

Terms of Reference

Consultancy for National Consultant – UNDP Country Programme Papua New Guinea Evaluation IC/PNG/039-2021

Location:	Port Moresby, Papua New Guinea
Type of Contract:	National Consultant
Project:	UNDP Country Programme Papua New Guinea
Languages Required:	English
Starting Date:	October 2021 to December 2021
Duration of Initial Contract:	48 working days

Background

UNDP Country Programme (CP) (2018-2022) for Papua New Guinea focuses on three pillars: Peace: promoting inclusive governance, justice and peace; Prosperity: inclusive and sustainable growth; Planet: sustainable management of natural resources, biodiversity conservation, strengthened climate and disaster resilience. Throughout its programming, UNDP prioritizes those who are affected by and vulnerable to crisis, poverty, and climate change especially rural communities, as well as fighting gender-based violence and targeting women and other vulnerable populations for skills development and access to basic services to combat high rates of gender inequality.

The Country Programme (CP) evaluation will focus on the formal UNDP country programme approved by the Executive Board. The scope of the CP evaluation includes the entirety of UNDP's activities at the outcome and output levels from 2018 to date. The evaluation covers interventions funded by all sources, including core UNDP resources, donor funds and government funds (non-core resources). In this end-of-cycle evaluation, a special focus will be given to assess contributions made toward Gender mainstreaming, youth inclusion, women empowerment and human rights. The end-of-cycle evaluation will be forward-looking whereby drawing lessons from the current CP and proposing recommendations for the next CP (2023-2027).

The evaluation is expected to use a variety of data sources, primary, secondary, qualitative, quantitative, etc. to be extracted through surveys, storytelling, focus group discussions, face to face interviews, participatory methods, desk reviews, etc. conducted with a variety of partners. A transparent and participatory multi-stakeholder approach should be followed for data collection from government partners, community members, private sector, UN agencies, multilateral organizations, etc.

Objectives:

This evaluation will assess UNDP's contribution and performance in supporting the national development and priorities under the approved Country Programme Document (CPD). The evaluation will serve as an important accountability function, providing national stakeholders and partners in Papua New Guinea with an impartial assessment of the results of UNDP support. Besides providing evidence of the relevance, effectiveness, efficiency and sustainability of the current programme, this end-of-cycle evaluation, considering results of previous CP (2013-2017) and recommendations of Assessment of Development Results (ADR) 2016, will also assess impact of current CP which will greatly facilitate identifying lessons learnt and providing guidance in the development of new CP (2023-2027).

Duties and Responsibilities

The consultant will support the Team Leader by providing knowledge of the development context in Papua New Guinea. The consultant must be well aware of Papua New Guinea cultural context and working with different government institutions. S/he will collect all relevant documents and reports needed for the review. S/he will support the team leader and international evaluators in coordinating with UNDP, government partners and other stakeholders. S/he will play a crucial role in organizing meetings, workshops, interviews, consultations during the field missions. S/he will facilitate in data synthesis, data coding, presentation of data/infographics, draft some parts of the report as assigned by the team leader and international evaluators. The consultant will advise the Team Leader and international evaluators on relevant aspects of the local context where the projects have operated

Under the supervision of Evaluation Team Leader, s/he has responsibilities as follows:

- Support the documentation review and framing of evaluation questions;
- Support the coordination with UNDP, government partners, stakeholders and other parties;
- Undertake field visits and collect feedback from beneficiaries, project stakeholders etc.;
- Support the Evaluation Team Leader and international evaluators in planning, execution, analyzing and reporting of data;
- Incorporate the use of best practice with respect to evaluation methodologies;
- Support the drafting of inception report, finalization/quality control of the evaluation report;
- Participate and support the initial meeting and debriefing meeting with UNDP and stakeholders;

- Facilitate and support the field data collection in country.

Deliverables

Payments will be made against the following reporting schedule and subject to submission of a timesheet.

Reporting period and key milestones	Duration	Report due	Payment Percentage	Review and Approvals
Desk review completed and inception report submitted to UNDP	8 days	12 th October 2021	25%	Deputy Resident Representative of UNDP
Final inception report submitted	5 days	25 th October 2021	25%	Deputy Resident Representative of UNDP
Draft report submitted	30 days	6 th December 2021	25%	Deputy Resident Representative of UNDP
Final draft submitted	5 days	20 th December 2021	25%	Deputy Resident Representative of UNDP

Reporting and Payment Terms

The consultant will work under the direct supervision of the International Evaluation Consultant.

Submission of specific deliverables will be completed in accordance with the above schedule unless revised timelines are mutually agreed by UNDP and the Consultant. Acceptance of deliverables will be determined by the International Evaluation Consultant.

Milestone payments will be made upon submission and acceptance of specific deliverables.

Resources Provided

The consultant must be equipped with a fully-functional laptop, which must run at least Windows 7. The consultant must be reasonably accessible by email and telephone (preferably mobile). The use of reliable, internet-based telecommunications application software (Zoom, MS Teams or equivalent) is required.

Education and experience

- Master's degree or equivalent in Development, Economics, Public Policy, Communications, English, Social Sciences, Humanities or any other relevant field;
- 7 to 10 years-experience in undertaking evaluation in the development sector;
- Experience with evaluation methodologies; programme development and project implementation;
- Have a strong understanding of the development context in Papua New Guinea and preferably understanding of the strategic Poverty and inclusive growth, environment, climate change and governance issues within the local context;
- Experience in oral and written translations of Tok Pisin to English and vice versa;
- Fluent in English (written and verbal) and Tok Pisin (written and verbal).

Corporate Competencies

- Demonstrates commitment to UNDP's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.
- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines.

- Demonstrate corporate knowledge and sound judgement.
- Demonstrating/safeguarding ethics and integrity.

Functional Competencies

- Job Knowledge and Technical Expertise.
- Integration in a Multi-Disciplinary Environment.
- Results-based Programme Development and Management.
- Adaptation and Application of Knowledge / Innovations in Different Contexts

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
Qualification		25%

<ul style="list-style-type: none"> Master's degree or equivalent in Development, Economics, Public Policy, Communications, English, Social Sciences, Humanities or any other relevant field; 	25	
Experience		30%
<ul style="list-style-type: none"> 7 to 10 years-experience in undertaking evaluation in the development sector; 	10	
<ul style="list-style-type: none"> Experience with evaluation methodologies; programme development and project implementation; 	10	
<ul style="list-style-type: none"> Have a strong understanding of the development context in Papua New Guinea and preferably understanding of the strategic Poverty and inclusive growth, environment, climate change and governance issues within the local context; 	10	
Competencies		15%
<ul style="list-style-type: none"> Demonstrates commitment to UNDP's mission, vision and values. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills. High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines. Demonstrate corporate knowledge and sound judgement. Demonstrating/safeguarding ethics and integrity. Job Knowledge and Technical Expertise. Results-based Programme Development and Management. Adaptation and Application of Knowledge / Innovations in Different Contexts Integration in a Multi-Disciplinary Environment. 	3 2 2 2 1 1 1 1 1 1	
Technical Criteria		70%

**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested;

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- Signed 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;
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services *[Note: this is optional for support services]*;
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. **The financial proposal must be submitted separately from other documents.** If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

The P11 form and Template for confirming availability and interest is available under the procurement section of UNDP PNG website (www.pg.undp.org).

Lump sum contracts

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 output, i.e. 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 (including travel, living expenses, and number of anticipated working days).

Duty Station

The duty station for this consultant is Port Moresby in Papua New Guinea. UNDP does provide transport, computer, workstation etc.

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimburse.

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org , no later than **24th September**. For any clarification regarding this assignment please write to procurement.pg@undp.org

Please be guided by the instructions provided in this document above while preparing your submission.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.