

TERMS OF REFERENCE FOR THE SPSP – Project Terminal Evaluation
A. Project Title:
Samoa Parliamentary Support Project (SPSP)
B. Project Description or Context and Background:

- The Samoa Parliamentary Support Project (SPSP) was developed at the request of the Speaker of the Samoa Parliament to UNDP to implement key recommendations that emanated out of a Legislative Needs Assessment that was carried out by UNDP on the Parliamentary system in Samoa in February 2011. The SPSP is the first institutional strengthening project targeting parliamentary support services as well as deepening the democratic processes in Parliament itself and increasing the level of understanding of Members of Parliament, including Opposition MPs, about their specific roles and responsibilities of a Parliamentarian and holding the Government to account for the delivery of development goals and achievement of the Millennium Development Goals (MDGs). There are 4 specific outputs as follow:
 1. *Output 1: Effective leadership and accountability of Members of Parliament and political parties strengthened.*
 2. *Output 2: Law-making and committee oversight strengthened in support of MDGs achievement.*
 3. *Output 3: Engagement of public and Members of Parliament and Parliament strengthened with special effort made to engage young people and women.*
 4. *Output 4: Efficient, professional and high quality administrative support and services provided to Members of Parliament and other key client groups.*

Key operating principles which the UNDP is using in implementing this project include:

- Integrating efforts to promote MDGs achievement into existing parliamentary processes
- Working in partnership with other support providers to maximise eventual sustainability. To that end, the Project has been developed based on feedback not only from in-country parliamentary stakeholders, but also from existing parliamentary support partners notably the Australian Federal Parliament and the Tasmanian Parliament, as well as UN Agencies
- Facilitating South-South experience-sharing within the Pacific and outside as appropriate
- Implementing the Project incrementally, starting with high priority activities, even as resources mobilisation activity continue.

C. Scope of Work:

- In order to accomplish the above objectives, the consultant will:
- Undertake a briefing with the UNDP Resident Representative at the UNDP Multi-Country Office in Samoa and the UNDP Pacific Office Governance Team Leader/ Parliamentary Specialist in Fiji prior to commencement of the evaluation process through a teleconference call;
- Carefully review the independent evaluation conducted by the International Parliamentary Union (IPU) in 2013 and in particular the implementation of key recommendations and their

impact to date;

- Undertake a literature review, considering in particular, relevant documentation and credible sources (a list, including some reading materials, will be forwarded to successful consultant prior to in-country visits);
- Review the implemented SPSP activities;
- Review any other relevant documents, including, Parliament Corporate plan, government policy documents, national development plans, relevant academic papers, and the projects' annual and quarterly progress reports.
- In developing the Terminal Evaluation report, consult with key national and international stakeholders, including:
 - Staff in the UNDP Multi-Country Office (MCO) based in Samoa;
 - Acting SPSP Project Manager;
 - Clerk and relevant staff from the Office of the Clerk of Legislative Assembly (OCLA);
 - Former Speaker (now Minister of the Ministry of Agriculture and Fisheries (MAF), Government Building, Apia;
 - Relevant Members of Parliament, in particular those that served as SPSP Project Board Members (noting that General Elections took place on 4th March 2016 and some MPs may have not been re-elected to office);
 - Pacific Parliamentary Partnerships (PPP) (By phone / Skype)
 - Australian Department of Foreign Affairs & Trade (DFAT)
 - Civil society representatives and media;
 - Women representatives or groups in Samoa;
 - Any other relevant donors or key stakeholders.

At the end of the in-country visit the consultant is expected to meet and present the initial results with key findings with the UNDP, and Acting SPSP Project Manager and relevant stakeholders from the OCLA.

In writing the project Terminal Evaluation report, the consultant should pay particular attention to the following criteria:

Project Management and Design

- Understanding the findings and recommendations that emanated from the IPU mid-term evaluation of the SPSP in 2013, determine whether the SPSP Project Management arrangements have been appropriate at implementation and strategic level? To what extent did the design of the project help in achieving its own goals? Were the context, problems, needs and priorities well analysed while designing the project? Were there clear objectives and a clear strategy in the project document? Were there clear baselines indicators and/or benchmarks for performance? Was the process of project design sufficiently participatory? Was there any impact of the



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process?

Relevance and Appropriateness:

- Is the project relevant, appropriate and strategic to national goals and challenges? Is the project relevant, appropriate and strategic to the mandate, strategy, functions, roles, and responsibilities of the Parliament as an institution and to the key actors within that institution? Is the project relevant, appropriate and strategic to UNDP mandate?

Efficiency and Effectiveness:

- Have the actions taken to achieve the outputs and outcomes been effective and efficient? What have been the lessons learned, failures/lost opportunities? What might have been done better or differently? How has the project dealt with risks? Have the outputs been effectively achieved and in a timely manner? Have the available resources been utilized in the best way possible? How did the project deal with political constraints during the implementation period?

Impact and Sustainability:

- Will the outputs/outcomes achieved thus far lead to benefits over the next 2 years and beyond the life of the existing project? Have the actions and results of the project been owned by the local partners and stakeholders? Has capacity (individuals, institution, systems) been built through the actions of the project? What has been the level of contribution of the project management arrangements to national ownership of the set objectives, results, and outputs? Have the modes of deliveries of the outputs been appropriate in order to promote national ownership and sustainability of the results achieved? Evaluate the impact of the project on its wider environment and its contribution to the wider sectoral objectives summarized in the projects' overall objectives.
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C. Expected Outcomes and Deliverables:

- 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 of 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 draft of Terminal Evaluation report drafted, submitted for review and feedback and validated by UNDP MCO.
- Final Terminal Evaluation Report addressing received feedback and validated by UNDP MCO



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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 Officer Governance Team Leader/ Parliamentary Specialist, who shall exercise technical oversight throughout the duration of the consultancy engagement, and to the Assistant Resident Representative – Governance and Poverty Reduction Unit in the UNDP Samoa MCO;

Copies of all work will be delivered to the UNDP Samoa MCO and UNDP Pacific Office in electronic format. Reports produced and recommendations are the property of UNDP and cannot be reproduced without permission of same.

E. Duration of the Work:

The assignment will be for 20 working days spread over from 13 June – 8 July 2016.

F. Duty Station:

The consultant will be home-based with at least 1 mission to Samoa

G. Competencies:

Corporate Competencies:

- Demonstrates commitment to the Government of Samoa mission, vision and values as highlighted In its national development plan, the *Strategy for the Development to Samoa, 2012-2016*
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly



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acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of specialized tasks related to administrative supports, including project data management support, reporting, and logistics for project implementation.
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment

• **Qualifications of the Successful Contractor:**

Evaluation criteria: 70% Technical, 30% financial combined weight:

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	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES
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<p>Upon approval and certification by UNDP of the Inception Report:</p> <p>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</p>	20%	xx
<p>Upon approval and certification by UNDP of the Report:</p> <p>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 .</p>	10%	xxxx
<p>Upon approval and certification by UNDP of the Report:</p> <p>Preliminary draft of evaluation report drafted, submitted for review and feedback, and validated by UNDP MCO.</p>	50%	xxxx
<p>Upon approval and certification by UNDP of the Report:</p> <p>Final Terminal Evaluation Report addressing received feedback and validated by UNDP MCO</p>	20%	xxxx

• **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)

P11s with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **7 June 2016** electronically via email: 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**



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Queries about the consultancy can be directed to the UNDP Procurement Unit
procurement.ws@undp.org.