**Terms of Reference**

Monitoring, Evaluation and Learning Expert

**UNDP** **Libya Country Office**

## **I. Position Information**

**Reference number:**

**Title of Consultacy**: International Consultant: Monitoring, Evaluation and Learning (MEAL) Expert

**Project:** Strengthening Local Capacities for Resilience and Recovery

**Reports to**: Project Manager

**Duty station**: Home Based

**Type of Appointment**: Individual Contract

**Period of assignment**: 45 working days (until 31 July 2021)

**Estimated Starting date**: April 2021

## **II. Background**

UNDP “Strengthening Local Capacities for Resilience and Recovery” project is part of the European Union (EU) programme “Recovery, Stability and Socio-Economic Development in Libya” (Baladiyati), funded under the EU Emergency Trust Fund for stability and addressing root causes of irregular migration and displaced persons in Africa. The project aims at enhancing provision of basic services at local level and increasing access for most vulnerable groups from host communities - including Internally Displaced Populations (IDPs) and returnees - as well as migrants and refugees.

UNDP “Strengthening Local Capacities for Resilience and Recovery” (SLCRR - top up) project, funded by the European Union, aims at supporting local authorities in Libya to respond to the many conflict and human mobility induced challenges that impact negatively people access to essential services, the social cohesion and community security, and jobs and the sustainable livelihoods. The project is built around 3 specific objectives: (i) Strengthening responsiveness of local institutions in delivering essential public services to crisis-affected populations and in leading recovery processes; (ii) Enhancing communities and local stakeholders’ capacity to improve social cohesion and community security; (iii) Strengthening economic opportunities for youth and vulnerable groups (including women) through inclusive and participatory local economic recovery.

A well-established MEAL system is key to effectively inform these projects as well as ensure transparency amd accountability.

## **III. Scope of work**

Under the supervision and guidance of the Project Manager, and in close consultation with the Project Specialist, the MEAL expert will ensure the development of monitoring and evaluation systems and tools, ensuring that monitoring and evaluation arrangements comply with donor agreements and project requirements (M&E framework design and planning, data collection and management, accountability, evaluation, learning). S/he will also contribute to building a constructive learning environment at all project levels, promoting good practices and key recommendations for ensuring sustainability, lessons learned and ideas for future interventions.

More specifically, the Expert will work with the project team to develop and promote the use of the MEAL system to ensure that:

1. Data on project activities is collected in a systematic way, consolidated, analyzed and shared to support project management.
2. Mechanisms for upwards (donors) and downwards (beneficiaries) accountability are in place.
3. Evidence-based data is available to measure the results and impact of the project’s phases.
4. Learning from project is captured and is applied to improve ongoing & future activities and projects.

**IV. Expected outputs**

The M&E expert is expected to design and deploy a comprehensive MEAL framework/system ensuring project quality and donor reporting, as well as promoting and fostering a culture of shared learning and accountability within the project team (including project’s partners).

The MEAL expert will be responsible of the following tasks (not exchaustive list):

*Design the project M&E system*

* Update the Theory of Change of the project, in line with the updated logical framework;
* Evaluate the needs of the project in terms of monitoring systems, data collection and reporting;
* Harmonize UNDP’s and donor’s M&E requirements/indicators/targets;
* Develop a robust M&E plan, including adequate disaggregation, data collection tools and methodology, data flow maps for all project indicators;
* Set-up a baseline informing the initial value of project indicators that are lacking and fine-tune indicators listed in the original logical framework of the project documents;
* Set up a data collection system, and possibly data visualization software (such as PowerBI) to easily consolidate, disaggregate and manage M&E data;
* Build the capacity of the project team (and potential project partners) on the tools and processes put in place, including PowerBI;
* Collaborate with the UNDP Country M&E Specialist to ensure that target indicators are in line with the UNDP Libya Results Oriented Annual Reporting (ROAR).

*Ensure implementation of M&E plan and framework*

* Monitor project M&E plan with continuous updates of project indicators to systematically document performance and identify areas for improvement;
* Support project team in planning and implementing project reviews to analyze progress made against original targets, as well as relevance of activities according to the evolution of the context;
* Build the capacity of the Project staff to ensure that M&E tools and processes are understood, properly implemented and correctly used in the progress reports.

*Contribute to a constructive learning environment, promote good practices and produce analysis*

* Support the development of relevant accountability initiatives through the project as well as strengthen the effort to document the impact of SLCRR project activities;
* Build the capacity of the project team, in particular the M&E staff in sharing lessons learned from M&E data, communicating recommendations and regularly following up the implementation of these recommendations;
* Support the development of case studies, including descriptions of what changed, how the change came about, the contribution of the SLCRR project intervention, wider contributions and lessons learned.

*Any other task related to the mission, at the request of UNDP Libya.*

## **V. Timeframe and Estimated workday duration**

The duration of the contract will be 45 working days over a period of five months, as per the below deliverables.

**VI.Duty Station:**

The consultant will perform the assigned tasks remotely/ home based.

**VII. Deliverables and timeline**

The deliverables are summarized in the table below.

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| --- | --- | --- | --- |
| **Deliverable 1: SLCRR project M&E system designed**  | 1. Development and roll-out of a M&E mechanism to gather data and track results to respond to corporate and donor requirements (including populating the system with available data)[[1]](#footnote-1);
2. Update the existing Theory of Change of the project, in line with the updated logical framework;
3. Develop a robust M&E plan, including adequate disaggregation, data collection tools and methodology, data flow maps for all project indicators.
4. Set up a data collection system, and possibly data visualization software (such as PowerBI) to easily consolidate, disaggregate and manage M&E data;
 | 18 working days  | By 30 May 2021 |
| **Deliverable 2: SLCRR project M&E Plan and framework is implemented** | 1. Provide trainings to project staff, including M&E staff, to monitor project M&E plan with continuous updates of project indicators to systematically document performance and identify areas for improvement;
2. Provide trainings to project team (and potential project partners) on the tools and processes put in place, including PowerBI;
3. Provide trainings to project team on how to regularly analyze progress made against original targets, as well as relevance of activities according to the evolution of the context;
4. Provide training of the Project team to ensure that M&E tools and processes are understood, properly implemented and correctly used in the progress reports.
 | 18 working days  | By 30 June 2021 |
| **Deliverable 3: Learning from project is captured to improve ongoing and future activities** | 1. Develop a draft document to show the impact of SLCRR project activities;
2. Train the project team, in particular the M&E staff, in sharing lessons learned from M&E data, communicating recommendations and following up the implementation of these recommendations;
3. Development of at least one case study, including descriptions of what changed, how the change came about, the contribution of the SLCRR project intervention, wider contributions and lessons learned.
 | 9 working days  | By 31 July 2021 |

## **VIII. Disbursement of payments**

## Upon completion of deliverable I – 40%

Upon completion of deliverable II – 40%

Upon completion of deliverable III – 20%

## **IX. Qualifications**

**Education:**

* Master degree in law, political or social science, international development, monitoring and evaluation

**Experience:**

* + A minimum of 7 years of relevant experience in international cooperation and project management and development
	+ At least 10 assignments in M&E framework design and implementation. Experience with European-Union funded projects will be an asset.
	+ At least 5 relevant assignments in MENA, Experience in Libya will be an asset
	+ Experience in projects related to resilience and recovery would be an asset

**Language:**

* Fluency in English language (spoken and written) is required

## **Documents to be included When Submitting the Proposals**

Consultant shall submit the following documents:

* 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 at least three (3) professional references.
* Financial proposal in the UNDP format – Annex 3 and 3A.
* Applicants must submit a duly completed and signed Annex II Offeror´s letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment.

## **Financial proposal**

**Lump sum contract**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

The Consultant will be responsible for all personal administrative expenses associated with undertaking this assignment.

## **Evaluation of applicants**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

* Only those applications which are responsive and compliant will be evaluated;
* 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 obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation;
* The financial proposal shall specify an all-inclusive daily fee and hourly fee;
* The top applicant with the Highest Combined Scores and that have accepted UNDP’s General Terms and Conditions will be awarded the Framework Agreements.

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| **EVALUATION CRITERIA**  |
| **Technical evaluation (70 points).**  | **70 POINTS** |
| **Academic Evaluation 10****General Experience 10** **Specific Experience 50** | **MAX 70 POINTS** |
| **Academic Requirement** | Advanced university degree (Master degree) in law, political or social science, international development, monitoring and evaluation | **10 Points** |
| **General Experience**  | * + A minimum of 7 years of relevant experience in international cooperation project management and development
 | **10 Points** |
| **Specific Experience**  | * + At least 10 assignments in M&E framework design and implementation. Experience with European-Union funded projects will be an asset.
 | **20 Points Max** |
| * + At least 5 relevant assignments in MENA region. Experience in Libya will be an asset.
 | **20 Points Max** |
| * + Proven experience with resilience/stabilization programming
 | **10 Points Max.** |
| **Financial Evaluation**  | **MAX 30 POINTS** |
| Candidates obtaining a minimum of 49 points over 70 points would be considered for the Financial Evaluation - 30 pointsLowest Price will be qualified with the maximum of 30 points. Higher prices will be qualified according the following calculation: **FE = LFP x 30****FPi**FE= Financial EvaluationLFP = Lowest Financial Proposal FPi= Financial Poposal of bidder i |  |
| **FINAL EVALUATION: TECHNICAL + FINANCIAL**  | **MAX 100 POINTS** |

Note:

* Applications without i) financial offer, ii) P11 form will NOT be considered for evaluation;
* Financial proposal should be on provided format (i.e Annex 3- OFFEROR’S LETTER TO UNDP);
1. The consultant should liaise with the UNDP Country M&E Specialist to ensure that SLCRR project target indicators are in line with the UNDP Libya Results Oriented Annual Reporting (ROAR) [↑](#footnote-ref-1)