

## Terms of Reference (TOR)

### UN Peacebuilding Fund Project Phase II

Country: Solomon Islands  
Job Title: International Consultant –External Evaluation of the Peace Building Fund (Phase II) in Solomon Islands.  
Reports to: International Project Manager PBF  
Application Deadline: 17th April 2019  
Type of Contract: Individual  
Contract Duty Station: Honiara  
Language required: English  
Expected Duration: 29 April 2019 – 11 June 2019 comprising 10 working days home based and 20 working days in the Solomon Islands - a total of **30 Working days** or one and a half calendar months taking into account local statutory holidays. *One visit to the Duty Station required from week 2.*

### A. BACKGROUND

In view of the RAMSI<sup>1</sup> drawdown and the need to maintain peace and stability, the Government of Solomon Islands, UNWOMEN & UNDP are jointly implementing the Consolidating peace, stability and social cohesion project in Solomon Islands. The project aims to support sustaining peace in Solomon Islands post RAMSI and election period through inclusive implementation of solutions addressing impediments to peace and development as identified in the national communique and agreed at the national / provincial dialogues, women and youth summits.

The project aims to build consensus and facilitate initiatives to address key peacebuilding challenges such as on reparations/reconciliation; land disputes; governance and social cohesion, in an inclusive manner, taking into account the voices of women and youth together with men. It will also help establish and institutionalize structures at the provincial level to help address the key peacebuilding challenges.

The current Project is a PBF funded initiative and is in its second phase from 2018-2019, building on an initial PBF Project from 2016. In order for the Peace Building Fund (PBF)-[Phase-II] project to have an independent credible and concrete information for the contribution and attribution analysis related to the impact of the project, the UN Peace Building Fund II Project will conduct an external evaluation on peacebuilding to generate evidence-based information, especially against the results framework, relevant to peace building, reconciliation and stability. To ensure compliance with the guidelines of the recently

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<sup>1</sup> Regional Assistance Mission to Solomon Islands - created in 2003 in response to a request for international aid by the Governor-General of Solomon Islands. The mission officially ended on 30 June 2017

launched UNDP Evaluation Guidelines<sup>2</sup>, the evaluation will be conducted by engaging 2 Independent consultants (an International and a National).

Below is a table of stakeholders of the PBF II Project highlighting beneficiaries, implementing partners and geographical focus areas.

Direct project implementing organizations	UNDP, UN WOMEN
Implementing partners, Governmental and non-Governmental:	Ministry of National Unity, Reconciliation and Peace (MNURP) Ministry of Women, Youth, Children and Family Affairs (MWYCFA) Prime Minister's Office (PMO) USP, SINU, NGOs
Target Beneficiaries	<ul style="list-style-type: none"> <li>Youth (16-24 yrs including females)</li> <li>Communities on the Weather Coast of Guadalcanal, North Malaita, Honiara Township and Western Province (especially women's groups)</li> <li>Community leaders (including women)</li> </ul>
Target Location	<ul style="list-style-type: none"> <li>Honiara, Guadalcanal North Coast, North Malaita and Western Province border region.</li> </ul>

Table 1: Brief information about the PBF (Phase-II) project

## Key Results of the project:

### **Project Vision Statement:**

Peace is sustained in the immediate post RAMSI and electoral period (2018 to mid-2019) through inclusive implementation of innovative approaches and solutions addressing impediments to peace and development in Solomon Islands. This will be measured through the levels of confidence of the population vis a vis their future and in their Government's efforts to address their main challenges, as well as the population's perceptions of the levels of social cohesion in their communities.

### **Project outcomes:**

**Outcome 1:** Consensus is built, and actions and initiatives taken amongst state and non-state actors, including women and youth, to address conflict causes and triggers (notably, reparation framework, land disputes, governance deficits, weak social cohesion) identified through the national and provincial dialogues, and youth and women's summits;

ProDoc Output	Indicator
Progress through follow up actions taken by the government for ensuring an inclusive process for ensuring communique follow up	Output Indicator 1.1.1
Progress towards the formulation of a national reparation policy and bill	Output Indicator 1.2.1

<sup>2</sup> <http://web.undp.org/evaluation/guidance.shtml#handbook>

<b>Progress towards the implementation of recommendations of the government's report on customary land reform</b>	Output Indicator 1.3.1
<b>Consensus for planning and action to advocate for good governance and anti-corruption</b>	Output Indicator 1.4.1
<b>Dialogues and consultations among women and youth to engage with policy makers on key national issues</b>	Output Indicator 1.5.1
<b>Outreach programs targeting youth and women in the remote communities in partnership with MNURP and MWCFA and other non – state actors conducted</b>	Output Indicator 1.5.2

Outcome 2: Structures, inclusive spaces and solutions to address peacebuilding challenges identified through the national and provincial dialogues are established at the provincial level, institutionalized and effective.

<b>ProDoc Output</b>	<b>Indicator</b>
<b>Dialogues on decentralization and resolutions being implemented</b>	Output Indicator 2.1.1
<b>Structures strengthened and capacitated including women and youth for addressing peacebuilding challenges established at the provincial level</b>	Output Indicator 2.2.1
<b>Progress towards the implementation of strategy and plan to empower traditional leaders, women and youth to play a greater role and active efforts to ensure peaceful border Western province bordering with PNG</b>	Output Indicator 2.3.1

## **B. Scope and Objectives**

### **Purpose and Objectives of Evaluation**

The evaluation presents an excellent opportunity to assess PBF's achievements in an inclusive way and its overall added value to peacebuilding in Solomon Islands in the areas of security, peacebuilding and social cohesion. The evaluation will not only help to better understand how phase-II of the PBF project has progressed against its intended results, but will help inform future potential contributions of the UN Peacebuilding Fund to Solomon Islands.

The objectives of the evaluation are to:

- Assess the relevance and appropriateness of the project in terms of: addressing the most relevant peacebuilding issues, alignment with National Peacebuilding Policy and priorities of Solomon Islands, enabling the UN's added value in supporting sustaining peace priorities in Solomon Islands and addressing cross-cutting issues such as gender and Human Rights in Solomon Islands;

- Assess to what extent phase-II of the project (henceforth referred to as “the PBF Project”) has made a concrete contribution in terms of building and consolidating peace in Solomon Islands and to the SDGs, in particular SDG 16 & 5 and provide clear supporting evidence;
- Review the project efficiency, including its implementation strategy, institutional arrangements as well as its management and operational systems and value for money;
- Assess whether the support provided by the PBF has promoted the Women, Peace and Security agenda (WPS), allowed a specific focus on women’s access to decision making processes, and whether all the peacebuilding interventions supported by the PBF factored in gender equality;
- Document good practices, innovations and lesson learnt. Provide concrete and actionable recommendations for future programming.

### **Scope of Evaluation**

The evaluation will consider the overall performance of the PBF Project’s support considering the project’s result framework and other strategic priorities spelled out in project document. The broad questions to be answered are based on the OECD DAC evaluation criteria and the UN Evaluation Group standards (including those on gender mainstreaming), which have been adapted to the context at hand as follows:

#### ***Relevance & Appropriateness:***

- Was the project relevant, appropriate and strategic to the main peacebuilding goals and challenges in the country at the time of the PBF Project’s implementation?
- Was the project relevant to UN’s Peacebuilding mandate and UN SDGs, in particular SDG 16 & 5?
- To what extent are the interventions relevant to the needs and priorities of the target groups/beneficiaries?
- How relevant & responsive has the PBF project been to supporting peacebuilding priorities in Solomon Islands?
- What was the relevance of the proposed ‘theory of change’ for the PBF Project?
- To what extent did the PBF project respond to peacebuilding gaps?
- To what extent did the PBF project help address women’s involvement in peace building & promotion of social cohesiveness and decision-making processes to strengthened peace building and social cohesiveness in Solomon Islands.

#### ***Efficiency:***

- To what extent did PBF project support achieve the results in its proposed timeline?
- How efficient was the overall staffing, planning and coordination within the project (including between the two implementing agencies and with stakeholders? Have project funds and activities been delivered in a timely manner?
- How efficient and successful was the project’s implementation approach, including procurement and other activities?
- How efficiently did the project use the project board?
- How well did the project collect and use data to monitor results? How well did it communicate with stakeholders and project beneficiaries on its progress? Did it use data to inform its implementation strategy?
- How well did the project communicate on its implementation and results?
- Overall, did the PBF project provide value for money? Have resources been used efficiently?
- To what extent the PBF (Phase-II) project ensured synergies within different programmes of UN agencies and other implementing organizations and donor with the same portfolio?

- Did the PBF Project make attempts and manage to ensure catalytic results, including unblocking important processes through its interventions and bringing in funding and support from other sources to its activities, areas of support and beneficiaries?

***Effectiveness:***

- To what extent did the PBF Project achieve its intended outcomes and contribution to strategic vision?
- To what extent did the PBF Project mainstream a gender dimension and support gender-responsive peacebuilding?
- How effective and clear was the PBF Project's targeting strategy in terms of geographic and beneficiary targeting?
- To what extent did the PBF Project complement work with different entities, especially with UNDP and UN WOMEN, and have a strategic coherence of approach?
- How have stakeholders have been involved in the programme's design and implementation?
- How was the program monitored and reviewed?

***Impact/Sustainability/Ownership:***

- To what extent did the PBF Project contribute to the broader strategic outcomes identified in the country level strategic plans and policies?
- Did the intervention design include an appropriate sustainability and exit strategy (including promoting national/local ownership, use of national capacity etc.) to support positive changes in peacebuilding in Solomon Islands after the end of the project?
- How strong is the commitment of the Government and other stakeholders to sustaining the results of PBF support and continuing initiatives, especially women's participation in decision making processes, supported under PBF Project?
- How has the project enhanced and contributed to the development of national capacity in order to ensure suitability of efforts and benefits?

***Key lessons learned and recommendations***

The evaluation should provide an overview of key lessons and recommendations based on the assessment of the PBF Project to United Nations and the Government of Solomon Islands. Lessons and recommendations with best practices should be articulated clearly so that it can be used for any future PBF programmes in the country and/or other countries. The lessons and recommendations should speak to following aspects and clearly articulated in evaluation report:

- The main programming factors of success;
- The main programming challenges;
- The main implementation/ administration factors of success;
- The main implementation/ administration challenges;
- The main challenges and ways to address them.

## **C. Methodology**

The evaluation will be summative and will employ a participatory approach whereby discussions with and surveys of key stakeholders provide/ verify the substance of the findings. Proposals submitted by prospective consultants should outline a strong mixed method approach to data collection and analysis, clearly noting how various forms of evidence will be employed vis-à-vis each other to triangulate gathered

information.

Proposals should be clear on the specific role each of the various methodological approaches plays in helping to address each of the evaluation questions. The methodologies for data collection may include but not necessarily be limited to:

- Rigorous desk review of documentation supplied by country PBF team (UNDP & UN WOMEN) including: Project documents, evaluation of PBF (Phase-I), project reports, key intervention reports and policies, minutes of TWGs and Government Peace Building meetings etc.
- Key informant interviews and focus group discussions, as appropriate, with major stakeholders including country PBF team (UNDP & UNWOMEN), officials from key ministries, Prime Minister's Office (PMO), representatives of Civil Society Organizations, Community Leaders (females & males) etc.
- Survey of key stakeholders, if relevant.

### ***Management Arrangements & Quality Assurance***

The evaluation process will be managed by an Evaluation Reference Group, which will comprise of the Resident Coordinator's Office, the PDA, UNDP, UN Women, PBSO and a representative from the Solomon Is Government.

The consultants will prepare an Inception Report to further refine the evaluation questions and detail its methodological approach, including data collection instruments in consultation with the PBF technical team. The Inception report must be approved by the country PBF technical team (UNDP & UNWOMEN) prior to commencement of the data collection in the field. The consultants will be responsible for updating the PBF team on the progress of the evaluation on a bi-monthly basis.

## **Evaluation Deliverables**

### ***Inception Evaluation report:***

- i. Inception report outlining, gender sensitive evaluation design, methodology, proposed sampling strategy, tools, data collection tools/instruments, quality assurance techniques and detailed field plan/workplan. of data validation and a detailed field plan/workplan.
- ii. Develop evaluation tools as per agreed methodology.
- iii. Present the inception phase report to stakeholders including the Evaluation reference Group, PBF country team (UNDP & UN WOMEN).
- iv. Submission of final inception report.

### ***Data Collection:***

- v. Data collection and field visits as per agreed methodology.
- vi. Presentation of preliminary findings.

### ***Reporting:***

- vii. Document interviews and FGDs with stakeholders to develop success stories/case studies for highlighting the qualitative results of the project. The areas/themes for case studies/success stories will be approved by country PBF team (UNDP & UNWOMEN).
- viii. Final presentation of consolidated findings to the country PBF team (UNDP & UNWOMEN) and other relevant ministries.
- ix. Submit brief progress reports during consultancy period. The reports should detail:
  - activities /tasks completed to date
  - any challenges faced

- any adjustments made in response to challenges
- any deviations from timeline and explanations for deviations
- other risks and issues

**Documentation:**

- x. Fully 'cleaned' dataset, qualitative and quantitative (if relevant).
- xi. Provide all filled evaluation study tools/questionnaires in properly managed hard box files.

## D. Expected Outputs

**Expected Deliverables:**

The consultant will deliver the following over a period of one calendar month:

No.	Task	Indicative Start Date	% Payment	No of working days
1	<ul style="list-style-type: none"> <li>• Inception Report: Secondary research/desk review and development of gender-sensitive evaluation methodology &amp; approach and detailed workplan</li> <li>• Evaluation tools/questionnaires design and finalization. (Home Based)</li> </ul>	29 April 2019	15%	5
2	<ul style="list-style-type: none"> <li>• Administration of the Evaluation (data collection in the field) as per agreed sample strategy with UNDP-PBF team and Government counterparts, if required (Honiara Solomon Is.)</li> </ul>	06 May 2019	35%	10
3	<ul style="list-style-type: none"> <li>• Data entry, cleaning and tabulation</li> <li>• Data analysis and presentation of initial report of findings including case studies/success stories. (Honiara Solomon Is.)</li> </ul>	20 May 2019	35%	10
4	Submission of final report after incorporation of feedback by UNDP-PBF and other stakeholders involved in the project (Home Based)	03 June 2019	15%	5

## E. Timeframe

The envisaged timeframe of the consultancy is a total of **30 working days** starting on or about the 29 April 2019, contract date finishing no later than 11 June 2019.

A 5-day working week is envisaged, involving 1 week home based preliminary work, 4 weeks at the Duty Station in Solomon Is. then 1 more week home based to finalise the report.

### **Intellectual Property Rights**

All outputs under the assignment shall be the sole property of UNDP-PBF. The consultants shall not exercise any rights on all the outputs and cannot share the same with any outsiders without the prior consent of UNDP-PBF.

### **F. The Consultant Profile**

The Consultant must have demonstrated expertise and experience in advanced techniques of conducting evaluation and quantitative & qualitative research. More specifically, the consultants must be an established leader in social research with demonstrated experience in;

- i. Designing qualitative and quantitative research methods and sampling strategies, especially with respect of gender sensitive approach.
- ii. Designing and conducting similar evaluations particularly in peace-building, gender equity promotion and youth empowerment promotion initiatives related projects with national and international organizations.
- iii. Statistical analysis with strong proficiency in data analysis packages such as SPSS, excel, or NVivo.
- iv. Conducting evaluations, social research studies and impact studies, preferably on peace-building, reconciliation, promotion of coexistence and harmony, gender promotion and youth promotion initiatives projects.
- v. Excellent communication and written skills in English and Pijin English (Western Pacific).

### **Competencies**

- Good listening skills
- Strong drafting skills
- Ability to discuss sensitive topics at any level, from village to provincial to ministerial stakeholders using various public platforms
- Familiarity with current government policy and strategy in terms of reparations
- Ability to work as part of a multi-sectoral, cross-cultural team
- A sound comprehension of conflict and gender sensitivities
- Excellent communication skills (both written and oral), with fluency in English
- Focuses on impact and results for the client and responds positively to feedback

### **QUALIFICATIONS**

#### **Academic Qualifications:**

A Masters in Social Sciences, Law, Public Policy, Political Science, Peace Studies or related field. A combination of a Bachelor's degree with an additional 5 years of relevant work experience may be accepted in lieu of the Masters' degree.

#### **Professional Experience:**

- Proven record of conducting similar assessments
- At least 5 years' experience of senior advisory or managerial role in peace building and post conflict resolution activities.
- Experience dealing with UN agencies, non-profits or advocacy campaigns
- Demonstrated ability to work independently and adhere to deadlines

### **EVALUATION CRITERIA**



The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) 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% technical score would be considered for the Financial Evaluation.

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
<ul style="list-style-type: none"> <li>- A Masters' degree in Social Sciences, Law, Public Policy, Political Science, Peace Studies or related field. A combination of a Bachelor's degree with an additional 5 years of relevant work experience may be accepted in lieu of the Masters'. (10)</li> </ul>	10
<ul style="list-style-type: none"> <li>- At least 5 years' experience in a senior advisory or managerial role in peace building and post conflict resolution activities with an international development agency. (10)</li> <li>- International political analytical skills, and evidence of sound understanding in the principles of peace and conflict development analysis. (10)</li> <li>- Proven track record in social policy analysis and development particularly in post conflict environments. (10)</li> <li>- Extensive leadership experience in supporting national experts providing expert advice, guidance and mentoring to produce concept briefing papers. (10)</li> <li>- Familiarity with Peace Building Fund priorities and UN definitions of reparations, with demonstrated DDR management experience in the Pacific. (10)</li> </ul>	50
<ul style="list-style-type: none"> <li>- Evidence of leadership in peace and conflict development analyses, producing concept papers and complex analytical reports. (4)</li> <li>- Proven ability to discuss sensitive topics at any level, from village to provincial to ministerial stakeholders using various public platforms. (2)</li> <li>- Demonstrable familiarity with regional peace and security strategies and policies preferably as they relate to the Solomon Islands. (2)</li> <li>- Evidence of employing negotiation strategies, building consensus, managing expectations of stakeholders, comprehension of conflict and gender sensitivities. (2)</li> </ul>	10
<b>Total Obtainable Score:</b>	<b>70</b>

## G.How to Apply

The application should contain:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position, a concise description of the bidders understanding of the consultancy assignment, a summary of the comments on the TOR, and a **brief methodology** on the proposed approach and conduct of the required work.
- **Confirmation of Interest document, template attached.**
- **Updated and signed P-11 along with your CV to** include qualifications/competencies and relevant past experience in similar projects and contact details of 2 professional referees who can certify your competencies, professionalism, quality of writing, presentation and overall suitability to this TOR
- Individual consultants will be evaluated based on a combination of factors including cover letter, the credentials on offer and brief interview (optional) and the offer which gives the **best value for money for the UNDP.**
- **Please duly fill the below financial proposal and attach to the last page of the CV along with all other required documentation above.**
- To apply please access UNDP Jobs site <http://jobs.undp.org>.

## H. Financial Proposal

All Inclusive Lump Sum Fee: USD ( \_\_\_\_\_ ) Or

All Inclusive Daily Fee: USD ( \_\_\_\_\_ ) Amount in words:

(USD. \_\_\_\_\_ )

**Note:** Payments will be based on invoices on achievement of agreed milestones i.e. upon delivery of the services specified in the TOR and certification of acceptance by the UNDP. The applicant must factor in all possible costs in his/her **“All Inclusive Lump Sum Fee/Daily Fee”** financial proposal including his/her consultancy and professional fee, honorarium, communication cost such as telephone/internet usage, printing cost, return travel from home to office, ad-hoc costs, stationery costs, and any other foreseeable costs in this exercise. No costs other than what has been indicated in the financial proposal will be paid or reimbursed to the consultant. The UNDP will only pay for any unplanned travel outside of this TOR and Duty Station on actual basis and on submission of original bills/invoices and on prior agreement with UNDP officials. Daily per diems and costs for accommodation/meals/incidental expenses for such travel shall not exceed established local UNDP DSA rates.

For an Individual Contractor who is of 65 years of age or older, and on an assignment requiring travel, be it for the purpose of arriving at the duty station or as an integral duty required under the TOR, a full medical examination and statement of fitness to work must be provided. Such medical examination costs must be factored in to the financial proposal above. Medical examination is not a requirement for individuals on RLA contracts.

## I. Payment for Services

1. International Consultant – External Evaluation of the Peace Building Fund – shall receive progress payments according to the Deliverables table in Section D above

**Approved by:** Anna Chernyshova, Country Manager a.i., United Nations Development  
Programme  
Solomon Islands

*Name/designation/Signature*