

# Terms of Reference



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## GENERAL INFORMATION

**Title:** Independent Project Evaluator/Team Member (National Position)

**Project Name :** UNODC Sub-Programme 2 (INDA03)

**Reports to:** Country Manager and National Programme Officer

**Duty Station:** Home-Based

**Expected Places of Travel :** N/A

**Duration of Assignment:** 34 working days (March – June 2017)

## REQUIRED DOCUMENTS FROM HIRING UNIT

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

## REQUIRED DOCUMENTATION FROM CONSULTANT

x	Completed CV or P11 with three referees
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

## Need for presence of IC consultant in office:

☐ partial (explain)

☒ intermittent (explain): **attendance for meetings if needed**

☐ full-time/office based (needs justification from the Requesting Unit)

## Provision of Support Services:

Office space: ☐ Yes ☒ No

Equipment (laptop etc.): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

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

## **I. BACKGROUND**

The UNODC Programme Office in Indonesia (POIDN) works with the Government of Indonesia (GOI), civil society stakeholders and donor partners to help address Indonesia's development challenges, specifically in relation to corruption. The focus of this work is guided by UNODC mandates and GOI priorities.

This programme seeks amongst others to improve law enforcement responses, enhance engagement by civil society and the media, as well as support the implementation of activities to limit corruption in Indonesia. This sub-programme/project is nearing the end of implementation and the evaluation is needed.

POIDN seeks to recruit an Evaluation Consultant/Team Member who will be collaborating with an Evaluation Consultant/Team Leader to conduct the final evaluation of the anti-corruption programme in Indonesia. This independent evaluation must follow the UNODC Evaluation Policy, Norms and Standards as well as the UNEG Norms and Standards. All deliverables are reviewed and cleared by the UNODC Independent Evaluation Unit.

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

Under the guidance of the Independent Evaluation Unit and the Evaluation Consultant/Team Leader, The Evaluation Consultant/Team Member will collaborate with the Evaluation Consultant/Team Leader to undertake the final independent project evaluation of UNODC INDA03 in line with the full Evaluation Terms of Reference (to be provided once the contract is signed). The Evaluation Consultant/Team Member will support the Evaluation Consultant/Team Leader on substantive issues of anti-corruption as needed.

On the basis of the Evaluation Terms of Reference, key responsibilities of the Evaluation Consultant/Team Member are to support the Evaluation Consultant/Team Leader in developing evaluation methods and tools, to focus substantively on topics assigned for his/her assessment during the desk reviews and field missions, to provide written inputs to the draft report, and to address any other tasks given by the Evaluation Consultant/Team Leader.

The Evaluation Consultant/Team Member will be responsible for the quality and timely submission of his/her specific anti-corruption related deliverables, as specified below. All products should be well written, inclusive and have a clear analysis process.

- Contribute to desk review, drafting of Inception Report with a specific focus on anti-corruption programme;
- Assist the Evaluation Consultant/Team Leader in the evaluation process, as per the evaluation ToRs;
- Contribute to drafting the Evaluation Report in line with UNODC evaluation policy, handbook, guidelines and templates;
- Support the Evaluation Consultant/Team Leader in presenting the findings and recommendations of the evaluation.

On the basis of the Evaluation Term of Reference, the Evaluation Consultant/Team Member will carry out the following deliverables and tasks. A final time-bound calendar will be proposed prior to the contract's signature.

<b>Deliverables/ Outputs</b>	<b>Estimated number of working days</b>	<b>Target due dates</b>	<b>Percentage (%)</b>
<b>Final Inception Report</b> in line with UNODC evaluation norms, standards, guidelines and templates, reviewed and cleared by IEU (can entail various rounds of comments)	9 working days	17 April 2017	26%
<b>Draft Evaluation Report</b> in line with UNODC evaluation norms, standards, guidelines and templates	20 working days	05 June 2017	59%
<b>Final Evaluation Report</b> 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	29 June 2017	15%

<b>Duties</b>	<b>Time frame</b>	<b>Location</b>	<b>Deliverables</b>
Desk review and preparation of Draft Inception Report	30 Mar-07 April 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)	07 -14 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)	15-16 April 2017 (2 working days)	Home-Based	Revised Draft Inception Report
<b>Deliverable A – Final Inception Report in line with UNODC evaluation norms, standards, guidelines and templates</b>	<b>By 17 April 2017 (overall 9 working days)</b>		<b>Final Inception Report to be cleared by IEU</b>
Interviews with staff in UNODC Jakarta and project target area. Evaluation mission: briefing, interviews; presentation of preliminary findings	18 - 27 April 2017 (8 working days)	UNODC, Jakarta	Presentation of preliminary findings
Drafting of the Evaluation Report; submission to POIND Country Manager for review and revision of any factual errors and to IEU for review and comments	01 -12 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	15-26 May 2017		Comments on the Draft Evaluation Report (can entail various rounds of comments)
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
<b>Deliverable B – Draft Evaluation Report in line with UNODC evaluation norms, standards, guidelines and templates</b>	<b>By 5 June 2017 (overall 20 working days)</b>		<b>Draft Evaluation Report to be cleared by IEU</b>
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 (3 working day)	Home-Based	Revised Draft Evaluation Report
Final review by IEU; incorporation of comments and finalisation of report	20-24 June 2017 (2 working days)	Home-Based	Revised Draft Evaluation Report
<b>Deliverable C - Finalisation of Evaluation Report incl. Management response (if needed) and presentation of evaluation results</b>	<b>By 29 June 2017 (overall 5 working days)</b>	<b>Jakarta; UNODC</b>	<b>Final Evaluation Report; Presentation of evaluation results to counterparts. All to be cleared by IEU</b>
Finalisation by the Project Management of the Evaluation Follow-up Plan in ProFi	By 30 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 Evaluation Consultant/Team Member will work together with the Evaluation Consultant/Team Leader under the overall supervision of the Country Manager and under the direct management of the National Programme Officer.

#### **Duration of the Work**

34 working days in a three months period. The working period will commence on March 2017.

#### **Duty Station**

Home-based with periodic visits to office.

#### **Travel Plan**

No

#### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

##### **SHORTLISTING CRITERIA**

###### I. Academic Qualifications:

Bachelor degree or Master Degree in Social Sciences, Law or related field, with special focus on anti-corruption.

###### II. Years of experience:

- Six (6) years for Bachelor Degree or two (2) years for Master Degree in evaluation design methodology (qualitative and quantitative models), including conducting evaluations in an international context; with at least five (5) years of experience in conducting research on anti-corruption.
- 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, analysing and reporting results of qualitative and quantitative studies including survey design and implementation;

###### III. Competencies:

- Extensive knowledge of, and experience in applying qualitative and quantitative evaluation methods;
- Strong record in designing and leading evaluations;
- Strong knowledge of Indonesia's anti-corruption frameworks and initiatives;
- Strong record on working in anti-corruption programme and/or policy;
- Understanding of gender and human rights consideration is an asset;
- Excellent communication and drafting skills in English proven by previous evaluation reports;
- Ability to operate MS-Office, media development software and other office equipment;
- Strong motivation and a good team player;
- Understanding of gender and human rights considerations is a strong asset;
- Excellent communication and drafting skills;
- Proficiency in English language, spoken and written, is required.

According to UNODC rules, the Evaluation Consultant/Team Member must not have been involved in the design and/or implementation, supervision and coordination of and/or have benefited from the programme/project or theme under evaluation.

The evaluator 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%*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Points</b>
<b><u>Technical</u></b>	<b>70%</b>	<b>100</b>
<b>Criteria A: Qualification requirements as per TOR:</b> <ol style="list-style-type: none"> <li>1. Master's Degree with minimum two (2) years of experience or Bachelor's degree with minimum six (6) years of progressive experience in evaluation design methodology, including conducting evaluations in an international context (qualitative and quantitative models);</li> <li>2. At least five (5) years of experience in conducting research on anti-corruption.</li> </ol>		<b>40</b>  20    20
<b>Criteria B: Brief description of approach to assignment:</b> <ol style="list-style-type: none"> <li>1. Understands the task and applies appropriate methodology</li> <li>2. Important aspects of the task addressed clearly and in sufficient detail</li> <li>3. Logical, realistic planning for efficient project implementation</li> </ol>		<b>60</b>  20 20 20
<i>Only candidates obtaining a minimum of 70 points will be considered for the Financial Evaluation</i>		

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