EXTERNAL REVIEW OF UK OVERSEAS TERRITORIES PROJECT
TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Consultant for an external review of the Legislative, Electoral and Audit assistance provided in UK Overseas Territories through 2019-2021</th>
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<tbody>
<tr>
<td>Contract type:</td>
<td>Consultant (s)</td>
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<tr>
<td>Contract duration:</td>
<td>Approximately 15-20 days across January 2022 – March 2022</td>
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Job description:

1. Background

The UK Overseas Territories Project (UKOTP) is a consortium led by the Commonwealth Parliamentary Association UK (CPA UK) in partnership with the UK National Audit Office (NAO) and Government Internal Audit Agency (GIAA). It is funded by the UK Government's the Conflict Security & Stability Fund (CSSF). Since 2016, the project has been supporting good practices and priorities in the oversight of public finances in the UK Overseas Territories (UK OTs). The project provides technical assistance, training and mentoring to audit officials, Parliamentary members and clerks across the territories to support and encourage effective public financial management and governance practices. The project was due to conclude in March 2019, but was extended twice for a total of 24 months where the scope of the project was also expanded from focusing solely on financial scrutiny with members from Public Accounts Committees to a wider remit on good governance with the whole of the legislature. Additionally, election observation missions of the UK OTs have been included in the programme. An external evaluation was conducted in 2019/2020 and we are now seeking a light touch review focusing on the 24-month extension. The Project is currently considering a further three-year proposal which will be informed by this review.

At the beginning of the project, partnership agreements were drawn up in consultation with key stakeholders, outlining needs for each territory and listing proposed activities. Partnership agreements were signed with the following nine territories:

- Anguilla
- Bermuda
- British Virgin Islands
- Cayman Islands
- Falkland Islands
- Gibraltar
- Montserrat
- St Helena, Ascension and Tristan Da Cunha
The UKOT Project identified the following outcome and outputs for its programming:

**Outcome:** Parliamentarians, parliamentary and electoral officials and auditors from the UK Overseas Territories have improved the legislative, governance, oversight and electoral environment in the UK Overseas Territories. This should lead to improvements in government transparency, accountability and effectiveness.

**Output 1** – UK OTs legislative assemblies and councils are better equipped to effectively hold governments to account

**Output 2** – Electoral officials have a greater understanding of national electoral framework compliance with international good practices

**Output 3** – External audit institutions across the UK OTs have strengthened capacity to perform their audit role

**Output 4** – Internal audit institutions across the UK OTs have strengthened capacity to perform their internal audit role

2. Objectives

The main purpose of the review is to assess the overall achievements of the project at the outcome level. The specific objectives of the review are:

- Determine the effectiveness of the project in achieving results
- Assess the relevance of the project with regards to consistency, ownership, quality of the technical assistance and complementarity with other initiatives
- Assess the sustainability approaches of the project and specifically assess measures taken to ensure changes implemented as part of the project can be sustained after the project’s closure
- Derive lessons and areas of improvement
- Provide recommendations and identify good practices which may be used in future programming
- Inform future programming

3. Scope of work and expected output

The expected output is to provide a holistic, impartial and credible review of the project scope, structure and activities implemented during the project FY 2020-21 and 2021-22. To achieve this, the consultant will have the following responsibilities:

a. Inception phase
b. Data collection and Analysis

- Carry out interviews with internal and external stakeholders and project beneficiaries
- Conduct an analysis covering the following topics:
  - Assess project’s effectiveness in achieving its objectives
  - Assess complementary of activities and synergies between partners
  - Determine the effectiveness of the project in the achievement of results, highlighting reasons for achievements and non-achievements and contributing factors
  - Comment on the overall impact of the project
  - Evaluate the efficiency of project implementation and assess performance in relation to: timeline, scope, costs of experts, project structure, quantify and cost effectiveness of activities undertaken, equipment, training etc.
  - Review the responsibilities of project stakeholders, clarity of roles, and level of coordination between project team and stakeholders including implementing partners
  - Evaluate the project’s risk management and any mitigation measures taken by the project team
  - Assess the prospects of the sustainability of the project outcomes with a specific focus on beneficiary ownership
  - Review the results framework
  - Identify gaps in scope
  - Derive lessons learned and suggestions for improvements for future programming

4. Methodology

The review will be based on findings and factual statements from the review of relevant documents (including project documents, progress reports, annual project review) in addition to technical reports produced by the project and different publications. The
consultant is also expected to use face to face and telephone interviews to collect relevant data and ensure participatory methods are used to ensure the data quality, validity and reliability and responsiveness to gender equality and human rights. The following criteria should be considered:

- Effectiveness
- Cost efficiency
- Impact
- Relevance
- Sustainability

The consultant will take every measure to safeguard the rights and confidentiality of key information providers in the collection of data in line with GDPR requirements.

5. As part of the review, the evaluator should particularly consider the following questions:

- What are the most effective tools and methods for building the capacity of Legislatures, Electoral Officials, External Audit Offices and Internal Audit Offices?
- How much impact do improvements in capacity and skills have on financial oversight and delivering good governance?
- For financial oversight, what is the added value/increased effectiveness by supporting all four strands (Legislatures, Election Officials, External Audit and Internal Audit) in the same project? Does the Project have the right mix of partners and right model of operation as a consortium?
- How can CPA UK, the UK NAO and GIAA best support the efforts to continue improving financial oversight and governance in UK Overseas Territories? Which other partners are relevant for us to consider for the work we are doing in the Overseas Territories?

Fee Structure:
50% of fee payable upon signature of contract and 50% of fee payable upon completion of review with the submission of invoices.
We expect this review to comprise around 15 days of work.

Submission of proposals:
CV, short outline of methodology (with cost estimates) and a previous evaluation via email to Matthew Hamilton Monitoring and Evaluations Manager, CPA UK on hamiltonm@parliament.uk by 2359 on Sunday the 9 January 2022.