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Terms of Reference

Consultancy Title: <i>Parliamentary Development Project Assessment Consultant</i>
Project Name: <i>Pacific Parliamentary Effectiveness Initiative (PPEI)</i>
Duty Station: <i>Suva, Fiji – with potential travel to 2 PPEI countries (TBC)</i>
Duration: <i>20 work days [10 days in the Pacific [Fiji and possibly selected PPEI countries] and 10 days from home</i>
Start date: 1st October 2018

Objectives:

The project assessment has been agreed with the project donor (NZ MFAT), to assess the impact, specific contributions, efficiency and effectiveness, glean lessons learned from the implementation of the Pacific Parliamentary Effectiveness Initiative (PPEI) – Phase 1 (May 2016 – December 2018) and provide specific recommendations for the content of a future phase of the PPEI project.

Background.

- For a number of years, UNDP has been active in working with Pacific parliaments to support their law-making, oversight and representative functions as well as strengthening the general capacity of Parliament Secretariats.
- In 2018, as the global and regional leading agency on parliamentary development, UNDP has been implementing projects and activities to strengthen the capacity of numerous Parliaments in the Pacific including specific projects with the legislatures of Fiji, Solomon Islands, Cook Islands, Tonga, Vanuatu, PNG, FSM, Samoa and Republic of Marshall Islands.
- In 2015, in response to recommendations and in discussion with partners parliaments, development partners and donors, the United Nations Development Programme within its framework of regional support to Pacific Parliaments, developed an extended programme of support to four (4) parliaments of the Pacific: the parliaments of the Cooks Islands, of the Kingdom of Tonga, of Papua New Guinea, and of the Solomon Islands, focusing on areas including capacity building of the secretariat, capacity building of MPs, assistance to the development of the legal framework for Parliament and to the strengthening of women political participation, especially as Members of parliaments. In February 2018, a 5th parliament joined the project: the parliament of Vanuatu.
- The project, funded by the Government of New Zealand commenced in May 2016 and is due to end in December 2018.
- The project is designed as outlined in the annex to the PPEI agreement (originally called “PPDP”), with the overall goal to ***increase the capacity and effectiveness of Pacific Parliaments to engage and respond to key development issues, and to increase the political***

participation of women. This goal was aligned with Outcome 2 of the UNDP Regional Programme for Asia Pacific 2014-2017¹, which defined the work of the (then) UNDP Pacific Centre.

- Two outcomes shaped especially the definition of the PPEI project:
 - **2.1** Parliaments, constitution making bodies and electoral institutions enabled to perform core functions for improved accountability, participation and representation, including for peaceful transitions; and
 - **2.6** Measures in place to increase women's participation in decision-making
- The project therefore foresaw 5 main results included in the PPDP RRF, summarized as follow:
 - **Result 1:** *Members of Parliament are supported more effectively by the parliamentary secretariat through the provision of induction training for first time members, research and briefing materials;*
 - **Result 2:** *Cross cutting development issues are mainstreamed in Pacific Parliaments*
 - **Result 3:** *A participatory and transparent national planning and budget process is developed*
 - **Result 4:** *Capacity of potential women candidates are increased through provision of training and capacity building activities*
 - **Result 5:** *An increased number of women candidates is selected by political parties in selected Pacific countries*

Scope of work/Expected Output

The consultant will work on assessing the following:

1. Undertake an in-depth review of the implementation of various project components and expected results outlined in the project document with a view to identifying the level of achievement of the original project results and in cases of not achieving, an analysis of the underlying reasons;
2. Assess the quality of partnerships, national ownership and sustainability during the project implementation;
3. Assess the risks and unexpected challenges not identified in the conceptual stages faced by the project during implementation and how the project has been able to respond to these challenges;
4. Assess the impact of the project activities implemented, especially project activities

¹ The UNDP Regional Programme for Asia Pacific 2014-2017 was endorsed by the Executive Board on 31 January 2014. This document sets out the regional implementation of the UNDP Strategic Plan 2014-2017. In turn, the work of the Pacific Centre is derived from the regional programme, and is set out in the Pacific Project Document 2014-2017.

relating to capacity building for Parliamentarians, capacity building for Secretariat staff, support for Parliament Committees;

5. Extract the lessons learned and best practices that can be considered in the planning and design of future support activities through Phase 2 of the new PPEI Project and the broader regional parliamentary development work;
6. Develop specific recommendations on the substantive and geographical focus of a second phase of the PPEI project;
7. In particular, envision the inclusion of an additional result into the new Phase II of PPEI, regarding the strengthening of parliamentary Outreach, and of the interactions with the citizens, by the beneficiary parliaments.

In writing the project assessment report, the consultant should pay particular attention to the following criteria:

- **Relevance:** Evaluate the logic of the process in planning and designing the activities for supporting the beneficiary parliaments;
- **Efficiency:** Evaluate the efficiency of project implementation, the quality of the results achieved and any time/political constraints during implementation period;
- **Effectiveness:** Conduct an assessment of 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 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.

Output and workplan of the consultancy:

The consultant shall produce a report containing the following:

- A report on the findings of the assessment vis-à-vis the impact of the current project results;
- Recommendations on future support to the Phase 2 of the new PPEI Project and the broader regional parliamentary development work based on lessons learned and best practice.

The consultant will undertake the following process in achieving the above output:

- Review of written documents and information gathering;
- Discuss remotely with project stakeholders in all 5 partner parliaments, as well as with NZ High Commissions and other development partners in the PPEI countries, and if logistically achievable travel to 2 parliaments and hold discussions with key individuals and organizations on the ground;
- Present to the parliamentary development team members the initial assessment findings;
- Produce a first draft of the assessment report;
- Produce a final report based on the feedback received.

Resources Provided

- The consultant will be provided with a desk in the UNDP office during the time in Fiji.

Supervision/Reporting

- The consultant will report to the Parliamentary Development Team of the UNDP Pacific Office in Fiji
- All materials developed relating to the assignment will officially be submitted to UNDP.

Requirement for Qualifications & Experience

- Postgraduate qualification in political science, law, legislative studies, public administration or related subject;
- A minimum of 15 years' experience working with or for parliaments or in the field of parliamentary development;
- Documented extensive experience in undertaking evaluations of UNDP parliament projects;
- Proven record of accomplishment in producing high quality analytical research on legislature in transition and developing countries;
- Demonstrated ability to design and facilitate national multi-stakeholder consultation.
- Good representational and liaison skills;
- Excellent knowledge of drafting and verbal communication in English.