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**Libya**

**Terms of Reference**

**MDG Reporting and Introduction in Libya**

**Project Evaluation**

1. **Background and context**

The Millennium Development Goals (MDGs) are global targets that the international community has adopted after 149 of the world’s heads of state and governments agreed on the Millennium Declaration in September 2000. These goals have an ambitious agenda for development with the main aim of reducing poverty and its manifestations. They concern such objectives as halving extreme poverty and hunger, achieving universal primary education and gender equality, reducing under-five mortality and maternal mortality by two-thirds and three-quarters respectively, reversing the spread of HIV/AIDS, and ensuring environmental sustainability. The MDGs also include the establishment of new schemes for global partnership towards development, with targets for the improvement of aid and trade mechanisms, and debt relief.

As the Libyan government improves its ties with the international community it is important for Libya to be counted among the countries that can boast of their achievements in combating poverty and illiteracy, improving health, and promoting new schemes for international cooperation.

In this respect and considering that Libya appears to be well placed with regard to most MDG indicators, producing a national report will also be advantageous for future policy planning and monitoring of overall sustainable human development issues. It will also allow policymakers to develop a clear image of the country’s position in relation to the international targets and indicators.

For these purposes the proposed Libya MDG reporting process will ensure that the document produced will be in full accordance with international guidelines for such reports, i.e. a short, easy to read document that gives at a glance the country’s progress, so far, towards the MDGs and that indicates paths to meet the intended indicators. It will therefore give a perspective on expected results and impacts and send short sharp messages to the general public, academia and the media about how the country is doing regarding key development goals. It is hoped that this can trigger national debate followed by appropriate policy, action plans and mobilization towards the goals.

Being both a product and a process, the making of the report will simultaneously be an occasion for further capacity building in technical, analytical, participative and communication skills for the Libyan civil servants and other actors who will be playing a key role in future MDG led action in the country.

The General Information Authority (GIA) is in charge of national statistics, Human Development Reports and MDG reports and other tasks related to collection of information and data that supports government decision making.

The GIA was established according to General People’s Committee (GPC) decision no. 149 for the year 1993, which stated in its first article that an authority should be established under the title National Authority for Information & Documentation and that the authority should report to the GPC . This was amended by decision No 7 for the year 2005 when the General Authority for Documentation and Communication was established to take the place of the previous authority. In 2006, another decision was issued by the GPC, renaming the body the General Information Authority, a name it has retained since then.

*Project Brief*

In this context, UNDP Libya and the General Information Authority (GIA) signed a preparatory assistance (PA) in 2004. The objective of the PA is to improve the availability and circulation of information for development and monitoring, as well as to improve national competencies in the production and use of statistics and other tools for reporting and planning on socio-economic issues.

*Project Outputs:*

* National Millennium Development Goals Report (MDGR);
* Prepare the establishment of DEV-INFO online data base;
* MDGs advocacy and transparency increased through communication and dialogue;
* Action plan for the establishment and use of DEV-INFO and MDGs as a tool in national planning and monitoring process.

The project was initially started in 2004 as an agency executed project. In 2006, the project was converted to NEX (National Execution Modality). The estimated project budget is US$64,000.

1. **Evaluation Purpose**

As an integral part of the project implementation cycle, and in line with the country office evaluation plan, the proposed evaluation will analyze the achievements of the project against its original objectives. The evaluation will review technical and managerial aspects and consider issues of effectiveness, efficiency, relevance, impact and sustainability. The evaluation will identify factors that have facilitated and/or impeded the achievement of objectives and should result in recommendations and lessons learned that will help in re-orienting and re-prioritizing project activities and managerial arrangements as needed.

1. **Evaluation Scope**

The evaluation will look at the entire project duration and at all activities implemented. The evaluation will place a specific focus on the role of UNDP constituents in the implementation of the project, gender mainstreaming and capacity development.

The evaluation will also assess the extent to which the implementation of the project has involved relevant stakeholders and the degree to which it has been able to create collaboration between different partners.

1. **Evaluation Objective and Questions**
2. Assess both the direct and indirect effects of the in-country MDG reporting initiatives on how MDGs are now measured and monitored:
   * Have data collection and storage systems been improved, or new systems been developed?
   * Have linkages to existing national development processes been established and have MDG indicators been integrated into National Development Strategies?
   * Have MDG strategies been articulated at sectoral and sub-national levels?
   * Has an M & E framework been developed? Are MDG indicators being monitored through transparent, participatory processes?
3. Assess implementation and ownership of the MDG Reporting Process:
   * Does the process have high level political commitment?
   * Are the MDG Reports effective platforms for policy dialogue? Have MDG strategies been incorporated in key government policy papers?
   * Were National MDG Reports discussed in bilateral programme and/or UN programme consultations?
   * Is there strong coordination among government partners?
   * Is the process inclusive – are civil society and the private sector actively involved? Is the community at large aware of the MDGs?
   * Has the MDG Report been nationally endorsed? If not, why?
   * How is UNDPs role viewed and how could it be strengthened?
4. Assess the impact of the MDG Reporting Process on Capacity Development:
   * Has the reporting process supported the building of national MDG coordination capacity?
   * Has the role of task force members influenced their own internal processes in terms of the sectors they represent (government) or their role in MDG dialogue (civil society)?
   * Has the task force ever met outside the context of the reporting process?
   * Did the reporting process build capacity in statistical capacity for data collection, quality, validation, analysis and policy development. What gaps were identified?
   * Did the reporting process strengthen national capacity to monitor and evaluate the progress of MDG achievement?
5. Assess if gender perspectives are adequately mainstreamed into the National MDG Reports:
   * Are gender issues incorporated under goals other than Goal 3?
   * Is there mention/recognition of women’s issues under goals other than Goal 3 and Goal 5?
   * Is the content of gender issues under each goal adequate?
   * Is sex-disaggregated data available for key indicators
6. Identify key factors that have contributed to the success or failure of the national MDG reporting process:
   * Document lessons learned / best practices;
   * Document specific processes and mechanisms that have been institutionalized as a result of the MDG reporting process;
   * Document risks, challenges and constraints and how these were mitigated.
7. Identify key outputs and activities for future work to support MDG Reporting:
   * What “added value” can UNDP and the UNCT bring to the process so that future MDGRs can become valuable and credible instruments for tracking and monitoring progress towards achieving MDG targets.
8. **Methodology**

Overall guidance on project evaluation methodology is provided in the [UNDP Handbook on Planning, Monitoring and Evaluation for Development Results](http://teamworks.beta.undp.org/pg/groups/306038/evaluation-group-libya-co/). The evaluator should coordinate closely with UNDP Country Office, project stakeholders and the project team. Consultations should be held with relevant Government partners involved in the process. Based on a set of relevant quantifiable and qualitative indicators, a combination of quantitative and qualitative methods for collection and analysis of the data should be used, and consideration should be given to the social, economic and political context in which project took place.

The following data collection and analysis should be considered:

* + Desk review of relevant documents (project document, etc.)
  + Discussions with senior management and relevant staff of UNDP Country Office
  + Regular in-depth consultation with project staff
  + Interviews with partners and stakeholders
  + Visits to project sites
  + Discussions with project team, project beneficiaries/partners;
  + Develop key evaluation questionnaires for the final beneficiaries and partners;

However, it is expected that the evaluator will supply an inception report, in which he/she will detail an outline of the evaluation methodology to be applied before proceeding with the evaluation process. The inception report will also ensure the compliance of the Evaluation Report Template.

The key stakeholders of the project include but are not limited to: the General Information Authority (GIA), GPC for Planning and Finance, information centres at the GPCs for Education, Health, Environment General Authority (EGA), and National Center for Disease Control (NCDC).

1. **Evaluation products (deliverables)**

The evaluation consultant will be accountable for producing the following deliverables in Arabic and English:

* Evaluation inception report: An inception report should be prepared by the evaluation consultant before going into the full evaluation exercise. It should detail the evaluator’s understanding of the project outputs, showing how each evaluation question will be answered by way of: proposed methods; proposed sources of data; and data collection procedures. The inception report should include a proposed schedule of tasks, activities and deliverables. The inception report should provide UNDP/GIA and the consultant with an opportunity to verify that they share the same understanding of the evaluation and clarify any misunderstanding at the outset. The evaluation inception report should be made available by the end of the third working day the evaluation mission at the latest.
* Draft evaluation report: UNDP and GIA should review the draft evaluation report to ensure that the evaluation meets the required quality criteria by the beginning of second week working day of the evaluation mission.
* Final evaluation report:

1. **Evaluation Team Composition and Required Competencies**

The evaluation will be conducted by one independent national/ international consultant who has not participated in the project preparation and/or implementation. He/she must not have any conflict of interest with project related activities. The consultant will be responsible for conducting a mission to Libya to meet with the stakeholders, and will be responsible for drafting the inception report and finalizing the evaluation report.

Education:

* The candidate should hold an advanced university degree in social sciences, political sciences, peace and development, development management or a related field.

Work experience:

* Eight years of professional experience at the national and international levels in strategic planning, programme monitoring and evaluation.
* Experience with the UN and familiarity with UN planning and programming instruments is an asset.

Languages

* Fluency in Arabic and English.

Competencies

* Strong statistical and analytical, quantitative and qualitative research skills.
* Strong knowledge of results-based management.
* Demonstrated ability to work in a multi-cultural environment, and establish harmonious and effective working relationships both within and outside the organization.
* Good negotiation and communication skills.
* Background on MDGs and HD reporting at the national level is an asset.

1. **Evaluation ethics**

The evaluation will be conducted in accordance with the principles outlined in the “Ethical Guidelines for Evaluation”.

1. **Implementation arrangements**

To facilitate the project evaluation process, UNDP Libya has set up an Evaluation Focal Point (EFP) to support the Portfolio Manager (PM) and the National Project Coordinator (NPC) in coordinating the evaluation process internally and externally. However, the evaluation will be fully independent and the evaluation team will retain enough flexibility to determine the best approach in collecting and analyzing data for the project evaluation.

1. **Time-frame for the evaluation process**

The evaluation mission will consist of one national/ international consultant for a period of two weeks.

* Preparation of the inception report by the end of the third day of the mission.
* One working day will be given to UNDP & GIA to read the report and give their inputs.
* The evaluation consultant shall deliver draft evaluation report to UNDP and GIA by the end of sixth working day of the mission at the very latest.
* Two working days will be given to UNDP & GIA to read the report and give their input.
* The evaluation consultant will deliver the final evaluation report to UNDP by the end of the tenth working day of the mission.

Time Frame: 1st week

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| --- | --- | --- | --- | --- | --- | --- |
| 1st day (SUN) | 2nd day (MON) | 3rd day (TUE) | 4th day (WED) | 5th day (THU) | FRI) | (SAT) |
| * + Meeting/Briefing by from UNDP. | * + Meeting/with GPC for Planning. | * + Meeting with Head of Information Center at GPC for Education. | * + Meeting with Head of Information Center at GPC for Health. | * + Meeting with Head of HIV/Aids at the National Center for Combating Diseases. |  |  |
| * + Meeting/Briefing by UNDP |  |  |  |  |  |  |
| * + Meeting/Briefing by Project NPC. |  |  |  |  |  |  |
| * + Meeting/Briefing by Head of Statistics Department at GIA. |  |  |  |  |  |  |
| * + Receive Project Documentation. |  |  |  |  |  |  |
| * + Finalizing the evaluation design/methods and preparing the detailed inception report. | | | * + UNDP & GIA to give their input on the inception report. | * + Preparing the draft report. | | |

Time Frame: 2nd week

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| --- | --- | --- | --- | --- | --- | --- |
| 6th day (SUN) | 7th day (MON) | 8th day (TUE) | 9th day (WED) | 10th day (THU) | (FRI) | (SAT) |
| * + Meeting with EGA. | * + UNDP & GIA to give their input on the Draft report. | | * + Preparing and delivering the final report. | |  |  |
| * + Delivering the draft report. |  |  |  |  |  |  |

1. **Cost**

The daily rate for the evaluator will be determined according to qualifications and past experience and based on UNDP rates.

The evaluation fees will be paid in three equal installments (33.33% each).

* The first installment will be paid upon signing the consultancy contract;
* The second installment upon submission of the draft report; and
* The final one, upon acceptance of the final report.

1. **Reading Materials (Annexes)**

* Country Programme Document 2006-2010
* Project Document.
* Progress Reports
* MDG Reports
* Evaluation report template Quality Criteria for Evaluation Report
* Ethical Code of Conduct for Evaluation in UNDP