

NATIONAL INITIATIVE ON CIVIC EDUCATION (NICE) MID-TERM REVIEW

TERMS OF REFERENCE (TOR) FOR THE REVIEW TEAM

1. Background

The Fiji National Initiative on Civic Education (NICE) is a broad-based project directly implemented by the United Nations Development Programme and supported by the EU, NZAID and the Government of Fiji (hereinafter referred to as “Partners”).

It seeks to work with the widest possible cross section of the community to create a sound knowledge and better understanding of people’s civic rights and responsibilities.

It promotes people’s involvement in national governance through better use of their democratic institutions.

NICE is one of three components of a UNDP/Fiji Government initiative on Good Governance (Fiji Good Governance Programme) with the overriding long-term objective of creating a peaceful and stable Fiji, where everyone has respect for democracy, human and civic rights.

Project Components

The NICE project has the following components:

- i. **Capacity Building and Networking:** Under this component, the project works on a communications strategy and embarks on establishing a network of partners involved with civic education and other interest groups.
- ii. **Develop and Disseminate Civic Education messages:** To develop civic education messages to be disseminated through appropriate modes, with each designed to suit its intended target group.
- iii. **Leadership and Negotiation Skills:** To empower individuals and communities to use existing avenues and institutions to address issues that affect them and encourage them to actively participate in the policy-making process.
- iv. **Voter Education:** To inform and educate citizens on the importance of voting in a democratic society, widening their knowledge on issues related to elections/voting and encourage their participation during municipal and national elections.
- v. **Project Impact Survey:** The impact of civic and voter education programme on people’s understanding and attitudes towards democracy and good governance measured. This would be an exercise similar to the baseline survey.

Project Implementation Modalities

The National Initiative on Civic Education Project is being directly implemented by the United Nations Development Programme. The project office is located at Clarke Street the project and has the services of 8 staff, including a project Manager, 2 International UNVs, 3 National UNVs, and 2 office support staff. Close partnership for implementation has been established with key stakeholders from the government and NGO's that promote civic education and human rights.

2. Aim and Objectives of the Mid-term review.

This mid-term review is requested by the NICE Project Board to assess the progress and performance of the project. The aim of the review of the Project is to assess project achievements, impacts, and lessons learned. The review has been commissioned at a time when the project is facing some difficulties in fully carrying out its responsibilities because of external factors and financial constrains. The four key players (the Government of Fiji, NZAID, EU, and UNDP) would renew their commitments to the project based on the findings of the mid-term review.

The overall purpose of this review is twofold:

- i. Learning and improvement: It is intended that the outcomes of this mid-term review will provide useful and relevant information to the ongoing scope of work of the partner institutions; explore why the interventions implemented by the project succeeded or not; and provide guidance for implementation mechanisms of subsequent Civic Education project interventions to be carried out in the next year or so of the project.
- ii. Accountability: The mid-term review is also an instrument for the overall accountability system of the project. Consequently, the review will assess whether or not the project plans are fulfilled and resources are used in a responsible way.

The mid-term review aims at assisting partners to assess sustainability of activities, approaches and structures initiated or supported by the project, and provide recommendations for the future. Specific objectives of the review will be as follows:

- (i) ***Assessing the effectiveness and efficiency of project implementation***, including assessing the institutional arrangement, partnerships, risk management, monitoring and evaluation, project implementation and project management.
- (ii) ***Evaluating the impacts of the project*** and the contribution of the outputs to the overall purpose.
- (iii) ***Providing guidance*** on establishment of critical benchmark baselines for impacts assessment
- (iv) ***Assessing the long term sustainability*** of project interventions.
- (v) ***Identifying lessons learned*** on the strategic approach (strategic processes and mechanisms chosen to achieve the project objectives).

- (vi) *Assessing the proposed work Plan by the project team* including variances in the respective components and the financial allocations against the provisions in original project document.

3. Scope of the Mid-term Review.

Within this framework, specific issues and questions to be addressed will include, but not be limited to, the following:

Effectiveness

- i. Are the activities implemented in accordance with the project plans? If not, why?
- ii. What outputs have been achieved? To what extent do they contribute to the objectives?
- iii. How effective are the approaches and structures in delivering the desired outputs? How can they be improved?
- iv. Do the partner organizations work together effectively? Is the partnership structure effective in achieving the desired outputs?

Efficiency

- i. Are the available technical and financial resources adequate to fulfil the project plans?
- ii. Are the funds being spent in accordance with project plans and using the right procedures?
- iii. Have there been any unforeseen problems? How well were they dealt with?
- iv. Are the capacities of the partners adequate?
- v. What have been the roles of the partners and staff and are they appropriate?
- vi. Is there an effective process, built into the management structure for self-monitoring and assessment, reporting and reflection?

Relevance

- i. Establish whether or not the design and approach are relevant in addressing the identified needs, issues and challenges?
- ii. To determine the potential of the project contributing to the strategic policies and programmes of the Government and in addressing the identified needs of the community.

Sustainability

- i. Is the project bringing about desired changes in the behavior of people and the community?
- ii. Are all key stakeholders sufficiently and effectively involved? Are there expectations met and are they satisfied with their level of participation?
- iii. Are alternative or additional measures needed and, if so, what is required to ensure continued sustainability and positive impact?

4. Methodology

The methodology for the mid-term review is to be developed through consultation with the project team taking into account the budget and the TORs. The methodology adopted should update the preliminary issues, questions, methods of data collection and analysis that will be undertaken. It should encompass a combination of both qualitative and quantitative methods. The methodology should also allow for wide consultation with all interested partners and stakeholders and should include:

- a) A desktop review of all relevant documentation, including (but not limited to):
 - i. The project document, contacts and related agreements
 - ii. Annual work plans and budgets
 - iii. Progress Reports
 - iv. Technical Reports
- b) Face to face interviews and discussions with all key stakeholders involved in the project to ensure that the review is carried out in a participatory manner. A list of key partners and stakeholders would be identified at an early stage and consultation process developed. All stakeholders consulted should be in a position to present their views in confidence to the team and to identify issues, opportunities, constraints and options for the future.
- c) Electronic interviews through teleconference or written comments – eg. Email, where partners cannot be reached for face to face interviews.

UNDP will assist with the organization of meetings and discussions, and inform the relevant stakeholders of the review process and their role in it, well in advance.

5. Reporting/Feedback

The reviewer shall be responsible for the following reports, which are to be submitted to the National Initiative on Civic Education Board:

- i. A report outlining the proposed methodology and detailed responsibilities of each team member to be submitted prior to the onset of the assessment process.
- ii. A findings report, which should include the following:
 - a) An assessment of the performance of the project, based on the project document, contracts and agreements.
 - b) Identification of the main lessons learned.
 - c) Recommendations based on the assessment of the project performance in light of the current circumstance.

6. Timing and Schedule

The mid-term review is tentatively scheduled to take place on the 25th of April –20th of May 2009 for a total of 18 working days broken down as follows:

- i. Review of background documentation and preparation of methodology – 2 days.

- ii. Discussion and agreement on proposed methodology with project partners - 2 days
- iii. Assessment of project progress and performance – including field visits and interviews with project partners and key stakeholders – 6 days
- iv. Analysis of findings and production of draft report – 5 days
- v. Debriefing – presentation and discussion of findings to project partners – 1 day
- vi. Finalization/revision of the report and submission – 2 days.

7. Management and Coordination Arrangement

The Consultant shall be reporting directly to the Governance Team at the MCO, who shall exercise oversight throughout the duration of the consultancy engagement.

8. Duty Station

While conducting the mid-term review in Suva, Fiji, the consultant is required to travel to the project site and meet with project beneficiaries and other stakeholders, who will be jointly identified by the project team, to conduct interviews. The consultant might also be required to travel outside of Suva on a need basis.

9. Qualifications and experience

- Advanced University Degree in Civic Education, Elections, Political Science, Public Policy and Administration, Governance, International Development and/or Evaluation
- Familiarity with the characteristics of civic education and human rights in the Pacific preferred.
- Proven experience in project evaluations and formulations.
- Prior experience of working within the United Nations Development Program preferred.
- Experience in gender analysis preferred;
- Strong conceptual and analytical skills;
- Excellent English writing and communication skills;
- Excellent interpersonal and cross-cultural communication skills; and
- Ability to meet deadlines;

10. Scope of Bid and Payment process

This consultancy will be undertaken using the Special Services Agreement (SSA) contracting modality where the contract price is a fixed output based price regardless of extension of time. In accordance with UNDP procurement guidelines prospective applicants are required to include in the computation of their contract price professional fees, travel and daily subsistence allowance.

11. Application requirements

Applicants should send information on referees, an updated current CV and a cover letter setting out:

- How the applicant meets the selection criteria
- Evaluation approach and methodology

- Proposed costs for undertaking this consultancy

Applications are due by 2pm Fiji time (+12GMT), Friday 1st May, 2009.

Applications should be sent to registry.fj@undp.org.

Queries should be sent to Iresh Lal (iresh.lal@undp.org), with a copy to Radilaite Nawalowalo (radilaite.nawalowalo@undp.org)