



TERMS OF REFERENCE

Reference No.:**Consultancy Title:** Fiji Parliament Support Project Final Evaluation**Location:** Home based**Contract type:** Individual Contract (IC)**Post Level:** International Consultant**Project Name:** Fiji Parliament Support Project**Language:** English**Contract duration:** 20 working days (home based) from 19 July to 15 September 2021

BACKGROUND

The first phase of the FPSP was developed after a period of 8 years without Parliament in Fiji. The biggest challenge was then how to create a new Parliament, within a new institutional framework. The current phase of FPSP (known as FPSP II) builds on the success of FPSP I in supporting development of the Parliament, but the focus also reflects the new political and institutional realities in Fiji – now a more stable parliamentary democracy.

The development challenge addressed by FPSP II is the Fijian Parliament's limited capacities to discharge its mandate in relation to legislation, oversight and representation.

The project seeks to provide support to the Parliament to become more effective and efficient through strengthening the work of its committees related to legislation and oversight, building the capacities of legislators and professionalism of staff, as well as improving outreach and citizen engagement. The project will be guided by the Corporate Plan and strategic vision and mission of Parliament. To achieve the aims of a well-functioning modern Parliament, the project focuses on capacity development of parliamentary actors, including MPs and staff. It involves, among others, trainings, placements, manuals, standard operating procedures, needs assessments, CSO and citizen engagement, and the inclusion of minorities and marginalised groups, including women and youth.

Initially, FPSP II had a timeframe of four years from January 2017 – December 2020. This allowed for continued support to the current Parliament term, as well as just over three years of support during second Parliament term following the last general election conducted in November 2018. Additionally, due to the COVID 19 pandemic and huge

challenges it posed for the project, as elsewhere, the Project Board agreed to extend the project by one (1) year ending in December 2021.

The FPSP II identified the following outputs for its programming:

- *Output 1:* Committees have enhanced capabilities to undertake their legislative and oversight functions, including skills to ensure that the SDGs and development issues are mainstreamed across Parliament's work, including gender mainstreaming.
- *Output 2:* MPs, including women MPs, and staff have increased capacities and improved professionalism to fulfil their obligations, benefitting from exposure to other parliaments through south-south triangular cooperation.
- *Output 3:* Parliamentary outreach and citizen engagement have expanded to include traditionally excluded groups, such as women and youth, and reach remote areas.

Objectives of the Evaluation:

The final evaluation will focus on measuring development results generated by the FPSP, based on the scope and criteria included in this term of reference. The unit of analysis or object of study for this evaluation is the FPSP, understood to be the set of components, outcomes, outputs, activities and inputs which are described in the FPSP Project document and M&E Frameworks.

The objectives of this evaluation exercise are to:

- Assess to what extent FPSP has contributed to address the needs and problems identified during programme design.
- Assess how effectively FPSP has achieved its stated development objective and purpose.
- Measure how efficiently the FPSP outcomes and outputs have progressed in attaining the development objective and purpose of the project.
- Assess both negative and positive factors that have facilitated or hampered progress in achieving the project outcomes, including external factors/environment, weakness in design, management and resource allocation.

Assess the extent to which the application of the rights-based approach and gender mainstreaming are integrated within planning and implementation of the FPSP project.

DUTIES AND RESPONSIBILITIES

Scope of Work

Under the guidance and direct supervision of UNDP Pacific Office Team Leader, Effective Governance, the key responsibilities of the Evaluators include (i) development of the evaluation design with detailed methods, tools and techniques, sensitive to key gender as well as human rights issues (ii) ensuring adherence to the United Nations Evaluation Group (UNEG) Norms and Standards, standards, guidelines and templates and the full

evaluation Terms of Reference (ToR), and (iii) ensuring that all deliverables are submitted in a timely and satisfactory manner and in line with the quality criteria checklist.

The Evaluators will work on assessing the following:

- Develop and finalize the inception report that will include elaboration of how each evaluation question will be answered along with proposed methods, proposed sources of data, and data collection and analysis procedures;
- Design tools and data collection;
- Collect data, analyze data and interpretation data;
- Develop the draft evaluation report;
- Finalize the evaluation report;
- Present the initial findings and de-brief;
- Ensure compliance with the Final Evaluation TOR; and
- Utilize best practice evaluation methodologies;

The expected output for the evaluator's assignment is to provide a holistic, impartial and credible review of the activities implemented by the project from January 2017 to December 2021. In conducting the final evaluation and writing FPSP evaluation report, the Evaluator should use the following criteria and questions:

Design:

- To what extent has the results-based framework been a useful programme management tool and allowed for an assessment of project outcomes and impact?
- How well aligned are activities, outputs and outcomes in the logical framework?

Relevance:

- Evaluate if the project's implementation strategy, output and activities, are realistic and appropriate for achieving the project results and supporting the parliamentary development;

Efficiency:

- Evaluate the efficiency of project implementation including management decisions and the cost efficiency;
- Weigh the project management structure as to how far have they supported or hindered the project's efficient operations.

Effectiveness:

- Assess how assumptions have affected project achievements and the subsequent management decisions vis-à-vis the cost-effectiveness of implementation;
- Assess if the project has a suitable M&E plan in place to ensure quality in the implementation and monitoring of the project activities and achieving projects intended results

Results to date:

- Evaluate the results achieved to-date and its contribution to the wider parliamentary environment and sectoral objectives summarized in the projects' overall goal and objectives;
- Assess the extent to which the project outputs have been effectively achieved and what is the quality of the results achieved

Lessons learned:

- Assess what has worked well and what hasn't and why along with good practices for the remainder of the project and future national and regional programming on parliamentary development.
- Provide key recommendations for future assistance based on the lessons learned

Expected Impact:

- To what extent is FPSP likely to achieve/ already achieved its objectives or parts of it beyond the delivery of activities and progress against output targets?
- Which best-fit can be identified for adaptation and replication (e.g. In other projects or topics), up-scaling, or prioritization, to ensure achieving outcomes in the most effective way?

Human Rights

- To what extent are human rights considerations included in the project design and implementation?

Gender Equality

- To what extent has the Project promoted women's participation through the Project activities and improved the active participation of women in discussions and decision-making fora?
- How could gender equality considerations be further included in the project design and implementation?

Sustainability:

- Assess the sustainability of results with a specific focus on national capacity and ownership of the process.
- Identify improvements for further strengthening the sustainability of the project interventions.

Methodology:

It is strongly suggested that the evaluation should use a mixed method approach – collecting and analyzing both qualitative and quantitative data using multiple sources in order to draw valid and evidence-based findings and conclusions and practical recommendations. The evaluator is expected not only to conduct specific surveys to collect quantitative/qualitative data but also is highly encouraged to review all relevant reports providing quantitative data. However, the evaluator is expected to propose and determine a sound evaluation design and methodology (including detailed methodology to answer each evaluation question) and submit it to UNDP in the inception report following a review of all key relevant documents and meeting with UNDP. Final decisions about the specific design and methods for the evaluation will be made through consultation with UNDP, and key stakeholders about what is appropriate and feasible to meet the evaluation purpose and objectives as well as answer the evaluation questions, given limitations of budget, time and data. The evaluator is expected to follow a participatory and consultative approach.

In addition, the evaluator will be asked to present a summarized methodology (including an evaluation matrix) in the Inception Report outlining the evaluation criteria, indicators, sources of information and methods of data collection. The evaluation methodology must

conform to the United Nations Evaluation Group (UNEG) Norms and Standards, “Integrating Human Rights and Gender Equality in Evaluations” and the UNDP Handbook on Monitoring and Evaluation for Results.

While the Evaluator shall fine-tune the methodology for the evaluation in an Inception Report, a mixed-methods approach of qualitative and quantitative methods is mandatory due to its appropriateness to ensure an inclusive methodology. Special attention shall be paid to an unbiased and objective approach and the triangulation of sources, methods, data, and theories. Indeed, information stemming from secondary sources will be cross-checked and triangulated through data retrieved from primary research methods. Primary data collection methods need to be gender sensitive as well as inclusive.

The credibility of the data collection and analysis are key to the evaluation. Rival theories and competing explanations must be tested once plausible patterns emerge from triangulating data.

When designing the evaluation data collection tools and instruments, the Evaluators needs to consider the analysis of certain relevant or innovative topics in the form of short case studies, analyses, etc. that would benefit the evaluation results.

The Evaluators will undertake the following process in achieving the above output:

- Review of written documents and information gathering.
- Discuss remotely with project stakeholders, as well as with the donors (NZ MFAT, Australia DFAT and the government of Japan), institutional partners of Parliament, Civil society organizations and other development partners:
- Discuss remotely with Parliament’s leadership (Speaker, Secretary General, Deputy Secretary general and other senior officers) and Senior MPs while always respecting a politically balanced approach to parliamentary interlocutors;

Expected Outputs and Deliverables

The final products to be produced by the Evaluators for this assignment are:

- i) Inception report:** The inception report should be prepared by the final evaluators before going into the full-fledged final evaluation exercise. It should include initial observations of the desk review, refined evaluation questions, data collection instruments (including surveys/questionnaires and interview guides), sampling strategy, evaluation matrix and limitations to the evaluation, in line with UNDP evaluation norms, standards, guidelines and templates.

- ii) Draft final evaluation report:** Draft evaluation report should be prepared in line with UNDP evaluation norms, standards, guidelines and templates, including an analysis of the performance of the project to adequately address gender equality as well as human rights issues, with concrete findings, conclusions and recommendations. The UNDP Team Leader, Effective Governance, will review the draft evaluation report.

- iii) **Presentation/Debriefing/Audit Trial:** A meeting will be organized with key stakeholders including UNDP to present findings, conclusions and recommendations.
- iv) **Final Evaluation Report:** The final report will be produced based on feedback received on the draft report. The final report will be shared with stakeholders and other partners. The final evaluation report and an Evaluation Brief (2-pager) should be prepared in line with UNDP evaluation norms, standards, guidelines and templates.

Institutional Arrangement

The Evaluators will work under the supervision of the UNDP Team Leader, Effective Governance, who will consult with, and seek inputs from, other counterparts in line with the evaluation ToR. Although FPSP is administratively responsible for the evaluation, it shall not interfere with analysis and reporting, except where requested and at opportunities for comments/feedback.

UNDP will share the final version of the final report with the national stakeholder agencies and all partners of the project.

Duration of the Work

The consultancy is for 25 days, and payments are deliverable based.

Duty Station

The consultants will be home based.

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Comprehensiveness knowledge of parliamentary systems, both Westminster and Congressional models;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications

- A Master's degree in political science, law, legislative studies, public administration

or related subject.

Experience

- A minimum of 10 years of experience working with or for parliaments or in the field of parliamentary development.
- Documented extensive experience in undertaking final evaluations of UNDP parliament projects;
- Proven record of accomplishment in producing high quality analytical research on legislature in - transition and developing countries;
- Demonstrated ability to design and facilitate interviews and consultations with high level stakeholders such politicians and parliamentarians.
- Excellent representational and liaison skills;

Language requirements

- Fluency in English (written and verbal) language is required

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

<i>Deliverables</i>	Amount (%)
Consultations (virtual) completed	20%
Draft final evaluation report	30%
Final Evaluation report & completion of debriefing	50%
TOTAL	100%

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

For any clarification regarding this assignment please write to deepak.naicker@undp.org