

Internal Audit and Oversight Division (IAOD)

TERMS OF REFERENCE (ToRs)

EVALUATION STRATEGIC GOAL VI:

INTERNATIONAL COOPERATION ON BUILDING RESPECT FOR IP

1. BACKGROUND

1. The World Intellectual Property Organization (WIPO) is a specialized agency of the United Nations dedicated to developing a balanced and accessible international intellectual property system that enables innovation and creativity for the benefit of all.
2. WIPO's nine strategic goals support the organization in the achievement of its mandate within the evolving external environment. More specifically, Strategic Goal VI aims at creating an enabling environment that promotes respect for IP in a sustainable manner and strengthens the capacity of Member States for the effective enforcement of IP rights in the interest of social and economic development and consumer protection. The work towards the achievement of this Strategic Goal is further guided by Development Agenda (DA) Recommendation 45 (IP enforcement in the context of broader societal interests and especially development-oriented concerns), as well as DA recommendations 1,6,13 and 42 and article 7 of the TRIPS agreement.
3. IAOD's work is governed by the Internal Oversight Charter approved by the WIPO General Assembly. In accordance with its oversight plan, IAOD is conducting the evaluation of the WIPO Strategic Goal VI: International Cooperation on Building Respect for IP.

2. OBJECTIVES AND SCOPE OF THE EVALUATION

(A) PURPOSE OF THE EVALUATION

4. This Request-For-Offer (RFO) is for an independent consultant to assist in the evaluation of Strategic Goal VI: International Cooperation on Building Respect for IP in WIPO.
5. The primary purpose for this assessment is to contribute to the accountability and learning of the organization through the exhaustive assessment of data and information gathered from primary stakeholders involved in and benefitting from the work under Strategic Goal VI.
6. The secondary purpose shall be on learning lessons with a view to improve the delivery under this Strategic Goal in the new biennium.
7. The evaluation will assess the performance of programs contributing to Strategic Goal VI, including the technical assistance work, and generate evidence on the relevance of the achieved results and outcomes.

(B) OBJECTIVES AND USES

8. The evaluation will address the following aspects:
 - (a) Building on the project framework as summarized in the Programme and Budget (P&B) documents and self-assessments in the Programme Performance Reports (PPRs) to confirm the performance and deepen the analysis of efficiency, effectiveness and relevance of confirmed outputs and outcomes.
 - (b) Assess the contributions of WIPO's programs to the achievement of Strategic Goal VI and analyse the respective outcomes; assess the contribution to WIPO's medium-term strategic priorities and the relevance to recommendations of the Development Agenda (DA) and to progresses made in the International Policy Dialogue;
 - (c) Inform Program Managers and WIPO Senior Management Team (SMT) as well as Member States on the main outcomes and challenges; and provide, if necessary, recommendations for enhancing future program performance;
 - (d) Identify good practices that could be replicated throughout the Organization as well as improvements of the program(s) that can be made in the current biennium; and
 - (e) Identify lessons learned from the Strategic Goal evaluation in order to improve further similar evaluations.

(C) SCOPE

9. The time period to be considered will be 2010-2014 taking into account the modifications made in the formulation of the Program and Budget 2014-2015.

3. CRITERIA EN EVALUATION QUESTIONS

10. The evaluation will be assessing activities implemented in relation to the achievement of Strategic Goal VI along the main evaluation criteria of efficiency, effectiveness, outcome, impact, and relevance.

11. The evaluation will be assessing the questions below sorted by each criterion:

(A) Questions on Efficiency (efficient use of resources deployed to achieve results):

- Were the activities adequately resourced (both human and financial) to deliver the expected results and achieve objectives in a timely manner and with the requested quality?
- How efficient was the organization and management of the WIPO Advisory Committee on Enforcement (ACE)?
- To which extent were synergies and multiplying effects exploited within WIPO and its partners (Member States, multilateral and bilateral)?

(B) Questions on Effectiveness (degree of achievement of expected results contributing to Strategic Goal VI):

- To which extent have the programs achieved each of their expected results that contributed to making progress on the achievement of Strategic Goal VI?
- How adequate were key performance indicators and data monitored to assess progress towards achievement of Strategic Goal VI? Were achievements monitored and reported?
- Have there been unexpected results of WIPO's activities? If so, what have been their key effects on the achievement of Strategic Goal VI?
- What were the key strengths and weaknesses in managing the program effectively?
- To which extent are the Member States satisfied with the outputs of the Programs? Did they have specific requests and were these responded to?

- (C) Questions on Outcome and Impact (achieving expected changes through the confirmed outputs and how they influenced the context):
- To which extent have the programs' outputs and outcomes contributed to the achievement of Strategic Goal VI?
 - How relevant was the substantive work achieved and how adequate was it to the needs of key stakeholders?
 - What are likely impacts in the longer term?
 - What is the overall level of satisfaction among WIPO stakeholders and Member States regarding the perceived outcomes and their relevance?
- (D) Questions on Relevance of the Programs and Contribution to WIPO's Strategic Priorities (degree of pertinence of the programs and their appropriateness):
- To which extent have the main results of the programs contributed to Strategic Goal VI been relevant to WIPO's Strategic Priorities?
 - What has been the added value of the main achieved results?
 - To what extent have the programs been relevant to the needs their beneficiaries and to the Development Agenda and normative work?
 - To which extent is the intervention theory for Strategic Goal VI informed by gender analyses on the needs and interests of the diverse target groups?
 - What were the factors that affected the relevance of the work done to achieve the set objectives?

4. METHODOLOGICAL APPROACH

12. The evaluation will be deductive and will draw data gathered in the context of the Program Performance Report documents and additional data.
13. The evaluation process and report shall apply the United Nations Evaluation Group (UNEG) Norms and Standards for evaluation.
14. The methodological approach will engage both internal and external stakeholders through participatory processes, with a suitable mixed methodology and evaluation techniques including document reviews, case studies, consultation meetings, key stakeholders semi-structured interviews, as well as surveys, whenever necessary.
15. This methodology will be refined during the inception phase.

5. DELIVERABLES

16. Based on the above, following deliverables shall be produced:

- A draft inception report including the proposed methodology, timeframe and detailing the key questions, as well as initial findings.
- A draft English written evaluation report with credible evidence-based findings, conclusions, as well as recommendations for improvement.
- An identification of successful practices and value-added services.

6. TIME TABLE

17. The work of the evaluation will be carried out between May 12, 2014 and August 29, 2014.

18. By May 12, 2014 WIPO IAOD will provide the consultant with relevant background documentation. These documents will be part of the evaluation methodology.

19. A draft Inception report, detailing methodology based on the ToR, timeframe, sources of information will be finalized by June 11, 2014.

20. Fieldwork will be conducted during the period July 7, 2014 through July 18, 2014.

21. The evaluation draft report will be completed by August 1, 2014. IAOD will finalize the report with the input of the expert as necessary.

22. The evaluation final report will be delivered by IAOD by August 29, 2014.

7. MANAGEMENT ARRANGEMENTS AND CONDITIONS

23. A lump sum fee will be paid in the following order:

- 50% of the sums approved shall be paid after delivery of Inception Report (foreseen June 11, 2014).
- 50% of the sums approved shall be paid within 30 days after the delivery of the Final Report (foreseen August 29, 2014).

24. The expert is expected to do the fieldwork at the WIPO Headquarter in Geneva. Fees should clearly indicate the fee charged per day and the number of days planned for this assignment as well as any additional expenses.

8. PROFILE

25. The evaluation will be conducted by IAOD with the assistance of an independent consultant with experience in similar exercises. The selection of the consultant will be based on a transparent and competitive process in accordance with the standard WIPO procurement procedures.
26. The consultant shall have the following expertise:
- a) Experience in strategic level evaluation and planning in various domains, preferably including in development assistance, capacity building and intellectual property;
 - b) Technical competence in intellectual property areas, in particular good knowledge about Building Respect on IP and related issues (IP rights enforcement, technical assistance on Building respect for IP, mechanisms of the Advisory Committee on Enforcement);
 - c) Ability to conceptualize and to understand the strategic implications of findings;
 - d) Good process management, presentation and facilitation skills;
 - e) Knowledge of the role and practices of the UN generally and in terms of programming, including with respect to cross-cutting themes (such as Gender and Human Right where applicable) is desirable;
 - f) Strong skills in analyzing databases and designing and implementing surveys;
 - g) Excellent communication, writing and report presentation skills;
 - h) Fully proficient in English writing and speaking;
 - i) Excellent editing skills.

9. SUBMISSION AND SELECTION

27. Interested consultants must submit their technical and financial proposals by Wednesday April 30, 2014. IAOD will review each proposal and select the successful candidate using predefined selection criteria.
28. The response should identify the evaluation experience, membership and credentials of the expert and the primary contact's information. The expert should in particular provide with:
- (a) CV accompanied by a cover letter;
 - (B) Two references; and
 - (C) An example of a recent report.