



TERMS OF REFERENCE

Job title:	One International and one National Consultant to conduct Evaluation of the Phase I of the One UN Joint Action "Cross-river support for Human Rights"
Reference to:	One UN Joint Action "Cross-river support for Human Rights"
Contract type:	Individual Contract (IC)
Duty Station:	Home based. One mission of up to 7 working days to Moldova (for international consultant)
Languages required:	National Consultant - English, Russian and Romanian International Consultant - English. Russian and/or Romanian would be an asset.
Contract duration:	August – September 2024
Starting date:	No later than 01 August 2024
Expected Workload:	International Consultant - 30 days of consultancy , incl. one mission to Moldova National Consultant - 30 days of consultancy

Job Content

I. BACKGROUND AND CONTEXT

One UN Joint Action "Cross-river support for Human Rights" (hereafter One UN JA) is grounded in the United Nations human rights-based norms and standards and pursues strengthening of the effective exercise of human rights by people residing in the Transnistrian region through fostering improvement of the regulatory and institutional frameworks in the area of human rights of persons with disabilities, Roma, people living with and affected by HIV/AIDS, children in contact with the law, vulnerable women, prisoners and people who use drugs.

The action is funded by Government of Sweden and is being implemented during July 2019-June 2022 through the UN Multi-Donor Trust Fund. The current Programme builds on the results of the previous joint action, finalized in December 2018 and on the follow-up report of the Senior UN Expert, Thomas Hammarberg, and will expand the results achieved in the area of awareness raising and development of social community-based services. Thus, as a result of previous UN assistance, an increased number of persons with disabilities (PwDs), are enjoying community-based services, while exercising their rights on an equal basis with others, as per the UN human rights standards.

Enhanced protection to (potential) survivors of domestic violence (DV) and empowerment of individuals to prevent and address the problem in the region is ensured. In the area of communicable diseases, people living with HIV, TB and people who inject drugs in the civilian and prison sectors of the region have a better access to quality and integrated prevention, treatment and care services.

The Programme intended to foster commitment for human rights-oriented reforms in general and particularly in the area of disability, child's rights, Roma, rights of people living with and affected by HIV, rights of prisoners, and people in prisons, vulnerable women and rights of people who use drugs, facilitating the establishment of multidimensional cooperation, cross-river knowledge exchange and development based on best practices existing on both banks.

The following results were envisaged at the inception of the Programme:

- Increased capacities of vulnerable rights holders to exercise their human rights in the Transnistrian region - enhanced human rights skills and knowledge of vulnerable rights holders, strengthened institutional capacity of CSOs and informal groups, and improved service delivery of CSOs;
- Increased capacities of duty bearers to fulfil their human rights obligations in the Transnistrian region - enhanced human rights compliant regulatory framework, strengthened human rights institutions and improved service delivery of duty bearers;
- Enhanced human rights culture in the Transnistrian region - enhanced human rights capacity of the media and raised human rights awareness.

The Programme was implemented through the following components:

Output 1. Increased capacities of vulnerable rights holders to exercise their human rights

- Objective 1.1. Enhanced human rights skills and knowledge of vulnerable rights holders
- Objective 1.2. Strengthened institutional capacity of partner CSOs and informal groups
- Objective 1.3. Improved service delivery of CSOs

Output 2. Increased capacities of duty bearers to fulfil their human rights obligations

- Objective 2.1. Enhanced human rights compliant regulatory framework
- Objective 2.2. Strengthened human rights institutions
- Objective 2.3. Improved service delivery of duty bearers

Output 3. Enhanced human rights culture in the Transnistrian region

- Objective 3.1. Enhanced human rights capacity of the media
- Objective 3.2. Raised human rights awareness

II. EVALUATION PURPOSE

The purpose of this evaluation is to assess the specific impact, efficiency and effectiveness, as well as challenges of the technical assistance provided within the One UN Joint Action "Cross-river support for Human Rights", implemented between 2019-2022, with a forward-looking approach. The Evaluation is expected to clarify underlying factors affecting the situation, highlight unintended consequences (positive and negative), taking into account several crises that the country underwent (COVID-19, conflict in Ukraine, migrants' crisis etc.) and its impact of the Programme and flexibility of the Programme's team to respond to these crises, and better design UN-supported interventions at the next stage. The Country Offices of involved UN agencies accordingly plan to make use of the exercise as a learning opportunity not only for the offices but also for key partners and stakeholders, as inclusively and as practically possible.

The purpose of the Evaluation is threefold:

- 1) **Review the progress made by the One UN Joint Action “Cross-river support for Human Rights”** in fulfilling its agreed outcome and outputs through the planned activities. **Assess how successful the HRBA was applied and the efficiency and effectiveness** with which resources have been used to generate results and achieve project objectives, as well as how RBM was applied, with special emphasis **on impact, sustainability, and conflict sensitivity**.
- 2) **Review the effectiveness of the applied One UN approach** by the implementing agencies throughout the implementation of the Programme.
- 3) Develop **recommendations** for the expansion of the project interventions beyond 2023, which UN Moldova can offer as support for the strengthening of the effective exercise of human rights by people residing in the Transnistrian region of the Republic of Moldova, including on better coordination among UN Agencies and local NGOs.

III. EVALUATION SCOPE AND OBJECTIVES

The **overall objectives** of the evaluation are the following:

1. Provide an objective assessment of the progress towards the achievement of the project objectives and outcomes as specified in the Project Document and the impact produced so far under the area of intervention.
2. Generate lessons from experiences in the project respective interventions to inform current and future programming at the country level, especially in the context of Moldova progress towards the achievement of Sustainable Development Goals 16 (Peace, Justice and Strong Institutions), 10 (Reduced Inequality), 5 (Gender Equality), and 3 (Good Health and Well-being).
3. Provide clear and forward-looking recommendations to suggest effective and realistic strategies by UNCT.

UN agencies involved in the implementation will make use of the exercise as a learning opportunity for their country offices and key partners and stakeholders, as inclusively and practically possible. The findings and recommendations generated by the evaluation should inform the implementation and targeting of activities planned for the next stage of the project development.

The scope of the evaluation should incorporate the following **categories of analysis**:

- **Relevance**: the degree to which the purpose of the One UN JA remains valid and pertinent.
- **Efficiency**: the productivity of the implementation process - how good and how cost efficient the process of transforming inputs into outputs and outcomes was.
- **Effectiveness**: a measure of the extent to which the One UN JA has contributed to achieve its results through an effective use of their resources.
- **Capacity development**: as a key to **development effectiveness**, the achievement of the SDGs and sustainable local development.
- **Sustainability** - to what extent are the One UN Joint Action “Cross-river support for Human Rights” results sustainable, i.e. rights-holders are empowered to claim their rights, taking into consideration the existing capacity, structures and political context in the country.

IV. METHODOLOGY

The evaluation will be conducted in accordance with the principles outlined in the 'UNDP Handbook on Monitoring and Evaluating for Results' and 'Integrated Human Rights and Gender Equality in Evaluations'.

During the evaluation, the consultants are expected to apply the following approaches for data collection and analysis:

- Desk review of relevant documents (project documents progress reports - midterm/final, donor-specific, etc.);
- Discussions with the Senior Management and Programme staff of implementing UN agencies;
- Briefing and debriefing sessions with IOM, OHCHR, UNAIDS, UNICEF, UNDP, UNODC, Embassy of Sweden and the Government, as well as with other donors and partners, including OSCE, EUD and UNHCR;
- Interviews with partners and stakeholders (including gathering the information on what the partners have achieved and what strategies they have used);
- Field visits to selected project sites and discussions with project teams, project beneficiaries.

The consultants are particularly encouraged to use participatory methods to ensure that all stakeholders are consulted as part of the evaluation process. They should take measures to ensure data quality, reliability and validity of data collection tools and methods and their responsiveness to gender equality and human rights.

The Consultants will apply and promote the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

V. Organizational Setting:

The International and National Consultants will be working under the direct supervision of the One UN JA Programme Manager and will coordinate their actions with the Programme's staff and the relevant Thematic Coordinators from respective UN agencies (IOM, OHCHR, UNAIDS, UNICEF, UNDP and UNODC). The Consultants are responsible for arrangements related to the implementation of the current assignment. The Programme will facilitate the contact with the One UN JA's partners and beneficiaries, as well as access to the Transnistrian region, if the context allows.

VI. DELIVERABLES AND TENTATIVE TIMEFRAME

It is expected that the evaluation will be conducted during the period **August –September 2024**.

Timeframe, deliverables and responsible parties:

International Consultant

No.	Tasks	Deliverable	Indicative timeline
1	Deliverable 1: Evaluation methodology and work plan developed and agreed upon 3 w.d.	Evaluation Methodology; Work plan	01-03 August 2024

2	Deliverable 2: All relevant input documents reviewed 6 w.d.	Evaluation outline	05-10 August 2024
3	Deliverable 3: Mission to Moldova. Up to 2 Project site visits, interviews with implementers, partners and key stakeholders conducted. 7 w.d.	Summary key findings presented to UN Agencies	12-18 August 2024
4	Deliverable 4: Drafting of the Evaluation report 8 w.d.	Draft evaluation report	By 26 August 2024
5	Deliverable 5: Debriefing with UN agencies 2 w.d.	Online presentation	By 29 August 2024
6	Deliverable 6: Finalization of the evaluation report (incorporating comments received on first drafts) 4 w.d.	Final evaluation report; Relevant knowledge products	By 6 September 2024
Total estimated number of working days – 30, out of which 7 days on mission to Moldova			

National Consultant

No.	Tasks	Deliverable	Indicative timeline
1	Deliverable 1: Inputs to methodology and work plan provided. 1 w.d.	Evaluation Methodology; Work plan	01-02 August 2024
2	Deliverable 2: Background materials collected and analysed. 7 w.d.	Evaluation outline	05-11 August 2024
3	Deliverable 3: Up to 10 field visits and meetings with relevant parties organized. 10 w.d.	Summary key findings presented to UN Agencies	12-21 August 2024
4	Deliverable 4: The draft evaluation report provided. 7 w.d.	Draft evaluation report	By 28 August 2024
5	Deliverable 5: Presentation of the final evaluation report. 1 w.d.	Online presentation	By 30 August 2024
6	Deliverable 6: Final evaluation report provided. 4 w.d.	Final evaluation report; Relevant knowledge products	By 6 September 2024
Total estimated number of working days – 30			

VII. EVALUATION TEAM COMPOSITION AND RESPONSIBILITIES

Members of the evaluation mission must not have been associated with the Programme's formulation, implementation or monitoring. It is proposed that the evaluation team to be composed of one international and one national consultant.

The International Consultant will undertake one field visit to Moldova (7 working days). Should the context allow, it could envisage a visit to the Transnistrian region organised by the Programme.

Specifically, the **International Consultant** will perform the following tasks:

- Lead and manage the evaluation mission and assume overall responsibility for its quality and timeliness;
- Supervise the work of the national expert (during entire evaluation period).
- Design the detailed evaluation methodology (including the methods for data collection and analysis), propose detailed work plan and Evaluation outline;
- Briefing with UN agencies CO representatives, agreement on the methodology, scope and outline of the Evaluation report prior to the first mission;
- Desk review of documents;
- Interviews with project implementing partners, relevant government bodies, NGO, independent experts, beneficiaries and donor representatives;
- Conduct field visit to the project sites and interviews with local stakeholders;
- Elaborate summary key findings based on interviews and site visits performed;
- Debriefing with UN agencies and project implementing partners;
- Development and submission of the draft Evaluation report. The draft will be shared with the UN agencies for review and commenting;
- Finalize and submission of the final Evaluation report through incorporating suggestions received on the draft report.

The **National Consultant** tasks will be expected to conduct:

- Collection of background materials upon request by International Consultant;
- Provision of important inputs in developing methodology, work plan and Evaluation report outlines upon request by International Consultant;
- Assist to the International Consultant in desk review of materials;
- Assist the International Consultant in developing the mission agenda and establishing meeting with relevant stakeholders;
- Participation in debriefings with UN agencies representatives;
- Arranging field visits and assisting the International Consultant in interviewing local stakeholders at project sites, provision of interpretation in communication with beneficiaries when required;
- Assist the International Consultant in elaboration of a summary matrix of the project implementation key findings based on interviews and site visits performed;
- Participate in briefings with UN agencies and project implementing partners;
- Assist the International Consultant in developing the first draft of the Evaluation report;
- Assist the International Consultant in finalization of the Final Evaluation Report through incorporating suggestions received.

The evaluation will be fully independent, and the evaluation team will retain enough flexibility to determine the best approach in collecting and analysing data for the evaluation.

VIII. Financial arrangements

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. To assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including the daily fee, taxes, transportation and number of anticipated working days).

Travel/ International Consultant:

All envisaged travel costs must be included in the financial proposal. 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.

The travel costs to Moldova shall be indicated separately and will be covered only if the travel will take place.

IX. Confidentiality

Materials provided to the consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

X. REQUIRED QUALIFICATIONS AND COMPETENCIES

The International and National Consultants must possess the following qualifications:

International Consultant:

- Master's degree or equivalent in Management, Human rights, Development Studies and/or other relevant fields;
- At least 8 years of work experience in the areas relevant to the assignment (post conflict development, local development, participatory planning for sustainable development, including participatory monitoring and evaluation);
- At least 5 years of experience in conducting evaluation of projects in the human rights field;
- Familiarity with development approaches in post-conflict context of Eastern Partnership or EU Neighbourhood countries;
- Experience within the country, including in Transnistrian region, or similar post-conflict territories, will be a strong advantage;
- Familiarity/experience with evaluation of the joint UN programmes and One UN approach will be a strong advantage;
- Knowledge and experience with results-based management (especially results-oriented monitoring and evaluation);
- Excellent spoken and writing skills in English. Knowledge of Romanian or Russian is an advantage.

National Consultant:

- University degree in Management, Human rights, Development Studies and/or other relevant fields;
- At least 5 years of professional experience/technical knowledge in providing management or consultancy services in post conflict development, local development, participatory planning for sustainable development, including participatory monitoring and evaluation;

- At least 3 years of experience in conducting evaluation of projects in the human rights field;
- Professional experience with Transnistria region will represent a strong advantage;
- Experience in managing, monitoring and evaluating projects for UN or other international development agencies in the region will be an asset;
- Fluent in English and Romanian both written and spoken. Knowledge of Russian is an advantage.

XI. Documents to Be Included When Submitting the Proposals

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

- Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating financial proposal in Annex 2 (in USD, specifying a total requested amount per working day, including all related costs, e.g., fees, phone calls etc.).
- Proposal (Motivation Letter): explaining why they are the most suitable for the work including previous similar or relevant experience in Projects (please provide brief information on each of the above qualifications, item by item);
- CV with at least 2 references.

Important notice: The applicants who have the statute of Government Official / Public Servant prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the Government, and
- the applicant is certified in writing by the Government to be on official leave without pay for the entire duration of the Individual Contract.

XII. EVALUATION

Initially, individual consultants will be short-listed based on the following **minimum** qualification criteria:

International Consultant:

- a. Master's degree or equivalent in Management, Human rights, Development Studies and/or other relevant fields;
- b. At least 8 years of work experience in the areas relevant to the assignment (post conflict development, local development, participatory planning for sustainable development, including participatory monitoring and evaluation);
- c. Proficiency in English (both written and spoken).

National Consultant:

- a. Citizen of the Republic of Moldova;
- b. University degree in Management, Human rights, Development Studies and/or other relevant fields;
- c. At least 5 years of professional experience/technical knowledge in providing management or consultancy services in post conflict development, local development, participatory planning for sustainable development, including participatory monitoring and evaluation;
- d. Proficiency in English and Romanian (both written and spoken).

The short-listed individual consultants will be further evaluated based on the following methodology.

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/ compliant/ acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical and Interview Criteria weight – 60%.

* Financial Criteria weight – 40%.

Only candidates obtaining a **minimum of 210** points would be considered for the Financial Evaluation.

National Consultant:

Criteria	Scoring	Maximum Points Obtainable
Technical		
University degree in Management, Human rights, Development Studies and/or other relevant fields	Bachelor's Degree – 50 pts. Master's Degree – 60 pts.	60
At least 5 years of professional experience/technical knowledge in providing management or consultancy services in post conflict development, local development, participatory planning for sustainable development, including participatory monitoring and evaluation	5 years – 50 pts., each additional year – 10 pts., up to max. 90 pts.	90
Subtotal desk review Scoring		150
Interview evaluation criteria (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness). Only the first 5 applicants that have accumulated the highest technical score shall be invited to the interview.		
Excellent analytical and communication skills, with proven ability to meet tight deadlines and attention to detail	No – 0 pts., to some extent – up to 10 pts., extensive – up to 20 pts	20
Experience in a human-rights focused project evaluations	No similar projects evaluated – 0 pts., up to 4 projects	40

	evaluated – 20 pts., each additional project – 5 pts, up to 40 pts	
Experience in conflict setting evaluations	No – 0 pts, up to 2 years – 10 pts, 2 to 4 years – 20 pts, more than 4 years – up to 50 pts, 10 pts per 2 years of experience	50
Fluency in Romanian and Russian languages; English language - working level	10 pts. per language, up to max. 30 pts	30
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	No – 0 pts, to one group – 5 pts, to two or more groups – 10 pts	10
Subtotal Interview Scoring		150
Total		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration		200

* Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees, and other non-citizens

International Consultant:

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Master's degree or equivalent in Management, Human rights, Development Studies and/or other relevant fields	Master's Degree – 40 pts. Master's Degree in Management, Human rights, Social Development – 60 pts.	60
At least 8 years of work experience in the areas relevant to the assignment (post conflict development, local development, participatory planning for sustainable development, including participatory monitoring and evaluation)	8 years – 80 pts., each additional year – 10 pts., up to max. 100 pts.	100

Subtotal desk review Scoring		160
Interview evaluation criteria (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness). Only the first 5 applicants that have accumulated the highest technical score shall be invited to the interview.		
Excellent analytical and communication skills, with proven ability to meet tight deadlines and attention to detail	No – 0 pts., to some extent – up to 10 pts., extensive – up to 20 pts	20
Experience in a human-rights focused project evaluations	No similar projects evaluated – 0 pts., up to 4 projects evaluated – 20 pts., each additional project – 5 pts, up to 40 pts	40
Experience in conflict setting evaluations	No – 0 pts, up to 2 years – 10 pts, 2 to 4 years – 20 pts, more than 4 years – up to 40 pts, 10 pts per 2 years of experience	40
Experience in multi-partner/multi-agencies project evaluations	No similar projects evaluated – 0 pts., 1 project evaluated – 10 pts., more than 1 project – 5 pts each, up to 20 pts	20
Fluency in English and other languages, relevant for Moldovan context (Romanian, Russian)	10 pts. per language, up to max. 20 pts;	20
Subtotal Interview Scoring		140
Total		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration		200

Winning candidate

The winning candidate will be the candidate who has accumulated the highest aggregated score (technical scoring + financial scoring)

XIII. REFERENCE MATERIALS

The following documents should be studied by the evaluators:

1. UNDP Handbook on Monitoring and Evaluating for Results
2. Ethical Guidelines for Evaluation.
3. United Nations Development Assistance Framework (UNDAF) for Moldova (2018-2022)
4. One UN JA Project Document (Description of Action) and relevant progress reports
5. Code of Conduct for Evaluation, the UNDP evaluation policy and Norms for Evaluation in the UN System
6. Reports on Human Rights in the Transnistrian Region of the Republic of Moldova by Thomas Hammarberg

Background documentation is available on <https://www.undp.org/moldova/projects/closed-joint-action-strengthen-human-rights-transnistrian-region-republic-moldova-phase-3>.