



## **Terms of Reference (TORs)**

### **Monitoring and Evaluation Specialist**

**A. Project Title:** UNDP Parliamentary Support Project (ID: 00094911)

**B. Project Description**

Somalia is undergoing a historic process of change, moving towards peace from decades of violent conflict, which ravaged the country and resulted in widespread suffering of its people. On 20 August 2012, the Transitional Road Map ended and Somalia is undergoing a historic process of change, moving towards peace from decades of violent conflict, which ravaged the country and resulted in widespread suffering of its people. On 20 August 2012, the Transitional Road Map ended, and a new chapter in the history of the country began. The Provisional Constitution of the Somali Republic was agreed and endorsed on 1 August 2012. The provisional constitution establishes two Houses of the legislature - a House of the People (or lower house) and a House of the Regional States (or upper house). The 275 Members of the House of the People were selected by Somalia's traditional elders, and then approved by a Technical Selection Committee which was responsible for vetting candidates. This process was undertaken during August and September 2012 and resulted in a parliament widely recognized as representative and credible. In the absence of the Upper House, the Provisional Constitution mandates the House of Peoples to constitute the National Federal Parliament by itself.

The Federal Government of Somalia, UN and Donor Community Launched New Joint Programmes through the Somalia Development and Reconstruction Facility (SDRF), within the framework of the Somali New Deal Compact. These joint programmes directly support the Peace-building and State-building Goals of the Somali Compact, and the key deliverables of the Government's Vision 2016, with a specific focus on achieving results in the state formation process, constitutional review, electoral support, rule of law, youth employment, and institutional capacity development. The initiatives will in particular build a stronger civil service at Federal and State levels, support more effective delivery of justice services, and provide thousands of jobs for Somali youth. They will also support key deliverables in the Government's Vision 2016, including the formation of new federal member states in the South and Central regions of Somalia, undertaking the review of the constitution, and building capacity of the country to deliver democratic electoral political processes. The launch of these programmes within the framework of the SDRF reflects the strong commitment of the international community and the Government of Somalia to work as one in order to improve the lives of Somali women, men and children, thus strengthen the government institutions and cooperation between Somalia and international partners.

Somaliland has a bi-cameral parliament composed of a lower house (the Golaha wakiilada)<sup>1</sup> consisting of 82 elected members and an upper house (Golaha Guurtida) which consists of 82 clan chiefs. The Guurti is established to promote peace and security, to maintain customary law and to ensure Islam as the religion

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<sup>1</sup> There are eight Parliamentary Sub-Committees where each sub-committee consists of eight to nine members of Parliament. These

in Somaliland. The guurti has the power to revise all laws from the Gulaha Wakiilada.

Puntland's Parliament was established in 1998 and was initially comprised of Members appointed by clan leaders. The Puntland Parliament consists of 66 legislators in the current Parliament who represent clans residing in PL. The election of the President and Vice President is then carried out by MPs, all of whom served a term of four years. Since its formation, Puntland has had three Parliaments and three Presidents. The current Parliament was selected in January 2014.

In 2015/6/7 new parliaments were formed at state level for Jubaland, Galmudug, South-West state and Hirshabelle State. The project from the very beginning engaged with these parliaments and provided technical assistance and material support from the initial phase.

The UNDP Parliamentary Support Project provides technical and material assistance to National Federal Parliament, the parliaments in Puntland and Somaliland as well as the newly emerging parliaments in order to effectively discharge their functions in relation to law-making, oversight and representation. This support helps creating the foundations for longer-term development, both in terms of building up the parliaments of Somalia as representative, capable and trusted state institutions, as well as working directly with MPs to strengthen their capacities to contribute to nation-building efforts.

This Project has five offices namely UNCC and MIA in Mogadishu; Hargeisa, Somaliland; Garowe, Puntland; and Nairobi, Kenya.

The existing Parliamentary Support Project is intended for the period of March 2013-December 2016. The project was evaluated in September 2016 and UNDP produced evaluation report with insufficient information on the impact, effectiveness, relevance and efficiency of the support to the parliaments in Somalia and Somaliland by UNDP since start of the project from 2013. Considering this, UNDP is seeking international consultant to do reviews to the current evaluation report which requires evidence-based revisions and adjustments.

The previous report did not fully comply with the TORs, including but not limited to,

1. Not using evidence for findings;
2. efficiency was considered through timeliness aspects, yet this information was not well presented;
3. The handling of the UNDP corporate ratings;
4. revise the recommendations into a format that enables UNDP to develop a management response with agreed actions;
5. overall evaluation quality and conformance to PME handbook;
6. and revise the recommendations into a format that enables UNDP to develop a management response with agreed actions;
7. overall writing quality.

In addition to the gaps highlighted above, the consultant will be expected to provide in-depth analysis and solid recommendations for the future support of UNDP to the Parliaments in Somalia and important information on strategic prioritization and project priorities for new phase of project (2107-2020)

including support to established parliaments, the Upper Houses, and newly formed state assemblies, as well as the overall funding strategy. The consultant will also be allowed to consult with the original evaluators for the project to ensure consistency in key findings of the report.

The objective of the evaluation is to revise the report by assessing the impact of the project so far (results, achievements, constraints), to provide information on the effectiveness, relevance and value added of the support provided to parliaments in Somalia and Somaliland by UNDP since 2013, and to receive recommendations for the design of a follow up project for next phase of project cycle from Jul 2017-Jun 2021.

The following are the outcome and outputs of the UNDP Parliamentary Support Project:

**OUTCOME 1:** NFP and Parliaments of Somaliland and Puntland capacitated to operate as inclusive, transparent and effective law-making, oversight and representative bodies contributing to national peacebuilding and nation-building goals

**OUTPUT 1 (Strategic Plan Objectives):** NFP and Parliaments of Somaliland and Puntland supported to enact quality legislation and to maintain effective oversight over the other branches of government according to the interests of all people and in support of peace-building and nation building.

**OUTPUT 2 (Strategic Plan Objectives):** NFP and Parliaments of Somaliland and Puntland established as an effective institution, with a functioning administration and infrastructure and leadership supported to discharge their constitutional mandates to fairly, inclusively and transparently manage the business of Parliament and lead the Parliamentary Administration

**OUTPUT 3 (Strategic Plan Objectives):** MP's throughout the country are empowered to represent and remain accountable to the people and to provide leadership in a way that promotes national unity for Somalis, including young people and women, participative & representative democracy and more effective contribution to political decision-making.

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

Consultant will review the draft evaluation report of the project which requires revisions to finalize the report as per required deliverables. The consultant will be expected to provide fair in-depth analysis and solid recommendations for the future support of UNDP to the Parliaments in Somalia and important information on strategic prioritization and project priorities for new phase of project for next four years from Jul 2107-Jun 2021 including support to established parliaments, the Upper Houses, and newly formed state assemblies, as well as the overall funding strategy. He or /She will be responsible for the overall quality and timely submission of the revised evaluation report and the project outline to the UNDP Parliament Support Project.

- **Evaluation of the Project**

The final evaluation report of the project shall provide information for the following issues:

- Establish a before-and-after-assessment (status February 2013 versus May 2016) of the parliaments which receive technical assistance.

- Assess whether the programme activities are based on a well-founded and relevant theory of change / logical framework? What is the project's theory of change? How has the (implicit or explicit) theory of change been implemented? Assess the theory of change / logical framework underlying the project.
- Evaluate what methods have been used to achieve the outputs and whether the activities implemented contributed to reaching the overarching outcomes for the programme?
- Assess to which degree the project has achieved the outputs as well as the likely sustainability of project results. How have the parliaments progressed with regard to their three core functions (oversight, legislation and representation) using internationally recognised indicators in this field to assess this?
- Identify and assess the UNDP's project contribution in terms of quality of legislation, exercise of oversight, legitimacy, representativeness, budget discipline, transparency, resolution of disputes; women representativeness.
- Analyse and assess which support / technical assistance has worked / or not worked and why?
- Evaluate the applied partnership principles with national counterparts, donors and other implementers. Assess coordination of technical assistance with other actors providing support to parliaments.
- Assess project implementation issues including project governance mechanism, communication with donors, quality of reporting, efficiency of project team work and size and performance of project team.
- Assess the on the results framework, monitoring methodologies, evidence based reporting.
- Assess the impact of the project vis-à-vis women and youth.

### **Evaluation Criteria:**

When conducting the reviews the consultant shall take into consideration the particular security environment, the overall socio-economic situation of the country as well as the weak state structures in particular with regard to creating a financial basis for its state institutions.

Consultant should pay particular attention to the following criteria in evaluating the project:

#### **Relevance:**

- To what extent are the objectives of the project still valid?
- Are the activities and outputs of the project consistent with the overall goal and the attainment of its objectives?
- Are the activities and outputs of the project consistent with the intended impacts and effects?

#### **Effectiveness**

- To what extent were the objectives achieved / are likely to be achieved?
- What were the major factors influencing the achievement or non-achievement of the objectives?

#### **Efficiency**

- Were activities cost-efficient?

- Were objectives achieved on time?
- Was the project implemented in the most efficient way compared to alternatives?

**Impact**

- What has happened as a result of the project?
- What real difference has the activity made to the beneficiaries?
- How many people have been affected?

**Sustainability**

- To what extent did the benefits of a project continue after donor funding ceased?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the project?

A reporting template can be found at: <http://web.undp.org/evaluation/handbook/Annex7.html>

Evaluation brief and other knowledge products or participation in knowledge sharing events, if relevant.

**Table A. Sample Evaluation Matrix**

Relevant Evaluation Criteria	Key Questions	Specific sub-questions	Data Sources /	Data Collection methods/tools	Indicators / Success standards	Methods for data analysis

The consultant must provide, after a detailed narrative, a summary Quality Rating on the following categories along the following scale: Evaluations Rating Scale: Highly Satisfactory (HS), Satisfactory (S), Moderately Satisfactory (MS), Moderately Unsatisfactory (MU), Unsatisfactory (U) and Highly Unsatisfactory (HU)

Overall Rating	Relevance	Effectiveness	Efficiency	Impact	Sustainability	Gender Sensitive

**b. Strategic Prioritization / Project Outline Document**

Based on the information gained through the expert, the consultant shall prepare a project outline which shall provide all necessary information for the design of a follow up project for the period 2017-2020. The project outline shall in particular contain information regarding the following issues:

- Suggestions concerning a strategic prioritization of future technical assistance incl. a set of strategic priorities to for the design of the follow up project.
- Discuss relevance of the parliaments in the larger state and peace building agenda in Somalia and Somaliland, and as an arena for peaceful defusing conflicts, accommodator of competing

interests, representation of the population, provider of legislation, actor for oversight over the executive.

- Proposals for a best way forward re support to NFP, Somaliland HoR, Puntland HoR and newly formed and future emerging parliaments; elaboration of a theory of change / logical framework for future support
- Suggestions re the value and best way of support to the Somaliland Guurti and a possible future Upper House of the National Federal Parliament
- A strategy for the best way forward re support to newly formed and future emerging parliaments and which criteria for long term and short term assistance should be applied at what point of time to access different types of support for these bodies.
- Suggestions for a project fundraising strategy towards 2017-2020 related to aid mapping for the High Level Partnership Forum (HLPF) and the draft National Development Plan (NDP). The suggested fund raising strategy for the project shall be embedded within an overall Governance and Rule of Law programme fund raising strategy to determine a mechanism for equitably divide resources. The strategy shall be elaborated in close coordination with national counterparts, donors and UNDP shall be aligned to the overall trajectory of donor funding in Somalia (data available as part of the aid mapping for the HLPF). The strategy shall take into consideration what is a realistic funding envelope expected for 2017-2020. This analysis ought to feed back to the strategic priorities question and help to determine what achievements are possible within the next project cycle.
- Provision of other relevant information necessary for the design of a follow up project for the period 2017-2020.

**Outcome of this final evaluation report will be used as a tool to inform policy makers and programme managers. The evaluation findings will be used to decide on a way forward for the parliament programme, beyond 2016 in particular the design of a follow up parliamentary support project for next four years from Jul 2017- Jun 2021.**

Quantification, where applicable, of the findings will also be provided to support the qualitative information. Before the start of the revisions of the evaluation report, s/he will coordinate the preparation of a detailed work plan which will: present the methodology to be utilized in the revisions of the report; identify the review issues to be addressed and a schedule/timeline of planned activities.

#### **D. Expected Outputs and Deliverables**

Consultant shall coordinate and contribute to produce the following products in line with the UN system UNEG Standards for Evaluation.

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
<b>Final Evaluation report: (70 %)</b>	Within the period from 10 Jun 2017 to 30	30 Jun 2017	Ahamd Al Hammal, Head of Partnership

<p>a) <b>A revised final project evaluation report which provides information as outlined above.</b></p> <p>b) <b>The report should provides fair in-depth analysis, proper evaluation as well as solid recommendations.</b></p>	Jun 2017		and Planning Unit
<p><b>Strategic prioritization / Project Outline (30 %)</b></p> <p><b>Provide a comprehensive document (project outline) containing all relevant information necessary for the drafting of a project document for a follow up project 2017-2020.</b></p>	Within the period from 10 Jun 2017 to 30 Jun 2017	30 Jun 2017	Ahamd Al Hammal, Head of Partnership and Planning Unit

**Reports to be provided:**

1. **Draft evaluation report**
2. **Final evaluation report**
3. **Strategic prioritization / Project Outline**

**E. Institutional Arrangement**

Consultant will work in close coordination with and under supervision of Head of Partnership and Planning Unit (PPU) of UNDP Somalia. Achievement of Deliverables will be approved by the Head of PPU of UNDP Somalia.

Payment will be made upon certification by supervisor of time sheets for actual dates of work and consultant performance in accordance with activities and deliverables as reported in the Activity Report.

**F. Duration of the Work**

Contract is for 10 working days within spread over period from 10 Jun 2017 to 30 June 2017.

<b>Activity</b>	<b>Timeframe</b>	<b>Place</b>	<b>Responsible Party</b>
<b>Document collection, review and initial interviews (if required)</b>	2 Days	Homebased	Consultant/UNDP
<b>Document analysis including of research</b>	5 Days	Homebased	Consultant
<b>Writing up draft report, incorporating feedback, submitting</b>	7 Days	Homebased	Consultant

<b>final report</b>			
Total	14 days		

## **G. Duty Station**

Duty station of the consultant will be Mogadishu, Somalia. Consultant is also be allowed to work from home to complete report writing or other related tasks with approval of supervisor.

## **H. Qualifications of the Successful Individual Contractor**

Consultant shall be a specialist in fields of relevance to governance in conflict countries and should have an understanding of the Somali context as well as be very versed in issues of parliamentary functions, rule of law and security in conflict societies.

The main areas of expertise should be: Institutional capacity building of parliaments, strengthening of legislative, oversight (including budgetary oversight) and representative functions, gender mainstreaming; organizational structure, human resources and capacity development strategies.

The qualifications and expertise needed for the assignment are laid out below:

- Master’s degree in governance, International Relations, political science or law, legislative studies, related fields, such as conflict studies, peace building, human rights, policing etc;
- Minimum 10 years of technical expertise, including working experience in developing countries, in the field of governance including both local and international, public administration, conflict management;
- Experience in conducting evaluations at programme and/or outcome levels in related fields with international organizations or UNDP projects; previous experience in undertaking evaluations of UNDP parliament projects will be an added advantage;
- Experience in implementing a range of qualitative and quantitative data collection techniques and methods in programme evaluations;
- Good knowledge of UNDP’s mandate and the political, cultural and economic contexts of the region.
- Working experience in conflict or post-conflict countries required for the conduct of the exercise itself, and for understanding the particular context of the evaluation
- Proven work experience in use of participatory evaluation methods for identifying measurable target indicators.
- Knowledge of theories, principles and methods in the combination of selective fields of the following: legislative, oversight, representation etc;
- Experience in and knowledge of the UN (preferably UNDP) systems and approaches;
- Broad knowledge and understanding of the major economic and social development issues and problems in Somalia.
- Promotes the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation. Demonstrates integrity by modelling the UN’s values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.



- Experience in the project cycle and knowledge of the activities of multilateral development donors will be an added advantage;
- Excellent knowledge of English.

### **Schedule of Payments**

Payment will be made to consultant on submission and approval of final report by head of PPU, UNDP Somalia.