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|  |  | **LAC logo** | LOGO TAGline |

**Rights, Empowerment and Cohesion (REACH)**

**for rural and urban Fijians Project**

**Terms of Reference – Amendment 1**

**Advance and Actual Mission travel to Eastern, Western and Central Division – Kadavu Island, Lautoka and Namosi from 11 to 16 January 2018 for Mid- Term Review (Inclusive of Travel Days)**

The REACH project will be carrying out its Mid Term Review [MTR] by Ms. Welmoed Koekebakker from 10th – 24th January 2018.

The purpose of the mid-term review is to assess operational aspects, such as project management and implementation of activities and the extent to which objectives are being fulfilled. The review will assess project performance and the implementation of planned project activities and planned outputs against actual results. It will focus on corrective actions needed for the project to achieve maximum results and to make recommendations for the phase two of the Project beyond December 2018.  The evaluation is also to assess the extent of the Project’s commitment to the human development approach and how effectively equality and gender mainstreaming have been incorporated in the design and execution of the Project.   The results of the mid-term evaluation will be used by stakeholders to improve Project implementation during 2018 and to design any subsequent follow on project. *Please find attached the REACH Mid-Term Review (MTR) TOR.*

There are scheduled meetings and visitation to project site for the consultant to have a fully and wholistic understanding of project REACH and its overall work. Area of visitation is concentrated in the Easter and Western division as per schedule below.

On certain occasion, there will be REACH mission done and this will include services by Ministry of Women, Children and Poverty Alleviation, Legal Aid Commission, Ministry of Justice- Birth, Death and Marriage Office and iTaukei Affairs.

The MTR will be led by Mr. Tevita Dawai with the support of UNDP staff and stakeholders that have been identified.

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| --- | --- | --- | --- |
| **Objectives** | **Activities** | **Govt. Focal Point/Lead Responsibility** | **Expected outcomes** |
| * Undertake awareness raising and service delivery in the Eastern Division as part of Project REACH Activity 1.1 | * Coordinate and monitor Project REACH Mobile awareness raising and service delivery activities. * Gather information and data for Project REACH awareness. * Manage the funds for the REACH mission in the respective communities identified. * Obtain direct feedback from beneficiaries on service delivery to produce story for press release / UNDP website and photographs and two twitter from both sessions. * Monitoring and Evaluation of Fourth Quarter project implementation by programme team member. | **Kadavu Mission**  **Ministry of Women, Children and Poverty Alleviation**   * Vilimone Narube, Welfare Officer, based in Kadavu * Emily Kamoe – Suva based * Ilisoni – Suva based   **Legal Aid Commission**   * Kemueli Verebalavu – Suva based   **BDM**   * Jokaveti Rogadi   **Roko Tui Kadavu**   * Mele Biumaiwai – Suva based   **Fiji Police Force**   * Station Officer based in Kadavu   **UNDP**   * Tevita Dawai * Welmoed Koekebakker * Akuila Sovanivalu [Coordinator] * Mere Vodo [Finance] * Viliame Vocevuka [Data]   **Western Division Mission**  **Ministry of Women, Children and Poverty Alleviation**   * Samuela Waqaramasi- Dept. Social Welfare * Makereta Naisau- Dept. of Women * Filipe Nayacalevu * Marika Yalimaiwai   **Legal Aid Commission**   * Kelly   **BDM**   * Adivuna Drikalu * Iosefo Rabeka   **Ba Provincial Office**   * Kalivate Rodaroro   **UNDP**   * Tevita Dawai * Welmoed Koekebakker * Salesi Savu [Coordinator] * Adarshana Narayan [Finance] * Milika Aisake [Data]   **Central Mission**  **Ministry of Women, Children and Poverty Alleviation (MWCPA), Central Division**   * Filipe Nayacalevu, REACH Focal Point, MWCPA * Ms. Alfreda Vakarewakobau, Dept. of Social Welfare   **Legal Aid Commission**   * Lice Manulevu, Legal Officer, Nausori   **BDM**   * Kinisimere Ratudradra, BDM Officer   **Ministry of iTaukei**   * Ro Burenivalu Raikadroka, A/Roko Tui Namosi   **FHRAC**   * Laisiasa Rogoyawa   UNDP   * Tevita Dawai – Deputy Programme Manager * Welmoed Koekebakker – REACH MTR Consultant * Salesi Savu [Coordinator] * Debra Williams [Finance] * Joeli Uluinayau [Data] | Deliver the REACH awareness raising and mobile services delivery to the target audience in the 5 districts and in Kadavu.  Data is collected and submitted on some daily bases back to HQ UNDP. |

**SCHEDULE FOR MTR**

|  |  |  |
| --- | --- | --- |
| **Day & Dates** | **Time** | **Meeting with or Mission to:**  **In final version please include full name position of all people I meet** |
| Wed 10 Jan 2018 | 9:30am to 10:00am | UN RC & UNDP RR, Ms. Osnat Lubrani |
| 10:05am to 11:30am | Effective Governance, Team Leader, Mr. Dyfan Jones and REACH Team. Briefing by the Programme Manager, Christine Fowler – presentation on the REACH Project as off 31 Dec 2017 |
| 11:35am to 1:30pm | Ms. Selai Korovusere, Director Women, Ministry of Women, Children & Poverty Alleviation |
| 1:30pm to 2pm | Lunch |
| 2pm to 4pm | Mr. Shahin Ali, Acting Director Legal Aid |
| 4pm to 5:30pm | Mr. Ashwin Raj, Director FHRADC |
|  | Sleepover – Suva |
| Thur 11 Jan 2018 | 9am to 10am | Mr. Luke Moroivalu, Commissioner Eastern Division |
| 10am to 11am | Free |
| 11am to 1pm | Mr. Rupeni Fatiaki, Director Social Welfare, Ministry of Women, Children and Poverty Alleviation |
| 1pm to 2pm | Lunch |
| 2pm to 3pm | Free |
| 3pm to 4pm | Kadavu REACH Team Pre-Mission Briefing |
| 4pm to 5pm | Back at UNDP Office – work from office |
|  | Sleepover in Suva |
| Friday, 12 Jan 2018 | 9am to 11am | Ms. Makereta Sotutu and Ms. Kinisimere Yalimaiwai, Birth Death Marriage (BDM) Department. |
|  | 11:10am to 1pm | Meeting with Mr. Emosi Uluilakeba, Fiji Police Force |
| 1pm to 2pm | Lunch |
| 2pm to 3:45pm | Mr. Filipe Nayacalevu, Fiji REACH Govt Focal Point based at Ministry of Women Children and Poverty Alleviation |
|  | 4pm to 5:30pm | Dr. Josefa Koroivueta, PS Women, Children, and Poverty Alleviation. |
| Saturday, 15 Jan 2018 |  | Rest |
| Sunday, 14 Jan 2018 |  | Travel to Kadavu by air via Nadi Airport  Sleepover at Kadavu |
| Mon, 15 Jan 2018 | 9am to 10am | Travel Vunisea to Naqalotu Village |
| 10:15am to 2pm | REACH Awareness Raising and Service Delivery at Naqalotu Village. |
| 3pm to 6pm | REACH Mission at Tavuki Village |
|  | Sleepover – Kadavu (Adi’s Place) |
| Tues, 16 Jan 2018 | 9am to 10am | Meeting with key stakeholders in Vunisea Govt Station |
| 10am to 11am | Welfare Officer based in Kadavu |
| 12:15pm to 2pm | Boarding and return flight to Nadi |
| 2pm to 3pm | Travel to Lautoka |
| 3pm to 5pm | Free |
|  | 6pm to 8pm | REACH Mission Nasolo Village, Ba |
|  | Sleepover – Lautoka Waterfront |
| Wed, 17 Jan 2018 | 8am to 9am | Travel from Lautoka Waterfront Hotel to Nasolo Village Ba |
| 9am – 10am | Meeting with Meeting with Commissioner Western Division, Mr. Manasa Tagicakibau |
| 10:15 am to 12pm | Freee |
| 12pm to 1pm | Travel back to Commissioner Western Office |
| 1pm to 2pm | Lunch |
| 2pm to 4pm | Meeting with LAC Head of Office, Ms. Litiana VolauLautoka |
| 4pm to 5:30pm | Free |
| 6pm to 8pm | REACH Mission to Drasa Settlement (Indo-Fijian). |
|  | Sleepover in Lautoka – Waterfront Hotel |
| 9:15 to 11:15am | Meeting with Principle Welfare Officer, Western Division, Samuela Waqairamasi |
| 11:15am to 1pm | Meeting with Senior Women Interest Officer, Ms. Makereta Naisau. |
| 1pm to 2pm | Lunch |
| 2pm to 5pm | Travel back to Suva through Kings Road, proposed one on one meeting with several key stakeholders in Ba and Ra  **Meeting appointment with Veremo (Welfare Officer Rakirak Ra)** |
| 5pm to 7pm | Travel to Back Suva |
| Fri, 19 Jan 2018 | 9am to 11am | Meeting with Christine Fowler |
| 11am to 1pm | Meeting with Embassy of Japan in Fiji |
| 12pm to 1pm | Meeting with P.A Lal, Mr. Richard Lal and Marissa Lal |
| 1pm to 2pm | Lunch |
| 2:15pm to 5pm | Comply findings of mission |
| Sat, 20 Jan 2018 |  | Compilation of findings |
| Sun, 21 Jan 2018 |  | Rest - Suva |
| Mon, 22 Jan 2018 | 9am to 10am | Ms. Ria Sen, Reporting and Communications Specialist, Access to Justice Rule of Law and Human Rights |
| 10am to 11:30am | Free |
| 11:30am to 5pm | Free |
|  | 3pmm to 5pm | Mr. Bakhodir Burkhanov, Country Director, UNDP Pacific Office in Fiji. |
| Tues, 23 Jan 2018 | 9am to 10am | Debriefing with UNDP only |
|  | 10am to 1pm | Overall debrief with other key stakeholders |
| 24 Jan 2018 | 9am to 3pm | REACH Mission to Interior of Vitilevu (Nakavika Village) |

**Budget**

**KADAVU MISSION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | # of Days | Particulars | Cost | Total |
|  |  |  |  |  |
|  |  | **Refreshments for the 2 communities** | **$500 \* 2 Communities** | **$1000.00** |
|  |  |  |  |  |
|  |  | **Sevusevu to the 2 communities** | **$100 \* 2 Villages** | **$200.00** |
|  |  |  |  |  |
|  |  | **Communication- Recharge cards** | **$50 \* 8** | **$400.00** |
|  |  |  |  |  |
|  |  | **Transport- Hiring of vehicle/fuel**  **-Vunisea to Tavuki** | **$100 \* 2 Vehicles** | **$200.00** |
|  |  |  |  |  |
|  |  | **Boat from Tavuki to Naqalotu and return** | **$200** | **$200** |
|  |  |  |  |  |
|  |  | **Meals Allowance for Kadavu** | **7 night \* 3 meals @$20 per meal \* 4 stakeholders** | **$1680** |
|  |  |  |  |  |
|  |  | **Freight for mission items send to Kadavu and return** |  | **$320** |
|  |  |  |  |  |
|  | **TOTAL ALLOCATED BUDGET FOR KADAVU** | | | **$4000** |

**Mode of Transport**: **Plane and Boat**

**Note: Tevita and Akuila to take Accountable Advance, FJD$2000 each**

**WESTERN DIVISION MISSION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | # of Days | Particulars | Cost | Total |
|  |  |  |  |  |
|  |  | **Refreshments for the 2 communities & venue hires** | **$400 \* 2 Communities** | **$800.00** |
|  |  |  |  |  |
|  |  | **Sevusevu to the 2 communities** | **$100 \* 2 communities** | **$200.00** |
|  |  |  |  |  |
|  |  | **Communication- Recharge cards** | **$50 \* 4** | **$200.00** |
|  |  |  |  |  |
|  |  | **Transportation cost /Fuel for rental car** | **$100 return \* 2 village + $200 fuel** | **$400.00** |
|  |  |  |  |  |
|  |  | **Meals allowance for 10 stakeholders** | **$20 per meal \* 2 meals \* 10 stakeholders** | **$400.00** |
|  | **TOTAL ALLOCATED BUDGET FOR WESTERN** | | | **$2000.00** |

**Note: Ada to take Accountable Advance, FJD$2000**

**Mode of Transport: Rental Car and REACH Bus**

**NAMOSI MISSION**

|  |  |  |
| --- | --- | --- |
| Particulars | Cost | Total |
|  |  |  |
| Refreshments for the 1 communities | **$500.00** | **$500.00** |
|  |  |  |
| Sevusevu to the 1 community | **$100 \* 1 community** | **$100.00** |
|  |  |  |
| Meals allowance for 10 stakeholders | **$20 per meal \*3 meals \* 10 stakeholders** | **$600.00** |
|  |  |  |
| Recharge Cards | **$50 x 2** | **$100.00** |
|  |  |  |
| Water and Toiletries | **$50** | **$50.00** |
|  |  |  |
| Fuel for Rental [2 days] | **$100** | **$100.00** |
| Contingency (Transport for participants) | **$50** | **$50.00** |
| TOTAL ALLOCATED BUDGET FOR CENTRAL | | **$1,500.00** |

**Note: Debra to take Accountable Advance, FDJ$1500**

**Mode of Transport: Rental Cars**

|  |  |
| --- | --- |
| Expenditure Items | Totals |
| Kadavu | $4000 |
| Lautoka/Ba | $2000 |
| Namosi | $1500 |
| Grand Total | **$7,500** |

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| --- | --- | --- | --- | --- |
| **KADAVU** | | | | |
| **Name** | **Dates** | **No. of Days** | **DSA Unit** | **Total** |
| Tevita Dawai | 14-15.01.2018 | 2 | $282.00 | $564 |
| Akuila Sovanivalu | 12-17.01.2018 | 5 | $282.00 | $1,410.00 |
| Merewalesi Vodo | 12-17.01.2018 | 5 | $282.00 | $1,410.00 |
| Viliame Vocevuka | 12-17.01.2018 | 5 | $282.00 | $1,410.00 |
| **TOTAL** |  |  |  | **$4,764** |
|  |  |  |  |  |
| **BA & LAUTOKA** | | | | |
| **Name** | **Dates** | **No. of Days** | **DSA Unit** | **Total** |
| Tevita Dawai | 16-18.01.2018 | 2 | $282.00 | $564.00 |
| Salesi Savu | 15-18.01.2018 | 3 | $282.00 | $846.00 |
| Adarshna Narayan | 15-18.01.2018 | 3 | $282.00 | $846.00 |
| Milika Aisake | 15-18.01.2018 | 3 | $282.00 | $846.00 |
| **TOTAL** |  |  |  | **$3,102.00** |
|  |  |  |  |  |
| **KADAVU** | | | | |
| **Name** | **Dates** | **No. of Days** | **DSA Unit** | **Total** |
| Tevita Dawai | 24.01.2018 | 0 | $0 | $0.00 |
| Akuila Sovanivalu | 23-24.01.2018 | 1 | $282.00 | $282.00 |
| Merewalesi Vodo | 23-24.01.2018 | 1 | $282.00 | $282.00 |
| Viliame Vocevuka | 23-24.01.2018 | 1 | $282.00 | $282.00 |
| **TOTAL** |  |  |  | **$846.00** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TOTAL** |  |  |  | **$8,712.00** |

***Annex 1***

**TERMS OF REFERENCE**

|  |  |
| --- | --- |
| **Location** | Fiji (Suva) and Home Based |
| **Application deadline** | 10 November 2017 |
| **Type of Contract** | Individual Contractor |
| **Post Level** | International Consultant |
| **Languages required:** | English |
| **Duration of Initial Contract:** | 30 days (10 days in Fiji and 20 days Home Based) over 3 months |
| **Title:** | Mid-Term Evaluation – REACH Project |

**BACKGROUND AND CONTEXT**

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| Strengthening access to justice, rule of law and promoting human rights are cornerstones of UNDP’s work to achieve sustainable human development. The UNDP Pacific Office in Fiji is implementing projects as part of an overall programme in these areas including the *Rights, Empowerment and Cohesion for rural and urban Fijians Project* (‘the Project’) promotes peace building, social cohesion and inclusiveness through awareness of rights, access to services and institutional capacity building in Fiji. The full details of the Project including purpose, objectives, beneficiaries, funding arrangements, time frame, duration geographic context, key partners, project results and case studies are available at [*The Rights, Empowerment and Cohesion (REACH) for Rural and Urban Fijians Project*](http://bit.ly/2vV3nRz) |

**DUTIES AND RESPONSIBILITIES OF EVALUATION**

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| **Evaluation Purpose**  The objective of the mid-term review is to assess operational aspects, such as project management and implementation of activities and the extent to which objectives are being fulfilled. The review will assess project performance and the implementation of planned project activities and planned outputs against actual results. It will focus on corrective actions needed for the project to achieve maximum results and to make recommendations for the scope and nature for the continuation of the Project beyond December 2018. The evaluation is also to assess the extent of the Project’s commitment to the human development approach and how effectively equality and gender mainstreaming have been incorporated in the design and execution of the Project. The results of the mid-term evaluation will be used by stakeholders to improve Project implementation during 2018 and to design any subsequent follow on project.  **Evaluation Scope and Objectives**  The evaluation is to cover all activities under the Project since Project commencement, including:   * Relevance: Evaluate the relevance of activities and the process in planning and designing the activities for the expected outputs; * Efficiency: Evaluate the efficiency of project implementation, the quality of the results achieved and any time/political constraints during implementation period; * Effectiveness: Assess how assumptions have affected project achievements and the subsequent management decisions vis-à-vis the cost effectiveness of implementation; to what extent the project outputs have been effectively achieved; * Impact: Evaluate the likeliness of impact of the project on its wider environment and its contribution to the wider sectoral objectives summarized in the projects’ overall objectives; * Sustainability: Assess the sustainability of results with specific focus on national capacity and ownership of the process.     Evaluation Questions, which will be further refined at the commencement of the evaluation with stakeholders and evaluator, will include:   * Is the Project on track to achieve the stated outputs? * What progress towards the outcomes have been made * What factors have contributed to the status of achieving or not achieving intended outputs * To what extent has UNDP assistance contributed to outputs * Has the UNDP partnership strategy been appropriate and effective? * What factors are contributing to effectiveness or ineffectiveness * What are the quality of the outputs produced thus far * What is the appropriateness of the Project approach * Challenges and constraints to the implementation of the Project * How has the Project sought to strengthen the application of the rights-based approach and mainstreaming of gender? * Are there any follow-up actions to be taken or any necessary adjustments, including if indicated the reorientation of the Project? * What are the key potential components, necessity and expected outputs for a follow-on Project.   **Methodology**  During the evaluation, the following methods may be used for data collection and analysis:   * Desk review of relevant documents and materials, including mission reports and all collected data * Discussions with the Project team * Interviews with Project partners, other stakeholders and with groups and individuals who have participated directly in the project activities * Consultation with a wide range of stakeholders to ascertain their views on the project’s value including electronic survey where face to face consultations may not be possible * Facilitation of group consultations and field visits in Fiji where feasible * Present to the project team the initial evaluation findings * Produce a first draft of the mid-term evaluation report * Produce a final report based on the feedback received from the project * Undertake in accordance with UNDP Handbook on Planning, Monitoring and Evaluating for Development Results <http://web.undp.org/evaluation/guidance.shtml#handbook>   **Expected Outputs and Deliverables**   * Deliverable 1. Evaluation Inception Report – To detail the evaluators’ understanding of what is being evaluated and why, showing how each evaluation question will be answered. The Inception Report should include a proposed schedule of tasks, and activities and deliverables. Estimated duration to complete: 7 working days home based and 3 working days in country Target due date: 15 January 2018. Programme Manager to certify completion of the deliverable. * Deliverable 2. Mission and Mission Debriefing – to be undertaken over 7 working days in country meetings with stakeholders and beneficiaries. Debrief to be undertaken at end of mission. Target due date: 23 January 2018. Programme Manager to certify completion of the deliverable. * Deliverable 3. Draft Evaluation Report – to be completed after in country mission and in country debrief, and provided in a word document electronically, with Skype discussions as required, and. Estimated duration to complete: 5 working days, home based. Target due date: 2 February 2018. Programme Manager to certify completion of the deliverable, which includes review against UNEG Quality Checklist for Evaluation Results <http://www.unevaluation.org/document/detail/607> * Deliverable 4. Final Evaluation Report – to be completed within 10 days after feedback provided from UNDP. Estimated duration to complete: 5 working days, home based. Target due date: 2 March 2018. Programme Manager to certify completion of the deliverable.   **Institutional (Implementation) Arrangement**   * This is a consultancy managed by UNDP Pacific Office in Suva. The consultant will report to the Programme Manager, Access to Justice, Rule of Law and Human Rights. * The evaluator will interact with the Project team and stakeholders and beneficiaries during conducting the evaluation. * The project will be able to provide work space at UNDP office in Suva, and support personnel for arrangements and conduct of meetings. * In accordance with an agreed plan the costs for meetings and group discussions with beneficiaries in Fiji will be covered by UNDP. * All materials developed relating to the assignment will officially be submitted to the UNDP Pacific Office in Suva.   **Duration of the Work (Time Frame)**   * The expected duration of work is 30 days. Due to the extensive amount of Project documentation available there are 10 days home based prior to mission to Fiji, then 10 days in country in Fiji, and 10 days home based producing the report. The Final Evaluation Report is due 16 February 2018.   **Duty Station**   * The consultancy involves home based work and work in Suva, Fiji. * It is planned that during the mission in Fiji, there will be travel to communities where the Project has conducted activities.   **Evaluation Ethics and Code of Conduct**   * Evaluations in UNDP are to be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’ [Detail of UNEG Ethical Guidelines](http://www.google.com.fj/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=0ahUKEwik5tK3uafXAhVI92MKHcGZBSEQFggmMAE&url=http%3A%2F%2Fwww.unevaluation.org%2Fethicalguidelines&usg=AOvVaw0ZKygnKjv3_6M5u_OGZlhN) <http://www.unevaluation.org/document/detail/102> * The Evaluator will be required to read, understand and sign the ‘Code of Conduct for Evaluators in the UN System’. <http://www.unevaluation.org/document/detail/100> |

**COMPETENCIES**

|  |  |
| --- | --- |
| Corporate Responsibility & teamwork: | * Serves and promotes the vision, mission, values, and strategic goals of the United Nations * Plans, prioritizes, and delivers tasks on time * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability * Treats all people fairly without favoritism |
| People Skills: | * Ability to interact and to establish and maintain effective and harmonious working relations both as a team member with people of different national and cultural backgrounds. * Proven leadership skills and ability to motivate team members of different backgrounds and in different locations. * Ability to work under high pressure. * High degree of cultural competence |
| Partnering & Networking: | * Seeks and applies knowledge, information, and best practices from within and outside the UN |
| Innovation & Judgment: | * Discretion, diplomacy and sound judgment in a politically sensitive environment. * Excellent organizational, coordination and interpersonal skills. |
| Communication: | * Excellent communication (spoken and written) skills, including the ability to convey complex concepts and recommendations, both orally and in writing, in a clear, concise style and to deliver presentations to external audiences, including audiences unfamiliar with the technical aspects of the topic. |
| Job Knowledge & Expertise: | * **At least 5 years of relevant work experience** in the evaluation of international development programming particularly of evaluating projects related to peacebuilding, access to justice or human rights activities * **At least 5 years of experience in the designing of peacebuilding, access to justice or human rights programmes** * Proven expertise in consulting with and considering views of large number of stakeholders * Executes day-to-day tasks systematically & efficiently * Uses Information Technology effectively as a tool and resource |

**REQUIRED SKILLS AND EXPERIENCE**

|  |  |
| --- | --- |
| Education: | * Advanced degree in social sciences, political sciences, peace and conflict studies, international development, law or equivalent; |
| Experience: | * Proven track record undertaking evaluation of international development programming particularly of evaluating peacebuilding, access to justice or human rights activities * Familiarity with Theory of Change approaches in programme design and evaluation * Excellent knowledge of using participatory methodology, gender and conflict-sensitive approaches |
| Language requirements: | * Proficiency in English. Excellent analytical, writing and report drafting skills |

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| --- |
| **Price Proposal and Schedule of Payments**  Consultant must send a financial proposal based on **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 have fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:   * Deliverable 1. Evaluation Inception Report: 0% of total contract amount * Deliverable 2. Mission and Mission Debriefing: 60% of total contract amount * Deliverable 3. Draft Evaluation Report: 0% of total contract amount * Deliverable 4. Final Evaluation Report: 40% of total contract amount   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.  **Evaluation Method and Criteria**  Individual consultants will be evaluated based on the following methodology of **Cumulative analysis**  The award of the contract shall 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 set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.  **Technical Criteria for Evaluation (Maximum 70 points)**   * Criteria 1. Relevance of Education – Max 10 points * Criteria 2, Relevance of experience in area of specialization to conduct evaluations – Max 30 points * Criteria 3. Relevance of experience in key areas of human rights and gender – Max 30 points   Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.  **Documentation required**  Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:   * **Letter of Confirmation of Interest and Availability** using the template provided in Annex II. * **Personal CV or** [P11](https://info.undp.org/global/documents/cap/P11%20modified%20for%20SCs%20and%20ICs.doc), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references. * **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment to be provided under Deliverable 1. * **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).   Incomplete proposals may not be considered.  **Annexes**   * Annex I - [Individual IC General Terms and Conditions](http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf) * Annex II – [Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](https://info.undp.org/global/documents/cap/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx)   For any clarification regarding this assignment please write to [xxx.xxxx@undp.org](mailto:xxx.xxxx@undp.org) |