

TERMS OF REFERENCE

Consultant

UN Project Office on Governance

Division for Public Institutions and Digital Government/DESA

Implementing entity

United Nations Department of Economic and Social Affairs (UN DESA), Division for Public Institutions and Digital Government (DPIDG)

Title of activity

United Nations Project Office on Governance (UNPOG) Five-Year Evaluation Report

Background

The United Nations Project Office on Governance (UNPOG) was first established in June 2006 and its Phase I was completed successfully in June 2016. The Project was subsequently renewed in July 2016 with its Phase II extending until December 2030. The Phase II of the Project is mandated to focus on strengthening capacities of public institutions in developing countries to translate the SDGs and other internationally agreed goals into institutional arrangements, strategies and programmes at country-level and to advance implementation of the 2030 Agenda for sustainable development. The Project is based on an Agreement between the United Nations Department of Economic and Social Affairs (UN DESA) and the Government of the Republic of Korea, through its Ministry of the Interior and Safety (MOIS). The budget of UNPOG is funded by the Government of the Republic of Korea and functions under the general supervision of the Division for Public Institutions and Digital Government (DPIDG), United Nations Department of Economic and Social Affairs (UN DESA).

Over the past several years, UNPOG has effectively enhanced the public administration capacity of developing Member States especially those countries in special situations including LDCs, LLDCs and SIDS, mostly in the Asia and Pacific Region, in designing innovative strategies and policies, advancing digital government development by effective use of ICT and frontier technology, and promoting knowledge sharing and exchange of good practices to transform public institutions for sustainable development. As UNPOG is nearing its five-year milestone since the inception of Phase II, a consultant is sought to evaluate the relevance, efficiency, impact and sustainability of the Project. The evaluation will draw among others from surveys conducted with beneficiary countries, soliciting feedback from partner agencies, and consultation with the host country to review the relevance and impact of UNPOG's activities. The report is intended to provide an overview of UNPOG's contribution to the strengthening of public administration capacities for the implementation of the 2030 Agenda for Sustainable Development, as well as highlight lessons learned and recommendations on the way forward.

Objective

The overall objective of the consultancy is to draft and complete the "Five-Year Evaluation of the United Nations Project Office on Governance".

Work Assignment

The international consultant will write the Five-Year Evaluation of UNPOG. The expected length of this evaluation report is of 70 pages (Word format, Times New Roman, 12). This report will be published and made available both online (DPIDG and UNPOG websites) and in printed form.

The consultant will have the following tasks:

1. Prepare the evaluation report in accordance with the guidelines to be provided by DPIDG/UNPOG;
2. Incorporate DPIDG's feedback and comments in the final draft;
3. Ensure consistency and accuracy of language and style throughout the report;
4. Ensure that the text adheres to the United Nations language style;
5. Ensure that endnotes, references and headlines are standardized;
6. Ensure that figures, tables, graphs and boxes (if any) are standardized and accurate in terms of numbering and flow.

Expected outputs and delivery dates

1. First draft – 16 April 2021
2. Second draft – 31 May 2021
3. Final evaluation report – 28 June 2021

Duration of contract

The consultant will work for 30 days within five months from 1 March to 9 July 2021.

Duty Station

The consultant will prepare the paper at his/her own location in close collaboration with UNPOG/DPIDG staff.

Travel

No travel is required.

Performance indicators

The consultant will be evaluated according to the following criteria:

- a) Timely submission of the key deliverables in line with the requirements of the present terms of reference;
- b) High quality output;
- c) Responsiveness to feedback and flexibility to work with the overall coordinator or designated UNPOG staff

Qualifications

Academic qualification: First-level university degree in social sciences, public administration, public policies, development studies, development management, information technologies or related area is required. A degree in the English language, or equivalent is desirable.

Experience: 10 years of experience in writing and editorial work, including drafting evaluation reports is required. Knowledge of evaluation of result-based programmes and activities of the UN Secretariat is required.

Language: Fluency in English in both oral and written is required. Strong writing skills in English is required.

Supervision

The consultant will work under the overall guidance of PMCDU/DPIDG and under the direct supervision of the officer responsible for the coordination of the evaluation report.

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