

## **ANNEX 1**

# **CONSULTANT TORs**



**United Nations Development Programme**

*Lao PDR*

---

**MRCs RELOCATION STAFF TRAINING PROJECT (UNDP 00013340)**

**PROJECT AND TRAINING PROGRAMMES EVALUATION ORGANISER/EVALUATOR**

**TERMS OF REFERENCE**

**Background**

The Mekong River Commission (MRC) is an intergovernmental body created by an agreement between the four countries sharing the Lower Mekong Basin: Cambodia, Lao PDR, Thailand and Viet Nam. The Agreement on the Cooperation for the Sustainable Development of the Mekong River Basin, signed on 5 April 1995, established the framework for cooperation between the four governments for joint management of the Mekong's water and natural resources.

The Mekong River Commission (MRC) Secretariat has relocated from Phnom Penh to Vientiane in June 2004.

To ensure the least interruption of MRC programme operations and the immediate resumption of the full-speed functioning of the MRC Secretariat following its relocation to Vientiane, recruiting and training sufficient number of Lao qualified personnel was determined as a factor for success. The training activities started in early 2004 and will continue to September 2005.

As the project is now approaching its end, the workshop to evaluate the project and the training programmes will be conducted. This Terms of Reference is for an individual/team of individuals/company who will plan, organize, and facilitate a workshop during which the project and programme is (self) evaluated. In addition individual/team of individuals/company is expected to review the project documentation, have individual meeting with the project stakeholders not able to join the workshop, make evaluation on the project and consolidate workshop outputs and the results of documentation review/evaluation into one evaluation report covering the project implementation and the training programmes.

**Goal and Objectives**

The goal of this Project and training programmes evaluation & evaluation workshop is to evaluate all training activities conducted during the project as well as the MRC HQ Relocation Staff Training project in general (management) from the first stage of the implementation of the project towards the final stage. This training evaluation & evaluation workshop shall be able to look for the benefit and impact of the project including both the training activities and project management aspect. In addition, it is important that

recommendations for the points to be developed are made and that the identified lessons learned for the project to be used for the implementation of the training activities in the future.

### **Scope of Work**

The consultancy will consist of following parts:

- Planning, organizing and facilitating the evaluation workshop in collaboration with the HRD Programme officer of MRC Secretariat and the Project Management team (LNMC). Please see below for the details of the workshop.
- Review of the project & training programmes documentation
- Conduct individual meetings with the Project Team and key stakeholders not able to participate the evaluation workshop.
- Evaluation of the project and training programmes
- Writing the evaluation report based on the results from the workshop, review and other consultations.

### **Requirements for the Workshop**

The workshop shall encompass at least the following issues:

- The evaluation of the institutions that conducted the training for the MRC support staff
- The self-assessment on capacity of the staff before and after the training programme
- The lessons learned during the on-the-job training and job transfer from Cambodian counterparts
- The general concept of the training activities – strengths, weaknesses, lessons learned
- The concrete recommendations from the staff related to the improvement of the training programme and activities
- Assessment of the operational effectiveness of the project

Number of participants: 40 persons (Lao support staff)  
Date: 14~15 October, 2005  
Conducted by: Consultant, Facilitator and/or Institution  
Venue: Vientiane province, Lao PDR  
Language: Bilingual (English and Lao)  
Coordinated by: HRD Section, MRC Secretariat and the MRC HQ Relocation Staff  
Training Project at LNMC  
Funded by: UNDP

The workshop shall be closely supervised by HRD Programme Officer of MRC Secretariat and a representative from the Project Management team (LNMC)

### **Qualifications of the required consultant**

This consultancy can be carried out by individual, team of individuals or company. The following experience, skills and qualifications are required:

- Strong experience in designing and conducting workshops and in project evaluation

- team leadership skills and experience
- technical expertise on training activities
- Strong facilitation skills and experience
- problem solving and analytical abilities
- excellent communication skills
- Fluency in English (speaking and report writing).

### **Expected outputs**

- 1.5-2 days evaluation workshop conducted successfully  
Good quality evaluation report covering the information achieved during the workshop and the individual meetings (in English, hard and soft copies)

### **Duration of consultancy & reporting**

The consultancy is for 9 days including:

2 days for preparations of the workshop

2 days for the workshop

3 days for the review of the documentation and individual meetings

2 days for the writing of the report.

The consultant (individual/team of individuals/company) will report to the UNDP Programme Officer.

### **Proposals and Criteria for the Selection**

Proposal for this consultancy should include following:

- Draft workplan for the evaluation including methodology
- Proposal for the workshop programme including schedule and methodology
- CVs of individuals going to carry out the tasks
- Price schedule

The proposals will be evaluated on the following basis:

<u>Score</u>	<u>Weight</u>	
Previous evaluation experience	50%	
Proposal for workshop programme, schedule and methodology		30%
Work plan for the consultancy	10%	
Price	10%	

Proposal should be submitted to UNDP Laos.