Terms of Reference

Monitoring and Evaluation support to Delivering as One
United Nations Country Team in Lesotho

1. Background

The United Nations Country Team in Lesotho is a ‘Delivering as One’ team with an integrated Lesotho United Nations Development Assistance Framework (UNDAF) and Action Plan (LUNDAP), various joint programmes and a coordinated approach to implementation of individual agency programs. The UNCT encompasses the following resident agencies/programmes related presence: FAO, UNAIDS, UNICEF, UNDP, UNFPA, WFP, WHO, the World Bank and IMF.

The UNCT is working with the LUNDAP of the period of 2013-2017, that is fully aligned with the GoL’s National Strategic Development Plan (NSDP). The UNDAF is a tool for enhanced UN’s assistance harmonization, simplification and accountability. It describes the collective response of the UN Country Team to a country’s national development goals within the framework of the Millennium Development Goals (MDGs), the upcoming Post 2015 Agenda and other international commitments.

Further, the UNCT has a number of joint programmes under implementation and development that require a strong monitoring and evaluation framework and clear linkages to the LUNDAP M&E framework. To this regard the Monitoring and Evaluation Task Force (also known as the M&E Task Team) provides oversight and support for monitoring and evaluation. It also provides technical advice to the UN Steering Committee, the Programme Management Team (PMT) and all Cluster Working Groups (CWG) to monitor and report on results and carry out targeted process evaluations.

The UN in Lesotho is looking for a Monitoring and Evaluation Consultant to work with the M&E team on a substantive review and analysis of the LUNDAP results chain and the LUNDAP M&E framework.

2. Objectives for the consultancy

With the aim of strengthening the quality of joint initiatives and the internal capacity of the UNCT ‘Delivering as One’ the specific objectives of the consultancy are:

- To build a comprehensive UN Results-Based Monitoring and Evaluation System
- To support the development and implementation of an evidence based M&E framework for joint programmes, as well as agency specific initiatives

In this process therefore,
- Enhance the capacity of the M&E Task Team on results based monitoring
- Upgrade the internal capacity of the agencies through knowledge transfer and skills training to develop robust and relevant M&E systems
- Review and technically advice the M&E team in reviewing the internal M&E process and reporting
3. Expected Outputs / Deliverables

1) Reviewed LUNDAP, M&E framework including annual targets and indicator monitoring tools available
2) Comprehensive UN Results-Based Monitoring and Evaluation System, available including mechanism for baseline data/collection/updating
3) Agencies supported as requested to ensure new programming framework with the LUNDAP.
4) Capacity of inter-agency M&E Task Team and other programme staff as identified by agencies developed and strengthened.
5) Transfer of knowledge through training sessions to inter-agency Task Team and other programme staff documented
6) Review all agencies existing M&E system, forms, tools and jointly with the M&E Task Team, assist in simplification and harmonization of M&E tools.
7) Guidelines on review of internal M&E processes and reporting developed.
8) 2014 LUNDAP mid-term and annual progress reports developed

4. Timeframe, Scope and Management

Timeline
Consultants are expected to produce the following by the suggested completion date.

<table>
<thead>
<tr>
<th>Product/Activity</th>
<th>Suggested Completion Date</th>
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<tbody>
<tr>
<td>1 Review of indicators and framework aligned to reviewed LUNDAP, indicator monitoring tool, results based and sustainable M&amp;E system/tools</td>
<td>30 June 2014</td>
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<tr>
<td>2 Agency-specific programming review</td>
<td>31 August 2014</td>
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<tr>
<td>3 M&amp;E capacities strengthened</td>
<td>31 August 2014</td>
</tr>
<tr>
<td>4 Adequate knowledge transfer to the M&amp;E Task Team</td>
<td>31 October 2014</td>
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<tr>
<td>5 2014 LUNDAP mid-term and annual progress reports developed</td>
<td>31 December 2014</td>
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</tbody>
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Duration of Assignment: 8 months (1 May 2014 – 31 December 2014)

Start Date: 01 May 2014

Duty Station: Lesotho

Scope
- Build partnership programs (how can we work as one UN with all stakeholders) with timelines around agreed activities
- Identify mechanisms by which to strengthen Results based M&E, with particular attention to benchmarking cross cutting issues of gender, youth and HIV and AIDS.
- Suggest ways to increase communication and exchange good practices with other countries in the region
• Enhance knowledge/skills of specific staff in UN agencies on existing approaches and methodology so as to provide timely technical assistance to all partners in the area of Results based M&E
• Initiate actions/approach to strengthen linkage between the LUNDAP comprehensive M&E mechanism/system, the National development plan M&E mechanism and imminent global sustainable developmental goals.
• Facilitate the consolidation and analysis of the 2014 LUNDAP mid-term and annual progress reports

Management
The assignment will be carried out under the overall guidance of the RC/Chair of the M&E Task team. The consultant will work closely with the clusters and the M&E task team and report to UN Programme Management Team (PMT) in Lesotho.

5. Payment Schedule
• 25 % upon completion of activity 1.
• 25 % upon completion of activity 2.
• 25 % upon completion of activity 3.
• 25 % upon completion of activity 4 & 5.

6. Qualifications and Experience

Competencies
* Strategic vision, strong technical and analytical capabilities and demonstrated ability to gain the assistance and cooperation of others in a team endeavor through technical leadership in a broad range of operational areas;
* Strong interpersonal skills and communication skills, resourcefulness, initiative, maturity of judgment, tact, and negotiating skills, and the ability to cope with situations which may pose conflict;
* Demonstrates integrity by modeling the UN's values and ethical standards
* Proven ability to work in a team, develop synergies and establish effective working relations within the RCO, with persons of different UN Agencies, government counterparts, donors and NGOs;
* Demonstrates openness to change and ability to receive/integrate feedback;
* Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships;
* Strong analytical aptitude and effective interpersonal, communication and presentation skills.
* Ability to solve complex problems with minimal supervision
* Ability to lead formulation and evaluation of development programs and projects
* Ability to work with small multi-disciplinary, multi-national teams to deliver quality products in high stress, short deadline situations.
* Ability and demonstrated capacity to work in complex environment.
* Facilitation and training skills
* Proficient in computer skills

Qualifications

Education
Master’s degree in a field relevant to the assignment, for example in development studies, Statistics, Results Based Management related social science fields, or business administration.
Technical Experience and Requirements

1) At least 7-10 years of experience in the area of RBM, Strategic Planning, and M&E related capacity building.
2) Proven experience in the monitoring and evaluation of development projects, if possible with UN agencies.
3) Experience in delivering training on M&E and data analysis.
4) Experience in qualitative and quantitative M&E approaches.
5) Background in training and M&E advising in donor-funded programs and for government officials.
6) Experience with UNDAFs and country programmes.
7) Experience of developing M&E results frameworks and progress reports.
8) Good knowledge of UN system, procedures and operational activities for development is an advantage.

Language
Excellent English writing and oral skills.

7. Documents

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

❖ Proposal

(i) Explaining why they are the most suitable to perform the work and deliver the outputs
(ii) Provide a brief methodology on how they will approach and conduct the work

❖ Financial proposal

❖ CV– this should highlight past experiences in similar projects/assignments and indicating at least 3 references.

❖ Examples of M&E results frameworks and progress reports, preferably for the UN, national Government or Donors

8. Evaluation

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<tr>
<th>Criteria</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>Technical</td>
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<tr>
<td>• Experience with conducting M&amp;E</td>
<td>20</td>
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<tr>
<td>• Examples of M&amp;E products (results framework &amp; progress reports)</td>
<td>20</td>
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<tr>
<td>• Experience with UNDAFs</td>
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<tr>
<td>• Experience with coaching/capacity development of teams in the area of M&amp;E</td>
<td>10</td>
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<tr>
<td>Financial</td>
<td>30</td>
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This TOR is approved by:  

Signature: ____________________

Date: ____________________