

TERMS OF REFERENCE OF THE PEACE AND DEVELOPMENT COMPONENT OUTCOME EVALUATOR

INTRODUCTION

In accordance with the UNDP-Philippines Country Office Outcome Evaluation Plan, an outcome evaluation of the Peace and Development (P&D)/ Crisis Prevention and Recovery (CPR) Component outcome of the Country Programme Action Plan (CPAP) will take place within the first half of 2008.

This evaluation will coincide with/ build on the ongoing mid-term review (MTR) of the ACT for Peace Programme under the P&D Portfolio. The findings/ results and recommendations of the ACT for Peace Programme MTR will contribute to this larger Outcome Evaluation of the P&D Component.

The P&D Component Outcome Evaluation will be guided by the "Guidelines for Outcome Evaluators" of the UNDP Evaluation Office, and will serve to inform the development of the next UNDP Philippines - Country Programme Action Plan (CPAP) for 2010-2014.

An independent evaluator will be engaged to conduct this Outcome Evaluation.

OBJECTIVE AND SCOPE OF THE EVALUATION

The objective of this evaluation is to clearly establish progress towards the envisaged outcome of the P&D Component: "By 2009, the level of violent conflict has been reduced, and human security and the culture of peace have been promoted nationwide". In line with the "Guidelines for Outcome Evaluators", the Outcome Evaluation should be able to:

- a) Ascertain the status of the P&D outcome
- b) Examine the factors affecting the P&D outcome
- c) Assess the contribution of UNDP P&D Component to the outcome
- d) Assess partnerships for changing the outcome

This Outcome Evaluation will cover the programs/projects implemented by the Portfolio during the CPAP Cycle 2005-2009. These are:

- a) Conflict Prevention and Peace Building Programme (ongoing);
- b) ACT for Peace Programme (ongoing);
- c) Rehabilitating Internally Displaced Persons (IDPs) and Communities in Southern Philippines (operationally and financially closed); and
- d) Support to the Development of Pilot Muslim Communities in the Philippines (operationally closed).

RESPONSIBILITIES OF THE REVIEWER

The assessment and recommendation of the outcome evaluator must be anchored on the following:

On ascertaining the status of the outcome

- Review of the information from the P&D Component gathered through monitoring and reporting on the outcome
- Review of contextual information including data/information and baselines contained in project documents, the Country Programme Action Plan (CPAP), the UN Development Assistance Framework, among others
- Validation of information about the status of the outcome that is culled from contextual sources such as the Results and Resources Framework (RRF) and monitoring reports and from interviews of key informants, focused group discussions and site validation visit reports
- Probe of pre-selected outcome indicators
- Conduct of a constructive critique of the outcome formulation

On examining the factors affecting the outcome

- Use of data collection and analysis undertaken by the P&D Component prior to this outcome evaluation
- Identification of major contributing factors that drive change to the outcome
- Examination of local sources of knowledge about factors influencing the outcome
- Determination of the issue of P&D Component interventions having an unintended effect or not having the intended effect

On Assessing the contribution of the P&D Component to the outcome

- Determination of whether or not the P&D strategy and management of the P&D operations appears to be coherently focused on change at the outcome level
- Examination of whether the P&D's in-house planning and management of different interventions has been aligned to exploit synergies in contributing to outcome
- Determination of whether or not individual outputs are effective in contributing to outcomes (drawing the link between UNDP outputs and outcome)

On Assessing the partnerships for changing the outcome

- Determination of whether or not there is consensus among P&D actors, stakeholders and partners that the partnership strategy designed was the best one to achieve the outcome
- Assessment of how the partnerships were formed and how they performed
- Examination of how the partnership strategy affected the achievement of or progress towards the outcome

COMPETENCIES AND QUALIFICATIONS OF THE REVIEWER

The outcome evaluator must have the following qualifications:

1. Reputable background in programming, monitoring and evaluation for the specific programme or practice area to be reviewed.
2. Knowledge of Philippine peace and development process and experience.
3. Knowledge of the P&D interventions' accomplishments, issues, and achieved results.
4. Experience in results-based Monitoring and Evaluation.
5. Previous experience in monitoring and evaluating programmes falling within the UNDP practice areas an advantage.

EXPECTED OUTPUT

The output expected for this exercise is a document establishing progress towards outcome of the P&D component of the 2005-2009 CPAP, including recommendations for future programming among others, and lessons learnt. The report follows the prescribed UNDP Evaluation Office's format (please see Annex 1).

IMPLEMENTATION ARRANGEMENTS

The day-to-day work of the outcome evaluator will be managed by the P&D/CPR Unit of the UNDP Philippines including coordination with P&D Implementing Partners (IPs) in terms of data requirements, schedule of meetings and deadlines. The P&D/CPR Unit will make available relevant project documents, reports, proceedings/documentations, etc..

TIMEFRAME OF ENGAGEMENT

The evaluator shall be engaged for a period of twenty two (22) working days from 08 May 2008 to 06 June 2008.

Timeframe	Major Tasks/ Activities
08 May – 15 May	Review of project documents and reports and drafting of outcome evaluation design
16 May	Conduct of Inception Workshop
19 May – 26 May	Conduct of site visits
27 May – 02 June	Review/analysis of data/info including preparation of draft report
03 June	Presentation of draft report findings and recommendations
04 June – 05 June	Integration of comments and clarifications
06 June	Submission of Final Report

COST OF ENGAGEMENT

The cost of this engagement is **Two Hundred Twenty Thousand pesos (PhP220,000.00)** to exclude related costs for conducting the inception workshop and site visits. This fund shall be administered by UNDP in accordance with its rules and regulations, with the timing and schedule of payment as follows:

Percentage/ Amount of Contract Price		Timing of Payment and Documentation Requirements
1 st Payment	20% = PhP44,000	Upon signing of Contract/ Terms of Reference
2 nd Payment	20% = PhP44,000	Upon submission of outcome evaluation design incorporating key activities and evaluation strategies/ methodologies, among others and issuance of certificate of acceptance
3 rd Payment	40% = PhP88,000	Upon submission of first draft report and issuance of certificate of acceptance
4 th Payment	20% = PhP44,000	Submission of Final Report and issuance of certificate of acceptance and completion

Suggested Outline of the Outcome Evaluation Report

This is a sample outline for an outcome evaluation report. It does not follow a prescribed format but simply presents one way to organize the information. Project evaluations should employ a similar structure and emphasize results, although they may differ somewhat in terms of scope and substance.

EXECUTIVE SUMMARY

- What is the context and purpose of the outcome evaluation?
- What are the main findings and conclusions, recommendations and lessons learned?

INTRODUCTION

- Why was the outcome selected for evaluation? (refer back to the rationale for including this outcome in the evaluation plan at the beginning of the P&D Component of the Country Programme Action Plan)
- What is the purpose of the outcome evaluation? Is there any special reason why the evaluation is being done at this point in time? (is this an early, mid-term or late evaluation of the P&D Component of the CPAP)
- What products are expected from the evaluation? (should be stated in TOR)
- How will the evaluation results be used? (should be stated in TOR)
- What are the key issues addressed by the evaluation? (should be stated in the TOR)
- What was the methodology used for the evaluation? (should be stated in the TOR)
- What is the structure of the evaluation report? (how the content will be organized in the report)

THE DEVELOPMENT CONTEXT

- When and why did the P&D Component begin working towards this outcome and for how long has it been doing so? What are the problems that the outcome is expected to address?
- Who are the key partners for the outcome? The main stakeholders? The expected beneficiaries?

FINDINGS AND CONCLUSIONS

The findings and conclusions of the evaluation report should reflect the scope presented in the TOR. There should be some flexibility for the reviewer to include new issues that arise during the course of the evaluation. The findings and conclusions in the report will take their lead from the nature of the exercise. If the purpose of the outcome evaluation was to learn about the partnership strategy, the findings and recommendations may address issues of partnership more than the other elements listed below. If the purpose was for mid-course adjustments to outputs produced by the P&D Component, the report findings and conclusions might give some more emphasis to issues related to the P&D's contribution to the outcomes via outputs. The section on findings and conclusions should include the **ratings** assigned by the reviewer to the outcome, outputs and, if relevant, to the sustainability and relevance of the outcome.

The following questions are typical of those that must be answered by the findings and conclusions section of an outcome evaluation. They reflect the four categories of analysis.

1. Status of the outcome

- Has the outcome been achieved or have progress been made towards its achievement?

- Was the outcome selected relevant given the country context and needs, and UNDP P&D's niche? (Presumably, if the outcome is within the RRF it is relevant; however, the outcome evaluation should verify this assumption.)

2. Factors affecting the outcome

- What factors (political, sociological, economic, etc.) have affected the outcome, either positively or negatively?
- How have these factors limited or facilitated progress towards the outcome?

3. P&D contributions to the outcome through outputs

- What were the key outputs produced by UNDP that contributed to the outcome (including outputs produced by "soft" and hard assistance)?
- Were the outputs produced by the P&D Component relevant to the outcome?
- What were the quantity, quality and timeliness of outputs? What factors impeded or facilitated the production of such outputs?
- How well did the P&D Component use its resources to produce target outputs?
- Were the monitoring and evaluation indicators appropriate to link outputs to outcomes or is there a need to establish or improve these indicators?
- Did the P&D Component have an effect on the outcome directly through "soft" assistance (e.g., policy advice, dialogue, advocacy and brokerage) that may not have translated into clearly identifiable outputs or may have predated P&D's full-fledged involvement in the outcome? (For example, was policy advice delivered by P&D advisors over the course of several years on the advisability of reforming the public service delivery system and on the various options available? Could this have laid the groundwork for reform that subsequently occurred?)

4. P&D partnership strategy

- What was the partnership strategy used by P&D in pursuing the outcome and was it effective?
- Were partners, stakeholders and/or beneficiaries of P&D assistance involved in the design of P&D interventions in the outcome area? If yes, what were the nature and extent of their participation? If no, why not?

RECOMMENDATIONS

Flowing from the discussion above, the section on recommendations should answer the following question:

- What corrective actions are recommended for the new, ongoing or future P&D work in the outcome?

LESSONS LEARNED

- What are the main lessons that can be drawn from the outcome experience that may have generic application?
- What are the best and worst practices in designing, undertaking, monitoring and evaluating outputs, activities and partnerships around the outcome?

ANNEXES

Annexes are to include the following: TOR, itinerary and list of persons interviewed and FGDs conducted, summary of field visits, questionnaire used and summary of results, list of documents reviewed and any other relevant material.