



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 2<sup>nd</sup> September 2014

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### Country: Serbia

**Description of the assignment:** Evaluators (Outcome evaluation) – International and National

**Programme:** Country Programme Document (2011-2015)

**Duration:** 1 November 2014– 31 January 2015 (app. 40 working days within this period)

**Contract Type:** Individual Contract (IC) – for free lance consultant or Reimbursable Loan Agreement (RLA) - if the consultant is working with institution or government or university - (output based consultancy)

Proposal should be submitted at the following address: <http://www.rs.undp.org/serbia/en/home.html> under section “Jobs” no later than **19 October 2014**.

Any request for clarification must be sent by standard electronic communication to the e-mail [vacancy.rs@undp.org](mailto:vacancy.rs@undp.org). The procuring UNDP entity will respond by standard electronic mail and will send response, including an explanation of the query without identifying the source of inquiry, to all trainers.

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### 1. BACKGROUND

#### a. Purpose

To assess UNDP contributions towards the progress made on **Good Governance** outcome achievements

#### b. Objective

To enhance development effectiveness, to assist decision making, to assist policy making, to re-direct future UNDP assistance, to systematize innovative approaches to sustainable human development

#### c. Background Information

The current Country Programme Document (CPD) for the Republic of Serbia (2011-2015), addresses priorities identified in the main developmental strategies of the Republic of Serbia at the time (e.g. National Plan for Integration, the National Sustainable Development Strategy) and is fully aligned with the United Nations Development Assistance Framework (UNDAF) 2011-2015.

The CPD covers three core areas: sustainable and inclusive development; accountability and governance; and, energy and environment. All three areas promote capacity development among governmental and non-governmental counterparts, and mainstream human rights and gender.

UNDP in Serbia is looking for evaluators who will assess UNDP's contributions towards the progress made on **Good Governance Strengthened** outcome achievements, in order to:

- Provide evidence to support accountability of programmes and for UNDP to use in its accountability requirements to its partners
- Provide evidence of the UNDP contribution to outcome

- Guide performance improvements
- Collect lessons learned for the next programming cycle

## 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

UNDP Serbia invites applications from qualified consultants in order to perform the evaluation of **Good Governance Strengthened** outcome with corresponding outputs related to **parliamentary development, anti-corruption, human rights, EU integration, public finance, disaster risk reduction and security system reform**, as defined in the CPD 2011-2015.

The evaluation should assess the extent to which programmes, project, soft assistance, partners' initiatives and synergies among partners contributed to its achievement.

To help focus evaluation objectives, the following evaluation criteria will apply: relevance, effectiveness, efficiency, sustainability and impact of development efforts.

The evaluation should assess what works and why, highlight intended and unintended results, and provide strategic lessons to guide decision-makers and inform stakeholders.

Two evaluators (one international and one national) will jointly perform the evaluation.

International evaluator will be responsible for the overall quality of the report and will assess efficiency, sustainability and impact that UNDP interventions had on Good Governance outcome.

International Evaluator will:

- Prepare inception report with evaluation matrix\*
- Focus on the general evaluation criteria and
- Prepare the Final Report\*\* with the Executive Summary

National evaluator will be responsible for assessing the relevance and effectiveness and to provide respective written inputs for the report.

National Evaluator will:

- Contribute to the preparation of the inception report
- Support organization of interviews with key stakeholders
- Focus on the analysis of Serbia's development context during last five years in the governance area
- Incorporate received beneficiary satisfaction feedback into the Final Report

The Evaluators will review, analyze and provide conclusions and recommendations on the following:

- Was the outcome achieved or not;
- What progress toward the outcome has been made;
- Estimate the degree of UNDP's contribution to that progress;
- What factors have contributed to achieving or not achieving the outcome;
- The degree to which the projects within governance portfolio have been successfully implemented during last five years and desired outputs achieved;
- What factors contributed to effectiveness or ineffectiveness;
- Assessment of external factors affecting the UNDP's work in governance area, and the extent to which the UNDP has been able to adapt and/or mitigate the effects of such factors;
- Has the UNDP partnership strategy been appropriate and effective;

- The extent to which the target beneficiaries have benefited from UNDP activities;
- The level of beneficiaries' and partners satisfaction with respective UNDP's work and results;
- The potential for continuation or up scaling of UNDP's work in respective area within the new Country Programme cycle.

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A following set of information sources about the project will be made available to Evaluators:

Project documents:

1. Enhancing anti-corruption efforts in Serbia;
2. Youth Sleuth: Engaging Serbia's Youth to Fight Corruption through Investigative Journalism and Social Media;
3. Strengthening Accountability of Public Finance (PUBFIN);
4. Advancing Accountability of Public Finance (PUBFIN2) ;
5. Finance Sector Policy Coordination Framework;
6. Strengthening Accountability of Serbian Parliament;
7. Strengthening Oversight Function and Transparency of Parliament;
8. Promoting Human Rights and Access to Justice for Social Inclusion and Legal Improvement;
9. Communicating EU in Serbia;
10. Disaster Risk Reduction Capacity Development;
11. Kraljevo earthquake response;

12. Strengthening of Regional Cooperation on Gender Mainstreaming in Security Sector Reform in the Western Balkans (WinMil);
13. Women Police Officers Network in South East Europe (WPON);
14. 14. Annual reports;
15. Progress reports;
16. Media reports;
17. Project evaluations;
18. Key documents (strategies, policy papers, monitoring reports, surveys etc.) produced by the UNDP in Serbia.

\* Inception report and evaluation matrix formats will be provided at the mission's outset (Annexes III and IV of this ToR)

\*\* The final report must include, but not necessarily be limited to the elements outlined in the quality criteria for evaluation reports (Annex I constitutes integral part of this ToR).

### **Deliverable and timeline**

It is expected that the evaluation will be completed within 40 working days, with the following deliverables due:

<b>Deliverables</b>	<b>Duration</b>	<b>Deadline</b>
Inception report including work plan and evaluation matrix prepared and accepted	10 days	10 days upon signing the contract
Draft Evaluation Report on approximately 30 pages prepared and accepted	20 days	Early January
Draft Evaluation Report presented to the Programme Team, Government counterpart(s) and beneficiaries	1 day	Mid January
Final Evaluation report (30 pages) with Executive Summary (2 pages) prepared and accepted	9 days	3 days upon receiving comments from UNDP on the draft report

Evaluators are expected to visits two municipalities nearby Belgrade.

The criteria of utility, credibility, and relevance/appropriateness will be used for assessing the quality of the evaluation report:

- The report has to be written in clear language (English);
- The Executive Summary should be an extremely short chapter, highlighting the evaluation mandate, approach, key findings, conclusions and recommendations;
- The information in the report has to be complete, well structured and well presented;
- The information in the report has to be reliable i.e. well documented and supported findings;
- The information in the report has to addresses priority or strategic information needs;
- Recommendations have to be concrete and implementable;
- Human rights and gender equality perspective has been taken into account.

The evaluation has to be conducted in accordance with the principles outlined in the [Ethical Guidelines for Evaluation](#). Code of conduct is enclosed as Annex II and constitutes integral part of this ToR.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Excellent analytical skills;
- Displays ability to synthesize research and reach empirically based conclusions on related subject;
- Strong writing skills;
- Proven capacity to produce reports;
- Displays capacity to provide experienced advice on best practices;
- Possesses knowledge of inter-disciplinary development issues;
- Focuses on result for the client and responds positively to feedback;
- Good application of Results-Based Management;
- Good communication, coordination and facilitation skills;
- Consistently ensures timeliness and quality of work;
- Treats all people fairly without favourism;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates integrity by modeling ethical standards.

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

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

1. Proposal:
  - (i) Explaining why they are the most suitable for the work;
  - (ii) Providing all social media profiles.
2. Provide a brief methodology on the approach to the work and how it will be conducted (max. 300 words);
3. Executive Summary of most representative evaluation report (document or a link);
3. Personal CV including past experience in similar activities in the form of P11.

**The above information should be included in the following documents:**

- Offeror's Letter to UNDP confirming Interest and availability for the Individual Contractor (IC) Assignment. Document can be downloaded from the following link: <http://www.undp.org.rs/download/ic/Confirmation.docx> (only PDF will be accepted).
- Updated and signed P11 (PDF format) containing e-mail contacts of referees to be indicated in sections 26 & 29 in the P11 that could be found at: <http://www.undp.org.rs/download/ic/P11.doc>.

### 5. FINANCIAL PROPOSAL

#### **Lump sum contracts**

Payments will be based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, please include in the financial proposal a breakdown of the lump sum as per the deliverables in the Terms of Reference.

Evaluators are expected to visit two municipalities nearby Belgrade.

Travel costs (transport, accommodation and living costs) will be reimbursed to the consultant on a lump-sum basis.

Payments for the deliverables will be made in up to three installments (inception report, draft report, final report), upon billing by the consultant and subject to quality review, clearance and acceptance by UNDP Deputy Resident Representative.

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.

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

### Cumulative analysis

When using this weighted scoring method, 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 rating: 70%

\* Financial offer: 30%

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<b><u>Technical evaluation:</u></b>	<b>70%</b>	<b>100</b>
• Relevant professional experience	25%	<b>25</b>
• Quality of prepared reports	35%	<b>35</b>
• Education	10%	<b>10</b>
<b><u>Financial offer:</u></b>	<b>30%</b>	<b>30</b>
<b>TOTAL:</b>	<b>100%</b>	<b>100</b>