



TERMS OF REFERENCE

Job title:	Consultant to evaluate the Parliamentary Territorial and Information Offices
Duty station:	Chisinau, Moldova
Reference to the project:	"Strengthening the parliamentary governance in Moldova"
Contract type:	Individual Contract (IC)
Expected workload:	September-October (30 days within 2 months assignment)
Starting date:	September, 2016

1. BACKGROUND

UNDP project "Strengthening Parliamentary Governance in Moldova", further on referred to as the SPGM project, is designed to address the main needs of the Parliament of Moldova in the areas of legislation making, oversight and representation during the on-going process of domestic reform spurred by closer relations with the EU. The project is also assisting in making the Parliament's legislative activity more open, transparent and participatory through establishing tools and mechanisms for the engagement with the Civil Society, professional associations and general public. Project interventions will offer and encourage equal opportunity for male and female participation.

In order to bring Members of Parliament (MPs) closer to the constituents, the Parliament of Moldova, with support of UNDP, established 4 Parliamentary Territorial and Information Offices (PTIOs) in Edineț, Orhei, Leova and Comrat in autumn 2014. The PTIOs were conceptualized as a pilot project to last for two years. In line with best practices of project management, the pilot phase of the PTIOs is subject to an evaluation. The objective of this evaluation will be to identify achievements and gaps in the functioning of the PTIOs during piloting period of 2014 - 2016, enable an independent review of the legal framework, financial means and human resources policy, and assess public perception of the PTIOs.

In this context, the UNDP SPGM project is seeking to hire a consultant to conduct the evaluation of the functioning of the PTIO's, based on the criteria further described under section 2 of the Terms of Reference and subsequently develop an evaluation report including recommendations and further actions to be undertaken.

2. SCOPE OF WORK AND EXPECTED OUTPUT

The expected output for the consultant's assignment is to conduct an evaluation of the PTIOs, considering the relevance, effectiveness, sustainability, and impact of the PTIOs, identifying the lessons learned and assessing the scope for continuation/replication of the model or its subsequent adjustment.

In order to achieve the stated objective, the Consultant will have the following responsibilities:

1. Undertake a comprehensive desk review of the relevant legal framework, studies and research on constituency relations;
2. Get acquainted with the Feasibility Study on Parliamentary Constituency and Information Offices in Moldova, developed by UNDP in 2013;
3. Develop an Inception Report containing a detailed Work Plan and Methodology for carrying out the evaluation. The evaluator should consider a range of possible methods and approaches to collecting and analyzing the information required to assess pilot project results;*
4. Carry out interviews with Members of the Parliament and with parliamentary staff, citizens using PTIOs' services, and other relevant stakeholders, use questionnaires and field visits (as evaluation methodology) to assess the efficiency of PTIOs and to assess to what extent the PTIOs' outputs have been effectively achieved;
5. Identify achievements and gaps in the functioning of the PTIOs, identify and analyze the challenges and constraints which the PTIOs faced during the implementation of the pilot project and list the lessons learnt;
6. Evaluate the efficiency of the PTIOs based on the following evaluation criteria:
 - 6.1 Relevance – The extent to which the PTIOs are compatible with the Parliament demands, the country's needs, global priorities and the policies of partners and donors.
 - 6.2 Effectiveness – The extent to which the PTIOs have contributed to achievement of key-objectives through an effective use of resource.

- 6.3 Cost-efficiency – A measure of how the allocated budget is converted into results.
- 6.4 Impact ** – Intended or unintended change caused by the intervention, direct or indirect.
- 6.5 Sustainability – PTIOs contribution to sustainable development of the Parliament.
7. Perform a classification of most frequent issues addressed by the constituents towards the PTIOs. Desegregate these by the gender of the constituents, and identify gender-specific patterns (if any);
 8. Develop a draft Evaluation report which would include specific conclusions, recommendations and lessons learnt based on review findings. The Evaluation report should contain but is not limited to the following sections:
 - Executive Summary
 - Introduction/Background
 - Scope and Purpose of Evaluation
 - Methodology
 - Findings/Conclusions
 - Lessons Learned and Recommendations
 - Appendices
 9. Present preliminary evaluation results to the SPGM Project and appointed parliament representative and collect their feedback in order to finalize the report;
 10. Finalize and subsequently present the evaluation report to the SPGM Project and appointed parliament representative.
 11. Conduct a Roundtable to present the findings of the study with the participation of MPs, parliamentary staff, and UNPD SPGM Project;

* The methodology should also include: interview schedules, target groups, list of questions and any other relevant issues. It is anticipated that the evaluation will include a combination of qualitative and quantitative data collection from a purposive sample of key individuals and stakeholders (Parliament, constituents, civil society, international organizations (UNDP, UN Women), local media and individual experts).

** What were positive and negative change as a result of the pilot project; what were the main impacts and effects resulting from the pilot project on the objectives of the pilot project; what real difference has the activity made to the key target groups.

3. KEY DELIVERABLES AND TENTATIVE TIMEFRAME

No.	Key Deliverables	Tentative timeframe/deadline
1.	An Inception Report containing a detailed Work Plan and Methodology developed	By 5 September, 2016
2.	Preliminary evaluation results presented to the SPGM Project and appointed parliament representative presented and feedback collected	By 7 October, 2016
3.	Draft Evaluation Report of the PTIOs developed and submitted to UNDP and Parliament for review***	
4.	Organize and facilitate a round table discussion on the draft Evaluation Report of the PTIOs organized	By 18 October, 2016
5.	Prepare the final version of the Evaluation Report based on the comments and suggestions received from UNDP SPGM Project and Parliament appointed representative.	By 21 October, 2016
6.	Complete and submit the final draft of Evaluation Report.	By 25 October, 2016

*** The Report should provide responses to the following research questions:

1. Have PTIOs achieved their stated objectives during the pilot phase? In line with the feasibility study the following expected key –objectives have been set:
 - Assist individual MPs in their outreach to citizens, while MPs learn about citizens' concerns;
 - Encourage citizens' input and consultations on policy and legislation;
 - Ensure institutional representation of parliament throughout the country and conduct regular outreach on parliamentary democracy.
2. What is the MPs' assessment of the support offered by PTIOs in their work with citizens?
3. What was the overall impact of the PTIOs and their contribution to an improved dialogue of the Parliament of Moldova with different groups of constituents (by gender, age, ethnicity, rural/urban, etc.)?
4. Where the PTIOs effective in engaging with women constituents? Are there any improvements needed in ensuring a more gender inclusive dialogue between MPs and constituents using the PTIOs?
5. What progress toward the outcomes has been made?

6. What factors have contributed to achieving or not achieving of expected results? (adequate human and financial resources allocated, capacity of the team, implementation challenges, etc.)
7. What factors contributed to effectiveness or ineffectiveness?
8. What was the added value of having PTIOs established?

4. INSTITUTIONAL ARRANGEMENTS:

The timeframe for the work of consultant is tentatively planned through September-October 2016. The Consultancy should involve about 30 days of work.

The consultant will work under the guidance of UNDP's counterpart at the Parliament of Moldova and in close cooperation with the UNDP Parliament Specialist – for substantive aspects of the assignment, and under the direct supervision of the Project Manager – for administrative aspects. The consultant will work closely with the Parliament's staff, and, upon the need, will be located in the premises of the Parliament.

All the deliverables should be agreed with the UNDP's counterpart at the Parliament (PTIOs National Coordinator) and UNDP and be provided in Romanian and English in hard and electronic copy.

5. FINANCIAL ARRANGEMENTS:

The payment of the Consultant will be made in two instalments following certification by UNDP that the services related to the Deliverable, as described in the Terms of Reference, have been satisfactorily performed and the Deliverable have been achieved by or before the specified due dates, as follows:

- 1st installment at the rate of 40% of total amount after approval of deliverable No. 1-3;
- 2nd installment at the rate of 30% of total amount after approval of deliverables No. 4-6,

6. QUALIFICATIONS AND SKILLS REQUIRED:

I. Academic Qualifications:

- Master degree or equivalent (5-years university education) in Political Sciences, Law, Public Administration or related field;

II. Knowledge and Experience:

- At least 5 years of experience in performing results-based management analyses (especially results-oriented monitoring and evaluation);
- Extensive and proven experience in conducting project / programme monitoring and evaluation;
- Proven experience in developing analytical reports and conducting research on areas as democratic governance, local governance, public finances, communications;
- Proven technical experience in parliamentary processes, including experience in the field of legal analysis and research and functions of the parliament;
- Experience in participating in debates, round tables or other types of focused discussions;
- Experience in working with government institutions, international organizations (successful experience in working with UN agencies is an asset);

III. Competencies:

- Extensive research and analytical skills;
- Ability to analyze, plan, communicate effectively orally and in writing, draft report, organize and meet expected results, adapt to different environments (cultural, economic, political and social);
- Fluency in English, Romanian and Russian;
- Computer literacy and ability to effectively use office technology equipment, IT tools.

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a. Brief methodology to describe the implementation of the assignment (maximum 5 pages)
- b. Proposal: explaining why they are the most suitable for the work including past experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- c. Financial proposal (LUMP SUM) in USD, specifying in a total requested amount per day, number of days needed to complete the assignment, including all related costs, travel, phone calls etc.);
- d. Duly completed P 11 form, personal CV and at least 3 references.