**Terms of Reference for Individual Contract (IC)**

**1. PROJECT BACKGROUND AND OVERVIEW**

**1.1 Project factsheet**

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| **Project name** | Promoting Mainstream Policies and Services for People with Disabilities in Ukraine |
| **Project ID** | 00105623  |
| **Post title**  | Consultant on Programme Evaluation |
| **Country / Duty Station** | Home based  |
| **Expected places of travel** | N/A  |
| **Duration of Initial Contract** | 3 January- 12 February 2019 |
| **Assignment Coordinator** | Olena Ivanova, Social Sector Reform Officer  |
| **Expected Duration of Assignment** | 15 days within the timeframe 3 January-15 February 2019 |
| **Payment arrangements** | Lump Sum (payments are linked to deliverables) |
| **Administrative arrangements** | All working arrangements to be provided by the Consultant. The Consultant will receive all required information from UNDP, including projects documents (electronical or paper format), analytical papers and other relevant documents |
| **Selection method** | Desk review. Lowest price and technically compliant offer |

* 1. **Background**

The United Nations Development Programme (hereinafter – UNDP) jointly with World Health Organization (hereinafter – WHO) and International Labour Organization (hereinafter – ILO) in partnership with the Ministry of Social Policy of Ukraine (MoSP), Ministry of Health of Ukraine (MoH), local authorities and civil society partner - the National Assembly of People with Disabilities of Ukraine (NADU) are implementing the Second Phase of the Promoting Mainstream Policies and Services for People with Disabilities in Ukraine Programme (hereinafter – Programme) from September 2017 till February 2019. The First Phase of the Programme was implemented in 2013-2015 years jointly with ILO, WHO and UNICEF.

A key focus of the Second Phase of the Programme is to ensure the sustainability and scaling-up of the results achieved during the First Phase. It continues the promotion of accessibility and universal design standards application in products, environments, information and services as enablers of inclusion and participation of all people without limitation. It seeks to redress existing barriers that prevent or limit equal access for persons with disabilities to services and facilities which are intended for the general public; and aims to ensure that the human rights of persons with disabilities for healthcare, education, employment, public services, and socialization are fully exercised on a daily basis.

The Second Phase of the Programme will keep facilitating the implementation of the CRPD Articles 4 – General obligations, 9 – Accessibility, 23 – Respect for home and the family, 25 – Health and 27 – Work and employment and will contribute into the achievement of the following SDG Goals: SDG 3 - Good health and well-being; SDG 4 - Quality education; SDG 5 - Gender equality and empower all women and girls; SDG 8 - Productive employment and decent work for all; SDG 9 - Resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation; SDG 11 – Cities and human settlements inclusive, safe, resilient and sustainable.

The Second Phase of the Programme operates at both national and subnational levels, involving a variety of key stakeholders to achieve the following goals: (i) enhancing access to mainstream employment for persons with disabilities, especially ensuring equal rights for men and women with disabilities; (ii) improving access to healthcare services for persons with disabilities with a particular focus on women and children with disabilities; (iii) eliminating barriers to services for people with disabilities by supporting local initiatives for universal design in goods, services, infrastructure, and information; (iv) conducting an awareness raising campaign on disability, accessibility and universal design among key stakeholders and the broader public.

It is expected that as a result of the Second Phase of the Programme, the advisory support on Universal design and accessibility principles application will be provided for up to 10 community initiatives to ensure their proper implementation, and develop the models of Universal design and accessibility elements to be replicated within Ukraine.

The Programme will conduct an awareness raising campaign among key stakeholders and general public, as well as provide support to drafting/amending legislation/standards/programmes to enhance the rights of persons with disabilities, ensuring women’s rights are particularly taken into account, especially in employment, infrastructure and healthcare areas.

1. **SCOPE OF WORK AND OBJECTIVE OF THE ASSIGNMENT**

UNDP Ukraine is seeking for a Consultant, who, in consultation with the relevant UNDP CO and Programme staff as well as in close cooperation with the key national stakeholders and other relevant counterparts will bear responsibility to conduct a Final Evaluation of the Programme “Promoting Mainstream Policies and Services for People with Disabilities in Ukraine” (hereinafter the Programme) in accordance with the guidance, rules and procedures established by UNDP and as reflected in the UNDP Evaluation Policy.

The main purpose of the Final Evaluation is to assess whether the Programme has achieved or has not achieved the results outlined in the project documents as well as to critically examine the presumed causal chains, processes and contextual factors that enhanced or impeded the achievement of results.

The key product expected is a comprehensive evaluation report (up to 30 pages without annexes, single spacing, Myriad Pro font, size 11), which includes, but is not limited to, the following components:

* Executive summary (up to 3 pages)
* Introduction
* Evaluation scope and objectives
* Evaluation approach and methods[[1]](#footnote-1)
* Development context and Programme background
* Data analysis and key findings and conclusions
* Lessons learned
* Annexes: TOR, list of people interviewed, interview questions, documents reviewed etc.

The Consultant will be responsible to assess the achievements of the Programme results and draw lessons that can both improve the sustainability of benefits from this Programme, and aid in the overall enhancement of UNDP programming. Specifically, the Consultant is expected to undertake the following tasks for the successful completion of the assignment:

* Conduct desk review of the Programme core documentation (project document, progress (quarterly and annual) reports, annual work plan, project implementation plan, board meeting minutes, etc). The set of documents to be reviewed will be provided by UNDP.
* Develop an evaluation methodology and strategy to collect the required data and forms for the interview with partners and counterparts. Agree on the methodology with the Programme.
* Conduct necessary consultations and interviews with UNDP CO and Programme staff and Programme partners and counterparts:
	+ UNDP CO relevant staff: Democratic Governance Portfolio Manager, Democratic Governance Portfolio Analyst, M&E Officer, Administrative Associate, and other relevant;
	+ Representatives of other UNDP programmes and projects: Recovery and Peacebuilding Programme, SDGs Oblasts Portfolio, Procurement Support Services to the Ministry of Health of Ukraine Project;
	+ Programme staff;
	+ International organizations: ILO, WHO;
	+ Civil society partner: National Assembly of People with Disabilities of Ukraine;
	+ Grantees representatives;
	+ Selected participants of events (Universal Design School for Universities teaching staff, Universal Design School for Young Professionals and others);
	+ People with disabilities involved in Programme implementation.
* Examine how partners and stakeholders assess the Programme and what their concerns and suggestions are. Clarify issues that emerge from the preliminary analysis of the Programme and require hard and soft data to substantiate their reasoning. Collect and analyse feedback from the partners and stakeholders.
* Conduct desk review of the documents produced during the Programme implementation: programmes (curricula) elaborated by the Universal Designed School for Universities teaching staff, models elaborated by grantees, consultancies reports, events reports, Programme website and Facebook page, media reports, UD Hub data bases etc. The set of documents to be reviewed will be provided by UNDP.
* Conduct media monitoring in terms of publications/content related to the promotion of universal design and accessibility principles and assess the Programme impact in raising public awareness during the following periods: before 2012, 2012-2015 (during the First Phase), 2015- Sept 2017 (between the First and Second Phases), Sept 2017 – January 2019 (during the Second Phase).
* Develop and submit the draft Final Evaluation report. The draft will be shared with the UNDP Country Office team, and key Programme stakeholders for review and commenting.
* Finalize and submit the Final Evaluation report through incorporating suggestions received on the draft report.

This evaluation will assess the Programme performance against the review criteria: **relevance, effectiveness, efficiency, sustainability and impact**. More specifically, it will cover, but not be limited to, the following areas and preliminary questions:

*Relevance*

* Assess the contribution of the Programme towards the achievement of national objectives, UNDAF goals/outputs and UNDP Strategic Plan.
* Assess the relevance of Programme activities to reach the outcomes, and the contribution of activities to the results outlined in the project document.

*Effectiveness*

* Review whether the Programme has accomplished its outputs.
* Assess the performance of the Programme with particular reference to qualitative and quantitative achievements of outputs and targets as defined in the project documents and work-plans and with reference to the Programme baseline.
* Analyze the underlying factors within and beyond implementing agency’s (UNDP) control that affect the Programme (including analysis of the strength, weaknesses, opportunities and threats affecting the achievement of the Programme).
* Assesses to what extent the Programme has addressed gender considerations and promoted gender equality throughout its implementation.
* Assesses to what extent the Programme has addressed people with disabilities considerations and promoted their inclusion throughout its implementation.

*Efficiency*

* Assess whether the Programme has utilized Programme funding as per the agreed work plan to achieve the projected targets.
* Identify factors and constraints, which have affected the Programme implementation including technical, managerial, organizational, institutional and socio-economic policy issues in addition to other external factors unforeseen during the Programme design.

*Sustainability and Impact*

* Assess preliminary indications of the degree to which the Programme results are likely to be sustainable beyond the Programme’s lifetime.
* Assess the sustainability of the Programme interventions in terms of promotion of the principles of Universal design and accessibility issues.
* Assess the impact on public awareness on Universal design and accessibility principles and the rights of people with disabilities.

*Network /linkages*

* Assess the contribution of the Programme to mainstreaming disability related activities and initiatives into UNDP CO and other programmes and projects of UN/UNDP, such as Recovery and Peacebuilding Programme aimed at the restoration of the conflict affected regions of Ukraine, Governance and Reforms programme aimed at promoting democratic reforms in the country, and others.
* Assess the Programme’s knowledge management strategy and outreach and communications to all stakeholders.

*Lessons learnt/ Conclusions*

* Identify significant lessons or conclusions which can be drawn from the Programme in terms of effectiveness, efficiency, sustainability and networking, and should be taken into account during the development of recommendations for future interventions.
1. **EVALUATION APPROACH AND METHODOLOGY**

The scope of the final evaluation will cover all activities undertaken in the framework of the Programme. The Evaluator will compare planned outputs of the Programme to actual outputs and assess the actual results to determine their contribution to the attainment of the Programme’s objectives. An assessment of the Programme performance will be carried out, based against expectations set out in the project document which provides performance and impact indicators for Programme implementation along with their corresponding means of verification.

The evaluator will be required to use different methods to ensure that data gathering, and analysis deliver evidence-based qualitative and quantitative information, based on diverse sources. The key elements of the methodology to be used during the Programme Final Evaluation will consist of (but not limited to) the following:

* Documentation review (desk study);
* Statistical analysis;
* Interview(s) with key partners and stakeholders;
* Questionnaires;
* Media monitoring and content analysis and other approaches for data gathering and analysis.

This approach will not only enable the final evaluation to assess causality through quantitative means but also to provide reasons for why certain results were achieved or not and to triangulate information for higher reliability of findings. The concrete mixed methodological approach will be detailed in the inception report and stated in the final report. All data provided in the report should be disaggregated by gender and vulnerability.

The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with Programme counterparts grantees, international partner organisations, UNDP Country Office (CO) and Programme team at all stages of the evaluation planning and implementation. The evaluation will assess the extent to which the Programme was successfully mainstreamed with UNDP strategic priorities.

The evaluation of the Programme performance will be carried out against the expectations set out in the Project Logical Framework/Results Framework/Project Document, which provides performance and impact indicators for the Programme implementation along with their corresponding means of verification. All indicators in the Logical Framework/Project Document need to be assessed individually, with final achievements noted. An assessment of the project M&E design, implementation and overall quality should be undertaken. The evaluation will assess the key financial aspects of the project, including project budget revisions. Programme cost and funding data will be required from the Programme, including annual expenditures. Variances between planned and actual expenditures will need to be assessed and explained.

The conclusions related to the implementation of the Programme in 2017-2019 should be comprehensive and balanced, and highlight the strengths, weaknesses, challenges and outcomes of the Programme. They should be well substantiated by the evidence and logically linked to the terminal evaluation findings. They should respond to key evaluation questions and provide insights into the identification of and/or solutions to important problems or issues pertinent to Programme beneficiaries and UNDP.

The evaluator should provide a proposed methodology of evaluation (methods, approaches to be used, evaluation criterion for assessment of each component to be proposed) which should be agreed with UNDP. While proposing the methodology, the Consultant should be guided by UNDP approach to project evaluations[[2]](#footnote-2).

The evaluator is expected to develop and present detailed statement of evaluations methods/approaches in the inception report to show how each objective and evaluation criterion will be assessed.

1. **DELIVERABLES**

The Consultant should provide the following deliverables:

1. The inception report with detailed description of the methodology and evaluation matrix is produced; a toolkit for gathering data (questionnaire and interview plans) is designed. All documents should be submitted to UNDP for final approval not later than 8 January 2019.
2. Final Evaluation report should be submitted not later than 12 February 2019.

**Tentative Timeframe**

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| **Activity** | **Timeframe** |
| Conduct desk review of the Programme core documentation. Develop an evaluation methodology and strategy to collect the required data and forms for the interview with partners and counterparts | 2 days – not later than 8 January 2019 |
| Conduct necessary consultations and interviews. Collect and analyse feedback from the partners and stakeholders. Conduct desk review of the documents produced during the Programme implementation. Conduct media monitoring | 7 days – not later than 23 January 2019 |
| Develop and submit the draft Final Evaluation report for UNDP commenting (10 days for UNDP review) | 4 days – not later than 30 January 2019 |
| Finalize and submit the Final Evaluation report | 2 days – 12 February 2019 |
| **TOTAL DAYS** | **15 days** |

**Proposed payment schedule:**

The payments will be paid upon submission and approval of the inception and final reports and full completion and acceptance of contractual obligations whereupon the Social Sector Reform Officer signs the certification of acceptance.

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All information and products produced by Consultant under this assignment will remain property of UNDP Ukraine.

1. **MONITORING/REPORTING requirements**

The consultant will interact with UNDP Programme and relevant CO staff to receive any clarifications and guidance that may be needed. On a day-to-day basis, consultant’s work will be coordinated by the UNDP Social Sector Reform Officer.

The consultant will inform UNDP of any problems, issues or delays arising during the implementation of the assignment and take necessary steps to address them. The key product expected is a comprehensive evaluation report (*with parameters indicated above in section 2)*.

The report must be as free as possible of technical jargon in order to ensure accessibility to its wide and diverse audience. The Report should be prepared in English.

All reports and results are to be submitted to UNDP in electronic form (\*.docx, \*.xlsx, \*.pptx, and \*.pdf or other formats accepted by UNDP).

1. **EXPERIENCE AND QUALIFICATIONS REQUIREMENTS**
* *Education:* Advanced University degree (Master’s or PhD) in Economics, Management, Social Sciences, Public Administration, Business Administration or other relevant area;
* *Relevant professional experience:* At least 5 years of work experience in social sector area. Experience in vulnerable groups or disability area will be considered as advantage;
* *Experience in evaluation:*At least, 3 accomplished complex evaluations projects where the candidate was the author or co-author in social sector, understanding of gender aspects (reference to or copies of previously developed knowledge materials including analytical reports, research papers, case studies materials, etc. to be provided). Experience of projects evaluation in vulnerable groups or disability area will be considered as advantage;
* *Proven knowledge of monitoring and evaluation methodologies*, summary of a proposed evaluation methodology is to be provided (up to 2 pages);
* *Languages proficiency*: Excellent English writing and communication skills, good Ukrainian and Russian writing and communication skills (samples of texts to be provided).
1. **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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| [x]  | CV/P11, including information about past experience in similar projects / assignments; |
| [x]  | Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP; |
| [x]  | Financial proposal (according to defined deliverables); |
| [x]  | Reference to or copies of previously developed knowledge materials including analytical reports, research papers, case studies materials, etc. (at least, 3 reports in English) |

1. **Financial proposal**

[x]  Lump sum contract

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including number of anticipated working days).

**Travel costs**

N/A. In the case of unforeseeable travel, payment of travel costs including tickets and lodging should be agreed upon, between the Social Sector Reform Officer and Consultant, prior to travel and will be reimbursed.

1. **Evaluation criteria**

Education

* Advanced University degree (Master’s or PhD) in Economics, Management, Social Sciences, Public Administration, Business Administration or other relevant area – Pass/Fail

Experience

* At least 5 years of work experience in the area of social services and human rights protection, including people with disabilities – Pass/Fail;
* At least 3 accomplished complex evaluations projects where the candidate was the author or co-author especially in social services and human rights protection, including people with disabilities, understanding of gender aspects (reference to or copies of previously developed knowledge materials including analytical reports, research papers, case studies materials, etc. to be provided) – Pass/Fail;
* Proven knowledge of monitoring and evaluation methodologies (up to 2 pages in English) – Pass/Fail;

Languages

* Excellent English writing and communication skills. Good Ukrainian and Russian writing and communication skills (samples of texts to be provided). – Pass/Fail

Evaluation method:

[x]  **Lowest price and technically compliant offer**

Contract award shall be made to the incumbent whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable (fully meeting the TOR provided), and

b) offering the lowest price/cost.

1. The Programme should be evaluated in accordance with UNDP Evaluation Policy [↑](#footnote-ref-1)
2. http://web.undp.org/evaluation/handbook/documents/english/pme-handbook.pdf [↑](#footnote-ref-2)