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Terms of Reference for ICs and RLAs through /GPN ExpRes

Services/Work Description: To conduct an independent end evaluation of SECSIP II project

Project/Programme Title: Strengthening the Electoral Cycle in the Solomon Islands Project phase II (SECSIP II)

Consultancy Title: Project Evaluation Consultant

Duty Station: Home-based (possible 5 working days in-country mission in Honiara, Solomon Islands, subject to determination by UNDP Country Manager taking into account COVID-19 situation)

Duration: 25 working days commencing no later than 1 May 2020 and ending by 15 June 2020.

Expected start date: 1 May 2020

1. BACKGROUND

The UNDP SECSIP II (Strengthening the Electoral Cycle in the Solomon Islands Project Phase I) was established in 2013 by UNDP to support the Solomon Islands electoral authorities, the Solomon Islands Electoral Commission (SIEC) and its executive branch, the Solomon Islands Electoral Office (SIEO). SECSIP initial phase ended on 30 June 2017. An end evaluation of this phase was conducted in May-June 2017. A follow up project phase (SECSIP II) was launched on 1 July 2017 with an expected duration of three years. SECSIP II has mobilized USD \$ 5.7 million managed through a multi-donor basket mechanism which has received financial contributions of the Government of Australia, the European Union and UNDP.

The project mandate is consistent with UNDP assistance throughout the entire electoral cycle (pre-election; elections/polling and post-election) offering support to the electoral authorities mandate to conduct inclusive and credible electoral processes.

The Project focuses on five components: capacity development, voter registration, electoral reform, civic engagement/voter awareness and women's political participation/gender mainstreaming.

Solomon Islands is a country of some 900 islands with a rich diversity in terms of social values, norms, cultural beliefs, practices, languages and religion. These factors have an impact on the design and implementation of strategies in connection with the knowledge and possible perceptions of the electorate relating to effective governance, democracy as well as to political and economic issues of the country. The overarching objective of the project is to strengthen the link between the electoral cycle and other key governance processes and institutions and to contribute to social cohesion and the development of a pluralistic society. In this context, SECSIP has endeavoured to consider the country's diversity by developing synergies and strategic partnerships with a range of national stakeholders from the government as well as from civil society to ensure that an enabling environment for credible and inclusive elections is created.

The Project Document of SECSIP II identified and prioritized support actions to assist the capacities of the Solomon Islands authorities in the planning, preparation and implementation of the 2019 national general elections held on the 3rd April 2019 and post-election activities. Where possible this support was

dovetailed with other longer-term initiatives to expand inclusiveness and build the institutional strengthening.

The Solomon Islands Election Commission (SIEC) has requested the continuity of UN electoral assistance throughout the next electoral cycle with expected general elections to be held in 2023. In 2019 the UN deployed a Needs Assessment Mission (NAM) which recommended the continuity of assistance.

In this context and as required in SECSIP Project Document, UNDP seeks to engage an experienced consultant to conduct an independent end evaluation of SECSIP II project. The aim of this evaluation is two-fold: to assess the impact and relevance of the project implementation and to provide a tool for the design of the next electoral assistance project by identifying achievements and lessons learned.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

In assessing the Project and its alignment to the Project Document, the evaluation will take into consideration the following criteria:

Relevance

1. Was the project relevant, appropriate and strategic to SIEC goals and challenges?
2. To what extent was the project relevant, appropriate and strategic to the mandate, strategy, functions, roles, and responsibility of the SIEC as an institution and to the key actors within that institution?
3. Was the project relevant, appropriate and strategic to the UNDAF, UN electoral assistance mandate and UN SDGs, in particular SDG 16?
4. Was the project relevant, appropriate and strategic with respect to the national development strategy?

Effectiveness

1. To what extent did the project achieve its outputs?
2. Were the actions and activities implemented by the project effective to achieve project outputs and outcomes? How?
3. To what extent was the project successful in ensuring that lessons learned, good practices and other knowledge management outputs were communicated and understood and/or responded to in the design and implementation of new activities?
4. To what extent did the project address gender and social inclusion issues?

Efficiency

1. Were the actions to achieve the outputs efficient?
2. How did the project deal with issues and risks?
3. Were the actions to achieve the outputs risk informed and conducted in a timely manner?
4. Were there any lessons learned, failures/lost opportunities?

5. What might have been done better or differently?
6. Were the resources (time, funding, human resources) sufficient and utilized in the best way possible?

Impact and Sustainability

1. What is the main impact (intended and unintended) of the project?
2. To what extent the project management, oversight and administration mechanisms and processes have contributed to a lasting impact on the electoral institutions and capacities, going beyond the lifespan of SECSIP II?
3. Were the actions and results owned by the national partners and stakeholders?
4. Was the capacity (individuals, institution, and system) built through the actions of the project?
5. Were the delivery modalities of the outputs appropriate to promote national ownership and sustainability of the result achieved? Was there an explicit sustainability strategy built in the design of the project?
6. Will the outputs/outcomes lead to benefits beyond the life of the existing project?
7. Will the Project actions on cross cutting issues including gender and social inclusion contribute to a lasting and sustainable impact?

Project design and management

1. To what extent did the design of the project help in achieving its own goals?
2. Was the context, problem, needs and priorities well analyzed while designing the project? How did the final evaluation of SECSIP Phase I feed into the design of phase II?
3. Were there clear objectives and strategy?
4. Was the process of project design sufficiently participatory?
5. Was there coherence and complementarity by the project with other electoral assistance providers?
6. Was the project structure at management and team levels (in terms of human resources, time management, availability of relevant skill etc.) and at project board level appropriate?
7. To what extent donor visibility and acknowledgement was ensured?
8. How effective was the monitoring and evaluation, reporting and result management of the project?

Study of relevant stakeholders

- Government stakeholders included Solomon Islands Electoral Commission and its Electoral Office, Political Party Commission and the Office of the Registrar of the Political Parties, and Ministries (namely Ministry of Home Affairs and Women, Youth, Children and Family Affairs).
- Donors: Australia, EU and UNDP
- Civil Society
- Media
- Electorate

Process and Methodology

Based on UNDP guidelines for evaluations and UNEG evaluation norms and standards, and in consultation with UNDP Country Office in Solomon Islands, the evaluation will be inclusive and participatory, involving principal stakeholders into the analysis.

During the evaluation, the consultant is expected to apply the following approaches for data collection and analysis.

- Desk review of relevant documents including progress reports and any records of the various opinion surveys conducted during the life of the Project
- Key informative interviews (KIIs) with the SIEC, other electoral assistance providers, and UNDP Senior Management and Project Staff.
- Interviews with partners and stakeholders, government officials, service providers including CSO partners and donor partners, etc.
- Briefing and debriefing sessions with the Project Board and other electoral stakeholders

Special measures will be put into place to ensure that the interview processes are ethical. The sources of information will be protected and known only to the interviewers.

The assessment will be completed in two phases: Inception Phase and Assessment Phase. In the inception phase, the details of the assessment methodology will be agreed upon. The inception phase will include interaction with the UNDP Country Office and SECSIP to prepare an Inception Report which will describe the evaluators' understanding of what is being assessed and the rationale for the proposed methodology to reach the stated objectives of the assessment. It will also provide a detailed proposed schedule of tasks, activities and deliverables.

The assessment phase will take place after the approval of the Inception Report by UNDP Country Manager. The assessment phase will include: KIIs with relevant stakeholders and sharing of draft findings and a final report.

Key Informant Interview (KIIs):

A minimum ten (10) KIIs will be conducted with relevant stakeholders who will be selected from the list of stakeholders mentioned in page 3. SECSIP Chief Technical Advisor (CTA), M&E Consultant, and project team will assist in connecting the evaluation consultant with senior management, development partners, beneficiaries and key stakeholders.

Prior to KII the CTA will provide key project documentation, and SECSIP project staff will assist in developing a programme to facilitate interviews and teleconferences as necessary.

MANAGEMENT ARRANGEMENTS AND QUALITY ASSURANCE PROCESS

Under the direct supervision of UNDP Country Manager, the evaluation consultant will conduct the end evaluation within 25 working days over a period of one month. SECSIP Coordination Officer in

coordination with M&E Consultant will be responsible for follow-up so as to keep the exercise on time, on target and on budget.

The PB will duly be presented the methodologies, inception report and all subsequent reports, and informed of progress.

The key stakeholders of the evaluation will have the opportunity to reflect on the draft findings of the evaluation; the final evaluation will be public and published on UNDP ATLAS. The CTA will ensure that the independent consultant adequately addresses and provide a rationale for any comments that are not accepted. They will also bear responsibility to ensure all factual information in the evaluation is corrected prior to its publishing.

3. Expected Outputs and deliverables

a) Inception report:

The evaluation consultant will submit an inception report based on a desk review of the relevant documentation and face to face/teleconference discussions with the SECSIP office (report: max 7 pages plus annexes). It will assess the appropriateness/implications of the proposed evaluation questions and identify the final components to be surveyed and how. It will outline a detailed description of the envisaged methodology and an explanation as to why this is the most appropriate way forward. The inception report will include proposed work plan and report structure with preliminary KII questionnaires and envisaged timeline.

b) Draft report: The consultant should submit a draft report for review and feedback from SECSIP team and other relevant stakeholders. This report should not be more than 25 pages plus annexes. This report should include study methodology, findings, good practices, lesson learned, challenges, and recommendations for future interventions. SECSIP will hold a national stakeholders' workshop for validation of the findings at which the consultant should present the findings either in-person or through teleconference.

c) Final report: Based on the feedback on the draft report, the consultant will update/correct the factual information and findings. The consultant will be in charge of incorporating to the largest extent possible the comments and correcting all factual issues identified, while preserving his/her independent views as an evaluator. The report should address all evaluation questions agreed upon in the inception phase.

The final report should not exceed 30 pages, not including appendices or the Executive Summary. It should provide good practices, lessons learned and a clear evidence basis for all its recommendations. All recommendations should be actionable. The UNDP Country Manager will have editorial control of the final report.

TIMEFRAME

The total duration of this assignment is for 25 working days starting no later than 1st May 2020, with tasks to be accomplished by the 15 June 2020.

Inception report –(Home based work) 5 days

- Desk review
- Proposed report structure and timeline
- Preparation of KII checklist and questionnaires

Production of evaluation report – (Home-based) 20 days (unless otherwise requested by UNDP CO taking into account COVID 19 situation)

- Conduct KII
- Field visit/s (if needed and agreed by project management)
- Presentation and validation of findings
- Draft report submitted for comments
- Final report

<i>If COVID19 situation prevents from travelling, the assignment will be completed home-based with the use of teleconference means for the conduct of bilateral and multilateral meetings, interviews and discussions. If this is the case no DSA (Daily Subsistence Allowance) will be provided. Activity</i>	Number of Days	Deliverables
<ul style="list-style-type: none"> - Desk review - Inception report as outlined above 	5 days	Inception report
Key Informant Interviews	5 days	KII narrative as a part in the draft report
Draft report Validation of draft findings Debrief presentation with findings, conclusions and recommendations Field visits if agreed	10 days	Draft report with findings, good practices, lessons learned, challenges and recommendations Honiara
Final report	5 days	Final report with findings, good practices, lessons learned, challenges and recommendations and annexes

4. Institutional arrangements/reporting lines

To ensure the independence of the process, the incumbent of this consultancy will be reporting to UNDP Country Manager.

The incumbent will be in close coordination with the SECSIP Chief Technical Advisor (CTA) and project team who will assist in connecting the consultant with senior management, development partners, beneficiaries and key stakeholders. In addition, the CTA will provide key project documentation prior to fieldwork, and SECSIP project staff will assist in developing a programme to facilitate consultations as necessary. UNDP will provide office space and access to standard office services as needed.

5. Experience and qualifications

I. Academic Qualifications:

- Master's degree either in social science, public administration, political science, law, international law, development studies, international relations, public policy, or a related field.
- PhD will be considered as asset.

II. Years of experience:

- Minimum of 7 years of demonstrable experience in quantitative and qualitative evaluation/research, data analysis and reporting.
- Proven experience (10 years) in electoral assistance operations at senior level
- 10 years of experience in international development cooperation.
- Good analytical, negotiating, communication and advocacy skills. Excellent reporting and presentation skills.
- Competent in usage of MS Office programmes (MS Word, Excel, Power point)
- Previous working experience in the Pacific region is considered an asset

III. Language:

- Fluency in written and oral English.

IV. Competencies:

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and sensitivity regarding gender issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement

Functional Competencies:

- Quantitative survey design, survey management and implementation, monitoring skills
- Good presentation and analytical skills
- Ability to engage with people with diverse cultural backgrounds
- Good knowledge of electoral issues
- Ability to pay close attention to detail
- Excellent communication skills

6. Payment Modality

Payment will be made in the following instalments:

- 20% Upon acceptance of inception report.
- 30% Upon acceptance of draft report.
- 50% Upon acceptance of the final report.