

## TERMS OF REFERENCE

### MONITORING AND EVALUATION CONSULTANCY FOR UNITED NATIONS DEVELOPMENT PROGRAMME TRINIDAD & TOBAGO COUNTRY OFFICE

**Project Title:** Trinidad & Tobago Engagement Facility Project  
**Duty Station:** Trinidad and Tobago  
**Type of Contract:** IC  
**Post Level:** Consultant  
**Languages Required:** English  
  
**Assignment Duration:** 6 months

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#### 1. Background

The United Nations Development Programme Trinidad and Tobago Office (UNDP TTO) was established in 1961 and covers Trinidad and Tobago, Aruba, Curacao and Sint Maarten. Since its inception, the UNDP TTO has made important contributions to policy work and dialogue on poverty alleviation, citizens security, and improved frameworks to deal with climate change. In 2008 the UNDP TTO converted to Net Contributing Country (NCC) status. The Country Office is currently guided by its Country Programme Document (CPD) for the period 2017-2021 which seeks to address inequality, structural challenges and inherent vulnerabilities within the countries it serves in a coherent and integrated way. The Country Office is also guided by the United Nations Multi-Country Sustainable Development Framework (UN MSDF). The UN MSDF was validated by seventeen (17) Caribbean governments and is aligned to the Caribbean Community (CARICOM) strategic plan (2015-2019), the Samoa Pathway and the 2030 Agenda for Sustainable Development.

The UNDP TTO places its focus on the following key areas of development: poverty policies and strategies, open and participatory governance, capacity building, citizen security and justice; and climate change and disaster resilience.

## 2. Purpose

In June of 2018 the UNDP Office of Audit and Investigations (OAI) conducted an audit of the UNDP TTO. The purpose of the audit was to assess the adequacy and effectiveness of the governance, risk management and control processes of the Country Office. In its assessment of the Country Office, OAI identified in its observations the need to strengthen project monitoring and risk management of the UNDP TTO programme portfolio. The purpose of this consultancy would be to strengthen the monitoring and evaluation capacity of the UNDP TTO Programme Unit through capacity building and the development of the tools necessary to properly monitor and evaluate the Country Office Programme.

## 3. Scope of Work

The proposed scope of work will include the following activities:

1. Review of existing Monitoring and Evaluation system (including tools and indicators) as it currently exists in the UNDP TTO with the purpose of making recommendations to improve the current system.
2. Development of a Monitoring and Evaluation Framework for the UNDP TTO programme portfolio including the benchmarking of the frequency of deliverables (i.e. reports, field assessments, etc.);
3. Development and facilitation of training plan in results-based management for UNDP TTO Programme Unit; and
4. Establishment of Monitoring and Evaluation work plans for each Programme Officer utilizing the results-based management approach, including the development of progress reports, risk logs, and lessons learned.

## 4. Expected Outputs and Deliverables

Once contracted the consultant will be responsible for the attainment of the following expected deliverables:

- a) A report on the existing UNDP TTO Monitoring and Evaluation system with recommendations on how the system may be strengthened;
- b) Development of a Monitoring and Evaluation Framework for the UNDP TTO based on the 2017-2021 Country Programme Document, the M&E Plan template, and UNDP's Handbook on Planning and Monitoring and Evaluating for Development Results<sup>1</sup>;
- c) Development of results-based management training plan for UNDP TTO Programme Unit following the RBM definitions and principles agreed by the United Nations Development Group<sup>2</sup>;
- d) Provision of training in results-based management UNDP TTO Programme Management Unit; and
- e) Development of Monitoring and Evaluation workplans for individual Programme Officers (minimum two).

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<sup>1</sup> Found at: <http://web.undp.org/evaluation/handbook/documents/english/pme-handbook.pdf>

<sup>2</sup> Found at: <https://undg.org/wp-content/uploads/2016/10/UNDG-RBM-Handbook-2012.pdf>

**Payment Conditions:**

The consultant is expected to produce the deliverables listed in the table below. Any deliverable not meeting the required specifications will have to be reworked and resubmitted at no additional cost to the UNDP TTO. The proposed payment schedule for this engagement is upon the completion and acceptance of each deliverable.

	Deliverable	Payment Schedule
1.	Submission and acceptance of draft report on UNDP TTO Monitoring and Evaluation System	15%
2.	Submission and acceptance of finalized report on UNDP TTO Monitoring and Evaluation System	20%
3.	Submission and acceptance of Monitoring and Evaluation Framework for UNDP TTO based on 2017-2021 Country Programme Document	25%
4.	Submission and acceptance of results-based management training plan for UNDP TTO Programme Unit and facilitation of training sessions	20%
5.	Submission and acceptance of Monitoring and Evaluation workplans for UNDP TTO Programme Officers	20%
TOTAL		100%

**5. Institutional Arrangements**

The consultant will report to the Assistant Resident Representative (ARR) who will supervise the consultant and provide oversight for the duration of the consultancy. The consultant is expected to provide progress report updates to the ARR fortnightly. The frequency of such reporting may be increased if deemed necessary.

The consultant is expected to liaise with members of the Programme Unit in the execution of his/her duties. In particular, the consultant will liaise closely with the Country Office M&E Focal Point so as to build capacity and effect the transfer of knowledge

During the course of the consultancy, the UNDP TTO will provide the consultant with the necessary documentation to fulfil the specified deliverables. Further support in the form of office space at the UNDP TTO will also be provided to the consultant for the duration of the consultancy.

## **6. Duration of the Work**

The consultant is expected to fulfil the stated deliverables within six (6) months of the award of contract.

## **7. Competencies and Qualifications**

The consultant is expected to possess the following:

### **Qualifications:**

- Minimum of a Master's Degree in Social Sciences;
- Minimum of five (5) years progressive experience in the monitoring and evaluation of development projects and programmes, preferably with an international organisation;
- Demonstrated knowledge of and experience in monitoring and evaluating programmes including development of monitoring and evaluation frameworks, results frameworks, logical frameworks or similar tools for project design is required;
- Demonstrated knowledge of implementation of results-based management approaches; and
- Experience in the provision of results-based management training.

### **Competencies:**

- Excellent analytical skills and the ability to summarize disparate information in a clear and concise manner;
- Excellent research and data methodology skills;
- Ability to create organizational work plans based on higher level goals;
- Ability to support staff with varying levels of monitoring and evaluation knowledge and capabilities;
- Strong organizational skills to balance competing priorities;
- Ability to work independently to efficiently meet deadlines;
- Excellent computer skills, including word processing, spreadsheet programs, and database management;
- Strong interpersonal skills; and
- Excellent oral and written communication skills in the English Language.

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**