**TERMS OF REFERENCE for  
International expert to conduct** **Final Evaluation of**

**the Strong & Inclusive Parliamentary Democracy Project (Phase 1)**

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| |  |  | | --- | --- | | Assignment Title | International Expert on Final Evaluation of SIPD project(Phase 1) | | Type of Contract | Individual Contract | | Start/End Dates | February – March 20, 2021 | | Estimated working days | 20 effective working days | | Supervisor | UNDP SIPD Project Coordinator and UNDP Chief Technical Advisor Rule of Law | | Location | Home-based with travel to Bishkek, Kyrgyz Republic | | Country | Kyrgyz Republic |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1. PURPOSE OF THE FINAL EVALUATION   In line with UNDP Evaluation guidance, rules and procedures, as well as UNDP M&E Policy, the UNDP Country Office in the Kyrgyz Republic is commissioning a final evaluation of the implementation of the Strong and Inclusive Parliamentary Democracy SIPD (Phase 1), which is currently funded and implemented in partnership with the Swiss Agency for Development and Cooperation (SDC). This final evaluation is intended to analyze project s progress and results, identify problems and constraints that have been encountered in implementation, formulate important best practices and lessons to be learned. The evaluation will also be forward looking and provide preliminary recommendations for the future design and implementation of a new parliamentary project, advice on forthcoming strategic direction and priorities for the Parliament and consider options for future delivery and implementation which promote ownership, sustainability and increased efficiency and effectiveness.   1. BACKGROUND AND CONTEXT   Since 2017, under the framework of its Country Programme Document (CPD) 2018-2022, UNDP in the Kyrgyz Republic has been implementing the Strong and Inclusive Parliamentary Democracy (SIPD) project with an estimated budget of CHF 3.8 million and funded by the Swiss Agency for Development and Cooperation (SDC).  Please provide Project Information:   |  |  | | --- | --- | | Project Title | Strong and Inclusive Parliamentary Democracy | | Project ID | 00101685 | | CPD Outcome and Output | Outcome #2: By 2022, institutions at all levels are more accountable and inclusive ensuring justice, human rights, gender equality and sustainable peace for all.  Output 2.1. Core functions and capacity of parliament, key government institutions and local authorities strengthened for accountable, transparent and inclusive policymaking and implementation, as well as high-quality public service delivery. | | Project dates | May 1, 2017 – March 31, 2021 | | Project budget | USD 3,455,000 (Phase I) | | Project expenditure at the time of evaluation | USD 2,558,788 | | Source of funding | Swiss Agency for Development and Cooperation |   The project aims at supporting the Parliament to better exercise its oversight functions, as well as to embed institutional accountability, inclusive democracy and realization of the rule of law in the Kyrgyz Republic. In particular, the project has the overall objective of ensuring that citizens benefit from responsive, inclusive and accountable institutions. The intervention is designed around the achievement of the following two outcomes:   * Outcome 1: Parliament sets national strategic priorities in accordance with citizens’ needs, and oversees their implementation by the government; * Outcome 2: Civil society actors promote active citizenship and effectively influence political processes to better serve the needs and priorities of the country’s citizens.   As the establishment of multi-stakeholder partnership is a strategic modus operandi of the project, from the inception phase throughout the implementation of all the activities, the SIPD project works with a variety of key actors at the national level, including the parliament, three parliamentary committees and the parliament’s apparatus; government offices, line ministries and agencies; Local Self-Governments; the Chamber of Accounts: the Ombudsman; civil society actors and organizations and Public Councils.  The project was initially designed to provide long-term presence, spanning the performance cycle of two parliamentary convocations (2015-2020 and 2020-2025), multiple coalition government terms with undefined duration and two presidential terms (2017-2023 and 2023-2029).  Within this context, UNDP in the Kyrgyz Republic intends to hire an International Expert to conduct a final evaluation of the implementation of the SIPD project, for a period of 24 working days commencing on the 20th of January 2021 as per requirements set forth in this Terms of Reference (TOR).   1. EVALUATION APPROACH AND METHOD   The final evaluation is intended to assess the degree to which SIPD project has been able to deliver against the overall objective, the outcomes, the deliverables and the strategies and implementation mechanisms being applied during project implementation (2017-2021). In particular, the review is expected to assess relevance, effectiveness, efficiency, sustainability, impact, progress and results of the project, identify problems and constraints that have been encountered in project’s implementation, as well as formulate important good practices and lessons to be learned, as defined and explained in the UNDP Evaluation Guidance. A set of questions covering each of these criteria have been drafted and included with this ToR (section D). The evaluation shall also provide recommendations for the future design and implementation of an eventual new project in support to the Parliament, including suggestions for strategic priorities, delivery options and modalities of implementation that promote sustainability, increased efficiency, effectiveness, civic engagement and national ownership.  The evaluation is expected to follow a participatory and consultative approach ensuring close engagement with relevant government, line ministries and parliament actors, including but not limited to: government officials, political parties representatives, MPs, officials of the parliament apparatus and members of the parliament committees, representatives of the president’s office and members of the presidential apparatus, members of Local-Self Governments, representatives of civil society organizations and Public Councils, members of the Chamber of Accounts, UNDP staff and management, donor representatives, and collaborating UN agencies and development partners. The evaluation must provide evidence-based information that is credible, reliable and useful. Also, evaluation should employ a combination of both qualitative and quantitative evaluation methods and instruments.  The interview will be held with the following organizations and individuals at a minimum:  Key Stakeholders:   * Members of the Parliament * Parliamentary staff; * CSOs * Public Councils   Other stakeholders:   * President’s Office * Government * Chamber of Accounts; * Development partners working with parliament (NDI, OSCE, DFID, Westminister Foundation, Fredrich Ebert Foundation etc.)   The evaluator will review all relevant sources of information, such as the Project document, project progress reports, mid-term review, Lessons-learned study report, relevant national strategic and legal documents, any other files, documents and materials that the evaluator considers useful for the evidence-based assessment. The list of documents that the project team will provide to the evaluator for review is included in Annex A of this Terms of Reference.  It is recommended that the evaluation methodology includes the following: Documentation review (desk review), In-country visits and Interviews with relevant stakeholders and UNDP personnel. The evaluation report must include a chapter providing a set of conclusions, recommendations and lessons learned.   1. EVALUATION OBJECTIVES AND CRITERIA   This final evaluation is intended to provide UNDP with an objective assessment of the SIPD in delivering against goal, outcomes and deliverables of the project as articulated in the Project Document between UNDP in the Kyrgyz Republic and the Swiss Agency for Development and Cooperation. It shall provide also clear recommendations for the future direction of any new project interventions. The findings of the final evaluation should:   * Provide a full assessment of relevance, effectiveness, efficiency, sustainability, progress and results of the SIPD since the launch of Phase I in 2017 * Provide a complete analysis and evaluation of the key results and impact indicators as set out in the AWP 2018 and in the related M&E frameworks developed * Provide a comprehensive overview of the project’s key challenges and lesson learned * Provide a snapshot assessment of the project’s value for money, including the optimal use of resources to achieve the intended overall goal, outcomes and deliverables * Provide guidance on the state of the project intervention in order to inform future decisions regarding the strategic direction of a possible future new phase in line with parliamentary and UNDP’s priorities in the democratic governance sector * Assess whether the current focus areas that the project is engaged in are the most relevant for the improvement of parliament’s effectiveness in the Kyrgyz Republic and whether the SIPD is still well positioned to effectively and efficiently support the vision and priorities of the Kyrgyz Republic, to strengthen parliamentary democracy and to meet the needs of the citizens for more responsive, inclusive and accountable institutions * Identify any activities which should be eventually expanded in a new phase; and any ‘quick win’ initiatives that a new project should engage in; determine whether there are certain activities that a new project should not be engaged in or pursue * Identify risk factors that may hinder progress and propose risk mitigation/management strategies to ensure success and effective implementation of a new project.   The evaluation of the project performance will be carried out, based on expectations set out in the Project Results and Resources Framework (RRF), which provides performance and impact indicators for project implementation. The evaluation will at minimum cover the criteria of: Relevance, Effectiveness, Efficiency, Sustainability and Impact.  The evaluation will be guided by the following criteria and questions:  Relevance:   1. To what extent SIPD’s activities are relevant to enhancing parliamentary democracy in Kyrgyzstan? 2. To what extent SIPD work in strengthening parliamentary democracy is consistent with and responding to current and emerging national and local policies, priorities and needs of the intended beneficiaries? 3. To what extent does this work sustain the current vision and priorities of the Kyrgyz Republic and its people, support civic engagement, public participation and trust and contribute to foster Agenda 2030 for Sustainable Development? 4. To what extent is the project coordinated with other initiatives in the field of work with parliament and strengthening parliamentary democracy? 5. How well the design and implementation of the project address the needs of most vulnerable groups in the country? 6. To what extent did UNDP project adopt gender-sensitive and human rights-based approach?   Effectiveness:   1. How effective have the SIPD’s strategies, approaches and activities been towards achieving the project’s intended objectives and targets? 2. What were the major factors influencing the achievement or non-achievement of the objectives? 3. Has the SIPD successfully leveraged its partnerships with relevant governmental agencies, civil society and other beneficiaries? Is the cooperation with the selected partners leading to the most effective results? 4. What observed initial changes can be attributed in general terms to SIPD’s activities and outputs? 5. How should the development approach/theory of change adjust for future programming? 6. To what extent have women and marginalized group benefited from the project results? 7. To what extent have the results at the outcome and output levels generated results for gender equality and women empowerment? 8. To what extent has the project been appropriately responsive to the needs of the national constituents and changing partner priorities?   Efficiency:   1. Have SIPD’s resources (funds, expertise, time, staffing) available to the project been utilized in the most appropriate and economic way possible towards the achievement of results? 2. Was the applied grant mechanism adequate to enhancing collaboration between parliament and civil society? Did it lead to more civic engagement in strengthening parliamentary democracy? 3. How have partnerships influenced the efficiency of the project in delivering against its portfolio? 4. What realistic new delivery options the project shall consider to maximize efficiency and cost-effectiveness? 5. To what extent has the project increased the synergies between the UN/UNDP programmes/projects? 6. To what extent did UNDP promote cross-cutting issues like gender equality, women empowerment, human rights? 7. To what extent have project funds and activities been delivered in a timely manner? 8. To what extent have resources been used efficiently? Have activities supporting the strategy been cost-effective?   Sustainability:   1. To what extent will the benefits of the SIPD’s work in this area continue? 2. Is the level of national ownership and the measures that serve to enhance national capacity enough to guarantee the sustainability of results? 3. Is there a resource mobilization strategy in place for the project to ensure the continuation of benefits? 4. To what extent do national partners have the institutional capacities in place to sustain the outcome-level results? 5. To what extent are policy and regulatory frameworks in place that will support the continuation of benefits? 6. To what extent have partners committed to providing continuing support (financial, staff, aspiration, etc.)? 7. Are there any financial risks that may jeopardize the sustainability of the project outputs?  * Are there any social or political risks that may jeopardize sustainability of project outputs and the project’s contributions to country programme outcomes and outputs? * 8) To what extent do stakeholders support the project’s long-term objectives?     Transversal themes (gender, social inclusion conflict sensitivity, capacity building & partnership):   1. To what extent transversal themes were integrated into the project’s activities? 2. To what extent SIPD is addressing discrimination against, inequality and/or exclusion of marginalized and vulnerable groups? Were vulnerable groups’ needs and priorities reflected in the project design, interventions, monitoring (disaggregated data) and reporting? 3. To what extent did the partners (parliament, CSOs) enhance their capacities as an outcome of the project? 4. PROJECT FINANCE /COFINANCE   The evaluation will assess the key financial aspects of the project, including the extent of co-financing. Results from recent financial audits, as available, should be taken into consideration. The evaluator will receive assistance from the 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 activities** | **SIPD (in USD)** | **Other UNDP projects/interventions (in USD)** | **Government/Parliament (in USD)** | **Other Development partners (in USD)** | |  |  |  |  |  | | In-kind support |  |  |  |  | | Other |  |  |  |  | | Total (in USD) |  |  |  |  |  1. MAINSTREAMING   The evaluation is also expected to assess the extent to which the project was successfully mainstreamed with other UNDP cross-cutting priorities and six Signature Solutions, including Gender equality and women empowerment, Vulnerable groups, LNOB, etc.   * Is the gender marker data assigned to this project representative of reality? * To what extent has the project promoted positive changes in gender equality and the empowerment of women? Were there any unintended effects?      1. FINAL DELIVERABLES   The International Expert will be expected to produce the following deliverables within the 24 effective persons days:   1. Preparation (Desk Review) and development of methodology 2. Draft Evaluation Inception Report (min 10 pages): Prior to embarking on the data collection exercise and desk review, the International Expert will be required to prepare an inception report which details the understanding of what is being reviewed and why; how it proposes to answer the main evaluation questions; and the work-plan of the review. This should be produced before the evaluation starts (before any formal evaluation interviews and surveys or country visits). 3. Evaluation Mission (in-country interviews, meetings, as well as presentation of preliminary findings) 4. Draft Final Evaluation Report: The International Expert will be required to submit a draft report for review to UNDP and SDC to ensure that it meets the required quality criteria. 5. Evaluation Brief (Presentation): If required, the International Expert will be requested to present the initial findings and recommendations of the report to UNDP, government counterparts, donors, and other justice sector development partners, as appropriate. 6. Final Evaluation Report: Following receipt of UNDP’s and SDC’s initial comments, the International Expert will be required to submit a final report which clarifies and addresses any clarifications requested in the initial review.   The International Expert will be paid according to the completion of deliverables as detailed below:   |  |  |  |  | | --- | --- | --- | --- | |  | Deliverables/ Outputs | Target Due Dates | Percentage of Contract | | 1 | Submission of developed methodology for final evaluation. | 2 days after signing the contract – February 2021 | 20% | | 2 | Presentation of initial findings, recommendations and draft final evaluation report submitted to UNDP and SDC | 18 days after signing the contract | 40% | | 3 | Submission of Final Evaluation Report | March 2021 | 40% | |  | **Total** | | **100%** |  1. TEAM COMPOSITION AND EVALUATOR ETHICS   The evaluation team will be composed of 1 international consultant. The International consultant has responsibility over submission of final report. 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 project will provide an interpreter to accompany the international consultant during the mission to Kyrgyzstan. The qualification for International consultant is reflected below.  Evaluation consultant will be held the highest ethical standards and re required to sign a Code of Conduct (Annex C) upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluations. The consultant must safeguard the rights and confidentiality of information providers, interviewees and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses with the express authorization of UNDP and partners.   1. DUTY STATION 2. This consultancy will be home-based with mission travel to Bishkek, Kyrgyzstan 3. TIMEFRAME 4. The contract will come into effect on in February 2021 and in March 2021 5. The international consultant will work for a period of ***20 effective working days*** within the dates indicated as per the tentative schedule below:    1. Home-based work: ***2 days (February 2021)***       1. Preparation for mission, review of background documents, inception report    2. Mission to Kyrgyzstan: ***16 days (February 2021)***       1. Interviews, etc.       2. Presentation of initial findings and recommendations to UNDP, SDC and selected audiences    3. Home-based work: ***2 days (February 2021)***       1. Finalization of report       2. Submission of final report: ***by XX of March 2021*** 6. REPORTING REQUIREMENTS AND MANAGEMENT ARRANGEMENTS  * The International Expert will report to the SIPD Coordinator and Chief Technical Advisor Rule of Law on a weekly basis as work against deliverables progresses. S/he will be accountable to UNDP on the timeliness and quality of the deliverables * The International Expert will be required to review documents and consult with UNDP management and SIPD team members to better understand the project, including its design process, implementation aspects and expected results; * The International Expert will be required to conduct interviews with UNDP staff, government counterparts, implementing partners, donor representatives, project’s beneficiaries and other parties relevant to this evaluation, as identified by UNDP and SDC * Upon completion of the assignment, the International Expert will submit the final report based on the results achieved in agreed format. The final report will be required to be approved by the SIPD Project Coordinator which will serve as a justification for payment.  1. QUALIFICATION AND COMPETENCY REQUIREMENTS   The International Expert will require the skills, knowledge and expertise detailed below:   * Master’s degree in law, political science, development studies or related field. * Proven expertise and at least 5 years of experience in conducting several evaluations and project/program assessments in the field of parliamentary democracy, democratic governance, rule of law and accountability * Technical knowledge and experience in UNDP thematic areas, specifically in strengthening parliamentary democracy/rule of law/ross cutting issues such as gender and sustaining peace/conflict prevention/rights-based approaches to programming and capacity development is an asset * Prior experience of working in Kyrgyz Republic and/or in Central Asia on strengthening parliamentary democracy and rule of law is an asset * Strong analytical skills * Strong interpersonal skills * Ability to work in a multicultural environment * Fluency in English. Russian will be a strong asset.  1. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS   Interested persons are requested to submit their financial proposals as a ***lump sum amount*** noting the following conditions:   * Preferred Currency of Offer: United States Dollars (US$) * The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR.  In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).   For local contractors in Kyrgyzstan UNDP shall effect payment in Kyrgyz Som based on the prevailing UN operational rate of exchange on the month of payment. The prevailing UN operational rate of exchange is available for public from the following link: [http://treasury.un.org/operationalrates/OperationalRates.aspx](https://emea01.safelinks.protection.outlook.com/?url=http%3A%2F%2Ftreasury.un.org%2Foperationalrates%2FOperationalRates.aspx&data=02%7C01%7C%7C641a4e737e4c4f21e8b108d6186f6a89%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C636723264131875684&sdata=zeaC%2FUvr76XV9gkUcfy697EHsncRl8NPXRMK1jkoUf0%3D&reserved=0)   1. SCHEDULE OF PAYMENTS   Within 30 days upon UNDP’s acceptance of the services delivered as specified and receipt of invoice.   1. RECOMMENDED PRESENTATION OF OFFER:   Interested persons are requested to submit the following documents:   1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP 2. **Personal CV** or P11 indicating all past experience as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references 3. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided by UNDP 4. CRITERIA FOR SELECTION OF THE BEST OFFER   The following criteria shall serve as basis for evaluating offers:   * Combined Scoring Method - where the qualifications and experience will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30% * Applications will be scored as per the following breakdown (100 points total):   + Educational background and years of relevant experience - 20 points   + Relevant experience and expertise in strengthening parliamentary democracy, rule of law, accountability- 30 points   + Prior experience of working in Kyrgyzstan, Central Asia and/or transitional contexts - 20 points   + Proven expertise and experience in conducting evaluations and project/program assessments - 30 points   + Financial proposal - 30 points  1. ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTORS | | | | Individual Consultants/Contractors whose assignments require travel and who are over 65 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN-approved doctor prior to taking up their assignment. | | Individual Consultants/Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.   1. INOCAULATIONS/VACCINATIONS   Individual Consultants/Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP. | | | 1. TRAVEL REQUIREMENTS  |  | | --- | | 1 travel to Bishkek, Kyrgyz Republic for 18 days/19 overnights.  All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources. | | | 1. UNDP INPUTS | | UNDP will provide the following support:   * Facilitation of introduction letters and/or requests for meetings upon request with stakeholders and beneficiaries * Substantive inputs to and quality control of deliverables * Administrative and logistical support with travel and transport arrangements, visas, and processes necessary for successful completion of the assignment. | |