TERMS OF REFERENCE
MID-TERM EVALUATION

COMMUNITY MOBILIZATION FOR POVERTY ALLEVIATION
AND
SOCIAL INCLUSION IN SERVICE DELIVERY
(COMPASIS)

SEPTEMBER 2011
Background
In February 2010, FAO, ILO, UNDP, UNFPA, UNICEF, WFP and the United Nations Trust Fund for Human Security (UNTFHS) signed a 3 year project document for the amount of US$4.088 million with the aim of contributing to human security development goals in Timor Leste. The UNTFHS is supported by the Governments of Japan, Slovenia and Thailand and the United Nations Partnering Agencies saw this opportunity to put into practice the notion of joint programming and One UN approaches to development implementation.

The COMPASIS project seeks to protect extremely poor households (with a major focus on women farmers, widows, unemployed youth, returning IDPs, children, and food insecure people) in the identified 17 villages of Ermera and Oecusse districts in Timor Leste. The COMPASIS joint programme aims to protect these beneficiaries against threats of civil strife, poverty, hunger, poor health, illiteracy and social exclusion so that they are empowered to realize their fundamental rights and full human potential.

In accordance with the UNTFHS guidelines, the COMPASIS Joint Programme is seeking to undertake an independent mid-term evaluation, the results of which will be used to determine whether the objectives and performance indicators outlined in the funding proposal are achievable within the allotted timeframe. The mid-term evaluation will also serve as an opportunity for reflection, allowing the project partners to make course corrections and refine objectives, indicators and implementation timeframes, as needed.

Duties and Responsibilities
- Provide an objective assessment of the achievements, constraints, performance, results, impact, relevance and sustainability of the interventions.
- Generate lessons from experiences in the respective interventions for the period 2010 to date to inform current and future programming at the country level.
- Identify whether past results represent sufficient foundation for future progress towards achieving improved human security.
- Provide clear and forward-looking recommendations in order to suggest effective and realistic strategies by UNDP and its partners.
- To come up with recommendations and provide support in case it is suggested in the reformulation of activity/es or indicators from Project Document based on findings and analysis of project implementation and context.

Competencies
- Excellent communication, analytical and writing skills.
- Good knowledge of the political, economic and social contexts of Timor Leste.
- Previous evaluation experience of similar joint programmes with UNDP or other UN Agencies, Funds or Programmes preferably in the region.

Required Skills and Experience
- Advanced university degree in social sciences, public administration, international development studies, law or other related areas.
- Solid experience in the areas of monitoring and evaluation and human security.
- Sound knowledge about results-based management (especially results-oriented monitoring and evaluation).
- Minimum 5 years experience in conducting evaluations of projects in the socio-economic field.
• Fluency in written and spoken English.
• Add value if experience working the the Region and knowledge of tetum and/or bahasa indonesia
• Add value if experience in community mobilization/saving groups approaches projects
• Add value if experience in monitoring and evaluation of joint projects involving National Governemnet.

1. GENERAL CONTEXT

In February 2010, FAO, ILO, UNDP, UNFPA, UNICEF, WFP and the United Nations Trust Fund for Human Security (UNTFHS) signed a 3 year agreement for the amount of US$4.088 million with the aim of contributing to human security development goals in Timor Leste. The UNTFHS is supported by the Governments of Japan, Slovenia and Thailand and the United Nations Partnering Agencies saw this opportunity to put into practice the notion of joint programming and One UN approaches to development implementation.

The COMPASIS Joint Programme utilises a parallel funding modality insofar as each of the 6 partnering agencies has signed an agency specific funding agreement directly with the UNTFHS. As a result all financial reporting of each Agency is undertaken directly by the agencies themselves. Narrative reporting and the monitoring and evaluation framework however, were drafted as a joint exercise and represent the objectives of each of the 6 UN partner agencies.

The COMPASIS project seeks to protect extremely poor households (with a major focus on women farmers, widows, unemployed youth, returning IDPs, children, and food insecure people) in the identified 17 villages of Ermera and Oecusse districts in Timor Leste. The COMPASIS joint programme aims to protect these beneficiaries against threats of civil strife, poverty, hunger, poor health, illiteracy and social exclusion so that they are empowered to realize their fundamental rights and full human potential. In this way, the COMPASIS project utilises community mobilisation and social inclusion approaches to both:

a) reduce extreme poverty and improve income generation and food security among vulnerable groups through community mobilization, agro-based micro-enterprises, skills training and post-training support; and
b) promote social inclusion in the service delivery system through the education participation of out of school children; community awareness of maternal and child health; and capacity of service providers in planning and executing community-based water, sanitation and primary health/hygiene schemes.

The United Nations Development Assistance Framework (UNDAF) is the result of an ongoing consultative process intended to analyse how the United Nations can most effectively respond to Timor-Leste’s national priorities and needs in a post-conflict context. It is guided by the goals and targets of the Millennium Declaration, which has been endorsed by the Government, as well as the Programme of the IV Constitutional Government for 2007-2012, the International Compact for Timor-Leste, the 2007 National Recovery Strategy and other relevant documents. The UNDAF translates these into a common operational framework for development activities upon which individual United Nations organisations will formulate their actions for the period 2009-2013.

Consolidating peace and stability represents the cornerstone for the UNDAF; under this overarching goal, three inter-related areas of cooperation have emerged as particularly critical for United Nations support to the people and Government of Timor-Leste during this five-year period: (1) Democratisation and Social Cohesion, including deepening State-building, security and justice; (2) Poverty Reduction and Sustainable Livelihoods, with particular attention to vulnerable groups, including youth, women, IDPs and disaster-prone communities; and (3) Basic Social Services, encompassing education, health, nutrition, water and sanitation, and social welfare and social protection. The COMPASIS joint programme is in adherence with these targeted thematic areas.

2. OVERALL GOAL OF THE EVALUATION

In accordance with the UNTFHS guidelines, the COMPASIS Joint Programme is seeking to undertake an independent mid-term evaluation, the results of which will be used to determine whether the objectives and performance indicators outlined in the funding proposal are achievable within the allotted timeframe. The mid-term evaluation will also serve as an opportunity for reflection, allowing the project partners to make course corrections and refine
objectives, indicators and implementation timeframes, as needed. Specifically, the mid-term evaluation will report against the initial logical framework as provided to the UNTFHS, as well as the Monitoring and Evaluation Framework of the project.

Interim evaluations are highly informative in nature and seek improved implementation of the programmes during their second phase of implementation. They also seek and generate knowledge, identifying best practices and lessons learned that could be transferred to other programmes. As a result, the conclusions and recommendations generated by this evaluation will be addressed to its main users: the Project Steering Committee, the Project Implementation Unit and the District Project Coordination Units.

3. SCOPE OF THE EVALUATION AND SPECIFIC GOALS

The unit of analysis or object of study for this interim evaluation is the joint programme, understood to be the set of components, outcomes, outputs, activities and inputs that were detailed in the joint programme document and in associated modifications made during implementation.

This mid-term evaluation has the following specific objectives:

1. To discover the programme’s design quality (needs and problems it seeks to solve) with regards to the achievement of the stated objectives and performance indicators within the allotted time frame.
2. To understand how the joint programme operates and assess the efficiency of its management model in planning, coordinating, managing and executing resources allocated for its implementation, through an analysis of its procedures and institutional mechanisms. This analysis will seek to uncover the factors for success and limitations in inter-agency tasks within the One UN framework.
3. To identify the programme’s degree of effectiveness among its participants, its contribution to the objectives of the Human Security thematic window, and the Millennium Development Goals at the local and/or country level.
4. To serve as an opportunity for reflection and to provide recommendations to the project partners to make course corrections and refine objectives, indicators and implementation timeframes, as needed.

4. METHODOLOGICAL APPROACH

The mid-term evaluation will use methodologies and techniques as determined by the specific needs for information, the terms of reference, the availability of resources and the priorities of stakeholders. In all cases, the consultant is expected to analyse all relevant information sources, such as annual reports, programme documents, internal review reports, programme files, strategic country development documents and any other documents that may provide evidence on which to form opinions. The Consultant is also expected to use interviews as a means to collect relevant data for the evaluation. (Is there FGD with beneficiaries and UN agencies?)

The methodology and techniques to be used in the evaluation should be described in detail in the inception report and the final mid-term evaluation report, and should contain, at a minimum, information on the instruments used for data collection and analysis, whether these be documents, interviews, field visits, questionnaires or participatory techniques.

5. EVALUATION DELIVERABLES

The consultant is responsible for submitting the following deliverables:

Inception Report (to be submitted within seven days of the submission of all programme documentation to the consultant: Project document, Annual Work plans, Substantive Reports, any other key document)

This report will be 5 to 10 pages in length and will propose the methods, sources and procedures to be used for data collection. It will also include a proposed timeline of activities and submission of deliverables.

Draft Final Report (to be submitted within 10 days of completion of the field visits to Ermera and Oecusse districts)
The draft final report will contain the same sections as the final report (described in the next paragraph) and will be 20 to 30 pages in length. This report will be shared among the stakeholders involved in the evaluation. It will also contain an executive report of no more than 5 pages that includes a brief description of the joint programme, its context and current situation, the purpose of the evaluation, its methodology and its major findings, conclusions and recommendations. The final report will be shared with the evaluation stakeholders to seek their comments and suggestions prior to finalisation and submission to the UNTFHS.

**Final Evaluation Report** (to be submitted within 14 days of receipt of the draft final report with comments)

The final report will be 20 to 30 pages in length. It will also contain an executive report of no more than 5 pages that includes a brief description of the joint programme, its context and current situation, the purpose of the evaluation, its methodology and its major findings, conclusions and recommendations. The final report will be sent to the evaluation stakeholders and the UNTFHS. This report will contain the following sections at a minimum:

1. Cover Page
2. Introduction
   - Background, goal and methodological approach
   - Purpose of the evaluation
   - Methodology used in the evaluation
   - Constraints and limitations on the study conducted
3. Description of interventions carried out
   - Initial concept
   - Detailed description of its development: description of the hypothesis of change in the programme.
4. Levels of Analysis: Evaluation criteria and questions (logframe, M&E framework)
5. Conclusions and lessons learned (prioritized, structured and clear)
6. Recommendations
7. Annexes

**6. ETHICAL PRINCIPLES AND PREMISES OF THE EVALUATION**

The mid-term evaluation of the joint programme is to be carried out according to ethical principles and standards established by the United Nations Evaluation Group (UNEG).

- **Anonymity and confidentiality.** The evaluation must respect the rights of individuals who provide information, ensuring their anonymity and confidentiality.
- **Responsibility.** The report must mention any dispute or difference of opinion that may have arisen among the consultants or between the consultant and the heads of the Joint Programme in connection with the findings and/or recommendations. The team must corroborate all assertions, or disagreement with them noted.
- **Integrity.** The evaluator will be responsible for highlighting issues not specifically mentioned in the TOR, if this is needed to obtain a more complete analysis of the intervention.
- **Independence.** The consultant should ensure his or her independence from the intervention under review, and he or she must not be associated with its management or any element thereof.
- **Validation of information.** The consultant will be responsible for ensuring the accuracy of the information collected while preparing the reports and will be ultimately responsible for the information presented in the evaluation report.
- **Intellectual property.** In handling information sources, the consultant shall respect the intellectual property rights of the institutions and communities that are under review.
- **Delivery of reports.** If delivery of the reports is delayed, or in the event that the quality of the reports delivered is clearly lower than what was agreed, the penalties stipulated in these terms of reference will be applicable.

**7. ROLES OF ACTORS IN THE EVALUATION**

The main actors in the mid-term evaluation process are the UNTFHS, the Project Steering Committee members, the Project Implementation Unit of the joint programme, and the District Project Coordination Unit members. This group
of institutions and individuals will serve as the evaluation stakeholders and will facilitate the consultant’s access to all information and documentation relevant to the joint programme, as well as to key actors and informants who should participate in interviews, focus groups or other information-gathering methods.

8. TIMELINE FOR THE EVALUATION PROCESS

In Home Country
• Provision of documentation to consultant for review.
• Preparation of inception report (within 7 days of receipt of joint programme documentation)

Dili, Timor-Leste
• Briefing with the consultant. Discussion will take place over what the evaluation should entail.
• Meeting with evaluation stakeholders to finalise evaluation process.

Ermera and Oecusse District Field visit
• The consultant will travel to the target villages of the Joint Programme to carry out the planned agenda.

Draft Final Report
• The consultant will draft the final report and conduct a debriefing session with the key actors he or she has interacted with (within 10 days of return from field visit).
• Evaluation stakeholders will have the opportunity to provide comments to the consultant regarding the draft final report.

Final Report
• The consultant will deliver a final report (within 14 days of the deadline for receipt of comments from the evaluation stakeholders).

9. APPLICATIONS

• Interested candidates must submit Work plan and Financial proposal (proposed rate per day)

• Application sent to: katherine.lester@undp.org; reinaldo.soares@undp.org;
  beatriz.marcel@undp.org
  And CC to procurement.tp@undp.org

• The deadline for submitting applications is Thursday 22nd September 2011 at 9 a.m (Timor Leste - Local Time)