


## **Terms of Reference**

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|  <b>UNITED NATIONS DEVELOPMENT PROGRAMME<br/>TERMS OF REFERENCE</b>   |   |
| <b>Position Information</b>  |   |
| <p>Job Title: <b>International Consultant for the final evaluation of "Improvement of infrastructure and support to urban upgrading and socio-economic revitalization of northern part of Cyprus" outcome</b></p> <p>Duty Station: Cyprus</p> <p>Supervisor: UNDP - PFF Programme Manager</p>  | <p>Type of Contract: Individual Contract</p> <p>Starting Date: 28 October 2011</p> <p>Duration: approximately 23 working days</p> |
| <b>Background</b>  |   |
| <p>UNDP has been responsible for the implementation of the EU funded Programme Partnership for the Future since 2001. UNDP-PFF aims at contributing to the peace-building process in Cyprus through different levels of intervention including urban infrastructure rehabilitation, community development, cultural heritage and private sector development initiatives.</p> <p>Since 2006 the UNDP Partnership for the Future (PFF) in Cyprus has been responsible for the implementation of the following projects:</p> <p><b>Upgrading of local and urban infrastructure</b></p> <p>The programme "Upgrading of local and urban infrastructure" aims to: i) support the upgrading of main and minor towns via various projects: infrastructure, urban upgrading, rehabilitation/restoration projects; ii) support the local economy by launching local works tenders; and iii) to improve the living environment of the residents of the areas involved. This project supports the economic and social development of the northern part of Cyprus via large infrastructure and rehabilitation projects for the upgrading of the main and minor towns of the northern part of the island.</p> <p>The programme "Upgrading of local and urban infrastructure" has been realized in two phases: Infrastructure I (2006-Present) and Infrastructure II (2007 – Present).</p> <p>The first phase "<i>Infrastructure I</i>" included the following:</p> <ul style="list-style-type: none"> <li>– To improve the infrastructure and support the urban upgrading and revitalization of Famagusta, Kyrenia and Nicosia</li> <li>– To improve the infrastructure and support the urban upgrading and revitalization of minor towns and villages in the northern part of Cyprus</li> </ul> <p>The second phase "<i>Infrastructure II</i>" focused on:</p> <ul style="list-style-type: none"> <li>– Continue to improve the infrastructure and support the urban upgrading and revitalization of the</li> </ul> |   |

- main cities of Famagusta, Kyrenia and Nicosia
- To improve the infrastructure and support the urban upgrading and revitalization of minor towns and villages in the northern part of Cyprus
- To enable the opening of new crossing points.

#### **Limnitis/Yesilirmak Road Upgrading**

The opening of the Limnitis/Yesilirmak crossing point is intended to enhance further collaboration between the two communities and support a confidence building measure for the peace settlement in Cyprus. UNDP-PFF was entrusted by the EU to conduct a feasibility study and a survey for the improvement of the road in Cyprus. After a procurement process, a joint venture between Greek Cypriot and Turkish Cypriot engineering companies was contracted. The feasibility study of the project focused on the investigation, assessment and survey needed to prepare the road designs and the preparation of the tendering documents for the upgrading of the existing two sections of the road. The final project encompassed the upgrading of a section of approximately 6.1 Km, of which 1.8 km are located in the United Nations controlled buffer zone – section A -, and the remaining 4.3 km are located in the northern part of the island – section B.

#### **Study of Cultural Heritage**

Contribution to the management of cultural heritage in Cyprus by undertaking a study on the restoration of cultural heritage in Cyprus with a particular emphasis on the Northern part of Cyprus

number of activities were implemented to achieve the objectives through three folded strategy including:

- Review of the existing inventories already carried out by other donors.
- Ranking methodology in order to prioritize monuments for which the detailed assessment would be carried out.
- Detailed assessment of built heritage: Northern part of Cyprus/ Famagusta/ Ottoman Architecture

#### **Nicosia Waste Water Treatment Plant**

The project aims to provide services to Greek Cypriot and Turkish Cypriot communities for the construction of a new Waste Water Treatment Plant (WWTP) to enhance the communities' well-being and to protect the shared environment and natural resources. The new WWTP, will have a total capacity of 30,000 m3/day, and will help resolve existing environmental problems and at the same time provide both communities with a modern, high-tech plant with the capacity to accommodate the future needs of the two communities. The project will foster cooperation between the two communities at different levels, though the transfer of knowledge, operation and maintenance as well as public awareness. The WWTP will be developed in two phases: Design and Build, for which UNDP will be responsible, and Operation and Maintenance, for which UNDP will hand over responsibility to a Joint Entity to be established between the Greek Cypriot and Turkish Cypriot communities.

#### **Cultural Heritage (UNDP-ACT)**

Through various partnerships, UNDP-ACT has supported seven cultural heritage restoration projects, which contribute to mutual understanding, cooperation and respect between peoples. These projects incorporate the active involvement and participation of individuals and organizations in the local communities.

The following link provides a fact sheet that lists all projects:

[http://www.undp-act.org/data/fast\\_facts\\_cultural\\_heritage.pdf](http://www.undp-act.org/data/fast_facts_cultural_heritage.pdf)

## Duties and Responsibilities

### Objective and scope of the work

The evaluation will assess all phases of the above 6 output projects and measure their in relation to the outcome. Specifically, the evaluation intends to achieve the following specific objectives:

- To assess the extent to which the project goal (outcome) and objectives (outputs) have been met;
- To determine the relevance and effectiveness of each component, in particular considering the systems and capacities that were developed and the effective use of project resources;
- To evaluate the impact of the programme and its components;
- To determine best practice of and lessons learned in the project implementation;
- To determine the factors that have influenced performance and success of the programme as well as factors that have constrained the programme from achieving its intended outcome;
- To evaluate if the project was key to the achievement and / or has contributed to the overall change for a more positive environment. Point out the strengths, weaknesses, opportunities, threats of the project's implementation process

### Evaluation questions

The evaluation should address the following questions:

- Were stated outcomes or outputs achieved?
- What progress toward the outcomes has been made?
- What factors have contributed to achieving or not achieving intended outcomes?
- To what extents have UNDP outputs and assistance contributed to outcomes?
- Has the UNDP partnership strategy been appropriate and effective?
- What factors contributed to effectiveness or ineffectiveness?

## Final products or Deliverables/Outputs

### Outputs and tentative dates

- Output 1- Preliminary Draft of the evaluation Report – **31 October 2011**
- Output 2 - Draft evaluation report containing the results of the outcome evaluation – **7 November 2011**
- Output 3 - Final evaluation report incorporating eventual comments/clarifications required by UNDP-PFF by **18 November 2011**

The evaluation will be conducted within a period of total estimated **of 23 days**, incorporating field and desk work, and allowing sufficient time for feedback and review, according to the timeframe below:

- Preparation – (Desk review of relevant document not considered as deliverable) - (estimated 3 days) – from place of recruitment of consultant
- In-country evaluation mission and presentation of preliminary findings – Preliminary Draft of the evaluation Report (estimated 10 days) – in Cyprus
- Draft evaluation report containing the results of the outcome evaluation (estimated 7 days) - from place of recruitment of consultant
- Final evaluation report incorporating eventual comments/clarifications required by UNDP (estimated 3 working days) - from place of recruitment of consultant

### **Institutional Arrangement:**

UNDP – PFF/ACT will work closely with the consultants to facilitate the process including:

- Providing relevant documents related to the project activities for the literature review;
- Identifying stakeholders and sources of information;
- Assisting in organizing meetings with stakeholders;
- Assisting in arranging field visits (transport and formal invitations when required);
- Identifying key issues that may emerge during the consultancy period and assisting to resolve these wherever possible.
- The consultant shall work independently and with his/her personal equipments (IT and Communication) and office arrangements. Interpretation and translation will only be facilitated through the support of the national consultant/assistant. Only transportation to project sites will be provided under UNDP rules.

In addition to analysis of existing materials, the evaluator will meet with a wide range of stakeholders including (non-exhaustive list):

- Donor's representatives
- Local authorities
- UNDP-PFF/ACT partners
- UNDP – PFF/ACT
- Beneficiaries (in Nicosia and outside)

### Monitoring and Progress Controls

The Consultant will work under the supervision of the UNDP-PFF Programme Manager. The evaluation work should start no later than 12 October 2011. Initial findings and a draft report should be presented by 7 November 2011. The final evaluation report must be submitted (revised with comments) to the UNDP- PFF Office by November 18th 2011.

The evaluation should cover the period ranging from the beginning of the project (November 2006) to September 2011.

The evaluation will be the result of an analysis of project documents, literature reviews, project reports and individual interviews.

It is expected that the consultant will work approximately 23 days.

### Payment Milestones

UNDP will contract the consultant according to the Organization's IC rules and regulations. Payment will be made as a lump sum after formal approval of expedited deliverables (in 3 installments: 30% after completion of output 1; 30% after completion of output 2 and 40% after completion of output 3) and shall cover all expenditures (incl. consultancy fees, international travel, cost of living, etc). DSA are not applicable.

UNDP reserves the right to hire more than one person for the same position. In this case the number of working days will be recalculated accordingly and communicated to the shortlisted candidates prior to the submission of their financial proposals.

### **Competencies**

- Ability to lead formulation and evaluation of development programs and projects;
- Strong analytical skills
- Strong communication and experience in drafting evaluation reports
- Good understanding of the Cyprus context or experience in working in a similar environment
- Ability to lead formulation and evaluation of development programs and projects.

| Required Skills and Experience |  |
|--------------------------------|--|
| Education:                     | Advanced university degree in Public management, business administration, project management or any other relevant field of expertise  |
| Experience:                    | <ul style="list-style-type: none"> <li>– At least 7 years of experience in conducting independent evaluations</li> <li>– Proven experience in conducting evaluations for similar projects preferably in the field of infrastructure / urban upgrading / restoration etc.</li> <li>– Good knowledge of UN system, procedures and operational activities for development is an asset.</li> </ul> |
| Language Requirements:         | Strong spoken and written English  |

#### Application Submission Process:

Interested candidates must submit the following documents/information to demonstrate their qualifications:

##### 1. Proposal

Explaining why the candidate the most suitable for the work. Short statement outlining their experience undertaking similar work.

##### 2. UNDP Personal History Form and Personal CV including past experience in similar projects and at least 3 references

Interested individual consultants must submit their applications online through the UNDP Online Recruitment System. Correspondence (either in hard or soft format) will not be considered until the advance stage of the selection process. Applicants are required to fill and sign a P11 Form and submit it together with Curriculum Vitae on the online application. The P11 Form can be obtained at [http://sas.undp.org/Documents/P11\\_Personal\\_history\\_form.doc](http://sas.undp.org/Documents/P11_Personal_history_form.doc)

##### 3. How to Submit Application

To submit your application online, please follow the steps below:

- Download and complete the UN Personal History Form (P11);
- Merge your P11, Personal CV, Proposals and other relevant documents into a single file;
- Click on the Job Title;
- Click "Apply Now" button, fill in necessary information on the first page, and click "Submit Application";
- Upload your application;
- You will receive an automatic response to your email confirming receipt of your application by the system.

#### Application Evaluation Process:

## Evaluation of UNDP infrastructure activities in Cyprus

The candidates will be evaluated based on the Cumulative Analysis methodology [weighted scoring method], where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) Responsive/acceptable application, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

- Technical Criteria weight; [70%]
- Financial Criteria weight; [30%]

The following criteria and allocated points will be used in the Technical Evaluation:

- Relevant experience in conducting assessments for similar projects/programmes (40 points)
- Relevant experience in conducting evaluations (40 points)
- Knowledge of the Cyprus context (20 points)

Only candidates obtaining a minimum of 70% of the obtainable points of 100 points in technical evaluation will be invited to submit the financial proposal and considered for the Financial Evaluation.

UNDP is applying fair and transparent selection process that would take into account both the technical qualification of candidates as well as their price proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores.

UNDP retains the right to contact references directly.

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

### **Request for Clarification Process:**

The interested candidates requiring any clarifications regarding this consultancy vacancy may notify the UNDP\_PFF in writing to e-mail address: [vacancies@undp-pff.org](mailto:vacancies@undp-pff.org). The Procurement Unit will respond in writing to any request for clarification that it receives earlier than the application submission deadline.

### **Other Information:**

This is a non-staff contract under the Individual Contract (IC) modality of hiring of the UNDP. Individuals engaged under an IC serve in their individual capacity and not as representative of a government institutions, corporate body or other authority external to UNDP. The incumbent shall not be considered as staff of UNDP, the UN common system or the government and are therefore not entitled to any diplomatic privileges or any other special status or conditions. The General Conditions of Contracts for IC is available on UNDP website at [http://www.undp.org/procurement/documents/UNDP\\_GCC\\_IC\\_Final\\_English.pdf](http://www.undp.org/procurement/documents/UNDP_GCC_IC_Final_English.pdf)

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