I. Position Information

Job Title: Consultant - Project Evaluator (National)
Department: Democratic Governance
Activity: Evaluation of Project – Enhancing Civil Society Participation in Local Governance for Community Safety
Reports to: Assistant Resident Representative & Governance Advisor
Type of contract: Individual Contractor

II. Background

Project

The title of the project to be evaluated is Enhancing Civil Society Participation in Local Governance for Community Safety. Funded by the Democratic Governance Thematic Trust Fund (DGTTF) the project began implementation in May 2011 and is due to be completed by the end of June 2013.

Crime and violence, within homes, schools and communities are among the most pressing social issues currently facing Jamaica. Difficulties in achieving and sustaining good governance at the community level, and articulating local needs with national institutional responses have hampered efforts to achieve desired levels of community safety in Jamaica. This project takes a citizen security approach to developing sustainable long-term strategies that focus on improved partnerships between civil society, local authorities, and central state agencies to prevent and mitigate the effects of crime and violence level.

The implementing partner is the Ministry of Local Government and Community Development. The responsible parties, supporting implementation, are the Ministry of National Security, the Planning Institute of Jamaica and the Social Development Commission.

The project document is available for review at http://www.jm.undp.org/node/459

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 September 1, 2013.

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 is expected to 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 make a presentation to UNDP programme staff and project stakeholders on the draft evaluation report, prior to finalisation.

### 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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<tr>
<th>Education:</th>
<th>Advanced degree in International Relations, Political Science or Law or other related development field</th>
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<tr>
<td>Experience:</td>
<td>- Minimum of 5 years of professional experience in development programme and project management</td>
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<td>- Minimum of 5 years of experience in evaluation of internationally funded development projects and programmes</td>
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<td>- Experience with UNDP project design and implementation would be an asset</td>
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<td>Language Requirements:</td>
<td>Excellent command of written and spoken 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/index.jsp?q=ethical+guidelines">www.uneval.org/search/index.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 CV and references
- A technical proposal explaining the methodology for conducting the evaluation and containing a detailed draft work-plan with timelines
- A separate financial proposal including all costs for conducting the evaluation and producing the deliverables