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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference: PN/FJI-004-16

**Consultancy Title:** UNDAF 2013-2017 Independent Evaluation

**Project Name:** UN Coordination – UNDAF Evaluation

**Period of assignment:** 1 March, 2016 to 27 April 2016 (40 working Days)

**Duty Station:** Home based with a possibility of mission to selected Pacific Island countries (mission component should not be part of financial proposal as UNDP will pay for this)

Consultancy Proposal should be mailed to C/- UNDP Fiji MCO, Private Mail Bag, Suva, Fiji or sent via email to [procurement.fj@undp.org](mailto:procurement.fj@undp.org) no later than 18th February, 2016 (Fiji Time) clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

### 1. BACKGROUND

The United Nations Development Assistance Framework (UNDAF) 2013-2017 is a strategic framework with a regional outlook that describes the collective response of the UN system to national development priorities, reflecting the comparative advantage of the UN in the Pacific. It shows where the UN system brings its unique strengths to bear in advocacy, capacity development, programming and cutting edge knowledge and policy advice, for the achievement of the internationally agreed standards and development goals, including MDG related national priorities. The Pacific UNDAF 2013-2017 was signed by each of the Governments of the 14 PICTS and the UN in March, 2013.

The evaluation will help the UN in the Pacific to continue to position itself in the changing context of the Pacific region and each PICT and with due consideration for the adopted 2030 global Sustainable Development Goals (SDGs) and the Pacific Framework for Regionalism consider priorities and positioning of the UN in the future and in particular the planning cycle of 2018-2022.

Refer to Annex 1 – [Terms of Reference](#) for details.

### 2. SCOPE OF WORK

The scope of the evaluation is the five UNDAF outcomes and its two cross cutting areas Youth and HIV/AIDS, a Pacific regional perspective with implementation across the 14 PICTs, the joint programmes where they exist and the UNDAF programming principles (human rights, gender equality, environmental sustainability, results-based management, capacity development) will form a core part of the analyses. The scope of work also includes facilitation of the UNCT kick off retreat where the evaluation will be discussed. A key focus of this evaluation will be Joint Programming and Joint Programmes. The evaluation process will seek to apply innovative approaches to ensure widespread and timely consultation making best use of VOIP/telephone technologies and planned regional consultations on localization of SDGs, utilizing established coordination networks across the region and the existing networks and contacts of technical staff. Refer to Annex 1 - [Terms](#)

[of Reference](#) for details.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

#### **Qualifications:**

- Postgraduate degree in development studies, economics, international relations or related field..

#### **Experience:**

- 10 years of relevant professional experience is highly desirable, including previous substantive involvement in evaluations and /or reviews
- Experience and Excellent knowledge of the UN system and UN common country programming processes
- Pacific knowledge and experience is highly desirable
- Specialized experience and/ or methodological/technical knowledge, including some specific data collection and analytical skills, particularly in the following areas: understanding of human-rights based approaches to programming; gender considerations; Results Based Management (RBM) principles; logic modelling/logical framework analysis; participatory approaches

#### **Competencies:**

- Good knowledge of evaluation approach and methodologies, both quantitative and qualitative;
- Good knowledge of UNDAF and UN;
- Excellent written and spoken English; and
- Excellent report writing skills as well as communication and interviewing skills

### 4. EVALUATION CRITERIA

#### **Evaluation**

##### Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weighting; 70%

\* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

<b>Criteria</b>	<b>Points</b>	<b>Percentage</b>
<b>Qualification</b>		<b>10%</b>
Postgraduate degree in development studies, economics, international relations or related field	10	
<b>Experience</b>		<b>50%</b>
▪ 10 years of relevant professional experience is highly desirable, including previous substantive involvement in evaluations and /or	15	

reviews		
<ul style="list-style-type: none"> <li>▪ Experience and Excellent knowledge of the UN system and UN common country programming processes</li> </ul>	10	
<ul style="list-style-type: none"> <li>▪ Pacific knowledge and experience is highly desirable</li> </ul>	10	
<ul style="list-style-type: none"> <li>▪ Specialized experience and/ or methodological/technical knowledge, including some specific data collection and analytical skills, particularly in the following areas: understanding of human-rights based approaches to programming; gender considerations; Results Based Management (RBM) principles; logic modelling/logical framework analysis; participatory approaches.</li> </ul>	10	
<b>Competencies</b>		10%
<ul style="list-style-type: none"> <li>• Good knowledge of evaluation approach and methodologies, both quantitative and qualitative.</li> </ul>	5	
<ul style="list-style-type: none"> <li>• Good knowledge of UNDAF and UN;</li> </ul>	2.5	
<ul style="list-style-type: none"> <li>• Excellent written and spoken English; and excellent report writing skills as well as communication and interviewing skills</li> </ul>	2.5	
<b>Technical Criteria</b>		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		30%
<b>Total</b>		<b>100%</b>

## 5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING CONSULTANCY PROPOSALS

Offerors must send the following documents.

- i) **Signed P11 form including names of at least 2 referees**
- ii) **Cover letter setting out:**
  - How the proposer meets the qualifications and experience required.
- iii) **Completed template for confirmation of Interest and Submission of Financial Proposal**

Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

*The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website ([www.fj.undp.org](http://www.fj.undp.org))*

# **Annex 1 –Terms of Reference**

## **UN Country Team in the Pacific** **UNDAF 2013-2017 Independent Evaluation Consultancy**

### **1. Introduction**

The United Nations Development Assistance Framework (UNDAF) 2013-2017 is a strategic framework with a regional outlook that describes the collective response of the UN system to national development priorities, reflecting the comparative advantage of the UN in the Pacific. It shows where the UN system brings its unique strengths to bear in advocacy, capacity development, programming and cutting edge knowledge and policy advice, for the achievement of the internationally agreed standards and development goals, including MDG related national priorities.

Unlike most UNDAF documents, which relate to a single country's development context, the 2013-2017 Pacific UNDAF covers priority programmatic work across 14 Pacific Island Countries and Territories (PICTS). The Pacific UNDAF 2013-2017 was signed by each of the Governments of the 14 PICTS and the UN in March, 2013.

The evaluation will help the UN in the Pacific to continue to position itself in the changing context of the Pacific region and each PICT and with due consideration for the adopted 2030 global Sustainable Development Goals (SDGs) and the Pacific Framework for Regionalism consider priorities and positioning of the UN in the future and in particular the planning cycle of 2018-2022.

The primary audience of the evaluation will be the UN system in the Pacific, including non-resident agencies, regional leader's fora and national government partners. More broadly the evaluation will be considered by civil society, the private sector, agency executive boards as well as multilateral and bilateral donors. On the global level UNDOCO, UNDG-AP and the UN's regional offices will also have the opportunity to draw on its conclusions.

### **1. Purpose/ Objective**

An evaluation of the UNDAF 2013-2017 in the penultimate year is mandatory and an important opportunity to assess the overall efficiency, effectiveness, relevance and sustainability of this framework to the development of the Pacific region and specifically the 14 PICTs, the contribution of the UN to development results in relation to each country's priorities, as well as in relation to regional priorities identified in frameworks such as the Pacific Plan. The UN's comparative

advantage in relation to the development priorities of the Pacific is also considered in this context.

The overarching goal of the United Nations in the Pacific is to support the Government and its development partners to apply the principles of the Millennium Declaration and accelerate the achievement of the Millennium Development Goals and also the Sustainable Development Goals (SDGs), with equity. The evaluation serves three main purposes:

- i. To assess the **relevance** of the five UNDAF Outcomes vs the MDGs/SDGs and two cross cutting issues, the **efficiency** and **effectiveness** by which UNDAF Outcomes and Country Programme outcomes are being achieved and their impact and sustainability and contribution to national priorities, including the effectiveness of joint programming and joint programmes, and country progress in implementation of key international and national commitments with emphasis on gender equality and human rights;
- ii. To determine how the UNDAF helped UN agencies to contribute more **effectively** and **efficiently** to national development efforts and capacity building, strengthened coordination, commitments to Delivering as One, partnership development inclusive of civil society and regional organisations; and
- iii. To learn from experiences of the current programming cycle (2013-2017), and consider the **sustainability and impact** of the UN's efforts through identification of issues and opportunities emerging from the implementation of the current UNDAF, to inform the design of the next UN Strategic Framework (2018-2022).

The required output of the evaluation will be the presentation of a set of clear, forward-looking and actionable recommendations logically linked to the findings and conclusions. These recommendations will include specific guidance on how to implement, monitor and evaluate the Sustainable Development Goals (SDGs) in the next UNDAF cycle.

## **2. Scope of Work**

The scope of the evaluation is the five UNDAF outcomes and its two cross cutting areas Youth and HIV/AIDS, a Pacific regional perspective with implementation across the 14 PICTs, the joint programmes where they exist and the UNDAF programming principles (human rights, gender equality, environmental sustainability, results-based management, capacity development) will form a core part of the analyses. A key focus of this evaluation will be Joint Programming and Joint Programmes.

The scope of work also includes facilitation of the UNCT kick off retreat where the evaluation will be discussed in detail.

The evaluation process will seek to apply innovative approaches to ensure widespread and timely consultation making best use of VOIP/telephone technologies and planned regional consultations

on localization of SDGs, utilizing established coordination networks across the region and the existing networks and contacts of technical staff.

### **3. Evaluation Questions**

Given the context described above, the Pacific UNDAF 2013-2017 evaluation will establish an evaluation matrix focused on: Relevance, effectiveness, efficiency, sustainability and impact, seeking to ensure purposeful coverage of UN work across the region, within the 14 programme countries in the five outcome areas, inclusive of the UN's targeted sectoral priorities and comparative advantages.

The evaluation will draw on the following broad question areas to develop a set of focused agreed questions within a structure for analysis and consultation to inform the recommendations reached. This analysis and questioning may include:

**Relevance:** The extent to which the objectives of UNDAF are consistent with country needs, national priorities, the country's international and regional commitments, including on human rights and the recommendations of Human Rights mechanisms, sustainable development, environment, and gender equality. The extent to which the UNCT has been able to adapt to changing circumstances in the region and country so that UN interventions and any results achieved will continue to be relevant.

In this context, the evaluation should in particular look into the following:

- Cross-cutting issues of Youth and HIV/AIDS, and UNDAF programming principles (human rights based approach, gender equality, environmental sustainability, capacity development, results based management) address or applied in the UNDAF;
- Adapting to evolving challenges and priorities in the country and leveraging the UN comparative advantage;
- UNDAF country matrices alignment with national development priorities and plans, and extent to which Agency programmes follow the country level UNDAF;
- How can the planning phase for the next UNSPF 2018-2022 cycle best incorporate the SDGs to ensure that the post 2015 development agenda is fully reflected?

**Effectiveness:** The extent to which the UNCT contributed to, or is likely to contribute to, the outcomes defined in the UNDAF. The evaluation should also note how unintended results, if any, have affected regional and national development positively or negatively and to what extent have they been foreseen and managed. Identify lessons learnt for future programming, particularly how the UN can best contribute to mainstreaming and localizing the 2030 Sustainable Development Agenda:

In this context, the evaluation should in particular look into the following:

- What progress has been made towards the realization of UNDAF outcomes as a contribution to the achievement of National Priorities and the MDGs? What lessons learnt can be identified and used to guide planning for mainstreaming and localizing the SDGs in the next UNSFP 2018-2022 programme cycle?
- The extent to which the geographical targeting strategy is/was a vehicle to drive progress, and how it was applied/used by Agency programming;
- Enabling and constraining factors.

**Efficiency:** How the UN in the Pacific's ways of working affected progress on results and the implementation of UNDAF programming strategies and UN programming principles. The extent to which outcomes are achieved with the appropriate amount of resources and maintenance of minimum transaction cost (funds, expertise, time, administrative costs, etc.). In this context, the evaluation should in particular look into the following:

- The pillar system and the coordination structures as contributors to (1) results and enhanced synergies among contributing programmes, including joint programming and Joint programmes; and (2) effective implementation of UNDAF core strategies and UN programming principles;
- Joint resources mobilized and success in filling the resource gap.

**Sustainability:** The extent to which capacity building interventions in the current UNDAF cycle are likely to contribute to the sustainability of programme results, after it has been completed.

- Have complementarities, collaboration and /or synergies fostered by UNDAF contributed to greater sustainability of results of Donors intervention in the country?
- Does the UNDAF respond to the challenges of national capacity development and promote ownership of programmes?

**Impact:** The extent to which the UNDAF has targeted the poorest and marginalized people and has led to the reduction of inequalities.

- Determine whether there is any major change in UNDAF and national development indicators that can reasonably be attributed to or be associated with UNDAF implementation.
- Identify the contribution the UNDAF has made to working with key strategic partners in reaching the poor, vulnerable and marginalized through UNDAF implementation.
- Based on the human rights and gender equality principles applied during UNDAF implementation what observable or measurable impact has the UNDAF had on human rights and gender equality in the Pacific to date?

#### 4. Method and Process

##### ***Methodology***

Once the evaluation team has been selected preparatory work should be conducted by the team members to purposefully structure the evaluation approach, confirm specific evaluation strategies, data collection methods and required evaluation tools. The agreed methodology will be presented in a brief inception paper that will be agreed upon by the PMEG/UNCT before commencement.

The UNDAF evaluation will use a multiple method approach, which will include the following: a rapid desk review (synthesis and data analysis) of studies, surveys and evaluations conducted by UN agencies and their partners during the current UNDAF cycle as well as documents from the Government on national policies and strategies; Conduct interviews with HoAs, key UN staff, Outcome Group members, CDMs and stakeholders (Government reps, CSOs, donors & CROP); Conduct interviews with key Government officials with UN Country Coordination staff supporting the facilitation of interviews with key stakeholders at the country level, inclusive of any agreed site visits to nominated countries.

In order to use existing information and avoid duplication, secondary data will be utilised including a comprehensive desk review and analysis of relevant documents as well as triangulation of different studies. Primary data will also be collected from stakeholder key informant interviews, discussions, and consultative processes.

***Stakeholder participation*** – The UNDAF evaluation will be conducted in a participatory manner, ensuring the involvement of key stakeholders (e.g. decision makers within UNCT including non-resident, key government counterparts, civil society, respective Executive Boards, UN staff, NGOs, international actors, bilateral and multilateral donors in programme and broader development partners, making special point to include National Women’s Machineries, women’s organizations and organizations representing vulnerable and marginalized groups). Given the multi-country nature of the UNDAF, as well as time constraints and budgetary implications, Stakeholders participation will use innovative approaches.

##### **Preparation**

- The UN RCO, in close consultations with the PMEG and M&E Group, will compile a list of background materials, documents, and reports relevant to the UNDAF Evaluation.
- The UNCT will jointly identify and select the appropriate consultants for the UNDAF Evaluation Team. The UN RCO will take the lead, jointly with the EMG (PMEG), in soliciting CVs of available consultants.

- Prior to the main data collection phase, the UNDAF Evaluation Team Leader will assess the availability of evaluative evidence, and develop an inception paper or 'Harmonized Evaluation Plan', which will include a design matrix, data collection and analysis methods and potential sites for field consultation and visits.
- The goals for the UNCT kick off retreat will be determined and a programme will be confirmed.

### **Conducting the Evaluation**

- **Briefing of the Evaluation Team:** the PMEG and RCO facilitates access to all relevant documentation (including UNEG Norms and Standards, UNEG Code of Conduct for external Evaluations, programme documents, reviews list of key stakeholders, etc.) to the Evaluation Team. All relevant stakeholders, facilitate access to all necessary information.
- **Inception paper:** to clarify in writing and through presentations the understanding and expectations of how the evaluation will be undertaken, the Evaluation Team will prepare and submit to the PMEG the Inception Paper that further refines the overall evaluation scope, approach, design and timeframe, provides a detailed outline of the evaluation methodology. The inception paper will indicate the timing and focus of the UNCT kick off retreat.
- **Data Collection:** the Evaluation Team collects data deploying various data collection methods agreed upon in the Inception Report such as observation, interviews, focus groups and surveys. Relevant stakeholders from UNCT and the different UN agencies will facilitate access to information and provide all necessary logistical/organisational support.
- **Reporting:** Evaluation Team prepares the evaluation report in accordance with the UNEG Norms and Standards. The report has to be logically structured, containing evidence-based findings, conclusions, lessons and recommendations
- Evaluation Team delivers a presentation of the key findings to the PMEG.
- PMEG provide feedback on the evaluation report draft to the Evaluation Team.
- Evaluation team present the evaluation recommendations to the UNCT
- Evaluation team incorporates any remaining comments to the evaluation report
- Evaluation Team produces a final evaluation report (ready for broader circulation) based on the PMEG and UNCT final feedback.

### **Dissemination and Follow Up**

- **Dissemination of Evaluation Findings:** the PMEG and RCO coordinate the dissemination of evaluation findings through the release of the evaluation report. The report is disseminated broadly to internal and external stakeholders, partners, donors and other interested parties. Special efforts should be made to distribute or make the evaluation findings accessible to

vulnerable and marginalized groups and to organisations representing these individuals. The findings of the evaluation will be discussed along with findings of the 2016 Meta-Analysis in preliminary prioritization and planning discussions as part of the SPF 2018-2022 rollout process and prior to the strategic prioritization retreat. The report will also be published on the UNCT website and shared with UN DOCO for posting on the UNDG website.

- **Extraction and Sharing of Lessons Learned:** PMEG and RCO will ensure lessons learned from the evaluation are extracted and disseminated in order to contribute to strategic planning, learning, advocacy and decision-making at all levels. Lessons should be applied in the design of the following UNDAF cycle and can feed into knowledge management processes internally.
- **Development of the Evaluation Management Response:** A management response that outlines agreed upon actions as to how the evaluation findings and recommendations will be addressed by the UNCT. The Evaluation Management Response should be issued within two months after the evaluation findings become available and shared with DOCO and other entities as per the management response guidance (forthcoming). It is expected that the management response will largely be operationalized through the design of the UNDAF 2018-2022.
- **Follow up of implementation of management response actions:** This step is beyond the completion of the normal evaluation process and it is normally done as part of annual planning and review processes by the UNCT and other UNDAF stakeholders. It is also a good practice for Audits to examine the extent to which management response actions were flowed up.

## **5. Management and Organization**

The evaluation consultant/team will be expected to work independently on the evaluation although organizational support will be available from the Office of the Resident Coordinator (RCO) and the Programme Monitoring and Evaluation Group (PMEG).

The Institutional Arrangements for the UNDAF evaluation will be constituted as follows:

- a) **Evaluation Commissioners (ECs)** – the evaluation is commissioned by the UNCT. The evaluation is undertaken on the basis of the TOR approved by the evaluation commissioners. The Evaluation Commissioners delegate responsibility for oversight and day-to-day management of the independent evaluation to the designated Evaluation Manager supported by the PMEG with resourcing support from the RCO.
- b) **The UNDAF M/E officer** will be the Evaluation Manager. The Evaluation Manager will oversee the day to day undertaking of the independent evaluation as per the agreed TOR with support from the PMEG and RCO. The evaluation manager will report directly to the RCs and the PMEG.

c) **Programme Monitoring and Evaluation Group (PMEG)**- The PMEG, with the support of the RCO is responsible for preparing a written and agreed management response to the evaluation on behalf of the UNCT within one month of receiving the final evaluation report. The PMEG reviews and endorses the final output of the evaluation for submission to the UNCT and the ECs. PMEG is responsible for: 1) quality assurance of the evaluation process to ensure that it meets UNEG norms, standards and Ethical guidelines; and 2) disseminating the findings of the evaluation (e.g., through Regional UNDG Teams and regional Peer Support Groups, with the assistance of the RCO). The PMEG is responsible for bringing any pertinent issues to the UNCT for their decision/approval. The PMEG will agree on a point person (preferably within the RCO who will be directly responsible for the day-to-day implementation of the evaluation, including coordination with JPOs and the wider UN network to support the evaluation data gathering processes).

d) **The UNDAF Evaluation consultant/team** is responsible for conducting the Evaluation as per the TOR on an independent and impartial basis following the UNEG Code of Conduct. They will undertake all data collection and analysis with the assistance of the RCO, JPOs and the PMEG as agreed, and:

- Lead each step of the evaluation process;
- Prepare a brief inception paper to confirm the agreed timeline, analytical framework and methodology;
- Ensure the quality and independence of the evaluation and guarantee its alignment with UNEG Norms and Standards and Ethical Guidelines;
- Identify and ensure the participation of relevant stakeholders in coordination with the PMEG and RCO throughout the evaluation process;
- Ensure the evaluation findings and conclusions are relevant and recommendations are implementable; and
- Contribute to the dissemination of the evaluation findings and follow-up on the management response

## 6. Deliverables and Timelines

Deliverables/Outputs	Specific and ongoing tasks	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required	Payment in Percentage
Upon satisfactory submission of the Inception Report		3 days	March	UNCT & PMEG	10
Provide preliminary findings in time for the UNCT retreat for discussion at UNCT retreat prior to proper evaluation commencing;		2.5 days	On or before March 10	UNCT	10
Upon submission of the finalized annotated programme for the Kick Of retreat and concluding recommendations		2.5 days	March		
Evaluation Report Draft		27 days	June	UNCT & PMEG	20
Evaluation Report Final		5 days	July	Approval by UNCT	60

In addition to the inception report, the key deliverable will be a concise UNDAF 2013-2017 Evaluation Report (max 40 pages) for dissemination to the UNCT, relevant stakeholders and the 14 PICTs. An annotated programme for the UNCT kick off retreat and a summary paper that presents all agreed conclusions, follow up actions and recommendations from the UNCT kick off retreat. The draft report will be submitted prior to finalization for review by the PMEG and finally the UNCT and finalized on the basis of their comments.

Content and format of the report should comply with the OECD/DAC Evaluation Quality Standards and the UNEG Evaluation Norms and Standards.

The report should include:

- An Executive Summary;
- An Introduction;
- A reflection on the main findings which includes: (i) the results of the desk review of existing documentations available, and (ii) the interviews conducted with Heads of UN agencies,

selected senior programme staff, and selected stakeholders and senior Government officials;

- A conclusion; and
- Recommendations identifying issues and opportunities to consider in preparing for the next UNDAF within the structure of relevance, efficiency, effectiveness, sustainability and impact.

## **7. Evaluation timeline**

The timeframe for the evaluation is outlined within the Pacific UNSFP 2018-2022 Road Map. The Independent Evaluation will commence as soon as possible in January or February 2016 with adequate time factored in to support region wide consultation and data gathering (augmented with the use of available technologies and local coordination staff where possible). The evaluation will run in parallel with the Meta-Analysis planned for the UNSFP rollout and will inform the strategic prioritization of the UNDAF 2018-2022 (see roadmap for current proposed dates and timeframe)

## **8. List of Relevant Documents**

### **Region specific**

- Regional planning documents and monitoring reports
- Aid effectiveness, donor reports

### **Government specific**

- National Development Plans review and evaluation documents
- Country Programme documents where relevant

### **United Nations specific**

- Joint Programme monitoring and evaluation documents
- UN Project document monitoring or evaluation reports
- UNDAF Annual Reports
- RC Annual Reports
- Gender Scorecard Report

### **Resources Provided**

- IC is expected to have own laptop, government/EIF project is expected to provide workstation and operational support

### **Supervision/Reporting**

- The consultant will be supervised on a day to day basis by the Chair of the PMEG with day to day support from the M&E Manager of the RCO. Both reporting progress to the RC's and ultimately the UNCT.
- The consultant will rely on the RCO for access to additional information, support for contacts for consultations and overall enquiry regarding logistics and timeframes.

