



Terms of Reference

Consultancy Services for an international Consultant on Monitoring & Evaluation Framework 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
Host institute	: United Nations Development Programme (UNDP)
Duration	: 10 days field mission over period of 1 month (13-23 October 2019)
Duty station	: Port Louis, Mauritius
Starting date	: End of September/October 2019

A. Context

The 'Inclusive Development and Public Sector Efficiency' Project I aims 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.

The Ministry of Social Integration and Economic Empowerment (MSIEE), through the National Empowerment Foundation (NEF), which operates under its aegis, are implementing poverty alleviation and empowerment programmes to ensure maximum coverage of vulnerable families eligible under the Social Register of Mauritius (SRM), in order to provide them with the necessary support and empower them to facilitate their social integration in a sustainable manner.

The Ministry is in the process of setting a Monitoring and Evaluation Unit and has made provision for the recruitment of a Monitoring and Evaluation Officer through the Public Service Commission. In addition, action has been initiated with the collaboration of the UNDP for the services of a UNV Monitoring and Evaluation Officer for the setting up of a monitoring and evaluation framework and the development of a Monitoring and Evaluation plan.

This Monitoring & Evaluation plan will provide the baseline for monitoring the conditions which aims at building the human capital as enumerated in the Social Contract.

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 to:

- Assist the Ministry in setting up the Monitoring and Evaluation framework and the development of the Monitoring and Evaluation Plan, monitoring tools and operations manuals of the Ministry/the National Empowerment Foundation and the National Social Inclusion Foundation;
- Act as facilitator/resource person in high level training programmes/workshops for Senior staff of the Ministry including the M & E Officer, the National Social Inclusion Foundation and that of the National Empowerment Foundation on the 'Implementation of Monitoring and Evaluation System with particular emphasis on a result-oriented approach and developing appropriate Monitoring and Evaluation tools as well as for high level senior officials in the public service for setting up of a Monitoring & Evaluation framework in their organisations;
- Provide guidance to the Ministry to carry out a study on the impact assessment of Empowerment Schemes to beneficiaries and advise on measures to ensure that beneficiaries under the Social Register of Mauritius who have moved out of poverty, are sustainably empowered and do not fall again in poverty;
- Design a Monitoring and Evaluation Strategy roadmap of the Marshall Plan Social Contract for monitoring of compliance of its conditions and in the context of the recertification of beneficiaries under the Social Register in the year 2020

C. Institutional Arrangement

The Consultant will be contracted by the UNDP. The mission agenda will be worked out in consultation with the Ministry of Social Integration and Economic Empowerment.

D. Duration of the Work

This assignment is for duration of 10 days starting on end of September 2019 and ending on or before 30 October 2019.

E. Duty Station

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

F. Methodology

The Ministry, through its focal point, will give specific insights about Government, concerned line ministries, the private sector and other partners and stakeholders. The focal point will be the key person in interpreting Mauritian culture to ensure that the findings are explicit and sound. The Ministry will also take the lead in facilitating organizational capacity, focus group discussions amongst project partners in order to address the issues. The Ministry will arrange 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	Draft the Terms of Reference (TOR) for a local consultant to carry out a research study on the impact assessment of Empowerment Schemes on beneficiaries and advise on measures to ensure that beneficiaries under the Social Register of Mauritius who have moved out of poverty, are sustainably empowered and do not fall again in poverty	30 September 2019	20%	UNDP/MSIEE
2	Produce a comprehensive and practical training manual that will guide on the implementation of the M & E system and tools for the sustainability of the M & E unit of the Ministry	18 October 2019	30%	UNDP/MSIEE
3	<ul style="list-style-type: none">• Produce a comprehensive report with appropriate and practical recommendations for the setting up of the Monitoring and Evaluation framework and the development of the Monitoring and Evaluation Plan for the Ministry, NEF and NSI Foundation in line with the policy of the Ministry; and• Design a Monitoring and Evaluation road map for the Marshall Plan Social Contract and the recertification of the beneficiaries	30 October 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%- Draft the Terms of Reference (TOR) for a local consultant to carry out a research study on the impact assessment of Empowerment Schemes onto beneficiaries and advise on measures to ensure that beneficiaries under the Social Register of Mauritius who have moved out of poverty, are sustainably empowered and do not fall again in poverty-**30 September 2019**

30%- Produce a comprehensive and practical training manual that will guide on the implementation of the M & E system and tools for the sustainability of the M & E unit of the Ministry-**18 October 2019**

50%-Produce a comprehensive report with appropriate and practical recommendations for the setting up of the Monitoring and Evaluation framework and the development of the Monitoring and Evaluation Plan for the Ministry, NEF and NSI Foundation in line with the policy of the Ministry; and Design a Monitoring and Evaluation road map for the Marshall Plan Social Contract and for the recertification of the beneficiaries-**30 October 2019**

J. Proposed Work Plan and Indicative Time

It is planned that the consultancy starts by end of September 2019 and ends on or before 30 October 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 UNDP Mauritius
Signature:	
Date:	7/8/2019