## Terms of Reference

**Post Title:** Project Evaluation Consultant (National Hire)

**Contract:** Individual Contract

**Duration:** 14 working days from Mid-October 2017 (including 3 field missions to Agara, Lakada and Tetnuldi colleges – 4 days)

**Duty station:** Home based with mission trips to Agara, Lakada (Tsalendzhikha) and Tetnuldi (Mestia) colleges

**Supervisor:** Economic Development Team Leader

**1/ Background**

UNDP is implementing EU funded project “Deepening Linkages Between Formal/non-formal VET System and the Labor Market Needs in the Context of Lifelong Learning in Georgia”, which addresses the mismatch between the vocational education and labor market needs within a broader lifelong learning context in Georgia. The Overall Objective of the project is improving the labor market responsiveness of the formal and non-formal VET system and promoting the lifelong learning process in Georgia. The project concentrates on two specific objectives that target continuous improvement of the capacity and quality of formal VET education on one hand, and introduction and recognition of non-formal learning in the VET sphere on the other. The action is implemented at both the national level (for conceptual work in the field of non-formal VET education) and regional level (in selected pilot regions - mountainous areas of Samegrelo and Svaneti, and conflict-affected areas in Shida Kartli).

Activities carried out under the Objective 1 “Quality of the formal VET education is improved and it responds more effectively to labor market needs” aim to result in increased employability and productivity of VET graduates (Activity 1), as well as in better transition from education to employment and reduced skill mismatch at the Georgian labor market (Activity 2).

Objective 2 “Non-formal VET learning is introduced and recognized in Georgia” aims at the introduction of life-long learning opportunities for adults in the VET segment through the provision of non-formal learning. The activities carried out under this objective should result in established non-formal learning opportunities for adult population in VET (Activity 3), and in higher skills and productivity of workers in professions (Activity 4).

The project intends to benefit youth and long-term unemployed, self-employed persons in low-productivity/low paid employment, and IDPs. The target groups among the direct beneficiaries of the project include the Government agencies (Ministry of Education and Science (MoES), Ministry of Labour, Health hand Social Affairs (MoLHSA), National Centre for Enhancing the Quality of Education (NCEQE), Employment Support Service (ESS)), VET providers (public and private colleges), private employers and social partners.

The project implementation started in November 2015 and will be completed by end of October 2017. Now that the project is approaching its end, UNDP seeks local consultant to conduct independent evaluation of the project results.

**2/ Duties and Responsibilities**

The Consultant will work under Supervision of Economic Development Team Leader.

The Consultant will have the following duties and responsibilities:

* Producing the evaluation report which will be elaborated through reviewing the project implementation since the beginning to date and provide a comprehensive assessment:
  1. Developing detailed plan of review of project performance as well as the context around the project with a forward-looking perspective agreed with UNDP Georgia.
  2. Collect information for assessing the relevance, timeliness, effectiveness and sustainability of the project activities considering existing context.
  3. Arranging discussions with the main stakeholders: European Union Delegation, UNDP, Ministry of Education and Science (MoES), Ministry of Labour, Health hand Social Affairs (MoLHSA), National Centre for Enhancing the Quality of Education (NCEQE), Employment Support Service (ESS) for consolidation of feedback on whether and how the Project met the expectations, achieved targets in sustainable manner.
  4. Collect necessary information and evidence for assessment of the Project vis-à-vis the set targets set in the Description of Action.

The consultancy will involve 3 field missions to the project implementing partners: Agara public School (Kareli municipality), Lakada Vocational college (Jvari, Tsalendzhikha Municipality) and Tetnuldi Vocational college (Mestia Municipality).

**3/ Outline of methodology and consultancy criteria related to Skills Project Evaluation:**

The consultancy will be undertaken in close cooperation with the Project Team and entail a combination of desk review and document analysis, field visits, and interviews with key stakeholders. The evaluation should include quantitative and qualitative survey of perspectives beneficiaries (participants of various trainings and events) undertaken by the project.

The project review and elaboration of recommendations will be participatory in nature and will make use of different tools. The list of key project documents to be reviewed is attached to this TOR.

The consultant will develop a report with the assessment of the Project performance in close cooperation with UNDP and EU. UNDP Georgia will provide the consultant with a list of key stakeholders, draft schedule of the meetings and will facilitate communication of the consultant with EU, MoES, MoLHSA, NCEQE, and the Project Beneficiaries. UNDP will also support the consultant logistically (transport, hotel reservations, organization of workshops, arrangement of meetings, etc.)

The Consultant shall look at the following criteria while reviewing the project:

1. Relevance – to what extent project has been responding to respond to the national context,
2. Timeliness – how much the activities were carried out in a responsive and timely manner,
3. Effectiveness - to what extent the project is on track to achieving the project outputs and outcomes,
4. Efficiency - to what extent the project has used least costly resources possible in order to achieve desired results,
5. Sustainability - national ownership and the prospects for further institutionalization of capacity development efforts to strengthen the developed systems and services (primarily farmers and cooperatives support).

The Consultant should evaluate the following aspects:

* Project concept and design

The evaluation will assess the project concept and design. He/she will review the problem addressed by the project and the project strategy, encompassing an assessment of the appropriateness of the objectives, planned outputs, activities and inputs as compared to cost-effective alternatives. The executing modality and managerial arrangements should also be judged. The evaluator(s) will assess the relevance of indicators and review the work plan, planned duration and budget of the project.

* Implementation

The evaluation will assess the implementation of the project in terms of quality and timeliness of inputs and efficiency and effectiveness of activities carried out. Also, the effectiveness of management as well as the quality and timeliness of monitoring and backstopping by all parties to the project should be evaluated. The evaluation is to assess the Project team’s use of adaptive management in project implementation.

* Project outputs, outcomes and impact

The evaluation will assess the achievement of outputs and contributions to outcomes as well as the sustainability of project results and potential impact. This should encompass an assessment of the achievement of the immediate objectives and the contribution to attaining the overall objective of the project. The evaluation should also assess the extent to which the implementation of the project has been inclusive of relevant stakeholders and to which it has been able to create collaboration between different partners. The evaluation will also examine positive and negative changes produced by the project, directly or indirectly, intended or unintended

* Cross cutting issues:

The evaluation will assess the project implementation process and its approaches in terms of due attention to gender aspects and environmental aspects. The evaluation should give an answer to the question to which degree the approaches, concepts and services provided gender balanced and promoted environmentally friendly approach, whether the gender and environmental aspects were addressed sufficiently in monitoring and reporting with the view of relevant to the Projects Document.

* Visibility:

The evaluation will assess the project implementation process how the Project ensured compliancy with the visibility guidelines of EU and how did it ensure awareness raising of the project in general within the stakeholders and beneficiaries

**4/ Deliverables and timeline:**

The consultant should provide:

* the draft and final Evaluation Reports reflecting the findings of the review along with the recommended actions by end-October 2017.

**5/ Management:**

Consultant will work under the guidance and direct supervision of Economic Development Team Leader.

The UNDP Georgia and the Project Team will be responsible for ensuring liaising with partners, and supporting the consultant in acquiring relevant documentation, data and evidence.

**6/ Competencies:**

**Corporate Competencies:**

* Demonstrates commitment to UNDP’s mission, vision and values;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Highest standards of integrity, discretion and loyalty.

**Functional Competencies:**

Knowledge Management and Learning:

* Shares knowledge and experience;
* Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness:

* Ability to perform a variety of specialized tasks related to Results Management, including support to design, planning and implementation of program, managing data, reporting;
* Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems;
* IT competencies in Word, Excel, Power Point and internet.
* Excellent negotiations skills

Leadership and Self-Management:

* Focuses on result for the client and responses positively to feedback;
* Consistently approaches work with energy and a positive, constructive attitude;
* Remains calms, in control and good humored even under pressure.

**7/ Required Qualifications**

I. Education:

* University (At least Master’s degree or equivalent) in Economics, Public policy, Public Administration, or a related discipline;

II. Experience

* At least 2 cases of evaluating donor funded development projects preferably in vocational education, skills development, employment, economic development or other fields.
* Minimum 3 years of experience of working either in programme/project development, reporting, evaluation preferably in poverty, skills development, economic and local development fields.
* Familiarity with the development context of Georgia (previous working experience in the country or the South Caucasus and good understanding of current development dynamics in agriculture sector development will be an asset).

III. Other Requirements

* Fluency in spoken and written English; knowledge of Georgian is a must.
* Strong research and analytical skills;
* Excellent verbal and written communication skills;
* Excellent organizational skills;
* Excellent computer literacy (MS Office; Windows);
* Initiative and sound judgment, dedication to the UN principles and demonstrated ability to work harmoniously with persons of different nationalities and cultural backgrounds.

**Annex Ia:**

**The list of key project documents to be reviewed by the Consultant:**

* Description of Action per EU contract
* UNDP project Document
* Quarterly reports submitted to EU
* PROJECT COOPERATION AGREEMENT between UNDP and “Georgian Employers’ Association”
* LoA Agara Public School
* LoA Lakada
* LoA Tetnuldi
* Contract for Professional Consulting Services between UNDP and Association of Business Consulting Organizations of Georgia (ABCO)
* Contract for Professional Consulting Services between UNDP and Kutaisi Education Development and Employment Centre (KEDEC)