



Terms of Reference

International Consultant to support Monitoring & Evaluation at the Ministry of Social Integration and Economic Empowerment

Country of assignment	: Mauritius
Focal area	: Democratic Governance, Poverty Reduction
Government agency	: Ministry of Social Integration and Economic Empowerment, Ministry of Social Security, National Solidarity & Reform Institutions, Ministry of Finance and Economic Development, Ministry of Civil Service and Administrative Reforms
Host institute	: United Nations Development Programme
Duration	: 5 days field mission over period of 1 month
Duty station	: Port Louis, Mauritius
	: Ministry of Social Integration and Economic Empowerment
Starting date	: 01 July 2019

A. Context

The 'Inclusive Development and Public Sector Efficiency' Project will aim at implementing activities within the priority areas identified under the first Pillar of the UNDP Country Programme 2017-2020. The objective of the project is to support the implementation of the 'Vision 2030' in contributing to achieve equitable growth and promote an inclusive society.

The project has three components. The first component is about inclusive development and is based on the proposed the Marshall Plan against Poverty with three dimensions: consolidation of Community Development, professionalization of field 'operators' and development of monitoring and evaluation. The second component deals with gender equality challenges focusing on improving gender mainstreaming in public policies and programmes, supporting women's empowerment initiatives and fighting gender-based violence. The third component aims at contributing to the transformation of the public sector with specific emphasis to strengthening strategic planning and investment monitoring, upgrading standards in quality of public governance and development of e-learning tools.

In order to implement the Marshall Plan against Poverty, the Ministry of Social Integration and Economic Empowerment (MSIEE) is mandated to deliver and manage 'Marshall Plan Social Contract Schemes', a conditional cash transfer program with four main empowerment programmes (education/vocational training, employment/ livelihoods, healthcare and family welfare) to alleviate poverty.

The National Empowerment Foundation (NEF) as a major implementing organisation carries out activities such as identifying and orienting beneficiaries in need of training and update their socio-economic profile.

MSIEE is planning to set up a M&E unit within the Ministry. The monitoring and evaluation framework for the Marshall plan social contract schemes are set and in process of implementation. With the computerization of system (IMIS, integrated management information system) used by NEF in view, monitoring and evaluation framework to measure the results and impacts will also be included in the future system.

B. Objectives of the assignment

Under the direct guidance and supervision of the Head of SEDU in consultation with the M&E Officer and the Permanent Secretary of MSIEE.

The consultant's mandate will be

- In-depth evaluation of existing M&E framework, monitoring tools and operations manuals
- Design a Monitoring and evaluation strategy roadmap of the Marshall plan social contract applied to ministry level and implementing partner level
- Develop a detailed M&E action plan of the Marshall plan social contract
- Provide guidance and specific recommendations for developing M&E database, data collection activities, implementation of IMIS and reporting within the NEF/National CSR Foundation

C. Institutional Arrangement

The Consultant will be contracted by the UNDP. The mission agenda will be worked out in consultation with the MSIEE.

D. Duration of the Work

This assignment is for duration of 5 days starting on 1 July 2019 and ending on or before 30 August 2019.

E. Duty Station

The Consultant will be based in Mauritius and meetings/workshops will be held in Port Louis.

F. Methodology

The M&E Officer will give specific insights about Government, concerned line ministries, the private sector and other partners and stakeholders. (S)he will be key in interpreting Mauritian culture to ensure that the findings are explicit and sound. (S)he will also take the lead in facilitating organizational capacity, focus group discussions amongst project partners in order to address the issues. (S)he will require arranging and participating in meetings to support the International Consultant.

G. Deliverables

Following consultations with relevant stakeholders, the Consultant will be expected to work mainly on the deliverables as per table below:

S.N.	Deliverables	Timeframe	Fee (%)	Reviewed/ Approved by
1	Evaluation of existing M&E framework, monitoring tools and operations manuals	15 July 2019	20%	UNDP/MSIEE
2	M&E strategy roadmap of the Marshall Plan Social Contract	30 July 2019	30%	UNDP/MSIEE
3	M&E action plan with recommendations	30 July 2019	50%	UNDP/MSIEE

H. Qualifications and Competencies

The following minimum qualifications and experiences are required:

Qualifications and Experience

- Master's degree in Social science, Economics, Statistics, international development, or a related discipline;
- A minimum of fifteen years of working experience, with at least ten dedicated to monitoring and evaluation of social policies;
- Familiarity with the challenges of data collection and computerization of M&E system
- Significant previous background working for a government entity on poverty reduction;
- Proven experience and results in developing and operating M&E systems at central (ministries) or decentralized levels in other countries;
- Good knowledge of conditional cash transfer monitoring tools;
- Good statistics and data collection skills.

Personal Skills

- Excellent communication and inter-personal skills;
- Ability to establish effective working relations both with high level decision makers and with grassroots organizations and people of different social and cultural backgrounds;
- Excellent organizational, problem-solving, teamwork and coordination skills;
- Committed and result-oriented;
- Respectful and interested in others' cultures;
- Positive approach and attention to detail;
- Ability to work under pressure and to meet deadlines.

Corporate Competencies

- Demonstrate integrity by modelling the United Nations' values and ethical standards;
- Advocate and promotes the vision, mission, and strategic goals of United Nations;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treat all people fairly without favoritism

Functional Competencies

- Excellent writing and oral skills in English;
- Ability to work in a team and independently;
- Initiative and sound judgment, dedication and respect for the principles of the United Nations Charter and the UNDP Statement of Purpose;
- Ability to adapt in new working environment;
- Demonstrated strategic technical and analytical skills in the substantive area;
- Computer proficiency.

Candidates should produce written evidence of experience/knowledge claimed.

I. Scope of Price Proposal and Schedule Payments

Price Proposal

- The financial offer should be quoted as a lump sum amount, 'all-inclusive'. The term 'All inclusive' implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amount submitted in the proposal
- The contract price is fixed regardless of changes in the cost components. Payments will be effectuated based on deliverables

Payment Schedule

20%- Deliverable 1- Evaluation of existing M&E framework, monitoring tools and operations manuals

30%- Deliverable 2- M&E strategy roadmap of the Marshall Plan Social Contract

50%- Deliverable 3- M&E action plan with recommendations

J. Proposed Work Plan and Indicative Time

It is planned that the consultancy starts by 1 July 2019 and ends on or before 30 August 2019.

K. Recommended Presentation of Offer

Individual Consultants/Resource Persons are invited to submit the following applications and requirements:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- Personal CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate.
- Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

L. Criteria for Selection of Best Offer

The award of the contract will be made to the Individual Consultant whose offer has been evaluated using the 'Combined Scoring Method' and determined as:

- Responsive/compliant/acceptable;
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specified below (Technical Criteria with a weight of 0.7 and Financial Criteria of a weight of 0.3)


Only candidates obtaining a minimum of 70 marks out of 100 in the Technical Evaluation would be considered for the Financial Evaluation. The technical criteria and weightage are as follows:

Educational Qualifications	Experience	Methodology reports	Language Proficiency
Master's degree in Social science, Economics, Statistics, international development, or a related discipline;	A minimum of fifteen years of working experience, with at least ten dedicated to monitoring and evaluation of social policies; Proven experience and results in developing and operating M&E systems at central (ministries) or decentralized levels in other countries	Experience in producing strategy road map and action plan for implementing M&E system with the government.	Excellent communication skills and a good command of English, both written and spoken.
30 marks	40 marks	20 marks	10 marks

Important Note:

- Qualified women are encouraged to apply
- Interested offerors above the age of 62: UNDP regulations require, at their own cost, to undergo a full medical examination including x-rays. Medical evaluation documentation does not need to be submitted with the other requested documents listed above but will be requested should the candidate be chosen.

Approved by:

Name:	Ms. Renooka Beejan
Position:	Head of Socio-Economic Development Unit
Signature:	
Date:	19/6/2019