



*Empowered lives.
Resilient nations.*

Terms of Reference

End Project Evaluation Support of the Social Rehabilitation and Payment to EVD Survivors & Destitute Families Project

1. Background

The Social Rehabilitation and Payment to EVD Survivors project is a joint project implemented by UNDP and UNWomen, targeting 2,500 vulnerable EVD survivors and EVD related destitute families in 8 designated districts - Kailahun, Kenema, Moyamba, Port Loko, Bombali, Tonkolili, Koinadugu and Kambia.

The project is designed to help prevent conflict and commence building resilience by addressing vulnerabilities and social marginalization affecting EVD survivors and EVD related destitute families. The project is to achieve this objective through two outputs:

1. Discharged packages to EVD survivors and destitute families

- 1.1 One-off basic commodity package
- 1.2 Short term safety net scheme

2. Socio-economic support to enhance self-reliance

To achieve the above output, the project teams engaged the services of specialized partners in the area of cash transfers and livelihood skills trainings to ensure the project achieves its overall aim successfully. Project beneficiaries that formed part of this process and have benefitted from the services offered by the project should have either established improved sustainable income generating activities or selected and enrolled in long-term personal skills development programmes all geared towards enhancing self-reliance of vulnerable beneficiaries.

The project is due to end on the 31st July, 2017 and hence before its closure, an end of project evaluation and a documented lesson learnt workshop is highly required. The purpose of the evaluation will be to assess the progress made towards the achievement of the specific objectives of the project, its outcome and the impact of the intervention on the lives of project beneficiaries, their families and communities. Identifying the intended and unintended project outcome(s), best practices as well as challenges arising from project execution. In addition, the evaluation will deduce conclusions and recommendation for learning and future interventions pertaining to emergency responses.

2. Purpose of Evaluation

The evaluation will look at all aspects of the Social Rehabilitation and Payment to EVD Survivors project from inception up to the time of the evaluation, assess its impact and the progress made towards the achievement of the specific objectives of the project, its outcome and the impact of the intervention

The evaluation focus will also be guided by the standard evaluation criteria of relevance, efficiency, effectiveness, impact and sustainability. It will also capture leveraged and unintended support and results of the project (if any), as well as other pertinent evaluation criteria such as equity, gender equality

Objective of the Evaluation

The main objective of this evaluation is to assess the progress in terms of achieving the projects stated objectives and results. The evaluation will also assess UNDP/UNWomen's contribution towards preventing conflict and commence building resilience by addressing vulnerabilities and social marginalization affecting EVD survivors and EVD related destitute families in Sierra Leone as well as inform the design of the new recovery project documents.

3. Scope of the Evaluation

The evaluation will cover all activities undertaken in the project and the period from inception to the time of the evaluation. It is expected to meet International and United Nations Evaluation Group (UNEG) standards and guidelines, and at a minimum, apply the following review criteria:

- Effectiveness of the SRPES project in achieving or likely achieving expected and unintended results;
- Relevance and coherence of the SRPES Project objectives and design (including its theory of change, governance structure and delivery model) and activities towards realizing the desired results;
- Efficiency of the SRPES project in its design, institutional arrangements, and strategies used to achieve expected and unintended results;
- Sustainability of the SRPES project activities and results including the focus on scalability and replicability;
- To the extent possible, the evaluation is also expected to capture and highlight impacts and provide recommendations

Within the above criteria and as appropriate, the evaluation is also expected to cover the following;

- Develop an evaluation plan based on the following project thematic areas; relevance, efficiency, effectiveness, assessment of outcomes and impact, sustainability and lessons learnt/recommendations.
- Conduct a home-based desk review of similar projects on livelihood recovery in post emergency context, both nationally and internationally.
- Review the achievement of outputs and impact of the project, as well as the modalities of implementation and execution. Also, the consultant is to provide an overall judgment on to what extent the project has been successful in its activities, building the capacity of and supporting target groups.
- Review the project indicators and measure to what extent the expected results of the project have been achieved in a timely manner.
- Conduct comprehensive evaluation of the project entailing the adoption of various methods to collect and analyse data including but not limited to; literature review of all project

documentation, field observations of project team members, interviews with key project staff (UNWomen/UNDP), government stakeholders, implementing partners and focus group discussions involving primary project participants.

- Compile a report containing the presentation and analysis of the data.
- Document the lesson learned and provide recommendations
- Present findings in visual presentation for UNDP/UNWomen feedback.
- Finalize the report in a publishable format

4. Methodology of the Assignment

Based on UNDP guidelines for end project evaluations, and in consultations with UNDP Sierra Leone, the evaluation will be inclusive and participatory, involving all principal stakeholders. The evaluation will consider the social, political and economic context which have affected the overall performance of the project taking into account EVD related factors. The review methods will include, but will not be limited to the following provided they are agreed at the inception phase: During the evaluation, the consultant is expected to apply but is not limited to the following approaches for data collection and analysis:

- Key informant interviews with UNDP/UNWomen Senior Management and Project Staff;
- Desk review of relevant documents including policy frameworks, national strategies, project document, Progress reports and any other necessary references;
- Interviews with partners, stakeholders, government officials and service providers.
- Field visits will also be conducted;
- Case studies for comprehensive examination and cross comparison of cases to obtain in-depth information.

The consultant is expected to develop a detailed evaluation plan and an evaluation design matrix showing methods of addressing key evaluation criteria and objectives as part of the inception report. He/she will submit a short inception report that will also describe:

- How he/she understood the programme theory of change in developing the evaluation plan
- The detailed evaluation plan, indicating the methods to be used and information sources to be looked at for each evaluation question.

The evaluation will be carried out in accordance with UN Evaluation Group evaluation standards which emphasizes the need for: Independence, Credibility, Utility, Impartiality, Transparency, Disclosure, Ethics, and Participation.

5. Management Arrangements

The Head of PMSU will be the Evaluation Manager. The evaluator(s) will report to the Head - PMSU with support from the Team Leader Inclusive Growth & Sustainable Development Cluster, SRPES Project Manager, Gender Specialist, Evaluations Focal Point and one selected member of UNWomen. The same group will also serve as the reference group and will provide overall quality assurance support and work closely in reviewing the terms-of-reference, the inception report, draft and final report. The Reference Group will also be consulted on the evaluation design in order to enhance its relevance, validity of preliminary findings, feasibility of recommendations as well as acceptability and ownership of the evaluation process.

UNDP/UNWomen and the Consultant shall be responsible for setting up meetings with all key stakeholders of the project, both government and non-governmental organizations.

6. Expected Deliverables

The key deliverables of the Evaluation Consultant will include the following outputs:

- Inception report which will include a detailed evaluation plan and evaluation design matrix and its presentation (before the commencement of field work);
- Evidence set (analyzed data) used for writing the report and for the presentation – the analyzed data will be included in the technical annexes;
- Draft report and its presentation to the Evaluation Reference Group and for peer review. The evaluation report will include: the executive summary, evaluation purpose, objectives and questions, social and environmental considerations of the project, sustainability, scalability and replicability of the project, key aspects of the methodological approach and limitations, findings, conclusions, lessons and recommendations, and annexes;
- Conduction of a day lesson learned workshop with power point presentation on main findings recommendations leading to the submission of the final report including an executive summary of up to three pages and essential annexes
- Technical annexes including the methodology and its instruments and evidence.

7. Skills and Experience of the Consultant

The Consultant shall have the following skills and knowledge:

- Advanced knowledge and work experience in development programme or project development and implementation, conducting research, including project evaluation and monitoring, developing interview and focus group discussion tools and conducting interviews, as well as desk research
- Minimum of 4 years professional experience in research and development project and programme (emergency response is a comparative advantage); and
- Familiarity with the UN system and UNDP.

Knowledge:

- Regional/Country experience and knowledge:
- Language proficiency: fluency in oral and written English

8. Timeframe

The detailed schedule of the evaluation and length of the assignment will be discussed with the Consultant prior to the assignment. The estimated duration of the assignment is up to 4 weeks and the tentative schedule is as follows:

- ☐ Desk review, inception methodology for evaluation and field work (1 week);
- ☐ Fieldwork, de-briefing and preparation of draft report (2 Weeks)
- ☐ Feedback from key stakeholders and UNDP and submission of Final Report (1 week)

9. Remuneration

The daily rate for consultancy fees will depend on the level of education and experience of each individual evaluator. Consultants are expected to explicitly indicate their daily rates when applying for this evaluation. Payments will be made in US\$ for the international consultant and in local currency at prevailing UN exchange rates for a National Consultant. The evaluator will receive the payments in the following instalments:

- ☐ 20% upon submission and presentation of an acceptable inception report that takes into account the comments and suggestions from the review of the inception report.
- ☐ 30% upon submission of the draft Evaluation Report and presentation of draft Report to a stakeholder Validation Meeting; and;
- ☐ 50% upon submission and acceptance of final report

10. Application Process

Interested candidates should submit their applications by June 6, 2017. Applications should be clearly marked as follows:

End Project Evaluation Social Rehabilitation and Payment to EVD Survivors Project

Qualified candidates are hereby requested to apply. The application must contain the following:

1. Brief letter of application.
2. Personal CV or P11, indicating relevant professional experience, as well as the contact details (email address and phone number) of at least three professional references.
3. Brief description of the proposed methodology for completing this assignment with evidence of successfully completion of similar tasks with contact details to access the document.
4. Financial proposal that indicates the all-inclusive fixed total contract price supported by a breakdown of costs including local travel costs related to the assignment.

Note:

- The information in the breakdown of the offered lump sum amount provided by the offeror will be used as the basis for determining best value for money, and as reference for any amendments of the contract.
- The agreed contract amount will remain fixed regardless of any factors causing an increase in the cost of any of the components in the breakdown that are not directly attributable to UNDP.

Applications will only be considered if they include ALL of the items listed above. Also note that this website only allows for one document to be uploaded, so please combine all of the above mentioned items into one single Word or PDF document before uploading

Evaluation of Criteria and Weight

Offers received will be evaluated using a Combined Scoring method, where the qualifications and proposed methodology will be weighted 70%, and combined with the price offer, which will be weighted 30%. Only consultants obtaining a minimum of 49 points in the Technical Evaluation will be considered for the Financial Evaluation. Criteria to be used for rating the qualifications and methodology:

Technical evaluation criteria (total 70 points):

1. Professional qualifications and experience with respect to the TOR including evidence of completed similar task with accepted quality: 25 points.
2. Methodology of approach in accomplishing the consultancy: 30 points.
3. Detailed work plan for the completion of the assignment: 15

Financial evaluation (total 30 points):

All technically qualified proposals will be scored out 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula: $p = y (\mu/z)$ where: p = points for the financial proposal being evaluated; y = maximum number of points for the financial proposal; μ = price of the lowest priced proposal; z = price of the proposal being evaluated.

Annex B: DOCUMENTS FOR THE DESK REVIEW

- UNDP Handbook on Planning Monitoring and Evaluation for development Results
- UNDP Guidelines for Outcome Evaluators
- Ethical Code of Conduct for Evaluation in UNDP
- UNGD Result-Based Management Handbook
- UN Transitional joint Vision 2013-14
- UNDP CPAP 2008-2012 and 2013-14
- GoSL PRSP II, Agenda for Change, 2008-2012 and Agenda for Prosperity 2013-17
- Millennium Development Goals Reports 2011
- Project documentation
- Progress and Field Visit Reports
- Project Board and Meeting Minutes

ANNEX C: UNEG Code of Conduct for Evaluators/Midterm Evaluation Consultants¹

¹www.undp.org/uneqcodeofconduct

Evaluators/Consultants:

1. Must present information that is complete and fair in its assessment of strengths and weaknesses so that decisions or actions taken are well founded.
2. Must disclose the full set of evaluation findings along with information on their limitations and have this accessible to all affected by the evaluation with expressed legal rights to receive results.
3. Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time, and respect people's right not to engage. Evaluators must respect people's right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source. Evaluators are not expected to evaluate individuals, and must balance an evaluation of management functions with this general principle.
4. Sometimes uncover evidence of wrongdoing while conducting evaluations. Such cases must be reported discreetly to the appropriate investigative body. Evaluators should consult with other relevant oversight entities when there is any doubt about if and how issues should be reported.
5. Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, evaluators must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact in the course of the evaluation. Knowing that evaluation might negatively affect the interests of some stakeholders, evaluators should conduct the evaluation and communicate its purpose and results in a way that clearly respects the stakeholders' dignity and self-worth.
6. Are responsible for their performance and their product(s). They are responsible for the clear, accurate and fair written and/or oral presentation of study limitations, findings and recommendations.
7. Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.

MTE Consultant Agreement Form

Agreement to abide by the Code of Conduct for Evaluation in the UN System:

Name of Consultant: _____

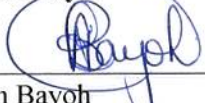
Name of Consultancy Organization (where relevant): _____

I confirm that I have received and understood and will abide by the United Nations Code of Conduct for Evaluation.

Signed at _____ (Place) on _____ (Date)


Signature: _____

Prepared by:



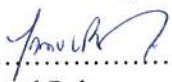
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