



UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE

I. Consultancy Information

Title: International Consultant as Team Leader and Electoral Expert for Final evaluation of the Electoral Support Project – Phase II

No of position : One

Project : Electoral Support Project, Governance Unit, UNDP

Reports to : Vincent da Cruz, Chief Technical Adviser, UNDP/ESP

Duty Station : Kathmandu

Expected Places of Travel (if applicable): visits to one or two provinces if and as required. The travel cost for field visit will be paid by ESP on actual basis and DSA will be paid as per UN rate.

Duration of Assignment: 29 working days, starting from 23 April 2018 to 22 May 2018 (3 days home base).

PROVISION OF SUPPORT SERVICES:

Office space	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Equipment (laptop etc.)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Secretarial Services	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

II. Background

National Context

Nepal made significant progress over the last few years in institutionalizing democracy by making a swift transition from the unitary to the federal system of governance. After the first Constituent Assembly (CA) was not able to promulgate the new constitution, the house was dissolved and the elections for the second CA held in November 2013. The second CA promulgated the Constitution in September 2015.

As envisioned in the Constitution, the Election Commission with full ownership and reduced international assistance, successfully conducted the federal, provincial and local elections in 2017 in five phases. These led to the establishment of 753 local governments, seven provincial assemblies and the federal government.

The local elections were held for the first time in almost two decades, the voter turnout was 74% and 41% of elected representatives were women. The federal and provincial elections had a turnout of just under 70% resulted in 34% of women's representation in Provincial Assemblies and the Federal Parliament. The domestic and international

observers deployed during the elections have commended ECN for organizing an inclusive, credible and peaceful elections despite the tight electoral calendar and a difficult political situation in some parts of the country.

The elections of the President and the Vice-President are expected to be held in the first quarter of 2018.

Project Description

The Electoral Support Project (ESP) phase II is a continuation of the Electoral Support Project Phase I that was initiated in August 2008, following the first Constituent Assembly elections. The Phase II of ESP provides technical assistance focused on a long-term institutional capacity development of the Election Commission (ECN) for conducting credible, inclusive and transparent elections.

The electoral cycle approach is closely reflected and applied to the overall strategy of ESP. The project is aligned with Outcome 5 of the United Nations Development Assistance Framework (2012- 2017), contributes to the Sustainable Development Goal 16 (Peace, Justice and Strong Institutions), 5 (Gender Equality) and 10 (Reduced Inequalities) and is aligned with the Strategic Plan of the ECN (2015- 2019).

The three key outputs of the project are the following:

The ECN capacity-building: The project provides sustained institutional strengthening and professional development assistance for ECN to function as a permanent, professional and independent electoral management body.

Credible and sustainable elections: ESP provides technical assistance and critical operational support to ECN during elections.

Increased democratic participation of voters: The project focuses on increasing awareness of democracy, electoral system and processes, especially of vulnerable groups (women, people living with disabilities and ethnic minorities), for them to meaningfully participate in different stages of the electoral cycle.

In order to achieve these three broader outputs, ESP has been providing technical and operational assistance to ECN in the following thematic areas: voter registration, operational and technical support in planning and conduct of the elections, trainings (including BRIDGE), civic and voter education, electoral mapping and geographic information system, electoral dispute resolution, promoting peaceful elections and gender and social inclusion.

The duration of ESP phase II is from November 2012 till May 2018 and the total budget is USD 28 million. The project is implemented by UNDP under the Direct Implementation Modality and in partnership with the European Union, United Kingdom Aids, Norway and Denmark. The project works in close collaboration with other implementing partners, particularly IIDEA and IFES. ESP together with IFES provide the secretariat to the Election Working Group formed under the framework of the International Development Partners Group.

III. Objectives

Since ESP phase II is coming to an end in May 2018, the project evaluation is being carried out to assess the progress made by the project against the project outputs and indicators. In-depth analysis will be needed to review the results achieved under eight project activities as outlined in the project document.

The evaluation should look into the relevance, sustainability, effectiveness and efficiency of the assistance provided by ESP to ECN during the project cycle.

The evaluation will also measure an impact of the project towards strengthening the capacity of ECN in conducting a credible, inclusive and transparent elections (UNDAF Output 5.1) contributing to the broader outcome of making the institutions, systems and processes of democratic governance more accountable, effective, efficient and inclusive (UNDAF Outcome 5) .

The analysis and recommendations presented by the evaluation mission will be useful to ECN, development partners and UNDP in measuring the contributions made by the project and in designing future interventions for strengthening electoral system and processes in Nepal.

The specific objectives of the evaluation are the following:

- To assess and evaluate the progress made by the project towards an attainment of the results as specified in the project monitoring and evaluation framework, UNDAF and CPD
- To measure the contributions made by the project in enhancing the accountability, effectiveness, efficiency and inclusiveness of democratic system and processes with focus on elections
- To assess the sustainability of the project interventions
- To examine the cost efficiency and effectiveness of ESP assistance

To document main lessons learned, best practices and propose recommendations

IV. Methodology/Responsibilities

The evaluation team will consist of one international team leader and electoral expert and one national expert. The team is expected to apply the following approaches for data collection and analysis.

- Desk review of relevant documents (project document with amendments made, review reports-midterm, annual, ECN strategic plan, etc);
- Briefing and debriefing sessions with Development Partners, UNDP and the Election Commission, as well as with other partners;
- Interviews with partners and stakeholders (including gathering the information on what the partners have achieved with regard to the outcome and what strategies they have used); donors, etc.
- Field visits to selected project sites and discussions with project teams, project beneficiaries and major stakeholders (as deemed necessary);
- Consultation meetings.

Evaluation Questions

Relevance

- To what extent ESP technical and operational assistance were relevant in addressing the needs and strategic priorities of ECN and other electoral stakeholders?
- To what extent were interventions informed by gender and social inclusion analyses to enhance women, youth, people with disability and marginalized groups' meaningful participation in the electoral processes as voters and candidates?
- How relevant was the project in making the election management body, electoral system and processes inclusive, credible and transparent?
- To what extent the project was able to cater the needs of the beneficiaries in the changed context? If and when required an alteration of focus/strategy, was the project flexible?
- Is there any evidence that the project advanced any key national human rights, gender or inclusion policies and the priorities of UN, UNDP, including the UNDAF?
- How relevant was the geographical coverage?

Effectiveness

- How effective has the project been in enhancing the institutional and professional capacity of ECN to conduct an inclusive, credible and transparent elections?
- Has the project achieved its outputs? What were the major factors influencing the achievement or non-achievement of the outputs?
- To what extent the planned outputs contributed towards the achievement of the UNDAF outcome and what are the evidences to validate these claims?
- Did women, men, PwD, youth and marginalized groups directly benefit from the project's activities? If so, how and what was the impact?
- Were any changes made in the project regarding approach, partnerships, beneficiaries etc. suggested by project mid-point assessment, context/risk analysis? Did it affect project results?

Efficiency

- To what extent have resources (financial, human, institutional and technical) been allocated strategically?
- Could the activities and outputs have been delivered in fewer resources without reducing their quality and quantity?

- Were the project inputs and benefits fairly distributed amongst different genders and communities while increasing access for the most vulnerable? What factors influenced decisions to fund certain proposed activities, and not others?
- To what extent did the coordination with other UN agencies and UNDP projects reduce transaction costs, optimize results and avoid duplication?

Impact

- What impact did the work of ESP have on the institutional capacity of ECN and other electoral stakeholders? Is there evidence of knowledge transfer?
- What impact did the work of ESP have on the conduct of elections in Nepal? Is there evidence of changes in their credibility, effectiveness and/or sustainability?
- What impact did the work of ESP have on the democratic participation in elections in Nepal? Is there evidence of improvements for under-represented and/or disadvantaged segments of Nepali society?

Sustainability

- Have ESP interventions enhanced the capacity of ECN and electoral stakeholders for sustainable results?
- What is the level of ownership of ECN towards the project? Will the ECN be able to sustain project supported interventions (programmatically and financially) after the project phases out?
- Is there any evidence of ESP reduced assistance over the years due to ECN increased ownership and leadership?

V. Expected Results/Deliverables

Target Groups and Stakeholder Coverage

- National level stakeholders: ECN, former Commissioners and government officials associated with ECN, development partners (EU, UK Aids, Norway and Denmark) electoral experts, IDEA , IFES, members of EWG, civil society organizations, UN agencies and UNDP projects
- Local level stakeholders: District Election Officers, social studies teachers, beneficiaries of ESP interventions and civil society organizations.

The tentative schedule will be the following:

Planned Activities	Tentative Days
Desk review and preparation of design (home based)	1 day

Briefing by Development Partner/UNDP	1 day
Finalizing design, methods & inception report and sharing with reference group for feedback	6 days
Stakeholders meetings and interviews	6 days
Field visit(s) outside Kathmandu	5 days
Analysis, preparation of draft report, presentation of draft findings	7 days
Stakeholder meeting to present draft findings	1 day
Finalize and submit report (Home Based) and review brief	2 days
Total	29 days

Specifically, the team leader will perform the following tasks:

- Lead and manage the evaluation mission;
- Design the detailed scope and methodology (including the methods for data collection and analysis) for the report;
- Decide the division of labor within the team;
- Conduct an analysis of the outcome, outputs and partnership strategy (as per the scope of the review described above) for the report;
- Contribute to and ensure overall quality of the outputs and final report.

The evaluation team should delivery the following outputs:

- Inception report detailing the evaluator’s understanding of what is being evaluated, why it is being evaluated, and how (methodology) it will evaluated. The inception report should also include a proposed schedule of tasks, evaluation tools, activities and deliverables.
- Start of mission debriefing/meeting on proposed methodology, design and work plan
- Presentation of the inception report to the Reference Group, including UNDP, development partners and ECN
- Mid-term meeting with development partners on impressions and initial findings from the field work
- An exit presentation on findings and initial recommendations
- The draft review report within 20 days of the start date
- Final report within 30 days of the start date of sufficient detail and quality and taking on board comments from , with annexes and working papers as required

The reports to include, but not be limited to, the following components:

- Executive summary
- Introduction
- Description of the review methodology
- Political and development context
- Key findings
- Lessons learned
- Recommendations

- Annexes: mission report including field visits, list of interviewees, and list of documents reviewed.

The review team is required to discuss the full draft of its report prior to departure from Nepal.

Implementation Arrangements

To facilitate the evaluation process, UNDP will assist in connecting the review team with ECN officials, development partners and key stakeholders. In addition, UNDP will provide operational support in organizing meetings and field visits, if necessary.

Key project materials will be sent before the field work and will be reviewed by the team prior to the commencement of the field work. The evaluation team will prepare and share the draft inception report before the field mission. The evaluation team will be briefed by UNDP upon arrival on the objectives, purpose and output of the project evaluation. An oral debriefing in-country by the review team on the proposed work plan and methodology will be done and approved prior to the commencement of the review process.

The review team will assess the project based on interviews undertaken, discussions and consultations with all relevant stakeholders or interested parties and review of project documents. As a minimum indication, the review team should consult with implementing partners, other key government stakeholders, development partners and civil society representatives. UNDP will provide guidance in identifying, contacting and arranging for discussions, meetings with the stakeholders as required.

A mission wrap-up meeting during which comments from participants will be noted for incorporation in the final review report

Payments

50% payment upon submission of the draft report and.

50% payment will be made after submission of final report.

VI. Consultant Qualifications

Education:	<ul style="list-style-type: none"> • Advanced university degree in political science, international development or related field
Experience and required skills	<ul style="list-style-type: none"> • Extensive experience with leading development project evaluations using the norms and standards of the United Nations Evaluation Group or their equivalent. • At least 10 years of electoral technical assistance experience, including advice at a senior level, capacity building and good technical understanding of a variety of fields within electoral assistance, notably operations, public outreach, training, information technology, gender and inclusion. • Sound knowledge of results-based management (especially results-oriented monitoring and evaluation)

	<ul style="list-style-type: none"> • Previous work experience working on elections in post-conflict countries • Ability to manage a team and ensure quality of a team output • Fluency in English with demonstrated ability to write flawless English and requested to submit examples of English-language evaluations s/he have led
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VII. OTHER SELECTION CRITERIA

The consultant should have the following competencies:

- Excellent organizational and time management skills;
- Excellent leadership skills including dealing with people of multi-disciplinary backgrounds to deliver quality products in high stress or short deadline situations;
- Strong interpersonal skills, ability to work on own initiative and work as part of the team.