



**CALL FOR EXPRESSION OF INTEREST
TERMS OF REFERENCE
FOR THE MONITORING AND EVALUATION CONSULTANT
FOR THE SADC PARLIAMENTARY FORUM**

1. Background

The SADC Parliamentary Forum (SADC-PF) is the apex inter-parliamentary organization in Southern Africa. Its membership consists of 14 Parliaments from Southern Africa and accordingly covers over 3500 Parliamentarians. It is an institution of the Southern Africa Development Community (SADC) established under Article 9(2) of the SADC Treaty and has its headquarters based in Windhoek, Namibia. The SADC-PF is implementing Phase II of the Swedish-funded SRHR, HIV and AIDS Governance Project which spans over a 3-year period from 2019 to 2022. The Vision of the Project is *“Universal access to integrated SRHR and HIV/AIDS services and related rights, including bringing forward social change, improved health and respect for human rights that are enjoyed by all in the SADC region.”* The Project will involve the participation of all SADC PF Member Parliaments which will implement SRHR-related Project activities at the parliamentary level, and the impact and influence of such activities will be tracked and reported upon in accordance with a Monitoring and Evaluation (M&E) framework with set indicators.

Consequently, a Call for an Expression of Interests is currently being made by the SADC-PF for the Monitoring and Evaluation of the Project by a suitable Consultant in accordance with the terms and conditions of this Call.

2. Requirements of the Monitoring and Evaluation framework

The Monitoring and Evaluation framework is contained in paragraph 9 of the main Project document which will be shared by the SADC-PF with the selected Consultant. The Monitoring and Evaluation of the Project will be conducted through the collection and monitoring of both quantitative and qualitative progress markers/indicators as provided for in the main Project document.

The process of collection of data will be facilitated by project Researchers and staff of the Member Parliaments, and the Consultant will be required to compile, analyse, present and report the data through 3 annual narrative Reports and a consolidated Report covering the period 2019-2022.

Since M&E is a core component of the Project, this process will be supervised closely by the Office of the Secretary General and designated staff of the SADC-PF.

3. Objectives of the Assignment and Scope of Work

The selected M &E Consultant shall fulfil the following objectives within the scope of the work assignment:

- a) To coordinate the collection of data with designated staff of Member Parliaments and project Researchers at national level, through electronic correspondence/medium. Data will be presented by Member Parliaments through monthly, quarterly and annual progress reports which should then be compiled by the Consultant in view of evaluating whether the progress markers/indicators have been accomplished. The M & E Consultant shall maintain a Report Sheet at all times which would indicate which Member Parliaments have submitted their reports and the Report Sheet should flag when reports are still pending submission. In case reports are pending submission in accordance with the set deadlines, the M&E Consultant will be entrusted to request the Reports from the designated staff of Member Parliaments/project researchers. While the collection of data is an ongoing year-round process, the analysis, compilation and evaluation of collected data against the M&E framework will be made on a yearly basis, and presented in the Narrative Annual Report which should be prepared by the Consultant by the 5th April of every year for project years ending on the 31st March;
- b) To present parliamentary data (interventions made by SADC Parliamentarians) from participating countries using charts and best presentation methods, and insert same with the necessary narration in the Annual Reports. Presentation of parliamentary data may require a smart assessment of activities conducted by implementing countries together with an evaluation of the impact as reported by the Member Parliament. The presentation of parliamentary data should capture disaggregated data according to gender (male and female MPs), standing committees, different project years or such other categorization as may be necessary for Project purposes. The parliamentary data to be captured will be grounded on the M&E framework contained in the main Project document. In addition, the Forum may require the monitoring of other parliamentary data which may be of Project interest;
- c) To participate in induction sessions and meetings with staff of parliament across SADC countries in view of assisting with the understanding of the M&E framework;
- d) To prepare the Narrative Annual Reports, consolidated Annual Report (2019-2022) and such other M&E Report as may be required by the Forum for evaluation purposes. The format for the reports will be discussed and agreed upon with the Forum;

- e) To liaise with designated staff of Parliament and project researchers in view of gathering information on risks, challenges, successes and other key project aspects for inclusion in the Narrative Annual Reports;
- f) To conduct comparative analysis, and monitor progress of Parliaments under the Project across implementation years;
- g) To participate in meetings of the organs of the Forum, including the Committee of Clerks of Member Parliaments, at the request of the Forum in view of presenting gathered project data from an M&E perspective;
- h) To be responsible at all times for the maintenance and upkeeping of data reported by Member Parliaments through progress reports, and to share such data and the Report Sheet with the Forum on request by the Office of the Secretary General; and
- i) To perform such other Project related M&E task as may be deemed necessary at the request of the Forum.

4. Duration of Assignment

The Assignment will be conducted over a continuous period of 3 years, starting from 1st October 2019 and ending on 30th June 2022.

5. Experience, skills and qualifications

The Consultant should have at least 5 years work experience in conducting Monitoring and Evaluation for Projects of organisations of similar standing as the SADC-PF. Exposure to a parliamentary environment and understanding of parliamentary terms and activities will be a definite advantage.

The qualifications of the Consultant are a degree in Project Management or an acceptable qualification which demonstrates knowledge in M&E frameworks. In the case of a firm or organization, this qualification should be held by the delegated representative who will perform the consultancy. Additionally, the Consultant should have excellent communication skills in English and should possess the interpersonal skills and decorum required to work in a parliamentary environment.

6. Assignment fee

The total assignment fee for the period 1st October 2019 to 30th June 2022 shall be USD 60,000 which shall be paid in full upon satisfactory submission of all the deliverables required in accordance with the deadlines set by the Office of the Secretary General. A sum not exceeding USD 20,000 shall be paid upon successful submission of every Narrative Annual Report by the 5th April of every year, except for the last year where payment will be effected only upon submission of the Narrative Annual Report and the Final consolidated Report (2019-2022) by the 15th June 2019.

The SADC-PF shall ensure that the deliverables (the Narrative Annual Reports, Report Sheet, and such other Reports prepared as requested) meet acceptable standards as per the Terms of Reference and that the deliverables are endorsed and approved by the Office of the Secretary General. The SADC-PF reserves the right to withhold payment for the services rendered if the deliverables are of unacceptable quality, provided that the Consultant shall, as soon as possible and in writing, be furnished with a detailed report of such inadequacies. Should the Consultant fail or neglect to address the said inadequacies forthwith after receipt of the notice advising of the need to address any identified inadequacies, the SADC PF reserves the right to decline payment altogether.

7. Execution of the assignment

In the execution of this Assignment, the Consultant is encouraged to consult regularly with the SADC-PF staff to ensure that the contractual expectations are met. The Consultant will be expected to present the draft of the deliverables in electronic, Microsoft Word version. The SADC-PF staff will provide a consolidated written feedback on the first draft after which the Consultant would incorporate the feedback and return the final copy via the electronic mode of communication.

The Consultant will be essentially country-based in his or her country of origin, and will interact with the Forum through electronic correspondence and networks, except that he or she will be required to participate in regional meetings at the request of the Forum.

8. Termination of the assignment

In the event that the Consultant terminates his/her assignment before completion of this Assignment or in the alternative, the Forum terminates the Assignment, no payment will be made beyond the milestone reached in the approved plan of work. The Forum's obligations to the Consultant will cease, except for payment of expenses incurred up to the date of termination. Termination may be based on, but not limited to, lack of work; change in position description; uncooperative attitude and unsatisfactory relationship with the Forum; counterpart personnel, or co-workers; conflict of interest; incompetence; carelessness; insubordination; failure or refusal to work; or other acts of misconduct as determined by the Forum.

9. Confidentiality

The Consultant shall not disclose or use at any time, either during or subsequent to the expiry of this Assignment, any confidential information or knowledge obtained or acquired by their being party to this Assignment, unless such information or knowledge is in the public domain without their own wrongdoing. The Consultant further agrees not to impart information relating to work or services performed hereunder to any person not entitled to receive it. He/she agrees to safeguard any confidential or other classified data that may come into the Consultant's possession by virtue of their work under this Assignment.

10. Copyright

The SADC-PF shall retain ownership and copyright of all materials produced under these Terms of Reference, and shall reserve the right to reproduce, edit or amend the material for official use by the Forum. The Forum shall, however, acknowledge the intellectual contributions of the Consultant.

11. Enforceability

In the event that any provision of these Terms of Reference shall be held invalid or unenforceable, such invalidity or unenforceability shall apply only to such provision and shall not affect or render invalid or unenforceable any other provision of these Terms of Reference.

12. Medical Cover and travelling expenses

The Forum shall **NOT** be responsible for any costs relating to the Consultant's medical expenses either while in transit or as part of the event. The Consultant shall, therefore, be personally responsible for his/her own medical cover for the duration of the assignment.

Travelling expenses for travel necessary to the completion of the assignment, such as attendance to SADC-PF events, will be covered by the Forum. The travel arrangements will include travel by economy class ticket, accommodation and Daily Subsistence Allowance at an approved rate, for 1 person. The events for attendance of the Consultant will be mutually agreed between the SADC-PF and the Consultant.

13. Deadline for submissions

The deadline for submissions of applications is 9th September 2019.

14. Management of Assignment and Domicilium and Correspondence

The management of the assignment shall be conducted by the Secretary General of the SADC-PF,

Ms Boemo Sekgoma, and the address for correspondence shall be:

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