

Terms of Reference

National or International consultants: International

Description of the assignment (Title of consultancy): Support the Development and Implementation of a Monitoring and Evaluation Framework

Project Title: Dealing with the Past: Memory for the Future

Period of assignment/services: 33 Working days to be completed between June 2020 and 31 December 2021.

1. Background

The project on “Dealing with the Past: Memory for the Future” aims to support civil society, individual families, and national institutions in their efforts to seek the truth, foster collective remembrance and, ultimately, move towards reconciliation around the legacy of the civil war, including brutality perpetrated against women, men, and children. In light of the continuous rise of inter-sectarian tensions in Lebanon which partially bear their source from the civil war, this project will support the full establishment of the Commission investigating the fate of missing and forcibly disappeared persons, provide support to the families of the disappeared and to national and civil actors in Lebanon in their advocacy efforts to deal with the past. In the broader context, supporting efforts of truth seeking and reconciliation will be a timely and effective contribution to consolidating peace and preventing a relapse into conflict.

Participating UN agencies need to jointly develop a monitoring and evaluation framework for this project to include indicators, terms of verification and frequency, roles and responsibilities for monitoring, and methodology for data collection. A final project evaluation will be undertaken in accordance with guidance from the United Nations Evaluation Group (UNEG) with an emphasis on results and on the joint project process. All concerned organizations will participate in a joint evaluation, share information and progress updates. The Resource Pack on Joint Evaluations is a toolkit that includes different options to organize a joint process.²⁸ UN participating agencies will revisit this toolkit to choose the best option for conducting a final joint project evaluation to gather lessons learned and inform the sustainability of the project.

Based on the above circumstances and challenges the project requires support in developing the monitoring and evaluation framework with relevant knowledge products taking into considerations the priorities of UN agencies participating in the project (UNDP, OHCHR and UNWOMEN).

2. Scope of work, responsibilities and description of the proposed analytical work

Under the Supervision of the Project Manager of the Dealing with the Past: Memory for the Future project and with technical guidance from the M&E officers in the different agencies (UNDP, OHCHR, UNWOMEN), the consultant will support the implementation aspects of the

baseline and end-line surveys, and the evaluation of the project. Tasks and responsibilities will include:

- Review of project documents including internal reports
- Develop the TOR for the baseline
- Coordinate with other UN agencies partners in the project and make sure to align the work
- Review of baseline report including assessment methodology, sampling framework and data collection tools
- Meet project team and stakeholders to understand areas of strength and improvement in baseline assessment
- Revise data collection tool
- Amend methodology and propose sampling methodology
- Develop end line assessment work plan
- Develop end line TOR, including methodological considerations of comparability of with the baseline study. Discuss and finalize with stakeholders.
- Once the service provider is recruited, oversee the implementation including: finalization of the data collection tools and Arabization, finalization of the sample framework, support technical aspects related to indicator definitions, formulas and data analysis.
- Regularly report to UNDP and stakeholders on progress
- Develop the TOR for the end-line study
- Develop the TOR for the final evaluation
- Review end line report & coordinate feedback on the different drafts end line report

3. Expected deliverables

The international consultant is expected to submit the following deliverables:

Deliverables	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Deliverable 1: Workplan and methodology of work	1 day	Week 1-2	UNDP Project Manager
Deliverable 2: Terms of Reference for the baseline study coordinated with UNDP, UNWOMEN and OHCHR.	3 days	Week 2	
Deliverable 3: Field mission report related to the implementation of the baseline study, onboarding of the consultant, inception workshop will all participating agencies (maximum 5 pages)	4 days	July 2020	

Deliverable 4: Quality assure the baseline study implemented by an external consultant.	3 days	July 2020	
Deliverable 5: End-line assessment workplan	1 day	November 2020	
Deliverable 6: Terms of Reference for the final evaluation coordinated with UNDP, UNWOMEN and OHCHR	3 days	March 2021	
Deliverable 7: field mission report related to the final evaluation of the project and end-line study (onboarding of the consultant, workshop with the implementing agencies)	4 days	August 2021	
Deliverable 8: Quality assure the end-line study implemented by an external consultant	3 days	September 2021	
Deliverable 9: Quality assure the final evaluation of the project	3 days	October 2021	
Deliverable 10: Final report on coordination support provided	4 days	October 2021	

All written deliverables shall be delivered in electronic soft copy (in Word) in English to the UNDP Project Manager.

4. Institutional arrangement

The consultant will work under the overall guidance of the UNDP project manager.

The consultant shall rely on his/her own means of communication and shall commute from/to place of residence to duty station at his own expense.

UNDP will organize the logistics (and cover fees) related to meetings held outside Beirut and to the field visits and thematic discussions.

UNDP will provide the consultant with all available relevant data in a timely manner.

The title rights, copyrights and all other rights whatsoever nature in any material produced under the provisions of this TOR will be vested exclusively in UNDP. UNDP has full ownership of the activity and of its final product. Thus, any public mention (including through social media) about

the activity should state clearly that ownership. In addition, any public appearance related to the activity should be coordinated and approved by UNDP.

5. Duration of work

The consultancy will require a total of 33 working days to be completed between June 2020 and 31 December 2021.

Expected starting date: June 2020

Expected completion date: 31 December 2021

Reports validation modalities

Provisional approval of submitted written material shall take place at each of the defined milestones shown in the delivery schedule. It is expected that such approval shall not exceed five working days from the notification of the completion of a specific milestone.

On submission of each of the deliverables, the Project Manager shall respond within a maximum of five working days and the decision may either be:

- a) approval;
- b) approval with reservations upon which the Consultant shall reply within five working days under penalty of rejection; or
- c) rejection with clear justifications.

6. Duty station

The consultant is expected to travel on mission two (2) times to Lebanon during the consultancy duration.

One missions for two (2) working weeks (10 working days) stay and one mission for one (1) working week (4 working days) stay.

The consultant will also complete nineteen (19) working days drafting/preparing documents/materials from his own home base.

When in Lebanon, the Consultant will work from the Peacebuilding in Lebanon project office Beirut.

7. Requirements for experience and qualifications

The ideal individual to perform the works in this TOR shall possess the following:

Academic Qualifications:

A minimum of bachelor's degree in development studies, economics, social sciences or any related field. Master's and Doctoral degree are a plus.

Years of experience:

- 3 years of proven international experience in developing planning documents, project implementation, monitoring and evaluation systems in similar projects;
- Solid understanding and experience in monitoring and evaluation. Knowledge of monitoring and evaluation of joint projects supported by the Peacebuilding Fund (PBF) is a plus;
- Demonstrated experience in moderating and organizing workshops and seeking consensus;
- Demonstrated experience in research and analysis;
- Prior experience of working in Lebanon is an asset;

Competencies

- Excellent written and oral communication skills in English;

8. Scope of Price Proposal and Schedule of Payments

All proposals must be expressed in *lumpsum fee*, taking the following into consideration: the lumpsum fees amount must be “all-inclusive¹” and the contract price is fixed regardless of changes in the cost components.

Payment will proceed as following:

- 30% of the total lump sum upon submission of deliverables 1, 2, 3, 4 and after UNDP acceptance
- 15% of the total lump sum upon submission of deliverables 5 and 6 and after UNDP acceptance
- 10% of the total lump sum upon submission of deliverable 7, 8 and after UNDP acceptance
- 20% of the total lump sum upon submission of deliverables 9 and after UNDP acceptance
- 25% on the total lump sum upon submission of deliverable 10 and after UNDP acceptance

9. Criteria for selection of the best offers

Pass/Fail Criterion:

Excellent written and oral communication skills in English are a prerequisite for applicants to be considered eligible to apply for this consultancy.

This competency will be treated as a pass/fail criterion.

Other Evaluation Criteria:

¹ The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

Apart from the above, the criteria which shall serve as basis for evaluating offers, is the following: Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
Criteria A: Educational background: A minimum of bachelor's degree in development studies, economics, social sciences or any related field. Master's and Doctoral degree are a plus. <ul style="list-style-type: none"> • Bachelor's degree: 11 points • Master's degree: 13 points • Doctoral degree: 15 points 		15
Criteria B: Previous Experience		70
3 years of proven international experience in developing planning documents, and project implementation in similar projects; <ul style="list-style-type: none"> • Less than 1 year: 0 points • 1 to 2 years of experience: 14 points • 3 years or more: 20 points 		20
Solid understanding and experience in monitoring and evaluation. Knowledge of monitoring and evaluation of joint projects supported by the Peacebuilding Fund (PBF) is an asset; <ul style="list-style-type: none"> • Less than 1 year: 0 points • 1 to 2 years of experience: 11 points • 3 years or more: 15 points • Previous experience in joint PBF projects: 5 extra points 		20
Demonstrated experience in moderating and organizing workshops and seeking consensus; <ul style="list-style-type: none"> • Less than 1 year: 0 points • 1 to 2 years of experience: 11 points • 3 years or more: 15 points 		15
Demonstrated experience in research and analysis <ul style="list-style-type: none"> • Less than 1 year: 0 points • 1 to 2 years of experience: 11 points • 3 years or more: 15 points 		15
Criteria C: Preliminary methodology <ul style="list-style-type: none"> • Proposed methodology reflects no understanding of the required services and reflects no experience in the provision of similar services: 0 points • Proposed methodology reflects poor understanding of the required services and reflects little experience in the provision of similar services: 6 points 		15

<ul style="list-style-type: none"> Proposed methodology reflects fair understanding of the required services and reflects enough experience in the provision of similar services: 11 points Proposed methodology reflects good understanding of the required services and reflects good experience in the provision of similar services: 15 points 		
<i>Financial (Lower Offer/Offer*100)</i>	<i>30%</i>	<i>100</i>
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	