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**TERMS OF REFERENCE**

**Job title: *External consultant for the final evaluation of the UN-Republic of Moldova Partnership Framework 2013-2017 (UNPF) and conduct of the Common Country Assessment (CCA)***

**Duty station:** Chisinau, Moldova

**Reference to the project:** UN Country Office

**Contract type:** IC

**Duration of assignment:** 35 working days (25 days evaluation; 10 days CCA)

**Starting date:** March 2016

**Background**

The United Nations–Republic of Moldova Partnership Framework 2013–2017 (UNPF) voices the collective determination of the United Nations to support Moldova in tackling major development challenges as it implements its vision to be a prosperous and modern European country.

The five year UNPF was developed collectively by the UN Country Team (UNCT) and the Government of Moldova and through extensive consultation with other partners. It provides focus and direction to the UN development system in Moldova in setting its operational priorities. It was designed with a view to supporting Moldova’s efforts to achieve the Millennium Development Goals, as well as its European integration ambitions.

The five programming principles of a human rights-based approach, gender equality, environmental sustainability, results-based management and capacity development underpin the UNPF. The expected results are organized by three thematic pillars: democratic governance, justice, equality and human rights; human development and social inclusion; environment, climate change and disaster risk management.

The UNCT in the Republic of Moldova consists of 11 agencies: FAO, ILO, IOM, OHCHR, UNAIDS, UNDP, UNFPA, UNHCR, UNICEF, UN Women, and WHO. The non-resident agencies are IAEA, ITC, UNCITRAL, UNCTAD, UNECE, UNEP, UNESCO, UNIDO and UNODC.

**Objective**

The objective of the current assignment is two-fold:

1. Perform the final evaluation of the 2013-2017 UNPF with the scope of gathering key findings and lessons learned to inform the next UNDAF planning cycle, including the CCA;
2. Conduct the CCA;

**Scope of work and expected output**

1. *Final evaluation of the 2013-2017 UNPF (25 days, of which up to 10 days in Moldova and the remainder home based)*

UNCT Moldova is currently in the process of preparing the final evaluation of the 2013-2017 UNPF, which is mandatory in the penultimate year of the UNDAF cycle and should serve as a major input for the planning process of next UNDAF cycle. This is a programmatic evaluation which will assesses performance against the 2013-2017 UNPF results framework, its strategic intent and objectives.

The main objective of the UNPF evaluation is to assess the contribution of UN system to national development targets and priorities through the UNPF outcomes. It will assess the effectiveness and efficiency by which UNPF outcomes are being achieved, their sustainability and relevance to national priorities and goals;

The evaluation will use standard OECD/DAC criteria (*role,* *relevance, effectiveness, efficiency, impact* and *sustainability of results*) as well as key issues of *design, focus* and *comparative* advantage of the UN system, as basis for its methodology. The evaluation will be informed by existing analytical work of the Government, UN Moldova and other partners. In addition, the UNPF evaluation will address how the intervention sought to mainstream the five programming principles: human rights-based approach, gender equality, environmental sustainability, results-based management, and capacity development.

Given that (1) outcomes are, by definition, the work of a number of partners, and (2) UNDAF outcomes are set at a very high level, attribution of development change to the UNCT (in the sense of establishing a causal linkage between human rights and development interventions and observed results) may be extremely difficult and in many cases infeasible. To make the assessment, first, the evaluator will examine the stated UNPF outcome; identify the change over the period being evaluated on the basis of available baseline information; and observe the national strategy/strategies and actions in support of that change. Second, the evaluator will examine the implementation of UNPF strategy and actions in support of national efforts.

The findings of the evaluation will be used for improving accountability and for learning what has worked, what has not and why. The evaluation of the 2013-2017 UNPF is foreseen to provide important information for the strengthening of programming and results at the country level, specifically informing the planning and decision-making for the next UNDAF cycle (2018-2022) and for further improving UN coordination and coherence at the country level. The evaluation report will be an important document to inform and guide both the CCA and the next UNDAF cycle.

The evaluation is to be carried out in cooperation with the UNCT. The overall approach is participatory and orientated towards learning how to jointly enhance development effectiveness at the national level. National authorities, development partners and civil society will be key partners in the evaluation, contributing both through data from national systems and validation of UNPF evaluation results. The main beneficiaries of the UNPF evaluation will be the UNCT, the Government, development partners and civil society.

Data collection methods and process should consider gender sensitivity and diversity.

The consultant will bear the main responsibility for the conduct of the evaluation. This entails, among other responsibilities, designing the evaluation according to this terms of reference; gathering data from different sources of information; analyzing, organizing and triangulating the information; identifying patterns and causal linkages that explain UNPF performance and impact; drafting evaluation reports at different stages (inception, draft, final); responding to comments and factual corrections from stakeholders and incorporating them, as appropriate, in subsequent versions; and making briefs and presentations ensuring the evaluation findings, conclusions and recommendations are communicated in a coherent, clear and understandable manner once the report is completed.

The evaluation process is expected to contain the following three phases:

* Inception phase (3 days) - the consultant will review documentation, agree on the meeting schedule with the UN Resident Coordinator’s Office (RCO), and produce an evaluation inception report;
* Data collection and field visit (10 days) – the consultant will gather data through group and individual interviews, questionnaires and visits, if needed; at the end of the mission, presentation with preliminary findings and recommendations will be presented to UNCT;
* Analysis and reporting (12 days) – the consultant will prepare the draft evaluation report based on the analysis of findings, including triangulation, and will include recommendations for the new UNDAF cycle. He/she will submit the report to the UNCT for factual review and comments. Opportunity to comment on the draft report will be open to the group for a maximum of ten working days. After this process ends, the consultant will proceed with production of the final evaluation report.

1. *CCA (10 days, of which up to 5 days in Moldova and the remainder home-based)*

The CCA will inform the development and strategic prioritization of the next UNDAF. Building on existing analytical work by the Government, UN Moldova and other partners, the main objectives of the CCA are to:

* Help identify development challenges and national priorities;
* Further contribute to mapping UNDS work in the country and determine its comparative advantages vis-à-vis the identified challenges and priorities, as well as other development partners.

The CCA will focus on:

* Assess the situation of the country with respect to the SDGs and other internationally agreed development goals and treaty obligations;
* Identify patterns of discrimination, inequality and exclusion, and define vulnerable groups and geographical pockets of deprivation;
* Assess capacity assets and gaps at different levels;
* Assess the risks of conflict and natural disasters, as well as the readiness of the country to respond.

**Deliverables**

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| **Deliverable/milestone** | | **Estimated date** |
| **UNPF evaluation** | | |
| **1.** | Inception report will include proposed methods; proposed sources of data; and data collection procedures. The inception report should include a proposed schedule of tasks, activities and deliverables. | by March 25th, 2016 |
| **2.** | Presentation of initial findings and provisional recommendations to the UNCT (upon in country mission scheduled for April 18th- 27th) | by May 5th. 2016 |
| **3.** | Draft UNPF evaluation report | by May 20th, 2016 |
| **4.** | Final UNPF evaluation report | by May 31st, 2016 |
| **CCA** | | |
| **5.** | CCA report produced | by July 8th, 2016 |

**Timeframe and institutional arrangements**

The timeframe for the assignment of the consultant is planned tentatively for March-June 2016.The RCO and the UNCT will support the consultant with the following:

* Secure two independent national consultants who will provide general support to the international consultant for the duration of the evaluation process and one national consultant for the CCA;
* Secure two independent national consultants who will provide expert-support to the international consultant in the thematic field of migration for the duration of the UNDAF evaluation and CCA process;
* Provide relevant background documentation required for assignment;
* Provide lists of contacts in advance and supplements upon request;
* Provide vehicle and driver for field visits;
* Organize consultative meetings, briefing and debriefing sessions;
* Provide office/working space during the assignment. The consultant will however have to use her/his own computer/laptop.

**Management arrangements**

The consultant will work in close collaboration with UNCT and UNPF Results Groups. The consultant will report to the UN Resident Coordinator/UNDP Resident Representative and the RC Coordination Specialist. Day-to-day evaluation management will be ensured through the RCO.

**Financial arrangements**

All candidates will be required to submit an aggregated financial offer (“aggregated financial offer” is the total sum of all financial claims of the candidate for accomplishment of the task). Payment will be disbursed in several instalments upon submission and approval of deliverables and certification by the UN Resident Coordinator/UNDP Resident Representative that the services have been satisfactorily performed.

**Qualifications and skills required**

**Qualifications**

• Advanced university degree in international development, economics, evaluation, social sciences or related field.

**Experience and knowledge**

* A minimum of 7 years of professional experience specifically in the area of evaluation of international development initiatives and development organizations;
* Extensive knowledge of, and experience in applying, qualitative and quantitative evaluation methods and in a wide range of evaluation approaches;
* Technical competence in undertaking complex evaluations which involve use of mixed methods;
* Knowledge of UN role, UN reform process and UN programming at the country level, particularly UNDAF;
* Strong experience and knowledge in the five UNDAF programming principles: human rights (the human rights based approach to programming, human rights analysis and related mandates within the UN system) gender equality (especially gender analysis), environmental sustainability, results based management, and capacity development;
* Understanding of the development context and working experience in Moldova and the region is an asset.

**Abilities**

• Fluency in English, knowledge of Romanian and/or Russian will be a strong asset.

**Skills**

* Computer literacy and ability to effectively use office technology equipment, IT tools.

**Documents to be included when submitting the proposals**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. **Financial proposal;**

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 installments 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, per diems, and number of anticipated working days).

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 does 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 UNDP Moldova and the Consultant, prior to travel and will be reimbursed.

1. **Personal CV/P11** form including past experience in similar projects and contacts for at least three reference persons.

**EVALUATION**

Minimum qualification criteria:

* Advanced university degree in international development, economics, evaluation, social sciences or related field;
* A minimum of 7 years of professional experience specifically in the area of evaluation of international development initiatives and development organizations

The individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall 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 weight – 60% (300 pts);

\* Financial Criteria weight – 40% (200 pts).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

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| **Criteria** | **Scoring** | **Maximum Points Obtainable** |
| Technical | | |
| Advanced university degree in international development, economics, evaluation, social sciences or related field | (MSc-20 pts; PhD-30 pts) | 30 |
| A minimum of 7 years of professional experience specifically in the area of evaluation of international development initiatives and development organizations | (7 years – 60 pts; >7 years – 2 pts for each additional year up to max additional 10 pts) | 70 |
| Experience in applying, qualitative and quantitative evaluation methods and in a wide range of evaluation approaches | (up to 7 years - 30 pts; >7 years - 40 pts) | 40 |
| Technical competence in undertaking complex evaluations which involve use of mixed methods (links to the documents to be provided) | (to some extent - 20 pts, strong yes - 40 pts) | 40 |
| Knowledge of UN role, UN reform process and UN programming at the country level, particularly UNDAF | (to some extent - 20 pts, strong yes - 30 pts) | 30 |
| Strong experience and knowledge in the five UNDAF programming principles: human rights (the human rights based approach to programming, human rights analysis and related mandates within the UN system) gender equality (especially gender analysis), environmental sustainability, results based management, and capacity development | (to some extent - 20 pts, strong yes - 40 pts) | 40 |
| Previous working experience in Moldova and/or the region is an asset | (to some extent - 10 pts, strong yes - 20 pts) | 20 |
| Fluency in English, knowledge of Romanian and/or Russian will be a strong asset | English – 25 pts, Romanian and/or Russian – additional max 5 pts) | 30 |
| |  | | --- | | **Maximum Total Technical Scoring** | | | **300** |
| **Financial** |  |  |
| Evaluation of submitted financial offers will be done based on the following formula:  **S = Fmin / F \* 200**  S – score received on financial evaluation;  Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;  F – financial offer under consideration. | | **200** |
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**Winning candidate**

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).