



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE NATIONAL CONSULTANT FOR EVALUATION OF THE PROJECT

I. PROJECT TITLE

Working bottom up - Building a local model for Deinstitutionalization

II. DURATION

Number of estimated working days:	15 working days
Contract start date:	1 st of Dec 2020
Contract end date:	30 th of Dec 2020
Duty station:	Home based

III. BACKGROUND

UN Agencies are supporting the national stakeholders in fulfilling their commitments towards the implementation of the International Convention on the Rights of the People with Disabilities (CRPD). UN Agencies (UNDP, UNICEF, UN Women and UNFPA) are working towards recognizing and addressing the different needs and barriers women and men, girls and boys with disabilities face in the access to education and quality services, as well as their perspectives to full integration as equal citizens in the society.

The joint project “Deinstitutionalization of persons with disabilities in the Strumica region” is supported by the global UN Partnership for the rights of People with Disabilities. Its overall goal is to support persons with disabilities to realize their rights to live independently and be included in the community. Focus of the project is on deinstitutionalization, as a lever of systemic change, to be supported through a multi-sectoral effort to strengthen the demand for and supply of gender-sensitive services aimed at realizing the rights of persons with disabilities to independent life in the community.

The project work with persons with disabilities in a single institution in the Strumica region along with DPOs, service providers and the private sector from that region, to develop models of education, employment, social and health services to facilitate their independent living. Through this approach, tailored models, addressing the needs of the targeted individuals in one institution, as representatives will be developed and will be included in national policies.

UNDP is seeking a national consultant specialized in designing and evaluating of support services for

inclusion of persons with disabilities in the society, in compliances with UN CRPD. The consultant should assess project results related with improvement of the position of persons with disabilities in transitional processes from institutional to community-based living.

IV. PURPOSE OF THE CONSULTANCY

Objective of the Assignment

The overall aim of this consultancy is to support UNDP in conducting an evaluation that shall focus on the overall progress, relevance, efficiency and effectiveness of the project, implemented in the period 2019-2020.

The consultant is expected to review the current policy setting related to the deinstitutionalization in the country. He/she should provide independent evaluation of the achieved outputs, seen within the country context.

Scope of Work

The methodology of work will consist of desk review of relevant project documentation, direct consultations with the project team and other key local stakeholders involved during the project implementation. Guidance material will be provided by the MLSP and relevant UN Agencies and will include, but not be limited to the following:

- Project Document “Working bottom up – building a local model for deinstitutionalization”,
- National Strategy on Deinstitutionalization 2018 -2028 „Timjanik,,
- Different documents produced during the implementation phase by all involved UN Agencies.
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The consultant should take the following elements into account for the gathering and analysis of data:

- Desk review of relevant documents for this assignment
- Discussion with the following focus groups:
 - (1) focus group of professionals from public institutions where deinstitutionalization is initiated or is ongoing, as well as the public and private service providers included in some activities,
 - (2) focus group of providers of service, as proposed by different UN Agencies
 - (3) end-beneficiaries persons with disabilities in transition from institutional to community based living.If needed, a visit to an institution or NGO where the services are delivered can be organized by responsible UN Agency.

V. EXPECTED OUTPUTS AND DELIVERABLES:

The consultancy is expected to deliver the following outputs:

Deliverables	Tentative date
Evaluation report - The core of the undertaken analysis within the final evaluation report shall represent an analytical and practice-oriented report detailing key findings, lessons learned and best practices.	By 25 th Dec 2020

VI. INSTITUTIONAL ARRANGMENT

The consultant will work under direct supervision by the UNDP Social Inclusion Unit Staff. He/she will be in regular communication with the supervisor through e-mail and will provide regular progress updates. All communication and reports will need to be prepared in English language. UN Staff involved in the evaluation will provide relevant documentation and will support the process from their side.

VII. DURATION OF THE WORK

The assignment shall commence on 1st of Dec 2020 and the tasks should be completed latest by 30th of December 2020.

VIII. DUTY STATION AND TRAVEL

Total estimated time for this assignment is 15 working days,.

IX. COMPETENCIES

- Excellent communications and facilitation skills;
- Excellent analytical and negotiation skills.
- Excellent public speaking and presentation skills.

X. QUALIFICATIONS OF THE SUCCESSFUL EXPERT

The selected candidates shall possess:

- Advanced university degree in development studies, social science, education, inclusion of people/children with disabilities and related areas;
- Minimum 10 years of progressively responsible relevant experience in related fields of development, social science, education, inclusion of people/children with disabilities and related areas;
- Record of participation in at least 2 assignments of similar size and degree of complexity, such as participation in evaluation of projects within the area of social services, designing services for people/children with disability, preparation and/or analysis of services for people/children with disability etc.;
- Excellent writing and oral communication skills in English.

XI. CRITERIA FOR SELECTION OF BEST OFFER

The award of the contract shall be made to the offeror whose offer has been evaluated and determined using Cumulative analysis methodology. When using this weighted scoring method, the award of the contract will be made to the consultant whose offer has been evaluated and determined as:

- a) Being responsive/compliant/acceptable, and
- b) Having received the highest score based on the following weight of technical and financial criteria for solicitation as per the schedule below:

* Technical criteria weight: 70%

* Financial criteria weight: 30%

Only candidates obtaining a minimum of 49 points (70%) in the technical evaluation shall be considered for the financial evaluation.

For the considered offers in the financial evaluation only, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula: $(P_n / P_l) * 30$ where P_n is the financial offer being evaluated and P_l is the lowest financial offer received.

Technical Criteria:

Criteria	Maximum points 70
Advanced university degree in development studies, social science, education, inclusion of people/children with disabilities and related areas. <ul style="list-style-type: none"> • MA = 7 • PhD = 10 	10
Minimum 10 years of progressively responsible relevant experience in related fields of development, social science, education, inclusion of people/children with disabilities and related areas. <ul style="list-style-type: none"> • 10 years = 15 points • Above 10 = 20 points 	30
Record of participation in at least 3 assignments of similar size and degree of complexity, such as evaluation/participation in designing services for people/children with disability, preparation and/or analysis of services for people/children with disability etc.; <ul style="list-style-type: none"> • at least 3 assignments of interest - 10 points • at least 5 assignments of interest - 15 points • more than 5 assignments of interest - 20 points 	30

XII. DOCUMENTS TO BE SUBMITTED

Interested offerors are invited to submit the following documents/information to be considered:

1. **Offeror's letter**, as per the following form [LINK](#)
2. **Most updated CV** with focus on required qualification as well as the contact details of at least three (3) professional references;
3. **Brief description** of why the individual considers him/herself as the most suitable for the assignment
4. **List** of relevant assignment as per the section criteria
5. **Financial Proposal** The financial proposal must be expressed in the form of a lumpsum all-inclusive cost*, supported by breakdown of costs as per template provided in **USD** for this consultancy (The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consummables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal. As for the indication of the cost of living in a duty station/destination, the Contractor informs the Offerors that the UN's Daily Subsistence Allowance for Skopje is 134 USD)