**TERMS OF REFERENCE (ToR)**

**FOR THE RECRUITMENT OF A**

**Senior Consulant for Final Evaluation**

**in Ethiopia**

**I. GENERAL INFORMATION**

**Services/Work Description:** Conduct Final Evaluation of UNDP SEEDS Project

**Client:** UNDP Ethiopia

**Post Title:** Senior Consultant for Final Evaluation

**Duty Station:** Home-based with travel to Addis Ababa, Ethiopia

**Duration:** Forty-five (45) working days between 10 October and 15 December 2021; fifteen (15) days in Addis Ababa.

**Expected Start Date:** 10 October 2021

**II. BACKGROUND**

Ethiopia’s Sixth General Elections took place in 2021. Polling in most of the country went forward in June 2021, following voter registration between March and May 2021. A second round of polling and a referendum on regional autonomy for five southern zones and one special woreda is expected to take place in September 2021 in areas were security or logistical considerations precluded participation in the earlier process. These processes were hailed as a positive step in Ethiopia’s democratic progression, particularly in light of the ongoing pandemic and heightened tensions and violence in some areas of the country. Despite these challenges, reported turnout was significant and the processes unfolded in a largely peaceful manner.

The National Election Board of Ethiopia (NEBE) of Ethiopia was established in 2019 following the appointment of its Chair the previous year. The organization engaged in a period of institutional reform and growth that took place concurrently with the electoral events described above.

UNDP Ethiopia’s “Supporting Elections for Ethiopia’s Democracy Strengthening (SEEDS)” project was established in 2019 to provide technical and operational assistance to NEBE. The objective of UNDP SEEDS is two-fold: a) assist NEBE to become a more capable, transparent, and ultimately, trusted institution; and b) provide the required assistance necessary for undertaking inclusive, transparent, and credible elections. UNDP SEEDS’ strategic approach also aims at supporting inclusive participation of all groups including women, youth, ethnic groups from all regions in the elections. UNDP SEEDS is scheduled to close in February 2022. Its budget between 2019 and 2022 is US$ 51,782,914.

UNDP Ethiopia is looking for a Senior Consultant to carry out a final evaluation of UNDP SEEDS. The work will be carried out in country (Addis Ababa) and remotely over forty-five (45) working days between 10 October and 15 December 2021, with an estimated fifteen (15) working days in country. The Senior Consultant shall report to the UNDP Resident Representative.

**III. SCOPE OF THE ASSIGNMENT**

**Purpose, scope, and objectives**

The overall purpose of the final evaluation is to assess relevance, coherence, efficiency, effectiveness, sustainability of UNDP SEEDS and recommend specific measure for further improvement of electoral assistance including solutions for overcoming the challenges. The final evaluation shall demonstrate accountability for results and inform broader programme assessments. The final evaluation shall additionally provide decision-makers with information needed to determine next steps for electoral assistance in Ethiopia and other contexts.

Objectives of the lessons learned and evaluation are as follows:

* To identify the level of achievement and analysis of factors in cases where benchmarks were not achieved.
* To assess the extent to which UNDP SEEDS contributed to gender equality and women’s empowerment and other cross-cutting issues.
* To assess the quality of partnerships, national ownership, and sustainability vis-à-vis the strategy in UNDP SEEDS document, identify if there were gaps and document lesson learnt.
* To review the monitoring, oversight and reporting structures of UNDP SEEDS and their relevance
* To identify the lessons learnt, recommendations and best practices that can be considered in planning and design of future project phase
* To identify areas of possible medium, long term continued electoral assistance in Ethiopia

**Areas of inquiry and guiding questions**

The final evaluation will use the Organisation for Economic Co-operation and Development (OECD) Development Assistance Committee’s evaluation criteria of relevance, coherence, effectiveness, efficiency, and sustainability as defined and explained in the UNDP Handbook on Planning, Monitoring and Evaluating for Development Results.[[1]](#footnote-1) A further category, impact, shall also be assessed.

The Senior Consultant shall focus on the following areas of inquiry:

*Relevance*. Assess the extent to which UNDP SEEDS’ objectives and design respond to national development priorities, the country programme’s outputs and outcomes, the UNDP Strategic Plan, and the SDGs.

* To what extent was the theory of change a relevant and appropriate vision for implementing recommendations of the Needs Assessment Mission?
* To what extent were lessons learned from other relevant projects considered in UNDP SEEDS project design?
* To what extent does UNDP SEEDS contribute to gender equality, the empowerment of women and the human rights-based approach?
* To what extent has UNDP SEEDS been appropriately responsive to political, legal, institutional, etc., changes in the country?

*Coherence*. Assess the compatibility of the intervention with other interventions in the sector.

* How well does the intervention fit? How compatible was UNDP SEEDS to other interventions in the country?
* What synergies or interlinkages benefitted from UNDP SEEDS within UNDP and externally, like complementarity, harmonization, and co-ordination with others, and avoiding duplication of effort?

*Effectiveness***.** Assess the extent to which UNDP SEEDS achieved, or is expected to achieve, its objectives, and its results, including any differential results across groups.

* To what extent were UNDP SEEDS outputs achieved?
* What factors have contributed to achieving or not achieving intended outputs?
* To what extent has the UNDP partnership strategy been appropriate and effective?
* To what extent has UNDP SEEDS been appropriately responsive to the needs of the national constituents and changing partner priorities?
* To what extent did UNDP SEEDS contribute to participation of vulnerable groups identified in UNDP SEEDS document: women, youth and IDPs?

*Efficiency*. Assess the extent to which UNDP SEEDS delivered results in an economic and timely way.

* Were resources (human, financial and material) allocated to UNDP SEEDS sufficient for the achievement of the established objectives?
* To what extent was UNDP SEEDS management structure as outlined in UNDP SEEDS document efficient in generating the expected results?
* To what extent have UNDP SEEDS funds and activities been delivered in a timely manner?
* To what extent are the monitoring, oversight, and reporting structures of UNDP SEEDS effective and consistent with UNDP’s monitoring and evaluation procedures?

*Sustainability*. Assess the extent to which the net benefits of UNDP SEEDS continue or are likely to continue.

* Are there any social or political risks that may jeopardize sustainability of UNDP SEEDS outputs and its contributions to country programme outputs and outcomes?
* To what extent does UNDP SEEDS have well-designed and well-planned exit strategies?

*Impact*. Evaluate the extent to which UNDP SEEDS generated positive or negative, intended, and unintended effects on wider democratic governance

* What contribution did UNDP SEEDS make towards the wider objectives outlined in its project document?

**Methodology**

The overall approach and methodology of the evaluation must provide evidence-based information that is credible, reliable, and useful. All evaluation products must address gender, disability, and human rights issues.

The consultant shall be provided access to relevant documentation including the Country Programme Document, project documents, annual workplans, progress reports, monitoring reports, minutes of project board meetings, reports of consultancies and events. Additionally, information can be solicited by qualitative and quantitative empirical data gathering, group discussions, interviews, observation, or other methods.

The Senior Consultant is expected to follow a participatory and consultative approach featuring close engagement with relevant national counterparts. The Senior Consultant is expected to work in close coordination with NEBE and UNDP Ethiopia. Feedback may additionally be solicited from UN Women, EC-UNDP JTF, other technical assistance providers, and international development partners (donors).

The final report should comply with the UNEG Quality Checklist for Evaluation Reports.

This assignment is home-based. Field work shall take place in Addis Ababa, Ethiopia.

**IV. DELIVERABLES**

The key deliverables expected from the Senior Consultant are:

1. Submit inception report (10-15 pages, excluding annexes)
   1. Conduct desk review of relevant documentation.
   2. Consultation with key external stakeholders
   3. Define a methodology for completion of the final evaluation to include objectives, theory of change, evaluation questions and possible sub-questions, data sources and collection, sampling, and key indicators.
   4. Propose a structure for the final evaluation report based on the standard outline for the evaluation report.[[2]](#footnote-2)
2. Issues identification and scoping consultation
   1. Advise on structure and method of scoping consultation with UNDP Ethiopia.
   2. Facilitate discussion on issues of relevance to the evaluation.
3. Conduct further research according to agreed methodology and issues identified.
4. Develop preliminary evaluation report (40-50 pages, excluding annexes)
   1. Present preliminary findings to UNDP Ethiopia and other stakeholders for feedback, as agreed.
5. Finalize evaluation report.
   1. Comments and changes by the evaluator in response to the preliminary report must be retained by the evaluator to show how they have addressed comments.

**V. RECRUITMENT QUALIFICATIONS**

**Education:**

A minimum of Master’s degree in political science, public administration, development studies or a related subject.

**Work Experience:**

* At least 15 years of experience, of which at least 10 in the area of electoral administration, electoral assistance, democracy, or governance.
* Experience leading or managing an electoral assistance project.
* Experience leading or managing UN teams and/or projects.
* Experience conducting evaluations and assessments of electoral assistance projects.
* Substantial experience with participatory monitoring and evaluation preferably in Africa.
* Familiarity with the electoral cycle approach in Africa.
* Proven expertise and competencies in gender.
* Knowledge and/ or experience of disability inclusion.

**Functional Skills:**

* Strong communication and interpersonal skills.
* Excellent writing skills and proven ability to produce quality documents.
* Proven ability to meet deadlines and work with minimum supervision.

**Language requirements:**

* Proficiency in written and spoken English.

**VI. INSTITUTIONAL ARRANGEMENT/REPORTING RELATIONSHIPS**

The Senior Consultant will report to the UNDP Evaluation Commissioner/Owner (Resident Representative and Deputy Resident Representative), who also act as advisory body to provide a sounding board for the Senior Consultant while protecting her/his independence and ensure UNDP’s ownership of the report’s findings and recommendations. UNDP Evaluation Commissioner/Owner will approve the final evaluation report.

The UNDP Evaluation Manager (Chief Technical Advisor) and UNDP SEEDS Manager will support the conduct of the evaluation, including provision of feedback to the inception report, participation in the validation meeting, provision and coordination for comments on the draft report, distribution of the final report, and initiation of the recommendations’ implementation. They will be responsible for facilitating the provision of the existing data / documents to the Senior Consultant and field data collection, including preparation of field assessment schedules and logistical coordination.

UNDP ensures the participation of key stakeholders and beneficiaries through meetings, discussions and sharing of evaluation report.

**VII. DURATION OF THE ASSIGNMENT[[3]](#footnote-3)**

The engagement of the Senior Consultant will be for forty-five (45) working days between 10 October and 15 December 2021.

**VIII. PAYMENT MILESTONES AGAINST DELIVERABLES**

The successful expert shall receive payments upon certification of the completed tasks satisfactorily, as per the milestones shown below. The days are spread across the contractual period according to need with room for flexibility.

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| **Deliverables** | **Deadlines** | **Estimated work effort (in working days)** |
| 1. Submit inception report | 20 October | 10 days |
| 1. Issues identification and scoping consultation | 30 October | 5 days |
| 1. Conduct research according to agreed methodology. | 15 November | 15 days |
| 1. Develop preliminary evaluation report | 30 November | 10 days |
| 1. Finalize evaluation report | 15 December | 5 days |
| **Total number of days** |  | **45 days** |

**IX. CRITERIA FOR SELECTION OF THE BEST OFFER**

Applicants are expected to submit their CVs, academic credentials, work certifications and any other relevant credentials.

Qualified Individual Consultants (ICs) are expected to submit both Technical and Financial Proposals. The Technical Proposal should include how the IC will deliver the expected key functions listed in this ToR.

Shortlisting will be conducted by the UNDP SEEDS office and UNDP CO Procurement Team. The following criteria will be followed in selecting the best candidate.

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| --- | --- | --- | --- |
| **Criteria** | | **Weight** | **Max. Point** |
| Technical Competence (based on credentials and technical proposal): | | 70% |  |
| * Criteria a) [experience and skills mix] | |  | 30 |
| * Criteria b) [approach for undertaking assignment] | |  | 40 |
| Financial (Lower Offer): | | 30% | 30 |
| **Total Score** | **Technical Score (70%) + Financial Score (30%) = 100** | | | |

**X. ETHICAL CONSIDERATIONS, CONFIDENTIALITY AND PROPRIETARY INTERESTS**

* This evaluation will be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’. The Senior 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 Senior 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.[[4]](#footnote-4)
* The incumbent shall not, either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent by the contracting authority. Proprietary interests on all materials and documents prepared by the contract holder under this assignment shall become and remain properties of the Government of Ethiopia and UNDP.

**XI. HOW TO APPLY**

Interested applicants with required qualification and experience must submit their applications **online** as per the following email:

**XII. APPROVAL AUTHORITY**

This TOR is approved by:

Name:

Designation:

Signature:

Date Signed:

1. For additional information on methods, see the Handbook on Planning, Monitoring and Evaluating for Development Results (Sections 2 and 4). [↑](#footnote-ref-1)
2. http://web.undp.org/evaluation/guideline. [↑](#footnote-ref-2)
3. The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit. [↑](#footnote-ref-3)
4. http://www.unevaluation.org/document/detail/2866. [↑](#footnote-ref-4)