



Title	2012-2016 UNDAF M&E plan in Cape Verde
Location	Praia, Cape Verde
Period	26 October – 3 December 2010 (6 weeks)
Reporting to	Resident Coordinator through the Head of Coherence Unit
Source of funding	RC budget

BACKGROUND INFORMATION

As one of eight pilot countries driving the UN Reform at country level, the UN Country Team in Cape Verde is working together within the “Delivering as One” initiative. The objective is to enhance effectiveness and efficiency of the UN to better assist the Government of Cape Verde in achieving its development results, including the Millennium Development Goals (MDGs), and to ensure a smooth transition process following the country’s graduation from the group of LDCs in January 2008.

The UN system in Cape Verde, together with the Government of Cape Verde, has started the process to develop a new United Nations Development Assistance Framework (UNDAF) to cover the period 2012-2016. The UNCT is currently revising the Country Analysis, in order to identify challenges, opportunities, objectives and comparative advantages. This process will result, in the next months, in the formulation of the first level of the UNDAF result matrix (UNDAF outcomes). In the view to successfully conclude the formulation process in line with both UN and governmental programming cycle, the support of an external consultant is required to strengthen the M&E component of the new UNDAF Result Matrix, as well as establish the grounds to strengthening M&E national capacities.

PURPOSE

Grounding the analysis on Result-based Management (RBM) and Human Rights Based Approach (HRBA) principles and securing that a gender-aware perspective is solidly integrated, the consultant will develop the 2012-2016 UNDAF M&E plan.

SPECIFIC TASKS

The consultant will be requested to:

- Provide technical support during the UNDAF Strategic Planning Retreat (26-29 October 2010) in the definition of the HRBA-based UNDAF outcomes, paying special attention to the alignment and logic chain between the UNDAF outcomes and the national development priorities as described in a variety of strategic national documents and plans to be provided by the UN office, and as explicitly expressed by national partners during the UNDAF retreat.
- Support the elaboration of the UNDAF M&E Plan, including narrative part, M&E framework (indicators, baselines, targets, means of verification, risks and assumptions) and M&E calendar (see file "M&E Guidelines for UN Coherence, Effectiveness, and Relevance" and an example in file "Angola UNDAF M&E calendar") and an indicators' metadata protocol. These documents will need to be strictly based on UN guidelines and templates as provided.
- Provide UN Programme staff and UN M&E focal points with hands-on trainings/workshop on RBM, M&E, and M&E best practices in Joint Programming.
- Provide the M&E cell of the Coherence Unit with *ad hoc* training support to strengthen its efficacy in the view of the new M&E cycle.
- Identify statistical gaps in the national M&E system using the indicators framework to track the MDGs and other UN conventions and treaties (as stated in Technical guidelines on M&E in "How to prepare an UNDAF - Part II"), in order to highlight possible areas for capacity development interventions.
- Facilitate a debriefing session highlighting major findings and presenting the M&E plan, also in the presence of a number of national partners.

METHODOLOGY

In the completion of her/his tasks, the consultant will closely collaborate with the M&E cell of the Coherence Unit in the RC Office. With its support, the consultancy will be carried out through:

- The participation in the UNDAF Strategic Planning Retreat (26-29 October 2010);
- Desk review of the 2012-2016 UNDAF programming exercise to date, taking in due consideration the UNCT in Cape Verde experience as a Delivering as One Pilot Country;
- Meetings with relevant UNCT members and other UN programme staff to gather information on strategic objectives and priorities, and implementation of M&E methodologies;
- Meetings with relevant government officials to gather information on the National M&E system. The UNDAF M&E plan is expected to be aligned to existing national M&E systems.

The indicators selected should:

- Be SMART;

- Based on HRBA;
- Follow the guidelines for UN Country Teams on how to prepare a UNDAF.
- Be, as far as possible, disaggregated. Averages hide disparities, and the recognition of disparities is essential for human rights based programming.

SOURCES OF INFORMATION

Below mentioned documents can be downloaded from <http://www.un.cv/en/dao.php#9> .

- How to prepare an UNDAF (Part I and II). Guidelines for Country Teams.
- UNDG Result-Based Management Handbook.
- Cape Verdean PRSP-II 2008-2011 - M&E framework.
- M&E Guidelines for UN Coherence, Effectiveness, and Relevance (CER).
- Template for M&E plan.
- Angola UNDAF M&E calendar.
- Presentations on HRBA M&E, assumptions and risks, outputs & outcomes

DELIVERABLES

1. The 2012-2016 UNDAF M&E plan, including:
 - a. A narrative part, including the identification of potential data collection gaps within the UNCT that should be strengthened to improve learning and accountability.
 - b. An M&E framework completed and populated with relevant indicators, baselines, targets, means of verification, risks and assumptions.
 - c. An M&E calendar for the M&E activities needed.
 - d. An indicators' metadata protocol
2. One training session on RBM and M&E, and M&E best practises in Joint Programming for UN Programme staff and M&E focal points. The training should include slides and other documents for future reference and internal training.
3. A final report highlighting statistical and capacity gaps in the M&E national structure and recommendations to implement specific capacity development initiatives in this area.
4. A debriefing workshop presenting main recommendations and details of the plan to both UN and national partners, to be facilitated by the consultant.

PROFILE/ REQUIRED QUALIFICATIONS AND EXPERIENCE

The Consultant should be an International Expert in the field of Monitoring & Evaluation. He/she should have:

- Relevant working/analytical experience of not less than 7 years in the M&E sector.
- At least a Masters degree in either of the following: Development, Social Science, Public Administration, Economics or related fields.
- Previous experience and demonstrated expertise with UNDAF preparation is required.
- Previous experience with “Delivering as One” countries is a distinct asset.
- Knowledge and demonstrated experience with Result-based Management (RBM) and familiar with the UNDG RBM Handbook.
- Knowledge and experience with Human Rights Based Approach to Programming (HRBAP) is an asset.
- Familiar with the updated guidelines for UN Country Teams on how to prepare an UNDAF.
- Knowledge of English or French is required, with working knowledge of the other.
- Knowledge of Portuguese is an asset.

GENERAL CONDITIONS: PROCEDURES AND LOGISTICS

- International consultants will be provided with DSA and travel costs, if not resident in Praia; although the negotiation of a lump-sum will be the preferred contractual option.
- Consultants will be provided with desk space in an office in the UN House in Praia. The consultant should provide her/his own laptop computer.

HOW TO APPLY

Consultants with relevant profile are invited to manifest their interest by sending an email **before 15 October 2010 at 9:00 am** Cape Verde time to the following email address:

procurement.cv@cv.jo.un.org, with the Subject: “UNDAF M&E plan in Cape Verde”, with the following attachments:

- Letter of interest.
- Curriculum Vitae to facilitate the assessment against the required background and experience.
- Financial proposal indicating their consultancy fees / lump sum (assignment goes from Monday 25 October to Friday 3 December 2010).

SELECTION METHOD

An Evaluation Team will be established based on the required qualifications and experience.

MANAGEMENT ARRANGEMENTS

The consultant will closely work with the M&E cell and will report to the Resident Coordinator through the Head of the Coherence Unit. Deliverables will be reviewed by the M&E cell and other UNCT members and UN Programme staff, as well as national M&E focal points. Final acceptance will be made by the Resident Coordinator.