

**TERMS OF REFERENCE FOR THE
TERMINAL EVALUATION**
FOR THE SAMOA ONE UNITED NATIONS YOUTH EMPLOYMENT PROGRAMME (YEP)
A. Project Title:

The Samoa One United Nations Youth Employment Programme (YEP)

B. Project Description or Context and Background:

The Samoa One UN Youth Employment Programme (YEP) is a response to the request from the Government of Samoa to assist in its ongoing efforts to address youth unemployment. A programme of coordinated activities has been designed with the specific objective of assisting youth to develop the knowledge and skills needed to enter the labor market, and to provide them with the additional supporting services needed to secure decent work opportunities in either waged employment or in small business development. The programme is directly aligned with the National Youth Policy (2011 – 2015).

The One UN YEP has three main outputs as follows:

1. The establishment of a youth-led and technologically enabled 'Youth Employment Network' that provides information and employment services that will facilitate their successful entry to the labor market.
2. Youth have the knowledge and skills required to access employment opportunities created by climate change adaptation strategies and within the local economic development value chains relating to agriculture, creative industries and community-based tourism.
3. Youth-led micro and small businesses are strengthened as a result of tailored and comprehensive support services, which include policies, strategies and dialogue that facilitate an enabling environment for the growth of micro and small businesses and enhance the protection for youth through the legal empowerment of the informal economy.

YEP is being managed by the Economic Development Division (formerly known as the Youth Division) in the Ministry for Women, Community and Social Development (MWCSD). Technical, financial and programmatic support is being provided by the UNDP Multi-Country Office in Samoa in a One-UN approach to service delivery to the Government of Samoa. Participating UN agencies include the United Nations Development Programme (UNDP), the United Nations Educational, Scientific and Cultural Organization (UNESCO), the International Labor Organization (ILO), the Food and Agriculture Organization (FAO) and the United Nations Volunteer (UNV) programme.

Delivery of YEP is characterized by an integrated approach, building strategic and sustainable partnerships with local organizations and other national Programmes impacting on youth development and economic growth.

The initial project period was from 26th June 2015 – 31st December 2017. The project was then extended until 31st December 2018 to enable the completion of project activities. The project was again extended for a further 6 months until June 2019 to complete the Final Terminal Evaluation and finalize the Project Document for the second phase of the project.

C. **Scope of Work:**

The Terminal Evaluation will be conducted according to the guidance, rules and procedures established by UNDP and the YEP team.

The objectives of the evaluation are to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming.

Project Title:	The Samoa One UN Youth Employment Programme (YEP)			
YEP Project ID:	WSM 00087395			<i>at MTE (US\$)</i>
UNDP Output ID:	00094414	TRAC financing:	239,000	
Country:	Samoa	IA/EA own:		
Region:	Pacific	Government:		
Focal Area:		Other:		
FA Objectives, (OP/SP):		Total co-financing:	ILO Pacific: 239,000 SDG Fund: 500,000	
Executing Agency:	Ministry of Women, Community, and Social Development	Total Project Cost:		
Other Partners involved:	Government Ministries i.e. SNYC, MWCSD, MCIL, WIBDI, MNRE, MAF, SBEC, SHA,	ProDoc Signature (date project began):		26 June 2015
		(Operational) Closing Date:	Proposed: 26 June 2015	Actual: 30 June 2019

Evaluation Approach and Method:

An overall approach and method¹ for conducting project terminal evaluations of UNDP supported projects has developed over time. The evaluator is expected to frame the evaluation effort using the criteria of

¹ For additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](#), Chapter 7, pg. 163

relevance, effectiveness, efficiency, sustainability, and impact, as defined and explained in the UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported². A set of questions covering each of these criteria have been drafted and are included with this TOR (See Annex A). The evaluator is expected to amend, complete and submit this matrix as part of an evaluation inception report, and shall include it as an annex to the final report.

The evaluation must provide evidence-based information that is credible, reliable and useful. The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, in particular the YEP operational focal point, UNDP Multi-Country Office, project team, UNDP YEP project Technical Adviser based in the region and key stakeholders.

Interviews will be held with the following organizations and individuals at a minimum:

- UN Agencies including UNDP, ILO, UNESCO, FAO, UNV and the Resident Coordinators Office (RCO)
- All YEP Stakeholders and Implementing Agencies including Government, NGOs, Private Sector, and Community Representatives.

The evaluator will review all relevant sources of information, such as the project document, project reports – including Annual PPRs, project budget revisions, midterm review, progress reports, YEP focal area tracking tools, project files, national strategic and legal documents, and any other materials that the evaluator considers useful for this evidence-based assessment. A list of documents that the project team will provide to the evaluator for review is included in (See Annex B) of this Terms of Reference.

Evaluation Criteria's & Ratings

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework (See Annex C), which provides performance and impact indicators for project implementation along with their corresponding means of verification. The evaluation will at a minimum cover the criteria of relevance, effectiveness, efficiency, sustainability and impact. Ratings must be provided on the following performance criteria. The completed table must be included in the evaluation executive summary. The obligatory rating scales are included in Annex D.

Evaluation Ratings:			
1. Monitoring and Evaluation	<i>Rating</i>	2. IA& EA Execution	<i>Rating</i>
M&E design at entry		Quality of UNDP Implementation	
M&E Plan Implementation		Quality of Execution - Executing Agency	
Overall quality of M&E		Overall quality of Implementation / Execution	

² Project-Level Evaluation – [Guidance for Conducting Terminal Evaluations of UNDP-Supported, GEF-Finance Projects.](#)

3. Assessment of Outcomes	rating	4. Sustainability	rating
Relevance		Financial resources:	
Effectiveness		Socio-political:	
Efficiency		Institutional framework and governance:	
Overall Project Outcome Rating		Environmental:	
		Overall likelihood of sustainability:	

Project Finance/ Co Finance

The Evaluation will assess the key financial aspects of the project, including the extent of co-financing planned and realized. Project cost and funding data will be required, including annual expenditures. Variances between planned and actual expenditures will need to be assessed and explained. Results from recent financial audits, as available, should be taken into consideration. The evaluator(s) will receive assistance from the Country Office (CO) and Project Team to obtain financial data in order to complete the co-financing table below, which will be included in the terminal evaluation report.

Co-financing (type/source)	UNDP TRAC (US\$)		ILO Pacific (US\$)		UNDP SDG Fund (US\$)		Total (US\$)	
	Planned	Actual	Planned	Actual	Planned	Actual	Actual	Actual
Grants	289,000	289,000	239,500	239,500	500,000	500,000		1,028,500
Loans/Concessions								
• In-kind support								
• Other								
Totals								

Mainstreaming:

UNDP financed projects are key components in UNDP country programming, as well as regional and global programmes. The evaluation will assess the extent to which the project was successfully mainstreamed with other UNDP priorities, including poverty alleviation, improved governance, the prevention and recovery from natural disasters, and gender.

Impact:

The evaluators will assess the extent to which the project is achieving impacts or progressing towards the achievement of impacts. Key findings that should be brought out in the evaluations include whether the project has demonstrated: a) verifiable improvements in ecological status, b) verifiable reductions in stress on ecological systems, and/or c) demonstrated progress towards these impact achievements.³

Conclusions, Recommendations & Lessons:

The evaluation report must include a chapter providing a set of **conclusions, recommendations and lessons**. Conclusions should build on findings and be based on evidence. Recommendations should be prioritized, specific, relevant, and targeted, with suggested implementers of the recommendations. Lessons should have wider applicability to other initiatives across the region, the area of intervention, and for the future.

D. Expected Outcomes and Deliverables:

To achieve the overall objectives of this consultancy, the following deliverables are expected:

Deliverable	Content	Timing	Responsibilities
Inception Report	Evaluator provides clarifications on timing and method	No later than 2 weeks before the evaluation mission. <i>(Dates TBC)</i>	Evaluator submits to UNDP CO
Presentation	Initial Findings	End of evaluation mission <i>(Dates TBC)</i>	To project management, UNDP CO
Draft Final Report	Full report, (per annexed template) with annexes	Within 3 weeks of the evaluation mission <i>(Dates TBC)</i>	Sent to CO, reviewed by RTA, PCU, YEP
Final Report*	Revised report	Within 1 week of receiving UNDP comments on draft <i>(28 June 2019)</i>	Sent to CO for uploading to UNDP ERC.

- Inception phase planning note including a reference to the desk-based review of background documents, the suggested evaluation methodology and the main conclusions from briefings & discussions by telephone with relevant key stakeholders.
- Debriefing note on the field the mission to Samoa, including relevant information about interviews and observations, and main feedback from the initial findings' presentation given to the UNDP Resident Representative.

³ A useful tool for gauging progress to impact is the Review of Outcomes to Impacts (ROtI) method developed by the GEF Evaluation Office: [ROtI Handbook 2009](#)

- Preliminary Terminal Evaluation report drafted, submitted for review and feedback and validated by UNDP MCO.
- Final Terminal Evaluation Report received, incorporating all feedback and validated by UNDP MCO

*When submitting the final evaluation report, the evaluator is required also to provide an 'audit trail', detailing how all received comments have (and have not) been addressed in the final evaluation report. (see Annex E).

E. Institutional Arrangement:

Resources Provided

- All necessary project related documents including Project Board meeting reports; key output documents and reports; financial reports; MOUs and agreements; quarterly and annual progress reports; etc.
- The principal responsibility for managing this evaluation resides with the UNDP MCO in Samoa. The UNDP Samoa MCO will contract the evaluators and ensure the timely provision of per diems and travel arrangements within the country for the evaluator.
- The Project Team will be responsible for liaising with the Evaluators team to set up stakeholder interviews, arrange field visits, coordinate with the Government and other reasonable logistical support when/where required.

Management and Coordination Arrangements

- The consultant will have the overall responsibility for the design and implementation of the evaluation, writing of the report and timely submission of the deliverables, including the inception report, preliminary drafts and the final version;
- The consultant will refer to the UNDP Deputy Resident Representative who shall exercise technical oversight throughout the duration of the consultancy engagement, and work closely with the Governance and Poverty Reduction Unit in the UNDP Samoa MCO;

Copies of all work will be delivered to the UNDP Samoa MCO in electronic format. Reports produced and recommendations are the property of UNDP and cannot be reproduced without permission of same.

F. Duration of the Work:

The total duration of the evaluation will be 25 days according to the following plan:

Activity	Timing	Completion Date
Preparation	02 days	TBC

Evaluation Mission	15 days	TBC
Draft Evaluation Report	04 days	TBC
Final Report	04 days	TBC

* The indicated max duration takes into account consultant's initial desk review and quality check of the final report from UNDP MCO, as well as potential delays due to unforeseen circumstances, not included as deliverables in the table above

G. Duty Station:

It is expected that the consultant will spend 15 working days in Samoa and the rest will be home based.

H. Competencies:

Corporate Competencies:

- Demonstrates commitment to the Government of Samoa mission, vision and values as highlighted in its national development plan, the *Strategy for the Development to Samoa, 2012-2016*
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of specialized tasks related to administrative supports, including project data management support, reporting, and logistics for project implementation.
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment

Qualifications of the Successful Evaluator:

The evaluation team will be composed of **1 international evaluator**. The consultant shall have prior experience in evaluating similar projects. Experience with Youth projects is an advantage. The evaluator selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities.

The selected candidate must be equipped with his/her own computing equipment.

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct (**Annex F**) upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the [UNEG 'Ethical Guidelines for Evaluations'⁴](#).

The consultant must present the following qualifications:

- Advanced Degree or equivalent International Relations, Political science, development studies, economics, public administration or related field; 20%
- At least 5 years of relevant experience in inclusive growth work at senior level with previous experience engaging with youth development projects desirable; 25%
- Proven experience in undertaking monitoring and evaluation with a background and interest in the analysis of socio-economic issues and related policy matters; 40%
- Excellent interpersonal and cross-cultural communication skills; and ability to meet tight deadlines; 10%
- Excellent English written and communication skills; 5%

Evaluation criteria: 70% Technical, 30% financial combined weight:

Technical Evaluation Criteria (based on the information provided in the CV and the relevant documents must be submitted as evidence to support possession of below required criteria:

I. Scope of Bid Price & Schedule of Payments:

Deliverable	Weighting % and Expected Due Dates of Deliverables	Due Dates	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES
Upon approval and certification by UNDP of the Inception Report: Planning note including a reference to the desk-based review of background documents, the suggested evaluation	20%	TBC	xxxx

⁴ Refer to <<https://www.iom.int/sites/default/files/about-iom/evaluation/UNEG-Code-of-Conduct-2008.pdf>>

methodology and the main conclusions from briefings & discussions by telephone with relevant key stakeholders			
Upon approval and certification by UNDP of the Report: Debriefing note of the mission to Samoa, including relevant information about interviews and observations, and main feedback from the initial findings presentation given to the UNDP MCO.	10%	TBC	xxxx
Upon approval and certification by UNDP of the Report: Preliminary draft of evaluation report drafted, submitted for review and feedback, and validated by UNDP MCO.	20%	TBC	xxxx
Upon approval and certification by UNDP of the Report: Final Terminal Evaluation Report addressing received feedback and validated by UNDP MCO	50%	28 June 2019	xxxx
TOTAL	100%		USDXXX

J. Recommended Presentation of Proposal:

Given below is the recommended format for submitting your proposal. Please use the templates where applicable for submission of your proposal.

Your full proposal must be submitted by **Thursday 11 April 2019** electronically via email: procurement.ws@undp.org. Incomplete proposals will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include the following attachments.

Mandatory Documents for Evaluation of your Proposal:

- Letter of interest and availability specifying the available date to start and other details. Template provided to use.(Annex G)**
- Financial Proposal specifying the daily rate & breakdown of costs. Template provided to use. (Annex H)**



*Empowered lives.
Resilient nations.*

3. Recent Curriculum Vitae

4. A brief methodology on how you will approach and conduct the work,

5. 3 professional references most recent. Template provided to use. (Annex I) Please forward the template to the referees and they should send directly to procurement.ws@undp.org by due date.

Optional BUT can be submitted together with the Mandatory Documents:

6. P11 form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed P11 prior to contract award.
Template provided to use (Annex J).

NB. Please use the templates provided (download them from the Procurement notices advertisement online) for the attachments to be included in your proposal.

Queries about the consultancy can be directed to the UNDP Procurement Unit procurement.ws@undp.org.