination Arrangements**

- The consultant will have the overall responsibility for the design and implementation of the evaluation, writing of the report and timely submission of the deliverables, including the inception report, preliminary drafts and the final version;
- The consultant will refer to the UNDP Pacific Office in Fiji Governance Team Leader/ Parliamentary Specialist, who shall exercise technical oversight throughout the duration of the



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<p>consultancy engagement, and to the Assistant Resident Representative – Governance and Poverty Reduction Unit in the UNDP Samoa MCO;</p> <p>Copies of all work will be delivered to the UNDP Samoa MCO and UNDP Pacific Office in Fiji in electronic format. Reports produced and recommendations are the property of UNDP and cannot be reproduced without permission of same.</p>
<p><b>E. Duration of the Work:</b></p> <p>The assignment will be for 20 working days spread over from 8<sup>th</sup> August - 2<sup>nd</sup> September 2016.</p>
<p><b>F. Duty Station:</b></p> <p>The consultant will be home-based with at least 1 mission to Samoa</p>
<p><b>G. Competencies:</b></p> <p><b>Corporate Competencies:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates commitment to the Government of Samoa mission, vision and values as highlighted In its national development plan, the <i>Strategy for the Development to Samoa, 2012-2016</i></li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability</li> </ul> <p><b>Functional Competencies:</b></p> <p><i>Knowledge Management and Learning</i></p> <ul style="list-style-type: none"> <li>• Shares knowledge and experience</li> <li>• Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills</li> </ul> <p><i>Development and Operational Effectiveness</i></p> <ul style="list-style-type: none"> <li>• Ability to perform a variety of specialized tasks related to administrative supports, including project data management support, reporting, and logistics for project implementation.</li> <li>• Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems</li> </ul> <p><i>Leadership and Self-Management</i></p> <ul style="list-style-type: none"> <li>• Focuses on result for the client and responds positively to feedback</li> <li>• Consistently approaches work with energy and a positive, constructive attitude</li> <li>• Remains calm, in control and good humoured even under pressure</li> <li>• Demonstrates openness to change and ability to manage complexities</li> <li>• Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Qualifications of the Successful Contractor:</b></li> </ul> <p><b>Evaluation criteria: 70% Technical, 30% financial combined weight:</b></p>



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**Technical Evaluation Criteria (based on the information provided in the CV and the relevant documents must be submitted as evidence to support possession of below required criteria:**

- Postgraduate qualification in political science, development studies, law, legislative studies, public administration or related field; 20%
- At least 10 years of relevant experience in parliamentary work at senior level with previous experience engaging with parliamentary development projects desirable; 25%
- Proven experience in undertaking evaluation projects; 20%
- Global experience in engaging with parliamentary development is highly desirable; 20%
- Excellent interpersonal and cross-cultural communication skills; and ability to meet tight deadlines; 10%
- Excellent English written and communication skills; 5%

**Scope of Bid Price & Schedule of Payments:**

Deliverable	Weighting % and Expected Due Dates of Deliverables	Due Dates	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES
Upon approval and certification by UNDP of the Inception Report:  Planning note including a reference to the desk-based review of background documents, the suggested evaluation methodology and the main conclusions from briefings & discussions by telephone with relevant key stakeholders	20%	12 August 2016	xxxx
Upon approval and certification by UNDP of the Report:  Debriefing note of the mission to Samoa, including relevant information about interviews and observations, and main feedback from the initial findings presentation given to the UNDP MCO .	10%	19 August 2016	xxxx



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Upon approval and certification by UNDP of the Report: Preliminary draft of evaluation report drafted, submitted for review and feedback, and validated by UNDP MCO.	50%	26 August 2016	xxxx
Upon approval and certification by UNDP of the Report: Final Terminal Evaluation Report addressing received feedback and validated by UNDP MCO	20%	2 September 2016	xxxx
TOTAL	100%	20 days	USDXXX

• **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 **21<sup>st</sup> July 2016** electronically via email: [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:

- **P11 – Template attached**
- **3 professional references most recent**
- **A brief methodology** on how you will approach and conduct the work,
- **Financial Proposal** specifying the daily rate and other expenses, if any
- **Letter of interest and availability specifying the available date to start and other details**

Queries about the consultancy can be directed to the UNDP Procurement Unit  
[procurement.ws@undp.org](mailto:procurement.ws@undp.org).