

UNDEF Post-project evaluations

Regional consultants

Terms of Reference

Background

1. UNDEF was established by the UN Secretary-General in 2005 as a United Nations General Trust Fund to support democratization efforts around the world. UNDEF supports projects that strengthen the voice of civil society, promote human rights, and encourage the participation of all groups in democratic processes. The large majority of UNDEF funds go to local civil society organizations -- both in the transition and consolidation phases of democratization. In this way, UNDEF plays a novel and unique role in complementing the UN's traditional work -- the work with Governments -- to strengthen democratic governance around the world. UNDEF subsists entirely on voluntary contributions from Governments; in 2013, it surpassed 150 million dollars in contributions and now counts more than 40 countries as donors, including many middle- and low-income States in Africa, Asia and Latin America.

2. UNDEF projects are two years long and fall under one or more of seven main areas; Community Activism, Rule of Law and Human Rights, Tools for Knowledge, Women's Empowerment, Youth Engagement, Media and Freedom of Information, Strengthening Civil Society Capacity for Interaction with Government. UNDEF grants range from US\$100,000 to US\$300,000. Project proposals are subject to a highly rigorous and competitive selection process, as UNDEF receives an average of about 2,000-3,000 proposals a year and only some 50-60 are selected. In ten Rounds of Funding so far, UNDEF has supported almost 700 projects in more than 100 countries.

3. As a basis for knowledge-sharing, lessons learned, improved project selection and management, and transparency, UNDEF holds 10 per cent of project funds for monitoring and evaluation. As agreed by the UNDEF Advisory Board in November 2016, following the expiration of a commercial contract in 2016, UNDEF post-project evaluations in 2017 will be undertaken by evaluators drawn from a roster of regional consultants managed by UNDEF. Up to 10 post-project evaluations will be undertaken every year. The evaluations will be embedded in UNDEF's own capacity so that good results, processes and learning can be maintained and utilized further for future project designs and monitoring processes. The evaluations will be selected based on priority criteria including:
 - Specific request from the Board members or a donor
 - Country where UNDEF is implementing a project for the first time or where there has been a limited number of projects
 - High risk project
 - Novel or innovative approach

- An example of good practice

4. UNDEF will contract with individual consultants to carry out a specific project evaluation when needed in line with the objectives and conditions as specified below.

Objective

5. The overall objective of the Consultants' work is to undertake in-depth analysis of UNDEF-funded projects to gain a better understanding of what constitutes a successful project which will in turn help UNDEF devise future project strategies. Evaluations will also assist stakeholders to determine whether projects have been implemented in accordance with the project document and whether anticipated project outputs have been achieved. Specifically the evaluations will: draw lessons learnt from the experiences in order to improve future projects.

Methodology

6. Consultants will work with the UNDEF Secretariat to agree the specific evaluation schedule and plan based on the priorities above and in line with standard operating procedures for post-project evaluations. Consultants will conduct the evaluation using desk studies, stakeholder interviews, and field missions or combination of all. As required, consultants will be expected to identify local expertise to support the evaluation.

7. The project evaluations UNDEF is seeking should include the following for all project types:

- Assessment of the **effectiveness** of the project

The extent to which the project's stated objectives are achieved or the likelihood that they will be achieved for all project types. The effectiveness of the project should be assessed in accordance with the activities, outputs and outcomes detailed in the results framework to be enclosed in the final project document. Factors contributing to and detracting from the results are to be included in the evaluation report.

- Assessment of the **sustainability** of the project

The extent to which benefits or results from the project will continue or are likely to continue after UNDEF's support has come to an end (i.e. the lasting results, changes in behavior, possible follow-up projects) including the an examination on the design and implementation of the project, whether this impacted on the results of the project and if the results can be sustained beyond project completion..

- Assessment of the **relevance** of the project

The degree to which the project was justified and appropriate in relation to the need and situation on the national/regional/global level.

- Assessment of the **efficiency** of the project

The analysis and the evaluation of the overall project performance, the outputs in relation to the inputs, the financial management, the implementing timetable.

- Assessment of the **impact** that the project has achieved and is likely to achieve in the future

This requires measuring the positive and negative effects produced or caused by the project on society or parts thereof. Usually the long term effects of a project is measured, for this requirement; the vendor is expected to capture any changes already seen in the relatively short term or any potential catalytic effects that would influence the long-term impact of the project.

8. It is expected that the project evaluation will involve extensive stakeholder interviews and participatory involvement with partners, beneficiaries and other parties. Therefore, the majority of individual evaluations will require field missions (site visits) and that the balance will be desk studies. The costs for the field missions (site visits) or any other required travel will be reimbursed using a standard calculation of the United Nations.
9. Travel will be arranged by UNDEF and based on UN approved rates and standards. The daily subsistence allowance (DSA) is calculated according to prevailing UN 'In Country' rates.

Note that proof of travel must be presented and that standard United Nations DSA will be paid to cover food, lodging and incidentals during travel.

10. The evaluation will be undertaken in accordance with the OECD criteria of evaluation and the UNEG Ethical Guidelines for Evaluation, which are available here:
<http://www.unevaluation.org/document/download/548>

Outputs

11. The Consultants will submit a Launch Note which represents the first deliverable, approximately 10 working days to complete. This Launch Note contains the project information, strategy of the evaluation, evaluation focus and detailed planning of the field visit.

The Consultants will submit a final evaluation report, no more than 25 pages based on a standard template. This represents the final deliverable, approximately 20 working days to complete.

The Final Evaluation Report should include:

- Executive summary of findings and conclusions;
- Introduction with background to the evaluation;
- Evaluation questions, methodologies and approach, scope, constraints, and limitations;
- Description of the project objectives evaluated;
- Data collection and analysis based on criteria and findings;
- Key findings and conclusions;
- Annexes, including: TORs, work plan, instruments and protocols, databases, references, documentation, etc.

The report must be submitted within 30 days of the conclusion of the evaluation visit. UNDEF reserves a right to request clarifications and amendments to the final report.

Required Skills and Experience

Education

- Masters or equivalent in relevant field of political or social science, development studies, human rights and democracy promotion or comparable relevant field.

Experience

- At least 5 years of directly relevant professional experience in project management, results-based management, monitoring and evaluation, including monitoring technical cooperation and development activities and projects.
- A minimum of 7 years' experience at international level in managing or conducting project evaluations with particular emphasis on those related to democracy support, governance, peace-building or human rights is required.
- At least five successfully completed evaluations in the area mentioned above
- A track record of working in developing countries, conducting evaluations at country/field level
- In-depth knowledge of global and regional democracy support organizations.

Knowledge:

- Strong knowledge of democracy, governance, human rights and justice sector / development would be an asset including related thematic issues such as rights and democratic dialogue; freedom of expression and access to information; civil society capacity development; rule of law and justice systems strengthening, including judicial reform & access to justice; transparency, integrity and anti-corruption, support for legislative processes & public institutions, prevention of violence & promoting reconciliation; anti-discrimination and the inclusion of marginalized and excluded groups
- Familiarity with the UN evaluation policy, norms and standards; and
- Knowledge in the use of computers and office software packages and handling of web based monitoring systems.

Language:

- Fluency in English is required. Depending on the location of the project to be evaluated, other languages may be required.

Application process

Interested candidates can apply by submitting a UN Personal History Profile, a sample of written work and a short cover note explaining why they are qualified to be part of the UNDEF roster of post-project evaluators to democracyfund@un.org. Interested candidates should submit their application by **29 September 2017**. **PREVIOUS APPLICANTS NEED NOT APPLY.**

To generate a PHP visit <https://inspira.un.org>

The terms and conditions governing the engagement of UN consultants, including fee and remuneration levels, are contained in document http://www.un.org/ga/search/view_doc.asp?symbol=ST/AI/2013/4