TERMS OF REFERENCE

Contract for Individual Consultant to conduct the Mid-Term Review of the United Nations Development Assistance Framework (UNDAF) for the Kyrgyz Republic (2012-2017*)

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Coordination Capacity (PID 00033135)</th>
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<tbody>
<tr>
<td>Short title of Assignment:</td>
<td>National Expert to conduct UNDAF Mid-Term Review</td>
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<td>Duty station:</td>
<td>Bishkek, Kyrgyzstan</td>
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<td>Application deadline:</td>
<td>March 2015</td>
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<td>Type of Contract:</td>
<td>Individual Contract</td>
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<td>Duration of Contract:</td>
<td>Expected Duration of Assignment: May – June 2015 (up to 34 working days)</td>
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BACKGROUND

The Government of Kyrgyzstan in collaboration with the United National Country team (UNCT) formulated UNDAF 2012-2017 which outlines United Nations planned support to achieving national priorities. UNDAF provides a collective, coherent and integrated United Nations system response to national priorities and needs, including and equivalent national strategies, within the framework of the MDGs and the commitments, goals and targets of the Millennium Declaration and international conferences, summits, conventions and human rights instruments of the UN system.

Having reached the midpoint of the current UNDAF, the UNCT and the Government of Kyrgyzstan have agreed to conduct a Mid-Term Review to assess the progress made on the results of the UNDAF during 2012-2014; to assess whether UNDAF is effective as a tool to support achievement of national priorities and to enhance coordination and harmonization among all UN agencies; to ensure improvements in performance and results in the remaining period of the UNDAF cycle by identifying implementation challenges and ways to overcome them; and to provide lessons learned.

Objectives of the Mid-Term Review (MTR)

Since the UNDAF was approved in 2011, some important developments have taken place domestically and globally that would warrant a strategic review of the outcomes and targets stated in the UNDAF document. Such review might well lead to adding objectives, reviewing others or assigning them lesser priorities and provide a new sense of direction for future activities to align UNDAF more closely with current national development priorities. The MTR will also review implementation of Human Rights Based Approach, Gender Equality and Women’s Empowerment, RBM, environmental sustainability and capacity development as five UN Programming principles and cross-cutting approaches as well as recommend ways to integrate migration issues into UNDAF.

*2012-2016 UNDAF has been extended until end of 2017 to align with the National Sustainable Development Strategy (2013-2017)

The main objective of conducting the MTR is to assess the current UNDAF, by looking mainly at four components:
1. To assess the relevance of the current UNDAF outcomes and how the current UNDAF is contributing to the national priorities of the country;
2. To review main UNDAF outcome achievements, challenges and obstacles of the UNDAF implementation;
3. To provide recommendations to the UN System for the second half of the UNDAF cycle and revision of UNDAF Results Framework.
4. To analyse UNDAF outcomes with state strategies, sectoral documents and UN agencies’ strategies; and identify gaps in coverage, especially in relation to coverage outlined in the post-2015 agenda.

The MTR will consider the extension of the current UNDAF end year from 2016 till 2017 to align with the National Sustainable Development Strategy (2013-2017), National Sustainable Development Transition strategy 2013-2017, new Strategic Plan 2013-2017 “Changing with the world” and include suggestions for revision of the UNDAF Results Matrix.

As such, the review is considered a stepping stone towards the final evaluation, which will serve as an analytical tool, in preparation for the next UNDAF cycle.
The UNDAF MTR will also take into account findings of those CPAP MTRs that were already conducted by respective UN Agencies (where relevant).

The MTR consultants’ team will comprise of the International MTR Consultant and National Expert for UNDAF Pillars 1-3. The national consultants on UNDAF cross cutting issues will work closely with the UNDAF consultant's team: Gender (to be provided by UN Women), Human Rights Based Approach (OHCHR's contribution), Migration (UNDP and IOM's contribution) and Communications (UNRCo Communications Specialist). The international and national experts will engage closely with the Office of the UN Resident Coordinator and UNDAF M&E Working Group.

Expected results of the MTR are:

- Strategic review of the outcomes and targets stated in the UNDAF document;
- Review implementation and develop recommendations on further institutionalization of Human Rights Based Approach, Gender Equality and Women’s Empowerment (GEWE), Results Based Management, environmental sustainability and capacity development as five mandatory principles for UN programming and according to corporative policy and tools in this areas: UN System Wide Action Plan on Gender Equality and Empowerment of Women, UN Gender Scorecard, UN System Wide Action Plan on youth and others;
- Develop recommendations that will strengthen the UN’s contribution to national priorities;
- Analyze cooperation with national stakeholders, e.g. Governmental institutions and NGOs, in UNDAF implementation;
- Make suggestions on enhancing ownership, from both the Government and other national partners;
- Define new partnership initiatives;
- Determine how emerging priorities and areas of work, which are yet not reflected in the current UNDAF, such as Post 2015 Development Agenda, MDG Acceleration Framework on MDG 5, Third Millennium Development Goals progress report, Peacebuilding Priority Plan under the Peacebuilding Fund Facility, Durable Solutions for Internally Displaced People, joint efforts under NAP on UNSCR 1325 implementation, Rights Upfront Initiative, Poverty and Environment Initiative, Beijing +20, 7 Point Agenda Action Plan on gender-responsive peacebuilding, Health Strategy 2020, mainstreaming migration into national development strategies, current trends and challenges in urbanization can be incorporated into UNDAF, to ensure a better alignment of UN assistance with national priorities and achieve a greater development impact;
- Identify implementation challenges and ways to overcome them;
- Provide lessons learned to date which can support in the next half of the current UNDAF cycle and used for final UNDAF evaluation;
- Review the overall UNDAF management system, including design and overall functioning of the M&E system and use of data in decision making;
- Review the progress of operational implications on the UN programmes delivery and develop recommendations on the business processes harmonization and simplification through business operations strategy operationalization, in close consultations with the OMT.

Methodology and Processes

The UNDAF MTR will entail both an internal and external participatory process led by the International consultant and supported by the National expert. This engagement will ensure that the MTR exercise does not place additional burden on UN Country Team or strain national capacities and to keep it light, informative and forward looking. This combination of team will help to assess UNDAF’s effectiveness, relevance, efficiency, impact and sustainability of results and suggest revisions to the UNDAF Results Matrix. The National expert will work in close collaboration and under leadership of the International consultant. The National Experts on cross cutting issues (to be provided by respective UN agencies) will work closely with the UNDAF experts’ team and contribute to final reporting.

The International MTR Consultant and the National Expert will implement obligations under the direct supervision and guidance of the UN Coordination Officer, UNDAF M&E Interagency Working Group (UNDAF M&E WIG) and in consultation with UNCT.

Scope of work (34 days)

1. Desk review of the UN system analytical materials, annual reports, reviews, and agency level Mid-Term Reports within UNDAF Pillars; evaluations, reviews and reports of the UN joint programmes and UN Theme Groups (2 days).
2. Interviewing and consulting key informants, to identify emerging issues and links between different programmes impacting on the UNDAF Pillars outcomes, UN agencies’ individual and joint contributions to achievement of UNDAF Pillars outcomes, and obtain information on performance, relevance and future strategies. Some of the key informants may include: Heads of UN agencies, Programme Officers and UN theme groups and UN Joint Programmes including UN Operations Teams; relevant Government officials and line ministries; representatives of
development partners; civil society representatives and other (5 days).
3. Facilitate consultations and workshops with UNDAF M&E Pillars WGs in the review of UNDAF Pillars outcomes and targets (6 days).
4. Produce minutes of these consultations in English (2 days).
5. In coordination with UN Gender Thematic Group led by UN Women and collaboration with the National consultant hired for cross-cutting of UN Gender Equality and Women’s Empowerment programmatic principle, conduct review on implementation of GEWE approach in programmatic and institutional areas within UNDAF Pillars and develop recommendations on its further institutionalization in next UNDAF (3 days).
6. In coordination with and with inputs from OHCHR review implementation and develop recommendations on further institutionalization of Human Rights Based Approach within current UNDAF Pillars and in the next UNDAF (2 days).
7. Review strategic documents and develop recommendations on mainstreaming migration in the next UNDAF within 3 Pillars (2 days).
8. Develop inputs on implementation and develop recommendations on further mainstreaming of climate change, youth, HIV in the next UNDAF and within Pillars outcomes (2 days).
9. Producing draft inputs for the UNDAF Mid Term Review Report on Pillars, in close coordination with the International Consultant, UNDAF M&E WG, Government Focal Points and the Office of the UN Resident Coordinator (6 days).
10. Prepare a short analysis of coordination challenges within Pillars and lessons learned (4 days).

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<th>Products</th>
<th>Deadline</th>
<th>Payment structure</th>
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<tr>
<td>1. UN system analytical materials, annual reports, reviews, and agency level Mid-Term Reports within UNDAF Pillars; evaluations, reviews and reports of the UN joint programmes and UN Theme Groups are reviewed</td>
<td>2 working days after contract is signed</td>
<td>30%</td>
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<td>2. Key informants are interviewed to identify emerging issues and links between different programmes impacting on the UNDAF Pillars outcomes, UN agencies’ individual and joint contributions to achievement of UNDAF Pillars outcomes, and obtain information on performance, relevance and future strategies.</td>
<td>7 working days after contract is signed</td>
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<td>3. Consultations and workshops with UNDAF M&amp;E Pillars WG for review of UNDAF Pillars outcomes and targets are facilitated</td>
<td>13 working days after contract is signed</td>
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<td>4. Minutes of these consultations are produced in English</td>
<td>15 working days after contract is signed</td>
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<td>5. Recommendations on further institutionalization of UN Gender Equality and Women’s Empowerment in next UNDAF are developed in coordination with UN Gender Thematic Group led by UN Women and collaboration with the National consultant hired for cross-cutting of UN Gender Equality and Women’s Empowerment programmatic principle, conduct review on implementation of GEWE approach in programmatic and institutional areas within UNDAF Pillars</td>
<td>18 working days after contract is signed</td>
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<td>6. Recommendations on further institutionalization of Human Rights Based Approach in the next UNDAF and within current one are developed in</td>
<td>20 working days after contract is signed</td>
<td>70%</td>
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consultation with OHCHR

7. recommendations on mainstreaming migration in the next UNDAF within Pillars 1, 2, and 3 are developed in consultation with IOM and UNDP

22 working days after contract is signed

8. recommendations on further mainstreaming of climate change, youth, HIV in the next UNDAF and within current one are developed in consultation with relevant UN theme groups

24 working days after contract is signed

9. draft inputs are developed for the UNDAF Mid Term Review Report on 3 Pillars, in close coordination with the International Consultant, UNDAF M&E WG, Government Focal Points and the Office of the UN Resident Coordinator

30 working days after contract is signed

10. short analysis of coordination challenges within 3 Pillars and lessons learned are prepared

34 working days after contract is signed

REPORTING REQUIREMENTS

The Expert will be submitting the reports based on the results achieved in agreed format stating all actions taken during the assignment. Report to be submitted after each deliverable result achieved according to schedule. Upon completion of the assignment, the expert will submit final report for the whole assignment approved by UN Resident Coordinator which will serve as a justification for final payment.

The reporting and timely information sharing on substantial part of the assignments will be made to UN RC, RCO, UNDAF Pillar Leads and UNDAF M&E WG.

The contractor will report regularly to the UN Coordination Officer and UNDAF M&E WG, and will perform duties in accordance with the work plan and timeframe to be agreed at the beginning of the assignment.

SCOPe OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Contracts based on lump-sum

- Lump sum contracts

The financial proposals shall specify a total lump sum amounts, and payment terms around specific and measurable (qualitative and quantitative) deliverables. 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, per diems, and number of anticipated working days).

QUALIFICATION REQUIREMENTS

- Master's degree (or equivalent) in social, political sciences/development/communication/business administration/economics or a related field.
- Experience in making research and/or evaluating development programmes, projects (at least 2 evaluations/reviews).
- Knowledge of the UN systems and processes is desirable.
- Experience of data collection/interviewing and writing analytical reports (at least one analytical report to be submitted).
- At least 2 years of experience in working with multi-stakeholder groups: governments, civil society, and international actors.
- Familiarity with the political and socio-economic situation in Kyrgyzstan.
- Experience in facilitating multi-stakeholder workshops and meetings (at least 1 workshop/meeting facilitated).
• Fluency in English and Russian. Knowledge of Kyrgyz is an asset.

Other competencies:
• Excellent communication and interpersonal skills.
• Excellent analytical and report writing skills.

ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTOR

Statement of Medical Fitness for Work
Individual Consultants/Contractors whose assignments require travel and who are over 62 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN-approved doctor prior to taking up their assignment.

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

Inoculations/Vaccinations
Individual Consultants/Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

Travel
Duty Station: Bishkek, Kyrgyzstan.
All envisaged travel costs must be included in the financial proposal. This includes all travel to duty station. UNDP should not accept travel costs exceeding those of an economy class ticket and daily allowance exceeding UNDP rates. Should the IC wish to travel on a higher class he/she should do so using their own resources.
In the case of additional and unforeseeable travel, payments of travel costs including tickets, lodging and terminal expenses should be agreed upon, between respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

SECURITY CLEARANCE
The Consultant should undertake the Basic Security in the Field (BSIF) training and Advanced Security in the Field (ASIF) tests prior to travelling. These requirements apply for all Consultants, attracted individually or through the Employer.

UNDP INPUT. UNDP will provide the Consultant with the following:
✓ Access to premises and working space in the UN House;
✓ Access to network, internet, printing/copying communication equipment;