



Project: "Supporting Citizens Access to Justice"

Terms of Reference

External monitoring mission for the Project Mid-Term Review

I - BACKGROUND

a) Standard UNDP M&E requirements

The UNDP M&E (monitoring and evaluation) policy has four objectives: i) to monitor and evaluate results and impact; ii) to provide a basis for decision making on necessary amendments and improvements; iii) to promote accountability for resource use and iv) to document, provide feedback on, and disseminate lessons learned. A mix of tools is used to ensure effective project M&E and it should be applied continuously throughout the life of the project.

b) Assignment

The Project "Supporting Citizens Access to Justice" is the result of a coordinated work and complementary country programmes of the European Commission Delegation and UNDP in Mozambique, based on Government of Mozambique priorities.

The main objective of the project is to improve the culture of legality, promotion of human rights, service delivery and good governance in two critical areas: Penal Justice and Decentralization. To accomplish this objective, the Project focus on six components: Administration of Justice at the Local Level; Correctional System; Organization against Crime; Human Rights; Women Rights and HIV/AIDS related legal issues.

The project is "Nationally Executed" under the responsibility of the Ministry of Justice in representation of the Justice sector. The project is implemented by a Project Implementation Unit (PIU) within the Ministry of Justice. It comprises a national project coordinator, a chief technical advisor (CTA) and other support staff. The official in charge nominated by the Ministry of Justice has the ultimate responsibility on the

overall Project implementation and is accountable towards Government and UNDP of the efficient and correct use of resources.

c) Mid-term review objectives

The Project officially started in June 2005, with the implementation of its activities effectively initiating in 2006. The project is scheduled to end in June 2009. At this current period of time, May 2008, UNDP and the Government of Mozambique would like to proceed with a mid term review in order to take stock of the achieved results and take corrective measures as necessary. The mid-term review will also help the Project to prepare for the European Union evaluation that should take place in August 2008.

In that perspective, the mid term review shall provide decision-makers in the Ministry of Justice and UNDP with sufficient information to make an informed judgment about the performance of the project (its efficiency and effectiveness), and decisions about any required changes to project scope (such as objectives, duration, financing, management arrangements, etc).

II – Description of Responsibilities

a) Areas to be reviewed:

The Consultant for the mid-term review should deliver an assessment of the following areas:

1. Relevance and contribution to poverty reduction

- The extent to which the project is consistent with, and supportive of, the policy and programme framework within which the project is placed.
- The extent to which the project build on the assets and strengthens of the target beneficiaries

2. Stakeholder participation and partnership building

- Stakeholder participation in the management/implementation of the project, and the level of local ownership.
- The quality of information management and reporting, and the extent to which key stakeholders are kept adequately informed of project activities (including beneficiaries/target groups

3. Gender aspects

- If the participation of representative's from women's stakeholders groups is ensured throughout the project implementation cycle
- If gender issues specifically monitored by the project

4. Management aspects/resources and inputs

- Project performance with respect to efficiency (input delivery, cost control and activity management) and effectiveness (delivery of outputs and progress towards achieving the purpose). Comparison should be made against what was planned.
- Project management and coordination arrangement, and the extent to which timely and appropriate decisions are being made to support effective implementation and problem resolution.
- The quality of operational work planning, budgeting and risk management.

5. Results Orientation

- Ø Is the project yielding the desired results?
- Ø Are the objectives still clear, precise and measurable?
- Ø Are the established mechanisms for M&E still adequate?
- Ø The prospects for sustainability of benefits – including (as appropriate) financial viability/recurrent cost financing, equipment / asset maintenance, institutional capacity building and local ownership, environmental impact, social acceptability, etc.

Based on these assessments, the consultant would be expected to provide:

- Recommendations for any required change / modification to project scope (including objectives, management arrangements, financing, etc.) in order to support effective implementation and the delivery of a sustainable benefit stream.
- Document facilitating and constraining factors, as well as the effectiveness of the project implementation mechanisms

b) Methodology

This monitoring exercise will be carried out by a consultant (the consultant is responsible to revise this methodology as necessary) through:

- Documentation review (annex 1)
- Interviews. Interviews will be held with project representative and organizations and persons as per attached list (annex 2)
- Field visits

The consultant should develop a work plan that shall include the data information tools that will be used, including planned surveys and questionnaires. The consultant shall visit the three pilot provinces and five project sites at district level, interviewing Project stakeholders and visiting project activities.

The consultant should develop and submit a work plan to the UNDP and the UIP for approval before proceeding with the collection of data and interviews with the Project stakeholders.

c) Reporting requirements

The consultant shall produce a draft report to UNDP and the Ministry of Justice, in English and Portuguese, presenting the analysis of the information collected during the interviews and in its field visits to Project sites.

The consultant shall submit a draft report within three weeks of approval of a work-plan by UNDP and the UIP.

The structure (see annex 3) of the report should meet the requirements of UNDP M&E policy. The length of the report should not exceed 35 pages in total (excluding the annexes)

The report shall analyse the areas presented in the present ToRs, evaluate and provide recommendations where necessary in order to improve the Project performance and efficiency. The two copies of the draft reports (English and Portuguese versions) shall be submitted five days before a presentation with UNDP, the Ministry of Justice, the UIP and other stakeholders who have been part of the review process.

d) Work plan and timetable

The study mission should take place over 4 weeks, including the preparation of the work-plan, collection of data, interviews, analysis, report drafting, feedback, editing and report finalisation, as per table below.

Work-plan	Week 1	Week 2	Week 3	Week 4	Deliverables
Desk review and submission of work planning	X				Proposed methodology and mission work plan
Approval of work plan by UNDP and UIP	X				N/A
Desk review, collection of data, and interviews	X	X	X		N/A
Field visits and interviews		X	X		
Analysis and report drafting			X		N/A
Submission of draft report				X	A draft mission report and a power point presentation for the presentation meeting
Meeting for presentation of findings and feedback collection				X	N/A
Editing and Report finalization				X	Hard and soft copy of the final mission report

III – Competencies

- Ø The consultant should be a specialist in monitoring and evaluation aspects.
- Ø The consultant must be independent from both the policy making process and the delivery and management of assistance.
- Ø The consultant should be of senior level with the following qualifications:

IV – Qualifications

- Post graduate degree in Law, management, development or any relevant field in social science;
- At least 15 years of progressively responsible positions in planning and management experience in the area of democratic governance, preferably on legal and judicial reforms;
- Extensive experience in monitoring and evaluation of donor funded projects;
- Adequate experience in working in multi-cultural environments, with senior Government officials as well as civil society organizations;
- Good command of written and spoken English and Portuguese.