**TERMS OF REFERENCE**

**for Individual contract**

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| **POST TITLE:** | International consultant for project final evaluation |
| **AGENCY/PROJECT NAME:** | “Support for the Institutional and Sustainable Development of Oé-Cusse Special Administrative Region (SAR) and the Special Zone of Social Market Economy (ZEESM TL) - Second Phase 2019-2021” |
| **PERIOD OF ASSIGNMENT/SERVICES:** | 40 working days between August 10 to October 30 2021 |
| **COUNTRY OF ASSIGNMENT:** | Timor-Leste |
| **STARTING DATE:**  **LOCATION:**  **DUTY STATION:** | 10 August 2021  Timor-Leste  Home based |

**1) BACKGROUND**

Timor-Leste has been making steady progress towards socio-economic development. The Government has articulated its developmental vision through a National Development Strategy, demonstrated clear political commitment to social protection and is embarking on a range of governance and public finance reforms. However, high poverty rate (almost 50%), double-digit inflation especially food inflation, high dependency rates, high youth unemployment and institutional underdevelopment are the major development challenges the country is facing.

With 785,000 people or 65% of the 1.2M population living in rural areas, rural development is significant to Timor-Leste’s future development. Young people have been from rural areas have been migrating into major cities in search of employment, as demonstrated by Dili’s population growth of 175,730 in 2004 to 234,026 in 2010 (Timor Leste’s Strategic Development Plan 2011-2030). The city’s housing, infrastructure, and employment opportunities have been unable to keep up with this demand. The solution is to support viable economic activity in rural areas as well as ensuring service delivery in urban centers.

In 2014 the Government of Timor-Leste created the Special Administrative Region (SAR) and established the Special Zone of Social Market Economy (ZEESM) in Oé-Cusse district (an enclave nestled within Western Timor province of Indonesia and with an estimated population of 75,000). UNDP has been providing policy advice and technical support to the SAR-ZEESM since its establishment and has developed a program to help the ZEESM establish and operationalize institutional and developmental structures and systems.

The framework for UNDP’s support to Oé-Cusse ZEESM is built around two components: (i) governance (ii) sustainable and innovative development. As part of the roll out process of ZEESM, there is a need to formulate policies and provide high quality advice to support priority areas identified by the Special Administrative Region Oé-Cusse Ambeno (RAOEA) government with a view to promoting an integrated approach to sustainable social and economic development of the region.

**About the Project**

The project objective is to promote better governance in Oé-Cusse region by strengthening ZEESM TL and RAOEA capacity to invest and support sustainable development of the region. The project focuses on policy innovation to improve regional service delivery in the key areas of development namely: tourism, business development, agriculture, health and water. New tools and methodologies will be implemented to address local needs and improve citizens’ access to basic social and economic services.

Outcome 1: Improved governance in Oé-Cusse region by strengthening RAEOA & ZEESM TL capacity to promote regional sustainable development.

Outputs:

* 1. Four IUNV have supported to building the capacity within the Authority in four key sectors: 1 procurement, 1 health, 1 rural development, 1 tourism.
  2. Assessment mission for the implementation of E-Procurement in RAEOA-ZEESM TL.
  3. Support for procurement of goods and services.
  4. Support for researching and publication on the economic impact of public investment.
  5. Regional economic policy improved. Recruited an economy advisor.
  6. Study on economic and social impact of public investments in Oé-Cusse.
  7. Workshop held in Dili to present results and impact of investments in Oé-Cusse

Outcome 2: Sustainable economic and innovative development in Oé-Cusse has been enhanced by implementing new mechanisms and programs oriented to promote regional specialization and employment creation.

1. Outputs:
   1. Community Tourism Development Support
      1. Community Tourism developed in 2 sub-regions of Oé-Cusse
      2. Promotion of community tourism has been improved.
   2. Business Development Support
      1. Oé-Cusse Business Incubator (OBI) has supported more than 150 entrepreneurs with knowledge and equipment.
      2. "OBI at Schools" Developed entrepreneurship skills of 400 young people attending school.
   3. Agri-business Development Programme
      1. Agri-business Development Programme has been implemented to support more than 700 farmers to increase production in key value chains.
      2. 700 farmers have been supported with training and equipment to improve productivity by 15%
      3. Six best practice documents to promote better production.
      4. New techniques have been implemented for 6 value chains
   4. Water provisioning in public facilities and water conservation in catchment areas.
      1. Water supply facility installed in six health posts
      2. Water facility installed in 13 schools
      3. Water conversation through catchment in # areas
      4. Awareness and training to # people

**2) OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK**

UNDP Timor-Leste is looking for an international consultant to perform the final evaluation of the “*Support for the Institutional and Sustainable Development of Oé-Cusse Special Administrative Region (SAR) and the Special Zone of Social Market Economy (ZEESM TL) - Second Phase 2019-2021”* Project.

The overall purpose of the evaluation is to assess the processes and achievements made and draw lessons out of the project implementation. More specifically the evaluation is intended to be forward looking which will capture effectively lessons learned and provide information on the nature and extent, where possible, of the effect of the project to the local development in Oé-Cusse. The emphasis on capturing lessons will be critical to understand what has and what has not worked as a guide for future planning.

The specific objectives of this final evaluation are:

* To review progress towards the project’s objectives and outcomes,
* To assess the likelihood of the project delivering its intended outputs,
* To identify strengths and weaknesses in design and implementation,
* To identify risks and countermeasures,
* To identify challenges, lessons learned and good practices.

The consultant will report to the Program Analyst of the Democratic Governance Unit and the Monitor and Evaluation Officer at UNDP Timor Leste. The scope of work for consultancy will include, but may not be limited to:

* Review all relevant sources of information, such as the project document, logical framework, monthly reports, annual progress reports, legal documents, any other materials that the evaluator considers useful for this evidence-based assessment, including the Regional Strategic Plan of Oé-Cusse and Project work plan for 2019, 2020 and 2021.
* Familiarize themselves with current standings of local development in Oé-Cusse within the National Development Strategy.
* Develop an evaluation matrix with evaluation criteria and related evaluation questions (and, where needed, sub-questions) as well as the data collection and data analysis methods.
* Frame the evaluation effort using the six criteria of relevance, coherence, effectiveness, efficiency, impact, and sustainability. The evaluation must provide evidence-based information that is credible, reliable and useful.
* Prepare a draft evaluation report providing descriptive overviews, laying out the facts, and lessons learned, and providing conclusions and recommendations and finalize the report upon the feedbacks from the UNDP, project team and government counterparts.

**Evaluation Criteria**

The incumbent should follow OECD DAC criteria: relevance, coherence, effectiveness, efficiency, impact, and sustainability and their principles in evaluating the Project. Specific areas of evaluation and evaluation questions are to be developed during the inception phase.

* **Relevance:** compliance with the goals and objectives of the project, including contribution to the Regional Strategic Plan of Oé-Cusse 2019-2023 as well as the approach taken by the Project in response to COVID-19
* **Coherence:** consistency with Strategic Plan of Oé-Cusse 2019-2023, Government priorities and other UNDP interventions.
* **Effectiveness:** the results achieved as a result of the project implementation within the approved work plans and budget vis-a-vis needs of direct and indirect beneficiaries.
* **Efficiency:** achievement of results by as less spending as possible (the ratio of outcomes and the resources needed for their achievement should be defined)
* **Impact:** unforeseen and projected influence.
* **Sustainability:** long term influence and impact of the Project, including in the capacity development of local governmental partners.

**3) Methodology**. A mixture of qualitative and quantitative methodology should be used for the evaluation. Both primary and secondary sources of data will have to be used in the process. The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with the regional government, the local organizations, project team, UNDP senior management team, final beneficiaries, and other key stakeholders. Methodology to be adopted should be gender responsive in all steps**.**

**4). EXPECTED OUTPUTS AND DELIVERABLES**

The International Consultant will perform the tasks listed under Section 3 and deliver the following outputs:

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| **Outputs** | **Date** | **Approval** |
| **Delivery 1. Submission and acceptance of evaluation inception report including a work plan/ evaluation schedule, methodology, draft questionnaire, structure of the report** | August 20, 2021 | Program Manager |
| **Delivery 2; Submission of first draft evaluation report for comments in line the structure of the report agreed that should include**   * Results of the project implementation, key findings and lessons learned. | September 20, 2021 | Program Manager |
| **Delivery 3. Submission and approval of final evaluation report incorporating the feedbacks and comments Project, UNDP and government** | September 30, 2021 | Program Manager |

**4) INSTITUTIONAL ARRANGEMENTS**

The international consultant will work remotely with the support of a national consultant based in Oé-Cusse. Both International and national consultants will be hired directly by UNDP and report to the Program Analyst of the Democratic Governance Unit and the Monitor and Evaluation Officer at UNDP Timor Leste.

The project’s focal point will provide the relevant and key project documents and support to the evaluation team on liaising with key stakeholders.

**5) TIME FRAME FOR THE EVALUATION PROCESS**

Duration: 40 days in total:

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| --- | --- |
| Evaluation start date: | 10 August 2021 |
| Evaluation completion date | 30 September 2021 |

The financial proposal should not include all costs for travels in and out of Timor-Leste, Oé-Cusse and Dili.

**6) SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

**Lump Sum Contract**

Schedule of Payment

The payment method will be made based on the delivery of reports with the outputs approved by the Program Manager. The reports will serve as the basis for the payment of the following fees.

Travel arrangements will be coordinated according to the work plan and the project schedule.

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| **Outputs** | **Date** | **Payment** |
| **Delivery 1. Inception report that includes work plan, proposed methodology and structure of the report** | August 20, 2021 | 25% |
| **Delivery 2; Submission of first draft evaluation report for comments in line the structure of the report agreed that should include**  **•**  Results of the project implementation, key findings and lessons learned, best practices to be scaled up in other regions of Timor-Leste | September 20, 2021 | 50% |
| **Delivery 3. Submission and approval of final evaluation report incorporating the feedbacks and comments Project, UNDP and government** | September 30, 2021 | 25% |
| **TOTAL** | **FOR PERIOD** | **100%** |

**7) QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR**

The candidate should match the following criteria:

**Essential:**

* Master’s degree on social sciences, international studies, or political science, Monitoring and Evaluation or related (compulsory);
* At least 10 years of experience working on local development, area-based development and special zones in developing countries;
* Previous work experience of evaluating projects related to sustainable local development, poverty reduction or related field;
* Experience in South/South-East Asia and/or Timor-Leste
* Strong interpersonal, oral, and written communication skills in English is imperative; and
* Ability to work effectively with Microsoft Office and proven reporting experience.

**Desirable:**

Working knowledge of Tetum and/or Portuguese is an advantage.

**8) CRITERIA FOR SELECTION OF THE BEST OFFER**

**Combined Scoring Method**

The candidates will be evaluated as per Combined Scoring Method, where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%.

Only candidates with at least 49 points of the technical criteria will be considered for financial evaluation.

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| **Criteria** | **Weight** | **Max. Point** |
| **Professional:** | **70%** | **70** |
| Master’s degree on social sciences, international studies, or political science, Monitoring and Evaluation or related (compulsory); | 20% | 20 |
| At least 10 years of experience working on local development, articulation of stakeholders, special zones in a developing country; | 20% | 20 |
| Previous work experience evaluating UNDP/UN agencies/International donor organization’s projects related to poverty reduction and/or sustainable local development; | 10% | 10 |
| Experience in South/South-East Asia and/or Timor-Leste; | 10% | 10 |
| Strong interpersonal, oral and written communication skills in English is imperative | 8% | 8 |
| Working knowledge of Tetum and/or Portuguese is an advantage | 2% | 2 |
| **Financial:** | **30%** | **30** |
| **TOTAL** | **100%** | **100** |

**9) RECOMMENDED PRESENTATION OF OFFER**

The candidate will submit the following documents to demonstrate their qualification:

1. Duly accomplished Letter of Confirmation of Interest and availability;
2. Personal CV or P11 form, indicating all past experience from similar projects and contact details including e-mail and phone number of the candidate and at least three professional references;
3. Brief description of the best suitability of the candidate for this assignment;
4. Final proposal that indicates the all-inclusive fixed total contract price.

**10) APPROVAL**

**This TOR is approved by**:

Signature

Name and Designation Patricia Porras

Date of Signing 28 June 2021