



UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE

1. Consultancy Information

Consultancy title: International Expert Parliament Support Project Evaluator
Department /Unit: Democratic Governance, UNDP Tanzania
Supervisor: UNDP Country Director
Duration: 20 working days
Starting Date: 15 January 2015
Duty Station: Dar es Salaam
Located at: UNDP Dar es Salaam
Full/part time: Full time

2. Organizational Context

Based on the Corporate/Strategic Plans of the two legislatures the Legislatures Support Project (LSP) was designed to support the National Assembly and the Zanzibar House of Representatives by helping to strengthen Members' legislative, oversight and representative capacities and assisting the Secretariats of both legislatures to deliver upgraded services to Members. The project was informed by the National Framework on Good Governance, Vision 2025 (Union) and Vision 2020 (Zanzibar), the 2010 poverty reduction strategies MKUKUTA and MKUZA and the Five Year Development Plan 2011-2016.

The project was designed to target parliamentarians, their committees, and their support Secretariats. Through an emphasis on partnerships with national stakeholders and through technical and capacity development support, this project set out to:

- Strengthen and enhance the capacity of MPs and their committees to better exercise their interrelated functions of law making, executive oversight including national budget approval and oversight, and representation of constituents/citizens; and
- Strengthen the Secretariats of both legislatures to help them deliver effective services to parliamentarians and help build sustainable, modern internal parliamentary staff management structures and practices.

The Union and Zanzibar legislatures are at different levels of development reflecting the history, needs and resources of both jurisdictions. Both legislatures need long-term, sustainable assistance to become stronger, more effective institutions at the heart of national, democratic governance and essential to building the capable State necessary for national development goals. Grounded in constitutional mandates, the two legislatures have evolved since colonial times, one-party rule and more recently since the introduction of multi-party elections and parliaments. The National Assembly (Union) is a well-established legislature, with considerable physical infrastructure, assets, established rules and practices. The Zanzibar House of Representatives has recently moved to new, modern premises and has its own established traditions, rules and practices. Both legislatures now face development needs and challenges especially in the capacities of elected (and appointed) Members to effectively perform their

constitutional responsibilities, supported by necessary services such as research and modern managed Secretariats. To help address their current development challenges (to become more effective in their constitutional roles of law-making, oversight and representation) both legislatures have produced Corporate Plans to set priorities and guide the next stage of their development to become stronger parliaments.

The following areas were identified for project attention in the project document drawing in elements of the National Assembly Corporate Plan:

- Enhance Members outreach to citizens to better represent their interests/ Strengthened dialogue between parliament and citizens;
- Enhance Members' oversight of government functions and capacities/ Parliament effectively and responsibly oversees the activities of the Executive;
- Strengthen the legislative capacities of Members / Enhanced parliamentary capacity to exercise legislative responsibilities;
- Strengthen capacity of MPs to undertake gender analysis of potential legislation;
- Simplify the structure of the Parliament Secretariat so as to enhance efficiency vis-à-vis Members of Parliament and accountability vis-à-vis the public;
- Enhance overall effectiveness of Members by providing them with Research and IT services;
- Improve the administrative efficiency of the National Assembly of United Republic of Tanzania.

The Zanzibar House of Representative Strategic Plan closely parallels the National Assembly articulation of needs and priorities:

- Competency and capacity of Members of the House;
- Enhance accountability of Members to their constituents;
- Improve relationship between Members of the House, CSOs and the public;
- Improve organizational structure and professional staffing.

The LSP thus set out to contribute to five interrelated outcomes:

- I. Legislators effectively deal with Government Bills and are skilled to initiate new bills.
This component relates to the law making function of the parliament. It involves firstly being informed about the role of legislatures in enactment of a law, secondly grasping the underlying policy issues behind a proposed legislation and thirdly the technical skills associated with drafting and amending legislative bills.
- II. Legislatures effectively and responsibly oversee the Government and Budget activities of the Executive.
This component relates to Legislatures mandate to hold Government to account and conduct oversight. This is undertaken by informed parliamentary house and committee debates, questions to Ministers and in-depth budget analysis. This component supports knowledge and skills of Members and Secretariats to conduct oversight of national and sectoral development plans, MDGs, anti-corruption budget, gender issues audit recommendations.
- III. Effective representation of citizens and constituencies.
This component relates to the representative role of legislatures. It address the issues relating to improving the interface between the legislatures and their constituents and

making legislatures more accessible to citizens by improving public communications while improving the skills of legislators in mitigating conflicts in society and as promoters of peace.

IV. Gender mainstreamed in parliamentary functions.

Gender equality and women's empowerment is a cross-cutting theme in the project. Human development is significantly dependent on improving circumstances for both women and men. Parliaments have an important role to play in the process, especially through the budget process. The project supports a gender equality approach.

V. Capacity build for effective Parliamentary Administration and Management.

This component focuses on the Secretariats, with the aim of ensuring sustainability of the interventions in the long run. It supports building more professional Secretariats that meet the needs of Members and Committees. It entails strengthening skills of Secretariat staff in particular in research, public information and legal drafting

The project did not include assistance for:

- Office improvements;
- Sitting and other allowances - trainings will be on site during work time. Any allowances payable to MPs by law will be covered from the regular budget of the NA;
- Parliamentary travel to conferences and regular meetings abroad;
- Pay or any other benefits such as health care for MPs or staff.

3. Purpose of the Assignment

The overall purpose of the evaluation is to assess the performance and achievements of the Legislatures Support Project in relation to the desired outputs and outcomes. The evaluation findings will be used as a basis for further interventions by the UNDP in the field of parliamentary assistance, particularly in the light of developing new governance/democratic development programming and the new UNDPAP. The evaluation will also address how the project has sought to incorporate a human rights-based approach as well as to what extent gender goals have been reached and gender has been mainstreamed in project activities.

The evaluation will be conducted with the following specific objectives:

- Assess the effectiveness, relevance, efficiency and sustainability of the project and the results achieved;
- Assess the extent to which improvements at outcome level can be linked to the project interventions;
- Assess the adequacy of resources (human, financial and material) allocated to the project for the achievement of the established objectives and assess the allocation of resources across the project objectives and the two legislatures;
- Assess the impact of training activities funded by the project as well as how these were aligned to the training needs of the MPs / parliamentary staff;
- Assess the impact and results of study visits abroad, South-South exchange and other international knowledge sharing;
- Evaluate the extent to which the project has applied a gender perspective and the human rights-based approach and assess the impact of the intervention for men and women beneficiaries;
- Assess the effectiveness and efficiency of implementation modality and project staffing;
- Examine to what extent national ownership of the project has been ensured during the project implementation and the stakeholders' level of satisfaction with the Project's results;

- Assess to what extent the project is managed and advised in relation to best practice in the field of parliamentary support;
- Identify the lessons learnt and good practices from the project implementation to ensure change impact that can be considered in planning and design of future parliamentary support activities;
- Assess potential avenues for future interventions in the field of parliamentary support a potential partners and strategies. Suggest the profile of technical support, including potential synergies with other UNDP interventions within and outside democratic governance focus area, for future UNDP parliamentary support.

4. Scope of work

A team of two consultants will conduct the assignment and produce the report – one international expert and one national expert. The international consultant will serve as overall team leader and will be responsible meeting milestones and deadlines timely and for the quality of the quality of the draft and final report submitted:

In order to achieve the objectives, the tasks of the international consultant will include but will not be necessarily limited to the following:

- The evaluation will include desk reviews, qualitative and quantitative empirical data gathering related to project activities and results (outputs and outcomes), focus group discussions, one-on-one interviews and observations. The work will be composed of two parts, the first related to project performance evaluation and the second related to an analysis of potential avenues for future support.

More specifically, the scope of work will include but not necessarily be limited to the following:

- Participation in start-up briefing meeting National Assembly, Zanzibar House of Representatives and UNDP;
- Review and analysis of key documents related with the project and the sector, including project documents (PRODOC, AWP, project quarterly and annual reports, activity reports, study tour reports, minutes of the project board meetings, and other. Committee reports, parliamentary reports, media archives, M&E framework and supporting data, possibly Hansard;
- Consultations, meetings and interviews in Dar es Salaam (or Dodoma) and Zanzibar as well as in selected constituencies with selected Members of Parliament (including the past and/or current Speakers if possible), project managers for both legislatures, project staff, UNDP governance team and management, representatives of UN Women engaged with Parliament, relevant civil society partners, donor development partners, and the Secretariat staff of the two legislatures (including the Clerks if possible).
- Verification of qualitative and quantitative data on the results achieved so far and assess their contribution to change including the strengthening of the legislatures, taking into account the project document and M&E framework. Assess why results have been achieved or not been achieved;
- Organize stakeholder workshops to discuss and validate findings and draft report;
- Finalize evaluation report;
- Present flyer/leaflet with results, best practices, lessons learned and recommendations from the project and suggestions for measures to ensure permanent future change impact from parliamentary support.

5. Deliverables

The evaluator will produce:

- Evaluation Inception Report;
- Draft Evaluation Report;
- Draft evaluation brief for presentation to validation group;
- Final Evaluation report;
- Concept note with concrete and clear recommendations on the design and content of the next Legislature Support.
- Evaluation Brief for presentation to stakeholders.

The timeline and the content of the deliverables are expected to be as follows:

- **Inception Report:**
 - The Inception Report will be due in 5 days after the briefing with UNDP and the 2 legislatures, and this report will provide the refined methodological approach to the assignment, outline the evaluation questions, the Work Plan and any issues related to the ToRs that may require discussions and adjustments;
 - The inception report should not exceed 5 pages.
- **Draft Report:**
 - The preliminary report must be finalized within 10 days after the end of field visits and will be reviewed by UNDP, the 2 legislatures (selected representatives) and selected key stakeholders. The report should include the preliminary findings of the evaluation, conclusions and recommendations;
 - The report shall not to exceed 25 pages.
- **Final Report:**
 - The final evaluation report will be finalized within 7 days after the submission of the preliminary report. This report, to be validated in a workshop. The report should reflect consolidated comments from stakeholders.
- **Concept note with concrete and clear recommendations on the design and content of the next Legislature Support.**
 - Provide recommendations on future support to the legislatures: using the lessons learned and information gathered, devise specific recommendations which set out the the vision of follow-on support and recommend results focused future areas of activities and interventions.
- **Evaluation Final Report Outline**
 - As a minimum, the Evaluation Report (draft and final) shall include the following components (the exact structure of the report may be influenced by the project components and components of the Evaluation TOR):
 - I. Executive Summary (maximum 4 pages);
 - II. Introduction and Background (project description);
 - III. Evaluation Purpose and Objective;
 - IV. Evaluation Methodology;
 - V. Major Findings;
 - VI. Lessons Learned;
 - VII. Concept note with concrete and clear recommendations on the design and content of the next Legislature Support.
 - VIII. Summary of Constraining Factors;
 - IX. Recommendations and Conclusions;

X. Annexes. E.g XI. List of people interviewed XII. List of acronyms XIII. Evaluation work plan and TOR XIV. List of key reference documents.	
6. Qualifications of the Successful Individual Contractor	
Qualifications:	<p>The evaluation will be conducted by an international consultant: The international consultant must be an expert in project evaluations and have a good knowledge of the practices of parliamentary support. Specific experience with evaluation of UNDP/United Nations funded governance projects/programs would be an advantage. He/she will be responsible for the evaluation process implementation and the deliverables.</p> <p>Profile of the International Expert</p> <ul style="list-style-type: none"> • A Master’s Degree in Political Science or similar field or a Bachelor’s Degree in Political Science or similar field and 10 years of professional work experience. • At least 5 years of relevant experience, out of which at least one successful parliament project evaluation. • Demonstrated knowledge of Commonwealth and/or African parliamentary practices. • Proven experience in team leadership; • Strong communication and interpersonal skills; • Good understanding of mainstreaming of cross cutting issues including human rights and gender; • Full proficiency in English; • Excellent writing skills and proven ability to produce quality documents at speed; and • Proven team leading experience.
7. Competencies	

Corporate Competencies

- Displays cultural gender, religion, race, nationality, and age sensitivity and adaptability
- Demonstrates diplomacy and tact in dealing with sensitive and complex situations

Professionalism:

- Demonstrates professional competence and mastery of subject matter;
- Demonstrated ability to negotiate and apply good judgment;
- Shows pride in work and in achievements;
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results;

Planning & Organizing:

- Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships.
- Plans, coordinates and organises workload while remaining aware of changing priorities and competing deadlines.
- Establishes, builds and maintains effective working relationships with staff and clients to achieve the planned results.

The consultant must not have had any involvement in the design or implementation or consultation contracts for this legislatures support project and have no present affiliation with UNDP, its funding partners, Zanzibar House of Representatives or National Assembly in Tanzania, or other key project stakeholder organizations that in any way could jeopardize their objectivity in relation to the assignment.

Contract will be output-based and payment issued only upon delivery of satisfactory outputs.

8. Institutional arrangements

The contractor will work full time based in the UNDP country office in Dar es Salaam, Tanzania, with travel to Zanzibar and selected constituencies. Office space and limited administrative and logistical support will be provided. The contractor will use their own laptop and cell phone.

The contractor will report to the UNDP Country Director (or her designate), who will review progress on a weekly basis, and will certify delivery of outputs.

9. How to apply

Please submit the following documents:

I. Technical proposal comprising of the following:

1. Letter of Confirmation of Interest and Availability using the template provided by UNDP.
2. 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 three (3) professional references. Proposals without a P11 will not be accepted.

3. Brief description (max. ½ page) of why you consider yourself as the most suitable for the assignment, and a methodology (max. 1 page) for how you will approach and complete the assignment.

II. Financial Proposal: that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided below.

10. Financial Proposal

The financial proposal must be expressed as an all-inclusive lump sum amount in TZS, presented in the following template:

	Unit cost (USD)	No.	Total
a) Professional fee:			
b) Daily living allowance:			
c) Other costs (specify):			
Total (lump sum):			

Notes:

1. The information in the breakdown of the offered lump sum amount provided by the Offeror will be used as the basis for determining best value for money, and as reference for any amendments of the contract.
2. The agreed contract amount will remain fixed regardless of any factors causing an increase in the cost of any of the components in the breakdown that are not directly attributable to UNDP.
3. Approved local travel related to this assignment will be arranged & paid by UNDP Tanzania.
4. The Contractor is responsible for arranging and meeting the cost of their vaccinations and medical/life insurance.

11. Criteria for Selection of the Best Offer

Offers received will be evaluated using a Combined Scoring method, where the qualifications and proposed methodology will be weighted 70%, and combined with the price offer, which will be weighted 30%.

Criteria to be used for rating the qualifications and methodology:

Technical evaluation criteria (total 70 points):

- Experience with carrying out evaluation of parliament support projects, in particular in UNDP [35 points];
- Experience in team leadership [10 points];
- Knowledge of Commonwealth and/or African parliamentary practices including gender mainstreaming challenges. [10 points];
- Proposed methodology [15 points].

Only candidates obtaining a minimum of 49 points in the Technical Evaluation will be considered for the Financial Evaluation.

Financial evaluation:

All technically qualified proposals will be scored out 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula:

$$p = y (\mu/z)$$

where:

- p = points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal
- μ = price of the lowest priced proposal
- z = price of the proposal being evaluated.

Approval

This TOR is approved by:

Signature: _____

Name: Titus Osundina

Designation: Deputy Country Director

Date: _____