



TERMS OF REFERENCE

Consultancy for Monitoring, Reporting and Evaluation Consultant – the Spotlight Initiative PNG, IC/PNG/14-2021

Location:	Port Moresby, Papua New Guinea.
Type of Contract:	Individual Contract (IC)
Project:	Spotlight Initiative
Languages Required:	English
Starting Date:	May 2021 to December 2021
Duration of Initial Contract:	8 months with 176 working days (with possible of extension subject to performance and availability funds)

Background

The Spotlight Initiative is a global partnership between the United Nations (UN) and the European Union (EU) to eliminate all forms of violence against women and girls in support of the 2030 Agenda on Sustainable Development. It was launched in September 2017 by the UN Secretary General and the EU High Representative and Vice President. The 500 million Euro Initiative provides a model for partnerships with donors, civil society, and the UN to deliver on the SDGs in a comprehensive manner leveraging comparative expertise. SDG 5 and the achievement of gender equality are placed at the centre of efforts (alongside Goal 16) with the aim to provide an enabling environment for the implementation of all goals. Within the UN, the Initiative will operationalize the UN development system reforms and model a new way of delivering on the SDGs in an integrated way, leveraging collaborative advantages.

The Spotlight Initiative in Papua New Guinea is implemented through four Recipient UN Organizations (RUNOs -- UN Women, UNFPA, UNDP and UNICEF) with a focus on addressing intimate partner violence and domestic violence. It follows a transformative and evidence-based approach, addressing unequal power relations between men and women and focusing on gender equality and women's empowerment. The overall vision of the Spotlight Initiative in PNG is that women and girls enjoy their right to a life free of violence, within an inclusive and gender equitable PNG. This contributes to implementation of PNG's National Strategy to Prevent and Respond to Gender Based Violence (2016-2025), with attention to holistic prevention and responses to violence against women and girls.

Key objectives

Under the direct supervision of the Programme Technical Specialist and Coordinator, and administrative oversight by the Head of the RCO in PNG, the consultant will support and guide the implementation of the Spotlight M&E results framework. The Consultant will work closely with Spotlight Initiative Secretariat at HQ, UN agencies through coordination with the Monitoring & Evaluation Group, the Spotlight Programme Management Unit, the United Nations Development Assistance Framework



(UNDAF) Outcome Results Groups, and the Programme Technical Reference Group. This includes coordinating existing M&E capacities and resources, Spotlight-specific M&E capacities and resources, training, gathering data and feedback, developing tools and guidelines, and reporting, developing knowledge management tools and guidelines.

Duties and Responsibilities

Develop M&E Plan and Strategy for Spotlight Initiative in line with the global Spotlight M&E Strategy

- Develop comprehensive and realistic monitoring plan and strategies with appropriate data sources, collection methods, analysis plans, quality controls and resource requirements;
- Advise Spotlight Programme Coordinator and Core Management Team on the development and improvement of core implementation tools, including work plans.

Implement M&E Plan and Strategies for Spotlight Initiative in PNG

- Implement comprehensive and realistic monitoring and evaluation plan and strategies with appropriate data sources, collection methods, analysis plans, quality controls and resource requirements.

Coordinate Monitoring, Data Collection, and Reporting

- Design and disseminate monitoring resource materials, templates, and guidance documentation to participating UN agencies;
- Update on results and progress monitoring and reporting on the Spotlight to inter-agency meetings;
- Coordinate collection and use of monitoring data, as well as reporting;
- Perform field visits to ensure the quality and accuracy of collected or reported data;
- Document progress of Spotlight against project implementation plans, results matrix, milestones and targets.

Design, develop, and implement Knowledge Management plan and tools for the Spotlight Initiative in PNG

- Conduct a needs assessment to identify knowledge gaps by undertaking a comprehensive mapping of existing Knowledge Management activities, guidelines and tools;
- Develop a Knowledge management plan, taking into account internal and external demand for knowledge;
- Manage the implementation of the knowledge management plan, track progress made, raise issues and make recommendations to address those issues;
- Advise the Technical Specialist and Coordinator on efforts in deepening coordination, collaboration, and synergy within the Spotlight Initiative team in (country) and with other key stakeholders, innovation and lessons learned.

Develop knowledge management tools and guidelines for the Spotlight Initiative in PNG

- Develop knowledge management guidelines tools;
- Ensure that information is disseminate to the appropriate audiences;

- Develop quality assurance tools for knowledge management;
- Develop and manage a knowledge management database.

Knowledge Management, Dissemination and Use of Data

- Facilitate the efficient flow of monitoring data within participating UN agencies, EU, government and civil society partners;
- Provide best practices to be shared with the Global Spotlight Community of Practice, Spotlight Steering Committee, UNCT, the Spotlight Core Management Team, participating agencies and partners;
- Identify good practices and lessons learned to be shared with the UNCT, agency colleagues, the Spotlight Secretariat, so that best practices benefit UN's work;
- Lead in designing thematic activities and knowledge-sharing forums and encourages others to participate.

Deliverables

Payments will be made against the following reporting schedule and subject to submission of a timesheet.

Reporting period and key milestones	Report due	Payment Percentage	Review and Approvals
Payment upon submission and acceptances of : Work plan, detailing how Assignment will be accomplished with realistic timelines.	14/05/2021	20%	Head of RCO
Payment upon submission and acceptances of : Monthly tasks and progress report approved upon monthly review.	04/06/2021	10%	Head of RCO
Payment upon submission and acceptances of : Monthly tasks and progress report approved upon monthly review.	02/07/2021	12%	Head of RCO
Payment upon submission and acceptances of : Monthly tasks and progress report approved upon monthly review.	06/08/2021	12%	Head of RCO
Payment upon submission and acceptances of : Monthly tasks and progress report approved upon monthly review.	03/09/2021	12%	Head of RCO

Payment upon submission and acceptances of : Monthly tasks and progress report approved upon monthly review.	08/10/2021	12%	Head of RCO
Payment upon submission and acceptances of : Monthly tasks and progress report approved upon monthly review.	05/11/2021	12%	Head of RCO
Payment upon submission and acceptances of : Final Report outlining progress achieved against the original workplan.	03/12/2021	10%	Head of RCO

Reporting and payment terms

The consultant will work under the direct supervision of the Programme Technical Specialist and Coordinator, with administrative oversight by the Head of the RCO.

Submission of specific deliverables will be completed in accordance with the above schedule unless revised timelines are mutually agreed by UNRCO and the Consultant. Acceptance of deliverables will be determined by Head of Resident Coordinators office or delegate.

Milestone payments will be made upon submission and acceptance of specific deliverables.

Resources Provided

The duty station for this consultant is Port Moresby in Papua New Guinea. RCO does provide transport, computer, workstation etc. The consultant must be equipped with a fully-functional laptop, which must run at least Windows 7. The consultant must be reasonably accessible by email and telephone (preferably mobile). The use of reliable, internet-based telecommunications application software (Zoom, MS Teams or equivalent) is required.

Education and experience

- Master's degree (or equivalent) in Social Sciences, International Development, Political Science or related field; or Relevant Bachelor's degree (or equivalent) with two additional years of qualifying experience.
- At least 5 years of progressively responsible professional experience in monitoring and evaluation, including hands-on experience in design, monitoring and evaluation of development projects;

- At least 3 years of professional experience working on gender equality, violence against women and girls, and human rights in PNG and the Pacific region is preferred;
- Experience and training in results based management, strategic planning and monitoring & evaluation of programmes in PNG or the Pacific region.

Competencies

- Experience in the usage of computers and office software packages, experience in handling of web-based management and knowledge management/M&E systems.
- Fluency in English is required
- Knowledge of Tok Pisin is an asset.

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

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

* Technical Criteria weighting. 70%

* Financial Criteria weighting. 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
Qualification		25%
<ul style="list-style-type: none"> • Master's degree (or equivalent) in Social Sciences, International Development, Political Science or related field; or Relevant Bachelor's degree (or equivalent) with two additional years of qualifying experience 	25	
Experience		30%
<ul style="list-style-type: none"> • At least 5 years of progressively responsible professional experience in 	10	

monitoring and evaluation, including hands-on experience in design, monitoring and evaluation of development projects.		
<ul style="list-style-type: none"> At least 3 years of professional experience working on gender equality, violence against women and girls, and human rights in PNG and the Pacific region is preferred. 	10	
<ul style="list-style-type: none"> Experience and training in results based management, strategic planning and monitoring & evaluation of programmes in PNG or the Pacific region. 	10	
Competencies		15%
<ul style="list-style-type: none"> Experience in the usage of computers and office software packages, experience in handling of web-based management and knowledge management/M&E systems Fluency in English is required Knowledge of Tok Pisin is an asset. 	5 5 5	
Technical Criteria		70%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- Current curriculum vitae outlining relevant experience.
- Three-page statement of how the consultant will deliver the services highlighting methodology and approach.
- Price Proposal.
- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP, which **can be accessed from this [UNDP PNG Procurement page](#)**. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Lump-sum contracts

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. 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 (including travel, living expenses, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. 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.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimburse.

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org , no later than **22nd April 2021**. For any clarification regarding this assignment please write to 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 may 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.