



Terms of Reference for Provision of Third-Party Monitoring Services in Niue (National Consultant)

A. Background:

The UNDP Multi-Country Office (MCO) based in Apia, Samoa implements development programmes and projects in four countries – The Cook Islands, Niue, Samoa and Tokelau.

All UNDP-supported programmes and projects, regardless of duration and amount of funding, must be monitored.

The UNDP Monitoring and Evaluation policy has four objectives: i) to monitor and evaluate results and impact; ii) to provide a basis for decision making on necessary amendments and improvements; iii) to promote accountability for resource use and iv) to document, provide feedback on, and disseminate lessons learned. A mix of tools is used to ensure effective project monitoring and evaluation, which is applied continuously throughout the life of the project.

Project field visits are a key monitoring mechanism in UNDP, to inspect the sites, verify and validate physical outputs and services of the programme or project, and interact with target groups to obtain their views on how the programme or project is affecting them (directly or indirectly, positively or negatively) and their proposed solutions to perceived problems. They are conducted at least once per year. Field visits are documented through reports focusing on the project's relevance and performance, including early signs of potential problem or success areas.

Due to border closures enacted by the Government of Niue since March 2020 in response to the COVID-19 pandemic, UNDP staff currently cannot travel to Niue to conduct their mandated project monitoring activities. Therefore, the UNDP Samoa MCO is seeking the services of an Island-based Third-Party Monitor (Individual Contractor) for one round of project monitoring in Niue by 6 January 2021.

The projects to be monitored are the following:

1. Application of “Ridge to Reef” Concept for Biodiversity Conservation and for the Enhancement of Ecosystem Services and Cultural Heritage in Niue (National Implementation Modality)
2. Accelerating Renewable Energy and Energy Efficiency Applications in Niue (National Implementation Modality)
3. Strengthening COVID-19 Preparedness, Response and Recovery in Cook Islands, Niue, Samoa and Tokelau (UNDP Direct Implementation Modality)
4. Strengthening Resilience of Pacific Islands States Through Universal Social Protection (UNDP Direct Implementation Modality)
5. Sustainable Financing for the 2030 Agenda through viable Integrated National Financing Frameworks in Cook Islands, Niue, and Samoa (UNDP Direct Implementation Modality)

**B. Expected Outcome and Scope of Work:**

The main objective of the consultancy is to provide monitoring services for the UNDP-supported/-implemented projects in Niue. Under the overall supervision of the Monitoring and Evaluation Analyst and in close consultation with the respective Programme Teams in the Samoa MCO, the Individual Contractor will review and verify that UNDP-supported activities are being implemented in line with the 2020 Project Annual Work Plans and with quality by UNDP's Implementing Partners (IPs) and Responsible Parties (RPs), to assess the level of benefits that UNDP activities have achieved.

UNDP will provide the Individual Contractor with relevant documentation including project documents, annual work plans, narrative and financial reports, monitoring reports, partner capacity assessments, Letters of Agreement, Low Value Grant Agreements (if applicable), and other relevant information. The Individual Contractor will in turn analyse these documents prior to undertaking field-level activities. All documentation shared with the Individual Contractor is confidential and shall not be disseminated further or shared with partners.

The Individual Contractor will meet with partners (in-person and remotely/virtually) and visit project sites to verify the progress and impact of UNDP interventions as well as the adherence to contractual agreements; obtain beneficiary feedback; identify challenges and obstacles to implementation and provide recommendations to the concerned projects. The Individual Contractor shall interact with project beneficiaries and other national actors, collect feedback and document progress through narrative accounts and photographs, to provide a realistic assessment and analysis and ensure that the voices of the people are heard, in particular those of women, youth and people with disabilities.

The scope of work for the Individual Contractor will include the following key activities:

1. Desk review of key documents provided by UNDP.
2. Development of a monitoring methodology for each project with relevant sampling and data collection tools.
3. On-site and remote/virtual collection, validation and management of quantitative and qualitative monitoring data on project implementation and progress. Monitoring activities will include:
 - Beneficiary verification and feedback (on-site and remote/virtual including by telephone);
 - Interviews with project implementing entities and other key national actors;
 - Direct observation and on-site verification on the implementation of projects;
 - Service delivery verification; and
 - Situational analysis of operational environment.
4. Analysis and reporting of monitoring data: The Individual Contractor will submit separate monitoring reports for each project in UNDP Samoa standard format with supporting

documents including cleaned data sheets and photographs. The monitoring reports should capture the findings on project achievements against annual targets, accountability to beneficiaries, engagement with stakeholders, and challenges and bottlenecks to implementation, if any, with actionable and evidence-based recommendations. The reports should also capture lessons learned.

C. Outputs/Deliverables:

Specific deliverables and their timeline are as follows:

Output	Estimated duration to complete	Deliverable	Deliverable due date
<i>Output 1:</i> Desk review completed and detailed monitoring methodology with relevant sampling and data collection tools developed	3 days	<i>Deliverable 1:</i> Detailed monitoring methodology with relevant sampling and data collection tools	17 December 2020
<i>Output 2:</i> On-site and remote/virtual collection, validation and management of quantitative and qualitative monitoring data on project implementation and progress	8 days	N/A	31 December 2020
<i>Output 3:</i> Analysis and reporting of monitoring data	5 days	<i>Deliverable 2:</i> Individual monitoring report for each project	13 January 2021
TOTAL:	16 days		

D. Institutional Arrangement:

The Individual Contractor will work under the overall supervision of the UNDP Monitoring and Evaluation Analyst and in close consultation with the respective Programme Teams in the Samoa MCO. The contract will be effective immediately upon signature.

The UNDP Samoa MCO will have the following responsibilities: (i) Provide relevant documents and key contacts for each projects, and make introductions; (ii) Agree on the methodologies of the assignment; and (iii) Approve deliverables for payment.



E. Duration of the Contract

The assignment is expected to last for a total of 16 working days between 13 December 2020 and 13 January 2021.

F. Duty Station:

The Individual Contractor will be home-based in Niue.

G. Qualifications of the Successful Contractor and Technical Evaluation criteria:

Only bidders who are physically based in Niue will be considered for the assignment.

Education:

- Master's degree in a development field, social sciences, economics or other relevant discipline **(20 points)**.

Experience:

- Minimum 5 years' experience in planning and implementing development programmes/projects in the Pacific region **(15 points)**;
- Demonstrated knowledge of and experience in monitoring and evaluating programs—including indicator development, study design, and data analysis—in multiple sectors **(15 points)**;
- Experience using knowledge management software or databases is highly desired **(10 points)**;
- Experience in developing results frameworks, logical frameworks or similar tools for project design **(10 points)**;
- Excellent communication, analysis and writing skills **(10 points)**.

Approach/methodology/workplan:

- Quality of approach/methodology: Outline of proposed approach to undertaking the assignment, workplan and monitoring methodology with indication of sampling and data collection tools to be employed **(20 points)**.

H. Scope of Price proposal & Schedule of Payments:

The financial proposal shall specify an all-inclusive daily fee including all foreseeable expenses to carry out the assignment. The total number of working days is 16.

Schedule of payments:

- **Payment 1:** 20% of total contract amount is payable upon acceptance by UNDP of the detailed monitoring methodology with relevant sampling and data collection tools.
- **Payment 2:** 80% of total contract amount is payable upon acceptance by UNDP of all individual project monitoring reports.



I. Recommended Presentation of Proposal:

Complete proposals must be submitted by **4 December 2020 (extended from 2 December 2020)** electronically via email to procurement.ws@undp.org. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **Letter of interest and availability** specifying the available date to start and other details (Annex II);
- **CV or P11 form** indicating all past experience from similar projects, as well as the contact details (email and telephone number) and **at least three (3) professional references** (most recent);
- **Statement of capabilities addressing the evaluation criteria** of why you consider yourself the most suitable candidate for the assignment; and
- **Financial Proposal** specifying the daily rate in local currency and other expenses, if any (Annex II).

Queries about the consultancy can be directed to the UNDP Samoa Procurement Unit:
procurement.ws@undp.org

ANNEXES:

ANNEX I - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX II - Offeror's letter to UNDP Confirming Interest and Availability

ANNEX III - P11 Form

J. Criteria for Selection of Best Offer

- Only applications which are responsive and compliant will be evaluated. Incomplete applications will not be considered.
- Offers will be evaluated according to the Combined Scoring method, where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%.
- Only candidates that have achieved a minimum of 70 points (70% of 100 points) from the review of education, experience and language will be deemed technically compliant and considered for the financial bid.
- The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment).
- The applicant receiving the Highest Combined Score and who has accepted UNDP's General Terms and Conditions will be awarded the contract.

