



Terms of Reference

Ref: IC/PNG/007-2022 – International Consultant for Monitoring and Evaluation

General Information

Title:	International Consultant for Monitoring and Evaluation
Project Name:	PNG Anti-Corruption Project, Country Office UNDP PNG
Reports to:	Chief Technical Adviser (Anti-Corruption)
Type of Appointment:	Individual consultant (International)
Expected Places of Travel:	Port Moresby, Papua New Guinea
Duty Station:	Home-based with 20 days in country (PNG) during two missions
Duration of the Contract:	35 working days (From March 1, 2022 to March 31, 2023)

I. Background

Corruption is a global phenomenon that negatively impacts development. Papua New Guinea is no exception to this. Corruption has stunted economic growth in Papua New Guinea. Levels of malfeasance are stubbornly high, and the loss of public monies has limited the Government's ability to deliver essential services broadly and with quality in a uniform manner. This has resulted in inter-generational declines in key development indicators, among them, literacy, maternal and new-born health and life expectancy. While even in normal situations, corruption poses a major impediment to human, economic and social development, this effect is now exacerbated by the COVID-19 pandemic.

The Government of Papua New Guinea has attempted to address corruption over the last three decades, but its efforts have met with varying degrees of success. Papua New Guinea was the Pacific region's first country to ratify the United Nations Convention against Corruption (UNCAC), signing it in 2004, and ratifying it in 2007. This has been followed by a number of key developments, among them:

- Development of the National Anti-Corruption Strategy (2010-2030) and its associated rolling Plans of Action.
- Active participation in the mechanism for the review of implementation of United Nations Convention against Corruption or UNCAC (UNCAC Implementation Review Mechanism), as a State under review and a reviewing State.
- Joining the Extractive Industries Transparency Initiative (EITI) in 2014.
- Commitments by the Government to pass legislation to establish an Independent Commission Against Corruption (ICAC), implement freedom of information (FOI) and protect whistle-blowers, the last of which saw legislation enacted in February 2020 and the unanimous vote of the national Parliament in November 2020 to establish an Independent Commission Against Corruption.

The United Nations has played an important role in supporting, facilitating and advising on various aspects of this effort. In 2020, UNDP and UNODC with support from the European Union, designed a project to support the Government of Papua New Guinea and key stakeholders to progress their national anti-corruption priorities.



The overall goal of the Project on Preventing and Countering Corruption in Papua New Guinea funded by the EU and implemented by UNDP and UNODC (the 'PNG Anti-Corruption Project') is to support the Government, key national institutions, civil society and communities to strengthen their commitment and capacities to address corruption in line with the UNCAC, in order to more effectively progress the achievement of the Sustainable Development Goals for the benefit of all Papua New Guineans.

Specifically, the Project aims to strengthen Papua New Guinea's national integrity system through the strengthening of core anti-corruption institutions and processes, through support for key Government and non-government bodies.

The Outcome 1 aims to provide holistic support to the implementation of the National Anti-Corruption Strategy Plan of Action (NACPA), including by supporting the development of a monitoring and oversight plan, assisting with critical anti-corruption law reforms and working with core government partners to pilot risk assessments that can be used as the basis for sector or geographic specific risk mitigation plans which will feed back into implementation of the NACPA.

The new NACPA (2020 – 2025) has been adopted in November 2020. UNDP will support the NACPA Secretariat to develop and implement an information and awareness campaign and a monitoring framework that can be used to hold implementation agencies to account, and to adapt and update the plan as necessary. As part of the UNDP's support for developing the use of online tools to facilitate greater transparency around monitoring and reporting on implementation of the NACPA, UNDP will also work with Department of Prime Minister and National Executive Council to review their own internal monitoring systems related to anti-corruption and the NACPA, and to develop improved oversight systems and tools accordingly.

For this purpose, UNDP PNG is seeking an International Consultant for supporting strengthening Monitoring and Evaluation framework for NACPA implementation.

II. Scope of work

The overall purpose of the consultancy is to support PNG Anti-Corruption project in reviewing and designing a Monitoring and Evaluation system for NACPA Secretariat and DMNEC internal oversight mechanisms related to anti-corruption and NACPA; support developing of reporting resources and tools and build capacity of the public officials.

The Consultant will work closely with UNDP's Project team, in collaboration with key government bodies and institutions (NACPA Secretariat and PNMEC in particular).

The scope of work will include:

Support to NACPA Secretariat and DPMNEC to design the effective M&E systems, and an effective resources and tools for monitoring oversight of the NACPA implementation. Consultant to recommend the amendments of the existing M&E plans and reporting tools and to design them if appropriate. Consultant will support developing coordination mechanisms and awareness activities, related to the effective NACPA implementation, and conduct workshops for the public officials responsible for monitoring and coordination of the NACPA implementation.



The Consultant will support the Project team by facilitating consultations (i.e., workshops, FGDs, etc.) with in-country stakeholders, and partners to gather ideas and feedback to the implementation of the NACPA and design of its Monitoring and Evaluation project and together with Project team to analyse results from the process of the meetings. In addition, she/he will also facilitate the internal consultation process to be held in the Project team.

The key tasks for which the Consultant will be responsible are as follows:

Review the Review the current Monitoring and Evaluation system of the NACPA and NAPCS

1. Review the current Monitoring and Evaluation system of the NAPCA Secretariat and internal monitoring and oversight systems of DMPNEC's Governance branch and its reporting mechanisms.
2. Develop a new Monitoring and Evaluation frameworks for NAPCA Secretariat and DMPNEC and its reporting tools, mechanisms and reporting template drafts as appropriate, including supporting the online solutions.
3. Support AC Project team in facilitating internal and external workshops and consultations to discuss and analyse monitoring and evaluation systems, oversight and implementation of NAPCA and NAPCS, including the feedbacks of the key partners to the discussion and the draft documents.
4. Support the Project team in documenting results from consultation/workshop process.

III. Deliverables and timeline

The deliverables are summarized in the table below.

The Monitoring and Evaluation Consultant will carry out the following tasks:

Deliverables	Estimated number of Working days & Completion deadline	Payment Percentage	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1. Review the current Monitoring and Evaluation system and processes of the NACPA and NAPCS and its reporting/oversight mechanisms and documentation for PMNEC and NAPCA Secretariat	5 days 15 March 2022	14 %	CTA



2. Review NEC internal oversight processes/forms/templates including monitoring of the new NEC areas identified in NAPCA	5 days 31 March 2022	14 %	CTA
3. Support developing the M&E system and plan including a baseline research for NAPCA Secretariat and DPMNEC Governance as appropriate and develop reporting forms/templates and processes and related tools, resources and documentation (up to two M&E systems)	10 days 30 April 2023	29 %	CTA
4. Development of simple forms/online tools to improve NEC oversight and procedures, including ICT solutions for NAPCA Secretariat and DPMNEC Governance branch as appropriate a) Conduct and support up to 4 workshops with the key stakeholders to agree on documentations, plans and publications	5 days 31 March 2023	14 %	CTA
5. Design, support and facilitate up to 4 workshops to determine assistance needed, including on coordination and oversight of implementation efforts, and to agree on design of monitoring and evaluation plans, tools resources and reporting mechanisms/documentation.	10 days 31 December 2022	29 %	CTA

Disbursement of payments

Lumpsum payment linked to deliverables, and Payment for aforementioned deliverables are subject to certification of deliverable/s report approved by Supervisor, Chief Technical Adviser (Anti-Corruption) UNDP PNG

Institutional Arrangement

The consultant will work in close collaboration with the Programme Support Unit of the PNG CO and will report and submit deliverables to the Chief Technical Adviser (Anti-Corruption) of UNDP PNG for review and approval.

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.



No	Destination	Frequency	Duration/days
1	Port Moresby, Papua New Guinea	Travel to conduct the workshops (April – May 2022)	10 days
2.	Port Moresby, Papua New Guinea	Travel to conduct the workshops (February – March 2023)	10 days

IV. Duty Station

Homebased and PNG as per ToR

V. Contract duration

The duration of the contract will be 35 working days as per the above deliverables.

VI. Qualifications and Experience

Academic Qualifications:

- Master's Degree in development studies, social sciences, international relations or other fields related to the scope of the assignment.;

Experience:

- At least five (5) years of proven experience in reviewing and designing Monitoring and Evaluation plans and framework;
- Expertise in conducting research related to anti-corruption, good governance and ICT;
- Relevant experience on evaluating programmes;
- Understanding monitoring and evaluation methodologies is essential;

Language:

- Proficient in English language, spoken and written.

VII. Competencies:

Corporate Competencies:

Integrity, professionalism, and respect for diversity.



Functional Competencies:

- Ability to think conceptually and flexibly, capacity to adapt, innovate, and propose multiple options.
- Experience in working on monitoring and evaluation on area of anti-corruption and governance would be an asset
- Proven ability to deliver quality output including reports writing and making presentation under tight deadlines.
- Familiarity and working experience on the development issues and context in the Crisis country would be the asset.
- Familiarity with UNDP or UN M&E system will be advantageous.
- Commitment to respecting deadlines and the delivery of outputs within the agreed timeframe.

VIII. Documents to be included When Submitting the Proposals

Consultant shall submit the following documents:

- Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- Financial proposal in the UNDP format – **Annex 3 and 3A.**
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment.

IX. Financial proposal

Lump sum contract

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon delivery of the services specified in the TOR. 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.

The Consultant will be responsible for all personal administrative expenses associated with undertaking this assignment.

Evaluation of applicants

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

- Only those applications which are responsive and compliant will be evaluated.
- Offers will be evaluated according to the Combined Scoring method –where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%.
- Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be



- considered for the Financial Evaluation.
- The financial proposal shall specify an all-inclusive lumpsum payment linked to deliverables.
- The top applicant with the Highest Combined Scores and accepted UNDP's General Terms and Conditions will be awarded the IC contract.

EVALUATION CRITERIA		
Technical evaluation (70 points).		70 POINTS
Academic Requirement	Relevant academic degree or higher	10 Points
Experience	Relevant working experience	35 Points
	Relevant skills (with sample) of written M&E Plan or programme evaluation and substantive knowledge of M&E methodologies.	25 Points
Financial Evaluation		30 POINTS
<p>Candidates obtaining a minimum of 49 points over 70 points would be considered for the Financial Evaluation - 30 points</p> <p>Lowest Price will be qualified with the maximum of 30 points. Higher prices will be qualified according the following calculation:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> $FE = \frac{LFP}{FPI} \times 30$ </div> <p>FE= Financial Evaluation LFP = Lowest Financial Proposal FPI= Financial Proposal of bidder i</p>		
FINAL EVALUATION: TECHNICAL + FINANCIAL		MAX 100 POINTS

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org , no later than 11th February 2022. For any clarification regarding this assignment please write to procurement.png@undp.org

Please be guided by the instructions provided in this document above while preparing your submission.



Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Note:

Applications without i) financial offer, ii) P11 form and iii) Documents mentioned under Technical Proposal will NOT be considered for evaluation.

Financial proposal should be on provided format (i.e Annex 3- OFFEROR'S LETTER TO UNDP);
Firms are not eligible for this consultancy assignment (open only for national individual consultants).
Incomplete application will not be considered, it will be disqualified automatically.
Please complete the Statement of Health form and submit along with proposal

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- FINANCIAL PROPOSAL TEMPLATE

ANNEX 4- STATEMENT OF HEALTH- INDIVIDUAL CONTRACTOR

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document