



44006 - International Consultant for Project Terminal Evaluation - Home-based with one mission to Ashgabat, TURKMENISTAN

[Summary](#)
[Documents \(0\)](#)

Job ID/Title :	44006 - International Consultant for Project Terminal Evaluation
Scope of advertisement :	Globally advertised (Including jobs.undp.org)
Category (eligible applicants) :	External
<p>External defines as applicants external to UNDP and to the UN Common system, including UNDP non-staff.</p>	
Brand :	UNDP
Practice Area :	Environment and Energy
Additional Practice Area :	Environment and Energy
Application Deadline :	27-Feb-14
Type of Contract :	Individual Contract
Post Type and Level :	International Consultant
Current status :	Approved by catherine.kentuha on 13-Feb-14 @ 03:59:PM
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<p>----- Approved by catherine.kentuha on 13-Feb-14 @ 03:59:PM ----- Edited by catherine.kentuha on 13-Feb-14 @ 03:59:PM ----- Submitted for Approval by gulnara.annaberdiyeva on 13-Feb-14 @ 06:14:AM ----- Edited by gulnara.annaberdiyeva on 13-Feb-14 @ 06:13:AM ----- Edited by gulnara.annaberdiyeva on 13-Feb-14 @ 06:10:AM ----- Saved as Draft by gulnara.annaberdiyeva on 13-Feb-14 @ 06:08:AM -----</p>	
Duty Station :	Home-based with one mission to Ashgabat, TURKMENISTAN
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	07-Mar-2014

Duration of Initial Contract :	20 working days
Expected Duration of Assignment :	20 working days within March-April 2014
Background:	
<p>In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP support GEF financed projects are required to undergo a terminal evaluation upon completion of implementation. These terms of reference (TOR) sets out the expectations for a Terminal Evaluation (TE) of the “Strengthening the management effectiveness of the protected areas system of Turkmenistan” Project (PIMS #3961).</p> <p>The Project on “Strengthening the management effectiveness of the protected area system of Turkmenistan” (PAS project) is funded by Global Environment Facility (GEF) and implemented by UNDP in close partnership with Ministry of Nature Protection, National Institute of Deserts, Flora and Fauna, Syunt-Hasardag Reserve and some other reserves of Turkmenistan, research institutions, local government administrations and communities. The PAS Project started in 2010 and was aimed at creation an enabling environment for the establishment of a functional, effective and ecologically coherent system of protected areas.</p> <p>The project was designed to complement the governmental efforts in expanding and strengthening the PA system with focus on two components:</p> <ul style="list-style-type: none"> • (i) Expanding protected area system to improve the representation and coverage; • (ii) Supporting development of adequate systemic, institutional and individual capacity for management of the expanded protected area system. <p>The project focuses on activities at two levels of intervention:</p> <ul style="list-style-type: none"> • (i) the national level, through working with public institutions and agencies in order to develop the institutional and individual capacity to consolidate, expand and effectively manage the PAS; and • (ii) the local level, through working directly with the target groups and local communities in order to establish the first National Park in Turkmenistan in the Sumbar river valley in the southwest Kopetdag mountains. <p>The Project expected outcomes are as follows:</p> <p>Outcome 1 Expanded Protected Area System (PAS) to improve PA representation and coverage:</p> <ul style="list-style-type: none"> • Improved coverage of the PA system to include under-represented desert ecosystems and regions notably the Balkhan and Central Karakum priority conservation areas; • Enabling environment for an increased area of individually protected areas and the whole system; • First National Park established as a model for the protected area management category in Turkmenistan (approx. 300,000 ha) <p>Outcome 2 Adequate institutional and individual capacity is in place for the management of PAS:</p> <ul style="list-style-type: none"> • Enhanced capacity of the protected area institutions to implement the protected area system plan (measured by the Institutional scorecard and METT); • Improved inter-institutional cooperation and collaboration over natural resources conservation and management. <p>The total project budget is US\$ 3,548,400. The GEF contribution is US\$ 950,000. The Implementing Agency for the project is the Ministry of Nature Protection of Turkmenistan.</p>	
Description of Responsibilities :	
<p>The TE will be conducted according to the guidelines, rules and procedures established by UNDP and GEF as reflected in the UNDP Evaluation Guidance for GEF Financed Projects.</p> <p>The objectives of the evaluation are to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming.</p>	

Evaluation Approach and Method

An overall approach and method for conducting project terminal evaluations of UNDP supported GEF financed projects has been developed over time. The evaluator is expected to frame the evaluation effort using the criteria of relevance, effectiveness, efficiency, sustainability, and impact, as defined and explained in the UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects. A set of questions covering each of these criteria have been drafted and are included with this TOR (fill in Annex C). The evaluator is expected to amend, complete and submit this matrix as part of an evaluation inception report, and shall include it as an annex to the final report.

The evaluation must provide evidence-based information that is credible, reliable and useful. The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, in particular the GEF operational focal point, UNDP Country Office, project team, UNDP GEF Technical Adviser based in the region and key stakeholders. The evaluator is expected to conduct a field mission to Magtymguly Etrap, Balkan Velayat, including the following project site Suynt Hasardag Nature.

Interviews will be held with the following organizations and individuals at a minimum:

- Ministry of Nature Protection (Minister, Deputy Minister, Head and Specialists of Flora and Fauna Protection Division, Chief Accountant);
- Staff of Suynt Hasardag Nature Reserve (Director and specialist/national experts of the project
- National Experts of the Project;
- Director of the National Institute of Deserts, Flora and Fauna;
- UNDP-CO

The evaluator will review all relevant sources of information, such as the project document, project reports – including Annual APR/PIR, project budget revisions, midterm review, progress reports, GEF focal area tracking tools, project files, national strategic and legal documents, and any other materials that the evaluator considers useful for this evidence-based assessment. A list of documents that the project team will provide to the evaluator for review is included in Annex B of this Terms of Reference.

Evaluation Criteria & Ratings

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework (see Annex A), which provides performance and impact indicators for project implementation along with their corresponding means of verification. The evaluation will apply the evaluation criteria below by addressing a set of questions (Annex C).

Ratings must be provided on the following performance criteria. The completed table must be included in the evaluation executive summary. The obligatory rating scales are included in Annex D.

Evaluation Ratings:

Monitoring and Evaluation:

- M&E design at entry;
- M&E Plan Implementation;
- Overall quality of M&E.

IA& EA Execution:

- Quality of UNDP Implementation;
- Quality of Execution - Executing Agency;
- Overall quality of Implementation / Execution.

Assessment of Outcomes:

- Relevance;
- Effectiveness;
- Efficiency;

- Overall Project Outcome Rating.

Sustainability:

- Financial resources;
- Socio-political;
- Institutional framework and governance;
- Environmental;
- Overall likelihood of sustainability.

Project Finance/Cofinance

The evaluation will assess the key financial aspects of the project, including the extent of co-financing planned and realized. Project cost and funding data will be required, including annual expenditures. Variances between planned and actual expenditures will need to be assessed and explained. Results from recent financial audits, as available, should be taken into consideration. The evaluator will receive assistance from the Country Office (CO) and Project Team to obtain financial data in order to complete the co-financing table below, which will be included in the terminal evaluation report.

Mainstreaming

UNDP supported GEF financed projects are key components in UNDP country programming, as well as regional and global programmes. The evaluation will assess the extent to which the project was successfully mainstreamed with other UNDP priorities, including poverty alleviation, improved governance, the prevention and recovery from natural disasters, and gender.

Impact

The evaluator will assess the extent to which the project is achieving impacts or progressing towards the achievement of impacts. Key findings that should be brought out in the evaluations include whether the project has demonstrated: a) verifiable improvements in ecological status, b) verifiable reductions in stress on ecological systems, and/or c) demonstrated progress towards these impact achievements.

Conclusions, Recommendations & Lessons

The evaluation report must include a chapter providing a set of conclusions, recommendations and lessons.

Implementation Arrangements

The principal responsibility for managing this evaluation resides with the UNDP CO in Turkmenistan. The UNDP CO will contract the evaluator and ensure the timely provision of per diems and travel arrangements within the country. The Project Implementation Unit will be responsible for liaising with the evaluator to set up stakeholder interviews, arrange field visits, coordinate with the Government etc.

Evaluation Timeframe

The total duration of the evaluation will be 20 days according to the following plan:

- Preparation: 3 days, by 12 March 2014;
- Evaluation Mission: 8 days, by 22 March 2014 (to be agreed);
- Draft Evaluation Report: 7 days, tentatively by the end of March 2014;
- Final Report: 2 days, by middle of April 2014.

Evaluation Deliverables

The evaluation team is expected to deliver the following:

- Inception Report where the evaluator provides clarifications on timing and method; submits it no to UNDP CO later than 2 weeks before the evaluation mission;
- Presentation of initial findings at the end of evaluation mission to project management and UNDP CO;
- Draft of Final Report - within 3 weeks of the evaluation mission, shared with CO, reviewed by RTA, PCU, and GEF OFPs;

- Final Report* - within 1 week upon receiving of UNDP comments on the draft.

When submitting the final evaluation report, the evaluator is required also to provide an 'audit trail', detailing how all received comments have (and have not) been addressed in the final evaluation report.

Payment Conditions

This is a lump sum contract that should include costs of consultancy service, travel costs and other out-pocket expenses.

Payment will be done in one installment after completion of all tasks in the TOR and submission and approval (UNDP-CO) final terminal evaluation report

Team Composition

The evaluation will be conducted by an international evaluator. The evaluator shall have prior experience in evaluating similar projects. Experience with GEF financed projects is an advantage. The evaluator selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities.

Competencies :

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Strong analytical and research skills;
- Ability to meet the deadlines;
- Excellent organizational, analytic, communicative, time-management, and teamwork skills;
- Good writing skills and computer literacy.

Qualifications :

Education:

- Advanced degree, preferably Ph.D. or equivalent in biodiversity, conservation, natural resources management or related field.

Experience:

- Minimum 10 years of relevant professional experience;
- Knowledge of UNDP and GEF;
- Previous experience with results-based monitoring and evaluation methodologies;
- Technical knowledge in the targeted focal area(s) (additional skills based on project particulars);
- Experience applying participatory monitoring approaches;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in Adaptive Management, as applied to conservation or natural resource management projects;
- Familiarity with protected area policies and management structures in Turkmenistan;
- Experience with multilateral or bilateral supported conservation projects.

Language Requirements:

- Excellent English communication skills;
- (Russian communication skills would be an asset).

Evaluator Ethics

The evaluator will be held to the highest ethical standards and are required to sign a Code of Conduct (Annex E) upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluations'

Submission of application and other required documents:

All interested candidates shall submit the following documents (information) which demonstrate their qualifications:

- Offeror's letter to UNDP, which should be downloaded from <http://www.tm.undp.org/content/turkmenistan/en/home/operations/jobs/>;
- Detailed, carefully considered and justified financial statement based on a lump sum, which should include: consultancy fee, travel, administrative expenses (if applicable), and/or any other expenses an applicant deems would incur during assignment;
- Methodology; All applicants shall submit a detailed methodology indicating phases, tasks, methods, techniques, time, resources, accessibility and tools to be applied for successful completion of assignment;
- Resume (curriculum vitae) describing similar project assignments in recent years;
- UN P11 form.<http://www.tm.undp.org/content/turkmenistan/en/home/operations/jobs/>.

Additional requirements for recommended contractor

Recommended contractors aged 62 and older, if the travel is required, shall undergo a full medical examination including x-ray, and obtain medical clearance from the UN-approved doctor prior to taking up their assignment. The medical examination is to be cleared by the UN physicians, and shall be paid by the consultant. Applicants are requested to apply online (<http://jobs.undp.org>.) or send your applications to: registry.tm@undp.org it by 18:00 by ??? February 2014.

Annexes to the TOR

Annexes can be downloaded from the following link: <http://www.tm.undp.org/>

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