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## United Nations Development Programme – UNDP Jordan

## Evaluation CONSULTANT TERMS OF REFERENCE

# PROJECT TITLE

# Support to the Electoral Cycle in Jordan.

# BACKGROUND

The Jordanian Independent Election Commission (IEC) was established by law in March 2012. The Commission is steered by a Board of Commissioners which consists of five members. The Board was appointed in May 2012 and the Commission was staffed by June 2012. The IEC is mandated to oversee and manage parliamentary elections and to oversee any other elections adopted by the Cabinet. It has managed the Parliamentary Elections of the 17th parliament which took place on 23 January 2013.

Strengthening Electoral Processes in Jordan project represents the contribution of the Global Programme for Electoral Cycle Support (GPECS) to UNDP’s overall electoral assistance in Jordan. The GPECS funds were to focus on two specific areas – building the initial capacity of the Independent Election Commission, and also systemizing the interaction between the IEC and stakeholders of the electoral process and candidates. The support served primarily as a start-up of a larger, multi-year project which was in the preliminary design phase. The objective of the intervention was to allow the IEC and stakeholders to reach a preparedness level for them to play their role in the elections and also assist the implementation of electoral support projects being designed by many international partners. The expected outputs were twofold: 1) for the IEC, it would have the necessary regulations in place to operate in a professional manner; 2) for stakeholders, they would have established clear lines of communication with the IEC, they would have been made aware and act to promote the participation of women as officials and candidates for elections. In addition, women’s active engagement would be facilitated within the IEC’s structures.

# SCOPE OF WORK AND OBJECTIVES

Within the context outlined above, UNDP seeks the recruitment of anEvaluation Consultant to conduct a final evaluation of the project: “Strengthening Electoral Processes in Jordan”.

The consultant is expected to work on a daily basis with the IEC senior staff of relevant directorates as well as staff members of the ongoing UNDP project of support and in close consultation with UNDP Jordan. The scope of work covers the following tasks during the evaluation process:

1. Review of relevant documents including: documents on IEC policies related to the project area, the Project Document, narrative reports prepared by the project, and all relevant documentation related to implementation including: gap analysis, assessment reports and activity reports.
2. Conduct interviews and roundtable meetings with project stakeholders and partners.

Below are the criteria to be considered for the evaluation process and the main questions to be addressed:

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| **Criteria** | **Main questions** |
| Project Management | * Are the Project Management arrangements appropriate at the team level and Project Board level? |
| Project Design | * To what extent did the design of the project help in achieving its own goals? * Were the context, problem, needs and priorities well analyzed while designing the project? * Were there clear objectives and strategy? * Were there clear baselines indicators and/or benchmarks for performance? * Was the process of project design sufficiently participatory? Was there any impact of the process? |
| Relevance and appropriateness | * Was the project relevant, appropriate and strategic to IEC goals and challenges? * Was the project relevant, appropriate and strategic to the mandate, strategy, functions, roles, and responsibilities of the IEC as an institution and to the key actors within that institution? * Was the project relevant, appropriate and strategic to UNDP mandate? |
| Effectiveness and efficiency | * Were the actions to achieve the outputs and outcomes effective and efficient? * Were there any lessons learned, failures/lost opportunities? What might have been done better or differently? * How did the project deal with issues and risks? * Were the outputs achieved in a timely manner? * Were the resources utilized in the best way possible? |
| Impact and sustainability | * Will the outputs/outcomes lead to benefits beyond the life of the existing project? * Were the actions and results owned by the local partners and stakeholders? * Was capacity (individuals, institution, systems) built through the actions of the project? * What is the level of contribution of the project management arrangements to national ownership of the set objectives, results, and outputs * Were the modes of deliveries of the outputs appropriate to promote national ownership and sustainability of the results achieved |

# DURATION OF MISSION

# This assignment will consist of 15 working days from 15 October 2013 until the 15 November, 2013 to conduct necessary meetings and finalize the evaluation report.

# OUTPUTS AND TIMEFRAME

Below are the required activities and expected outputs, based on the objectives and scope of work stated above, respective timelines/deadlines and number of working days:

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| **Output** | **timeline** |
| * 1. Debriefing meeting on evaluation results with stakeholders | After conclusion of necessary meetings |
| * 1. A first draft of the evaluation results, including findings/ recommendations that should be considered in any next phase of the project. | within 5 days after debriefing meeting |
| 1. Final evaluation report: the report should include the following sections:  * Title page * List of acronyms and abbreviations * Table of contents, including list of annexes * Executive summary * Introduction: background and context of the programme * Description of the project – its logic theory, results framework and external factors likely to affect success * Purpose of the evaluation; key questions and scope of the evaluation with information on limitations and de-limitations * Approach and methodology * Findings; summary and explanation of findings and interpretations * Conclusions and recommendations; lessons, generalizations, alternatives * Annexes | Within 5 working days after receipt of comments on the draft report |

# QUALIFICATIONS

* Advanced university degree in public administration, law, international law, or related discipline;
* Fluency in English and Arabic is required
* Full computer literacy

**General professional experience**

* Preferably 7 years of professional experience in fields relevant to public administration and democratic governance,
* Preferably 5 years of experience in international development cooperation

**Competencies**

The candidate should be able to:

* Ability to work under pressure against strict deadlines,
* Ability to think out-of-the-box,
* Ability to present complex issues persuasively and simply.
* Ability to contextualize global trends in accordance with the dynamics of the operating (working) environment.

# EVALUATION OF APPLICANTS

Individual consultants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants’ qualifications and financial proposal. The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

* responsive/compliant/acceptable, and
* Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Only the highest ranked candidates who would be found qualified for the job will be considered for the Financial Evaluation.

Technical Criteria – 70% of total evaluation – max. 70 points:

* Technical expertise – maximum points: 15
* Relevant professional experience – maximum points: 20
* Knowledge and experience in international development – max points: 10
* Previous working experience on similar assignments – max points: 25

Financial Criteria – 30% of total evaluation – maximum 30 points.