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|  | Federal Department of Foreign Affairs FDFA  Swiss Agency for Development and Cooperation SDC  South Cooperation Department  Asia Division  **Swiss Cooperation Office and Consular Agency in Mongolia** | UNDP logo |

**TERMS OF REFERENCE**

**for HOME-BASED INTERNATIONAL CONSULTANCY TO CONDUCT**

**AN ASSESSMENT OF THE TECHNICAL COOPERATION**

**between the Swiss Parliamentary Services**

**and the Mongolian Parliamentary Secretariat**

**within the framework of the project**

**STRENGTHENING REPRESENTATIVE BODIES (SRBM) in Mongolia**

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| Assignment Title: | Assessment of the technical cooperation between the Swiss Parliamentary Services and the Mongolian Parliamentary Secretariat within the framework of the project Strengthening Representative Bodies (SRBM) in Mongolia |
| Project: | “Strengthening Representative Bodies in Mongolia” project |
| Contract Type: | Individual Contract (up to 15 working days) |
| Contract Duration: | January - April 2021 depending on the consultants’ offer |

**1. Background**

The Swiss Agency for Development and Cooperation (SDC) in Mongolia has been supporting a project with UNDP and the Mongolian Parliament Secretariat (MPS) to build the capacity of local councils (Citizens’ Representative Hurals - CRHs) as well as the participatory legislative process since 2013. The main thrust of the current joint project “Strengthening of Representative Bodies in Mongolia” (SRBM, 2017-2020) is to support local CRHs in representing citizens. However, the Outcome 4 of the SRBM project addresses the national parliament (State Great Khural, hereafter SGK) and aims to provide support in improving its legislative and oversight functions.

An active technical cooperation between the Swiss Parliamentary Services (SPS) and the Mongolian Parliament Secretariat started in 2017 under the SRBM project. The collaboration was established after the design of the original project. Democratic parliaments have 3 main functions: 1) making laws (legislative); 2) approve budgets from a certain importance; 3) exercise oversight/control over the Government (executive). As a result of the first workshop in Ulaanbaatar, SPS suggested to focus on this 3rd mentioned function, hence on the evaluation of legislative implementation[[1]](#footnote-1), as this stays particularly challenging in Mongolia. For MPS there was a concrete need for capacity building in the evaluation of legislative implementation – a responsibility that was newly assigned to Parliament under the Law on Legislation in 2017. A working group was created within MPS that facilitates the collaboration with SPS. With the technical support of the SPS, the MPS conducted an evaluation of the Law on Land Allocation to Mongolian Citizens – in 2019. During the evaluation, the counterparts maintained regular remote exchanges and several face-to-face seminars. First and foremost, the exchange of SPS and PS has contributed to enhanced capacities of MPS staff to fulfil its new responsibility to conduct evaluations of the implementation of laws, resulting in a progressive shift of practice toward scientific evaluation standards.

SDC and UNDP regard this cooperation between parliamentary services as a long-term approach. The organizational capacity of the MPS still needs to be further enhanced and requires more time and effort. The greatest challenges have been distance-based learning and lack of sufficient time to MPS staff to conduct evaluations. SPS suggests for the future that the knowledge and skills are institutionalized by the MPS in form of knowledge management tools and internal procedures, especially in the view of the frequent turnover of MPS staff members.

There have been some recent context changes both in Switzerland and Mongolia which will have effects on the cooperation between MPS and SPS. The Mongolian Parliament approved the amendments to the Constitution end of 2019, which aim to strengthen the parliamentary oversight functions through mechanisms such as Investigative Ad Hoc Sub-Committee. The new MPS Strategic Plan includes improved evaluation capacity. On the Swiss side, end of 2019 the Parliament decided to continue parliamentary technical cooperation and approved additional resources for SPS in the future. Therefore, the SPS now has increased human resources and is willing to continue cooperation with the MPS by sharing its expertise and know-how.

**2. Objectives of the assignment**

SDC and UNDP are planning to continue to strengthen the representative bodies in Mongolia (SRBM project), including the technical cooperation between MPS and SPS. While the SRBM project underwent a mid-term evaluation end of 2018, the technical cooperation between MPS and SPS has never been assessed. In view of the elaboration of the SRBM continuation, it is therefore important to assess to which extent the cooperation has been effective for both parties, draw lessons and define modalities for a potential extension/next phase from July 2021 till December 2023.

The objectives of the external assessment of the support from the Swiss Parliamentary Services (SPS) to the Mongolian Parliament Secretariat (MPS) are to (1) review the relevance, effectiveness, efficiency, coherence, impact and sustainability[[2]](#footnote-2) of the technical cooperation to date; added value for the Mongolian parliament resulting from the collaboration; (2) identify any intended or unintended positive and negative results; and (3) sketch out realistic and actionable lessons learned and recommendations for the planning of the continuation of SPS cooperation in Mongolia.

**3. Scope of work and expected outputs**

The consultant’s assignment will include, but not limited to, the following tasks:

* **Desk review** of all relevant documents. The relevant documents include the SRBM credit proposal, SRBM project document, mid-term review of the project, annual reports of the SRBM project, key written exchanges between the MPS and SPS and relevant reports;
* **Online survey and interviews with** direct and indirect beneficiaries of the SPS – MPS technical cooperation touching upon the issues of:
* What were the key learnings, how does it manifest, translate into the work of MPS?
* How to assess the relevance /added value of the peer to peer exchange, among two partners from a very different political and cultural environment? What are the benefits, what are the challenges?
* How effective and useful was the type of support and the deliveries provided by the SPS (in terms of content, methodology etc.)
* **Final report** with analysis and recommendations outlining future technical cooperation frameworkin English and Mongolian language including a **power point presentation** with the main findings and recommendations.

**The international consultant will be supported by a local consultant recruited for this assignment by UNDP.**

**4. Requirements to Contractor**

* At least Master’s Degree degree in relevant fields (e.g., public administration, political science, sociology, law);
* At least 5 years of experience of conducting project evaluations, including in the area of international cooperation;
* Proven sound understanding of legislative work/roles of parliaments (legislative, oversight, representative);
* Proven experience in evaluating projects involving parliaments (services) / parliamentarians;
* Proven experience of conducting research independently, including desk reviews and consultations with government officials; experience of drafting comprehensive reports and communicating research results;
* Previous experience across aspects of project cycle management: project planning / design, implementation, evaluations / reviews, including taking into account of cross-cutting issues such as gender equality;
* Experience with participatory evaluation, and/or evaluation of capacity building projects is an asset;
* Experience with multi-stakeholder projects and working in close partnership with international organizations, government institutions (central and local) and donor agencies;
* Proven experience in conducting online surveys/interviews.

**5. Deliverables and payment schedule**

All payments shall be made upon submission and acceptance by UNDP Country Office.

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|  | **Deliverables** | **Target Due Dates** | **Payment instalments** |
|  | Inception report with findings of the desk review and detailed work plan, proposed methodologies (to be submitted in Mongolian where necessary) | By 1st February 2021 | - |
|  | Draft report with analysis of surveys and interviews (to be submitted in Mongolian where necessary) | By the end of March 2021 | 60% of total payment |
|  | Final report reflecting feedbacks of UNDP, SDC and other stakeholders (to be submitted in Mongolian and English) | By the end of April 2021 | 40% of total payment |

**6. Reporting arrangements**

* The Consultant will directly report to the UNDP and SDC and will work closely with the Mongolian and Swiss Parliament Secretariats and consult on methodology and approach and so on.
* SRBM project will have the following responsibilities: (i) provide relevant documents; (ii) and facilitate communication with the relevant parties.
* The contract and payments are under UNDP’s responsibility, and will be deliverables-based and assessed.
* The present ToR may be subject to modification, without changing the overall objective and the scope of work, based on consultations.

**7. Offer**

**Application procedure**

Qualified and interested candidates are requested to submit the following documentations:

* Expression of Interest Letter
* CV showing educational background and experience with the list of publications and brief description of relevant assignments
  + List of similar assignments conducted in the past and related publications and further supporting documents such as evaluation reports;
  + 2 reference letters related to the assignment and contact details of referees;
* Technical proposal: a brief outline of how the proposed services can be conducted;
* "All inclusive" financial offer.

**Criteria for Selection of the Best Offer**

The selection committee will be composed of SDC and UNDP representatives. Selection criteria use a Combined Scoring method – where the Technical proposal (qualifications, experience and approach/methodology) will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%. Below is the breakdown of points of Technical proposal. 100 points which equal 70% of the total scoring:

* Educational background – 20 points;
* Proven experience – 50 points;
* Technical proposal – 30 points.

**8. Documentation available for the selected consultants only**

* Swiss Cooperation Strategy for Mongolia 2018-2021
* SDC Credit Proposal on SRBM project
* SRBM Project Document
* SRBM Mid-term Review report 2018
* SRBM Annual operational reports 2016-2019
* SPS Summary of completed projects as part of the 2015-2019 pilot project in parliamentary technical cooperation (July 2020)
* Any other document deemed relevant during the mission.

1. Oversight function of the parliament on the executive: to which extent are the laws approved by the legislative implemented by the executive? [↑](#footnote-ref-1)
2. The OECD DAC criteria for evaluation

   <https://www.oecd.org/dac/evaluation/revised-evaluation-criteria-dec-2019.pdf> [↑](#footnote-ref-2)