**TERMS OF REFERENCE**

For Individual Consultant (International)

 **Title: Consultant for Project Evaluation of**

**Support to Parliament Programme/ UNDP Zimbabwe**

 **Type of Contract: IC**

 **Duration: 21 days worked**

 **Duty station: Harare**

1. **Background**

From October 1996, the Parliament of Zimbabwe (PoZ) embarked on a long term Parliamentary Reform Programme in response to the increasing public demand for a more responsive and an effective Parliament capable of representing the people and exercising effective oversight of the Executive Branch of the Government of Zimbabwe. A Parliamentary Reform Committee was established to provide leadership on the reforms:-

* The Legislative Process
* Representation of the people
* Executive Oversight
* Administration Support Services

In order to implement the reforms, Parliament set itself the following broad objectives:

* Strengthening capacity of Members of Parliament and the Secretariat of Parliament to assume greater policy formulation tasks;
* Equipping the Secretariat with skills in areas of Policy Research Support, Gender Management, Report Writing and Presentation and Project Management;
* Raising the visibility and profile of the Legislature as a development policy formulation and implementation institution;
* Establishing Parliament Constituency Information Centres (PCICs) to serve as meeting places for MPs and their constituents and as centres for parliamentary information dissemination.

To support these objectives, two Projects, namely “Technical Support for Parliamentary” and the “Technical Support to Strengthen Parliament Constituents Relations” were launched in January 1999 and July 2002, respectively.

In June 2002, Parliament, with technical and financial assistance from the UNDP, appointed a Capacity Assessment Team (CAT) to review progress made in realizing the objectives of the PRC and to make proposals for the next phase of the reform process. The CAT submitted its report in May 2003 noting the substantial achievements made. The CAT also identified the following critical success factors for the next phase of the reforms:

* Continued political and administrative leadership and commitment;
* Firm ownership of the reforms by Parliament, with the Liaison and Coordination Committee (LCC) - successor to the PRC - acting as the main custodian;
* The ability to retain professional staff;
* Effective collaboration with development partners and other key stakeholders;
* Efficient programme management arrangements.

The second phase of the reform process covering to period January 2005 to December 2007 was formulated in 2004 following consultations between Parliament and UNDP The consultations were based on a strategic review of the 72 recommendations of CAT which were later rationalized to 32 by the Liaison and Coordination Committee (LCC). The LCC grouped the 32 recommendations into 5 strategic categories that were incorporated into the Administration of Parliament’s Strategic Plan, 2005-2010. This phase also sought to build upon the achievements of the first phase and to address ongoing challenges as well as emerging opportunities. To this end, the above mentioned Projects launched in 1999 and 2002 were closed and succeeded by the “Three Year Rolling Multi Donor Parliamentary Support Programme for the period 2005-2008”.

In 2005 the 1st Three-Year Rolling Multi Donor Parliamentary Support Programme was rolled out and subsequently an end programme evaluated was carried out in October 2008. The main findings of this evaluation were;

That Parliamentarians had participated in trainings on a variety of issues and subjects, ranging from human rights, gender issues and budgeting;

* Portfolio Committee System initiated during the early stages of the reforms are now firmly entrenched and operational.
* Standing Rules and Orders had been reviewed and printed
* Training of Staff of the Parliamentary Constituency Centres information was completed
* Relevant training had been conducted for staff.

In May 2010 the 2nd Three-Year Multi Donor Parliamentary Support Programme was adjusted to Two-Year Support Program (2010-2011) in line with the Zimbabwe United Nations Assistance Framework (ZUNDAF) 2007-2011. This Parliamentary Support Programme was signed in May 2010 and implemented until 31st December 2011. An end of Programme Evaluation is due to assess its performance, results achieved, draw lessons learnt and inform the future Parliamentary Support Programme covering 2012 -2014.

The Evaluation of the Two Year Rolling Multi Donor Parliamentary Support Programme will be conducted by two consultants, one local and the other international working as a team. The international consultant is expected to provide leadership in the execution of this assignment.

1. **Objectives of the Assignment:**

The main objective of the evaluation is to evaluate the results as well as the impact achieved by the programme, assess the effectiveness of UNDP support to the programme, identify and critically analyze the relevance of the programme activities as well as the effectiveness of the implementation modalities. The evaluation will examine whether the activities, outputs and objectives lined out in the programme document have been achieved and make recommendations on the way forward. This Evaluation will provide UNDP/ PoZ a basis for further policy dialogue on how to strengthen the Parliament of Zimbabwe.

1. **Scope of Work:**
* Conduct a desk literature review of the Two Year Rolling Multi Donor Parliamentary Support Programme documentation,
* Identify the planned, principle approaches and strategies that were employed in the Parliamentary Support Programme (PSP) to meet the objectives of parliamentary reforms and map out the indicators used for monitoring/ evaluating the implementation and performance of the programme.
* Assess the design, implementation and results of the Programme and specifically examine the appropriateness, relevance, efficiency, effectiveness, impact and sustainability of the Programme.
* Evaluate the degree to which the Parliamentary Support Programme has been successful, including the extent to which the targeted beneficiaries have benefited from the support, taking into socio- political- economic situation.
* The analysis should differentiate between short and long term effects, with special reference to the parliamentary reform implications. If the results other than the planned ones have been reached, whether they are positive and or negative, these should also be described and analyzed.
* Trace and analyze the underlying factors beyond PoZ, UNDP and other development partners’ control that influenced the outcome of the Programme in Zimbabwe. Whether the programme outputs, outcomes and other interventions can be credibly linked to achievement of the parliamentary reform objectives.
* Assess whether the PSP implementation support and financing arrangements of PoZ and UNDP were the most cost-effective to achieve the desired outputs and outcomes.
* Identify and analyze the challenges and constraints which confronted the PSP during its implementation and draw lessons learnt.
* Assess the impact or prospects of the PSP enhancing the consideration of cross cutting issues such as gender, HIV/AIDS and conflict prevention skills in the Parliament of Zimbabwe.
* Identify key partners and stakeholders critical in future support of the Parliamentary reforms in Zimbabwe, either than UNDP.
* Prepare and present a comprehensive evaluation report on the Two Year Rolling Multi Donor Parliamentary Support Programme with the way forward to PoZ, and UNDP, Harare.

**Methodology of Evaluation Approach**

In conducting this evaluation, it is expected that an in-depth consultation process with the key stakeholders and partners will be made. The evaluation will be conducted using a participatory approach to provide the crucial stakeholders with the opportunity to contribute. The prospective team of consultants will be required to submit a detailed technical and financial proposal outlining the methodology and approach for the evaluation. The technical proposal should detail clear deliverables and frameworks. The consultants will work in close consultation with PoZ and UNDP/ Governance Gender Mainstreaming (GGM) Unit reporting to the Clerk of Parliament and the UNDP Country Director

1. **Deliverables/Output**

It is expected that the evaluation will be completed in 21 days worked, with the following deliverables due:

* Production of an Inception Report
* Interviews of relevant Stakeholders
* Production of a Draft Report
* Facilitation at a Validation Workshop
* Submission of the Final Report
1. **Duration of the assignment**

21 days worked

1. **Duty station ((including expected travel, if any)**

Harare

1. **Reporting and Quality Control for the assignment**

The consultant will update the progress of the work to DCD (P) and report directly to the Assistant Resident Representative for GGM Unit (Governance and Gender Mainstreaming unit). The Programme Officer responsible for the Support to Parliament Project will be maintaining the quality control. The final report will be approved by the Country Director only.

**8. Qualifications and Expertise requirements**

* Masters degree in Political Science, International Relations, Law, Social Sciences, Business Administration, Public Administration, Public Policy or related field. A PhD in a relevant field will be a distinct advantage.
* A minimum ten (10) years-experience in the area of Parliamentary Reforms and or legislative support, preferably with a focus on institutional capacity development and programme evaluation.
* Experience working in a multi-cultural diverse and dynamic environment is desirable.
* Knowledge and familiarity with Parliamentary and UN systems will be an added advantage
* Knowledge and experience of Southern African region; Work Experience in Zimbabwe will be an advantage
	1. **Proposals**

Interested candidates must submit their technical and financial proposals in the format provided as Annexes to IC.

The Consultants should provide a detailed costing - consultancy Fees, travel cost and DSA ( as per UNDP Financial rules and procedures ) as separate attachment.

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP shall not accept travel costs exceeding those of an economy class ticket.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and firm, prior to travel and will be reimbursed.

Evaluation criteria

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| ***Criteria*** | ***Weight***  | ***Max. Point*** |
| *Technical* | *100%* | *10* |
| *Criteria A*Relevant educational background  | *50%* | *5* |
| *Criteria B*Practical experience relevant to the TOR  | *30%* | *3* |
| *Criteria C*Previous experience in the evaluation of Programme/Project in a post-crisis country | *20%* | *2* |

* 1. **Payment Schedule**

Consultancy fee payments shall be made upon certification of satisfactory completion of the assignment. DSA shall be paid upon arrival at the duty station.