Terms of reference

Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Independent Project Evaluator (National Position)
Project Name: UNODC Sub-Programme 5 (INDA06)
Reports to: Country Manager and National Programme Officer
Duty Station: Home based
Expected Places of Travel : Jakarta and Makassar, Indonesia
Duration of Assignment: March – June 2017 (34 working days)

REQUIRED DOCUMENTS FROM HIRING UNIT

	TERMS OF REFERENCE
	CONFIRMATION OF CATEGORY OF NATIONAL CONSULTANT , please select :
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
5	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT , please select :
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV or completed P11 form with at least three referees
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

Need for presence of IC consultant in office:
X intermittent (explain): **attendance for meetings if needed**

Provision of Support Services:

Office space:	☐Yes	xNo
Equipment (laptop etc):	☐Yes	xNo
Secretarial Services	☐Yes	xNo

If yes has been checked, indicate here who will be responsible for providing the support services: n/a

Signature of the Budget Owner: Collie Brown (UNODC Country Manager) 1/2/2017

I. BACKGROUND

Indonesia's National Narcotics Board has sought to build consensus among the police, prosecutors, judges, and others, that those convicted of drug use (but not trafficking) should be channelled toward rehabilitation rather than incarceration. As of March 2014, and partly as a result of these efforts, several Indonesian government agencies (National Narcotics Board, Indonesian National Police, Attorney General's Office, Ministry of Health, Supreme Court, and Social Affairs Ministry) signed a Memorandum of Understanding (MOU) to promote this legislative framework. However, the signing of the MOU needs to be followed by concrete actions. In order for implementation to occur, there must be an increased awareness of the approach provided within the MOU, as well as past Supreme Court and Presidential Instruction Letters; in addition, there must be a mechanism to measure and follow through with the implementation. In order for the MOU to have a meaningful impact, a regulation promulgation process needs to be in place as part of the implementation procedure.

To support the Indonesian Government in promoting alternatives to imprisonment for people who use drugs, UNODC has implemented the project "Promoting Alternatives to Incarceration for Convicted Drug Users, including Rehabilitation and Probation" since January 2015 with financial assistance from the American Embassy in Jakarta. Project activities have focussed on Improving Indonesia's Criminal Justice Reform Agenda through Alternatives to Imprisonment for Convicted Drug Users.

By implementing a pilot to promote the channelling of arrested drug users to rehabilitation, there is an opportunity to significantly reduce the number of drug users being incarcerated, and thus ease the problems caused by the overcrowding of Indonesia's prisons through promotion of alternatives to incarceration, such as rehabilitation and probation.

This pilot will help inform decision-makers about the merits of expanding the pilot or possibly replicating the objective of the programme in other countries in the East Asia and Pacific region.

II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Conduct the final independent project evaluation of UNODC project INDA06 in line with the full Evaluation Terms of Reference (to be provided once the contract is signed). The Final Independent Evaluation shall cover the whole duration of the project on "Promoting

Alternatives to Incarceration for Convicted Drug Users, including Rehabilitation and Probation" from January 2015 to the end of the evaluation field mission (tentatively end April 2017). It shall cover the geographic jurisdiction of Indonesia with a special focus on the two project target areas: Jakarta and Makassar (South Sulawesi). The evaluation will be conducted based on the following DAC criteria: relevance, efficiency, effectiveness, impact, sustainability, as well as partnerships and cooperation, gender and human rights and lessons learned, and assess the performance of the project in two areas:

1. Progress of the portfolio towards achieving the objective of the project and the status of the portfolio in terms of relevance, effectiveness, efficiency, sustainability, impact, lessons learned and best practices; and
2. Operational performance in terms of relevance and effectiveness of the project governance, management mechanisms and also level of compliance with the national context and requirements.

Under the guidance of the Independent Evaluation Unit (IEU) UNODC, the National Evaluation Consultant will conduct the Independent Project Evaluation of the UNODC project INDA06 on "Promoting Alternatives to Incarceration for Convicted Drug Users, including Rehabilitation and Probation". On the basis of the Evaluation Terms of Reference, key responsibilities of the Evaluator includes:

I. Development of the evaluation design with detailed methods, tools and techniques;
II. Leading the evaluation process;
III. Ensuring adherence to the UNEG Norms and Standards, UNODC Evaluation Guidelines and Templates, and the Evaluation Terms of Reference;
IV. Ensuring overall coherence of the report writing;
V. Ensuring that all deliverables are submitted in line with UNODC evaluation policy, handbook, guidelines and templates;
VI. Ensuring that the draft and final report are fully proofread and meet the high quality standards of international evaluation reports;
VII. Performing any other tasks as deemed necessary to ensure the success of the project.

The evaluator will be responsible for the quality and timely submission of his/her specific deliverables as specified below. All products should be well written, inclusive and have a clear analysis process.

- Draft Inception Report, containing a refined work plan, methodology and evaluation tools and in line with UNODC norms, standards, evaluation guidelines and templates (to be reviewed and cleared by IEU; can entail various rounds of comments);
- Presentation of preliminary evaluation findings and recommendations (if applicable);
- Draft Evaluation Report in line with UNODC evaluation norms, standards, guidelines and templates (to be reviewed and cleared by IEU; can entail various rounds of comments);
- Revised Draft Evaluation Report based on comments received from the various consultative processes (IEU, internal and external);
- Final Evaluation Report, in line with UNODC evaluation norms, standards, guidelines and templates (to be reviewed and cleared by IEU; can entail various rounds of comments).
- Final presentation of evaluation results to stakeholders.

Deliverables/ Outputs	Estimated number of working days	Target due dates	Percentage (%)
Final Inception Report in line with UNODC evaluation norms, standards, guidelines and templates, reviewed and cleared by IEU (can entail various rounds of comments)	9 working days	10 April 2017	26%
Draft Evaluation Report in line with UNODC evaluation norms, standards, guidelines and templates	20 working days	05 June 2017	59%
Final Evaluation Report in line with UNODC evaluation norms, standards, guidelines and templates, reviewed and cleared by IEU (can entail various rounds of comments), and presentation of findings	5 working days	30 June 2017	15%

Duties	Time frame	Location	Deliverables
Desk review and preparation of Draft Inception Report	16-24 March 2017 (7 working days)	Home-based	Draft Inception report containing: preliminary findings of the desk review, refined evaluation questions, data collection instruments (including questionnaire and interview questions), sampling strategy, evaluation matrix and limitations to the evaluation
Review of Draft Inception Report by IEU (can entail various rounds of comments)	27 March – 3 April 2017 (IEU review)		Comments on the Draft Inception Report to the evaluation team
Incorporation of comments from IEU (can entail various rounds of comments)	3-7 April 2017 (2 working days)	Home-based	Revised Draft Inception Report
Deliverable A – Final Inception Report in line with UNODC evaluation norms, standards, guidelines and templates	**By 10 April 2017 (overall 9 working days)**		**Final Inception Report to be cleared by IEU**
Interviews with staff at UNODC Jakarta and project target areas. Evaluation mission: briefing, interviews; presentation of preliminary findings	11-28 April 2017 (8 working days, including travel time)	UNODC, Jakarta and Makassar (South	Presentation of preliminary findings

		Sulawesi)	
Drafting of the Evaluation Report; submission to Project Management for review and revision of any factual errors and to IEU for review and comments	2-19 May 2017 (10 working days)	Home-based	Draft evaluation report (to be reviewed and cleared by IEU; can entail various rounds of comments)
Review of IEU for quality assurance and Project Management for factual errors	22-26 May 2017		Comments on the Draft Evaluation Report
Consideration of comments from the Project Manager and incorporation of comments from IEU (can entail various rounds of comments)	29 May-4 June 2017 (2 working days)	Home-based	Revised Draft Evaluation Report
Deliverable B – Draft Evaluation Report in line with UNODC evaluation norms, standards, guidelines and templates	**By 5 June 2017 (overall 20 working days)**		**Draft Evaluation Report to be cleared by IEU**
Sharing by IEU of the Draft Evaluation Report with Core Learning Partners for comments	6-15 June 2017		
Consideration of comments from Core Learning Partners	16-19 June 2017 (2 working days)	Home-based	Revised Draft Evaluation Report
Final review by IEU; incorporation of comments and finalisation of report	20-24 June 2017 (3 working days)	Home-based	Revised Draft Evaluation Report
Deliverable C - Finalization of Evaluation Report incl. Management response (if needed) and presentation of evaluation results	**By 27 June 2017 (overall 5 working days)**	**Home-based; UNODC Jakarta**	**Final Evaluation Report; Presentation of evaluation results. All to be cleared by IEU**
Finalisation by the Project Management of the Evaluation Follow-up Plan in ProFi	By 28 June 2017		Final Evaluation Follow-up Plan to be cleared by IEU
Dissemination by Project Management of the Final Evaluation Report			Disseminate Final Evaluation Report

III. WORKING ARRANGEMENT

Institutional Arrangement

The consultant will work under the overall supervision of the Country Manager and National Programme Officer

Duration of the Work

34 working days in a three and a half months period. The working period will commence on

March 2017.

Duty Station
Home-based with periodic visits to the UNODC office in Jakarta.

Travel Plan
Yes

No	Destination	Frequency	Duration/days
1	Makassar, South Sulawesi	1 time during the whole assignment	4 overnight stays in total
2	Jakarta	2 times during the whole assignment	5 overnight stays in total

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

SHORTLISTING CRITERIA

I. Academic Qualifications:

Advanced university degree (Master's degree) in Any Sciences. with specialized training in evaluation

II. Years of experience:

- 8 years of progressive experience in evaluation design methodology, including conducting evaluations in an international context (qualitative and quantitative models);
- Extensive technical expertise in various evaluation methodologies and techniques, including multiple stakeholders;
- Extensive expertise in conducting evaluations of projects and programmes in an international organisation is required;
- Prior experience in planning, designing, implementing, analyzing and reporting results of qualitative and quantitative studies including survey design and implementation;
- Experience in policy planning and policy analysis;
- Attended in evaluation training and certified in any training related to the post

III. Competencies:

- Extensive knowledge of, and experience in, applying qualitative and quantitative evaluation methods;
- Strong record in designing and leading evaluations;
- Proven excellent quality of the communication and drafting skills in English, proven by previous evaluation reports;
- Proven ability to operate MS-Office, media development software and other office equipment;
- Strong motivation and a good team player;
- Experience in the field of law enforcement, drug dependence treatment, countering organised crime is an asset;
- Understanding of gender and human rights considerations is a strong asset;

- proven communication and drafting skills;
- Proficiency in English language, spoken and written is required.

According to UNODC rules, the evaluator must not have been involved in the design, and/or implementation, supervision and coordination of the project, nor have benefited from the programme/project or theme under evaluation.

The consultant shall respect the UNEG Ethical Guidelines.

V. EVALUATION METHOD AND CRITERIA

Cumulative analysis

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) being 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; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 70 points will be considered for the Financial Evaluation

Criteria	***Weight***	***Max. Points***
Technical		***100***
***Criteria A**: Qualification requirements as per TOR:*	***70%***	***70***
• Advanced university degree (Master's degree) in Any Sciences. with specialized training in evaluation	*10%*	*10*
• 8 years of progressive experience in evaluation design methodology, including conducting evaluations in an international context (qualitative and quantitative models);	*15%*	*15*
• Extensive technical expertise in various evaluation methodologies and techniques, including multiple stakeholders;	*15%*	*15*
• Extensive expertise in conducting evaluations of projects and programmes in an international organisation is required;	*10%*	*10*
• Prior experience in planning, designing, implementing, analyzing and reporting results of qualitative and quantitative studies including survey design and implementation;	*10%*	*10*
• Attended in evaluation training and certified in any training	*10%*	*10*

related to the post		
***Criteria B**: Brief description of approach to assignment:*	***30%***	***30***
1. *Understands the task and applies appropriate methodology*	*10%*	*10*
2. *Important aspects of the task addressed clearly and in sufficient detail*	*10%*	*10*
3. *Logical, realistic planning for efficient project implementation*	*10%*	*10*