I. Position Information

Job Title: **Consultant - Project Evaluator (National)**
Department: **Democratic Governance**
Activity: **Evaluation of Project – Building Civil Society Capacity to Support Good Governance by Local Authorities**
Reports to: **Governance Advisor**
Type of contract: **Individual Contractor**

II. Background

**Project**

The title of the project to be evaluated is **Building Civil Society Capacity to Support Good Governance by Local Authorities**. Funded by the Democratic Governance Thematic Trust Fund (DGTTF) the project began implementation in June 2010 and is due to be completed by the end of December 2011.

The Government of Jamaica, through the Local Government Reform Process, intends to hand over significant autonomy to local authorities shortly. To ensure that the authorities will handle their expanded powers competently and responsibly, the new institutional model includes a public forum at the local level to examine and assess use of public funds by parish councils and municipalities as well as a civil society body that will function as a key actor in anti-corruption efforts. The project will strengthen the capacity of the civil society and public institutions to provide oversight of public expenditure, at the local level.

The implementing partner is the Centre for Leadership and Governance, University of the West Indies (UWI). The responsible parties, supporting implementation, are the Department of Local Government of the Office of the Prime Minister, the Social Development Commission, and the National Association of Parish Development Committees. Other associated stakeholders are the Press Association of Jamaica and the Caribbean Institute for Media and Communications (CARIMAC), UWI.

The project document is available for review at [http://www.jm.undp.org/node/392](http://www.jm.undp.org/node/392)

**Evaluation purpose**

Under the DGTTF evaluation, lesson learning and knowledge management framework all projects are required to conduct end of project evaluation. The evaluation report and management report must be completed in time for submission to DGTTF no later than March 1, 2012.

**Evaluation scope and objectives**

The evaluation must address the entire project from inception to completion and should embody a strong results-based orientation.

Based on a desk review of all documents produced by the project and other relevant knowledge products, interviews, focus groups, site visits and other research conducted, the Evaluator will produce an evaluation that will:

- Identify outputs produced by the project
- Elaborate on how outputs have or have not contributed to outcomes, and
- Identify results and transformation changes, if any, that have been produced by the project
The evaluation should assess:
- Whether stated outputs were achieved
- What factors have contributed to achieving or not achieving outputs
- What factors contributed to effectiveness or ineffectiveness of the project
- The effectiveness of the partnership strategy
- The impact of the project
- The sustainability of the project impact/s
- How effective equality and gender mainstreaming have been incorporated in the design and execution

III. Deliverables

The Evaluator will produce for approval by UNDP:
- An evaluation inception report
- A draft evaluation report, and
- A final evaluation report with lessons learned and recommendations

The Evaluator will also produce an evaluation brief and facilitate at least briefing event for UNDP and relevant stakeholders.

IV. Competencies

- Strong analytical and statistical skills
- Excellent oral and written communication skills including ability to engage stakeholders in open discussions

V. Recruitment Criteria

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<th>Education:</th>
<th>Advanced degree, preferably in International Relations, Political Science or Law or other Governance or development related field</th>
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<td>Experience:</td>
<td>Minimum 5 years relevant professional experience in the area of democratic governance, Minimum 5 years experience in project or programme evaluation in country context. Knowledge of and experience with UNDP or other donor or developing country governance programmes would be an asset Experience in project management is considered an asset</td>
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<td>Language Requirements:</td>
<td>Excellent command of English</td>
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<td>Independence</td>
<td>The evaluator must be independent from any organisations that have been involved in designing, executing or advising on any aspect of the project that is the subject of the evaluation</td>
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<td>Evaluation Ethics</td>
<td>The evaluation must be conducted in line with the UNEG Ethical Guidelines for Evaluation. <a href="http://www.uneval.org/search/undex.jsp?q=ethical+guidelines">www.uneval.org/search/undex.jsp?q=ethical+guidelines</a></td>
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VI. Submissions

Interested applicants (individuals or companies, are required to submit:

- Evidence of qualifications including resumes and references
- A technical proposal explaining the methodology for conducting the evaluation and containing a detailed work-plan with timelines
- A separate financial proposal including all costs for conducting the evaluation and producing the deliverables