**Mauritius - Independent Country
Programme Evaluations Terms of Reference**

**Evaluation support officer (national)**

1. **Background**

The Independent Evaluation Office (IEO) of the United Nations Development Programme (UNDP) conducts independent country programme evaluations (ICPEs) to support the development of Country Programme Documents and strengthen the accountability of UNDP to national stakeholders and the Executive Board.

IEO will conduct an ICPE of the UNDP Mauritius program, commencing in the second half of 2018, to feed into the preparation of UNDP’s new programme starting from 2021. The ICPE will be conducted in close collaboration with the Mauritius Government, UNDP’s country offices, and the UNDP Regional Bureau for Africa.

The IEO is recruiting an evaluation support officer to contribute to the evaluation.

1. **Consultant’s responsibilities:**

Under the supervision and guidance of the Lead Evaluator (LE), the consultant will:

* Prior to the mission, conduct preliminary research, compile documentation, and complete analysis in areas to be covered by the report;
* Plan, support and participate fully in the data collection mission in the country and accurately document meeting proceedings;
* Conduct any necessary follow up activities following completion of the field missions.
1. **Expected outputs and indicative timeframe:**

The consultant, working under the leadership of the LE, will contribute to ensuring the overall quality of the evaluation mission. No payment will be processed until the deliverables have been fully approved by the IEO. The deliverables include:

* Support for the Mauritius and Seychelles country offices for establishment of the mission schedule, working under the direction of the country offices, and oversight of the LE;
* Compilation and analysis of documentation in defined areas, with a particular focus on the national police context;
* Summary of the evaluation mission, including names and titles for all the individuals and organizations consulted during the mission
* Detailed written record for all interviews conducted in the course of each mission.

The timeframe and milestones for the consultant(s)’ contributions are as follows.

|  |  |  |
| --- | --- | --- |
| Activity | Date | Estimated working days |
| Preparation for mission, including compilation and analysis of documents | November | 10 |
| Participation in the data collection mission | 26–30 Nov 2018 | 5 |
| Completion of complete record of mission including detailed record of interviews | Early Dec | 5 |
| Total estimated number of working days |  | 20 |

1. **Remuneration and duration of contract**

Total inputs required amount to up to twenty (20) days between contract signature and February 2019, with the bulk of the work taking place in November/December 2018.

Payments will be based on the delivery of outputs, as follows:

|  |  |
| --- | --- |
| Upon completion of the data collection mission and UNDP IEO acceptance of report covering full proceedings of the evaluation mission, including detailed meeting notes | 100% |

If travel is required, the standard for air travel authorized by UNDP for individual consultants is economy class; should the consultant choose to arrange travel by her/himself, s/he will receive the travel entitlement at full fare economy class from UNDP for each mission. Actual settlement of travel cost will be based on invoice of ticket purchased and paid up to the entitlement amount. Daily Subsistence Allowance (DSA) will be paid per nights spent outside consultant’s home town; at the place the mission takes place following UNDP DSA standard rates. Travel costs will be settled separately from the consultant fees.

1. **Qualifications of the consultant:**

The IEO seeks a consultant with the following qualifications and experience:

* Minimum, advanced degree or equivalent in an area relevant to the evaluation
* Excellent proven oral and drafting skills in English
* Previous experience in similar assignments;
* Availability to support the evaluation missions at the time they are scheduled
* Good understanding of the development and institutional context of Mauritius.

The following skills are not required but would be an advantage:

* Familiarity with UNDP or UN operations in Mauritius.