

CALL FOR EXPRESSION OF INTEREST

Evaluation Consultancy for the

Final Evaluation of the Project “ARISE Plus Malaysia” (ACA/2020/415-686)

Background: The [International Trade Centre](#) (ITC), Office of Asia Pacific (OAP), in the Division of Country Programmes (DCP), plans to conduct a final self-evaluation¹ of the ‘ARISE Plus Malaysia’ project. The purpose of this call for expression of interest is to identify a qualified evaluation consultant to conduct this final evaluation. Individuals are invited to apply for this assignment. The main evaluation process, including the preparation of the self-evaluation, designing the approach, data collection, and report writing, is expected to take place from November 2023 to January 2024.

Description of the programme: The European Union (EU) – Malaysia Trade Related Assistance (ARISE Plus Malaysia Project) is funded by the EU and aims to support inclusive and sustainable economic growth in Malaysia through international trade and economic integration. The three-year project, with a total budget of Euros 3 million, started on 1 February 2021 and will end on 31 January 2024. ITC is the implementing agency, and the project is implemented in partnership with the Ministry of Investment, Trade and Industry (MITI), which is acting as the project focal point in Malaysia. The overall objective (impact) of the project is to support inclusive and sustainable trade growth and poverty reduction in Malaysia while contributing to economic integration in the Association of Southeast Asian Nations (ASEAN) region, in line with the ASEAN Economic Community (AEC) Blueprint 2025.

Objectives and scope of the final evaluation: In particular, the final self-evaluation is expected to:

- assess the project performance against the planned outcomes and outputs, as set out in the logical framework and the reasons underpinning the results;
- examine how the project activities have proved efficient and effective and the foreseen sustainability of the project’s results;
- present key lessons learned, conclusions and related recommendations to improve future interventions, including in the broader regional framework of the action to leverage/promote exchanges of experience among ASEAN countries.

The final evaluation will cover the project activities from its start date, 1 February 2021 to the effective start of the final evaluation.

Application process: To apply, please send your expression of interest to evaluation@intracen.org, with a copy to colonna@intracen.org, indicating in the title ‘EOI for ARISE Plus Malaysia final evaluation’. Only short-listed candidates will be contacted for an interview.

The application should include an updated CV and 2 to 3 exemplary reports of evaluations conducted. In addition, applicants are encouraged to address the following questions in their cover letter:

- Why are you interested in this evaluation?
- What expertise and experience do you have that qualifies you for this specific evaluation?
- What are the daily rates that would apply?

The terms of reference for this consultancy are attached in the annex of this document.

--- The closing date for this call is Sunday, 22 October 2023 ---

¹ This evaluation is referred as “self-led” as it is directly commissioned by ITC in alignment with the signed-agreement with the donor. The evaluation will be led independently by the evaluator but will be coordinated by ITC.

ANNEX**Terms of Reference****Evaluation Consultant**

Project title: Final Self-Evaluation of the Project “ARISE Plus Malaysia” (ACA/2020/415-686)

Assignment title: International or National Evaluation Consultant

Duty station: Home Based

Travel: To/in Malaysia

Total workdays: approximately 30-40 days, from 10 November 2023 to 31 January 2024

Background

The International Trade Centre (ITC) is a joint agency of the United Nations and World Trade Organization based in Geneva. ITC's mission is to enable small business export success in developing and transition-economy countries, by providing, with partners, sustainable and inclusive development solutions to the private sector, trade support institutions and policymakers.

Project Objectives

The project aims to support inclusive and sustainable economic growth in Malaysia through international trade and economic integration. The government focal point in Malaysia is the Ministry of Investment, Trade and Industry (MITI). According to the logical framework, the project has 3 Outcomes (specific objectives) and Outputs as follows:

1. Outcome 1: Trade policy formulation and implementation is aligned with regional (ASEAN) and international commitments;
 - Output 1: Strengthened institutional capacities to formulate and implement trade policies aligned with ASEAN and international commitments
2. Outcome 2: Quality Infrastructure System (including standards, certification and metrology) is aligned with ASEAN and EU standards;
 - Output 2: Enhanced capacity to develop and implement a quality infrastructure system (standards, certification and metrology) compliant with ASEAN and EU commitments and practices
3. Outcome 3: Sustainable practices in the agri-food sector (agriculture and fisheries) are enhanced and disseminated in line with ASEAN, international and EU standards.
 - Output 3: Enhanced understanding and implementation of sustainable production standards and practices in agriculture and fisheries

Final Self-Evaluation purpose, scope and intended users

The main objective of the Final Self-Evaluation is to:

- assess the project performance against the planned outcomes and outputs, as set out in the logical framework and the reasons underpinning the results;
- examine how the project activities have proved efficient and effective and the foreseen sustainability of the project's results;
- present key lessons learned, conclusions and related recommendations to improve future interventions, including in the broader regional framework of the action to leverage/promote exchanges of experience among ASEAN countries.

End users of the evaluation will be the ITC, the EU Delegation to Malaysia and MITI.

Duties and Responsibilities:

The self-evaluation process and methodological approach is expected to follow the principles outlined in the [ITC Evaluation Guidelines](#). It shall be performed in line with the [Norms and Standards for Evaluation](#) and respecting the [Ethical Guidelines for Evaluation](#) published by the United Nations Evaluation Group (UNEG). The evaluation process should also be aligned with the [EU's Evaluation methodological approach](#).

Under the supervision of ITC Project Manager, the Consultant will be responsible for the following tasks:

- Collect and analyse data;
- Write a draft Inception Report;
- Finalize the Inception Report;
- Write a draft Final Evaluation Report;
- Finalize the Final Evaluation Report and present key findings during the last Project Steering Committee meeting (held in a hybrid mode).

Main Deliverables:

The Consultant will be responsible for the delivery of outputs as set out below. In addition, s/he will be responsible for the process of editing the text for finalization and transmission of the final report.

Draft Inception Report:

The Inception Report is intended to be used as a means of establishing a mutual understanding as to how the self-evaluation will be conducted. It is expected to provide two key components: the approach and methods for the Final Self-Evaluation, and the initial analysis derived from the desk review (including the Midterm Review report), consultations and initial interviews. These two components will further guide the Final Self-Evaluation in data collection, data analysis, and refining the evaluation findings.

Finalized Inception Report:

The draft inception report will be circulated to EU Delegation and MITI Bilateral Economic and Trade Relations Division and other key stakeholders for comments and feedback. When the Consultant has addressed all comments and feedback, the inception report will be finalized.

Draft Final Self-Evaluation Report:

Guided by the Inception Report, the Draft Final Self-Evaluation Report will be based on an in-depth desk review and data collected during the Self-Evaluation. It will include an Executive Summary and will delineate factually motivated lessons learned and recommendations by drawing on the findings of the Final Self-Evaluation. The structure of the report will follow the ITC Evaluation Guidelines. Materials gathered and desk analysis should be accessible for reference and use, and, to a reasonable, cost-effective extent, retained as supplementary volumes or annexes to the finalized Final Self-Evaluation Report.

Finalized Final Self-Evaluation Report:

The Final Self-Evaluation Report will be submitted after the Consultant has addressed all comments of stakeholders received on the draft report. An audit trail, detailing how the report has addressed stakeholder comments will also be included as an annex to the Report. As expected with the Draft Final Self-Evaluation Report, the structure of the Report will follow the ITC Evaluation Guidelines.

Skills and Competencies

The Consultant should have the following qualifications, experience, and competencies, which will be needed to effectively conduct the Final Self-Evaluation:

- No previous involvement with the project;
- Technical skills and work experience in trade-related development initiatives;
- Demonstrated knowledge of and a strong record in designing and/or leading evaluations (including qualitative and quantitative evaluation methods) of development projects/programmes within the past five years;
- Prior project/programme evaluation experience in trade-related technical assistance projects, including in-depth knowledge of evaluation principles, methodologies, data collection tools, and data analysis;
- Strong knowledge of developing country economies in Asia, with knowledge of the economic and trade context in Malaysia an asset;
- Excellent writing skills, with the ability to write clear and concise analytical reports, and to communicate effectively with various stakeholders including Government officials, donors, private sector representatives, and other beneficiaries;
- Good facilitation, presentation, and analytical skills for evaluation findings;
- Excellent organization and time management skills;
- Strong interpersonal skills, with the ability to work with people from different backgrounds to deliver quality products within a short timeframe; and
- Ability to be flexible and responsive to changes and demands; and to be result-based and open to feedback;

Education

Advanced university degree in the field of business administration, management, economics, project management, development studies or another relevant field of study.

Experience

- A minimum of eight years of relevant experience as a lead in designing and conducting complex evaluations of development interventions with international organizations, preferably in trade development and related interventions;
- Substantive experience in assessing similar development projects related to trade and economic development;
- Excellent and proven knowledge of data collection methodologies and approaches;
- Experience in leading evaluations with the UN and/or with the EU, and knowledge of the EU and its reporting system would be an asset;
- Experience in conducting evaluations in the Asian region would be an asset
- Experience working with/in Malaysia would be an asset.

Languages

Proficiency in English