TOR for TOKTEN project Evaluation Consultant (IC)

A. Project Title: Transfer of Knowledge through Expatriate Nationals (TOKTEN)

B. Project Description

The TOKTEN project is a UNDP initiative that aims at reinforcing the government’s efforts to strengthen technical capacities in key sectors and institutions, and to establish a mechanism whereby the country can tap into the skills base of its expatriate nationals at the same time that expatriate nationals are afforded the opportunity to contribute back to their countries at a relatively modest cost. The project is implemented in close coordination with the Council for Development and Reconstruction (CDR). The project current phase has started in 2006.

1- Every year the project plans, organizes manages and monitors about 6 missions in ministries and public institutions. The TOKTEN project is demand driven and does not exclude the private sector as a beneficiary. Accordingly missions are designed based on the needs of the institutions.

C. Scope of Work

The Consultant will be requested to assess the effectiveness, efficiency and added value of the project in terms of achieved outputs and results and contribution to outcomes, including identification of lessons learned and good practice.

The project evaluation should enable UNDP management and national counterparts to decide on a future course of action.

The Consultant will be requested to complete desk review of all project related documents including project document, missions’ reports, and outputs and ministries’ evaluations. The Consultant will also meet with the project stakeholders and beneficiaries (public institutions, ministries and private sector) and provide a final report incorporating recommendations.

D. Expected Outputs and Deliverables
E. Institutional Arrangement

The Consultant will work in close coordination with the TOKTEN Project Manager and report to the Governance Programme Manager. The Consultant will meet with project stakeholders and project beneficiaries. The Consultant will present final recommendations and report to the Project Manager, the Governance Programme Manager and the CDR Focal Point.

F. Duration of the Work

The duration of this consultancy is 4 weeks. UNDP and the CDR Focal Point will take 2 weeks to review outputs, give comments, certify approval/acceptance of outputs. The Consultant will use the last week to finalize the report. The expected starting date is 25 February 2013.

G. Duty Station

The duty station is in Beirut. The Consultant is expected to meet the different beneficiaries in their respective premises.
H. Qualifications of the Successful Individual Contractor

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<th>Education</th>
<th>Master’s Degree in Economics, Public Administration, Business Administration or related field.</th>
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<td>Experience</td>
<td>At least seven (7) years of professional experience in governance, and in Monitoring and Evaluation</td>
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<td>Language Requirements</td>
<td>Proficiency in Arabic and English. Knowledge of French is a plus.</td>
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I. Scope of Price Proposal and Schedule of Payment:

There will be a lump sum amount for this assignment and it must be “all-inclusive”.

J. Recommended Presentation of Offer

a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;

c) **Brief description** of why the consultant considers him/herself as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services;

d) **Financial Proposal** that indicates the all-inclusive fixed total contract price.

K. Criteria for Selection of the Best Offer

Combined Scoring method – where the qualifications and methodology will be weighted a 70%, and combined with the price offer which will be weighted a max of 30%.

L. Annexes to the TOR

TOKTEN Project Document

M. Approval

This TOR is approved by:

Signature
Name and Designation
Date of Signing