SERVICE PROVIDER PROCUREMENT NOTICE

Service Provider Consultancy for National Consultant to undertake an evaluation of the UNDP Country Programme for the Lao People’s Democratic Republic (2017-2021) and a thematic evaluation of UNDP’s engagement in the Governance Sector

Date of issue: 10 June 2020

<table>
<thead>
<tr>
<th>POST TITLE:</th>
<th>A National Consultant to undertake an evaluation of the UNDP Country Programme for the Lao People’s Democratic Republic (2017-2021) and a thematic evaluation of UNDP’s engagement in the Governance Sector</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGENCY/PROJECT NAME:</td>
<td>United Nations Development Programme (UNDP)</td>
</tr>
<tr>
<td>PLACE OF ASSIGNMENT:</td>
<td>Vientiane Capital, Lao PDR</td>
</tr>
<tr>
<td>DURATION OF ASSIGNMENT:</td>
<td>39 days (July – December 2020)</td>
</tr>
<tr>
<td>STARTING DATE:</td>
<td>1 July 2020</td>
</tr>
<tr>
<td>DEADLINE FOR SUBMISSION OF PROPOSALS:</td>
<td>21 June 2020</td>
</tr>
</tbody>
</table>

Introduction

The Lao People’s Democratic Republic (Lao PDR) has made an impressive progress in social and economic development. However, the COVID-19 pandemic is putting some of these gains into question. Lao PDR is a landlocked country with an estimated population of 7.1 million. The country achieved its Millennium Development Goal targets on poverty, hunger reduction and access to safe water and sanitation. Significant challenges remain including food insecurity and nutrition, high maternal mortality rate, low educational completion rate at all levels with a wide gender gap and weak enforcement. Little progress has been made in improving environmental sustainability, reversing forest loss and clearing land contaminated by unexploded ordnance (UXO).

UNDP supports the Government and communities to meet the national development goals. The UNDP CPD 2017-2021 was formulated in consultation with the Government and other stakeholders to support the implementation of the 8th NSEDP (2016-2020), Sustainable Development Goals including a local Goal 18 on UXO, and achievement of the LDC graduation. The UNDP supports and works with the Government and partners in three major thematic areas (a) acceleration of human development through promotion of inclusiveness and reduction of inequalities; (b) promotion of sustainable management of natural resources and building resilience; and (c) improvement of governance capacity to formulate and implement high-quality public policies. The main partner for UNDP is the Ministry of Planning and Investment.

The current CPD 2017-2021 aligns with the United National Partnership Framework (UNPF). Both CPD and UNPF will come to the end in 2021. In conjunction with this, the Government of Lao PDR is formulating the 9th NSEDP in 2020 and expects to launch the national plan in early 2021. This evaluation of the CPD is commissioned to generate evidence and knowledge about the ongoing programme and help to guide UNDP’s programming in the future. The evaluation will assist UNDP and national partners to learn from past experience and better understand what types of development support work well, not work well, and in what context. The evaluation results will be used to inform the decision-making, course correction and development of the new CPD in 2021. The primary audiences of this evaluation are national and subnational government institutions, UNDP Executive Board, UNDP, the UN Country Team, donors and development stakeholders. Secondary audiences are but not limited to academia, researchers, civil-society organizations and communities.

Evaluation Purpose

This evaluation will assess the UNDP’s contribution and performance in supporting the national development and priorities under the approved CPD. A special focus should be placed on the Governance thematic area. The evaluation will serve an important accountability function, providing national stakeholders and partners in Lao PDR with an impartial assessment of the results of UNDP support. The evaluation will capture evidence of the relevance, effectiveness, efficiency and sustainability of the current programme, which would be used to strengthen existing programmes and to set the stage for new the preparation of new CPD.
Scope of work
The CPD evaluation will focus on the formal UNDP country programme approved by the Executive Board. The scope of the CPD evaluation includes the entirety of UNDP’s activities at the outcome and output levels covering from 2017 to date. The evaluation covers interventions funded by all sources, including core UNDP resources, donor funds and government funds. Initiatives from regional and global programmes will be included in the CPD evaluation. UNDP Lao PDR also supports a number of Sector Working Groups (SWGs) which form the core of the consultative and engagement process leading up to the annual Round Table Implementation Meeting (RTIM) and the once in 5 years High Level Round Table meeting (HLRTM). The SWGs also support in the drafting and implementation of the NSEDP. This type of support, which is not covered directly through a project is important for the political and social agenda of a country. Therefore, these activities will be included in the evaluation as well. The evaluation will also examine the UNDP’s contribution toward cross-cutting issues, e.g. human rights, gender, leaving no one behind, and capacity development. The evaluation should be forward-looking by drawing lessons from the current CPD and propose recommendations for the next CPD

Expected Results and Deliverables

- Evaluation inception report (up to 10 pages).
- Kick-off meeting. Evaluators will give an overall presentation about the evaluation, including the evaluator team’s approach, work plans and other necessary elements during the kick-off meeting. Evaluators can seek further clarification and expectations of UNDP and the Government partner in the kick-off meeting.
- Evaluation debriefings. Immediately following the evaluation, the evaluation team is required to present a preliminary debriefing of findings to UNDP, key Government partners and other development partners.
- Draft evaluation report (max 60 pages including executive summary).
- Evaluation report audit trail. Comments and changes by the evaluators in response to the draft report should be retained by the evaluators to show how they have addressed comments.
- Final evaluation report
- Evaluation brief (2 pages maximum) and other knowledge products or participation in knowledge-sharing events, if relevant.
- Translate the evaluation brief in Lao language
- Evaluation Recommendations
- Presentations to stakeholders (this maybe done remotely)

Given the ongoing COVID 19 pandemic and the resultant restrictions may require many of the in-person missions / activities to be carried out remotely using electronic conferencing means.

Team Composition
The evaluation will be conducted by a team of three independent consultants comprising of:

- An International Evaluation Team Leader (Advertised and Recruited Separately);
- An International Evaluation Member focusing specifically on UNDP’s governance portfolio (Advertised and Recruited Separately); and
- A National Consultant who will provide knowledge of national context and support the full evaluation process as well as serve as an interpreter from English to Lao and vice-versa when needed (Advertised and Recruited Separately).

Experience, responsibilities and qualification requirements of National Consultant:

S/he will support the Team Leader by providing knowledge of the development context in Lao PDR. S/he is well aware of Lao cultural context and working with different government institutions; and when needed support as an interpreter between English and Lao and vice versa. S/he collects all relevant documents and reports needed for the review. S/he will support the team leader in coordinating with UNDP, government partners and other stakeholders. S/he will play a crucial role in organizing meetings, workshops, interviews, consultations during the field missions. S/he will draft some parts of the report as assigned by the team leader. The consultant will advise the Team Leader on relevant aspects of the local context where the projects have operated.

Under the supervision of Evaluation Team Leader, s/he has responsibilities as follows:

- Support the documentation review and framing of evaluation questions;
- Support the coordination with UNDP, government partners, stakeholders and other parties;
- Undertake field visits and collect feedback from beneficiaries, project stakeholders etc.;
Support the Evaluation Team Leader and international consultant in planning, execution, analyzing and reporting;
Incorporate the use of best practice with respect to evaluation methodologies;
Support the drafting of inception report, finalization/quality control of the evaluation report;
Participate and support the kick-off meeting and debriefing meeting with UNDP and stakeholders;
Facilitate and support the field data collection in country;
Translate the evaluation brief in Lao language;
Perform translation from English to Lao and vice versa for the evaluation team when required.

Required Qualifications:
- Master’s degree or equivalent in Development, Economics, Public Policy, Communications, English, Social Sciences, Humanities or any other relevant field;
- 7 to 10 years-experience in undertaking evaluation in the development sector;
- Experience with evaluation methodologies; programme development and project implementation;
- Have a strong understanding of the development context in Lao PDR and preferably understanding of the strategic Poverty and inclusive growth, environment and governance issues within the Lao PDR context;
- Experience in oral and written translations;
- Fluent in English (written and spoken) and Lao (written and spoken).

REQUIREMENTS FOR SUBMISSION OF PROPOSALS:

All interested and qualified International Independent Consultant should apply on-line using the following links:

1) UNDP Lao PDR Country Office website at https://www.la.undp.org/content/lao_pdr/en/home/jobs.html or
2) UNDP Jobs at http://jobs.undp.org/cj_view_jobs.cfm

In order to make submission please read the attached relevant documents which are also available on our web-site here https://www.la.undp.org/content/lao_pdr/en/home/jobs.html
1) TOR (Annex I)
2) Individual Contract & General Terms and Conditions (Annex II);
3) OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY (Annex III)

Documents to be included when submitting the proposals:

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

1) Technical and Financial Proposal as per Annex III “OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY”
   (i) Explaining why you are the most suitable for the work;
   (ii) Providing a brief methodology on how you will approach and conduct the work including the work schedule for the delivery of outputs/deliverable;
   (iii) CV of education and work experience, including past experience in similar projects and contact references of at least 3 references for whom you have rendered preferably the similar services;

2) Financial proposal:
   (i) Detailed financial proposal: Lump sum offer with clear cost breakdown against each deliverable.

Note: 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 installments or upon completion of the entire contract). Payments are based upon monthly outputs, 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, per diems, and number of anticipated working days). All envisaged travel costs must be included in the financial proposal. UNDP accept travel costs not exceeding of an economy class air ticket.

Instructions for on-line submissions:
1) Step 1: Please prepare all required documents electronically;
2) Step 2: Combine all documents in ONE SINGLE FILE (preferably in PDF however Word format can be also accepted) and upload to the UNDP Jobs using the links above;
3) Step 3: After that you will receive an auto reply from the UNDP jobs if your offer is received successfully.
Incomplete proposals or proposals received after the deadline will be rejected.

Please kindly refer to the Terms of Reference Annex I for detailed information on:
Project’s background
Scope of work and Responsibilities
Deliverables
Requirements for Experience and Qualifications

Evaluation of Proposals:

Individual consultants will be evaluated based on the cumulative analysis methodology.

• 10%. Qualification and experience
• 15%. Technical approach as illustrated in the description of the proposed methodology.
• 10%. Timeline reflecting proposed activities, which emphasis the ability to meet the proposed deadlines
• 20%. Evidence of experience of the consultant in conducting evaluations as detailed in the CV
• 15%. Reference from Past performance. To enable this reference check is carried out, applicants are required to provide a list of all related consultancies/evaluations conducted during the past three years with associated contact details of references.
• 30% Financial proposal

Only a consultant obtaining a minimum of 50 points in the technical rating would be considered for the financial evaluation.

Note: Any request for clarification must be sent in writing to the following e-mail: surith.sengsavang@undp.org with CC to Souphalack.bounpadith@undp.org.

UNDP Lao PDR will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

Please note that only short-listed candidates will be notified.

Qualified female candidates are strongly encouraged to apply.

For more detailed information about UNDP Lao PDR please visit our website at https://www.la.undp.org/content/lao_pdr/en/home.html