



TERMS OF REFERENCE

- **Job Title:** National Consultant for the Final Evaluation of the Project to Support the Implementation of the Justice Reform Program 2017-2020.
- **Project Title:** Project 00082391 - "Support to the implementation of the Justice Reform Program".
- **Deadline for Submission of Applications:** October 18th, 2020 at 11pm
- **Duration:** 45 working days
- **Workplace:** Sao Tome and Principe
- **Start date:** Upon signature of the contract

1. introduction.

In accordance with UNDP policies and procedures, all projects must undergo a final evaluation upon completion of implementation. These terms of reference (TOR) set out the expectations of a Final Evaluation of the Project "Support to the implementation of the Justice Reform Program (00082391)"

2. Background and justification.

Justice reform has been erected as one of the priorities of the successive Constitutional Governments of the Democratic Republic of Sao Tome and Principe, given the serious and severe problems existing in the judicial sector that jeopardize the Rule of Law.

Taking the various studies and diagnoses made over the years as a starting point, institutions, programs, objectives and goals were defined and identified with a view to changing the paradigm that existed until then and, with a view to giving credibility to the judicial system, implementing the necessary reforms aimed, among other things, at modernizing and improving the existing system to meet the legitimate expectations of citizens.

As there is a need to adapt the judicial system to the demands of Sao Tome and Principe's development agenda, this purpose was defined and programmed in the scope of the Strategic Plan 2017 - 2021 of the Ministry of Justice, Public Administration and Human Rights.

The modernization and credibility of the justice system, improving access to it, as well as preventing and combating delinquency and criminality were erected as the general goals of the strategic plan, complemented by the definition of specific measures in areas such as institutional development, reform of the legal framework, recruitment, training and evaluation, infrastructure and computerization technologies, and access to justice.



It is from this perspective that the much-vaunted and necessary reform of the justice sector has begun to be implemented, with the first phase beginning with the reform of the legal framework.

Thus, in the framework of the reform of the justice sector, with the support of the UNDP, several pieces of legislation have been drafted and approved.

The measures taken to date in the reform of the justice sector have not been limited only to the reform of the legal framework. The conversion of the Criminal Investigation Police (PIC) into the Judiciary Police, which occurred on June 9, 2018, appears as one of the components of the reform package, aiming at greater efficiency and effectiveness in fighting crime.

As the reform of the justice sector is a process that is intended to be dynamic, and that translates into the adoption of various measures, it is worth highlighting in the set of activities and actions carried out and still in progress the training that some Judges and Prosecutors have done and are currently doing at the Judicial Studies Center in Portugal.

3. General Objectives of the Evaluation.

The national consultant will evaluate the performance of the project in achieving its results and will draw lessons that can both improve the sustainability of the benefits of this project and assist in the overall improvement of UNDP programming. It shall conduct its assignment in accordance with the guidelines, rules and procedures established by UNDP, as reflected in the UNDP Evaluation Guidance.

4. Specific objectives of the Evaluation.

These are the specific objectives of the Evaluation:

- To assess whether the project objectives were achieved;
- To consider the factors that contributed to achieving or preventing the achievement of the intended results;
- To consider the factors that contributed to the effectiveness or ineffectiveness of the project, in particular the added value of the consultative process and synergies with other projects/programs;
- Assess the effectiveness of the partnership strategy;
- Assess the sustainability of the project's impact;
- To assess how effective equality and gender perspective were incorporated in the development and implementation of the project actions.

5. Methodology and activities to be undertaken.

The consultant will work closely with the Program Analyst for the Governance Portfolio (under the general supervision of the Assistant Resident/Program Representative) and the national project team, in particular the National Project Director.



The evaluation process should provide evidence-based information that is reliable and useful.

The consultancy will provide the methodology to be followed and the working tools.

The evaluation should address the entire project cycle from inception to completion and should incorporate a strong results-based orientation.

Based on a desk review of all documents produced by the project and other relevant knowledge products, interviews, focus groups, field visits and other research conducted, the Consultant will produce an evaluation that:

- Identify the activities undertaken by the project;
- Elaborate how the activities carried out contributed or did not contribute to the project outcomes;
- Identify transformation outcomes and changes, if any, that were produced by the project;
- Recommend changes that are deemed appropriate.

The consultant is expected to conduct listening visits to the legal and judicial institutions that are beneficiaries of the project.

The consultant will review all relevant sources of information such as: the project document (PRODOC), project reports - including annual reports, annual work plan, project budget reviews, mid-term review, progress reports, project files, national strategic and legal documents, and any other materials that the Consultant considers useful for this evidence-based assessment.

The Consultant, with the support of the UNDP office, will organize at least one workshop to present preliminary results and collect inputs, attended by the different relevant partners, at the end of the field mission.

6. Assignments and Responsibilities.

1. Presentation of a framework and methodology with details of the approach, objectives and the methodology of the mission;
2. Presentation/briefing of preliminary results at the end of the auscultation visits;
3. Preparation and presentation of a final evaluation report with lessons learned and recommendations;
4. Submission of the final report, including comments received from the implementing partner;
5. The preliminary and final reports must be submitted in Portuguese and in English, the framework of reference and methodology may be submitted in Portuguese.

7. Qualifications, Experience, Skills and Competencies.

The national consultant must meet the following minimum qualifications:

- Master's Degree;



- University degree in Law, Social Sciences and related areas;
- More than four years of experience in the field of development project evaluation, particularly within the scope of the justice system;
- Technical skills or demonstrated experience in the areas of gender, anti-corruption, human rights or democratic governance;
- Demonstrated ability in analytical work and writing evaluation reports in a concise and high-quality format, as well as possessing strong technical writing skills, including oral and written communication;
- Proficiency in Portuguese is mandatory and excellent knowledge of English is highly recommended;
- Not have participated in the preparation, formulation and/or implementation of the project (including the drafting of the Project Document -PRODOC);
- No conflict of interest with project-related activities. Execution period and timetable

8. Execution period and schedule

This consultancy will be carried out within a maximum period of 45 days from the time of signing the contract.

Below is the indicative schedule:

Activity	Deadline
Preparation	5 days
Evaluation mission	20 days
Evaluation report draft	15 days
Final Report	5 days

9. Application Submission

Qualified applications are encouraged and must include the following:

(a) Technical Proposal

- Completed P11, including at least 3 references (see attached UN template P11);
- Cover letter, explaining how the proposer meets the required qualifications and experience;
- Methodology, approach and work plan/schedule.

b) Financial Proposal



i. The financial proposal must be submitted in USD, using the UNDP Financial Form and include all costs deemed necessary (communications, honoraria, per diem, taxes, reproduction of documents, etc.).

Interested Applications must accept the UNDP General Terms and Conditions for Individual Consultants.

The above-mentioned documents, information and requirements are mandatory and, as such, are necessary to form a complete proposal. A proposal will be rejected if it does not substantially conform to the above requirements.

The final work plan will be determined through negotiation between the successful application and the UNDP Sao Tome & Principe Office.

Unsuccessful applications will be informed by e-mail as soon as possible.

Any questions about the consultancy can be directed to the UNDP Contracting Unit procurement.st@undp.org.

All materials required to carry out the consultancy (e.g. laptop computer) must be provided by the successful applicant.

Field travel required for community consultations will be at the expense of the applicant.

Proposals must be submitted no later than October 18, 2020, and the financial proposal must be distinguished from the technical proposal

(a) By email to: procurement.st@undp.org

(b) Addressed to the UNDP Office, the bid must comprise a technical proposal and a financial proposal, placed in separate envelopes, , marked as follows: Hiring a national consultant for the Final Evaluation of the Project in Support of the Implementation of the Justice Reform Programme, 2017-2020, and addressed to the following address:

United Nations Development Programme (UNDP)

United Nations Avenue, United Nations House; P.O. Box - 109

São Tomé - Democratic Republic of São Tomé and Príncipe

Evaluation criteria and results

The application will be evaluated based on a combination of technical and financial criteria (combined scoring method).

The maximum score is 100%, of which 70% corresponds to the technical criteria and 30% to the financial criteria. The technical evaluation criteria will include the following:



Criteria	%	Max. point
Master's degree and a University degree in Law, Social Sciences or related areas.	70%	5
More than four years of experience in the field of development projects evaluation, namely in the Justice system.		15
Demonstrated ability in analytical work and writing evaluation reports in a concise, high-quality format, as well as possessing strong technical writing skills, including oral and written communication.		15
Technical skills or demonstrated experience in the areas of gender, anti-corruption, human rights, or democratic governance;		20
Proposed methodology for carrying out the work, in accordance with the Terms of Reference (TOR)		15
Financial Proposal	30%	30
Total 100% 100	100%	100