



## **Terms of Reference**

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**Ref: Re-advert IC/PNG/052-2022 International Consultant for Monitoring and Evaluation**

### **General Information**

**Title:** International Consultant for Monitoring and Evaluation

**Project Name:** PNG Anti-Corruption Project, Country Office UNDP PNG

**Reports to:** Chief Technical Adviser (Anti-Corruption)

**Type of Appointment:** Individual consultant (International)

**Duty Station:** Home-based

**Duration of the Contract:** 35 working days (From August 1 2022, to December 31 2022)

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### **I. Background**

Corruption is a global phenomenon that negatively impacts development. Papua New Guinea is no exception to this. Corruption has stunted economic growth in Papua New Guinea. Levels of malfeasance are stubbornly high, and the loss of public monies has limited the Government's ability to deliver essential services broadly and with quality in a uniform manner. This has resulted in inter-generational declines in key development indicators, among them, literacy, maternal and new-born health and life expectancy. While even in normal situations, corruption poses a major impediment to human, economic and social development, this effect is now exacerbated by the COVID-19 pandemic.



The Government of Papua New Guinea has attempted to address corruption over the last three decades, but its efforts have met with varying degrees of success. Papua New Guinea was the Pacific region's first country to ratify the United Nations Convention against Corruption (UNCAC), signing it in 2004, and ratifying it in 2007. This has been followed by a number of key developments, among them:

- Development of the National Anti-Corruption Strategy (2010-2030) and its associated rolling Plans of Action.
- Active participation in the mechanism for the review of implementation of United Nations Convention against Corruption or UNCAC (UNCAC Implementation Review Mechanism), as a State under review and a reviewing State.
- Joining the Extractive Industries Transparency Initiative (EITI) in 2014.
- Commitments by the Government to pass legislation to establish an Independent Commission Against Corruption (ICAC), implement freedom of information (FOI) and protect whistle-blowers, the last of which saw legislation enacted in February 2020 and the unanimous vote of the national Parliament in November 2020 to establish an Independent Commission Against Corruption.

The United Nations has played an important role in supporting, facilitating and advising on various aspects of this effort. In 2020, UNDP and UNODC with support from the European Union, designed a project to support the Government of Papua New Guinea and key stakeholders to progress their national anti-corruption priorities.

The overall goal of the Project on Preventing and Countering Corruption in Papua New Guinea funded by the EU and implemented by UNDP and UNODC (the 'PNG Anti-Corruption Project') is to support the Government, key national institutions, civil society and communities to strengthen



their commitment and capacities to address corruption in line with the UNCAC, in order to more effectively progress the achievement of the Sustainable Development Goals for the benefit of all Papua New Guineans.

Specifically, the Project aims to strengthen Papua New Guinea's national integrity system through the strengthening of core anti-corruption institutions and processes, through support for key Government and non-government bodies.

The Outcome 1 aims to provide holistic support to the implementation of the National Anti-Corruption Strategy Plan of Action (NACPA), including by supporting the development of a monitoring and oversight plan, assisting with critical anti-corruption law reforms and working with core government partners to pilot risk assessments that can be used as the basis for sector or geographic specific risk mitigation plans which will feed back into implementation of the NACPA.

The new NACPA (2020 – 2025) has been adopted in November 2020. UNDP will support the NACPA Secretariat to develop and implement an information and awareness campaign and a monitoring framework that can be used to hold implementation agencies to account, and to adapt and update the plan as necessary. As part of the UNDP's support for developing the use of online tools to facilitate greater transparency around monitoring and reporting on implementation of the NACPA, UNDP will also work with Department of Prime Minister and National Executive Council to review their own internal monitoring systems related to anti-corruption and the NACPA, and to develop improved oversight systems and tools accordingly.

For this purpose, UNDP PNG is seeking an International Consultant for supporting strengthening Monitoring and Evaluation framework for NACPA implementation.



## **II. Scope of work**

The overall purpose of the consultancy is to support PNG Anti-Corruption project in strengthening the existing Monitoring and Evaluation system for NACPA Secretariat and Department of Prime Minister and National Executive Council (DPMNEC) internal oversight mechanisms related to anti-corruption and NACPA (2020 – 2025) implementation; to support establishing the reporting processes and tools and to build capacity of the public officials.

The Consultant will work closely with UNDP's Anti-corruption Project team, in collaboration with key government bodies and institutions (NACPA Secretariat and DPMNEC in particular)

The scope of work will include:

Support to NACPA Secretariat and DPMNEC to strengthen the M&E and reporting systems, and an establish effective resources and tools for monitoring and reporting on the NACPA implementation. Consultant to recommend the amendments of the existing M&E plans and reporting tools and to design them as appropriate. Consultant will support developing coordination mechanisms, progress and annual reports and awareness activities, related to the effective NACPA implementation, and support AC project team in conducting workshops for the public officials responsible for monitoring, reporting and coordination of the NACPA implementation.

The Consultant will support the Project team by facilitating consultations (i.e., workshops, FGDs, etc.) with key stakeholders, and partners to gather ideas and feedback to the implementation of the NACPA and design of its effective monitoring and reporting procedures. He/she will analyse results from the consultations together with the UNDP Anti-Corruption Project team. In addition, he/she will also support consultations within the Anti-Corruption Project team.



The key tasks for which the Consultant will be responsible are as follows:

1. Review the existing NACPA (2020 – 2025) M&E framework and support establishing the necessary reporting processes, infrastructure, and capacity building of the personnel to support PMNEC and NACPA members in NACPA implementation, coordination and monitoring.
2. Develop monitoring and reporting processes, plans, templates, and support development of the ICT solutions for monitoring NACPA implementation as appropriate.
3. Support development of the NACPA implementation progress reports and ICAC annual report as appropriate.
4. Review the PMNEC internal oversight processes of the PMNEC Governance branch to strengthen NEC internal monitoring and oversight processes, including for monitoring of key risks identified in NACPA.
5. Develop reporting processes, simple reporting templates and support development of the ICT/online tools to strengthen internal monitoring and oversight processes of PMNEC Governance branch;
6. Support the UNDP Anti-corruption Project team in designing and facilitating the workshops, including preparation of the materials (Agenda draft, handouts, pre and post questionnaires), consultations and discussions on above-mentioned topics related to the NACPA implementation, including feedback of key partners on the developed draft plans, documents, reporting templates, online solutions and recommended processes.
7. Support the Anti-Corruption Project team in documenting results from consultation/workshops processes.



### III. Deliverables and timeline

The deliverables are summarized in the table below.

The Monitoring and Evaluation Consultant will carry out the following tasks:

<b>Deliverables</b>	<b>Estimated number of Working days &amp; Completion deadline</b>	<b>Payment Percentage</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1. Support strengthening the NACPA implementation and its Monitoring and Evaluation and reporting System through the review of the existing NACPA (2020 – 2025) M&E system and support establishment of necessary monitoring and reporting processes, plans, templates and processes, including support development of related ICT/online solutions as appropriate	<b>10 days</b> <b>31 August 2022</b>	<b>29 %</b>	<b>CTA</b>



<p>a) Review the NACPA (2020 – 2025) existing M&amp;E framework</p> <p>b) Support establishment of the reporting processes and develop plans, documentation, forms, templates, including support development of related ICT/online solutions</p> <p>c) Incorporate feedback received from UNDP Anti-Corruption Project team and key partners into the developed processes, documents, plans and templates</p>			
<p>b) Support PMNEC Governance branch to strengthen NEC internal oversight processes related to anti-corruption</p> <p>a) Review the existing NEC internal oversight processes/forms/templates, including key risks identified in NACPA (2020 – 2025)</p> <p>b) Develop simple forms/online tools to improve NEC oversight and support</p>	<p><b>5 days</b></p> <p><b>30</b></p> <p><b>September</b></p> <p><b>2022</b></p>	<p><b>14 %</b></p>	<p><b>CTA</b></p>



development of related ICT/online solutions			
c) Incorporate feedback received from UNDP Anti-Corruption Project team and key partners into the developed processes, documents, plans, forms and templates			
<p>3. Support UNDP Anti-Corruption Project team in facilitation of discussions and consultations with key partners to determine assistance needed</p> <p>a) Support consultations with key partners to agree on proposed plans, tools, reporting mechanisms and documentation;</p> <p>b) Incorporate feedback received from UNDP Anti-Corruption Project team and key partners in the designed tools, plans, templates, forms and processes as appropriate</p>	<p><b>5 days</b> <b>31 October</b> <b>2022</b></p>	<p><b>14 %</b></p>	<p><b>CTA</b></p>





<p>4. Support capacity building of personnel to monitor and report on progress related to the NACPA implementation.</p> <p>a) Develop draft training materials on M&amp;E, new reporting processes and templates related to NACPA coordination and monitoring implementation (interactive trainings, group exercise, simulated audits, incl. structure, presentations, handouts, etc.)</p> <p>b) Incorporate feedback received from UNDP Anti-Corruption Project team and key partners and then submit the final package</p> <p>c) Support facilitation up to 4 trainings</p> <p>d) Support facilitation up to 4 consultations/meetings on the new processes with UNDP Anti-Corruption Project team and key partners</p>	<p><b>10 days</b> <b>30 November</b> <b>2022</b></p>	<p><b>29 %</b></p>	<p><b>CTA</b></p>
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e) Incorporate feedback received from UNDP Anti-Corruption Project team and key partners			
<p>5. Support communication and awareness activities</p> <p>a) Support coordination and preparation of the NACPA implementation progress reports</p> <p>and the ICAC Annual reports and incorporate feedback from AC Project team and key partners</p> <p>b) Support UNDP Anti-Corruption Project team communication and awareness activities on new reporting processes, tools and templates</p> <p>c) Provide inputs to awareness/communications material and to the online solutions as appropriate</p>	<p><b>5 days</b></p> <p><b>31 December 2022</b></p>	<b>14 %</b>	<b>CTA</b>

There may also be unforeseen needs to adjust the specifics or sequencing of deliverables during the execution of the contract, which will be agreed on an ad-hoc basis.

### **Disbursement of payments**



Lumpsum payment linked to deliverables, and Payment for aforementioned deliverables are subject to certification of deliverable/s report approved by Supervisor, Chief Technical Adviser (Anti-Corruption) UNDP PNG

### **Institutional Arrangement**

The consultant will work in close collaboration with the UNDP PNG Anti-corruption Project team and will report and submit deliverables to the Chief Technical Adviser (Anti-Corruption) of UNDP PNG for review and approval.

### **IV. Duty Station**

Homebased as per ToR

### **V. Contract duration**

The duration of the contract will be 35 working days as per the above deliverables.

### **VI. Qualifications and Experience**

#### **Academic Qualifications:**

- Bachelor's degree or higher in development studies, social sciences, international relations or other fields related to the scope of the assignment.

#### **Experience:**

- At least five (5) years of proven experience in designing, reviewing and conducting Monitoring and Evaluation plans and framework;



- Expertise in conducting research related to anti-corruption, good governance or ICT;
- Relevant experience on monitoring and evaluating programmes and projects;
- Understanding monitoring and evaluation methodologies is essential;

**Language:**

- Proficient in English language, spoken and written.

**VII. Competencies:**

**Corporate Competencies:**

Integrity, professionalism, and respect for diversity.

**Functional Competencies:**

- Ability to think conceptually and flexibly, capacity to adapt, innovate, and propose multiple options.
- Experience in working on monitoring and evaluation on area of anti-corruption and governance would be an asset
- Proven ability to deliver quality output including reports writing and making presentation under tight deadlines.
- Familiarity and working experience on the development issues and context in the Crisis country would be the asset.
- Familiarity with UNDP or UN M&E system will be advantageous.
- Commitment to respecting deadlines and the delivery of outputs within the agreed timeframe.



## **VIII. 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.

## **IX. 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 lumpsum payment linked to deliverables.
- The top applicant with the Highest Combined Scores and accepted UNDP's General Terms and Conditions will be awarded the IC contract.

<b>EVALUATION CRITERIA</b>		
<b>Technical evaluation (70 points).</b>		<b>70 POINTS</b>
<b>Academic Requirement</b>	Relevant academic degree or higher	<b>10 Points</b>
<b>Experience</b>	Relevant working experience	<b>35 Points</b>
	Relevant skills (with sample) of written M&E Plan or programme evaluation and substantive knowledge of M&E methodologies.	<b>25 Points</b>



<b>Financial Evaluation</b>	<b>30 POINTS</b>
<p>Candidates obtaining a minimum of 49 points over 70 points would be considered for the Financial Evaluation - 30 points</p> <p>Lowest Price will be qualified with the maximum of 30 points. Higher prices will be qualified according the following calculation:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"><math display="block">FE = \frac{LFP}{FPI} \times 30</math></div> <p>FE= Financial Evaluation</p> <p>LFP = Lowest Financial Proposal</p> <p>FPI= Financial Poposal of bidder i</p>	
<b>FINAL EVALUATION: TECHNICAL + FINANCIAL</b>	<b>MAX 100 POINTS</b>

**Submission Instructions**

Completed proposals should be submitted to [procurement.png@undp.org](mailto:procurement.png@undp.org) , no later than **19th July 2022**. For any clarification regarding this assignment please write to [procurement.pg@undp.org](mailto: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 will 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.

**Note:**

**Applications without i) financial offer, ii) P11 form and iii) Documents mentioned under Technical Proposal will NOT be considered for evaluation.**

Financial proposal should be on provided format (i.e Annex 3-OFFEROR'S LETTER TO UNDP);

Firms are not eligible for this consultancy assignment (open only for national individual consultants).

Incomplete application will not be considered, it will be disqualified automatically.

Please complete the Statement of Health form and submit along with proposal  
ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- FINANCIAL PROPOSAL TEMPLATE

ANNEX 4- STATEMENT OF HEALTH- INDIVIDUAL CONTRACTOR

ANNEX 5 – P11 ICs FORM

**Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document**



## **United Nations Development Programme**

Papua New Guinea Country Office

