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| **TERMS OF REFERENCE** **National Expert for conducting interim evaluation of the UNDP** **“Integrated Area-Based development in Osh province”** |
| **Project Name** | “Integrated Area-Based development in Osh province” 00095779 |
| **Short title of Assignment:** | National Expert for conducting interim evaluation of the UNDP “IntegratedArea-Based development in Osh province” |
| **Duty station:** | Individual contract  |
| **Type of Contract:** | Bishkek, Kyrgyz Republic with travels to Osh province |
| **Duration of Contract:** | 45 working days during 9 weeks upon contract signing  |

**BACKGROUND**

The UNDP programme “Integrated development of Osh province”, funded by the Trust Fund of the Russian Federation (hereafter referred to as a “Programme”) aims to assist the Kyrgyz Government to establish conditions for prevention of violent conflicts and to secure sustainable human development in Osh Province. The Goal will be achieved through implementation of inter-linked comprehensive measures aimed at significant reduction of poverty and improving welfare of target communities at risk and establishing more favorable conditions for sustainable development of human capital in three target districts of Osh Province. The Programme will create various opportunities for the target population to reduce vulnerability on the short-term and long-term perspectives through various economic activities, generation of employment and development of economic infrastructure.

The Programme consists of five interconnected comprehensive components:

1. Sustainable Agribusiness development, tourism, trade and promotion of “green technologies”;
2. Access of rural communities to sustainable water supply;
3. Growth of well-being of rural communities through rehabilitation of socio-economic infrastructure;
4. Increase of the employment of the population through the strengthening of the system of vocational education;
5. Strengthening the resistance of local communities to natural disasters.

The Program was launched in September 2016 y. and should be completed in December 2019.

The program is being implemented in 30 pilot villages of the Kara-Kuldzha, Nookat and Uzgen districts of the Osh province.

The purpose of this assignment is to conduct an intermediate evaluation of the Program to obtain an independent in-depth review of the implementation of the program “Integrated Area-Based development in Osh province”, an assessment of its impact on sustainable poverty reduction and improvement of living standards in Osh province. It is necessary to identify and analyze the lessons learned and develop specific recommendations that will help the Programme, before its completion, improve further activities in achieving its goals.

**OBJECTIVE**

The goals of this mission are the following:

* Assessment of the achievement level of the overall objectives and interim results reflected in the program document;
* Review of the effectiveness of program activities in creating conditions for conflict prevention and sustainable human development in the Osh province;
* Assessment of the degree of Program impact on target beneficiaries;
* Assessment of the sustainability of results after the completion of the Program's projects;
* Identify weaknesses and shortcomings in the Program implementation, develop recommendations for their improvement / elimination;
* Identification and analysis of lessons learned for use in the activities of the Program in the area of ​​socio-economic development and poverty reduction;
* Development of an additional package of measures / activities for the further continuation of the Program.

**SCOPE OF WORK**

An expert should execute the following main tasks:

1. Develop and coordinate with the customer of the assessment methodology, containing a detailed plan and work schedule;
2. Conduct working meetings with relevant parties: representatives of the UNDP Country Office, the Program, the donor community (including the Russian Consulate in Osh city), partners, beneficiaries, representatives of the non-governmental sector involved in the implementation of the Program;
3. Visit at least 12 completed social infrastructure facilities and business enterprises in the pilot villages of the Program (the list of facilities should be coordinated with the representatives of the Program);
4. Review the program document, work plans, annual reports, information publications and other documents with a view to:
* Assess the overall Program progress, its relevance, efficiency and effectiveness;
* Estimate the level of achievement of expected results, both planned and unplanned;
* Assess the strategic focus of the Program and its relevance to the development priorities of the country and the Osh province;
* Analyze the main results of the Program, lessons learned, best practices;
* Develop recommendations for follow-up actions / interventions;
1. Prepare draft evaluation report;
2. Conduct presentation and coordinate the draft report with representatives of UNDP CO and the "Integrated Area-Based development in Osh province " Program;
3. Finalize the report and provide the final version of the evaluation report, taking into account the recommendations and comments of UNDP.

**FINAL DELIVERABLES**

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| **PRODUCTS** | **TERMS** | **PAYMENT STRUCTURE** |
| Interim report with applications of the following products agreed with the involved parties should include:* Development and presentation of the methodology, a detailed plan and a work schedule;
* Review of the programme document, work plans, annual reports, information publications, etc . is conducted;
* Report on organization of working meetings with relevant parties;
 | during 1st week upon contract signing | 50% |
| * Attended at least 12 social infrastructure facilities and business enterprises in the pilot villages of the Programme;
* The evaluation report was coordinated with UNDP representatives;

The final report was approved by the Manager of UNDP Programme "Integrated Area-Based development in Osh province ". | during 9 weeks upon contract signing | 50% |

**REPORTING REQUIREMENTS**

The expert shall provide the documents listed under “FINAL DELIVERABLES” in accordance with the above schedule, to the Osh Area Manager, which will serve as justification for payments. The expert shall provide the final report in agreed format in Russian in hard and electronic forms based on results achieved, indicating all actions taken during accomplishment of the tasks that should be approved by the Osh Area Manager that will serve as a justification for payment.

If the report does not meet the above requirements and obligations under the Terms of Reference, the Osh Area Manager has the right to reduce the payment percentage.

* The report content should be presented in Russian language, in accordance with the UNDP rules and procedures;
* Where necessary, amendments to the above scope and content of works, as well as providing other aspects suggested by the contractors or stakeholders, will be agreed in due course in the process of collecting data and presenting the results by the contractors;
* The contractor shall be accountable to the Osh Area Manager;
* In implementation of this Terms of Reference, if necessary, the contractor shall interact with the expert groups;
* The contractor shall implement the Terms of Reference regularly reporting on the results achieved in the working meetings of the Program;
* The structure of the report and draft documents shall be determined by the contractor in consultation with the customer;
* The Contractor shall fulfill his responsibilities neither as a representative of UNDP or other UN Agencies nor as their staff employee and/ or employees of the UNDP units. Therefore, the Contractor shall not be subject to the UN protection, privilege and immunities;
* The rights to names, copyrights, patents and other rights to the materials under the implementation of TOR belong to the UNDP by law;
* The Contractor shall be solely responsible for payment of relevant taxes and other income deductions related to the contract performance. The taxes or other remuneration and compensation shall not be repaid to the Contractor;
* The Contractor shall be responsible for own contributions to the Social Fund;
* The Contractor shall have no right to payment of the annual and /or sick leaves.

**QUALIFICATION REQUIREMENTS**

* Higher education in the socio-economic sphere and / or other relevant field;
* At least 5 years of working experience with government bodies and international organizations in the field of

 social and economic development;

* Experience in conducting research and other analytical work;
* Experience in evaluating programs and projects;
* Good knowledge of Russian and Kyrgyz languages and knowledge of English language is advantage;

**TRAVEL REQUIREMENTS**

Duty Station: Bishkek with travels within Osh province

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket and daily allowance exceeding UNDP rates. Should the IC wish to travel on a higher class he/she should do so using their own resources. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consult-ant, prior to travel and will be reimbursed.

The Individual Contractor under the terms of this Contract, includes his/her travel to and from the Duty Station to the following selected municipalities:

**Osh province:**

1 trip with 6 overnights in Osh town in total.

During her assessment, it is planned to visit project sites in Uzgen; Kara-Kuldzhan and Kara-Suu districts. Land transportation to/from the piloting sites each day, within Osh oblast’s districts to be provided by UNDP Osh ABD office (see paragraph below "UNDP Contribution") thus, such costs shall not be included in financial proposal.

**Total 1 trip to Osh with 6 overnights in total.**

**SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

**Contracts based on lump-sum**

The financial proposal shall specify instalments and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

Preferred Currency of Offer: US Dollar (USD)

For local contractors in Kyrgyzstan UNDP shall effect payment in Kyrgyz Som based on the prevailing UN operational rate of exchange on the month of payment. The prevailing UN operational rate of exchange is available for public from the following link: <http://treasury.un.org/operationalrates/OperationalRates.aspx>

**ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTORS**

**Statement of Medical Fitness for Work**

Individual Consultants whose assignments require travel and who are over 62 years of age are required, at their own costs, to undergo a full medical examination including x-rays and obtaining medical clearance from UN–approved doctor, prior to taking up their assignment.

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Consultant prior to commencing the travel, either for repatriation or duty travel, the Individual Consultant may choose his/her own preferred physician to obtain the required medical clearance.

**Inoculations/Vaccinations**

Individual Consultants are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director.  The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal.  Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

**SECURITY CLEARANCE**

Individual Consultant should undertake the Basic Security in the Field (BSIF) training and Advanced Security in the Field (ASIF) tests prior to travelling. These requirements apply for all Consultants, attracted individually or through the Employer.

**UNDP CONTRIBUTION**

Please note: Individual Consultant isn’t granted access to UNDP/project premises and is working from home (IC security charges not expected);

UNDP will supply relevant documents, contacts;

Security charges are not applicable;

The expert will be provided with the programme vehicle to get to the place of conduction assesment.