

***TERMS OF REFERENCE***

**INDIVIDUAL CONSULTANT FOR EVALUATION AND REVIEW OF IMPACT OF VIRTUAL ZOMDU**

**Title:** Individual Consultant

**Country:** Bhutan

**Location:** Thimphu

**Agency:** UNDP

**Duration of Assignment:** 30 DAYS, spread over October and November 2017

**Background**

Since May 2014, the Parliament and UNDP Bhutan have led the testing of a new way to connect parliamentarians and their constituents via videoconferencing. The virtual Zomdu was initiated with the aim to enable citizens and parliamentarians to meet and interact virtually and discuss issues of concerns through video conferencing in addition to the twice- yearly constituency visits. The project was initiated to address four main issues faced by the parliament and their constituency, such as communication challenges due to mountainous terrain, gaps in access, limited accountability and challenge in representation.

While this new way of conducting “Zomdu” builds on the traditional meetings in villages or communities, the sessions are open to everyone in the constituency, regardless of literacy, gender, social status and whether or not they have access to the internet.

Since its inception, virtual zomdu underwent three phases of testing, piloting and the first phase upscale. During these phases, testing the feasibility of infrastructure and facilities, as well as gathering feedbacks both on the quality of the sessions as well as potential interest in the future were gathered. During the pilot and first upscale phase, feedback mechanisms to further refine the format of sessions and ensure accountability, in addition to equipment and trainings needs, capacity of the centers to independently operate and monitor were considered for longer term.

The Virtual Zomdu sessions are held in Community Centres across the country and currently 89 out of 205 Community Centres are connected where sessions were also held. Based on the national assembly report, some of the issues discussed during these virtual meetings were mostly similar and addressed concerns related to farm roads, drinking water, electricity, telecom networks etc. The feedback from community members on the facility have also been encouraging. Further in the report, only 22 members have used the facility and interacted with their constituents and it is important to understand the utility of the facility by the parliamentarians and secretariat.

The plan for the possible second phase of the upscaling of Virtual Zomdu -facility will be developed based on the report provided by the evaluation and review of impact report.

**Objectives:**

The purpose of the evaluation is to assess the progress made towards achievement of the specific objectives of the project, its outcome and impact on the constituencies with Virtual Zomdu facilities that include the families, communities and governments involved in the implementation of the project. It will also measure the level of community and other stakeholder participation and ownership of the implementation process.

The evaluation will access the impact of the project and any other additional impacts on cost and time savings for Parliament Secretariat, increased frequency of engagement between Members of Parliament and their constituents and was able to represent needs of constituents in Parliament. It will also identify the intended and unintended outcomes, best practices, lessons learned as well as challenges arising from project execution. In addition, the evaluation will come up with conclusions and recommendations for learning and future interventions by the UNDP in the field of parliamentary assistance, particularly in the light of developing the new UNDAF and Country Programme. The evaluation will also address how the program has sought to incorporate a human rights-based approach as well as to what extent gender has been mainstreamed in project activities. In order to achieve the above purposes, the evaluation will be conducted with the following specific objectives:

1. Assess the effectiveness, relevance, efficiency and sustainability of the project and the results achieved;
2. Assess the impact of training activities funded by the project;
3. Assess the relevance and adequacy of the capacity development work related to Parliament in the project .i.e. benefits of Virtual Zomdu in the Parliamentary committee systems as well as the capacity development efforts by the Secretary-General’s office;
4. Assess the adequacy and effectiveness of technical support provided to the project in terms of enhancing the oversight functions of Parliament;
5. Assess the effectiveness of the project institutional arrangement as well as the implementation modality, including the UNDP leadership to support the Parliament in light of the Delivering as One framework;
6. Assess potential innovative avenues for future interventions in the field of parliamentary support as well as potential partners and strategies;
7. Evaluate whether the project has addressed a gender perspective and the human rights based approach;
8. Provide an analysis of facilitating and constraining factors of the project;
9. Present recommendations and lessons learned from the implementation of the project;

**Scope:**

The virtual zomdu facility is established in 89 community centers out of 205 where sessions were also held.The consultant is expected to a develop a clear methodology that will meet the objectives of the project and ensure a representative sampling method. The evaluation is expected to adopt a mix of quantitative and qualitative approaches including documents review and analysis, interviews with key stakeholders. The consultant will be hired for 30 days spread over the months of October- November 2017. The evaluation is expected to be complete by 24th November 2017.

**Expected Deliverables and Timeline**

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| --- | --- | --- | --- |
| **Deliverable** | **Tasks** | **Timeline(indicative)** | **Responsibility** |
| Inception Report  | Desk review of documents | 7 days  | Submit to UNDP Bhutan CO and project team  |
|  |  |  |  |
| Submission of the first draft report  | Stakeholder meetings, data collection, field visits, meetings with NA, NC and the Secretariat  | 7- 10 days  | Submit draft report to UNDP  |
| Presentation and submission of the final draft | Prepare report incorporating feedback from all parties | 5 days  | Submit to UNDP Bhutan and project team  |
| Submission of final report  | Final draft presentation and incorporate pending comments  | 5 days  | Submit to UNDP Bhutan and Project team  |

**Supervisor**

Under the overall guidance of the DRR (P/O) and direct supervision of Portfolio Manager, Inclusive Governance, and the Secretary General of the National Assembly, the Individual Consultant is responsible for a comprehensive evaluation and review of Impact of the ‘virtual zomdu’. The consultant will work closely with both National Assembly and National Council Secretariat, as well as the Virtual Zomdu Task Force, to effectively evaluate and review the impact of ‘virtual zomdu’ in the Community Centers, located across the country. The Consultant will be based at UNDP Bhutan Office, Governance and Advocacy Programme.

**Qualifications and Experience**

***Education:***

Bachelor’s degree in political science, public administration, communication, organizational development or development related field.

***Work experience:***

* At least four years of experience in the area of democratic governance, inclusive participation and or related development areas.
* Proven experience in evaluations, including 5 years of working experience in

carrying out project evaluations.

* Experience of working with parliament, media, CSOs, and/or local communities.
* Experience in research and project management.
* Experience in previous evaluation assignments

***Technical competencies:***

* Experience in public consultation (participatory and inclusive process)
* Strong understanding of Monitoring and Evaluation frameworks.
* Technical understanding of videoconferencing technologies is an asset.
* Project management
* Good understanding of participation, democracy and parliamentarian functions of Bhutan

***Key competencies:***

* Ability to communicate/translate ideas into structured messages
* Excellent command of English and Dzongkha (written & spoken)
* Positive attitude and a high level of work ethics.

**Recommended Presentation of Offer**

Please submit the below preferred documents with you Presentation of Offer:

1. Duly accomplished **Letter of Confirmation of Interest and Availability**;
2. **Personal CV or P11**, indicating all experience from similar projects,
3. **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.

The proposal should be submitted in electronic format by …………………..to procurement.bt@undp.org.

**Criteria for Selection of the Best Offer**

The criteria which shall serve as basis for evaluating offers will be:

* Combined Scoring method – where the qualifications and relevant work experience will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%

| **Criteria** | **Weight**  | **Max. Point** |
| --- | --- | --- |
| **Technical*** Academic background
* Experience of working with parliament, media, CSOs, and or local communities.
* Experience in project management
* Experience in public consultation (participatory and inclusive process),
* Strong understanding of Monitoring and Evaluation frameworks.
* Technical understanding of videoconferencing technologies
 | 70 |  10201510105 |
| **Sub-total A. (Technical)** |  | **70** |
| Financial  | 30 | 30 |
| **Sub-Total B.(Financial)** |  | **30** |
| **Total (A+B)** |  | **100** |

**Payment Terms:**

The applicant is required to submit a lump sum financial proposal for the period of 30 days. The selected consultant will be paid upon payment certification and timesheet from his direct supervisor, in the following manner:

* 15% upon submission and acceptance of the inception note detailing the work plan of the assignment.
* 35% following submission of the first draft report.
* 50% upon submission of the final evaluation report and acceptance of the report by UNDP Bhutan.

**Award of Contract**

The evaluation of applications will be based on the combined scoring of 70% technical and 30% financial. The highest ranked candidate will be invited for an interview to validate the candidate’s competency. If the highest ranked candidate is found unsatisfactory, the second-ranked candidate may be approached for the interview.

**Financial Proposal**

The financial proposal should specify a total lump sum amount for 30 days spread over the month of October and November 2017, supported by a breakdown of cost. Any field missions to be undertaken as part of the assignment will be paid for directly by the UNDP CO.