



Call for Expression of Interest

Final Independent Evaluation
ILO BOSS Project Timor Leste

Location	Dili, Timor Leste
Application deadline	20 October 2016
Type of contract	External Collaboration Contract
Post Level	International Consultant
Languages required	Proficiency in written and spoken English
Expected duration	30 days (between 4 November and 15 January 2017) with field work during Nov. 17 to 28, 2016.

1.0 Background

The Business Opportunities and Support Services (BOSS) project in Timor Leste has been implemented by the ILO Country Office for Indonesia and Timor-Leste (CO-Jakarta). This project will end in December 2016 and will undergo a final independent evaluation in accordance with ILO evaluation procedures. An independent mid-term and final evaluation is mandatory for all ILO projects with \$5 million USD budget greater.

A mid-term evaluation of the BOSS Project was previously conducted in 2013 and now a final evaluation is required. . The purpose of the final evaluation is to independently assess the effectiveness of the BOSS project for the purposes of ILO organisational accountability (to donors and wider stakeholders) and organisational learning (to understand what lessons can be learned for future projects). The evaluation will assess the extent to which the project objectives have been achieved using the ILO guidelines for evaluations including, quality of outputs, relevance, efficiency, effectiveness of management arrangements and project sustainability.

The BOSS project is a six-year Private Sector Development project initially funded by Irish Aid (US \$7,920,395) starting in September 2010 and planned for 4 years. Since early June 2013, the New Zealand Aid Programme (NZAid) has provided additional donor support (US \$ 3,909,165) which extended the project duration to six years (until December 2016). This support was provided to deepen the work in the three value chains selected (cattle, horticulture, tourism) and to widen the portfolio of business services offered by the main counterpart, the Institute for Business Support (IADE).

The project aims to address the problem of an underdeveloped private sector in Timor-Leste in order to stimulate growth and fight poverty in the country. This is done by upgrading selected value chains and economic subsectors, improving their business and regulatory support structures and stimulating public-private dialogue and coordination.

The project strategy is to take a systemic approach to enterprise development that addresses a range of needs and challenges for Timorese MSEs. The project intention is to address the main problems and constraints identified including coordination between the public and private sectors, lack of market access for products and services, ineffective utilization of local resources and opportunities, limited involvement of the private sector in Government service delivery and overall weak managerial and entrepreneurial knowledge. Further, the project strategy includes considering how female entrepreneurs could be better catered for in private sector development.

The Project intention is to support the Institute for Business Support (IADE), Chamber of Commerce and Industry in Timor-Leste and other relevant stakeholders, at national and local levels, to deliver need/market orientated services to MSEs and contracts, develop value chains in selected sectors, promote better coordination and alignment of private sector initiatives and contribute to a “private-sector-sound” development. The Project incorporates institutional strengthening of its partners and acts as a facilitator, focusing on technical assistance, coordination, networking, and information, and integrates gender equality at all levels. The project has adopted an embedded implementation methodology to increase the degree of local ownership

2.0 Purpose and scope

This evaluation is a final evaluation of the BOSS project. The purpose of the final evaluation is to independently assess the effectiveness of the BOSS project for the purpose of ILO organisational accountability (to donors and wider stakeholders) and organisational learning (to understand what lessons can be learned for future projects). Therefore it should provide clients with an independent, transparent and detailed assessment of the project as a whole.

The objective is to assess whether the project met its stated objectives through the chosen modalities and interventions. This includes assessing the quality of outputs against the design and relevance to the needs and priorities of beneficiaries; assess the overall efficiency of delivery and effectiveness of management arrangements; assess the impact of the project and sustainability; and identify the lessons learned.

The evaluation will cover BOSS project activities undertaken under the Irish Aid Project, originally covering a period of 30 September 2010 to 29 September 2014, however with no cost extensions to remain active alongside the new project funding from New Zealand Aid, covering the period from 01 July 2013 to 31 December 2016. The evaluation will cover all project activities, with particular attention the gender responsiveness of the project.

3.0 Evaluation approach and schedule

This evaluation will utilise a variety of methods to address the evaluation questions referred to above. It will include the following:

- A desk review of key project documentation supplied by the project office in Dili. The purpose of the desk review is to identify any initial issues requiring further analysis and investigation during field research.

- Interviews with the project team based in Dili, including the Chief Technical Adviser and project staff. The project team will make arrangements directly with the evaluator about the staff to be interviewed.
- Interviews with project stakeholders, implementing partners and other key actors and may utilise one-to-one meetings, focus groups, phone interviews and other methods of engagement as appropriate. Such interviews would be supported with logistical support from the BOSS project team.
- Field visits to project sites in selected locations identified by the evaluator. Field visits would be supported with logistical support from the BOSS project team.
- At least one stakeholder workshop. Preparation of the stakeholder workshop, including invitations and other administrative arrangements would be provided by the BOSS project team.

Data collection should be gathered through multiple perspectives and include disaggregated data based on gender. Further, analysis of the project as a whole should include gender analysis as part of the report. As the evaluation will rely significantly on qualitative information, the evaluator will ensure that data is triangulated to compare, cross validate and substantiate any assessments made during the course of the evaluation for the purpose of ensuring that any inferences and conclusions are justifiable and reasonable. The evaluator may propose adjustments to the methods of conducting the evaluation based on desk research where it suggests changes could be made to enhance the quality of evaluation questions to be answered. Such adjustments must be recommended during the inception phase and accepted by the ILO. The evaluation must strictly abide with ILO standards and procedures relating to ethical conduct of evaluations.

4.0 Professional requirements

The evaluation will be conducted by an *external evaluation consultant* who is suitably qualified to undertake evaluations of this scope and subject matter. The ideal candidate will have:

1. At least 10 years' experience conducting evaluations (ideally in the international development field).
2. A strong understanding of evaluation methodologies in a development context.
3. Experience in collecting and analysing gender disaggregated data and applying gender analysis as part of evaluative work.
4. Excellent report writing skills.
5. Excellent analytical skills with the ability to analyse and interpret data from a range of sources.
6. Excellent interpersonal and engagement skills, including previous experience applying qualitative questionnaires or interview techniques, engaging focus groups and other forms information gathering in the field.

The following would be advantageous:

1. An understanding of the development context and/or experience working in Timor Leste.
2. An understanding of the evaluation context and standards for managing UN or ILO evaluations.
3. An understanding of, or previous experience in relation business development projects.

The ILO will also recruit an independent national consultant who will work alongside the external evaluation consultant and assist with logistics, and interpretation and other tasks assigned by the lead consultant.

Candidates intending to submit an expression of interest must supply the following information:

1. A description of how their skills, qualifications and experience are relevant to the requirements of this assignment
2. A list of previous evaluations that are relevant to the context and subject matter of this assignment.
3. A statement confirming their availability to conduct this assignment and the daily professional fee expressed in US dollars.
4. A copy of the candidate's curriculum vitae (which must include information about the qualifications held by the candidate).
5. A statement confirming that the candidate has no previous involvement in the delivery of the BOSS project in Timor Leste or a personal relationship with any ILO Officials who are engaged in the project.
6. The names of two referees who are able to be contacted.

The deadline to submit expressions of interest for the evaluation is by **close of business on 20 October 2016** sent by e-mail with the subject header "Evaluation of Timor Leste BOSS Project" to the **Evaluation Manager, Anne Boyd at boyda@ilo.org** and copied to Ms Pamornrat Pringsulaka, pamornrat@ilo.org.