



TERMS OF REFERENCE

Reference	PN/FJI/031/21 (Re-advert)
Consultancy Title	Spotlight M&E Officer
Duty Station	Suva, Fiji
Application deadline	13 th May 2021
Type of Contract	Individual Contractor
Competition	International/National
Languages required:	English
Duration of Contract:	4 Months (May – Aug 2021)

BACKGROUND

The UN Resident Coordinator (RC) provides leadership to the Pacific Joint UN Country Team and the UN's programming work, as outlined in the UN Pacific Strategy, in support of national priorities. The RC has a team composed of national and international staff, forming the RC Office (RCO), and is based in Suva (Fiji). The RC oversees 10 Pacific Small Island Developing States (Pacific SIDS or PSIDS), namely Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Palau, Kiribati, Tonga, Tuvalu, and Vanuatu. Twenty-six resident and non-resident UN entities are signatories to the UNPS and members of The Pacific Joint UN Country Team. The current UN Development Assistance Framework (Pacific Strategy) covers 14 countries and territories and outlines UN's engagement in support of these countries' national strategic priorities.

The RCO fulfils ten core coordination functions, namely strategic analysis and planning; oversight of the UN country programming cycle; representation of and support of UN Secretariat and UN agencies (incl. non-resident agencies); support to national coordination systems and processes; development and management of shared operational support services; crisis management preparedness and response; external communication and advocacy; human rights and development; joint resource mobilisation and fund management; and general UNCT oversight and coordination.

The Spotlight Initiative is a global, multi-year partnership between the [United Nations](#) (UN) and the European Union (EU), focusing on eliminating all forms of violence against women and girls (VAWG). The initiative places SDG 5 at the center of efforts (as well as SDG 16) with the aim to provide an enabling environment for the implementation of all goals. Spotlight provides a model for partnership with donors, civil society, and all UN partners, to deliver on the Sustainable Development Goals (SDGs) in a comprehensive manner leveraging comparative expertise.

The Spotlight initiative in the Pacific and the Vanuatu Country Programme focuses on Domestic Violence (DV) and Intimate Partner Violence (IPV) to address the continuum of gender-based violence in the Pacific region. The Initiative aims at improving access to services, particularly for those most left behind and will build upon existing programmes, both at the country and regional level. Spotlight prioritizes three pillars of work, namely: Policies and Legislation; Institutions; Prevention; Services; Data; and Civil Society and Movement Building. The Recipient UN Organizations (RUNOs) involved in the action: IOM, UNICEF, UNDP, UNFPA and UN Women.

ABOUT THIS CONSULTANCY

This consultancy falls under the overall oversight of the Resident Coordinator, within the Resident Coordinator Multi-Country Office in Fiji. The Consultant will physically work from the United Nations Resident Coordinator's Office (RCO) and will report directly to the Spotlight Programme Coordinator.

The focus of the consultancy is on M&E related tasks linked to two Spotlight Initiative Programmes in the Pacific (Vanuatu Country Programme and Pacific Regional Programme). The consultant will work directly with the Spotlight Initiative Coordinator, working closely with the Spotlight Initiative Technical Coherence Leads (UNWomen for Regional Programme and UNFPA for Vanuatu Programme), collaborating with the communications Officer and supporting different RUNOs involved in the implementation of the programme. The consultancy will support overall direction and planning to achieving objectives and results of Spotlight, including reports against M&E framework, supporting the overall implementation of joint M&E plans, and advancing shared learning and implementation of Knowledge Management activities jointly with RUNOs. In fulfilling tasks, the consultant will also ensure close coordination with the global Spotlight Initiative secretariat, which has dedicated M&E technical teams. The assignment also includes close collaboration with EU Delegation for the Pacific, Civil Society Organizations, national entities, and CROP agencies. The programmes presently have established M&E frameworks, M&E plans and Knowledge Management Plans. The consultancy will support the implementation of these plans jointly with the different agencies and partners involved in the implementation of the programmes.

OVERALL SCOPE OF WORK

Lead Implementation of M&E Plans and Strategies for Spotlight Initiative

- Lead the implementation of the monitoring and evaluation plan and strategy with appropriate data sources, collection methods, analysis plans, quality controls and resource requirements.
- Continually assess methodologies and instruments for collection, documentation, analysis and reporting of data for weaknesses and potential improvements.
- Advise Spotlight Programme Coordinator and Spotlight colleagues on the development and improvement of core implementation tools, including work plans.
- Collect information on the latest developments of the use of new types of data sources and tools (e.g. [Big Data](#)) for sustainable development.

Coordinate Monitoring, Data Collection, and Reporting for the Spotlight Initiative

- Design and disseminate monitoring and evaluation resource materials, templates, and guidance documentation to participating UN agencies and other entities as relevant.
- Support inter-agency efforts on results and progress monitoring and reporting on the Spotlight Initiative.
- Coordinate and participate in interagency work related to the collection and use of monitoring data, as well as evaluation and reporting.
- Plan joint monitoring action, considering travel restrictions, to ensure the quality and accuracy of collected or reported data.
- Support mid-term and periodic evaluations.
- Supervise monitoring and evaluation consultants and contractors alongside the Spotlight Programme Coordinator.
- Coordinate evaluation validation meetings.
- Document progress of Spotlight Programme against project implementation plans, results matrix, milestones and targets.

Develop and Expand Strategic Research and Data Partnerships

- Identify synergies with other programmes and initiatives to streamline data collection and use
- Communicate and coordinate with existing partnerships and help form new partnerships with UN agencies, academia, the private sector, and governmental agencies to further the use of data science for eliminating violence against women and girls.
- Communicate and coordinate with internal and external partners on data collection and project/research implementation.

Knowledge Management, Dissemination and Use of Data

- Facilitate the efficient flow of monitoring and evaluation data within participating UN agencies, EU, government and civil society partners.
- Facilitate the sharing of best practices with the Spotlight Steering Committee, UNCT, the Spotlight Team, and participating agencies and partners.
- Support the identification of good practices and lessons learned and share findings with the UNCT, agency colleagues, the Spotlight Secretariat, so that best practices benefit UN's work.
- Lead in the implementation of thematic activities and knowledge-sharing forums and encourages others to participate.
- Coordinate implementation of knowledge management plan (sharing sessions, knowledge product and learning event preparations).

REQUIREMENT 5 FOR EXPERIENCE AND QUALIFICATIONS

Technical Competencies:

- Design and management of evaluation processes, including with multiple stakeholders;
- Survey design and implementation;
- Social science research;
- Project/programme/policy planning, monitoring and management;
- Strong awareness and sensitivity to gender issues and EVAW programming;
- Understanding of human rights-based approaches to programming;
- Understanding of Results Based Management (RBM) principles;
- Logic modeling/logical framework analysis;
- Quantitative and qualitative data collection and analysis;
- Rapid assessment procedures; and
- Participatory approaches.

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Advocates and promotes the vision, mission, and strategic goals of UN;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Treats all people fairly without favoritism.

Functional Competencies:

- Technical knowledge of policies and programmes on gender equality;
- Experiences in working on rights based approaches including intervention models to address multiple and interesting forms of discrimination;
- Demonstrates awareness and sensitivity regarding gender issues;
- Strong understanding of various methodologies in gender responsive monitoring and evaluation, both qualitative and quantitative, such as surveys, record reviews, focus groups and cases studies;

- Ability to contribute to the development of efficient and effective monitoring and evaluation methodology for programming;
- Ability to build and sustain effective partnerships with UN Agencies and main constituents, advocate effectively, communicate sensitively across different constituencies;
- Ability to work in a multicultural environment and in a team;
- Strong interpersonal skills;
- Focuses on impact and result for the client;
- Demonstrates creativity and creative [Problem Solving](#);
- Schedules activities to ensure optimum use of time and resources; monitors performance against development and other objectives and corrects deviations from the course;
- In providing advice to the Resident Coordinator's Office (RCO) and the UNCT, has the capacity to gather comprehensive information on complex problems or situations; evaluates information accurately and identifies key issues required to resolve problems;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates excellent oral and written communication skills;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change and ability to manage complexities; and
- Responds positively to critical feedback and differing points of view.

Education:

- Master's degree (or equivalent) in evaluation or relevant social science or related field is required or
- A relevant Bachelor's degree (or equivalent) with two additional years of qualifying experience.

Experience:

- At least 5 years (7 for a Bachelor's degree) of progressively responsible professional experience in monitoring and evaluation, including hands-on experience in design, monitoring and evaluation of development projects;
- At least 3 years of professional experience working on gender equality and/or human rights.
- Experience in monitoring & evaluation of programmes; and
- Experience in the usage of computers and office software packages, experience in handling of web-based management and knowledge management/M&E systems.

Language Requirements:

Fluency in spoken and written English.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Lump sum will be paid in monthly installments based on submission on progress report against key deliverables outlined below.

Deliverable	Percentage time during the assignment
Lead Implementation of M&E Plans and Strategies for Spotlight Initiative (ongoing tasks) <ul style="list-style-type: none"> Lead the implementation of the monitoring and evaluation plan and strategy with appropriate data sources, collection methods, analysis plans, quality controls and resource requirements. 	15%
Coordinate Monitoring, Data Collection, and Reporting for the Spotlight Initiative (ongoing tasks) <ul style="list-style-type: none"> Support inter-agency efforts on results and progress monitoring and reporting on the Spotlight Initiative (including next steps with annual reports). Plan/Implement joint monitoring actions, in line with M&E plan, considering travel restrictions, to ensure the quality and accuracy of collected or reported data. Document progress of Spotlight Programme against project implementation plans, results matrix, milestones and targets. 	40%
Develop and Expand Strategic Research and Data Partnerships <ul style="list-style-type: none"> Develop monthly content and updates on the implementation to communicate and coordinate with internal and external partners on data collection and project/research implementation. 	15%
Knowledge Management, Dissemination and Use of Data <ul style="list-style-type: none"> Facilitate the efficient flow of monitoring and evaluation data within participating UN agencies, EU, government and civil society partners. Lead in the implementation of thematic activities and knowledge-sharing forums and encourages others to participate. Coordinate implementation of knowledge management plan (sharing sessions, knowledge product and learning event preparations). 	35%
	Duration of Assignment is 4 months

Evaluation Method and Criteria:

Individual consultants will be evaluated based on the cumulative analysis methodology.

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

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial
- criteria specific to the solicitation: Technical Criteria 70% (as indicated above in Experience and
- Qualifications section) and Financial Criteria 30%.
- Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be
- considered for the Financial Evaluation.

Technical Criteria – Maximum 70 points

Criteria 1 – Master’s degree (or equivalent) in evaluation or relevant social science or related field is required or A relevant Bachelor’s degree (or equivalent) with two additional years of qualifying experience; - 10%

Criteria 2 - At least 5 years (7 for a Bachelor’s degree) of progressively responsible professional experience in monitoring and evaluation, including hands-on experience in design, monitoring and evaluation of development projects; - 10%

Criteria 3 - At least 3 years of professional experience working on gender equality and/or human rights, or related field - 15%

Criteria 4 - Experience in monitoring & evaluation of programmes - 15%

Criteria 5 - Experience in the usage of computers and office software packages, experience in handling of web-based management and knowledge management/M&E systems. - 10%

Criteria 6 - Brief methodology or inception plan which clearly outlines how the individual contractor will approach and complete the assignment, including timeline and key deliverables. - 10%

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications in one single PDF document:

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex II).
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 at least three (3) professional references.
3. Technical proposal:
 - a. Brief description of why the individual considers him/herself as the most suitable for the assignment
 - b. A methodology, on how they will approach and complete the assignment.
4. Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex II)

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to Mr. Dale Kacivi at dale.kacivi@undp.org or procurement.fj@undp.org

Consultancy Proposal (CV & Financial proposal Template) should be uploaded on UNDP Jobshop website (https://jobs.undp.org/cj_view_jobs.cfm?cur_rgn_id_c=RAS) or etenderbox.pacific@undp.org no later than 5pm, 13th May 2021 (Fiji Time) clearly stating the title of consultancy applied for.