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Terms of Reference

Consultancy Title: Project Evaluation Consultant

Project Name: Solomon Islands Parliament Support Project (PSP)

Duty Station: Honiara, Solomon Islands

Duration of the Contract:

- Contract period 1 months based on 5 working days per week
- Number of working days: 20 days
- Commencement and ends dates of assignment: June – July 2014

Objectives:

- The objective of this consultancy is to undertake an evaluation of the UNDP Parliament Support Project in Solomon Islands. More precisely the consultant is expected to:
- Assess the projects' accomplishments and its contributions towards the achievement of the anticipated outcomes, including any constraints on its effectiveness, and any unintended outcomes;
- Assess the direct and indirect effects of the project on intended beneficiaries and broader socio-economic, political, MDG and gender dimensions;
- Assess the appropriateness of the project design particularly as it relates to the achievement of project objectives, its linkages with the government's national strategic plans, and problems it intends to address;
- Assess the management and implementation arrangement of the project, including financial and human resource management, monitoring and oversight as well as the risks and risk management strategies in terms of their contribution to the delivery of project results in accordance with the project Results and Resources Framework (RRF);
- Identify key factors which have contributed to the program's successes and failures;
- Document the lessons learned in the design, delivery, management and monitoring of the project that will add value to similar projects in the future;
- Recommend options to improve any future UNDP engagement with the National Parliament of Solomon Islands;
- Provide clear recommendations on the exit strategy for the project to ensure sustainability;
- Work with the Clerk of Parliament to produce a "business plan" for presentation to the Cabinet outlining the importance of costs previously covered by the project, including internet and some TV & radio broadcasting, being incorporated onto the Parliament's budget.

Background

In May 2011, the Parliament of Solomon Islands, with the support of UNDP, initiated a process for designing a comprehensive five-year Strategic Plan. Around the same time, UNDP in consultation with the Parliament prepared the outline for a Third Phase of its "Parliamentary Strengthening Project" in support of the implementation of the Strategic Plan. The new phase of the PSP commenced in April 2012 and last for three years.

The project design prioritizes on the following three specific areas for UNDP assistance:

- a) Modernizing Parliament and Empowering Staff
- b) Support to Parliament's Core business: legislation and oversight
- c) Presenting Parliament to the Nation and the World.

The project is organized on four key strategy foundations: i) promoting national ownership in parliamentary development; ii) incorporating of 'lessons learned' from other parliamentary development projects; iii) knowledge building and knowledge transfer in order to enhance sustainability of the project outcomes; iv) and working cooperatively with other partners.

Scope of work/Expected Output

Joint Operations Centre
Procurement & Travel Services

In order to accomplish the above objectives, the consultant will:

- Be briefed by the UNDP Solomon Islands Sub-Office prior to commencing any in-country consultations through a teleconference call;
- Undertake a literature review, considering in particular, relevant documentation and credible sources (list, including some reading materials will be forwarded to successful consultant prior to in-country visits);
- Review the implemented project activities;
- Review any other relevant documents, including, government policy documents, national development plans, relevant academic papers, and the projects' Annual and quarterly progress reports.
- Develop the evaluation report, consult with key national stakeholders in Solomon Islands, including: UNDP Sub-Office, UNDP Project Manager, The Solomon Islands Parliamentary Secretariat, Current Members of Parliament; Civil society representatives and media; Women representatives or groups; Any relevant donors or key stakeholders.
- At the end of the in-country mission the consultant is expected to meet and present the initial results with key findings to the UNDP Sub-Office, the UNDP Project Manager and the National Parliament Office. .

Expected Outputs, timelines and milestones

The main output of this consultancy will be a final project evaluation report with detailed accounts of observations, lessons learnt and recommendations for future use. The report will follow the evaluation format outlined below and include sections on the following:

Criteria	Main questions
Project Management	- Were the Project Management arrangements appropriate at implementation and strategic level?
Project Design	- To what extent did the design of the project help in achieving its own goals? - Were the context, problems, needs and priorities well analyzed while designing the project? - Were there clear objectives and a clear strategy? - Were there clear baselines, targets, 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 national goals and challenges? - Was the project relevant, appropriate and strategic to the mandate, strategy, functions, roles, and responsibilities of the Parliament 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 was 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?

In addition to the evaluation report, the consultant will work with the Parliament Clerk to produce a Business Case for presentation to the Cabinet outlining the need for an increase in the Parliament's budget

to ensure sustainability of some of the key services currently provided by the UNDP Parliament project.

Deliverables:

Deliverable	Dates¹	Days
1. Prepare methodology, briefing and discussions by telephone with relevant key stakeholders	2 – 4 June 2014	3
2. Conduct interviews and observation, initial findings presentation given to UN Joint Presence CDM and key stakeholders in parliament. Business plan developed in conjunction with the clerk	5- 20 June 2014	12
3. First draft of the evaluation report drafted and submitted to UNDP	23 – 25 June 2014	3
4. Final report	7-8 July 2014	2
TOTAL		20 days

Resources Provided

Inputs from the Consultant:

The applicant is required to have his/her own computer/laptop and other necessary resources that may be required to support the assignment.

Supervision/Reporting

The Project Evaluation Consultant is expected to work under the direct supervision of the National Project Manager with guidance from the Clerk of the National Parliament Office.

Reporting Requirements:

The incumbent will report to the National Project Manager, Clerk to the National Parliament Office and to UNDP (UNDP Sub-Office in Solomon Islands).

Requirement for Qualifications & Experience

- Minimum of a Master's degree in political science, development studies, legislative studies, law or related field;
- At least 10 years of relevant experience in parliamentary work at senior level with previous experience engaging with parliamentary development projects desirable;
- Proven experience in undertaking project/programme evaluation;
- Global experience engaging with parliamentary development is highly desirable;
- Excellent English writing and communication skills;
- Excellent interpersonal and cross-cultural communication skills; and
- Ability to meet tight deadlines.

Proposal Requirements

Technical Proposal

The applicant should submit the following documents:

¹ * Logistical difficulties may occur, and timeline may have to be revised accordingly

- Technical proposal including a P11 form (available on the UNDP website; www.undp.org.fj, an updated current CV, contact details of at least three referees and a cover letter setting out how the applicant meets the selection criteria, and a proposed approach and methodology)
- Letter confirming availability and Interest using UNDP template (available on the UNDP website: www.undp.org.fj)

Financial Proposal

The consultant is requested to provide a quotation or the fees/cost (in USD) for the services which will be rendered using the following format.

Daily consultancy rates	A daily consultancy rate proposed by the consultant
Air Ticket Estimate (UNDP will reimburse based on actual costs)	To and from Home country To and from respective duty station
Living Allowance	Based on the number of days spent at the respective duty station
Other miscellaneous expense	Please state

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

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 Individual Consultant, prior to travel and will be reimbursed.

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, living expenses, and number of anticipated working days).

Payment Schedule (if required):

Deliverable	Percentage	Target dates
Review of background documents and prepare methodology: Briefing & discussions by telephone with relevant key stakeholders – Consultant	10%	4 th June 2014
Solomon Islands – In country travel, interviews and observations completed, initial findings presentation given to UN Joint Presence CDM and key stakeholders in parliament. Business Plan developed in conjunction with the Clerk. – Consultant	20%	20 th June 2014
First draft of the evaluation report drafted and submitted to UNDP project and UNDP sub-office for review and feedback – Consultant	40%	23 rd June 2014
Redrafting of the report following feedback from the UNDP sub-office and final submission of report to UNDP – Consultant	30%	8 th July 2014
TOTAL		

Copies of all work will be delivered to the UNDP Solomon Islands Sub-Office in electronic format. Reports produced and recommendations are the property of UNDP and cannot be reproduced without permission of

same.

Management and Coordination Arrangement

The Evaluation consultant will have the overall responsibility for the design and implementation of the evaluation, writing of the report and the timely submission of the draft and final version. The Consultant shall be reporting directly to the UNDP Solomon Islands Parliament Project Manager.

Duty Station and duration of work

This evaluation requires the consultant to travel to Solomon Islands. While in Solomon Islands, the consultant is required to conduct interviews with project beneficiaries and other stakeholders who will be jointly identified by UNDP and stakeholders in Parliament. The total timeframe for this assignment is 20 days commencing in June 2014.

Evaluation Method

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract.

Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

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

* Technical Criteria weighting; 70%

* Financial Criteria weighting; 30%

Criteria	Points
Technical	70%
1. Qualification <ul style="list-style-type: none">• Minimum of a Master's in political science, development studies, legislative studies, law or related field;	20%
2. Experience. <ul style="list-style-type: none">• At least 10 years of relevant experience in parliamentary work at senior level with previous experience engaging with parliamentary development projects desirable;• Proven experience in undertaking project/programme evaluation;• Global experience engaging with parliamentary development is highly desirable;.	40%
3. Competency <ul style="list-style-type: none">• Excellent English writing and communication skills;• Excellent interpersonal and cross-cultural communication skills; and Ability to work and act under pressure and with discretion in a politically sensitive environment, with a minimum of comfort.	10%
4. Financial Proposal	30%
Cumulative	100%

Proposal Submission

1. APPLICATIONS: For a copy of the full TOR, please contact Ms Pamela Kama on e-mail pamela.kama@undp.org or by phone on (677) 27446 or see her at the UNDP Sub-Office front desk.
2. Deadline of application submission: 19 May 2014, 2:00 pm local time (GMT +11)

All applications must be submitted either electronically to tristram.viulu@undp.org, or addressed under confidential cover to:

Project Evaluation Consultant for PSP
Attention: Tristram Viulu, Procurement Associates
UNDP Solomon Islands Sub-Office,
1st floor, City Centre Building, Mendana Avenue, Honiara, Solomon Islands.

Incomplete application will not be considered and only candidates for whom there is further interest will be contacted.

Further Information:

For further information concerning this Terms of Reference, contact Gloria Suluia, Governance Programme Analyst, on email gloria.suluia@undp.org/ telephone +677 27446 ext. 220 at United Nations Development Programme, Honiara Sub-office, 1st Floor City Centre Building, Mendana Avenue, Honiara. Additional information including the Post Profile, Results-Oriented Curriculum vitae format and P-11 form is available from the UNDP website: www.undp.org.fj or the UNDP Office, 1st Floor, City Centre Building, Point Cruz, Honiara.