



## I. Terms of Reference

Post title: M&E and reporting consultant (international)

Department: UNDP Tunisia

Supervisor: Chief Technical Advisor (or parliamentary expert ad interim)

Contract duration: 200 working days over one year

Place: Tunis, Tunisia

Starting date: 1 January 2016

Contract type: Individual Contractor

Languages: English and French

## II. Organizational Context

Tunisia has embarked on the construction of a responsive, accountable and transparent governance system, based on strong democratic institutions and the rule of law.

On 27 January 2014, Tunisia achieved a major milestone in its transition when the National Constituent Assembly (NCA) adopted the country's new constitution with the approval of 200 votes out of 216. This marks a significant achievement and reflects remarkable progress in developing a new political framework based on dialogue, compromise, and consensus building. The new constitution has been widely celebrated within Tunisia and beyond, as both reflecting the common vision of the diverse components of Tunisian society, and as a progressive and inclusive document that is underpinned through powerful commitments to human rights as well as a number of democratically innovative features. The constitutional process, which was supported by the project being implemented by UNDP and financed by seven international development partners (Japan, Belgium, European Union, Sweden, Denmark, Norway, and Switzerland), has involved civil society and citizens, through national consultations, in order to give the constitution a wide legitimacy as a basis of a new social contract between Tunisians.

The legislative elections were held on 26 October 2014, followed by a first round of Presidential elections on 23 November 2014, and a second round on 21 December 2014 (since no candidate received over 50% of votes in the first round).

The NCA has recognized the value of the support received from the international community, through UNDP, during the initial post-revolutionary and then constitution-building phases, and it has once again asked for support in the constitutional implementation phase, including in the establishment of the new parliament, the Assembly of the Representatives of the People (ARP), created by the 2014 constitution and whose first intake of members was elected on October 26 2014.

The new parliament has, as noted, a central role in the governance system established by the constitution. Specifically, the parliament will be responsible for ensuring that the new constitutional framework is fully implemented. Given that the constitution was drafted from scratch and contains numerous provisions that will require both new legislative underpinning and institution building, the burden on parliament during the next phase of transition will be substantial.

In April 2015, UNDP Tunisia signed a 5-year project document with the ARP, which constitutes the second phase of UNDP support to the Tunisian Parliament and aims to support it in its central role in the implementation of the country's new democratic constitution so that the principles enshrined in the constitution are realized within an accountable, responsive, and transparent governance system. The following outputs are envisaged:

- a. Parliament's capacities in legislation analysis, drafting and amendment for Constitution implementation, including gender equality provisions, are enhanced, and legislative structures are in place
- b. The new Assembly is equipped with the capacities and the structures enabling it to play its constitutional role effectively and transparently, including through the systematic engagement of citizens in its work

### **III. Responsibilities and Key Results Expected**

UNDP is seeking to engage a consultant with the overall objective of ensuring quality reporting to support UNDP parliamentary assistance response through the ARP project and the EU-funded component. The post of a M&E and reporting consultant envisaged in the ARP project since its beginning, as well as the EU-funded component, remains still very actual, considering the complexity of activities of the ARP project and the EU funded component. Given the high number of development partners that supported financially the first phase of the parliamentary support project, UNDP is seeking a consultant that has excellent knowledge of English language as well as experience in reporting and M&E.

The consultant is expected to perform the following results:

- Contribution to the Annual Workplan for 2016 along with a set of yearly indicators and targets for the EU component and ARP project (to be developed in close collaboration with the project CTA)
- Continuous monitoring on the progress of the workplan based on the AWP indicators and targets, including analysis and proposal to the project team of corrective measures, when required.
- Project risklog and issues log updated
- Quality criterias developed
- Timely information on progress and results is ensured by compiling, organizing, analyzing, monitoring, and preparing quarterly and annual progress reports as well as corporate reports substantiated by strong data and evidence, fact sheets, specific donor reports, and other reporting products;
- Donor relations are supported by contributing to the production of various products for donors in coordination with project and CO programme colleagues;
- Supported actions on proposal development for donors with the aim of resource mobilization for the second phase of the project (currently funded only by Denmark)

Collaboration from the consultant to the elaboration, integration and revision of other project documents, as agreed with the supervisor, can be requested. He/she is also expected to provide a timely response to the different reporting requests, such as reports to the Country Office, to the donor community, reports per activity, etc.

**Key deliverables**

- Annual Work plan for 2016 for the EU funded component and ARP project (in close collaboration with the CTA)
- Set of SMART indicators and 2016 milestones developed for the EU-funded component and ARP project ( in close collaboration with the CTA)
- 2 Annual reports for the year 2015 for the ANC and ARP project
- 4 quarterly progress reports for 2016 for the ARP project
- 6 bimonthly progress reports for 2016 specific for EU fulfilling the EU reporting requirements
- Additional reports requested by Denmark or new development partners that will participate in the project basket fund.
- RBM local and corporate deadlines and priorities: IWP updates, CP and SP IRRF updates, IATI, Projects QA, contribution to ROAR preparation and drafting;

<b>III. Recruitment Qualifications</b>	
Education:	<ul style="list-style-type: none"> <li>• Master degree in Political sciences International Relations, Public Administration and Management or other relevant field</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• A minimum of 3 years relevant experience in international development with a focus on IPP (parliamentary development, constitutional reform processes, electoral cycle, civic engagement, women’s equal participation in political processes and institutions)</li> <li>• A minimum of 5 years of relevant experience with UNDP or other international organizations in preparation of project documents, annual workplans, project/programme monitoring and reporting at international level</li> <li>• Demonstrated experience and good knowledge of how UNDP implements donor –funded projects, including EU funded projects.</li> <li>• Previous working experience in Tunisia in democratic governance</li> </ul>
Languages:	<ul style="list-style-type: none"> <li>• Knowledge of English and French</li> </ul>

<i>A. Evaluation Grid</i>		<i>Maximum 100 pts</i>
1.	Master degree in Political sciences, International Relations, Public Administration and Management or relevant field..... <b>5 points</b>	5

2.	Minimum of 3 years relevant experience in international development with a focus on IPP (parliamentary development, constitutional reform processes, electoral cycle, civic engagement, women's equal participation in political processes and institutions) <b>From 3- 5 years .....15 points</b> <b>Over 5 years.....20 points</b>	20
3.	A minimum of 5 years of relevant experience with UNDP or other international organizations in preparation of project documents, project/programme monitoring and reporting, annual workplans, at international level <b>From 5-10 years.....15 points</b> <b>Over 10 years.....20 points</b>	20
4.	Evaluation of the methodology : Understanding of the tasks to be carried out..... <b>10 points</b> Are the activities presented and planned in a realistic and logical manner? ..... <b>10 points</b> Are key aspects required by the task elaborated sufficiently ..... <b>10 points</b>	30
5.	Demonstrated experience and good knowledge of how UNDP implements donor –funded projects, including EU funded projects. <b>Experience with UNDP multiple donor-funded projects</b> ..... <b>5 points</b> <b>Experience with EU funded projects</b> ..... <b>10 points</b>	10
6.	Previous working experience in Tunisia At least one experience on a democratic governance project in Tunisia ..... <b>5 points</b>	5
7.	Working knowledge of English..... <b>5 points</b> Working knowledge of French ..... <b>5 points</b>	10
<b>Max Total technical evaluation (70%)</b>		<b>100pts*70%= 70pts</b>
<b>Max financial evaluation (30%)</b>		<b>100pts*30%</b>
<b>TOTAL EVALUATION (100%)</b>		<b>100 pts</b>

<b>IV. Competencies</b>
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## **Functional Competencies**

- Strong organizational and skills;
- Results oriented, strong team player with outstanding interpersonal and coordination skills;
- Ability to work independently and under pressure and meet deadlines;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Strong capacity for relationship-building and communication;
- Strong capacity to think and act strategically including solid editorial strengths;
- Ability to work in close partnership with a wide range of national and international interlocutors;
- Proven capacity of initiative and autonomy;
- Reactiveness in acquiring and providing information;
- Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships.

### **Corporate competencies:**

- Demonstrates integrity by modeling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

## **V. Conditions and payment**

The consultant will be paid on a quarterly basis after validation of deliverables from the CTA

- 1) Annual Workplan for 2016 for the EU- funded component and ARP project ( by January 2016)
- 2) Set of SMART indicators and 2016 milestones developed for the EU-funded component and ARP project in close collaboration with the CTA (by January 2016)
- 3) 2 Annual reports for the year 2015 for the ANC and ARP project (by April 2016)
- 4) 4 quarterly progress reports for 2016 for ARP project (1<sup>st</sup> by mid April, 2<sup>nd</sup> by mid July, 3<sup>rd</sup> by mid October 2016 and 4<sup>th</sup> by end December 2016)
- 5) 6 bimonthly progress reports specific for EU-funded component, fulfilling the EU reporting requirements (by March, May, July, September, November, December)
- 6) Additional reports requested by funding donors.
- 7) Provide information to the CO requests in terms of IWP update

The payment will be organized in 4 instalments as per the following scheme:

- 25% of the overall payment by mid April 2016 (subject of submission of deliverables 1), 2), 3) and partially 4) , 5) and 7)

- 25% of the overall payment by mid July 2016 (subject of submission of partial deliverables 4) ,5) and 7)
- 25% of the overall payment by mid-September (subject of submission of partial deliverables 4), 5) and 7)
- 25% of the overall payment by mid-January 2017 (subject of submission of 4), 5), 6) and 7)

Deliverables	Quarter	Payment %	Validation
Deliverable 1, 2, 3 and partially 4 , 5 and 7	I	25%	Parliamentary development expert
Submission of partial deliverables 4 ,5 and 7	II	25%	Parliamentary development expert
Submission of partial deliverables 4 ,5 and 7	III	25%	Parliamentary development expert
Subject of submission of 4, 5, 6 and 7	IV	25%	Parliamentary development expert

Application and documents to be submitted

- Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of at least three (3) references
- Brief description of why the individual considers him/herself as the most suitable for the assignment in French
- Methodology on how he/she will approach and complete the assignment in English;
- A detailed financial offer including the daily fee, health insurance, travel expenses to reach the duty station, daily subsistence allowance (DSA) in the duty station etc