



UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE

1. Consultancy Information

Consultancy title: International Expert for Human Rights Support Terminal Project Evaluation

Department /Unit: Democratic Governance, UNDP Tanzania

Supervisor: UNDP Country Director

Duration: up to 15 working days

Starting Date: 15 April 2016

Duty Station: Dar es Salaam

Located at: UNDP Dar es Salaam

Full/part time: Full time

2. Organizational Context

The Support for National Human Rights Priorities in Tanzania project (2013-2016) aims at supporting the Government of the United Republic of Tanzania in the implementation of the National Human Rights Action Plan (NHRAP), which contributes to the introduction of a consistent and transparent system of monitoring the human rights situation in Tanzania.

The project focus on building the capacity of key Government agencies and forging partnerships with CSOs and other stakeholders to effectively implement and monitor the NHRAP. The project aim to increase the public awareness on human rights and the application of the human rights based approach to development; developing and disseminating human rights education, information and programs; and strengthening access to justice and promoting the rights of the most vulnerable. The project should result in greater capacity to implement the NHRAP for 2013-2017, and subsequently lead to the creation of a more robust human rights infrastructure in the United Republic of Tanzania.

The main objectives of the project include:

- The inculcating of a culture and concrete awareness of human rights and National Human Rights Action Plan by citizens;
- Promote a responsive and accessible justice system that promotes human rights, social inclusion and rule of law development;
- Facilitate skill building in National Human Rights institutions for monitoring of the National Human Rights Action Plan;
- Mainstreaming of a human rights based approach to development into key government functions and institutions

The aim and objectives of the project are consistent with Tanzania National Strategy for Growth and Poverty Reduction 2011-2015 (MKUKUTA II) and support the United Nations National Development Assistance Plan for Tanzania (UNDAP) outcomes "National policies developed to strengthen good governance and human rights" and "Implementation of key national strategies and actions plan for the enhancement of good governance on course" and the output "A comprehensive National Human Rights Action Plan is developed".

The project is implemented through UNDP National Implementation Modality with the national

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human rights institution the Commission for Human Rights and Good Governance (CHRAGG) as the implementing partner and the Ministry of Constitutional and Legal Affairs and Attorney General's Office as responsible partners.

3. Purpose of the Assignment

The overall purpose of the evaluation is to assess the performance and achievements of the Support to National Human Rights Priorities in Tanzania project in relation to the desired outcomes and outputs. This terminal evaluation shall extract, analyze and present best practices, lessons learned, and discrepancies if any and give recommendations from the design and implementation of project. The evaluation findings will be used as a basis for further interventions by the UNDP in the field of human rights support in Tanzania, particularly with regards to programming under the new United Nations Development Assistance Plan 2016-2021 and the new UNDP Country Programme Document 2016-2021 for Tanzania. The evaluation will also address how the project has applied a human rights-based approach and a gender perspective in project formulation and implementation.

The evaluation will be conducted with the following specific objectives:

- Assess effectiveness, relevance, efficiency and sustainability of the project and the results achieved, including:
 - Were stated outputs achieved and what progress has been made towards stated outcomes?
 - What factors have contributed to achieving or not achieving outputs and progress towards outcomes?
 - To what extent have UNDP support been relevant and contributed towards outcomes?
 - Has the UNDP partnership strategy been appropriate and effective?
 - What factors have contributed to effectiveness/ineffectiveness and efficiency/inefficiency?
 - What factors may contribute to sustainability or lack of sustainability of the project outcome/results
- Evaluate the extent to which the project has applied a human rights based approach and a gender perspective and how this has contributed to outputs and outcomes;
- Extract, analyze and present best practices, lessons learned and recommendations from the design and implementation of the project and measures to ensure continued positive impact of UNDP human rights support in Tanzania.
- Assess potential avenues for future interventions in the field of human rights support as well as potential partners and strategies.

4. Scope of work

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

- Desk review of project documents, project progress reports, project materials and other sources of evidence;
- Participate in briefing meeting with UNDP, CHRAGG, Ministry of Constitutional and Legal Affairs and Attorney Generals Office ;
- Finalize evaluation design and methods and prepare detailed inception report;
- Interviews/consultations/focus group discussions with key stakeholders and beneficiaries;
- In-country field mission to selected communities;
- Verify qualitative and quantitative data on the results achieved and progress made;
- Prepare draft evaluation report;
- Stakeholder workshops to discuss and validate findings and draft report;
- Incorporate comments and finalize evaluation report.

5. Deliverables

The evaluator will produce:

- Evaluation Inception Report;
- Draft Evaluation Report
- Draft evaluation brief for presentation to validation workshop;
- Final Evaluation report;
- 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 3 days after the briefing with UNDP and CHRAGG, 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 Evaluation Report and Draft Evaluation Brief:**

- The draft evaluation report and draft evaluation brief must be finalized within 10 days inception report is accepted by UNDP and CHRAGG. The report should include the preliminary major findings, best practices, lessons learned conclusions and recommendations. The draft report will be reviewed by UNDP and CHRAGG. It will be presented to selected key stakeholders at validation workshop;
- The report shall not to exceed 25 pages.

- **Final Evaluation Report and Final Evaluation Brief:**

- The final evaluation report and final evaluation brief will be finalized within 5 days after the submission of the preliminary report. The report should reflect review by UNDP and CHRAGG as well as consolidated comments from stakeholders' validation workshop.

- **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. Best practices;
 - VII. Lessons Learned;
 - VIII. Concept note with concrete and clear recommendations on design and content of future UNDP support in the area of access to justice and human rights.
 - IX. Summary of Constraining Factors;
 - X. Recommendations and Conclusions;
 - XI. Annexes. E.g
 - a. List of people interviewed/consulted/in focus groups
 - b. List of acronyms
 - c. Evaluation work plan and TOR
 - d. List of key reference documents

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6. Qualifications of the Successful Individual Contractor

Qualifications:

The evaluation will be conducted by an international evaluation expert. He/she will be responsible for the evaluation process implementation and the deliverables.

Profile of the International Expert

- Master's Degree in Human Rights, Law, Political Science or similar.
- At least 7 years of relevant experience, out of which at least 5 in the area of human rights;
- Substantial previous experience with evaluation, preferably of human rights interventions;
- Experience in project formulation;
- Strong communication and interpersonal skills;
- Good understanding of gender mainstreaming;
- Full proficiency in English;
- Excellent writing skills and proven ability to produce quality documents at speed

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 evaluator must not have had any involvement in the design or implementation or consultation contracts for this Support for National Human Rights Priorities in Tanzania project and have no present affiliation with UNDP, its funding partners 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, Dar es Salaam. 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 his 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.
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 USD/US\$ presented in the following template:

	Unit cost (USD/US\$)	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

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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 human rights, in particular related to development of national human rights strategies, capacity building and awareness raising [25 marks].
- Experience in evaluation, preferably related to human rights and/or UNDP interventions [25 marks].
- Proposed methodology [20 marks].

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

Financial evaluation (total 30 points):

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:

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

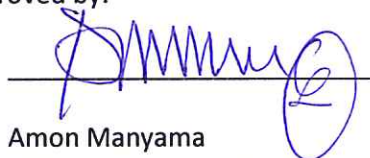
where:

- 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:

Amon Manyama

Designation:

Officer in Charge, UNDP Tanzania

Date:

