



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Ref No.: IC/009/19 - National consultant on UNDAF 2016-2020 Evaluation

Date: June 24, 2019

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**Country:** Uzbekistan

**Description of the assignment:** National Consultant on UNDAF 2016-2020 Evaluation

**Project name:** UNDAF 2016-2020 Evaluation as per UN resident Coordinator Office in Uzbekistan

**Period of assignment/services (if applicable):** July – October 2019 (20 working days)

### Application Process:

Interested candidates need to apply online at [https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=86007](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=86007) and upload requested documents (**Technical Proposal/Methodology, CV or P11 form, Offeror's Letter of confirmation and Financial Proposal**) in Part 5 of Procurement Notice **no later than end of July 2, 2019** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

UNDP Job Site – [https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=86007](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=86007) (cut and paste into browser address bar if the link does not work).

Application submitted via email, incomplete applications or received after the closing date (July 02, 2019) will not be given consideration.

Requests for clarification must be sent in writing to [pu.uz@undp.org](mailto:pu.uz@undp.org), ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

For more detailed information about UN in Uzbekistan please visit our website at [www.un.uz](http://www.un.uz) United Nations Organization is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNO promotes achievement of gender balance among its staff at all levels.

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## 1. BACKGROUND

The UN system in Uzbekistan is entering the final stage of implementation of the United Nations Development Assistance Framework (UNDAF) cycle which covers the period of 2016-2020. The current UNDAF is the result of a consultative process to analyse how the United Nations (UN) can most effectively respond to Uzbekistan's national priorities and needs and draws on the full range of knowledge and resources of the United Nations system to deliver development results.

Being the strategic programme framework the UNDAF represents a joint commitment by the Government of Uzbekistan and the UN System to work together and a shared intention to promote progress in human development of all people living in the country, especially the most vulnerable and disadvantaged, and is linked to Uzbekistan's obligations under its ratification of various international human rights instruments. The UNDAF 2016-2020 has become the central planning document of the UN system in the country, while its implementation architecture is expected to advance UN system cooperation towards Delivering as One in the country.

Through an intensive consultation process with the Government and key national stakeholders, eight UNDAF Outcomes in four strategic focus areas that respond to national needs and make use of United Nations' comparative advantages have been selected. The focus areas were identified through an intensive consultation process with the Government and other implementing national partners, and include (i) Inclusive economic development, with a focus on employment and social protection; (ii) Quality health and education, to fully realize human potential; (iii) Environmental protection, to ensure sustainable development; and (iv) Effective governance, to enhance public service delivery and the protection of rights.

The UNDAF is fully aligned with Sustainable Development Goals and national development priorities. It does largely correspond to the Government's Actions Strategy for 2017-2021 that was adopted by the Government in February 2017, on the second year of the UNDAF implementation.

The UNDAF is operationalized through Joint Work Plans (JWPs) that define output-level results and contribution of United Nations Agencies to overall UNDAF Outcomes and, hence, to national priorities. The joint work plans have been developed for each Outcome area consecutively, starting with the biennial workplans for 2016-2017 and followed by the roll-out JWPs for 2018-2020.

Refinements and adjustments to the UNDAF are made in discussion with the Government and national partners, based on UNDAF annual reviews and taking into account changes in the country context and progress of the UN system programmes. The UNDAF annual reviews help ensure continuing relevance of the UNDAF and keep it as a living framework. The UNDAF annual review is conducted through the UNDAF Results Groups, with engagement of national counterparts, and with substantive support by the UN M&E and Data Group. The M&ED group is established as a quality assurance group assigned with responsibilities to provide technical advice and support on all aspects

of Results Based Management to the UN Country Team and to Results Groups.

Pursuant to the UNDAF Monitoring and Evaluation plan, the UNCT Uzbekistan has agreed on to carry out a final independent UNDAF Evaluation in 2019 in order to assess the overall achievement of the expected UNDAF results in terms of relevance, efficiency, effectiveness and sustainability.

The UNDAF evaluation serves as the central independent assessment of the UN system at country level to support accountability, learning and decision-making towards the achievement of the 2030 Agenda and the SDGs, using the Common Country Analysis as a benchmark. UNDAF evaluations provide important information for strengthening programming and results at the country level, specifically informing the planning and decision-making for the next UNDAF programme cycle and for improving United Nations (UN) coordination at the country level.

The overall purposes of the UNDAF evaluation are:

- To support greater institutional learning, about what works, what doesn't and why in the context of an UNDAF
- To promote greater accountability of the UNCT to UNDAF stakeholders

The specific objectives of the evaluation are:

- Assess the contribution made by the UNCT in the framework of the UNDAF to national development results in the context of the SDGs through making judgements using evaluation criteria based on evidence (accountability).
- Identify the factors that have affected the UNCT's contribution, answering the question of why the performance is as it is and explaining the enabling factors and bottlenecks (learning).
- Evaluate the results of the cross-cutting programming and "leave no one behind" principles in the current UNDAF: assess the differential progress on vulnerable groups (women, children, persons with disabilities, Roma community, youth, older persons, low income families, etc).
- Assess the extent to which the UNDAF and coordination mechanisms have contributed to advance and streamline Results-based Management, Gender Equality and Human Rights Based Approach in UN agencies' programming.
- Advise on the suitability of indicators and other verification tools used to measure progress towards outcomes and outputs.
- Reach conclusions concerning the UN's contribution across the scope being examined.
- Provide actionable recommendations for improving the UNCT's contribution, especially for incorporation into the new Sustainable Development Cooperation Framework (the new name of the UNDAF). These recommendations should be logically linked to the conclusions and draw upon lessons learned identified through the evaluation.

Evaluation-based evidence and recommendations will be also used for resource leveraging and partnerships. The primary users of the evaluations will be the decision-makers within the UNCT, including non-resident UN agencies, key government counterparts, civil society and respective executive boards. In addition, bilateral and multilateral donors in programme countries, and the broader development partners are also seen as important audience of the evaluation.

The scope covered by the UNDAF evaluation should include the overall results framework of the UNDAF 2016-2020 and its implementation instruments, specifically the Joint Work Plans 2016-2017 and 2018-2020. The evaluation should pay special attention to the systemic and intersectional assessment of the mainstreaming the UNDAF programming principles and the key cross-cutting issues of the 2030 Agenda. Leave no one behind (LNOB) is at the core, and underpinned by three other programming principles: human rights, gender equality and women's empowerment; sustainability and resilience; and accountability. These principles are grounded in the norms and standards that the United Nations.

The UNDAF Evaluation will be undertaken by an Evaluation Team to consist of one International Expert as a Team leader and one national consultant as a team member. The Evaluation Team will have to work in full independence from the evaluation commissioners in line with below responsibilities.

## **2. FUNCTIONS/ SCOPE OF WORK**

Under overall supervision of the Development Coordination Officer on Data and Monitoring/Reporting and the Evaluation team leader, the National Consultant on UNDAF 2016-2020 Evaluation, as the Evaluation team member, will contribute to the evaluation process substantively through data collection and analysis, working closely with all the UNDAF Evaluation Management Team.

He/she will share responsibilities for conducting desk review and interviews and conduct field visits to the project sites identified and collect data. He/she will provide substantive inputs to the inception report as well as to the draft and final reports. The team member will be responsible for the following:

- Contribute to the review the Terms of Reference for the UNDAF Evaluation, including an Evaluation work plan, and all relevant materials and documents, including the UNEG Evaluation Norms and Standards for Evaluation, UNEG Ethical Guidelines for Evaluation and UNEG Code of Conduct for Evaluation in the UN System, UNEG Guidance on Integrating Human Rights and Gender Equality in Evaluation.
- Assist with the refining the overall evaluation scope, approach, design and timeframe, and provides a detailed outline of the evaluation methodology,
- Contribute to the preparation of an inception report and presentation to the UN Country Team and EMG to clarify the understanding and expectations of how the evaluation will be undertaken. The report should include the results of desk review, description of evaluation methodology/methodological approach, data collection tools, data analysis methods, key informants, evaluation questions, performance criteria, issues to be studied, work plan and reporting requirements.
- Provide support in conducting desk review focusing on UNDAF planning documents, annual UNDAF progress reviews and annual reports, agencies' evaluation reports (including those on projects and small-scale initiatives), strategy papers, national plans and policies and related

programme and project documents. These should include reports on the progress against national and international commitments.

- Contribute to the data collection during the mission of the evaluation team leader to the country to collect data linked to the evaluation criteria and evaluation questions that are included within the scope of the evaluation. This exercise will employ various data collection methods agreed upon in the Inception Report.
- Based on the desk review and professional knowledge of the issues, contribute to the conduction of a stakeholder analysis.
- Support all data analysis activities, contribute to the preparation of a draft report and presentation delivery on the evaluation preliminary findings to the UNCT and EMG and refine the report based on the feedback.
- Substantively contribute to the preparation of the final report in accordance with the UNEG Norms and Standards, in line with the agreed-on structure outlined in the ToR for the UNDFA Evaluation. The report has to be logically structured, containing evidence-based findings, conclusions, lessons and recommendations.
- Assist UNCT in developing a Follow-up plan.

The final report will include an Executive Summary and must be kept short (50-75 pages maximum excluding annexes). More detailed information on the context, the programme or the comprehensive aspects of the methodology and of the analysis will be placed in the annexes. The report will be prepared in accordance with UNEG guidance (Quality Checklist for Evaluation Reports). The UNDAF evaluation report will be publicly disclosed documents and therefore should adhere to ethical norms and standards for data protection.

### **3. DELIVERABLES AND DEADLINES**

- An Evaluation Work Plan, which defines the specific evaluation design, tools and procedures, outlining specific dates for key deliverables;
- An inception report outlining the evaluation team's understanding of the issues under review including a review framework and a detailed work plan. It further refines the overall evaluation scope, approach, design and timeframe, provides a detailed outline of the evaluation methodology;
- A presentation with preliminary findings to be shared with the ESC/UNCT and The UNDAF Result groups;
- A draft report for circulation and identification of factual corrections from stakeholders and for quality assurance;
- A final review report and presentation.
- Inputs to the Evaluation Follow-up plan.

#### *Structure of the Evaluation Report*

The results of the UNDAF Evaluation will be presented in the UNDAF Evaluation Report as per a below

standard outline.

- Chapter 1: Introduction (objectives, scope and methodology, limitations)
- Chapter 2: National development context
- Chapter 3: Evaluation Findings (corresponding to the UNDAF outcomes with each analysed by evaluation criteria)
- Chapter 4: Conclusions and Recommendations

This outline should be considered during the inception phase and taking account of the specific scope and focus of the evaluation, a detailed outline of the UNDAF evaluation report should be included in the inception report.

Activity	Tentative Timeframe	Place	Expected output
<b>Desk review: July – August 2019</b>			
Substantively contribute to the Initial Desk review of reference documents	First week of July 2019	Tashkent, Uzbekistan	Reference documents reviewed
Assistance with the development of an evaluation work plan	Second week of July 2019	Tashkent, Uzbekistan	Operational plan developed
Support drafting/ finalizing Inception Report, outlining evaluation design, initial synthesis and detailed additional data collection plan	Third week of August 2019	Tashkent, Uzbekistan	Inception Report draft presented
<b>Data collection: August 2019</b>			
Meeting with RC and the UNCT, presenting Final Inception Report	Fourth week of July 2019	Tashkent, Uzbekistan	Results of the desk review discussed, Final Inception Report presented
Assist during the meetings with UNDAF Results groups, key national partners and donors, focus group discussions	Fourth week of July - first week of August 2019	Tashkent, Uzbekistan	Qualitative data collected
Contribute to the preparation of the debriefing presentation document on preliminary findings for the exit meeting	First week of August 2019	Tashkent, Uzbekistan	Debriefing presentation documents (Power Point and 2-3 pages overview) prepared
Provide support during exit	First week of	Tashkent,	Feedback of the stakeholders on

meeting with key national partners and donors to discuss the preliminary findings and obtain feedback from the stakeholders	August 2019	Uzbekistan	the preliminary findings obtained
<b>Desk-review: August – September 2019</b>			
Contribute to the further data analysis based on all information collected, including the elaboration on feedback obtained in exit meetings	By end of August	Tashkent, Uzbekistan	Draft evaluation report prepared
Contribute to the preparation of the draft evaluation report and submission to the UNCT for factual corrections and feedback	First week of September	Tashkent, Uzbekistan	Draft report reviewed by the UNCT, comments made
Assist with the consolidating of the UNCT comments and preparation of the final draft of the report	By end of September 2019	Tashkent, Uzbekistan	UNCT comments incorporated into the report; Evaluation report prepared

### **Duration of the work and duty station**

The initial length of the assignment for the National Consultant is 20 working days. The consultancy will start in July 2019 and must be completed before end of September 2019 with the submission of a final report

<b>Deliverables/Output</b>	<b>Installment</b>	<b>Deadlines</b>
Inception Report	25%	July 2019
Presentation of preliminary findings	25%	August 2019
First draft of the UNDAF evaluation report	25%	September 2019
Final report on UNDAF evaluation that takes into account UNCT's feedback and comments	25%	October 2019

The output should be submitted by the Consultant to supervisor and to be considered as accepted upon written confirmation from the UN Resident Coordinator.

This is a lump sum contract that should include costs of consultancy; payment will be released upon

satisfactory provision of respective output and acceptance by the Supervisor and Resident Coordinator.

**The USD lump sum amount will be paid in UZS as per UNORE at the date of the payment in four installments upon completion and acceptance by the UN Coordination Officer of the above indicated outputs by the due dates.**

#### 4. MONITORING AND CONTROL

Activities and progress will be monitored through regular contacts and review of the deliverable by UNCT, EMG and other relevant partners. Consultant is requested to inform UN RCO on progress by e-mail every week.

In case the deliverable is deemed to have been completed to a standard that does not fully satisfy UN performance criteria, the UN reserves the right to withhold the payment in part or in full. No interim payments will be executed.

#### 5. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

<b>Education:</b>	Advanced degree in the following areas: economics, political science, public or business administration, developmental studies, or similar;
<b>Experience:</b>	<ul style="list-style-type: none"><li>• At least 5 years of work experience in consultancy in economic and social areas, writing policy papers and articles;</li></ul>
<b>Language Requirements:</b>	Fluency in English, Russian and/or Uzbek languages
<b>Competencies:</b>	<ul style="list-style-type: none"><li>• Proven experience in conducting various assessments, development of publication and analytical notes, preparation of training modules, conducting capacity building activities;</li><li>• Knowledge of relevant human rights issues in Serbia and ability to identify related problems in their political, ethnic, racial, gender equality and socio-economic dimensions</li><li>• Ability to evaluate and integrate information from a variety of sources related to the human rights and gender equality</li><li>• Proven experience in results-based</li></ul>



	management systems <ul style="list-style-type: none"> <li>• Strong quantitative and qualitative research skills</li> <li>• Strong analytical, writing, presentation and communication skills.</li> <li>• Excellent coordination and team working skills</li> <li>• Citizenship of the Republic of Uzbekistan.</li> </ul>
UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Gender Balance in Management Policy promotes achievement of gender balance among its staff at all levels.	

## 6. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex III).
2. **CV** with indication of the e-mail and phone contact or [Personal History Form \(P11 form\)](#), but successful consultant will be requested to submit filled in and signed a **Personal History Form** (P11 form) before contract issuance
3. Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment (max 3 pages).
4. Financial Proposal using template provided

Application process: To submit your application online, please follow the steps below:

- Download and complete the [UN Personal History Form \(P11\)](#) or fill your CV.
- Merge your P11 or CV, Proposals and other relevant documents into a single file.
- Click on the Job Title.
- Click "Apply Now" button, fill in necessary information on the first page, and click "Submit Application".
- Upload your application.

You will receive an automatic response to your email confirming receipt of your application by the system.

## 7. FINANCIAL PROPOSAL

This is a lump sum contract that should include costs of consultancy and international travel costs (and in-country air ticket costs), accommodation and meal (DSA or per diems in Uzbekistan) and visa costs required to produce the above deliverables. Payment will be made in UZS in lump sum in four installments upon completion of the tasks/works indicated in the present TOR and their acceptance by the Supervisor as well as submission of payment documents (PEF, CFP etc.). In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

**Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## 8. EVALUATION

Evaluation of the offers will be arranged according to Cumulative analysis

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

*a) responsive/compliant/acceptable*

*b) Having received the highest score out of the 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 49 points for the Technical Criteria will be considered for the Financial Evaluation.*

Criteria	Weight	Max. Point
<b><u>Technical</u></b>	<b>70%</b>	<b>70</b>
• Educational background	20%	30
• Relevant experience	15%	25
• Language skills	5%	15
<b><u>Financial</u></b>	<b>30%</b>	<b>30</b>

## 8. ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at <http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>)

ANNEX 3 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

ANNEX 4 - FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL)