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**Revised Terms of Reference**

**Recruitment of M&E Programme Officers (2) – to provide short term support to the Country office under Management Support Unit**

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| **Location:** | Kampala, Uganda |
| **Application Deadline:** | 14.2.2022 |
| **Type of Contract:** | Individual Consultant |
| **Languages required:** | English |
| **Starting date:** | 28.2.2022 |
| **Duration of initial contract:** | 60 working days |
| **Expected duration of assignment:** | 60 working days |
| **Contact Person:** | M&E Programme Officer |

1. **Background**

UNDP Uganda is currently managing its country programme 2021-2025 which is aligned with NDPIII, the UN Cooperation Framework, the UNDP Strategic Plan 2022-2025, and the Sustainable Development Goals. The programme contributes to three interlinked and mutually reinforcing development results: *transformational and* *inclusive governance; inclusive and sustainable growth; and sustainable management of natural resources and resilient development.* Six programmes have been developed to effectively deliver this country programme. They are: 1. Inclusive and Sustainable Growth; 2. Nature, Climate, Energy and Resilience; 3. Governance and Peace; 4. Digitalization, Innovation and Smart Cities; 5. SDGs Integration and Acceleration; and 6. Youth for Development.

Management Support Unit (MSU) supports the programme teams in strategic planning and identification of new programme areas while ensuring consistency with UNSDCF/Country Programme (CPD) priorities and creative responses to emerging challenges and opportunities. MSU works in continuous interaction with both Programme and Operations teams (particularly the Finance Unit) in the Country Office (CO), Programme staff in other UN Agencies, UNDP HQs staff and Government officials, Technical Advisors and Experts, multi-lateral and bi-lateral donors and civil society to successfully implement the CO CPD. Specifically, this collaboration is to:

* Deliver quality work, achieve effective development results, and retain trust through providing coordinated, client-oriented, timely planning and management services,
* Enhance development and organizational effectiveness of UNDP Uganda CO,
* Enhance the overall CO capacities for results-based management, and effective and efficient delivery of quality services to the Government of Uganda,
* Strengthen synergies between Programme and Operations, between the CO and Implementing Partners, as well as between the CO and other development partners,
* Ensure linkages between continuous situation analysis, programme strategic planning and implementation, financial oversight, and
* Supplement monitoring and evaluation results of the CO Monitoring and Evaluation.

Under the overall guidance of the Resident Representative with Deputy Resident Representative and direct supervision of Team Leader MSU, two Programme Officers for Monitoring and Evaluation (M&E) are required to support the Management Support Unit (MSU) in facilitating the implementation of the Country Programme Document (CPD) 2021-2025, its associated projects and programmes. The main role of the M&E Programme Officers will be to ensure the optimal support function of the Management Support Team in substantive and financial monitoring of the CPD programmes including effective monitoring of implementation. The Officers will support the team in strategic planning and identification of new programme areas while ensuring consistency with UNSDCF/CPD priorities and creative responses to emerging challenges and opportunities.

The M&E Programme Officers will work in close collaboration with the Operations team and CO, Programme staff in other UN Agencies, UNDP HQs staff and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society to successfully implement the UNDP programme.

1. **Duties and Responsibilities**

\_ Support to the effective monitoring and application of lessons learned for support to the

Strategic direction of UNDP programme;

\_ Support to the MSU through the provision of detailed information of the status of Implementation of CO programme and facilitate the supervision of the Management;

\_ Facilitate and support strategic partnerships and resource mobilization;

\_ Support and assist in the provision of top quality M&E policy advice services to the

Government and facilitation of knowledge building and management

**1. The M&E Programme Officer will support the strategic direction of UNDP M&E programme**

**focusing on achievement of the following results:**

\_ Facilitate and assist in the analysis of the political, social and economic situation in the country and collaborative preparation/revision of the monitoring and Evaluation frameworks of the Common Country Analysis, UNSDCF, CPD, Annual Integrated Work plan and other related documents.

\_ Support the identification of strategic effective evaluation strategies for the programme;

\_ Support the operationalization of UNSDCF/CPD monitoring and evaluation process in collaboration with the main partners and other UN Agencies. Facilitate the Identification of possibilities for joint programming.

\_ Assist and support the analysis and presentation of UNDP M&E policies and their implementation in the CO.

\_ Supports the CO M&E process mapping and establishment of internal Standard Operating Procedures in Results Management, control of the workflows in the Programme Unit.

**2. Ensure effective support to the management of the CO M&E programme and focusing on supporting quality control of the M&E process of the full cycle of programming from formulation to implementation achieving the following results:**

\_ Support the effective application of RBM tools, establishment of management targets and monitoring achievement of results.

\_ Support the design and formulation of CO M&E programme within the area of responsibility, translating UNDP priorities into local interventions. Coordination of programme implementation with the executing agencies.

\_ Support the strategic oversight of planning, budgeting, implementing and monitoring of the programme, tracking use of financial resources in accordance with UNDP rules and regulations.

\_ Support the effective monitoring, measuring the impact of the CO programme and evaluation. Constant monitoring and analysis of the programme environment, timely readjustment of programme.

\_ Support the implementation, in association with participating UN agencies, the Harmonized Approach to Cash Transfers (HACT), follow up on audit recommendations. And ensure that all exceptions are timely reported.

\_ Assist in ensuring that reports are regularly prepared on activities, outputs and outcomes.

\_ Support the organization of cost-recovery system for the services provided by the CO to projects in close collaboration with Operations Manager.

\_ Assists in ensuring the preparation of lessons learned reports from the monitoring and evaluation processes

1. **Facilitate the establishment and maintenance of strategic partnerships and supports the resource mobilization focusing on achievement of the following results:**

\_ Support the Implementation of the CO partnerships and resources mobilization strategies through effective, high quality and timely financial and substantive reports on cost sharing resources and their programming to achieve programme outcomes.

\_ Assist in the analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for cost-sharing.

**4. Supports the provision of top quality M&E advisory services and facilitation of knowledge building and management focusing on achievement of the following results:**

\_ Support the identification of sources of information related to M&E and policy-driven issues. Identification and synthesis of best practices and lessons learned directly linked to programme country policy goals.

\_ Assist and facilitate the coordination of development of policies and institutions that will address the country’s problems and needs in collaboration with the Government and other strategic partners.

\_ Support the establishment of M&E advocacy networks at national level and linked to international networks. Relevant, high-impact M&E advocacy campaigns are implemented with key partners.

\_ Support the provision of CO sound contributions to knowledge networks and communities of practice.

\_ Support and facilitates the organization of training programmes for the operations/ projects staff on Finance and M&E processes.

The objectives of the consultancy will be to support the country office in the realization of the planned results through the listed deliverables below:

**Scope of work and deliverables**

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| ***Deliverables/ Outputs*** | ***Estimated Duration to Complete*** | ***Target Due Dates*** | ***Review and Approvals Required****(Indicate designation of person who will review output and confirm acceptance)* |
| 1. All planned Strategic oversight and project quality assurance completed (PQAs) 2. All Quarterly project progress reports in Atlas on-course 3. UNDP Transparency Initiative portal data updated (IATI compliancy) 4. Project monitoring schedules/plans in place and Monitoring reports in place 5. Programme/project performance/monitoring framework tools completed 6. Project Audit action plan recommendations follow-up and report provided 7. Donor reports completed/submitted as procedurally required and/or scheduled 8. Pipeline projects supported in project document development 9. HACT compliancy and site updates 10. Evaluation Resource Centre site updates as corporately required 11. Any other M&E relevant support in the achievement of planned results | 60 days | 02 May 2022 | Team-Leader MSU/DRR |

**WORKING ARRANGEMENTS**

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| **Institutional Arrangement**  Under the overall guidance of the Resident Representative/Deputy Resident Representative and direct supervision of Team Leader MSU, the 2 Programme Officers for Monitoring and Evaluation (M&E) will support the Management Support Unit (MSU) in facilitating the implementation of the Country Programme Document (CPD), its associated projects and programmes.  **Duration of the Work**  The expected duration for the assignmentis **sixty working days equivalent** from date of approval and acceptance of contract by both parties.  **Geographical Scope**  The Consultant will work at UNDP Country office and meet key partners and the National and Local Government level. |

**Duration**

The tasks described above will be undertaken by the consultant immediately upon the signature of contract. The expected time will be sixty working days in total.

1. **Competencies**

* Ability to communicate effectively in English, both orally and in writing, in order to communicate complex, technical information and general audiences.
* Ability to deliver on time.
* Skill in negotiating effectively in sensitive situations.
* Skill in achieving results through persuading, influencing and working with others.
* Skill in facilitating meetings effectively and efficiently and to resolve conflicts as they arise.
* Demonstrates integrity by modeling the UN’s values and ethical standards. Promotes the vision, mission, and strategic goals of UNDP
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
* Demonstrates integrity by modeling the UN’s values and ethical standards. Promotes the vision, mission, and strategic goals of UNDP

1. **Functional Competencies:**

* Knowledge Management and Learning
* Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example.
* Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills Development and Operational Effectiveness
* Ability to lead strategic planning, results-based management and reporting.
* Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources.
* Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery
* Good knowledge of the Results Management Guide and Toolkit.
* Good ICT skills, knowledge of Atlas.
* Ability to implement new systems and affect staff behavioral/ attitudinal change Management and Leadership
* Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
* Consistently approaches work with energy and a positive, constructive attitude.
* Demonstrates good oral and written communication skills
* Demonstrates openness to change and ability to manage complexities

1. **Required Skills and Experience**

The national consultant is expected to possess the following competencies and qualifications:

**Education**:

• Master’s Degree in Development Studies, Business Administration, Monitoring and Evaluation, Social Sciences, Development Economics, international relations, public administration, project or related field.

**Experience**:

• Minimum of 7 years’ development project/programme monitoring and evaluation experience in a development setting of *inclusive governance;* inclusive and sustainable growth; and sustainable management of natural resources and resilient development.

Specifically, experience at the national and international levels in Monitoring and evaluation of programmes, providing management support, hands-on experience in supporting programme teams implementing development projects and supporting establishment of inter-relationships among international and national governments.

• Demonstrated sound knowledge of and experience in results-based management evaluation methodologies; and in conducting gender responsive monitoring, evaluation and analysis

• Demonstrated understanding of issues related to project management,

• Excellent oral and written skills; excellent drafting, formulation, reporting skills

• Strong ability to work effectively in multi-disciplinary and multi-cultural teams

• Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment. Experience in handling of web-based management systems.

• Project monitoring and evaluation experience with UNDP, or any other UN agency will be considered an asset.

• Experience in conducting evaluations remotely will be considered an asset.

**Language Requirements:**

Fluency in the English

**Scope of Price Proposal and Schedule of Payments**

The successful applicant will fill the IC Time Sheet specifying the agreed on daily rate duly approved by the Individual Contractor’s supervisor, which shall serve as the basis for the payment of fees. The IC payments will closely be linked to deliverables. Duty travels where expected will be provided to the Offerors with the UN’s Daily Subsistence Allowance (DSA) rates prevailing at the time of sourcing, for the duty station and all other cities indicated in the TOR as part of duty travel destinations.

**APPLICATION PROCESS**

**Scope Of Price Proposal and Schedule Of Payments**

Financial Proposal:

* Financial proposals must be “all inclusive” and expressed in a lump-sum for the total duration of the contract. The term “all inclusive” implies all cost (professional fees, travel costs, living allowances etc.)
* The lump sum is fixed regardless of changes in the cost components.

**Recommended Presentation Of Proposal:**

1. **Letter of Confirmation of Interest and Availability** using the [template](https://intranet.undp.org/unit/bom/pso/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx) provided by UNDP;
2. **CV** and a **Personal History Form** ([P11 form](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc));
3. Brief description **of approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 2 pages)
4. **Financial Proposal** that indicates the all-inclusive fixed total contract price and all other travel-related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the [Letter of Confirmation of Interest template](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_%20Individual%20Contract_Offerors%20Letter%20to%20UNDP%20Confirming%20Interest%20and%20Availability.docx&action=default). If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing email him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

All application should be submitted by email to [procurement.ug@undp.org](mailto:procurement.ug@undp.org) and with the subject name “**Consultant for Programme M&E”** no later than**XX February , 2022 (5pm - Uganda Time).**Any request for clarification must be sent by standard electronic communication to [procurement.ug@undp.org](mailto:procurement.ug@undp.org). Incomplete applications will be excluded from further consideration.

**Criteria For the Selection Of The Best Offer**

Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP’s General Terms and Conditions will be awarded the contract.