CONSULTANCY REQUEST
INDIVIDUAL CONTRACT (IC)
CODE: MEXZ98-2021-001

Evaluation Consultant (Evaluation Expert)

Organizational Section/Unit: Liaison and Partnership Office in Mexico (LPOMEX) UNODC

Name and title of Supervisor:
MEXZ92: Mr. Victor Aguirre National Programme Officer
MEXZ98: Ms. Salomé Flores Sierra Franzoni, National Programme Officer
MEXZ75: Mr. Victor Aguirre National Programme Officer

Duty Station or home-based: Home-based
Proposed period: (75 Working days)

Those interested should send the requested documents to the following email: unodcaplicacionesromex@un.org

Please indicate in the title of the email the Consulting Code: MEXZ98-2021-001

Please refrain from requesting acknowledgment of receipt in any way. Only shortlisted bidders will be contacted.

A. Terms Of Reference

B. Documents to be included in the presentation of the offer

Applications that do not include the 4 complete documents will not be accepted

<table>
<thead>
<tr>
<th>1. Work proposal (Technical proposal)</th>
<th>Free format</th>
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<tbody>
<tr>
<td>Briefly describe:</td>
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<tr>
<td>a) The reasons that place it as the best provider to successfully fulfill the requested services.</td>
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<td>b) The methodology or activities that plan to carry out to successfully fulfill the requested services or activities.</td>
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<tr>
<th>2. Economic Proposal</th>
<th>Format available on WEB page</th>
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<tbody>
<tr>
<td>Use the Format published on our WEB page (mandatory). The fee offered must include all taxes.</td>
<td>Name: Financial Proposal</td>
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<tr>
<th>3. Curriculum Information</th>
<th>Free format</th>
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<tr>
<td>Personal CV that includes past experiences in similar projects</td>
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<th>4. Format P11</th>
<th>Format available on WEB page</th>
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A. Economic proposal

- Overall expenditures (lump Sum):

The economic proposal must specify the overall expenditures and payment terms related to specific and measurable deliverables (qualitative and quantitative). Payments are based on the delivery of products or services. For the comparison of the economic proposals, these must include a breakdown of the overall expenditures (including travel, daily subsistence, and anticipated number of working days.)

- Travels:

There are no trips contemplated for this consultancy, all meetings and interviews will be held through online platforms during the COVID-19 outbreak. The costs of unforeseen trips will be reimbursed to the consultant against the F10 format and presenting all the necessary supporting documentation (tickets, receipts, invoices, etc.). The costs of the mission may not exceed the daily subsistence allowances established by the United Nation.

UNDP will not accept travel costs that exceed the economy class tickets. If an individual consultant prefers to travel in a higher class, the expenses will be at their own expense.

EVALUATION CRITERIA

Individual consultants will be evaluated based on the following criteria:

* Cumulative analysis: The contract will be awarded to the individual consultant who obtains the best technical-economic combination. Where the background and the technical offer is equivalent to 70% and 30% to the economic offer.

\[
\begin{align*}
\text{Technical Proposal Score (TP)} &= \frac{\text{Total score obtained by the offer}}{\text{Maximum score obtainable by the PS}} \times 100 \\
\text{Financial Proposal Score (FP)} &= \frac{\text{Lowest price offered}}{\text{Price of the analyzed offer}} \times 100 \\
\text{Total combined score} &= (\text{TP} \text{ Score} \times 70\%) + (\text{FP Score} \times 30\%)
\end{align*}
\]
<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>MAXIMUM SCORE PER REQUIREMENT</th>
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<tbody>
<tr>
<td>About experience</td>
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<tr>
<td>1 Academic degree required in TOR’s</td>
<td>10%</td>
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<tr>
<td>2 Minimum experience in the specialty that the project is developed (will be evaluated based on CV / P11)</td>
<td>20%</td>
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<tr>
<td>About the technical proposal</td>
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<tr>
<td>3 Planning capacity considering the coherence that must exist in the proposed objectives, the execution time and the resources.</td>
<td>30%</td>
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<tr>
<td>4 The work proposal clearly reflects the contents, scope, objectives and methodology for the development of each deliverable. (* A Clear Proposal is understood to be one that is methodologically well-constructed, coherent, without writing or spelling errors, and that responds to the requirements of the products requested by the project, through the schedule and the enunciation of specific actions to follow.)</td>
<td>40%</td>
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<td>Total</td>
<td>100%</td>
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1. **Background of the assignment:**

The evaluation will focus on the following UNODC projects.

MWXZ75 – To strengthen the knowledge among Mexican law enforcement institutions in the field of migrant smuggling to increase the quality and quantity of the investigations to effectively dismantle migrant smuggling organized networks.

MEXZ92 – Strengthening capacities to prevent, detect and fight the smuggling of migrants by sea in Mexico. This project contributed to strengthening the capacities of migration and law enforcement authorities to address smuggling of migrants, specifically through the sea; as well as, supporting the governmental efforts on data collection and public policies design.

MEXZ98 – National Survey on Police Standards, Training and Professionalization (ENECAP). This project generated and analysed relevant statistical information and identified professionalization opportunity areas in the various police organizations in Mexico, through the implementation of a police survey, to the Federal Police, Preventive State and Municipal Police, and Ministerial Police or Investigative Police.

2. **Purpose of the assignment:**

The purpose of this assignment is to independently evaluate projects MEXZ75, MEXZ92 and MEXZ98 to collectively assess their impact of UNODC’s LPOMEX police technical assistance and research programmes. The cluster approach will allow to evaluate whether the projects have contributed to the Office strategy, while also responding to the particular needs of both donors and beneficiaries. The cluster evaluation will provide insights and understanding from projects’ experiences so as to be able to conceptualize individual and collective implementation challenges.
3. **Specific tasks to be performed by the Evaluation Expert:**

Under the guidance and supervision of the Chief or the Deputy Chief of the UNODC Independent Evaluation Section at Headquarters (Vienna, Austria), the key responsibilities of the Evaluation Expert include:

- Develop the evaluation design with detailed method, tools and techniques that are gender-inclusive and gender-sensitive, generating information from and about men, women and other marginalized groups, as well as key gender and human rights issues;
- Ensure adherence to the United Nations Evaluation Group (UNEG) Norms and Standards, UNODC evaluation norms, standards, guidelines and templates and the full evaluation terms of Reference (ToR);
- Ensure that all deliverables mentioned in these terms of reference are submitted in a timely and satisfactory manner, and in line with the quality criteria checklist;
- Effectively coordinate and interact, throughout the entire evaluation process, with the Substantive Expert(s)/evaluation team. Request drafted inputs (and revisions of such) from the Substantive Expert(s)/evaluation team for all deliverables.

4. **Expected tangible and measurable output(s)/deliverable(s):**

The Evaluation Expert is responsible for the quality and timely submission of his/her specific deliverables, as specified below. All products should be well written in English and inclusive, and have a clear, transparent and verifiable analysis process. The evaluation team will report exclusively to the Chief or the Deputy Chief of the UNODC Independent Evaluation Section (IES).

The Evaluation Expert will interact with the Substantive Expert(s)/evaluation team and IES throughout the entire evaluation process, requesting drafted inputs (and revisions of such) from the Substantive Expert(s)/evaluation team for all deliverables. The Evaluation Expert is responsible for the following deliverables:

- Enrichment of a pre-approved inception report in line with UNODC evaluation norms, standards, guidelines and templates. This includes a desk review summary, refined evaluation questions, data collection instruments (including surveys/questionnaires and interview guides), sampling strategy, evaluation matrix and limitations to the evaluation (respecting potential COVID-related restrictions on travel and in-person meetings). The pre-approved inception report will be provided by IES. Submission to IES through Unite Evaluations for review and clearance (may entail various rounds of comments and revision in accordance);
- Oral briefing of initial observations to internal key stakeholders (if applicable);
- Draft report in line with UNODC evaluation norms, standards, guidelines and templates. This also includes an analysis of the performance of the project to adequately address gender equality as well as human rights issues, with concrete findings, conclusions and recommendations. Submission to IES through Unite
Evaluations for review and clearance (may entail various rounds of comments and revision in accordance); A briefing on the draft report with project/programme management together with IES may also be organized. This will be based on discussion with IES and project/programme management.

- Revised draft report based upon comments received from the various consultative processes (IES, Project Management and Core Learning Partners), including full proof reading;
- Finalization of the Final Evaluation Report in line with UNODC evaluation norms, standards, guidelines and templates. In addition, an Evaluation Brief and PowerPoint slides on final evaluation results, including full proofreading and editing. Submission to IES through Unite Evaluations for review and clearance (may entail various rounds of comments and revision in accordance);
- Final presentation of evaluation results to internal and external stakeholders. This may also include a separate briefing with IES.

According to UNODC rules and UNEG Norms and Standards, the Evaluation Expert shall not have had any responsibility for the design, implementation or supervision of any of the projects, programs or policies that he/she is evaluating.

The UNODC Independent Evaluation Section is the sole clearing entity for all evaluation deliverables and products.

The Evaluation Expert shall respect the UNEG Ethical Guidelines.

5. Dates and details of deliverables/payments:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Output</th>
<th>Percentage of Payment upon delivery of the products:</th>
<th>Working Days</th>
<th>To be accomplished by (dd/mm/yy)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Enrichment of Inception Report</td>
<td>20%</td>
<td>20</td>
<td>10/10/21</td>
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<tr>
<td>3.</td>
<td>Final Evaluation Report, Evaluation Brief and PowerPoint slides (including full proof reading) and presentation of final evaluation results</td>
<td>50%</td>
<td>10</td>
<td>17/12/21</td>
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</table>

Payments will be made upon satisfactory completion and submission of outputs/deliverables as assessed by IES. Project Management is requested to release all payments only after IES clearance.

6. Indicators to evaluate the Evaluation Expert’s performance

Timely, satisfactory and high-quality delivery of the abovementioned outputs as assessed by IES (in line with UNODC norms, standards, guidelines and templates as well as UNEG Standards and Norms).
7. **Qualifications/expertise sought (required educational background, years of relevant work experience, other special skills or knowledge required)**

- Advanced university degree (Master’s degree or equivalent) in evaluation, international development, law, public administration, social sciences or related field is required. A first level university degree (Bachelor’s degree or equivalent) in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

- A minimum of 10 (ten) years professional technical experience in the field of evaluation or related field, including a track record of conducting various types of evaluation at the international level, preferably with experience in conducting evaluations for the United Nations is required;

- Experience in leading a team is required;

- Knowledge and experience of the UN System and in particular of UNODC is desirable;

- Knowledge of quantitative and qualitative methods is required;

- Experience in gender sensitive evaluation methodologies and analysis, and understanding of human rights and ethical issues in relation to evaluation is desirable;

- Experience in presenting and communicating complex evaluation or research results in a structured manner (in reports, briefs, presentations, etc.) is required;

- For this post, fluency in oral and written Spanish and English is required. Knowledge of another official United Nations language is an advantage.

**ABOUT UNODC**

UNODC is a global leader in the fight against illicit drugs and international crime. Established in 1997 through a merger between the United Nations Drug Control Program and the Center for International Crime Prevention, UNODC operates in all regions of the world through an extensive network of field offices. UNODC relies on voluntary contributions, mainly from Governments, for 90 per cent of its budget.

UNODC is mandated to assist Member States in their struggle against illicit drugs, crime and terrorism. In the Millennium Declaration, Member States also resolved to intensify efforts to fight transnational crime in all its dimensions, to redouble the efforts to implement the commitment to counter the world drug problem and to take concerted action against international terrorism.

For more information: [http://www.unodc.org/](http://www.unodc.org/)