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TERMS OF REFERENCE FOR CONSULTANT

A. Project Title – General Information

Location: Samoa

Application Deadline: 11th December 2015

Category: Tourism and climate change

Assignment Type: International Consultant

Starting Date: 4th January 2016

Duration of Initial Contract: 20 working days

Expected Duration of Assignment: 3 months, final report expected to be ready by 31st March 2016

B. Project Description or Context and Background:

This is the Terms of Reference for the UNDP-GEF Midterm Evaluation (MTE) of the medium sized project titled *Enhancing Resilience of tourism-reliant communities to climate change risks* (PIMS#4566), implemented through the Samoa Tourism Authority, which is to be undertaken in 2016. The project started on 29 May 2013, and is in its second year of implementation.).

The project was designed to:

Enhance the resilience of tourism-reliant communities to climate change risks, by integrating climate change into development policy and instruments, and investing in adaptation actions supporting tourism reliant communities. These were priorities identified under Samoa's National Adaptation Programme of Action (NAPA). LDCF resources are used to integrate climate change aspects into the Samoa Tourism Development Plan and management of Tourism Development Areas (TDAs). Resources are used to establish financial support schemes and risk transfer mechanisms develop a sector-tailored early warning system, and implement concrete adaptation measures in high priority tourism-reliant communities and tourism sites targeting the management of coastal infrastructure, water resources, shore line and tourism resources including recreational activities.

C. Scope of Work:

One independent consultant will do the evaluation.

The consultant will first conduct a document review of project documents (i.e. PIF, UNDP Initiation Plan, Project Document, Project Inception Report, PIRs, Project Steering Committee meeting minutes, UNDP Environmental & Social Safeguard Policy, Financial and Administration guidelines used by Project Team, project operational guidelines, manuals and systems, etc.) provided by the Project Team and the UNDP Samoa MCO. Then they will participate in a MTE inception workshop to clarify their



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understanding of the objectives and methods of the MTE, producing the MTE inception report thereafter. The MTE mission will then consist of interviews and site visits to the following proposed sites (additional/substitute sites will be discussed with the Commissioning Unit along the assignment, depending on needs and availability):

- Coastal protection – Beach replenishment - Manase
- Coastal protection – Emergency Safety through evacuation route and emergency shelter - South Coast- Saleapaga
- Water resource management- Falealupo, Manono

The MTE consultant will assess the following four categories of project progress and produce a draft and final MTE report. An overall rating will be required.

1. Project Strategy

Project Design:

- Review the problem addressed by the project and the underlying assumptions. Review the effect of any incorrect assumptions or changes to the context to achieving the project results as outlined in the Project Document.
- Review the relevance of the project strategy and assess whether it provides the most effective route towards expected/intended results.
- Review how the project addresses country priorities
- Review decision-making processes

Results Framework/Logframe:

- Undertake a critical analysis of the project's logframe indicators and targets, assess how "SMART" the midterm and end-of-project targets are (Specific, Measurable, Attainable, Relevant, Time-bound), and suggest specific amendments/revisions to the targets and indicators as necessary.
- Examine if progress so far has led to, or could in the future catalyse beneficial development effects (i.e. income generation, gender equality and women's empowerment, improved governance etc..) that should be included in the project results framework and monitored on an annual basis.

2. Progress Towards Results

- Review the logframe indicators against progress made towards the end-of-project targets; populate the Progress Towards Results Matrix, colour code progress in a "traffic light system" based on the level of progress achieved; assign a rating on progress for the project objective and each outcome; make recommendations from the areas marked as "not on target to be achieved" (red).
- Compare and analyse the GEF Tracking Tool at the Baseline with the one completed right



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before the Midterm Evaluation.

- Identify remaining barriers to achieving the project objective.
- By reviewing the aspects of the project that have already been successful, identify ways in which the project can further expand these benefits.

3. Project Implementation and Adaptive Management

Assess the following categories of project progress:

- Management Arrangements
- Work Planning
- Finance and co-finance
- Project-level monitoring and evaluation systems
- Stakeholder Engagement
- Reporting
- Communications

Sustainability

Assess overall risks to sustainability factors of the project in terms of the following four categories:

- Financial risks to sustainability
- Socio-economic risks to sustainability
- Institutional framework and governance risks to sustainability
- Environmental risks to sustainability

The MTE consultant will include a section in the MTE report setting out the MTE's evidence-based **conclusions**, in light of the findings.

Additionally, the MTE consultant is expected to make **recommendations** to the Project Team.

Recommendations should be succinct suggestions for critical intervention that are specific, measurable, achievable, and relevant. A recommendation table should be put in the report's executive summary. The MTR consultant should make no more than 15 recommendations total.

D. Expected Outcomes and Deliverables:

The MTE consultant shall prepare and submit:

- MTE Inception Report: MTE consultant clarifies objectives and methods of the Midterm Evaluation no later than 1 week before the MTE mission. To be sent to the UNDP Samoa MCO and project management. Approximate due date: January 15, 2016
- Presentation: Initial Findings presented to project management and the UNDP Samoa MCO at



the end of the MTE mission. Approximate due date: February 05, 2016

- Draft Final Report: Full report with annexes within 2 weeks of the MTE mission. Approximate due date: February 19 , 2016
- Final Report*: Revised report with annexed audit trail detailing how all received comments have (and have not) been addressed in the final MTE report. To be sent to the UNDP Samoa MCO within 1 week of receiving UNDP comments on draft. Approximate due date: March 31, 2016

*The final MTR report must be in English. If applicable, the UNDP Samoa MCO may choose to arrange for a translation of the report into a language more widely shared by national stakeholders.

The principal responsibility for managing this MTE resides with the UNDP Samoa MCO.

The UNDP Samoa MCO will contract the consultant and ensure the timely provision of per diems and travel arrangements in Samoa for the MTE consultant. The Project Team will be responsible for liaising with the MTE consultant to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

E. Institutional Arrangement:

- The consultant will report to the Project Manager of ICCRITS stationed at STA. However UNDP should always be copied in the production reports.

F. Duration of the Work:

The total duration of the MTE will be approximately three and a half months (intermittent) starting January 4th 2016 and shall not exceed five months from when the consultant is hired. The tentative MTE timeframe is as follows:

- *December 11*: Application deadline
- *December 18*: Selection of consultant
- *January 04*: Prep the consultant (handover of project documents)
- *January 06: 2 days*: Document review and preparing MTE Inception Report
- *January 15*: Inception Report Finalized and Validated
- *January 25 – February 05 : 10 days*: MTE mission: stakeholder meetings, interviews, field visits (travel time not incl)
- *February 05*: Mission wrap-up meeting & presentation of initial findings
- *February 19*: Draft report finalized
- *March 04*: Incorporating audit trail on draft report/Finalization of MTE report
- *March 18*: Preparation & Issue of Management Response
- *March 31*: Expected date of full MTE completion

G. Duty Station:



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Travel:

- International travel will be required to Samoa during the MTE mission;
- Consultants are required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>

All related travel expenses will be covered and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents.

H. Competencies:

Corporate Competencies

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies

- Knowledge Management and Learning
- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of specialized tasks related to administrative supports, including project data management support, reporting, and logistics for project implementation.

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment

I. Qualifications of the Successful Contractor:

- Recent experience with result-based management evaluation methodologies
- Experience applying SMART targets and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to climate change adaptation
- Experience working with the GEF or GEF-evaluations;
- Experience working in the Pacific region
- Work experience in relevant technical areas for at least 7 years;
- Demonstrated understanding of issues related to gender and climate change adaptation and sustainable tourism experience in gender sensitive evaluation and analysis;
- Excellent communication skills;
- Demonstrable analytical skills;
- Project evaluation/review experiences within United Nations system will be considered an asset;

- A Master's degree in environmental science or climate change, tourism sciences/sustainable tourism or other closely related field.

Consultant Independence:

The consultant cannot have participated in the project preparation, formulation, and/or implementation (including the writing of the Project Document) and should not have a conflict of interest with project's related activities.

The award of the contract will be made to the Individual Consultant who has obtained the highest Combined Score and has accepted UNDP's General Terms and Conditions. Only those applications which are responsive and compliant will be evaluated. The offers will be evaluated using the "Combined Scoring method" according to the criteria below:

- A Master's degree in environmental science or climate change, tourism sciences or other closely related field -25 points
- Work experience in relevant technical areas (climate change adaptation / sustainable tourism / gender) for at least 7 years -30 points
- Experience working with the GEF / GEF-LDCF programmes -30 points
- Experience working in the Pacific region -5 points
- Excellent communication skills -5 points
- Excellent knowledge of English language -5 points

J. Scope of Bid Price & Schedule of Payments:

Financial Proposal:

- Financial proposals must be "all inclusive" and expressed in a lump-sum for the total duration of the contract. The term "all inclusive" implies all cost (professional fees, travel costs, living allowances etc.);
- For duty travels, the UN's Daily Subsistence Allowance (DSA) rates are around US\$179 in Upolu and US\$198 in Savaii (subject to monthly changes), which should provide indication of the cost of living in a duty station/destination (*Note: Individuals on this contract are not UN staff and are therefore not entitled to DSAs. All living allowances required to perform the demands of the ToR must be incorporated in the financial proposal, whether the fees are expressed as daily fees or lump sum amount.*)
- The lump sum is fixed regardless of changes in the cost components.

Schedule of Payments:

10% of payment upon approval of the MTE Inception Report
 30% upon submission of the draft MTE Report
 60% upon finalization of the MTE Report



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K. Recommended Presentation of Proposal:

- A. Given below is the recommended format for submitting your proposal. The following headings with the required details are important. Please use the template available (Letter of Offer to complete financial proposal)

CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **11th December 2015** electronically via procurement.ws@undp.org. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **CV** and what time you are available from. The selected candidate must submit a signed a P11 prior to contract award.
- **3 professional reference most recent**
- **A brief methodology** on how you will approach and conduct the work
- **Financial Proposal** specifying the daily rate and whether per diem is included (template)
- **Letter of interest and availability** summarises all details required (template)

Queries about the consultancy can be directed to tessa.tafua@undp.org or procurement.ws@undp.org.

L. Criteria for Selection of the Best Offer

The award of the contract will be made to the Individual Consultant who has obtained the highest Combined Score and has accepted UNDP's General Terms and Conditions. Only those applications which are responsive and compliant will be evaluated. The offers will be evaluated using the "Combined Scoring method" where:

- a) The educational background and experience on similar assignments will be weighted a max. of 70%;
- b) The price proposal will weigh as 30% of the total scoring.