



UNITED NATIONS DEVELOPMENT PROGRAMME

I. Terms of Reference

Post title: M&E and reporting consultant (National)
Department: UNDP Tunisia
Supervisor: Chief Technical Advisor (CTA)
Contract duration: 100 working days over one year
Place: Tunis, Tunisia
Starting date: 15 September 2017
Contract type: Individual Contractor
Languages: English and French

II. Organizational Context

Since 2011 revolution, Tunisia has made a commitment to the establishment of a democratic state that guarantees rights and freedoms and the Rule of Law, and responds to the needs of its people. These principles have been enshrined in the 2014 Constitution and are the driving force behind a series of reforms carried out by the Ministry of Interior (MoI). A key theme of these reforms is to increase the trust of the population towards the security forces while at the same time addressing the security challenges the country is facing.

Since 2014, UNDP has been helping the MoI to implement a community policing approach as well as strengthening the accountability of internal security forces. Community policing represents a vital component towards enhancing social cohesion and stability and supporting an enabling environment for investment and community and local development.

A policy on community policing was adopted in June 2014 and is currently being piloted in six police and National Guard stations with funding from the UK and Japan. The six stations are situated in the governorates of Tunis, Ben Arous, Nabeul, Sidi Bouzid and Sfax. In addition, six local security committees composed of representatives of local authorities, security forces and civil society have been created in these localities. Drawing on the experience from the pilot posts, the approach will be extended to additional localities in Jendouba, Medenine, Bizerte and Sousse. Canada and USA has now joined the UK and Japan in funding the project.

The community policing approach is also contributing to promote positive behavioural changes of the beneficiaries and strengthening the culture of public services among the police and National Guard officers in the pilot police stations. The approach supports also the improvement of the

working conditions and service delivery through the retrofitting and modernization of the pilot stations.

UNDP has already engaged in a technical consultation focusing on the adjustment of legal texts and their compliance with community policing principles. Furthermore, a development capacity plan has been launched aimed at providing National Police Schools with i) two training and simulation centres (and two others are under construction) and ii) a specific curriculum on community policing. UNDP is guiding the MoI in developing a National Strategy on Community policing to help scale up the approach.

The community policing is going to be extended to additional governorates with a specific focus on a pilot governorate. These efforts will need more monitoring and evaluation.

It's within this framework that UNDP is recruiting an M&E and reporting Consultant to support the implementation of the planned activities.

III. Responsibilities and Key Results Expected

UNDP is seeking to engage a consultant with the overall objective of ensuring quality monitoring and reporting to UNDP's Crisis Prevention, Preparedness and Response programme. The consultant is expected to perform the following results:

- Contribution to project planning in close collaboration with the project CTA;
- Continuous monitoring of the workplan implementation based on activities and results indicators and targets, including analysis of gaps and proposal to the project team of corrective measures, when required;
- Timely information on progress and results by compiling, organizing, analyzing, monitoring, and preparing quarterly and annual progress reports as well as the project contribution to corporate reports substantiated by strong data and evidence;
- Production of fact sheets, specific donor reports, and other reporting products in close collaboration with the project and programme team;
- Annual planning of project monitoring and evaluation milestones and close monitoring of its implementation as well as update in UNDP ERP (Atlas).
- Contribution to resource mobilization efforts by supporting the development of proposals.

The collaboration of the consultant to the elaboration, integration and revision of other project documents, as agreed with the supervisor, can be requested.

Key deliverables

- Elaboration of 2017 annual project progress report;
- Contribution to the Results Oriented Annual Report (ROAR) 2017;
- Elaboration of 2018 project work plan in close collaboration with the CTA;
- Contribution to the 2018 country office integrated work plan;
- Development of the project monitoring and evaluation plan for 2018, monitoring of its implementation and update in UNDP ERP (Atlas);

- Definition of 2018 milestones of the project, in close collaboration with the CTA;
- Elaboration of quarterly progress reports based on Country office reporting calendar and template;
- Elaboration of different reporting requests such as reports per activity;
- Elaboration of donor's specific reports as per signed cost sharing-agreements requirements;
- Management of RBM local and corporate requirements: contribution to global transparency efforts, project implementation in compliance with the new monitoring policy, implementation guided by the Programmes and Projects Management reform, etc.

IV. Competencies

Functional Competencies

- Strong organizational and skills;
- Results oriented, strong team player with outstanding interpersonal and coordination skills;
- Ability to work independently and under pressure and meet deadlines;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Strong capacity for relationship-building and communication;
- Strong capacity to think and act strategically including solid editorial strengths;
- Ability to work in close partnership with a wide range of national and international interlocutors;
- Proven capacity of initiative and autonomy;
- Reactiveness in acquiring and providing information;
- Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships.

Corporate competencies:

- 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.

V. Recruitment Qualifications

Education:

- Master degree in Political sciences, International Relations, Public Administration and Management or other relevant field.

Experience:	<ul style="list-style-type: none"> • A minimum of 5 years relevant experience in national/international development context with a focus on security sector, institutional reform processes, community engagement, women equality; • A minimum of 3 years of relevant experience in preparation of project documents, annual workplans, project/programme monitoring and reporting; • Knowledge of Security sector is an asset; • Demonstrated experience and/or good knowledge of UN's working modalities; • Former experience with UNDP is an asset.
Languages:	<ul style="list-style-type: none"> • Fluency in written and spoken English and French is essential. • Arabic is highly desirable.

VI. Evaluation

A. Evaluation Gril		Maximum 100 pts
1.	Minimum of 5 years relevant experience: From 5-7 years15 points Over 7 years.....20 points	20
2.	<ul style="list-style-type: none"> • A minimum of 3 years of relevant experience in preparation of project documents, annual work plans, project/program monitoring and reporting From 3-5 years.....15 points Over 5 years.....20 points	20
3.	Written test	30
4.	Interview	30
Max Total technical evaluation (70%)		100pts*70%= 70pts
Max financial evaluation (30%)		100pts*30%
TOTAL EVALUATION (100%)		100 pts

VII. Conditions and payment

The consultant will be paid on a quarterly basis after validation of deliverables from the CTA,

the payment will be organized in 4 installments as per the following scheme:

- 25% Consultant's Quarterly Activity Report
- 25% Consultant's Quarterly Activity Report
- 25% Consultant's Quarterly Activity Report
- 25% Consultant's Quarterly Activity Report

Application and documents to be submitted

- Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of at least three (3) references;
- Cover letter with a Brief description of why the individual considers him/herself as the most suitable for the assignment (in English);
- A financial offer in a form of lump sum detailed according to the payment condition stated above. (Offer in Tunisian Dinar)