



Empowered lives.
Resilient nations.

I. Position Information

Title: *International Consultant* – **Outcome Evaluation of the Environment, Energy and Disaster Risk Reduction Programme**

Department/Unit: Environment, Energy and Disaster Risk Reduction

Reports to: Programme Coordinator

Duty Station: Pristina

Expected Places of Travel (if applicable): Kosovo and beneficiary municipalities

Duration of Assignment: 19 working days from 5 September, 2016 to 15 November, 2016

Need for presence of IC consultant in office:

partial (explain)

intermittent (explain)

full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: Yes No

Equipment (laptop etc): Yes No

Secretarial Services: Yes No

Signature of the Budget Owner:.....

II. Background Information

The UN Kosovo Programme Action Plan (2011-2015) had three programme components: 1) Inclusive Growth (with focus on vulnerable groups and based on a social inclusion approach), 2) Governance (with focus on justice, security, human rights, accountability of public administration institutions and fighting corruption) and 3) Environmental Sustainability (with focus on integrated management of natural resources and support to a climate change agenda in Kosovo).

Environmental degradation is a significant development challenge, as Kosovo institutions have insufficient capacities to deal with environmental problems. In this regard the environment part of the programme focuses on developing capacities to address the impact of environmental degradation, industrial pollution, climate change and disaster risk reduction (in a gender-sensitive manner) at both central and local level. UNDP Kosovo assisted the Ministry of Environment and Spatial Planning (MESP) in establishing a solid legal and institutional framework for environmental policymaking in Kosovo and supported the Central Institutions of Kosovo to mainstream climate change and disaster risk concerns into sectoral and overall Kosovo’s development priorities; and the Ministry of Economic Development (MED) in promotion and education on energy efficiency. UNDP has provided support for the roll out of the greenhouse gas (GHG) inventory management system, which will provide the baseline for the policy and for the preparation of specific strategies, actions and projects for mitigation and adaptation to climate change. UNDP played a critical role in the design of Kosovo’s Framework Strategy on Climate Change and has helped to introduce low emission actions in a number of local communities. UNDP is also the primary international agency supporting Kosovo institutions involved in disaster management and disaster risk reduction and has helped to establish mechanisms for coordination and systems and tools for risk analysis and disaster preparedness.

The evaluation is being conducted to assess the progress toward achieving the following outcome of the Environmental Sustainability component (since 2011 until December 2015) of UNDP Kosovo: **By 2015, central and local level authorities better address the health, social and economic impact of environmental degradation and climate change in a gender sensitive manner**¹. The evaluation should especially focus on UNDP's contribution, and provide recommendations to guide this programme component's further implementation and development.

III. Objectives of Assignment

The purpose of the evaluation is to provide the UNDP and its partners and relevant stakeholders with feedback that will enable the more efficient attainment of the outcome and will help direct future UNDP assistance to where it will more effectively promote sustainable development in Kosovo, as well as ascertain UNDP's contribution to the achievement of the Environmental Sustainability outcome, as defined in the UNDP Kosovo Programme Action Plan 2011 - 2015.

The purpose of this evaluation is to find out how UNDP has supported processes and building capacities that have, indeed, helped make a difference. The evaluation aims to identify which UNDP approaches have worked well and which have faced challenges, and to use lessons learned to improve future initiatives and generate knowledge for wider use.

The following outputs are expected to be part of the evaluation:

1. Support for the Ministry of Environment Project for Environment and Climate Change
2. Sustainable land use management and conservation of biodiversity in Dragash/s municipality
3. Support for Low Emission Development in Kosovo
4. Kosovo Disaster Risk Reduction Initiative

Note: the Outputs 2 – 4 have been evaluated separately, and the reports will be shared with the evaluator.

The main objectives of the evaluation are to identify and assess the:

1. Status of the outcome (positive and negative trends, changes in the external environment/in the policy and regulatory framework relevant for the outcome)
2. Factors affecting progress towards the outcome
3. UNDP contributions to the outcome
 - Relevance of the outcome and associated outputs
 - Effectiveness of UNDP outputs under or contributing towards the outcome
 - Efficiency of UNDP outputs toward the outcome
 - Sustainability of UNDP outputs towards the outcome
4. UNDP partnership strategy
 - Appropriateness and effectiveness of partnerships
5. The level of UNDP contribution towards strengthening the application of rights-based approach and mainstreaming of gender in development efforts
 - Efficiency efforts to promote inclusion, participation and fair power relations
 - Degree of promotion of UN values

The evaluation should also consider the prospect for long-term sustainability of the positive changes and overall progress toward the outcome. The evaluation should particularly identify lessons learnt and propose recommendations for improving future efforts to achieve the outcome.

¹ As defined in UNDP Kosovo Programme Action Plan 2011-2015

IV. Scope of Work

The Evaluator will undertake:

1) Desk review Phase and inception report (8 working days)

- Comprehensive desk review of various sources, relevant publications, research papers, etc.
- Briefings of evaluator
- UNDP will provide the consultant with electronic versions of relevant documents. The consultant will study the documents as a preparation for this assignment (Project Documents; Annual progress reports Evaluation reports for outputs 2 – 4; Media coverage files;
- Evaluation design and methods, and preparation of the detailed inception report

2) Field visit (5 working days)

- In close coordination with the programme staff, the Evaluator will undertake field work in Kosovo: discussions with key national and international interlocutors and stakeholders and UNDP, (a list of stakeholders and contact details will be provided by UNDP)
- Site visits will be organized to visit project locations and conduct interviews (of both individuals and groups) to develop further intelligence on project operations, management, decision-making and implementation arrangements and in order to identify the relevance of the project. Field visits will additionally include interviews with Kosovo central stakeholders and CSOs, as well as other Institutions involved in relevant area of work. UNDP office will arrange translation and transportation services as needed.
- Stakeholder meeting to review and evaluation findings based on desk review and in-country evaluation mission

3) Draft report (5 working-days)

Based on desk research, questionnaire results and field visits, the evaluator will provide a draft evaluation report to UNDP. The draft report provides the first analysis and results of the evaluation, the initial findings and conclusions and allows for feedback and completion of any missing data by the UNDP project and Programme. The report should be complete and logically organized. It should be written clearly and understandable to the intended audience. The report must include, but not necessarily be limited to, the elements outlined below:

- Title and opening pages
- Table of contents
- List of acronyms and abbreviations
- Executive summary
- Introduction
- Description of the intervention
- Evaluation scope and objectives
- Evaluation approach and methods
- Data analysis
- Findings and conclusions
- Recommendations
- Lessons learned
- Report annexes

UNDP will provide comments within 10 working days of the submission.

4) Final report (1 working-days)

Based on the draft report and the comments provided by UNDP, additional desk reviews, survey results and field visit if necessary, the evaluator will produce a final report. The final report provides the complete content of the report as per the main outline proposed above. Upon completion of the draft final report, UNDP will provide additional feedback.

The final report will be completed by the evaluator 10 days after UNDP provides the feedback.

The following evaluation criteria and related evaluation questions are proposed for the evaluation process; however these can be expanded and modified by the evaluator:

Relevant evaluation criteria	Key questions suggested
General	<ul style="list-style-type: none"> - Are UNDP approaches, resources, models, conceptual framework relevant to achieve the planned outcome? - What progress has been made towards achievement of the outcome since 2011? - What factors have affected that progress? - What lessons learnt and recommendations will improve efforts to achieve outcome? - To what extent was the UNDP initiative designed to appropriately incorporate in each outcome area contributions to attainment of gender equality?
Relevance	<ul style="list-style-type: none"> - To what extent have UNDP outputs and other assistance contributed to that progress toward achieving the outcome? - To what extent has UNDP adopted participatory approaches in planning and delivery of the initiative and what has been feasible in the KOSOVO context?
Effectiveness	<ul style="list-style-type: none"> - Did the programme implementation contribute towards the stated outcome? - What factors have affected the effectiveness or ineffectiveness of that progress? - What evidence is there for the change that UNDP helped to bring about? - To what extent did the outcomes achieved benefit women and men equally?
Sustainability	<ul style="list-style-type: none"> - Were initiatives designed to have sustainable results given the identifiable risks? - Did UNDP do enough to support capacity development among implementation partners? - To what extent has a sustainability strategy, including capacity development of key stakeholders, been developed or implemented?
Impact	<ul style="list-style-type: none"> - Is there evidence of long lasting desired changes? - Has the initiative influenced policy making at different levels? - Has the programme impacted the desired target actors and how?
Efficiency	<ul style="list-style-type: none"> - Have resources been used efficiently? - To what extent were quality outputs delivered on time? - Have efforts for integrated approach been made appropriately? - What impact has political instability had on delivery timelines? - How did UNDP promote gender equality in the delivery of the outputs?
Stakeholders and Partnership Strategy	<ul style="list-style-type: none"> - Has the UNDP's partnership strategy been appropriate and effective? - What has been the degree of stakeholder (including beneficiary) and partner involvement in the various processes related to the outcome and the establishment of national ownership and sustainability? - How did UNDP interact with its partners? - How UNDP has defined the influence of partners and other stakeholders into achievement of planned outcomes? - Did UNDP include appropriate exit strategies in its activities?

Theory of Change or Results/Outcome Map	<p>- What are the underlying rationales and assumptions or theory that defines the relationships or chain of results that lead initiative strategies to intended outcomes?</p> <p>- What are the assumptions, factors or risks inherent in the design that may influence whether the initiative succeeds or fails?</p>
---	--

The response to the above questions should be followed by specific short and long term recommendations that could be undertaken by UNDP or the stakeholders.

These analyses have to be done for each output and for the overall programme.

The evaluator is responsible for refining the evaluation methodology, evaluation questions, carrying out the evaluation and delivering UNDP Kosovo with a draft report and a final report.

The key stakeholders, those involved in the implementation, those served or affected by the programme and the users of the evaluation should be involved in the evaluation process.

V. Expected Results

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required (Indicate title of the designated person who will review output and confirm acceptance)
Desk review / inception report	8 days	23 September 2016	UNDP Programme Coordinator
Field visits, interviews questionnaires	5 days	14 October 2016	UNDP Programme Coordinator
Draft report	5 days	31 October 2016	UNDP Programme Coordinator
Final report	1 days	11 November 2016	UNDP Programme Coordinator

VI. Deliverables / Final Products Expected

Inception evaluation report of the Environment, Energy and Disaster Risk Reduction Programme
Final evaluation report of the Environment, Energy and Disaster Risk Reduction Programme

VII. Requirements Qualifications

Education:	<ul style="list-style-type: none"> Master's degree in environmental studies, environmental management, climate change or other relevant fields
Experience:	<ul style="list-style-type: none"> Minimum 7 years of relevant experience in the area of the environment, climate change and development. Minimum five (5) years of experience in conducting evaluations Extensive knowledge of results-based management evaluation, as well as participatory M&E methodologies and approaches; Excellent analytical and report writing skills in clear and fluent English.
Language Requirements:	<ul style="list-style-type: none"> Fluency in written and spoken English

VIII. Competencies

Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Demonstrates experience in gender equality.
- Treats all people fairly without favouritism.
- Excellent analytical and organizational skills.
- Demonstrates substantial experience in gender equality. Actively promotes gender equality in all Project activities.

Functional Competencies:

- Demonstrates professional competence and mastery of subject matter.
- Maturity and confidence in dealing with senior and high-ranking members of international, regional and national institutions.
- Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Demonstrates transparency and provides feedback to all those who will contribute to the evaluation.
- Focuses on result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Ability to work independently as well as part of a fairly big team.
- Ability to operate under strict time limits.

IX. Scope of Price Proposal and Schedule of Payments

Remuneration – Lump Sum Amount (fixed and all-inclusive)

The Contract is based on all-inclusive lump sum remuneration (the term "all inclusive" applies that all costs – professional fees, travel costs, living allowance, communications, consumables, etc.) and shall be processed subject to deliverables as per the schedule listed below:

1. 50% upon delivery of the draft report.
2. 50% upon delivery of the final evaluation report.

Payment on is made on upon confirmation of deliverables by the Programme Coordinator UNDP Kosovo.

Required Presentation of Offer:

The following documents must be submitted:

- **Letter of Confirmation** of Interest and Availability
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- **Financial Offer** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs. Please note that the contract price is fixed regardless of changes in the cost components. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. Transportation for monitoring visits will be provided by the project.
- And a maximum 2 pages of a **technical proposal** describing the methodology and the approach for implementation of this activity.

Criteria for Selection of the Best Offer

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%.

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

*a) responsive/compliant/acceptable, and
b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 70% point would be considered for the Financial Evaluation.

Note:

The consultant will be selected from the UNDP roster of consultants supported by UNDP Regional Hub in Istanbul

Acceptance by the IC holder: