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Terms of Reference

Recruitment of a Social and Gender Consultant

To support to conduct Terminal Evaluation for the Project “Inclusive Development and Public Sector Efficiency (IDPSE)”

BENEFICIARY COUNTRY	Republic of Mauritius
FOCAL AREA	Governance
GOVERNMENT	Government of Mauritius
AGENCIES	
DURATION	30 Working Days
DUTY STATION	on-Duty Station
STARTING DATE	23 July 2021 over a period 3 months
PROJECT TITLE	Inclusive Development and Public Sector Efficiency (IDPSE)

A. Background

The Country Programme Document (CPD) 2017-2020 for Mauritius has been formally adopted by the Executive Board in June 2016. The project “Inclusive Development and Public Sector Efficiency” (IDPSE) was designed to support in addressing the challenges highlighted under the pillar 1 of Country Programme 2017-2020. UNDP Country Office Mauritius started the implementation of the project in March 2017 and a copy of the project document is available on https://www.mu.undp.org/content/mauritius_and_seychelles/en/home/projects/inclusive-development-and-public-sector-efficiency.html. The project focuses reducing social exclusion, dealing with gender equality challenges and contributing to transformation of public sector. An independent Country Programme evaluation was undertaken in November 2018 in order to inform about the progress of the IDPSE project and strengthen the accountability of UNDP to national stakeholders.

B. Objective of the Terminal Evaluation

The project has been exceptionally extended until May 2021 to accommodate certain pending activities. Therefore, there is a need to conduct a Terminal Evaluation in order to review the achievements made to deliver the specified objectives and outcomes of the IDPSE project. It

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will establish the effectiveness, efficiency, relevance, performance and success of the project, including the sustainability of results. The outcome of the Terminal Evaluation will be also used in designing and programming other projects within the Socio-Economic Development Unit portfolio.

It is against this background that UNDP Mauritius is seeking to retain the services of a Social and Gender National Consultant who will be guided by a National Lead Consultant to support in the component 1 (social inclusion) and Component 2 (Gender Equality) to carry out the Terminal Evaluation of the IDPSE project.

C. Description of responsibilities

The Social and Gender National Consultant is expected to frame the evaluation effort using the criteria of relevance, effectiveness, efficiency, sustainability. She/He must provide evidence-based information that is credible, reliable and useful and is expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, in particular UNDP Country Office, project team. Furthermore, the Lead National Consultant will review all relevant sources of information, such as the project document, project reports – including Annual and Quarterly Progress reports, project budgets, project files, national strategic and legal documents, and any other materials that the consultant considers useful for this evidence-based assessment

The Social and Gender National Consultant is expected to support to prepare an Evaluation Report based on the following aspects:

1. Adequacy of the overall project concept, design, implementation methodology, institutional structure, timelines, budgetary allocation or any other aspect of the project design that the evaluation team may want to comment upon.
2. Extent of progress achieved against the overall project objective disaggregated by each of the individual Outcomes, Outputs and Activities (including sub-activities); as against the Impact Indicators identified and listed in the project document. Extent of the incremental value added with project implementation.
3. Performance in terms of in-time achievement of individual project activities as well as overall project in terms of adherence to planned timelines.
4. Relevance and adequacy of mid-course changes in implementation strategy with Project Board approval, if any and the consequent variations in achievements, if any.

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5. Degree of effectiveness of the Project Management Arrangement while identifying gaps, if any with lessons learned and alternative scenarios, if any
6. Evaluate the impact of the project activities on the various government institutions
7. Extent of effectiveness of awareness generation activities by way of quality of promotional packages / awareness material, number of Awareness Programmes, Trainings undertaken, and level of awareness created. Quality of documentation, if any, produced under the project like, brochure, etc. should also be considered
8. Pattern, in which funds have been leveraged, budgeted, spent and accounted for in the project

D. Evaluation Criteria and Ratings

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework 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

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

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E. Project Finance and Administration

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.

F. Development Impact

Under the guidance of the Lead National Consultant, the Social and Gender Consultant will support to assess the extent to which the project is achieving impacts or progressing towards the achievement of impacts against the agreed Outcomes and Key Performance Indicators (KPI) in the IDPSE Project document.

G. 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 in 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.

H. Evaluation Deliverables

Deliverable	Timing
Inception Report	30 July 2021
Presentation of Key Findings	16 August 2021
Draft Final Report	31 August 2021
Final Report	27 September 2021

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.

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I. Qualifications



Education:

Minimum Master's degree in sociology, humanities, social policy, developmental studies, gender studies, applied economics, macro-economics, statistics or related field

Profile and Experience:

- Minimum 7 years of experience in development, policy work, gender mainstreaming, social matters, national planning or any field relevant to the Consultancy;
- At least 5 years of relevant experience in social development assessment, impact assessments, or social research and rigorous analysis.
- Strong quantitative skills, analytical skills, and demonstrated capacity to perform outstanding original research including statistical analysis and data management
- Previous experience with results-based monitoring and evaluation methodologies
- Strong working knowledge of the UN and the SDGs
- Strong knowledge of the Mauritius economy and development plans

Language and IT Skills:

- Excellent written and oral English.
- Fully IT Literate, including use of teleconferencing

Scope of Price Proposal and Schedule Payments**Price Proposal**

- The financial offer should be quoted as a lump sum amount, 'all-inclusive '. The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amount submitted in the proposal
- The contract price is fixed regardless of changes in the cost components.
- Payments will be effected based on deliverables

Payment Schedule

S/N	1. Fee (%)
1. Submission of an Inception report	10%
2. Submission of the Final draft report	40%
3. Submission of Final Report	50%

All deliverables will be certified by the UNDP Resident Representative prior effecting payment.

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J Duration

The study will be conducted starting from the date the contract is awarded and not later than 23 July 2021.

H Reporting

The work will be coordinated by UNDP Mauritius. The Lead National Social and Gender Consultant shall report to Head of Socio-Economic Development Unit

Proposed Work Plan and Indicative Time

It is planned that the consultancy starts by 23 July 2021 and ends on or before 30 September 2021.

Recommended Presentation of Offer

Individual Consultants/Resource Persons are invited to submit the following applications and requirements:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- Personal CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate.
- Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Criteria for Selection of Best Offer

The award of the contract will be made to the Individual Consultant whose offer has been evaluated using the “Combined Scoring Method” and determined as:

- Responsive/compliant/acceptable;
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specified below - (Technical Criteria with a weight of 0.7 and Financial Criteria of a weight of 0.3).

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Only candidates obtaining a minimum of 70 marks out of 100 in the Technical Evaluation would be considered for the Financial Evaluation.



The technical criteria and weightage are as follows:

Educational Qualifications	<ul style="list-style-type: none"> ○ Minimum Master's degree in sociology, humanities, social policy, developmental studies, gender studies, applied economics, macro-economics, statistics, or related field. 	30 Marks
Experience	<ul style="list-style-type: none"> ○ • At least 5 years of relevant experience in social development assessment, impact assessments, or social research and rigorous analysis. ○ Strong quantitative skills, analytical skills, and demonstrated capacity to perform outstanding original research including statistical analysis and data management ○ Previous experience with results-based monitoring and evaluation methodologies 	40 Marks
Knowledge and Skills	<ul style="list-style-type: none"> ○ Strong working knowledge of the UN and the SDGs ○ Strong knowledge of the Mauritius economy and development plans 	20 Marks
Language and IT Proficiency	<ul style="list-style-type: none"> ○ Excellent written and oral English. ○ Fully IT Literate, including use of teleconferencing 	10 Marks
	Total	100 Marks

Important Note:

- Qualified women are encouraged to apply
- Interested offerors above the age of 62: UNDP regulations require, at their own cost, to undergo a full medical examination including x-rays. Medical evaluation documentation does not need to be submitted with the other requested documents listed above but will be requested should the candidate be chosen.

Approved by:

Name:	Ms. Amanda Serumaga
Position:	UNDP Resident Representative
Signature:	 
Date:	01-Jul-2021

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