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Resilient nations.*

## **TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

**Project name:** EU/UNDP Support to the Regional Development of Crimea (SRDC)

**Description of the assignment / Post title:** National Project Evaluator

**Country / Duty Station:** Simferopol and home based

**Expected places of travel (if applicable):** Trips to pilot municipalities/districts in Crimea as well as 1 trip to Kiev

**Starting date of assignment:** 15 May 2013

**Duration of assignment / or end date (if applicable):** 15 May to 20 June 2013

**Supervisor's name and functional post:** Mrs. Elena Panova, Deputy Country Director, UNDP

**Payment arrangements:** Lump Sum (payments linked to deliverables)

**Evaluation method:** Desk review and interview panel

### **1. BACKGROUND**

In August 2010 the UNDP launched a two year European Union funded Technical Assistance project in Crimea to build the capacity of a newly created Regional Development Agency set up by the Crimean Government. From March 2012, the Project has entered its second phase, according to which it focuses its support on selected Crimean municipalities and districts and help them design development projects and attract development funding to their territories.

The key project's outputs expected in this second phase are:

- Local authorities show capacities to plan for sustainable regional development, in cooperation with non- governmental and private sectors.
- 1 pool of no less than 20 local experts at republican level and throughout 5 administrative units and NGOs trained and able to carry out project development, fund attraction and projects' implementation.
- no less than 21 regional and/or local development projects designed and submitted for financing
- 1 clear concept of an effective and viable not-for-profit regional and/or local development institution presented to project's partners and beneficiaries leading to a possible decision by relevant republican and local stakeholders (municipalities and districts) to set it up
- If set up, institution's operational and administrative processes and procedures, as well as partnership mechanisms, are in place and used by relevant parties
- National government's acknowledgement of Crimea's regional development experience as one of the best in Ukraine and worth disseminating to other regions

- at least 1 questionnaire to be used in the context of the evaluation;
- at least 12 meetings at national, republican and local level with relevant stakeholders;
- 1 Project's Evaluation Report.

The Expert is responsible for organizing all meetings at national, republican and local level. He will be assisted by the SRDC project in organizing all meetings.

At national level meetings should, at least, include meetings with relevant programme officer in the EU Delegation, the Country Director and Deputy Country Director of the UNDP office in Kiev, a relevant official of the Ministry of Economic Development Trade of Ukraine (Head of the Regional Policy Department), representatives of the EU funded "Support to Regional Development Policy" project.

At republican level meetings should be conducted, at least, with representatives of the Ministry of Economic Development and Trade of ARC, the Center for Local and Regional Development of Crimea, the Regional Development Agency, EU funded "Crimean Tourism Diversification and Support" and "Foreign Direct Investment promotion in Sevastopol" projects. Meetings at local level should be conducted with, at least, mayors of municipalities, heads of local administrations/local councils, representatives of NGOs and businesses.

A full list of project's contacts will be made available to the Expert. The Expert will also be given the following documents:

- Initial description of the Action;
- EU Monitor's report (monitoring mission carried out in the first phase of the Project);
- Revised description of the Action;
- previous annual progress reports;
- key project's documents (reports, publications, databases, etc.);
- other documents as requested for the purpose of the evaluation.

The Project Evaluation Report should be structured as follows:

- Executive summary (up to 2 pages);
- Introduction (up to 1 page);
- Description of the evaluation methodology (up to 3 pages);
- Analysis of outputs and outcomes against Project's OVs (from 8 up to 10 pages);
- Evaluation of relevance, effectiveness, efficiency, sustainability, impact and coherence of the Project (including best practice and lessons learned) (from 8 up to 10 pages);
- Conclusions and recommendations (up to 4 pages);
- Annexes: charts, field visits, people interviewed, documents reviewed, etc.

The Evaluation Report should be drafted in English and the Evaluation Expert is responsible for providing a translation of the report into Russian.

The Evaluation Report will be disseminated amongst relevant stakeholders including the European Union Delegation, government institutions, NGOs and others.

## **5. MONITORING/REPORTING REQUIREMENTS**

It is expected that during the first week after the start of assignment the expert will provide a detailed plan of works which will be agreed with the Deputy Country Director.

Meetings at national level will take place between 15 and 17 May.

## 9. EVALUATION

- Educational background – 10 points max;
- Relevance of the professional experience – 30 points max;
- Other requirements – 30 points max.

Maximum available technical score - 70 points.

Evaluation method:

☒ **Cumulative analysis**

Contract award shall be made to the incumbent whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the cumulative 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%

Only candidates obtaining a minimum 70% from the maximum available technical score would be considered for the Financial Evaluation

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal and will equal to 30. All other price proposals will be evaluated and assigned points, as per below formula:

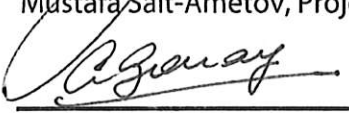
30 points [max points available for financial part] x [lowest of all evaluated offered prices among responsive offers] / [evaluated price].

The proposal obtaining the overall cumulatively highest score after adding the score of the technical proposal and the financial proposal will be considered as the most compliant offer and will be awarded a contract.

Prepared by:

  
Mustafa Sait-Ametov, Project Deputy Team Leader

Certified by:

  
Adeline Gonay,  
Head of UNDP Sub-office in Crimea

Approved by:

  
Elena Panova,  
Deputy Country Director, UNDP Ukraine