



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLES:	External Evaluator Consultant on Preventing Violent Extremism
AGENCY/PROJECT NAME:	Preventing Violent Extremism through Promoting Tolerance and Respect for Diversity in Maldives and Sri Lanka, UNDP Bangkok Regional Hub
COUNTRY OF ASSIGNMENT:	Home-based with no travel required
TYPE OF CONTRACT:	Individual Contractor (IC)
CONTRACT DURATION:	29 October 2021 – 28 February 2022 (35 working days)
REPORTING TO:	Programme Coordinator, PMU, UNDP Bangkok Regional Hub

1. Background and Context

A. General Background

In 2020, the UNDP Bangkok Regional Hub and the European Union initiated two joint projects that aim to address the root causes of violent extremism, and promote tolerance and respect for diversity in Maldives and Sri Lanka. While this engagement was established to implement two different projects, the regional element of the engagements are considered joint activities that is implemented from UNDP Bangkok Regional Hub.

Overall objective of the project in Sri Lanka is to support the government and other key stakeholders in understanding and preventing violent extremism, building community resilience, and promoting peace and tolerance. This project is organized under three outputs aimed at reducing and preventing violent extremism. The in-country work to address the root causes of violent extremism is based on national research and led by UNDP Sri Lanka Country Office within the framework of UN country-level strategy on PVE.

Similar to the project in Sri Lanka, the project in Maldives is also to assist the government the Maldives government and other key stakeholders in understanding and preventing violent extremism, building community resilience, and promoting peace and tolerance. This project is organised under four outputs and results aimed at reducing and preventing violent extremism. The activities are based on national research and led by UNDP Maldives country office and builds on knowledge and networks gained

through previous PVE programmes. All activities have been designed and implemented in close collaboration with national institutions and civil society.

At the regional level, UNDP Bangkok Regional Hub leverage its regional partnerships and expertise to each country, promoting south-south cooperation, hosting dialogues and providing quality control ensuring a transnational analysis.

Project update

Sri Lanka

In late 2019 and early 2020, which marked the implementation period of the mentioned project, Sri Lanka was at the height of a political transition. The victory of the opposition candidate, Gotabaya Rajapakse, at the presidential election held on the 16th November 2019 and the formation of a new minority government indicated a rapid change in the political landscape. This required careful consideration before the implementation of project activities that involved government counterparts in the country. In December 2019, the United Nations Office of the Resident Coordinator together with the Office of High Commissioner for Human Rights (OHCHR), UNDP and other UN agencies, with the support of the UN Headquarters, commenced a Human Rights Due Diligence Process (HRDDP) to assess possible risks and mitigation actions regarding politically sensitive areas of intervention. The process spanned until March 2020 which prevented the project team from starting the implementation of the project's activities until its completion.

The newly formed government dissolved all respective line ministries and government institutions established by the previous government in relation to national integration, peace and reconciliation. Furthermore, all Preventing and Countering Violent Extremism (P/CVE) and peacebuilding related work was brought under the purview of the Ministry of Defense. This transitional period has caused difficulties in engaging the government on possible collaborations on P/CVE, particularly with regards to engaging other relevant line ministries. Peacebuilding and promoting social cohesion related work has been deprioritized by the Ministry of Defense, particularly amidst the COVID-19 pandemic. This has had a significant impact on the engagements with the current government causing particular delays in the implementation of interventions that involve government counterparts.

Additionally, the COVID-19 pandemic resulted in significant delays to the work implemented by the CSO partners operating in the North, East, Western and Southern provinces. The pandemic has limited CSO access to communities in remote areas of the country with minimal or no access to the internet and digital technologies. This meant that establishing safe spaces of dialogue and interactions become particularly challenging. The pandemic also affected research and knowledge-generation work; the primary data collection process for the PVE and hate speech research relating to the drivers of extremism was especially impacted.

Table 1 – Project Information

PROJECT INFORMATION	
Project title	Preventing Violent Extremism Through Promoting Tolerance and Respect for Diversity in Sri Lanka
Award ID	ICSP/2019/411-490
Contributing outcome and output:	The project has three outputs that will be implemented at both the regional and country level in Sri Lanka:

	<p>Output 1: Data and Trend Analysis is available to stakeholders to identify early signs of radicalisation and violent extremism.</p> <p>Output 2: Improved linkages between Government and civil society to inform inclusive frameworks that respond to the challenges of violent extremism.</p> <p>Output 3: Increased knowledge and tools available to communities to counter hate speech and intolerance.</p>	
Targeted Countries	Sri Lanka	
Region	South Asia (Asia & Pacific)	
Cost Sharing Agreement Signing Date	16 December 2019	
Project dates	Start	Planned end
	31/12/2019	30/11/2021
Project budget	USD 1,815,990.00	
Project expenditure at the time of evaluation	USD 1,264,920.06	
Funding source	European Union	
Responsible Parties	UNDP BRH, UNDP Sri Lanka	

Maldives

The COVID-19 pandemic caused unprecedented challenges in project implementation in the Maldives, culminating in a nationwide lockdown in March-April 2020 that included all government offices and non-essential work engagements. Additionally, due to the pandemic, the government partners for the UNDP Maldives PVE project, were required to prioritize COVID-19 response, further contributing to the delays in the implementation of activities.

To accommodate these challenges, UNDP Bangkok Regional Hub and UNDP Maldives have made amendments to some of the activities. In lieu of in-person events, some of the activities have been conducted online resulting in financial implications.

Table 1 – Project Information

PROJECT INFORMATION	
Project title	Preventing Violent Extremism Through Promoting Tolerance and Respect for Diversity in the Maldives.
Award ID	ICSP/2019/411-490
Contributing outcome and output:	<p>The project has four outputs that will be implemented at both the regional and country level in the Maldives:</p> <p>Output 1: Data and Trend Analysis is available to stakeholders to identify early signs of radicalisation and violent extremism.</p> <p>Output 2: Improved linkages between Government and civil society to inform inclusive frameworks that respond to the challenges of violent extremism.</p> <p>Output 3: Increased knowledge and tools available to communities to counter hate speech and intolerance.</p>

	Output 4: Enhanced knowledge, understanding, and policy options for government to respond to returning terrorist fighters.	
Targeted Countries	Maldives	
Region	South Asia (Asia & Pacific Region)	
Cost Sharing Agreement Signing Date	16 December 2019	
Project dates	Start	Planned end
	31/12/2019	30/11/2021
Project budget	USD 1,230,600.00	
Project expenditure at the time of evaluation	USD 823,820.00	
Funding source	European Union, Other donors like DFID and DFAT, and UNDP.	
Responsible Parties	UNDP BRH, UNDP Sri Lanka, UNOCT and UN Women (Asia Pacific Region)	

2. Evaluation Objective

The evaluation will be commissioned by UNDP. As part of the UNDP and EU guidelines, the project is subjected to evaluation upon its completion. The evaluation will assess progress toward the achievement of project objective and outcomes as specified in the project document. The evaluation should assess the implementation approaches, progress made, and challenges encountered, identify and document the lessons learnt and good practices, and make specific recommendations for future course of actions for the next phase of the programming.

3. Evaluation Criteria and Guiding Questions

The final evaluation should look into the relevance, effectiveness, efficiency and sustainability of the support provided by the project. Particularly, the evaluation should cover at least the following areas.

- Relevance of the project: review the progress against its purpose, objectives, outputs and indicators, as per the project documents and its components, such as the Theory of Change, Results and Resources Framework, M&E framework, and ascertain whether assumptions and risks remain valid
- Effectiveness and efficiency of implementation approaches: review project's technical as well as operational approaches and deliverables, quality of results and their impact, alignment with national priorities and responding to the needs of the stakeholders;
- Review the project's approaches, in general and with regards to mainstreaming of gender equality and social inclusion, with particular focus on women and marginalised groups;
- Review and assess the risks and opportunities (in terms of resource mobilization, synergy and areas of interventions) related to future interventions;
- Review external factors beyond the control of the project that have affected it negatively or positively;
- Review planning, management and quality assurance mechanisms for the delivery of the project interventions;
- Review coordination and communication processes and mechanisms with the stakeholders;

Evaluation Criteria and guiding questions

The evaluation will follow the four [OECD-DAC evaluation criteria](#) - Relevance, Effectiveness, Efficiency, and Sustainability. Human Rights and Gender Equality will be added as cross-cutting criteria. The guiding questions outlined below should be further refined by the consultant and agreed with UNDP.

Criteria	Evaluation Questions
Relevance	<ul style="list-style-type: none"> • How relevant were the overall design and approaches of the project? • To what extent are the objectives of the project design (inputs, activities, outputs and their indicators) and its theory of change logical and coherent? Does the project contribute to the outcome and output of the CPDs and the RPD? • Did the project results contribute to strengthening CSO engagement with government/line ministries and encourage national ownership of the P/CVE agenda? • To what extent has the project been able to adapt to the needs of the different target groups (including tackling the gender dimension of PVE and social cohesion programming) in terms of creating enable environment for inclusive, affordable and people-centred PCVE policies and actions? • To what extent has the project interventions been channelled towards support in achieving the SDGs
Effectiveness	<ul style="list-style-type: none"> • To what extent were the project activities delivered effectively in terms of quality, quantity and timing? • To what extent has the project's COVID-19 mitigation strategy been effective in achieving results? • What factors have contributed to achieving or not achieving the intended outputs? • How effective has the project been in enhancing the capacity of the communities and local governments to create enabling environment for inclusive dialogue on PCVE? • To what extent has the project been able to target religious organizations? • To what extent has the project's COVID-19 contingency plan been effective in achieving the expected results? • To what extent have the South-South cooperation and knowledge management contributed to the regional momentum on developing the policy guidelines/NAP? • To what extent the regionality principle of the project has been effective in project implementation?
Efficiency	<ul style="list-style-type: none"> • How efficiently were the resources including human, material and financial resources used to achieve the above results in a timely manner? • To what extent was the existing project management structure appropriate and efficient in generating the expected results? • To what extent has the project implementation strategy and its execution been efficient and cost-effective?
Sustainability	<ul style="list-style-type: none"> • To what extent did the project interventions contribute towards sustaining the results achieved by the project? • What are the plans or approaches of the local authorities/national partners to ensure that the initiatives will be continued after the project ends?

	<ul style="list-style-type: none"> • What could be potential new areas of work and innovative measures for sustaining the results? • To what extent have lessons learned been documented by the project on a continual basis to inform the project for needful change? • What could be done to strengthen exit strategies and sustainability of the project?
Impact	<ul style="list-style-type: none"> • To what extent did the project initiatives indicate that intended impact will be achieved in the future? • Review the progress against the indicators and identify potential obstacles or challenges.
Human rights	<ul style="list-style-type: none"> • To what extent have ethnic minorities, physically challenged, women and other disadvantaged and marginalized groups benefitted from the work of the project and with what impact?
Gender equality and social inclusion	<ul style="list-style-type: none"> • To what extent was the project approach effective in integrating and mainstreaming gender in its programming? • To what extent has the project promoted positive changes for women and marginalised group? Were there any unintended effects (positive or negative)?

4. Proposed Methodology

Evaluation would employ a combination of qualitative and quantitative evaluation methods and instruments. The evaluator is expected to follow a participatory and consultative approach that ensures close engagement with the evaluation managers, implementing partners and male and female direct beneficiaries. Suggested methodological tools and approaches may include:

Document review This would include a review of all relevant documentation, inter alia

- Project document (contribution agreement)
- Theory of change and results framework
- Programme and project quality assurance reports
- Annual workplans
- Activity designs
- Consolidated quarterly and annual reports
- Results-oriented monitoring report
- Highlights of project board meetings
- Technical/financial monitoring reports

Interviews and meetings with key stakeholders (men and women) such as key government counterparts, donor community members, representatives of key civil society organizations, United Nations country team (UNCT) members and implementing partners

Semi-structured interviews, based on questions designed for different stakeholders based on evaluation questions around relevance, coherence, effectiveness, efficiency, and sustainability

- Key informant and **focus group discussions** with men and women, beneficiaries and stakeholders.
- All interviews with men and women should be undertaken in full confidence and anonymity. The final evaluation report should not assign specific comments to individuals.

Surveys and questionnaires including male and female participants in development programmes, UNCT members and/or surveys and questionnaires to other stakeholders at strategic and programmatic levels.

Field visits and on-site validation of key tangible outputs and interventions (depending on health protocols).

Other methods such as outcome mapping, observational visits, group discussions, etc.

Data review and analysis of monitoring and other data sources and methods. To ensure maximum validity, reliability of data (quality) and promote use, the evaluation team will ensure triangulation of the various data sources.

Gender and human rights lens. All evaluation products need to address gender, disability, and human rights issues.

While selecting the respondents, the evaluator should ensure gender balance. And ensure voices of the most vulnerable are included in this assessment.

5. Evaluation Products (Deliverables/ Outputs)

The Consultant will conduct the following activities under the supervision of Programme Coordinator, PMU, UNDP Bangkok Regional Hub;

- Review the achievements, performance, results and impact of the UNDP-EU PVE Projects in Maldives and Sri Lanka;
- Based on the review of the programme, conceptualize and formulate lesson learned and draft thematic areas of focus for a potential next phase.

More specifically, this consultancy will focus on the: (1) (a) relevance; (b) coherence; (c) effectiveness; (d) efficiency; (e) sustainability of the project. It would also look into the programme adjustment due to COVID-19 challenges and make recommendations for the design and focus of a potential second phase of the programme.

It is proposed that the consultancy is divided into 4 principal tasks, which are as follows:

Deliverable 1 – Workplan and methodology

The workplan should provide clear timeline of how the evaluation will be undertaken. Considering the travel restriction due to COVID 19, the consultant is required to provide clear interview and/or focus group discussion scheduled online as this will required coordination support from the PVE project team at BRH. As UNDP BRH completed the RPD MTR, the consultant is expected to review the RPD MTR findings and methodology used for the process as this will help inform the design of PVE project evaluation approach and methodology. The PVE Evaluation methodology should provide a specific assessment framework, covering both quantitative and qualitative dimensions, with a detailed list of required stakeholders who need to be interviewed. A simple stakeholder analysis for conducting interviews and evaluations can be conducted. The draft methodology can be adjusted later once the Evaluation consultant has completed the desk review of the project related documents. The final Evaluation approach and methodology can be presented as a part of the Inception Report.

Deliverable 2- Evaluation inception report (10-15 pages)

Following the initial briefing from the UNDP-EU PVE Programme implementation teams, the Consultant will conduct a detailed review of all relevant programme documents produced during its implementation. Documentation includes, but is not limited to: programme document; programme annual work plans; programme reports; monitoring and evaluation reports; quarterly reports on implementation; influenced policy documents etc. During the desk review the Consultant will focus on evaluating the programme baseline, indicators and targets, quality and adequacy of programme approach versus its objectives and the outputs.

Upon review of documentation, the Consultant will develop the Evaluation inception report which would include detailed work plan for the evaluation process, including: a list of interlocutors; tentative dates and locations of visits/virtual interviews planned; interview questions and dates for the briefing/de-briefing sessions. It must also outline reviewers' understanding of what is being reviewed and why, showing how each area of inquiry will be answered by way of: proposed methods; proposed sources of data; and data collection procedures. This information should be provided through the preparation of an Evaluation Matrix.

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) and prior to the country visit in the case of international evaluators. The inception report and methodology will be discussed at an inception meeting between the evaluator and UNDP team. Inception report must include a sample evaluation matrix as below:

Relevant eval criteria	Key questions	Specific sub-questions	Data Sources	Data Collection methods/tools	Indicators/success standards	Methods of data analysis

Deliverable 3 – Draft Evaluation Report

Upon approval of the inception report, the Consultant is expected to carry out the evaluation of the UNDP-EU PVE project in Maldives and Sri Lanka, via direct interviews with stakeholders and beneficiaries as well as interviews with key regional-level stakeholders. The UNDP BRH and UNDP Country Offices in Maldives and Sri Lanka will provide support to the Consultant in organization of meetings and interviews, as necessary.

Once the interviews are completed, the Consultant will analyse data and information collected (qualitative and quantitative) and draft an evaluation report including main findings and recommendations for activities to be included in a proposed future of the programme. A contextual analysis of the environment in which the UNDP-EU PVE projects are working in should also be included. The report shall seek to assess programme progress, efficiency and adequacy; process and level of success of existing partnerships and partnership building and ownership over knowledge products and results; the quality of programme deliverables and programme adjustments amidst the COVID-19 pandemic and the development impact of initiatives in the PVE sector resulting from the targeted capacity building.

The report should include the data, inputs and analysis, as well as success indicators used, and an overview of the effectiveness of the programme from the perspective of various stakeholders. The evaluation will also capture the efficiency of programme organisation and management. The draft report will contain the

positive or negative, intended or unintended, changes brought about by the programme and identify factors which facilitated or impeded the realization of intended objectives.

The Evaluation Reference Group¹¹ will review the draft Evaluation report to ensure that it meets the required quality standards and covers all agreed components and contents of the Evaluation. Detailed comments and feedback on the draft report will be provided to the consultant, and discussions may be held to provide clarifications as necessary.

The draft report will also be shared with UNDP Country Offices and the European Union for additional feedback and inputs. Evaluator should submit a comprehensive draft report consisting of major findings and recommendations for future course of action.

Deliverable 4 – Submission of evaluation report for projects in Maldives and Sri Lanka

After addressing the comments on the draft evaluation report, the Consultant is expected to submit the final report followed by a presentation to the EU and UNDP implementing teams. The final report is expected to capture findings and recommendations on both the programme approach, management, and performance. Suggestions and comments gathered during the briefing session will be taken into consideration. The minimum structure of the evaluation report (to be written in the English language) is the following:

- Executive summary;
- Introduction;
- Methodological approach;
- Evaluation findings;
- Lessons learnt;
- Recommendations for future programme interventions;
- Conclusions;
- Relevant annexes

Deliverables and Timeframe

Deliverables/Outputs	Timeliness and level of effort	Target Due Date
<p><u>Deliverable 1:</u> Submission of workplan that provides clear timeline of how the evaluation will be conducted including clear methodology covering both quantitative and qualitative dimensions, with a detailed list of required stakeholders who need to be interviewed.</p>	Up to 5 working days	8 November 2021
<p><u>Deliverable 2:</u> Submission of the Evaluation inception report which would include detailed work plan for the evaluation process, including: a list of interlocutors; tentative dates and virtual</p>	Up to 15 working days	30 November 2021

¹¹The Reference Group refers to the PVE oversight function at UNDP. The group members are composed of representatives from BRH Governance and Peacebuilding, UNDP Maldives and UNDP Sri Lanka M&E Team, Programme Management Unit and the European Union.

interviews planned; interview questions and dates for the briefing/de-briefing sessions. This information should be submitted through the preparation of an Evaluation Matrix.								
Relevant eval criteria	Key questions	Specific sub-questions	Data Sources	Data Collection methods/tools	Indicators/success standards	Methods of data analysis		
Deliverable 3: Submission of draft evaluation report including main findings and recommendations							Up to 7 working days	13 December 2021
Deliverable 4: Submission of final evaluation report and audit trail form							Up to 5 working days	10 January 2022
Total							35 working days	

7. 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 and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be 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:

Deliverables/Outputs							Payment (% of total contract amount)
Deliverable 1: Submission of workplan that provides clear timeline of how the evaluation will be conducted including clear methodology covering both quantitative and qualitative dimensions, with a detailed list of required stakeholders who need to be interviewed.							10%
Deliverable 2: Submission of the Evaluation inception report which would include detailed work plan for the evaluation process, including: a list of interlocutors; tentative dates and virtual interviews planned; interview questions and dates for the briefing/de-briefing sessions. This information should be submitted through the preparation of an Evaluation Matrix and discussed at an inception meeting.							30%
Relevant eval criteria	Key questions	Specific sub-questions	Data Sources	Data Collection methods/tools	Indicators/success standards	Methods of data analysis	
Deliverable 3: Submission of draft evaluation report including main findings and recommendations							30%
Deliverable 4: Submission of final evaluation report and audit trail form							30%
Total							100%

In general, UNDP shall 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 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 consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

8. Institutional Arrangement

The Consultant will work under supervision of UNDP Regional PMU Coordinator. UNDP PVE project manager at UNDP Bangkok Regional Hub will be a focal point of day-to-day interaction and for liaisons during the assignment. The PVE BRH Team will contract the Evaluation consultant and help with the day-to-day coordination for Evaluation process with different stakeholder.

Implementation Arrangement

Who (Responsible)	What (Responsibilities)
BRH Programme Coordinator as Evaluation Manager	<ul style="list-style-type: none"> • Assure smooth, quality, and independent implementation of the evaluation with needful guidance from UNDP's Senior Management. • Approve hiring of the evaluator by reviewing proposals and complete the recruitment process. • Ensure the independent implementation of the evaluation process. • Approve each step of the evaluation • Supervise, guide, and provide feedback and comments to the evaluation consultants. • Ensure quality of the evaluation. • Ensure the Management Response and action plans are fully implemented
Preventing Violent Extremism Project Manager at Bangkok Regional Hub	<ul style="list-style-type: none"> • Draft ToR to be reviewed and finalized by the <i>Evaluation Manager</i> • Support in hiring the consultant • Provide necessary information and coordination with different stakeholders including donor communities • Provide feedback and comments on draft report • Prepare management response and action plan and follow up the implementation
PVE Projects in UNDP Maldives and UNDP Sri Lanka	<ul style="list-style-type: none"> • Provide required information, furnishing documents for review to the consultant team. • Logistic arrangements, such as for support in setting up stakeholder meetings, arranging field visits and coordinating with the Government.
Evaluation Consultant	<ul style="list-style-type: none"> • Review the relevant documents. • Develop and submit a draft and final inception report • Conduct evaluation. • Maintain ethical considerations. • Develop and submit a draft evaluation report • Organize meeting/consultation to discuss the draft report • Incorporate inputs and feedback in draft report • Submit final report with due consideration of quality and effectiveness • Organize sharing of final evaluation report

Who (Responsible)	What (Responsibilities)
	<ul style="list-style-type: none"> • Evaluator is expected to work within Asia-Pacific working hours, particularly for the interviews.
Evaluation Reference Group	<ul style="list-style-type: none"> • The Evaluation Reference Group comprised UNDP Regional PVE Project Manager, PVE Project Manager at UNDP Maldives, PVE Project Manager at UNDP Sri Lanka. RBM Specialist at BRH, UNDP's Governance team members, Programme Coordinator, Programme Management Unit, European Union representative and other relevant stakeholders • Review draft report and provide feedback • Participate in debriefing session and provide suggestions

The Evaluation Consultant will be briefed by UNDP Evaluation Manager upon arrival on the objectives, purpose, and output of the evaluation. An oral debriefing by the Evaluation Consultant on the proposed work plan and methodology will be done and approved prior to the commencement of the process.

The PVE Evaluation will remain fully independent and reports to UNDP Programme Coordinator at UNDP Bangkok Regional Hub. The Evaluation Consultant maintains all the communication through the Evaluation Manager during the implementation of the evaluation. The Evaluation Manager should clear each step of the evaluation. Evaluation report must meet the requirements from the Independent Evaluation Office's guidelines which will be provided as part of the inception meeting.

Contractors will arrange online final presentation with UNDP BRH, UNDP Maldives, UNDP Sri Lanka and the European Union and noted comments from participants which will be incorporated in the final report. The Inception and draft report must meet IEO's standardized template and quality standards².

It is understood that it may take multiple rounds of feedback before Evaluation Report is finalized and approved. Final report must meet IEO's Quality Criteria. The final report will be signed off by Programme Coordinator, UNDP Bangkok Regional Hub

Intellectual Property:

All information pertaining to this programme as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. Except for purposes of this assignment, the products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable

Evaluation ethics:

Evaluations in UNDP will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'.

UNEG, 'Ethical Guidelines for Evaluation', 2020. Access at: <http://www.unevaluation.org/document/detail/2866>

9. Duration of Assignment and Duty Station

The period of the assignment is estimated to be from 29 October 2021 – 28 February 2022, up to a maximum of 35 working days. The Consultant will be home-based with no travel required.

² http://web.undp.org/evaluation/guideline/documents/PDF/UNDP_Evaluation_Guidelines.pdf

10. Qualifications of Individual Contractor

Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • Master's degree in social sciences, humanities, law, human rights, economics, public administration, project management, development or related field.
Experience:	<ul style="list-style-type: none"> • At least 10 years of extensive project/programme evaluation experience required, where evaluation of relevant thematic interventions is considered to be an asset; • Excellent knowledge and professional experience in the area of conflict prevention and peace building and/or artisanal and small-scale human rights policy and practice; • Advanced knowledge of key public documents, strategies, trends and practices related to conflict prevention and peacebuilding; • Experience in one or more of the following areas is an asset: human rights, security, Combating Violent Extremism, socio-economic assessment, law and policy, peace and conflict analysis, women and youth empowerment, public-private dialogues, capacity building of local communities and local authorities, NGOs and civil society organizations in sensitive conflict prone areas; • At least 8 years of programmatic management, advisor and team leader for UN project pertaining to peace and security desired. • Experience in leading a UNDP/EU funded programme in areas of peace and security is an asset. • Advanced understanding of data-collection methodologies and data analysis process.
Core competencies	<ul style="list-style-type: none"> • Demonstrates professional competence to meet responsibilities and post requirements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results; • Results-Orientation: Plans and produces quality results to meet established goals, generates innovative, practical solutions to challenging situations; • Communication: Excellent communication skills, including the ability to convey complex concepts and Guidelines, both orally and in writing, in a clear and persuasive style tailored to match different audiences; • Teamwork: Ability to interact, establish and maintain effective working relations with a culturally diverse team; • Client orientation: Ability to establish and maintain productive partnerships with national partners and stakeholders and pro-activeness in identifying of beneficiaries and partners' needs, and matching them to appropriate solutions
Core values	<ul style="list-style-type: none"> • Demonstrates integrity and fairness by modelling UN values and ethical standards; • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
Language	<ul style="list-style-type: none"> • Excellent writing and communications skills in English;

Technical Criteria for Evaluation (Maximum 100 points)

No	Criteria	Points
1	At least 10 years of extensive project/programme evaluation experience, where evaluation of relevant thematic interventions is considered to be an asset.	20
2	Excellent knowledge and professional experience in the area of conflict prevention and peace building and/or artisanal and small-scale human rights policy and practice.	20
3	Advanced understanding of data-collection methodologies and data analysis process, with experience on gender and disability inclusive analysis a bonus.	20
4	Experience in project formulation and project proposal for UN in areas relating to peacebuilding and human right	20
6	Relevance of Education	10
7	English language proficiency	10
Total		100

Only Individual Consultants obtaining a minimum of 70% on the Technical evaluation would be considered for the Financial Evaluation.

11. Application

Candidates wishing to be considered for this assignment are required to submit the following documents interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- Personal CV or P11, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Financial Proposal that indicates the daily rate/fee of the candidate, in US dollars; Incomplete proposals may not be considered;

Incomplete proposals may not be considered. The short-listed candidates may be contacted and the successful candidate will be notified.

12. Approval

This TOR is approved by:

Signature:

Name and designation:


Karin Takeuchi

TOR Annexes

