

**REQUEST FOR EXPRESSION OF INTEREST TO CONDUCT AN END OF PROJECT
EVALUATION FOR PHASE II OF THE NATIONAL INSTITUTE FOR LEGISLATIVE AND
DEMOCRATIC STUDIES CAPACITY BUILDING PROJECT- (NILS-CAP II)**

Expression of Interest Reference Number: NILSCAP/EOI/EPE/02

Consulting Services: One Consultant

1.0 INTRODUCTION

The National Institute for Legislative and Democratic Studies, (NILDS), National Assembly is requesting for expression of interest from suitably qualified experts to conduct an end of project evaluation for the phase II of the National Institute for Legislative and Democratic Studies Capacity Building Project, (NILS-CAP II).

1.1 Background

The National Institute for Legislative and Democratic Studies Capacity Building Project (NILS-CAP), is a project that supports the National Assembly of Nigeria and the other 14 National parliaments, who are member states of ECOWAS, as well as the ECOWAS regional parliament, by strengthening the capacities of the parliamentarians and parliamentary staff towards promoting good governance and economic development at both the national and regional levels.

NILS-CAP is jointly financed by the Federal Government of Nigeria, through the National Assembly and the African Capacity Building Foundation (ACBF). The first Grant Agreement and funding protocol for the implementation of NILS-CAP was signed on the 27th of March 2014 to implement Phase One: 2014-2017 and second was signed on 10th July, 2017 to implement Phase Two: July 2017- September 2018.

2.0 PROJECT GOAL: The goal of the project is to contribute to enhancing the capacity of African countries and regional institutions for effective economic and financial governance for Africa's transformation.

2.1 Overall Project Objective: to strengthen the capacities of the parliamentarians and parliamentary staff towards promoting good governance and economic development at both the national and regional levels.

2.2 Specific Objectives include:

- i) Enhance the technical capacity of Parliamentarians to enable them to exercise sound economic and financial oversight in the West-Africa sub-region.
- ii) Enhance the capacity of Parliamentarians for rationalizing intra-regional trade and negotiations in the global market.
- iii) Build capacity of parliamentarians in the West Africa sub region in the formulation of economic and financial policies
- iv) Build capacity of parliamentarians in the sub region in the implementation of economic and financial policies
- v) Build the capacity of NILDS staff to support the parliamentarians to formulate and implement economic and financial policies

2.3 Expected Outcomes include:

- i) Enhanced technical capacity of Parliamentarians to enable them to exercise sound economic and financial oversight in the West-Africa sub-region.
- ii) Enhanced capacity of Parliamentarians for rationalizing intra-regional trade and negotiations in the global market.

3.0 COMPONENTS OF THE PROJECT

The components of the Project is described below.

3.1 NILS-CAP Phase II: Project Components

NILS-CAP II has two themes to be delivered in form of Dialogue sessions and Workshops namely:

- i. Improving dialogue and consultation among parliamentarians towards effective implementation of sub-regional trade, security and agricultural policies; and
- ii. Improving the capacity of parliaments in West Africa to enhance effective financial oversight.

The delivery of the Project has been completed and the National Institute for Legislative and Democratic Studies seeks to engage an experienced Consultant to evaluate the performance of the Phase 2 in terms of meeting the designed objectives.

4.0 PURPOSE AND OUTCOMES OF THE EVALUATION

4.1 Purpose

The purpose of the Evaluation is to:

- Assess the performance and results of the NILDS-ACBF Capacity Building Program in relation to project goals above.
- Assess the effects of the program on the Parliamentarians and NILDS staff, and other partner countries' parliaments.
- Analyze the relevance and sustainability of the project and contribution to NILDS-ACBF strategic objectives.
- Generate evidence of organisational learning and accountability.
- Make recommendations.

4.2 Outcome

The Evaluation will generate conclusions and recommendations which will inform the decisions by NILDS-ACBF stakeholders on the project and similar projects in future.

4.3 Deliverables

The evaluator will deliver the following products:

- i. An inception package, outlining:

- a. Evaluation design and methodology (including data collection tools, data organisation and analysis, sampling procedures, quality assurance and ethical considerations).
- b. Work-plan.
- c. Proposed report structure.
- ii. A presentation to and discussion with (a) NILDS-ACBF Stakeholders and (b) the Evaluation Reference Group before the end of the field work, highlighting: significant findings and draft recommendations;
- iii. A draft report to be reviewed by NILDS-ACBF M&E Specialists and the Evaluation Reference Group;
- iv. A final report of not more than 50 pages, excluding annexes but including an Executive Summary of max 3 pages;
- v. A power -point presentation of the main findings, conclusions and recommendations, suitable for use in presentation of the evaluation results to stakeholders.

5.0 EVALUATION SCOPE, CRITERIA AND QUESTIONS

5.1 Scope

This Evaluation will cover project implementation from 2017-2018

The program major objectives, components and thematic areas will provide the main parameters for the evaluation.

5.2 Evaluation Criteria and Questions

The Evaluation will use the OECD-DAC criteria (effectiveness, efficiency, relevance, sustainability and impact) to provide a full picture of program performance. The questions will be revised and focused as the methodology is agreed with the evaluators in the inception phase. (Note that this is not an impact evaluation which usually is conducted at least after 5 years of project completion).

The crucial questions for the Evaluation to answer include the under listed issues:

A. Effectiveness

- i. To what extent the objective of the project was achieved?

- ii. How did the project strengthen the national capacity of countries in West African Parliaments to enhance the contribution of their parliamentary decisions to good governance and economic development?
- iii. To what extent the expected accomplishments of the project were achieved? In particular: a) How did the project contribute to increasing the knowledge of the countries to develop policies for enhancing the parliaments' contribution to better governance? b) How did the project contribute to increasing the capacity of countries to develop policies for enhancing better governance?
- iv. To what extent the planned activities contributed to achieving the objective and the expected accomplishments? Specifically, a) How did training modules and the training materials contribute to enhancing the capacity of countries in the different thematic areas covered by the project? b) To what extent the regional workshop offer a platform to share lessons learned from all participating countries, to formulate recommendations for follow ups?
- v. What were the challenges/obstacles to achieving the expected results?
- vi. What has prevented the achievement of desired results?

B. Efficiency

- i. Were the resources sufficient for achieving the results? Were the results commensurate with the resources?
- ii. Were the results achieved on time?
- iii. Were all activities organized efficiently and on time?
- iv. To what extent were resources used economically? How could the use of resources be improved? Were there any alternatives to achieve the same results? If yes, which ones?
- v. Was the programme or project implemented in the most efficient way compared to alternatives?
- vi. In particular, how did the costs and use of resources compare with other similar projects (within ACBF or by other Donor agencies)?
- vii. How was the difference between planned and actual expenditure justified (if any)?

C. Relevance

- i. To what extent did the project respond to the priorities and needs of the beneficiary countries/parliaments?
- ii. How relevant was it to the parliamentarians and staff needs and priorities?
- iii. To what extent is the project aligned with the policies and strategies of the recipient countries?
- iv. How relevant is the project for the regional needs and priorities?
- v. To what extent are the activities and outputs of the project consistent with and relevant to the overall objective and expected accomplishments?
- vi. To what extent are the activities and outputs of the project consistent with and relevant to the intended impacts and effects?

D. Sustainability

- i. Could the results be further sustained? In particular:
 - a) To what extent will the benefits of the project continue after completion and without overburdening recipient countries and stakeholders?
 - b) How is the stakeholders engagement likely to continue, to be scaled up, replicated or institutionalized after funding ceases? In case, how will the capacity built to ensure that institutions will take over and sustain the benefits?
 - c) To what extent do the partners and beneficiaries 'own' the outcomes of the work?
 - d) How has the project built in resilience to future risks?
 - e) What were the major factors which influenced the achievement or non-achievement of sustainability of the project?
 - f) How will the project pave the way for the mainstreaming of improved parliamentary policies and programmes in the future?

6.0 METHODOLOGY/EVALUATION APPROACH

The Evaluation will use a mix of methods and tools. The methodology, tools and a work-plan will be developed during an inception phase. An extensive desk review of existing documents will also be carried out.

7.0 EVALUATION SCHEDULE/TIME TABLE

Develop a timetable for the following phases of the evaluation:

- a. Preliminary research: September 2019 (by evaluation consultant);
- b. Data Collection: (i)2017-2018 project documents, reports, workshop evaluations to be provided by NILS-CAP Project Management team, & NILDS M&E Unit); (ii) questionnaire and interviews- project beneficiaries and stakeholders (by evaluation consultant: September, 2019);
- c. Data Analysis: October 2019 (by evaluation consultant);
- d. Draft Report: (include timing for peer review) End of November 2019 (by evaluation consultant);
- e. Final Report: End of December 2019(by evaluation consultant).

8.0 RESOURCES

An external evaluation consultant identified through the NILDS-ACBF database of evaluation experts will be hired and receive support from the NILS-CAP project management team, NILDS M&E Unit.

The NILDS-ACBF Programme Management Unit will provide guidance on the process for the preparation of the evaluation.

9.0 CRITERIA /QUALIFICATION FOR EVALUATOR

The evaluator should have:

- An advanced university degree or equivalent background in relevant disciplines, with specialized training in areas such as evaluation, project management, social statistics, advanced statistical research and analysis.
- Good knowledge of and experience in capacity building project issues,

- Relevant professional experience in design and management of evaluation processes with multiple stakeholders, survey design and implementation, and project planning, monitoring and management.
- Demonstrated methodological knowledge of evaluations, including quantitative and qualitative data collection and analysis for end-of-cycle project evaluations.
- Working languages; written and spoken proficiency in English is required, knowledge in French would be an added advantage.

10.0 METHOD OF APPLICATION/ TIMELINE FOR SUBMISSION OF APPLICATION

Interested applicants must submit application with the elements below:

- Detailed proposal/EOI using the Terms of Reference (TOR) and methodology provided as a guide
- Detailed CV/Resume
- Quotation of fee/budget

10.1 All applications should be addressed to the Director General, National Institute for Legislative and Democratic Studies, (NILDS) National Assembly, through the Programme Manager, NILS-CAP. Applications should be sent to email nilscap@nils.gov.ng Or vatteh@gmail.com not later than **31 July, 2019**.