**TERMS OF REFERENCE**

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| **Background**  The Capacity Development for Aid Management and Coordination (CDAMC) project document was signed in late 2005 and the key annexes were signed on 17 July 2006. The project was operational by mid 2006, based in the Ministry of International Cooperation (MIC). The key objectives for the project are to:   * Develop the capacities of the Government, with MIC as a focal point, to perform its aid related functions: collection and dissemination of information, fund mobilization, monitoring and evaluation, and coordination and regulation of partners’ relations. * Promote and encourage the incorporation and harmonization of aid strategies, policies and processes within appropriate national management systems.   The project is directly executed by UNDP according to the Direct Implementation (DIM) modality and falls under the Poverty & MDGs Unit at UNDP. It is managed and implemented by a team composed of Project Manager, Capacity Development Officer, Database Manager, and Database Developer who are all based in MIC. Detailed donors contribution to the CDAMC project: (EUD: USD 2,069,955.18, DFID: USD 422,460, Netherlands: USD 250,000, UNDP: USD 121,331.57, Italy: USD 43,685.72)  The Aid Management and Coordination Unit (AMCU) of MIC was established in late 2005 to serve as the delivery mechanism to achieve the project objectives. The Unit  reports directly to the MIC Undersecretary and is tasked with coordinating government and development partner aid activities through an aid information system supported by requisite processes and policies, through a network of aid coordination focal points located across several ministries.  **Purpose**  The purpose of the assignment is to carry out a mid-term review (MTR) of the Capacity Development for Aid Management & Coordination (CDAMC) Project. This review will assess progress made and make recommendations on the need for possible corrective measures to achieve the intended results as envisaged by the project document and make possible recommendations on the enhancement of MIC staff capacity.  Specific objectives  The main purpose of the requested review of CDAMC project is to assess progress in achieving the expected results to date.  The evaluation will use the standard EUD evaluation methodology to cover effectiveness, relevance, sustainability and impact and draw lessons from the overall implementation of the project to date. |
| **Description of Responsibilities :** |
| More specifically, the assignment will:   * Assess the progress towards achievement of the intended results, timeframe and work plan stated in the project document. * Assess realistically institutional and managerial strengthen of MIC to accomplish its mandate regarding aid effectiveness including the effectiveness of training provided to MIC staff * To present key finding, draw lessons learned and provide a set of clear best practices and forward-looking options to inform management decisions for the current and future programming * Review implementation issues and concerns that covers programme and policy levels * Provide a basis for identifying appropriate actions in addressing gaps and reinforce initiatives that demonstrate the potential for success  and continuity of the project   Another purpose of the evaluation is to provide recommendations on the project extension and / or reformation, sustainability elements for managing SAID and MIC website in the future including its resources, management and institutional implementation framework, taking into account the future and unfinished activities and reformulating possible work plan and strategies.   Assess the future of AMCU in terms of organization and management; IT readiness, work planning and monitoring of activities and reporting  **Deliverables**   * An inception report for the overall evaluation exercise Evaluation report outlining key findings, lessons learned and recommendations in the area of Aid management in Sudan; and an analysis of project support. A comprehensive (synthesis) evaluation report covering the issues outlined in the terms of reference and inception report. The synthesis report will include an executive summary that highlights findings, conclusions, recommendations and lessons learned; A final report upon receipt of comments from MIC, UNDP & EU on the draft final report. The MIC, UNDP & EU will provide comments within 10 days or approve the final report. * Provide substantial feedback to Sudan government in Aid management.\ * An evaluation brief for use in stakeholder presentations, and a methodology brief to facilitate the learning of lessons from the evaluation process; * PowerPoint presentations for senior management with MIC, UNDP and EU and other stakeholders to be used during stakeholder feedback sessions as necessary.   Fees, per diems, reimbursables and working hours  The assignment is for 17 working days. Fees will be paid for the working days on which services are provided. The total duration of the assignment will be up to 21 days.  The total duration of the assignment is defined as the " total engagement including holidays and weekends".  The current working days are based on a five-day working week. |