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**REQUEST FOR PROPOSAL (RFP)**

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| NAME & ADDRESS OF FIRM | DATE: June 2, 2022 |
| REFERENCE: 2022/UNDP/GAM/OPS/94 |

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Rule of Law Access to Justice and Security Terminal Evaluation 2018-2022**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Friday, June 17, 2022**and **via email** to the address below:

**United Nations Development Programme**

***5 Kofi Annan Street, Cape Point, Bakau***

***P.O.Box 553 Banjul, Republic of The Gambia***

 ***Focal person: Mr. Essa Coker***

**Email address: bids.gm@undp.org**

 Your Proposal must be expressed in the **English**, and valid for a minimum period of 60 days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

 UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms did not award a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

 UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : <https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf>

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Essa Coker*

*Admin/Procurement Associate*

6/2/2022

**Annex 1**

**Description of Requirements**

|  |  |
| --- | --- |
| Context of the Requirement | Rule of Law Access to Justice and Security Terminal Evaluation 2018-2022 |
| Implementing Partner of UNDP | UNDP |
| Brief Description of the Required Services[[1]](#footnote-1) | See detailed Terms of reference (TOR) in Annex 3 below |
| List and Description of Expected Outputs to be Delivered | See TOR in annex 3 |
| Person to Supervise the Work/Performance of the Service Provider  | *UNDP Deputy Resident Representative* |
| Frequency of Reporting | *See TOR in annex 3* |
| Progress Reporting Requirements | See TOR in annex 3 |
| Location of work | [x]  Exact Address: Gambia (ref. UN HOUSE, 5 Kofi Annan Street, Cape Point, Bakau) |
| Expected duration of work  | See TOR in annex 3 |
| Target start date  | See TOR in annex 3 |
| Latest completion date | See TOR in annex 3 |
| Travels Expected  | **See TOR in annex 3**

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| **Destination/s** | **Estimated Duration** | **Brief Description of Purpose of the Travel** | **Target Date/s** |
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| Special Security Requirements  | [x]  Security Clearance from UN prior to travelling[ ]  Completion of UN’s Basic and Advanced Security Training [x]  Comprehensive Travel Insurance[ ]  Others *[pls. specify]* |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | The following will not be provided, so bidder shall take them into account in their financial offer.[ ]  Office space and facilities[ ]  Land Transportation [ ]  Others *[pls. specify]* |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | [x]  Required[ ]  Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | [x]  Required[ ]  Not Required |
| Currency of Proposal | [x]  United States Dollars[ ]  Euro[ ]  Local Currency |
| Value Added Tax on Price Proposal[[2]](#footnote-2) | [ ]  must be inclusive of VAT and other applicable indirect taxes[x]  must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | [x]  60 days [ ]  90 days [ ]  120 daysIn exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.  |
| Partial Quotes | [x]  Not permitted  |
| Payment Terms[[3]](#footnote-3) | See TOR in annex 3

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| --- | --- | --- | --- |
| Outputs | Percentage | Timing | Condition for Payment Release |
|  |  |  | Within thirty (30) days from the date of meeting the following conditions:1. UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and
2. Receipt of invoice from the Service Provider.
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| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | UNDP Deputy Resident Representative |
| Type of Contract to be Signed | [ ]  Purchase Order[ ]  Institutional Contract[x]  **Contract for Professional Services**[ ]  Long-Term Agreement[ ]  Other Type of Contract  |
| Criteria for Contract Award | [ ]  Lowest Price Quote among technically responsive offers[x]  **Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)** [x]  **Full acceptance of the UNDP Contract General Terms and Conditions (GTC).** This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal  | **Technical Proposal (70%)**[x]  Qualification and experience 10 points[x]  Technical approach as illustrated in the description of the proposed methodology 35 points[x]  Timeline reflecting proposed activities, which emphasis the ability to meet the proposed deadlines 5 points[x]  Evidence of experience of the consultant conducting evaluations 20 points**Financial Proposal (30%)**To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | [x]  One and only one Service Provider |
| Contract General Terms and Conditions[[4]](#footnote-4) | [x]  General Terms and Conditions for contracts (goods and/or services)[x]  General Terms and Conditions for de minimis contracts (services only, less than $50,000)Applicable Terms and Conditions are available at:<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>  |
| Annexes to this RFP[[5]](#footnote-5) | [x]  Form for Submission of Proposal (Annex 2)[x]  Detailed TOR (Annex 3) |
| Contact Person for Inquiries(Written inquiries only)[[6]](#footnote-6) | *Essa Coker* *Admin/Procurement Associate**e-mail: essa.coker@undp.org*Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information *[pls. specify]* | N/A |

**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[7]](#footnote-7)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[8]](#footnote-8))***

 [insert: *Location]*.

[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
7. **Proposed Methodology for the Completion of Services**

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| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.* |

1. **Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications must be submitted if required by the RFP; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

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| --- | --- | --- | --- |
|  | **Deliverables*****[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price*****(Lump Sum, All Inclusive)*** |
| 1 | Deliverable 1 |   |  |
| 2 | Deliverable 2 |  |  |
| 3 | …. |  |  |
|  | Total  | 100% |  |

*\*This shall be the basis of the payment tranches*

1. **Cost Breakdown by Cost Component *[This is only an Example]*:**

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| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate**  |
| **I. Personnel Services**  |  |  |  |  |
|  1. Services from Home Office |  |  |  |  |
|  a. Expertise 1 |  |  |  |  |
|  b. Expertise 2 |  |  |  |  |
|  2. Services from Field Offices |  |  |  |  |
|  a . Expertise 1 |  |  |  |  |
|  b. Expertise 2  |  |  |  |  |
|  3. Services from Overseas |  |  |  |  |
|  a. Expertise 1 |  |  |  |  |
|  b. Expertise 2 |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
|  1. Travel Costs |  |  |  |  |
|  2. Daily Allowance |  |  |  |  |
|  3. Communications |  |  |  |  |
|  4. Reproduction |  |  |  |  |
|  5. Equipment Lease |  |  |  |  |
|  6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3**

Terms of Reference:

 Rule of Law Access to Justice and Security Terminal Evaluation 2018-2022

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| **PROJECT/OUTCOME INFORMATION** |
| **Project Title** | Strengthening Community Access to Justice, Community Policing and Effective SGBV Response |
| **Country** | The Gambia |
| **Post Title**  | International Consultancy Firm  |
| **Region** | Africa |
| **Duty Station:**  | Banjul, The Gambia |
| **Expected Places of Travel**  | Field visits in The Gambia. |
| **Duration** | Duration: 45 working days over a period of 65days  |
| **Date project document signed** |  2019-2022 |
| **Project dates** | Start:  | Planned end  |
| 10/03/2017 | 31/09/2022 |
| **Total Project Budget**  | $1,649,988.15 |
| **Funding source** | Peace Building Fund  |
| **Implementing party** | Government of The Gambia, CSOs, NGOs, UNDP, UNFPA & UNICEF  |

1. **Background and Context**

The Gambia was under an authoritarian regime for 22 years, justice institutions were systematically manipulated, freedom of expression, association and assembly were severely restricted, several critical media houses were shut down to preserve the dictatorial regime in power. There was a constant interference and arbitrary removal of independent minded judges by the Executive. There was limited confidence in the justice and security sector as the former president dispensed crude justice by imprisoning his opponents and often determining their sentences publicly. Civil society activists and students were harassed, detained, tortured, murdered, made to disappear, or forced into exile during his regime.

Since 2017 to date The Gambia is continuing its transition from a dictatorship notorious for its human rights abuses to a nascent and fragile democracy following the outing of the former regime. The new government has initiated a series of reforms to bring to fruition, “The New Gambia.” The respect for Rule of Law, Human Rights, and the reform through Transitional justice, Security Sector and Constitutional Review processes are intended to remedy the violations and overreach of the previous regime and set in place a democratic state. All processes are under intense public scrutiny with mixed support and confidence. In March 2019, The Gambia government approved the *Strengthening Community Access to Justice, Community Policing and Effective SGBV Response* Funded by the UN Peacebuilding Fund (PBF), with UNDP, UNICEF and UNFPA as the implementing agencies.

The joint project endeavors to implement a holistic and comprehensive program which addresses both the supply and demand sides of justice delivery. This project seeks to improve the legal, justice and social systems in the country to promote the rule of law through strategic entry points which will help to enhance the rule of law sector’s response to citizen needs and citizen confidence in the system and in its capacity and willingness to protect their rights and respect for rule of law. It is in the project’s theory of change that if there is protection of Human Rights and the respect for the Rule of Law, peace and sustainable development in The Gambia will becomes inevitable. The project key partners include, the Judiciary, Ministry of Justice, Ministry of Gender, Children and social Welfare, National Agency for Legal Aid, Alternative Dispute Resolution Secretariat, The Gambia Police Force, The Gambia Prison Service, The Gambia Bar Association, Civil society Organizations, Network against Gender Based Violence.

**Project Description and Management**

The project with partners identified the mobile legal aid clinics, Community Policing initiative, SGBV response, citizen engagement with justice actor through awareness and sensitizations of their rights as key entry points in building the bridge between the police force and the citizens, capacity building of justice and security stakeholders including the health and social workers in ensuring the delivery of quality services thereby improve access to justice and security to all. The first phase of the project support was the development of a government owned community policing strategic and implementation plan, national rule of law road map and a rapid prison assessment which set a benchmark on the priority needs of the justice, security and civil society organizations in fostering trust and accountable institutions. The project continues to provide technical and financial support to the legislations, strategies and build institutional capacity to strengthen rule of law, human rights access to justice, and security in The Gambia with particular attention to women, children, victims of serious human right abuses and the marginalize groups.

The Project is managed by a Project Management team which comprised of UNDP, UNICEF and UNFPA staff. UNDP led the overall coordination and quality control of the project. The project commenced in March 2019 and was due to close in March of 2022, due to the COVID-19 pandemic, most of the activities were delayed leading to an additional 6-month extension which brings the new closing date to September 2022. The project was implemented under the following outcomes and outputs aligned to its activities:

Outcome 1: Improved access to justice especially for women and children who are victims of serious human rights violations.

1. Output 1.1: Increased legal aid services to communities particularly women and children
2. Output 1.2: Increased awareness among community structures on justice delivery mechanisms
3. Output 1.3: Quality integrated services available for survivors of SGBV

Outcome 2: Establish community policing initiative for the prevention of serious human rights violations and the protection of survivors of such violence.

1. Output 2.1: Improved capacity of local police to respond to community needs
2. Output 2.2: Strengthened Gambia Police Force at the Institutional level to enable implementation of the new community policing approach

Outcome 3: Strengthened justice service delivery system for citizens, particularly victims of human rights abuses

1. Output 3.1: Strengthened judicial capacity to address human rights crimes, children’s rights issues, SGBV and legal issues arising from the TJ and TRRC processes.
2. Output 3.2: Increased capacities of government/CSO institutions for coordination, monitoring, and prosecution of SGBV related cases.
3. **Purpose of the Evaluation**

The main purpose of the terminal project evaluation is to collect and analyze information that will establish the achievements/challenges/ recommendations/lessons learned including effectiveness, efficiency, relevance, and sustainability; build evidence of the results, and highlight the strategies that have contributed to, or hindered, the achievement of set results. In particular, the evaluation aims:

* To assess the project’s performance and achievements vis-à-vis the project’s overall objectives and to conduct impact assessment on the various sub-national level beneficiaries.
* To generate lessons learned from the implementation of the project’s activities and the outcomes achieved that will be useful for similar projects.
* To develop specific and actionable recommendations for major stakeholder groups anchored on the conclusions the different stakeholder groups will develop based on their own recommendations and insights.
* To Assess the implementation process (efficiency, effectiveness, and sustainability)
* To Assess whether the resources (financial, human, and materials) have been used efficiently and effectively for the desired impact on the target group/communities.
* To assess the achievements of project and to determine its overall added value to peacebuilding in The Gambia, in the areas of community access to justice, community policing and effective SGBV response

To document innovative and promising practices, strategies and lessons emerging from the project.

1. **Scope and Focus of the Evaluation**

United Nations Peacebuilding Fund requires an independent external evaluation to be undertaken at the end of project implementation, to gauge its level of implementation and achievement of results, challenges, gaps, and lessons learned. The Evaluation Consultancy firm will assess the overall joint project intervention including an assessment of the appropriateness of the objectives, planned outputs, activities and inputs as compared to cost-effective alternatives as well as assess the project relevance, effectiveness, efficiency, sustainability and impact on the national institutions, processes, and beneficiaries, either directly or indirectly. The Evaluation firm is to verify, analyse, and assess, where relevant, the integration and impact of cross cutting issue in the project notably gender mainstreaming, human rights, equity considerations, and access to resources etc. The evaluation will follow the policy procedure and structure as per the UNEG guidelines for evaluations:

The terminal evaluation of the evaluation would be conducted by an international evaluation firm working closely with a National Evaluation team with experience in project evaluations related to rule of law, access to justice, security and SGBV response. The evaluation has five key objectives:

1. To assess the contribution of the project activities to the realization of project objectives and outcomes by determining how relevant, efficient, effective, and sustainable the project is.

 2. To identify and provide analysis of the factors that have either positively or negatively affected/impacted the project beneficiaries.

3. To recognize the catalytic effects of the project.

4. To assess the project’s contribution towards the national development plan as well as peacebuilding, partnerships, coordination towards strengthening government efforts to improve access to justice, respect for rule of law, human rights, and accountable institutions.

5. To provide recommendations, lessons learned for improving UN support to the country’s reform and peace building agenda.

To verify, analyse, and assess, where relevant, the integration and impact of cross cutting issues

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| **project evaluation sample questions****Relevance*** **Is the theory of change based on valid assumptions and has the project’s conflict analysis**

**remained valid?*** **To what extent is the project aligned with the national development needs and priorities?**
* **How well does the design of the project address the needs of the most vulnerable groups in the country?**
* **Did the project address relevant key causes and drivers of conflict and fragility?**
* **To what extent did the project adapt to the changing environment in country at national and subnational levels?**
* **To what extent has the project interventions reflected key strategic national considerations, on the priorities on rule of law, access to justice and security/or influenced national polices on legal reforms and human rights in relation to its comparative advantage vis-a-vis other partners?**

**Effectiveness** * **To what extent has the project achieve planned results (intended and unintended, positive, or negative)?**
* **To what extend has the project planned benefits been delivered and received by all key stakeholders, and how unplanned results may have affected the project benefits.**
* **To what extent has project been effective in supporting local initiatives for SDGs, Strategic Vision 2030, UNDAF fulfilment?**
* **What evidence is there that the project support has contributed towards an improvement in national government capacity, including institutional strengthening?**
* **How effective has the project been in partnering with the government, development partners, civil society, and private sector in Sustainable Development Human Right and Rule of Law in The Gambia**
* **Did the project utilized innovative techniques in achieving the project’s objectives?**

**Efficiency*** **To what extent has the projects outputs been efficient and cost effective?**
* **Was the project able to overcome unforeseen difficulties and deliver project outputs**

**on time and within budget.*** **How did the monitoring and evaluation systems ensure efficiency and effectiveness of project intervention?**
* **Has the project been efficient in building synergies with other stakeholders in The Gambia?**

**Sustainability*** **How well has the project supported institutional capacity for continues and sustainable Access to Justice, Rule of Law, and Human Right in The Gambia**
* **What mechanisms have been put in place by the project with national institutions, CSOs, private sector, and other development partners to promote long term sustainability and durability of results?**
* **To what extent has the project build ownership and participation that includes men, women Youths and people with disability.**
* **Has the project contributed to the momentum for peace by encouraging communities to**

**develop their own peace initiatives.*** **What mechanisms, procedures and policies have been put in place to ensure the sustainability on gender equality, empowerment of women, human rights, and reform for sustainable peace by primary stakeholders**
* **To what extent have primary stakeholders committed to providing continuing support to sustain the project’s objectives for long-term impact**

**Partnership and Coordination****The evaluation should draw conclusions about the extent to which UNDP, UNICEF and UNFPA were effective in coordinating the support offered by all partners. Also, evaluation what risks were taken with regards to partnership management and how these were managed.** |

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| **Evaluation cross-cutting issues sample questions**The evaluation questions should include an assessment of the extent to which the project design, implementation and monitoring have taken the following cross cutting issues into consideration: Human rights • To what extent do the poor and vulnerable, peoples, women, children, and other disadvantaged and marginalized groups benefitted from the project activities?Gender Equality and Youth Participation• To what extent has gender been addressed in the design, implementation and monitoring, and reporting? Is gender marker data assigned to projects representative of reality (focus should be placed on gender marker 2 and 3 projects)? • To what extent has the project promoted positive changes in gender equality, Youth and children Participation? Are there any unintended effects?  |

Guiding evaluation questions that have been outlined in the TOR will further be refined by the evaluation team and agreed upon with UNDP, UNFPA, and UNICEF evaluation stakeholders.

1. **Methodology**

Overall guidance on evaluation methodology can be found in the UNDP Handbook on Monitoring and Evaluating for Results and the UNDP Guidelines for Outcome Evaluators. The evaluation should align with the OECD DAC Evaluation guidelines

The prospective firm will also propose a suitable methodology that aligns to the project’s “Theory of Change’’ (TOC) approach to determining causal links between the interventions that the project has supported, and achievements made.

The following steps in data collection are anticipated:

**Desk Review**

* A desk review should be carried out of the key strategies and documents underpinning the work of the project (AWPS, progress reports, monitoring, evaluation documents etc, to be provided by the project team).
* The evaluating firm is expected to review pertinent strategies, plans, legislations and reports supported by the project
* Hold consultations with the senior management and relevant programme staff of UNDP,

UNFPA, UNICEF and the UN Resident Coordinator’s Office (including the PBF Secretariat).

Field Data Collection. Following the desk review, the evaluating firm will build on the documented evidence through an agreed set of field and interview methodologies, including:

* Interviews with key partners and stakeholders
* Field visits to project sites and partner institutions
* Use survey questionnaires where appropriate
* Participatory observation, focus groups, and rapid appraisal techniques when needed
1. **Expected Outputs and Deliverables**

The evaluating firm produces the deliverables using the following phases. The deliverables for each phase are as follows.

* **Evaluation inception report (10-15 pages maximum).** The inception report should be carried out following and based on preliminary discussions with the project staff from UNDP, UNFPA and UNICEF after the desk review including the survey tools for validation and should be produced before the evaluation starts.
* **Data Collection:** The evaluator would conduct field data collection with the relevant stakeholders, CSOs, partners, beneficiaries, and report on any setback during the process.
* **Evaluation debriefings.** Immediately following an evaluation, UNDP, UNFPA and UNICEF may ask for a preliminary debriefing and findings.
* **Draft evaluation report (within an agreed length).**[[9]](#footnote-9) The project staff, peacebuilding support office and key stakeholders in the evaluation will review the draft evaluation report and provide an incorporated set of comments to the evaluating firm within an agreed period, (as agreed in the TOR and inception report) and quality criteria as outlined in these guidelines.
* **Evaluation report audit trail.** Comments and changes by the evaluating firm in response to the draft report should be retained by the evaluator to show how they have addressed comments.
* **Final evaluation report.**

The suggested table of contents of the evaluation report is as follows:

I. Title

II. Table of Contents

III. List of Acronyms and Abbreviations

IV. Executive Summary

V. Introduction

VI. Description of the interventions

VII. Evaluation Scope and Objectives

VIII. Evaluation approach and methods

IX. Data Analysis

X. Findings and conclusions

XI. Recommendations

XII. Lessons Learned

XIII. Annexes

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| **No.** | **Deliverables / Outputs** | **Estimated Duration to Complete** | **Review and Approvals Required**  |
| 1 | Submit Desk review, Evaluation design and workplan (Inception report) | 5 Working days | Focal point from UNDP, UNFPA and UNICEF  |
| 2 | Submission of the first draft evaluation report | 30 Working days | Focal point from UNDP, UNFPA and UNICEF as well as the relevant stakeholders  |
|  |  |  |  |
| 3 | Submission of second draft incorporating comments and inputs from UNDP, UNFPA, UNICEF /stakeholders | 5 Working days | Focal point from UNDP, UNFPA and UNICEF as well as the relevant stakeholders |
| 4 | Validation workshop on the evaluation report | 1 Working days | Focal point from UNDP, UNFPA and UNICEF as well as the relevant stakeholders |
| 5 | Submission of the final terminal evaluation report | 4 Working days  | Focal point from UNDP, UNFPA and UNICEF as well as the relevant stakeholders |

1. **INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

The project will establish an evaluation reference group to review and endorse the deliverables. The evaluation group will consist of the Ministry of Justice, judiciary, Ministry of Gender Children and Social Welfare, National Agency for Legal Aid, the Alternative Dispute Resolution Secretariat, Police Force, Prison Service, Civil Societies (Network against gender-based violence (NGBV) UNDP, UNFPA, UNICEF &PBSfor the purpose of this consultancy.

1. **LOGISTICS AND ADMINISTRATIVE SUPPORT**

UNDP, UNFPA and UNICEF will offer administrative support, in sending out letters of introduction and an appointment of institutional focal points to facilitate with the meeting appointments.

1. **DURATION OF THE WORK**

The duration of the consultancy is 45 working days over a period of 65 days

1. **EVALUATION TEAM COMPOSITION AND REQUIRED QUALIFICATIONS AND COMPETENCIES**

This consultancy is to be undertaken by an International Consultancy Firm with a composition of national evaluator and national with rule of law background based in The Gambia. The evaluation will be headed by an International Evaluation Manager. The Evaluation Manager will have overall responsibility for the quality and timely submission of the draft and final evaluation report and is expected to be on the ground. The Evaluation Manager will perform the following tasks,

1. Lead and manage the evaluation process.
2. Develop the inception report, detailing the evaluation scope, methodology and approach.
3. Ensure that the project evaluation is conducted in accordance with the proposed objective and scope of the evaluation, and UN evaluation guidelines.
4. Draft and present the draft and final evaluation reports.
5. Lead the presentation of draft findings in the stakeholder workshop.
6. Finalize the evaluation report and submit it to UN.
7. **Evaluation Team of the Consultancy firm Composition and Required Competencies**

The evaluation team is expected to include at least four (4) members including national evaluators and the Lead Evaluator. The team will include members with expertise and practical knowledge in the following areas:

1. Rule of Law, Security
2. Access to Justice, including children in conflict with the law.
3. Gender expertise / good knowledge of gender issues
4. Strong analytical and communication skills
5. Evaluation /Data Science experience,
6. Familiarity with the country
7. Community Policing
8. Excellent writing and interpretation skills in English language

Required Qualifications of the International Evaluator (Lead):

**Academic Qualification:**

* An advanced degree in economics, public administration, regional development/planning, or any other social sciences related to economic management and project/programme management.

**Years of Experience**:

* At least 10 years’ experience in conducting endline evaluations for government and international development agencies.
* Experience conducting peace building or rule of law, access to justice and security project evaluations.

**Competencies**

* Strong working knowledge of UN and its mandate, the civil society, and the government institutions.
* Extensive knowledge of results-based management evaluation, as well as participatory M&E methodologies and approaches.
* Experience in applying SMART (S Specific; M Measurable; A Achievable; R Relevant; T Time-bound) indicators and reconstructing or validating baseline scenarios;
* Extensive professional experience in development, including gender equality and social policies.
* Strong reporting and communication skills; excellent communication skills with various partners including donors.
* Knowledge on mainstreaming Gender and Human rights in projects and evidence of similar evaluations conducted.

**Language**

* Excellent writing and interpretation skills in English language
* Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.
* Fluency in one or several local Gambian languages would be advantageous.
* Work experience in the region is an asset.

 **Compliance of the UN Core Values**:

* Demonstrates integrity by modelling the UN’s values and ethical standards.
* Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.
1. **Evaluation ethics**

This evaluation will be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’. The consultancy firm must safeguard the rights and confidentiality of information providers, interviewees, and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultancy firm must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses with the express authorization of UNDP and partners.

In particular, the evaluation firm must be free and clear of perceived conflicts of interest. To this end, interested consultancy firms will not be considered if members of the team have directly been substantively involved, as an employee or consultant, in the formulation of the project strategies or documents. The code of conduct and an agreement form to be signed by the consultancy firm.

1. **Criteria for selection**

The proposals will be evaluated based on the merit of the proposed approach, including the following.

* 10%. Qualification and experience
* 35%. Technical approach as illustrated in the description of the proposed methodology.
* 5 %. Timeline reflecting proposed activities, which emphasis the ability to meet the proposed deadlines
* 20%. Evidence of experience of the consultant in conducting evaluations as detailed in the CV
* 30% Financial

An all-inclusive fee is to be included as part of the Financial Proposal. The term ‘all-inclusive” implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Firm is factored into the financial proposal. Under this arrangement, the contract price will be fixed regardless of change in the cost components. Payments will be made only upon confirmation by UNDP on delivering on the contract obligations in a satisfactory manner. The table below indicates the criteria and scores attached

1. **Payment Approach**
2. **PAYMENT MILESTONES AND AUTHORITY**

The qualified Consultant shall receive his/her service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

| **Installment of Payment/ Period** | **Deliverables or Documents to be Delivered**  | **Approval should be obtained**  | **Percentage of Payment** |
| --- | --- | --- | --- |
| 1st Installment  | Submission of inception report | DRR | 15% |
| 2nd Installment  | Submission of the second draft report | “ | 40% |
| 3rd Installment  | Submission of the approved final report and validation report  | “ | 45% |

1. **CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

1. *A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.* [↑](#footnote-ref-1)
2. *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.* [↑](#footnote-ref-2)
3. *UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.* [↑](#footnote-ref-3)
4. *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*  [↑](#footnote-ref-4)
5. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-5)
6. *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.* [↑](#footnote-ref-6)
7. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-7)
8. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-8)
9. A length of 40 to 60 pages including executive summary is suggested. [↑](#footnote-ref-9)