TERMS OF REFERENCE
Consultancy

Final Evaluation for the Support Project to the Implementation of NEPAD/APRM Programmes in RWANDA

1 OBJECTIVE

The main objective of the assignment is to conduct the final evaluation of the achievements and the impact of the Support Project to the Implementation of NEPAD/APRM Programmes in Rwanda since its inception in 2005.

2 BACKGROUND

NEPAD, the New Partnership for Africa’s Development, originated as a result of a merger between initiatives to address the development malaise in Africa. These were the Millennium Partnerships for African Recovery Programme (MAP), which was the response to a call by African leaders at the 2000 G8 Summit in Okinawa, Japan, for a concerted international development effort towards African renaissance. Another initiative was the Omega plan, a catching up theory of bridging the Africa-developed countries divide. NEPAD was adopted as a descriptive working title for the New African Initiative (NAI) that resulted as a merger between MAP and Omega Plan in July 2001.

Rwanda is a committed member of the New Partnership for Africa’s Development (NEPAD) and is one of the original 15 countries on the continent that are on the NEPAD Heads of State and Government Implementation Committee (HSGIC). Rwanda fully embraces the idea of African Peer Review Mechanism (APRM) and believes in the entire principle of good governance on the continent. It has also already accepted and endorsed the APRM principles by signing the memorandum of understanding on 9 March 2003.

Rwanda considers that, historically, NEPAD was born at the Heads of State and Government level and some effort is still required to popularise its agenda at the national and lower structures (grassroots). In August 2003 a NEPAD national secretariat was established in the office of the President to facilitate, expedite, coordinate and energise implementation of NEPAD programmes in the country. The Rwanda NEPAD National Secretariat serves as a facilitator of NEPAD in the country.

A Three Year (2005-2007) Support Project to the Implementation of NEPAD/APRM Programmes in Rwanda was formulated in 2004 and commenced its implementation in 2005. The main aim for this project was to address the capacity gaps within the NEPAD/APRM country structures that may constrain effective implementation of NEPAD programmes in Rwanda.

Services of a highly qualified consultant to conduct a final review of the Support Project to the Implementation of NEPAD/APRM Programmes in Rwanda are required.

3 SCOPE OF WORK

The Consultant will report directly to the Head of NEPAD Rwanda National Secretariat and will be facilitated and supported by UNDP during the assignment;

3.1 Overall Methodology
3.1.1 Become familiar with bilateral, multilateral partners, and Government requirements for Project Evaluations;
3.1.2 Review all the relevant documents including, Project Document, Log frames, Progress Report, Consultants Reports, Project Expenditure Reports and others;
3.1.3 Meet key stakeholders and partners (UNDP, DFID, MINECOFIN and others);
3.1.4 Interview key beneficiaries of the Project (NEPAD National Secretariat staff, the beneficiary Government Institutions, a few members of the public sampled from each province and others);
3.1.5 Interview members of the APR National Commission, and NEPAD/APRM National Steering Committee;
3.1.6 Assess the impact of the project on gender (i.e. impact on both women and men).

3.2 Specifically, the consultant will:
3.2.1 Assess the impact against the project logical framework, focusing on the outputs, purpose and the original objectives of the project as stipulated in the project document;
3.2.2 Review project expenditures for the project against the activities rolled out;
3.2.3 Evaluate the extent to which the capacity gaps have been addressed within the NEPAD/APRM country structures;
3.2.4 Evaluate the extent to which the specific targeted project achievements as stipulated in the project document have been met from the year 2005 to 2007;
3.2.5 Evaluate the contribution of the project in broad terms to the achievement of, Promotion of regional and global initiatives at Rwanda country level through NEPAD and APRM programs, and in the enhancing of good governance through NEPAD/APRM implementation;
3.2.6 Evaluate the monitoring procedures used during the implementation of the project and assess their consistency with the requirements of UNDP and its partners in general, and the National Execution (NEX) Guidelines for UNDP Assistance Programmes in Rwanda;
3.2.7 Evaluate the appropriateness of the management arrangement(s) applied during the implementation of the project;

4 DELIVERABLES

4.1 During the Assignment, the Consultant will deliver:
4.1.1 A Final Evaluation Report for the Project;

4.2 Reporting Format
4.2.1 The final Evaluation Report for the Project will include, but will not be limited to the following:
   a) Key findings of the project achievements, impact and contributions;
   b) Challenges and lessons learnt;
   c) Key recommendations and future follow up actions;
   d) Relevant Annexes if any;
5 QUALIFICATIONS

5.1 Candidate must demonstrate the following qualifications and experience
5.1.1 An advanced degree in Management, Project Management and Planning or any other related field;
5.1.2 Demonstrated work experience of five (5) experience in conducting project evaluations and/or assessments of a similar nature and magnitude;
5.1.3 Work experience in the Great Lakes Region and Rwanda in particular on projects of a similar developmental context;
5.1.4 Work experience on projects that are multi donor funded and/or joint programmes;
5.1.5 Fluency in English and French.

6 REMUNERATION AND OTHER CONSIDERATIONS

The successful consultant will start his/her assignment as soon as possible following the completion of the recruitment process.

6.1 Submissions will be accepted from Individual Consultants only.

6.2 The Successful Result of this Process will be a Special Service Agreement (SSA)
6.2.1 Defining an overall period of twenty (20) working days, in particular the timeframe for the assignment will be as below:
   a) Three (3) working days - Desk Review;
   b) Ten (10) working days - Meetings, interviews and visits to the field;
   c) Four (4) working days - Preparation of report;
   d) One (1) working day - Debriefing and feedback meeting(s);
   e) Two (2) working days – Finalization of the report.

6.2.2 Terms of Payment for this consultancy will be as follows:
   a) 20% Mobilisation;
   b) Final Payment – 80% upon submission of the Final Evaluation Report

7 SUBMISSIONS

7.1 If you have the required qualifications and are interested in this consultancy, please submit:
7.1.1 Your CV with supporting attachments;
7.1.2 Other information which demonstrates your qualifications for this specific assignment;
7.1.3 The Lump-Sum Fee which you propose for the consultancy. This Fee should be inclusive of ALL considerations. Please see ANNEX IV and ANNEX V of this RFP

7.2 The Submissions should be made in two separate envelopes or attachments (if submitted via email) for Technical Offer and Financial Offer (Indicating; DO NOT OPEN IN ADVANCE). Offers that are not submitted separately will be deemed as disqualified and will not be assessed further

7.3 Please note that Submissions by E-mail WILL BE ACCEPTED (see ANNEX I)
8 SELECTION PROCESS

8.1 Submissions will be evaluated in consideration of the following Evaluation Criteria

8.1.1 Evaluation Criteria – total 100 points

a) Qualifications of the consultant: Advanced degree 15 points; for Ph.D. holders additional 5 points; total [20 points]

b) Previous experience (min. 5 years) in project evaluations [40 points];

c) Previous work experience in Great Lakes region or Rwanda in evaluating developmental projects [15 points];

d) Previous experience on projects that are multi-donor funded or joint programmes [15 points];

e) Fluency in English and French [10 points].

8.1.2 In order to qualify for further consideration the Individual Consultant must accomplish a minimum score of 70 points.

8.2 The Basis of Award will be to the Individual Consultant who qualifies for further consideration and propose the lowest total Lump-Sum Fee.

8.3 This Opportunity is open to male and female candidates. Applications from qualified female candidates are encouraged.