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| **TERMS OF REFERENCE**  **FOR A NATIONAL CONSULTANT FOR FINAL EVALUATION OF**  **“KYRGYZ ELECTION SUPPORT PROJECT - II”, SWISS FUNDS** | |
| Project Name: | Kyrgyz Election Support Project - II |
| Title of assignment: | Evaluation by a Local Consultant |
| Contract type: | Individual contract |
| Duty station | Bishkek, Kyrgyzstan |
| Duration of Contract: | 30 working days between September - October 2018 |
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| **BACKGROUND**  Since the independence from the USSR in 1991, the country has experience two revolutions that resulted in ousting its first two presidents in 2005 and 2010. Subsequently, the new constitutional framework was adopted through the nationwide referendum held in June 2010, and consequently this referendum and the following Parliamentary Election were evaluated as the most open, transparent and democratic one in the electoral history of the country, characterized by extensive use of administrative resources and other discrepancies. Recently, even though the situation in the country has been stable, the rooting causes of earlier unrests are yet to be adequately addressed, and the political legitimacy is often challenged. Corruption is pervasive, and many citizens have lost faith in Government’s ability to provide basic services, justice and security. While the political opposition remains highly fragmented, potential problems in the social-economic sphere can trigger the growth of protests among the poorest part of the population, which is immediately taken advantage of by the opposition for their own purposes.  UNDP Kyrgyzstan incubated KESP-II in compliance with its programmatic approach on the Rule of Law and ensuring free democratic elections,UNDAF/CPD OUTCOME #2: “By 2016, national and local authorities apply rule of law and civic engagement principles in provision of services, with active participation of civil society”. The project cooperated with the Central Commission for Elections and Referenda (CEC) and the State Registration Service (SRS) to support conducting of the electoral cycle where a massive introduction of ICT was introduced and ensured that the electoral cycle was free, fair and peaceful.  **Theory of Change**:  If the Election Management Bodies (EMBs), including CEC, SRS, justice institutions, law-enforcement and Civil Society Organizations (CSOs), are properly capacitated and empowered along with using the ICT equipment, the fair, transparent and peaceful elections and referenda will be implemented in the Kyrgyz Republic.  **Outputs Supported by the Theory of Change**:  Under Output 1: Advancement of ICT introduction into electoral management process  Under Output 2: Institutional communication, civic and voter education campaigns  Under Output 3: Electoral dispute resolution and electoral security training  **Project Beneficiaries and Stakeholders**  The main target beneficiaries were mainly officials of CEC, SRS and citizens. In addition, employees of law-enforcement agencies, prosecutor’s office, security forces and media benefited as well. To implement some activities, an association with “Taza Shailoo”, NGOs “Arysh”, “Promotank” and “Coalition for Democracy and Civil Society”, USAID, IFES, EU Delegation in Kyrgyzstan, “Organization for Security and Co-operation in Europe (OSCE)”, etc. also cooperated with the project.  **Project’s Budget, Location, Duration and Donors**  Budget: USD 1,727,213  Location: the Kyrgyz Republic (Bishkek, Chui, Issyk-Kul, Osh, Jalal-Abad, Batken, Talas, Naryn)  Duration: 11 December 2014 to 30 April 2018  Donors: UNDP, the Government of Denmark and Switzerland  **OBJECTIVE**  The objectives of this evaluation are to:   1. Analyze the status of results achievements; 2. Assess effectiveness, efficiency and timeliness of the project implementation in attainment of project results, highlighting issues requiring decisions and actions: 3. Assess the implementation strategies, processes and performance of the above-mentioned respective stakeholders and partners; 4. Analyze the project’s goals and study lessons learnt about the programme design, implementation and management for the entire period of the project; and 5. Assess impact and sustainability of results, including the contribution to capacity development and the achievement of Good Governance goals.   **SCOPE OF WORK**  Under the direct supervision of the UNDP Kyrgyzstan Project Coordinator (hereinafter Project Coordinator), and overall supervision of SDG Team Leader at UNDP CO (hereinafter CO) as well as relevant project staff, the Evaluation Consultant (hereinafter referred to “the Consultant”) will perform the following tasks.  **For the final evaluation, the Consultant will:**   1. Hold a debriefing meeting to inform interviewees and participants of the final evaluation (national relative authorities, implementing partners, beneficiaries) on purpose and objectives of the evaluation; 2. Have one (1) discussion and one (1) interview with the management of UNDP project staff; 3. Have discussions and interviews with donor representatives and project stakeholders (at least 1); 4. Conduct desk reviews of relevant documents, monthly reports of partners, quarterly progress reports; 5. Review specific project products such as analytical reports, manuals, training packages and other materials; 6. Hold a wrap-up meeting with UNDP CO and Project staff to report on findings of the final evaluation; and 7. Prepare and submit a final evaluation report to UNDP with thorough analysis, including recommendations and lessons learnt in English language (25-30 pages).   **FINAL PRODUCTS**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | DELIBERABLES | deadline | payment  structure | | * A debriefing meeting is conducted on the purpose and objectives of the evaluation. * Discussions and interviews with the management, donor representatives and project stakeholders are conducted. * Reviewing project products. * A desk review of the report is finalized. * A final evaluation meeting on the findings is organized. * A final evaluation report with thorough analysis, including recommendations and lessons learnt in Russian language is submitted (25-30 pages); | By 20 October,  2018 | 100 % | | | |
| **REPORTING REQUIREMENTS**  During the assignment, the Consultant shall submit a final report prepared in accordance with the achieved outputs according to the above schedule as per table of deliverables in the agreed format, describing activities undertaken during the task fulfillment. The report should be submitted after each product achieved and approved by the Project Coordinator which will serve as basis for payments. The Project Coordinator shall certify each product.  **QUALIFICATIONS and REQUIREMENTS** | |
| The Consultant should have the following background and experience:   * Minimum Master’s degree or equivalent in political, social sciences, international relations etc.; * 3 year work experience in election support activities; * Experience in monitoring and evaluation with a focus on election support activities is an asset; * Demonstration of expertise with strong analytical, presentation and research skills; * Language skills of Russian and English fluent, knowledge of Kyrgyz is an asset. | |
| **SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**  This contract is based on one (1) instalment.  Payments are based upon the outputs, i.e. delivery of the services specified in the TOR. In order to assist the requesting unit in comparison of financial proposals, the proposal shall include a breakdown of three instalments amount, including travel expenses, daily allowance, and number of anticipated working days.  Preferred Currency to be Offered: US dollars (USD)\*  \* For local contractors in Kyrgyzstan, UNDP shall affect its payment in Kyrgyz Som (KGS) based on the UN operational rate of exchange in the payment month. (The UN operational rates of exchange: <https://treasury.un.org/operationalrates/OperationalRates.php>) | |
| **INPUT OF UNDP** | |
| * In the course of the Consultant’s performance, UNDP shall provide expert support in completing the assignment along with the contact details of stakeholders and beneficiaries. * The Consultant shall not be granted permanent access to UNDP premises/workplaces during the whole assignment term, and security charges are not applicable. | |

**Annex 1.Template of Evaluation Report**

**Purpose/Description of the Evaluation Report:**

The evaluation report is the key product of the evaluation process. Its purpose is to provide a transparent basis for accountability for results, for decision-making on policies and programmes, for learning, for drawing lessons and for improvement.

This note draws extensively from the  [Standards for Evaluation for the UN](http://www.uneval.org/index.cfm?module=Library&page=Document&DocumentID=5674) **system.**

**Format:**

**The Evaluation Report should contain the following:**

* Title Page
* List of acronyms and abbreviations
* Table of contents, including list of annexes
* Executive Summary
* Introduction: background and context of the programme
* Description of the program – its logic theory, results framework and external factors likely to affect success
* Purpose of the evaluation
* Key questions and scope of the evaluation with information on limitations and de-limitations
* Approach and methodology
* Findings
* Summary and explanation of findings and interpretations
* Conclusions
* Recommendations
* Lessons, generalizations, alternatives
* Annexes

Annex 2. Evaluation Consultant Code of Conduct and Agreement Form

**Evaluators:**

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 imitations, findings and recommendations.
7. Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.

**Evaluation Consultant Agreement Form[[1]](#footnote-1)**

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. www.unevaluation.org/unegcodeofconduct [↑](#footnote-ref-1)