**TERMS OF REFERENCE AND PROCUREMENT NOTICE**



**Date:** 13 May 2022

**Country:** Azerbaijan

**Description of the assignment:** MEL (Monitoring, evaluation and learning) specialist

**Type of Contract:** Individual Contract (National position) - Framework Agreement

### **Project name:** Empowering and creating equal opportunities for vulnerable, conflict affected women in Azerbaijan to overcome barriers towards greater economic and social participation (ECEO)

**Period of assignment/services:** 25 May - 30 December 2022

Overall period of the assignment is planned to be around 120 consultancy days within the span of 6 months (25 May - 30 December 2022). The first contract will cover no more than 40 consultancy days with the possibility of extension for the next two years, subject to a) satisfactory performance by the consultant; b) actual needs; c) availability of financing. The number of days is indicative. The contract is non-exclusive and does not create a financial obligation or commitment from UNDP. Financial commitments will only be established each time services are requested under the contract, through an agreed triggering action or document that signals the commencement of a given engagement (usually, Purchase Orders).

Proposal should be submitted by email no later than 18.05.2022 18.00 local Baku time. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above ([procurement.aze@undp.org](mailto:procurement.aze@undp.org)). UNDP will respond in writing or 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.

**1. BACKGROUND**

UNDP is the development arm of the United Nations system, with presence in over 170 countries. Globally the organization employs 17,000 people and manages a budget of USD 5 billion annually. The UNDP office in Baku employs a team of 55 professionals and currently manages a portfolio of projects in areas of inclusive growth, environmental protection and good governance.

The project’s goal is through building capacities of women, creating more equal opportunities and strengthening the enabling environment, the project reinforces especially the recovery and relief pillar of Women, Peace and Security, where conflict affected women become agents of change to participate in the economic and social lives of their communities after the recent Karabakh conflict. As a platform for change, the Women Resource Centers (WRCs) will be utilised to advance gender equality in these communities with women and for women. Increasing financial literacy of women and endorsing them for social change through tailored capacity building is complemented with strong formal and informal support networks. Ultimately the project aims to achieve economic security of conflict affected women so they are better prepared for external shocks of conflict and crises.

The project will aim to ensure that:

Outcome 1. Vulnerable women are empowered with skills and have access to services and information to improve livelihoods and deliver community-level benefits sustainably, by cooperating as part of the network of WRCs;

Outcome 2. Stakeholders at national and local levels are supportive of WRC models and take actions to strengthen vulnerable women’s economic and social inclusion through targeted interventions informed by stakeholder analysis produced by the project.

**2. OBJECTIVE OF THE ASSIGNMENT**

Objective of the assignment is to ensure necessary input for monitoring and evaluation of progress towards achievement of project goals. The project monitoring, evaluation and learning (MEL) will be based on periodic assessment of progress on delivery of the specified project results and towards achievement of project objectives. As a part of the project activities, UNDP Office will contract a MEL Specialist to coordinate and support implementation of monitoring and evaluation of all project activities to be conducted in accordance with the Results Framework of the Project.

MEL Specialist will work in close cooperation with the international MEL consultant under the supervision of the designated Project Manager. She/he will ensure the promotion and development of the project.

1. **SCOPE OF WORK**

Monitoring Specialist will be responsible for monitoring and reporting on implementation of overall project activities and serve as the focal point for providing M&E inputs on Implementation Progress Reports. Specifically, MEL Specialist will be responsible to:

* Work with the international MEL consultant on development and application of the project level M&E system and tools for each component/activity as reflected in the Results Frameworks;
* Monitor and report regularly on the implementation of project plans in terms of milestones and agreed dates;
* Monitor and evaluate the project deliverables and outcomes against the established indicators and baseline, provide inputs into the regular progress reports meeting the deadline as per the requirement of the British Embassy and UNDP;
* Monitor, record and report on progress of the indicators against the Annual Work Plan, and Budgets (AWPBs);
* Own the Results Framework and use it to help the project team maintain progress and adapt activity based on evidence/progress from the data collected for decision making purposes;
* Design and implement the Monitoring, Evaluation and Learning Plan/system based on, and integrated with, the Results Framework;  ensuring gender and conflict sensitivity is evidenced through the approach to MEL;
* Jointly with the international MEL consultant, determine the appropriate data collection methods to ensure output and outcome progress is evidenced effectively, including to tell the overall change story as a result of UN/UK efforts;
* Support (and train) staff on the data collection process;
* Ensure learnings from the project are captured and applied accordingly, including to the wider WRC network (and that learning is brought in from other WRCs to inform the approach for the ones we are supporting);
* Conduct regular field visits to effectively monitor the activities and work with the CSSF and British Embassy Baku to identify opportunities to advance wider objectives including through communication;
* Provide inputs to the periodic meetings between the British Embassy and UNDP partners to discuss and check the progress in implementation of the action and address any problems that may arise in implementation.
* Review the deliverable reports submitted against the activities specified in the ToRs for the assignment; evaluate the progress towards the project expected results and activities;
* Collect baseline and progress data gender-disaggregated as required;
* Closely coordinate the design, quality, development and completion of all assessments, analytical reports, case studies, and success stories.
* Make field visits and spotchecks to physically monitor project progress, offer feedback and keep regular communication with the related staff;
* Identify and formulate lessons learned and document best practices from evaluations and studies to be integrated into programme reports;
* Support monitoring and evaluation missions commissioned by the British Embassy and UNDP;
* Accomplish others tasks related for preparing, monitoring and evaluation need of project assigned by the Project Manager
* Organizing the independent evaluation, and providing inputs into the regular donor reports.

S/he will report to the Project Manager regarding the monitoring and evaluation of project activities implemented by the project, analyze the effectiveness of the project activities based on the reports provided by the project partners and make judgment over the progress/impact.

1. **DELIVERABLES, TIMING AND TERMS OF PAYMENT**

Monitoring Specialist is expected to produce the following deliverables, which will be linked to the specific tasks assigned and communicated in Purchase Order. The deliverables may include but not limited to any of the following:

* M&E framework identifying the monitoring tools, inputs, timeframe, deliverables
* Report on progress against the set targets and with the required data and information
* Templates and forms for monitoring part of the grant proposals
* Reports on monitoring plans of the grant proposals with specific recommendations for improvement, if any required
* Quarterly M&E reports
* Inputs to the project progress report
* Monitoring field visits reports (if any required)
* Final M&E report
* Inputs to the project final report

The initial assignment is planned to start on 20 May 2022 and continue until 30 December 2022, with estimated 120 working days input. The number of days is indicative. The contract is non-exclusive and does not create a financial obligation or commitment from UNDP. Financial commitments will only be established each time services are requested under the contract, through an agreed triggering action or document that signals the commencement of a given engagement (usually, a Purchase Order).

Payment will be 100% upon certification of the satisfactory completion of the tasks and acceptance of the deliverable in 3 instalments upon providing of the above-mentioned completed deliverables by authorised UNDP personnel.

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| **No** | **Deliverable** | **Period** | **%** |
| **Installment 1** | * M&E framework identifying the monitoring tools, inputs, timeframe, deliverables * Report on progress against the set targets and with the required data and information * Templates and forms for monitoring part of the grant proposals * Reports on monitoring plans of the grant proposals with specific recommendations for improvement, if any required | May-July 2022 | 30% |
| **Installment 2** | * Quarterly M&E reports * Inputs to the project progress report * Monitoring field visits reports (if any required) | August-September 2022 | 40% |
| **Installment 3** | * Final M&E report * Inputs to the project final report | December 2022 | 30% |

**Approval Process**

The authorisation for each respective payment will be made by Project Manager after the acceptance of each deliverable.

1. **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| **I. Academic Qualifications:**   * Master degree in law, social and humanitarian sciences and any other relevant field   **II. Years of Experience:**   * At least 4 years of work experience in the field of monitoring and evaluation, M&E plan design * Proven experience in the project design and application of results-based approach in project management   **III. Competencies and skills:**   * Knowledge in indicator development, data collection and analysis, data quality assessments, and/or performance monitoring and reporting * Good knowledge of concepts and framework for monitoring and Evaluation and Result Measurement * Computer literacy in Microsoft packages (MS Word, MS Powerpoint, MS Excel); SPSS is an asset   **IV. Language requirements:**   * Azerbaijani mandatory, proficiency (verbal and written) in the English language. Russian will be an advantage.   **Other skills:**   * Planning, organizing and multi-tasking * Sharing knowledge and experience, communicating ideas and managing information glow * Strong communication and facilitation skills and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment. S/he must be able to respond quickly to requests for information * Analytical thinking |

1. **FINANCIAL PROPOSAL**

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| **Financial proposal:**  Financial offer – specifying the Consultant’s daily rate for the tasks and deliverables specified in the TOR. The rate shall include all taxes and social charges applicable to the expert as an individual service provider.  **Travel**  Trips will be conducted in Agjabedi, Barda and Tartar. |

1. **SELECTION CRITERIA**

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| Individual consultants will be evaluated based on the following methodology:  Combined Scoring Method  Combined Scoring Method principle considers a combination of the applicants’ qualification and financial proposal (70% technical and 30% financial offer). When using this weighted scoring method, the award of the contract should be made to the 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.  Out of the maximum score of 100 points, the score for technical criteria equals 70% - maximum 70 points, and for financial criteria 30% - maximum 30 points.  Only the highest ranked candidates who would be found qualified for the job will be considered for the Financial Evaluation.  **Technical evaluation:**  Evaluation of technical criteria consists of two stages: desk review and interview.  **Desk review stage:**  **I. Academic Qualifications:**   * Master’s degree in law, social and humanitarian sciences and any other relevant field – 20 points   **II. Years of Experience:**   * At least 4 years of work experience in the field of monitoring and evaluation, M&E plan design- 20 points * Proven experience in the project design and application of results-based approach in project management -15 points   **III. Competencies and skills:**   * Knowledge in indicator development, data collection and analysis, data quality assessments, and/or performance monitoring and reporting – 10 points * Good knowledge of concepts and framework for monitoring and Evaluation and Result Measurement -10 points * Computer literacy in Microsoft packages (MS Word, MS Powerpoint, MS Excel); SPSS is an asset – 5 pints   **IV. Language requirements:**   * Azerbaijani mandatory, proficiency (verbal and written) in the English language. Russian will be an advantage- 5 points   **Interview stage:**  - Specific experience of the Consultant relevant to the assignment – **Maximum 15 points**  The candidate should score at least 56 points to qualify for interview.  **Financial evaluation:**  Only those who obtains at least 70 points at the technical stage will be allowed to financial evaluation stage.  Financial Criteria – (30% of total evaluation – maximum 30 points):  The offer with the lowest price will receive the maximum of 30 points.  Other offers with higher prices will receive their respective scores according to the following formula:    Lowest Bid  ------------------- x 100 x 30%  Proposed Bid  The contract will be awarded to the candidate that will obtain the highest aggregate score based on the technical and financial evaluation.  Individual Consultants are required to comply with the UN security directives set forth under dss.un.org  **Note:** Maximum possible score is 100 points. To be eligible, the candidate has to score at least 70 points (70% of maximum possible score) |

1. **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

a) Duly accomplished OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY

b) Personal CV, indicating all experience from similar projects

c)Approach to work, methodology and indicative implementation plan

1. **IMPLEMENTATION ARRANGEMENTS**

Monitoring Specialist will work in close collaboration with the international MEL consultant, Project Team and will get any assistance required to implement the functions under the contract.

1. **MONITORING AND EVALUATION:**

Project Manager will develop the detailed monitoring and progress controls, including reporting requirements, frequency, format and deadlines.

1. **LOCATION**

The duty station is Baku, Azerbaijan. Trips to Agjabedi, Barda and Tartar are planned.

1. **REPORTING**

The Monitoring Specialist must ensure timely fulfillment of his/her assisting and support actions, thus making timely and sufficient contribution to the timely preparation and submission of the inputs.