



## INDIVIDUAL PROCUREMENT NOTICE

Date: 25 August 2021

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**Country:** Cairo, Egypt

**Description of the assignment:** Participatory Strategic Planning for Balanced Spatial Development (SPAD 2020) Final Evaluation Consultant

**Project name:** Participatory Strategic Planning for Balanced Spatial Development (SPAD 2020)

**Assignment:** Final Evaluation (FE)

**Period of assignment/services (if applicable):** 35 working days (estimated)

Proposal should be submitted at the following email address to [procurementnotice.egypt@undp.org](mailto:procurementnotice.egypt@undp.org) no later than **1 September 2021**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. The procurement unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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### 1. BACKGROUND

The United Nations Development Programme (UNDP) began supporting the General Organization for Physical Planning (GOPP) in 1986 through a project establishing a GOPP Regional Center in Ismailia for the Suez Canal Economic Region. Since then and building on the success of this project, the GOPP and UNDP embarked on several other initiatives to promote good governance and induce institutional transformation by decentralizing decision-making process and applying participatory planning methods in planning and executing physical plans. These initiatives have been materialized through several projects including the 'Participatory Strategic Planning for Balanced Spatial Development' (SPAD).

#### **Participatory Strategic Planning for Balanced Spatial Development (SPAD 2020)**

This project is built upon the results and outcomes of SPAD activities in previous years. The project's overall goal is to enable and implement a balanced spatial development in Egypt. The spatial development will contribute in a decisive way to overcoming disparities and socio-economic imbalances between the different regions, governorates, and urban centers to relieving population pressure on valuable land and water resources, and to provide a strategic framework for priority investments.



The expected project results are:

The preparation of the National Strategic Land Use Plan (NSLUP), including defining a new set of priority area/projects, revisiting the regional administrative boundaries, disseminating the results through a collaborative and inclusive work platform, and participating in the formulation of implementable national urban policies.

The development of the GIS enterprise to incorporate larger sets of data, applications and tools for geospatial analyses. The enterprise platform will be refined to enabling better networking and functionality under different operating system platforms. The GIS enterprise will support the NSLUP preparation, negotiation and dissemination. It will also support the other strategic plan preparation at the local (cities and villages) and governorates level.

## **2. MAIN OBJECTIVES, RESPONSABILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK.**

The Final Evaluation will be conducted according to the guidance, rules and procedures established by UNDP and GOPP.

The objectives of the evaluation are to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming. UNDP and GOPP have agreed to conduct a Final evaluation of the said project in order to capture and validate their results so far, identify lessons learned and identify areas that require further support or strengthening.

The evaluation will serve the following purposes:

1. Validate results reported by the project
2. Draw lessons that can both improve the sustainability of benefits from this project
3. Aid in the overall enhancement of UNDP programming

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

*As Per attached TOR – Annex 1*



### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The evaluation will be carried out by a national consultant who has not participated in the project preparation and/or implementation and does not have any conflict of interest with project related activities.

The appropriate a **Consultant** for the evaluation will have the following qualities:

- Advanced university degree in the engineering preferably in urban development and physical planning with 10-15 years of national/international experience in the field in the field of national and regional urban planning.
- Recognized experience in the evaluation of institutions similar to the GOPP
- Experience with strategic planning and the evaluation of urban planning and development projects
- Expert in urban development and physical planning
- Recent experience with result-based management monitoring and evaluation methodologies
- Fluency in English and strong technical writing and analytical skills
- Previous involvement and understanding of UNDP procedures is an advantage
- Extensive experience in the fields of the project formulation, execution, and evaluation is required.

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

- ♦ The evaluation timeframe is tentatively planned to be around 35 working days to be undertaken between the months of September and November 2021. The time frame does not include two weeks of unpaid time, during which UNDP Egypt will analyze, provide comments, and share the draft report with different stakeholders. This slot falls between the writing of the draft report and finalization of the evaluation report.
  - ♦ Applicants are requested to apply no later than **September 1, 2021**. Individual consultants are invited to submit their applications together with an updated P11 form for this position either online (on UNDP website) or by email to the Procurement Unit, [Procurementnotice.egypt@undp.org](mailto:Procurementnotice.egypt@undp.org).
- ♦ The application should contain a current and complete **Personal History Form (P11 form<sup>1</sup>)** in English including the e-mail and phone contact, together with a **financial offer** including a lumpsum for the fees excluding the travel costs that will be covered as per UNDP rules and regulations.
- ♦ UNDP applies a fair and transparent selection process that will take into account the competencies/skills of the applicants as well as their financial proposals. Qualified women and members of social minorities are encouraged to apply.



## 5. FINANCIAL PROPOSAL

Interested candidates should submit their anticipated lump-sum (in Egyptian pounds) that will include all consultancy- related costs to [procurementnotice.egypt@undp.org](mailto:procurementnotice.egypt@undp.org).

### Contracts based on daily fee

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

#### \* Travel

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.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

### Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight; [70%]

\* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of **49 point** would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<b><u>Technical</u></b>	<b>70%</b>	<b>70</b>
Advanced university degree in the engineering preferably in urban development and physical planning	25%	25



10-15 years of national/international experience in the field of national and regional urban planning	25%	25
Experience with strategic planning and the evaluation of urban planning and development projects	10%	10
Extensive experience in the fields of project formulation, execution, and evaluation is required	10%	10
<b><i>Total Technical</i></b>	<b><i>70%</i></b>	<b><i>70</i></b>
<b><i>Financial</i></b>	<b><i>30%</i></b>	<b><i>30</i></b>
<b><i>Total</i></b>	<b><i>100%</i></b>	<b><i>100</i></b>



## ANNEX

### ANNEX 1: TOR FOR INDIVIDUAL CONSULTANT

#### Participatory Strategic Planning for Balanced Spatial Development (SPAD 2020) Final Evaluation

II. Post Title: Participatory Strategic Planning for Balanced Spatial Development (SPAD 2020) Final Evaluation Consultant

III. Contract Duration: 3 months – 35 working days (estimated)

VI. Deadline for Application: 1 September 2021

#### Background

The United Nations Development Programme (UNDP) began supporting the General Organization for Physical Planning (GOPP) in 1986 through a project establishing a GOPP Regional Center in Ismailia for the Suez Canal Economic Region. Since then and building on the success of this project, the GOPP and UNDP embarked on several other initiatives to promote good governance and induce institutional transformation by decentralizing decision-making process and applying participatory planning methods in planning and executing physical plans. These initiatives have been materialized through several projects including the ‘Participatory Strategic Planning for Balanced Spatial Development’ (SPAD 2020).

The Project is highly relevant to the UNPDF outcome: “Regional Human Development Disparities are reduced: Including Reducing the Gender Gap, and Environmental Sustainability Improved.” The Project focuses on reducing the disparities through a balanced spatial planning that integrates social, environmental, and economic aspects in a multi-levels/ cross-sectoral collaboration. It envisages that through a balanced spatial planning, social equality and improved quality of life could be achieved.

The expected outcomes of the Project are consistent with the expected outcomes outline in CPD: UNDP Priority 1. 1: Enabling Frameworks for the implementation of Egypt 2030 and the SDGs, strengthening institutional capacities for planning and monitoring. This will be achieved by a combination of strategic/participatory planning process implementation, capacity building, and support to spatial data management and dissemination.

Several bi-lateral project based on cooperation between GOPP and UNDP are currently assisting in providing strategic planning to several Egyptian regions and cities, namely: (1) The Strategic



development plan in Greater Cairo region 2050, (2) The participatory strategic urban planning for Alexandria city till 2032, and (3) The strategic development plan of southern Egypt (new valley). It is worth mentioning that the outputs of the three bi-lateral projects are of significant importance to SpaD in terms of defining priority development areas and projects in the different regions of Egypt.

In addition, UN-Habitat is carrying out several projects that address some of the urban challenges such as (1) The strategic national development support project, with the aim of ensuring that national and local stakeholders work jointly in the preparation and implementation of Strategic Development Plans and Budget of the Governorate and Markaz levels. The new Project aims to continue coordination with the different projects as well as with other relevant ministries, authorities, and stakeholders to assure the integrated implementation of programs and plans.

### **Participatory Strategic Planning for Balanced Spatial Development (SPAD)**

This project started in July 2018 and is intended to end on June 2021, with an overall project budget of USD 1,050,000. The project has been further extended (no-cost extension) until December 2021.

This project is built upon the results and outcomes of SPAD activities in previous years. The project's overall goal is to enable and implement a balanced spatial development in Egypt. The spatial development will contribute in a decisive way to overcoming disparities and socio-economic imbalances between the different regions, governorates and urban centers to relieving population pressure on valuable land and water recourses, and to provide a strategic framework for priority investments.

The project will build on the previous experience gained through the former GOPP-UNDP collaboration. The outcomes of the previous collaboration shall be considered as the baseline for this new project. Two outputs are of particular important to this Project: a) the National Strategic Plan (2052) and b) the GIS enterprise platform. Thew new Project will have the main purpose of supporting the planning and implementation process of the National visions, strategies, and development programs. Its strategy will shift from envisioning national spatial development to creatin an enabling environment for plan implementation.

The preparation of the National Strategic Land Use Plan (NSLUP), including defining a new set of priority area/projects, revisiting the regional administrative boundaries, disseminating the results through a collaborative and inclusive work platform, and participating in the formulation of implementable national urban policies.

The development of the GIS enterprise to incorporate larger sets of data, applications, and tools for geospatial analyses. The enterprise platform will be refined to enabling better networking and



functionality under different operating system platforms. The GIS enterprise will support the NSLUP preparation, negotiation, and dissemination. It will also support the other strategic plan preparation at the local (cities and villages) and governorates levels.

### **Purpose of Evaluation**

UNDP and GOPP have agreed to conduct a Final evaluation of the project in order to capture and validate their results so far, identify lessons learned and identify areas that require further support or strengthening.

The evaluation will serve the following purposes:

1. Validate results reported by the project
2. Draw lessons that can both improve the sustainability of benefits from this project
3. Aid in the overall enhancement of UNDP programming

### **Evaluation Scope and Objectives**

The objectives of the evaluation are to:

1. Assess and validate the achievements the project, identify the strategic, policy and institutional factors that led to the realizing these achievements (or impediment of results).
2. Validate the relevance, efficiency, effectiveness, and sustainability of the project development outcomes in realizing sound urban planning and development.
3. Assess the impact of external and internal factors on the effectiveness of the project
4. Assess the efficiency and the adequacy of the management arrangements of the project
5. Evaluation of the project strategy in enhancing national capacity in the GOPP
6. Identify lessons learned and good practices with regards to project implementation and
7. partnerships
8. Assess the Monitoring and Evaluation framework used by the project

### **Evaluation Questions**

Evaluation questions define the information that the evaluation will generate. The evaluator will include in the Inception Report a list of evaluation questions that, when answered, will give users of the evaluation the information they seek in order to make decisions, take action or add to knowledge. For example, evaluation questions might include:





## **Project evaluation sample questions**

### **Relevance:**

- To what extent was the project in line with the national development priorities, the country programme's outputs and outcomes, the UNDP Strategic Plan and the SDGs?
- To what extent did the project contribute to the theory of change for the relevant country programme outcome?
- To what extent were lessons learned from other relevant projects considered in the project's design?
- To what extent were perspectives of those who could affect the outcomes, and those who could contribute information or other resources to the attainment of stated results, taken into account during the project design processes?
- To what extent did the project contribute to gender equality, the empowerment of women and the human rights-based approach?
- To what extent was the project appropriately responsive to political, legal, economic, institutional, etc., changes in the country?

### **Effectiveness**

- To what extent did the project contribute to the country programme outcomes and outputs, the SDGs, the UNDP Strategic Plan and national development priorities?
- To what extent were the project outputs achieved?
- What factors have contributed to achieving or not achieving intended country programme outputs and outcomes?
- To what extent was the UNDP partnership strategy been appropriate and effective?
- What factors contributed to effectiveness or ineffectiveness?
- In which areas did the project have the greatest achievements? Why and what were the supporting factors?
- In which areas did the project have the fewest achievements? What were the constraining factors and why? How could they have been overcome?
- What, if any, alternative strategies would have been more effective in achieving the project's objectives?
- Were the projects objectives and outputs clear, practical and feasible within its frame?
- To what extent were stakeholders been involved in project implementation?
- To what extent were the project management and implementation participatory and is this participation contributing towards achievement of the project objectives?
- To what extent was the project appropriately responsive to the needs of the national constituents and changing partner priorities?



- To what extent did the project contribute to gender equality, the empowerment of women and the realization of human rights?

### **Efficiency**

- To what extent was the project management structure as outlined in the project document efficient in generating the expected results?
- To what extent were the UNDP project implementation strategy and execution efficient and cost-effective?
- To what extent was there an economical use of financial and human resources? Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve outcomes?
- To what extent were resources used efficiently? Were activities supporting the strategy cost-effective?
- To what extent were project funds and activities been delivered in a timely manner?
- To what extent did the M&E systems utilized by UNDP ensure effective and efficient project management?

### **Sustainability**

- Were there any financial risks that may jeopardize the sustainability of project outputs?
- To what extent were financial and economic resources available to sustain the benefits achieved by the project?
- Were there any social or political risks that jeopardized the sustainability of the project outputs and the project's contributions to country programme outputs and outcomes?
- Did the legal frameworks, policies and governance structures and processes within which the project operated pose risks that jeopardized sustainability of project benefits?
- To what extent did UNDP actions pose an environmental threat to the sustainability of project outputs?
- What is the risk that the level of stakeholders' ownership will be sufficient to allow for the project benefits to be sustained?
- To what extent do mechanisms, procedures and policies exist to allow primary stakeholders to carry forward the results attained on gender equality, empowerment of women, human rights and human development?
- To what extent did stakeholders support the project's long-term objectives?
- To what extent were lessons learned being documented by the project team on a continual basis and shared with appropriate parties who could learn from the project?
- To what extent did UNDP interventions have well-designed and well-planned exit strategies?
- What could be done to strengthen exit strategies and sustainability?



## Evaluation cross-cutting issues sample questions

### Gender equality

- To what extent have gender equality and the empowerment of women been addressed in the design, implementation, and monitoring of the project?
- 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?

### Human rights

- To what extent have poor, indigenous and physically challenged, women and other disadvantaged and marginalized groups benefited from the work of UNDP in the country?

Evaluation questions must be agreed upon between UNDP and GOPP and accepted or refined in consultation with the evaluator. Evaluation questions are to be included in an inception brief prior to start of evaluation mission.

### Methodology

The evaluator is expected to use all relevant methods to obtain data and information for their analysis and drawing up of findings, conclusions, lessons learned and recommendations. The Evaluation should employ a combination of both qualitative and quantitative evaluation methods and instruments.

Among the suggested methodology for the evaluation includes:

1. **Documentation review and identification of stakeholders:** Begin with the description of the project and its intended results. Review documents such as the project document, project brief, quarterly progress reports, Annual Project Reports (APR), and minutes from project Board meetings as well other related reports and agreements.
2. **Field visits relevant to the project sites and representatives from UNDP.** A list of the suggested field visits should be included in the inception brief. The visit will be coordinated by GOPP.
3. **Interviews** with the project director, managers, staff, partners including GOPP and UNDP.
4. **Focus Groups/questionnaires** with project staff and beneficiaries.



5. **Probing the project outcome/output indicators**, going beyond these to explore other possible indicators, and determining whether the indicators have been continuously tracked.
6. **Data review and analysis** of monitoring and other data sources and methods.
7. **Ensure maximum validity, reliability of data (quality)** and promote use; the evaluation team will ensure triangulation of the various data sources

The evaluation must provide factual information that is credible, reliable and useful. The evaluator will also have to ensure the triangulation of the different sources of information. The evaluator should use a gender-sensitive methodology and tools. Gender and Human rights need to be incorporated in the evaluation report sections as per the UNDP evaluation guidelines and UNEG Guidance. The evaluator should develop suitable tools for data collection and analysis. The methodology approach and tools that will be used by the evaluator should be presented in the inception brief and the final report in detail. The methodology must be agreed upon between UNDP, the evaluator and GOPP prior to the start of the evaluation.

As of 11 March 2020, the World Health Organization (WHO) declared COVID-19 a global pandemic as the new coronavirus rapidly spread to all regions of the world. Travel to and in the country is constrained by COVID-19. If it is not possible to travel to or within the country for the evaluation then the evaluator should develop a methodology that takes this into account the conduct of evaluation virtually and remotely, including the use of remote interview methods and extended desk reviews, data analysis, survey and evaluation questionnaires. This should be detailed in the inception report and agreed with the Evaluation Manager.

When the evaluation is to be carried out virtually, consideration should be taken for stakeholder availability, ability, or willingness to be interviewed remotely. In addition, their accessibility to the internet/computer may be an issue as many government and national counterparts may be working from home. These limitations and any others must be reflected in the evaluation report.

### **Deliverables and Schedule of Payment**

Key evaluation deliverables the evaluator will be accountable for producing under the supervision of UNDP Technical Officers:

- 1- **Inception report (10-15 pages) (10%)**– the evaluator will prepare a brief outlining the main evaluation issues that will be addressed, the stakeholders to be consulted, relevant



- evaluation questions and the proposed and final methodology that has been agreed upon before the evaluation is set to begin. The report should also define and include criteria to measure efficiency, effectiveness, relevance, and sustainability. It is suggested that the evaluator use the Evaluation Matrix (provided in Annex 1) to present the evaluation design and methodology. The inception report should be carried out following and based on preliminary discussions with UNDP after the desk review, and should be produced before the evaluation starts (before any formal evaluation interviews, survey distribution or field visits)
- 2- **Draft evaluation report (40-60 pages including the executive summary) (40%)**— UNDP and the stakeholders should review the draft evaluation report to ensure that the evaluation includes the content required and meets the required evaluation reports quality criteria. a set of comments to the evaluator will be provided within an agreed period, Comments and changes by the evaluator in response to the draft report should be retained to show how he/she has addressed comments.
  - 3- **Final evaluation report (20%)**: The final report should address comments, questions and clarification. It should include all the required annexes.
  - 4- **Brief Executive Summary (10%)**
  - 5- **PowerPoint presentation on findings and proposed recommendations (10%)**
  - 6- **List of main messages on results and future directions of the project (10%)**

Standard templates that need to be followed are provided in the Annexes section. It is expected that the evaluator will follow the UNDP evaluation guidelines and ensure all the required quality criteria are addressed in the evaluation report

In line with UNDP's financial regulations, when determined by the Country Office and/or the consultant that a deliverable or service cannot be satisfactory completed due to impact of COVID-19 and limitations to the evaluation, that deliverable or service will not be paid. Due to the current COVID-19 situation and its implications, a partial payment may be considered if the consultant invested time towards the deliverable but was unable to complete to circumstances beyond his/her/their control.

### **Time-Frame**

The evaluation timeframe is tentatively planned to be around 35 working days to be undertaken between the months of September and November 2021. The time frame does not include two weeks of unpaid time, during which UNDP Egypt will analyze, provide comments and share the draft report with different stakeholders. This slot falls between the writing of the draft report and finalization of the evaluation report.



The selected consultant will be expected to deliver the following outputs according to the following tentative schedule:

ACTIVITY	ESTIMATED # OF DAYS	DATE OF COMPLETION	PLACE	RESPONSIBLE PARTY
<b>Phase One: Desk review and inception report</b>				
Meeting briefing with UNDP (programme managers and project staff as needed)	2	At the time of contract signing	UNDP or remote	Evaluation manager and commissioner
Sharing of the relevant documentation with the evaluation team	-	At the time of contract signing	Via email	Evaluation manager and commissioner
Desk review, Evaluation design, methodology and updated workplan including the list of stakeholders to be interviewed	4	Within 2 weeks of contract signing	Home-based	Evaluation Team
Submission of the inception report (15 pages maximum)	3	Within 2 weeks of contract signing		Evaluation team
Comments and approval of inception report	3	Within 1 week of submission of the inception report	UNDP	Evaluation manager
<b>Phase Two: Data-collection mission</b>				
Consultations and field visits, in-depth interviews and focus groups	5	Within 3 weeks of contract signing	In country  With field visits	UNDP to organize with local project partners, project staff, local authorities, NGOs, etc.



Debriefing to UNDP and key stakeholders	2	Within 3 weeks of contract signing	In country	Evaluation team
<b>Phase Three: Evaluation report writing</b>				
Preparation of draft evaluation report (50 pages maximum excluding annexes), executive summary (5 pages)	5	Within 4 weeks of contract signing	Home-based	Evaluation team
Draft report submission	-	Within 4 weeks of contract signing		Evaluation team
Consolidated UNDP and stakeholder comments to the draft report	5	Within 2 weeks of submission of the draft evaluation report	UNDP	Evaluation manager and evaluation reference group
Debriefing with UNDP	1	Within 1 week of receipt of comments	Remotely UNDP	UNDP, evaluation reference group, stakeholder and evaluation team
Finalization of the evaluation report incorporating additions and comments provided by project staff and UNDP country office	5	Within 1 week of final debriefing	Home-based	Evaluation team
Submission of the final evaluation report to UNDP country office (50 pages maximum excluding executive summary and annexes)	-	Within 1 week of final debriefing	Home-based	Evaluation team



<b>Estimated total days for the evaluation</b>	<b>35</b>			
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### **Required Competencies**

The evaluation will be carried out by a national consultant who has not participated in the project preparation and/or implementation and does not have any conflict of interest with project related activities.

The appropriate **Consultant** for the evaluation will have the following qualities:

- Advanced university degree in the engineering preferably in urban development and physical planning with 10-15 years of national/international experience in the field in the field of national and regional urban planning.
- Recognized experience in the evaluation of institutions similar to the GOPP
- Experience with strategic planning and the evaluation of urban planning and development projects
- Expert in urban development and physical planning
- Recent experience with result-based management monitoring and evaluation methodologies
- Fluency in English and strong technical writing and analytical skills
- Previous involvement and understanding of UNDP procedures is an advantage
- Extensive experience in the fields of the project formulation, execution, and evaluation is required.
- Good analytical skills
- Demonstrated understanding of issues related to human rights and gender; experience in gender sensitive evaluation and analysis in a development project is preferred.

**Interested candidates should submit their anticipated lump-sum (in Egyptian pounds) that will include all consultancy- related costs to [procurementnotice.egypt@undp.org](mailto:procurementnotice.egypt@undp.org).**

### **Evaluation Ethics:**

This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'. 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.”

### **Implementation arrangements:**

UNDP Egypt Country Office will select the consultant through a transparent process in consultation with GOPP. UNDP will be responsible for the management of the consultant and will in this regard designate an evaluation manager. The project management unit will assist in facilitating the process (e.g., providing relevant documentation, arranging visits/interviews with key informants, participate in reviewing the evaluation deliverables and arrange for the consultant all necessary site visits and meetings according to the ToR). UNDP country office shall arrange logistics for the mission including hotel reservation and transportation during the mission.

The evaluation manager will convene an evaluation reference group comprising of technical experts from UNDP, donors and implementing partners. This reference group will review the inception report and the draft evaluation report to provide detailed comments related to the quality of methodology, evidence collected, analysis and reporting. The reference group will also advise on the conformity of processes to the UNDP evaluation guidelines. The evaluator needs to show how he/she addressed the comments

The consultant will take responsibility, with assistance from the project team, for conducting the meetings and the review, subject to advanced approval of the methodology submitted in the inception report. Project staff will not participate in the meetings between the consultant and the evaluation participants.

The consultant will report directly to the designated evaluation manager and work closely with the project team.

If it is not possible for the consultant to travel to the project locations due to COVID-19 restrictions, a methodology that considers the conduct of the evaluation virtually and remotely should be developed. This should be detailed in the inception report and agreed with the evaluation reference group and the evaluation manager. support during the implementation of remote/ virtual meetings will be provided by the evaluation manager when needed. An updated stakeholder list with contact details (phone and email) will be provided by the country office to the consultant.



The final report will be approved by the evaluation commissioner.

UNDP with support of relevant stakeholders will develop a management response to the evaluation within 2 weeks of report finalization

### **Annexes**

Standard templates and documents to be provided by UNDP to successful candidates

1. [Inception report](#)
2. [Evaluation report](#)
3. [Audit trail](#)
4. [UNEG Code of Conduct for Evaluation in the UN system](#)
5. [Integrating Gender Equality and Human Rights in Evaluation - UN-SWAP Guidance, Analysis and Good Practices](#)
6. [UNDP Evaluation Guidelines](#)
7. [Evaluation Quality Assessment](#)
8. [UNEG Quality Checklist for Evaluation Reports](#)
9. [List of project stakeholders and partners](#)
10. [Documents to be reviewed](#)
11. [Evaluation matrix](#)