



UNITED NATIONS DEVELOPMENT PROGRAMME

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE/TERMS OF REFERENCE

Title of Individual Consultant: International Consultant (Project Evaluation Expert)

Project: Institutional Capacity Support to Parliament of Afghanistan (ICSPA)

Duration of assignment: Maximum 25 working days

Duty station: Home based (5 days) Kabul, AFGHANISTAN (20 days)

BACKGROUND

UNDP Global Mission Statement

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.

UNDP Afghanistan Mission Statement

UNDP supports stabilization, state-building, governance and development priorities in Afghanistan. UNDP support, in partnership with the Government, the United Nations system, the donor community and other development stakeholders, has contributed to institutional development efforts leading to positive impact on the lives of Afghan citizens. Over the years UNDP support has spanned such milestone efforts as the adoption of the Constitution; Presidential, Parliamentary and Provincial Council elections; institutional development through capacity-building to the legislative, the judicial and executive arms of the state, and key ministries, Government agencies and commissions at the national and subnational levels, and the Afghan Parliament – the National Assembly of Afghanistan.

The National Assembly of Afghanistan

The National Assembly of Afghanistan is a bicameral parliament comprised of the Wolesi Jirga (the House of the People – Lower House) of 249 seats (members directly elected in multi-seat constituencies by proportional representation vote to serve 5-year terms, at least 2 from each province being women); and the Meshrano Jirga (the House of Elders – Upper House) of 102 members (34 members indirectly elected by district councils to serve 3-year terms,¹ 34 indirectly elected by provincial councils to serve 4-year terms, and 34 nominated by the president of which 17 are women, 2 represent the disabled, and 2 Kuchi nomads; members nominated by the president serve 5-year terms. The duties of the NAA, as set out in Article 90 of the Constitution, are:

- Ratification, modification or abrogation of laws and legislative decrees;
- Approval of plans for economic, social, cultural and technological development;
- Approval of state budget, permission for obtaining and granting loans;

¹ Alternative arrangements are in place until the DC elections are held.

- Creation, modification, and abrogation of administrative units;
- Ratification of international treaties and agreements, or abrogation of Afghanistan's membership of them;
- Other authorities specified in the Constitution.

Each House is governed by an Administrative/Steering Board comprised of the Speaker, Deputy Speakers and Secretaries. Secretaries General serve as the administrative heads of each House.

Organizational Context

The UNDP has supported the National Assembly of Afghanistan (NAA) during the run up to its opening in November 2005 and subsequently through a number of support projects: *Support to the Establishment of the Afghan Legislature (SEAL 1- 2005-08)* was a broad-based project covering secretariat support, legal and procedural support, outreach, legislative, oversight and representational capacity development, and external donor coordination mechanisms established - directed towards assisting parliament to launch and establish itself successfully; *Support for an Effective Afghan Legislature (SEAL 2 - 2008-12)* had a focus on strengthening parliament's 'core' legislative, oversight, representational and outreach capacities; and the *Strategic Support to the Afghan Parliament (SAAP - 2012-13)* was designed mainly to identify an appropriate framework for future support which resulted in the *Institutional and Capacity Support to the Parliament of Afghanistan (ICSPA - 2014-19)*. ICSPA aimed at the sustainable institutional development of the House secretariats: its first phase supported the secretariats in carrying out self-assessments of their performance against international parliamentary standards resulting in a detailed *NAA Reform Action Plan*; a second phase (2016-19), based on a revised project document, supported the the *Plan's* implementation.

ICSPA closed on 31 March 2019 and the leadership of the National Assembly of Afghanistan has requested that the UNDP formulate a successor support project.

SCOPE OF WORK AND DELIVERABLES

Objective of the Assignment:

The initial project document foresaw an independent Final evaluation following a mid-term evaluation which reported in April 2017. The Final evaluation should cover ICSPA implementation throughout its life, 1 April 2014 to 31 March 2019. This will include the project start-up phase; the first project phase of implementation related to supporting the Parliament's preparation of its self-assessment framework and reform action plan; as well as revision of the project document, the launch/implementation of activities during the project's phase II; and closure.

The focus of the evaluation is to be on the degree to which the project has contributed to adoption of reforms promoted by the leadership that increase the secretariats' compliance with international parliamentary standards; as well as, in turn, how this may or may not be contributing to the Afghan Parliament's long-term sustainable institutional development, including transparency and oversight.

As the ICSPA project focus is limited to supporting the parliamentary secretariats, the evaluation should remain limited to evaluating impact on secretariat structures and processes as identified in the results of the PRODOC. Afghan MPs and parliamentary committees were supported directly through a parallel USAID-funding project whose impact should be omitted from this evaluation.

In particular, the Final evaluation should address the following:

- Were the project interventions relevant and to what degree has the project contributed to the National Assembly of Afghanistan's long-term sustainable institutional development?
- Has the project contributed to altering mind-sets and the approach of the parliamentary leadership in adopting and implementing reforms towards compliance with international parliamentary standards for the Wolesi Jirga and Meshrano Jirga secretariats?

- To what degree has the project contributed to increased transparent practices?
- To what degree were the project based initiatives driven by the parliamentary leadership and are the initiatives undertaken to date sustainable?
- Were project interventions aligned with the Afghan Parliament’s priorities and coordinated with the interventions of other development partners to prevent duplication and reduce transaction costs on the parliament? Were all development partner interventions well-coordinated in support of the Afghan Parliament’s priorities and driven by the parliament itself for sustainable institutional development? Did the ICSPA project interventions effectively complement interventions of other development partners?
- Has the project employed any innovative models or approaches that may be applicable to other institutional development projects in Afghanistan or abroad?
- What challenges did the project face and did it deal appropriately to overcome these by proposing mitigating measures related to issues and risks in advance? Has the project received adequate and timely support from national and international partners?
- What are the lessons learned from the project that may be applicable to similar institutional development projects in Afghanistan or abroad?

WORKING ARRANGEMENTS

Institutional Arrangements:

The consultant will work under the overall supervision of the Governance Unit Head and Program officer. The contractor shall work in close collaboration with the UNDP Governance Unit staff as well as other units within the UNDP Country Office.

The Governance unit will provide office space and internet facility, logistical and other support service, including transport and security applicable to UNDP international personnel. The consultant however is expected to bring his/her own laptop and mobile phone and meet local communications costs (Governance unit will provide a local pre-paid SIM card). Costs to arrange meetings, workshops, travel costs to and DSA during field visits (if any), etc. shall be covered by the Governance unit .

Duration of the Work:

The performance under the contract shall take place over total contract duration of 25 working days maximum) following below schedule of activity.

Weeks / Dates	Description of activities
5 working days	Desk review of existing project information sources (home-based)
7 working days	Consultations with national and international partners in Kabul including consultations with beneficiaries
5 working days	Drafting of Final Evaluation Report in Kabul and presentation of key findings to national and international partners in Kabul
3 working days	Revision of report based on any feedback received from UNDP in Kabul
1 working day	Submission and acceptance of finished Final Evaluation report in Kabul

Stakeholder participation:

Key stakeholders to be involved will comprise:

- The political and administrative leadership of the Wolesi Jirga (Lower House) and Meshrano Jirga (Upper House) of the National Assembly of Afghanistan including the respective Speakers, Secretaries General and Deputy Secretaries General; Heads of National Assembly of Afghanistan departments; and relevant department/directorate staff
- Representatives of project donors comprising the Embassy of the Federal Republic of Germany, the European Union Delegation in Afghanistan and the UK Department for International Development.
- UNDP Afghanistan Country Office Programme Management
- Representatives of development partner entities providing, or having provided in the past, support to the Afghan Parliament through parallel projects/activities whether active or past including the USAID/ALBA project, UNWOMEN and UNFPA

Accountabilities:

UNDP Country Office Programme staff (Governance Unit) will be accountable for coordination of stakeholders involved, organizing field-visits, focus groups, and other logistical issues. Chief PSRT will provide technical support to reviewing inception reports, methodology, etc. as necessary. UNDP Country Office, PM, and CO Management will be accountable for reviewing/approving intermediate and final evaluation results. The evaluator shall be independent in the evaluation exercise, while taking into account sensitive issues which may arise during the course of assessment. There are no

Duty Station:

The duty station for the Consultant shall be in Kabul, Afghanistan for the duration of 20 working days and the remaining 5 working days the consultant will work from home. The consultant shall report to the Governance Unit (CO) located in the UNOCA compound during working hours, security conditions permitting. The contractor will follow the working hours and weekends as applicable to UNDP CO staff. The consultant's movement for meetings and consultations are coordinated by the Governance Unit. The consultant is required to observe UNDP security rules and regulations.

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**Academic Qualifications:**

- Masters university degree in political science, development studies, parliamentary studies, public administration, international relations, or related field.
- Substantive knowledge of gender mainstreaming and Human Rights
- Knowledge of Afghanistan's social, political and economic situation
- Knowledge of UNDP and its mandate in the area of democratic governance and programme development
- Excellent analytical/conceptual thinking
- Excellent interpersonal/communication skills
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Experience:

- At least 7 years of experience leading evaluations of governance related institutional development programmes or projects in developing countries; experience leading evaluations in conflict or post-conflict countries would be an advantage
- At least 5 years of experience managing a governance sector project in a development context

- Experience in conducting UNDP or UN project evaluations preferred
- Prior experience conducting similar evaluations in Afghanistan would be a strong advantage
- Master's Degree in a related field (political and social sciences, international relations, economics) with strong background in research methodology
- Fluent written and spoken English

Languages:

- Excellent written and spoken English.
- Excellent report writing skills as well as communication and interviewing skills in English.

Core competencies:

- Promotes ethics and integrity and creates organizational precedents;
- Builds support and political acumen;
- Builds staff competence and creates an environment of creativity and innovation;
- Builds and promotes effective teams;
- Creates and promotes environment for open communications;
- Leverages conflict in the interest of UNDP and sets standards;
- Shares knowledge across the organization and builds a culture of knowledge sharing and learning.

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The consultant shall submit a price proposal as below:

- Daily Fee – The consultant shall propose a daily fee, which should be inclusive of her/his professional fee, local communication costs and insurance (inclusive of medical health insurance and evacuation). The professional daily fee, all inclusive of the above elements, shall be paid upon submission of timesheet. The number of working days for which the daily fee shall be payable under the contract is 25 working days maximum.
- UNDP will provide accommodation free of charge to the Consultant. The Consultant is NOT allowed to stay in a place of his choice other than the UNDSS approved locations. UN will provide MORSS compliant accommodation in UNOCA to the Consultant;
- Travel & Visa – All airfare and travel within Afghanistan will be covered by the project. Costs for one round trip (1) trip to and from the duty station, including visa on arrival charges, should be included in the consultant's financial proposal and daily rate.
- Payment schedule - Payments shall be done upon verification of completion of specific deliverables, upon approval by the Head of the Governance/Programme officer Unit.

EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

- Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight 70%

* Financial Criteria weight 30%

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Technical Proposal (50 marks)

Technical Approach & Methodology

This explains the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The Applicant should also explain the methodologies proposed to adopt and highlight the compatibility of those methodologies with the proposed approach;

Methodology:

- The Evaluation and evaluation report will follow UNDP and UN Evaluation Group (UNEG) Norms and Standards for Evaluations.
- The evaluation methodology will include a pre-mission desk review of all project related documentation noted in existing information sources above followed by a field visit to Kabul to meet with project partners and beneficiaries. The methodology for the field visit should include structured as well as unstructured interviews with partners and beneficiaries including focus group discussions as relevant. All national and international partners as well as representatives of the beneficiaries must be consulted including but not limited to the Secretaries General and Deputy Secretaries General as well as representatives of National Assembly of Afghanistan staff engaged in or impacted by project activities. International partners comprise project donor representatives as well as representatives of other development partner agencies which supported the parliament (including the USAID – funder of the closed ALBA project- UNFPA, UNWOMEN and some limited support from UNICEF) during the period of ICSPA's operation.

End products: Final Evaluation/Study/Survey Report, which should include:

- Executive summary
- Methodology: description of sampling and evaluation methodology used, assessment of methodology and its limitation, data collection instruments, and data processing (analysis methodology, and quality assurance)
- Findings
- Conclusions
- Recommendations
- Lessons learned
- Annexes: List of indicators, questionnaires, and if survey, table of sample size and sample site as appropriate, list of names and titles of those engaged by the evaluator
The report should be provided in both hard copy and electronic version in English in the required format.
- Completed data sets (filled out questionnaires, records of individual interviews and focus group discussion, etc.)
- The evaluation report will be required to follow and will be rated in accordance with “UNEG Evaluation Report Standards” and UNEG Evaluation Technical Notes
- **Work Plan (20)** – The Consultant should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

Documents to be included when submitting the proposals:

Interested individual Consultants must submit the following documents/information to demonstrate their qualifications in one single PDF document:

- Duly accomplished confirmation of Interest and Submission of Financial Proposal Template using the template provided by UNDP (Annex II) as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Personal CV indicating all experience from similar projects relevant to the assignment.

Additional information and materials for supporting of project evaluation

Existing information sources:

- Quarterly and Annual Project Reports
- Project Donor Group Meeting Minutes
- Technical Working Group Meeting Minutes
- Project Management Board Meeting Minutes
- Project documents dated 26 March 2014 and 23 June 2016, also containing RRF indicators
- National Assembly of Afghanistan Development Partner Coordination Meeting Terms of Reference, principles of cooperation and meeting minutes
- 2014-2019 Annual Work Plans
- National Assembly of Afghanistan department and directorate self-assessment reports; and consolidated Self-Assessment Report
- National Assembly of Afghanistan Reform Action Plan
- Briefing Notes and Recommendations
- 2016, 2017, 2018 Annual National Assembly of Afghanistan Staff Perception Surveys
- Project related meeting minutes
- Mid-term evaluation of the project “Institutional and Capacity Support to the Parliament of Afghanistan (ICSPA)” (2017)
- ICSPA: Final Project Report to the Federal Republic of Germany (2017)
- Analytic report of NAA Staff Perception Surveys 2016-18 (2019)
- Lesson Learned report (2019)

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