



**TERMS OF REFERENCE
FOR
Up-scaling Climate Smart Agriculture in Swaziland Terminal Evaluation
National Consultant**

Location:	Swaziland
Application Deadline:	18 March 2016
Type of Contract:	Technical Services
Languages Required:	English and Siswati
Starting Date:	1 st April to 30 th May 2016
Duration of Initial Contract:	25 working days
Contact Person:	Ms Sithembiso Gina, Programme Specialist, UNDP Mr Tammy Dlamini, Ministry of Agriculture - NAMBOARD

BACKGROUND

The Ministry of Agriculture – National Agriculture Marketing Board (NAMBOARD) is seeking the technical services of a National Consultant to conduct a comprehensive Terminal Evaluation for the **Up-scaling Climate Smart Agriculture in Swaziland Project**. The COMESA-funded Project has been implemented since May 2014 and will be coming to an end in March 2016. The CSA Project focused on the Mpatheni, Nhlentjeni and Nkhungwini communities with an objective to establish a sustainable and integrated farming technology model that will enhance climate smart agricultural interventions for future interventions and replication in different agro-climatic zones. This was to assist the country identify both policy and programmatic gaps as well as opportunities that will enable the formulation of adaptation strategies and programmes in the agriculture sector.

OBJECTIVES

To assess the achievement of CSA Project results, and draw lessons that can both improve the sustainability of benefits from the intervention, and also aid in the overall enhancement of climate change integration in agricultural productivity in the country. The review will highlight the marketing and value chain issues at various stages from inputs to production, culminating to household gains/losses. This is also to identify weaknesses and strengths of the project design and implementation strategy and come up with future recommendations to address identified gaps and inform future programming.

TASKS AND RESPONSIBILITIES

Framing the Terminal Evaluation along the criteria of relevance, effectiveness, efficiency, sustainability, and impact, through use of credible, reliable and useful data and information, the specific tasks will include, but not limited to the following:

1. Project Design:
 - Review original project objectives and assess quality of design for delivery of planned outputs
2. Project Implementation: Assess:
 - Project management arrangements.
 - Effectiveness of project strategy for the achievement of project objectives
 - Quality, timeliness and cost-effectiveness of outputs and activities.
 - Project reporting systems and their efficiency.
 - Financial situation including co-financing planned and realised, that is budget, expense status and the financial control system including financial reporting and planning.
 - Flow of funds from UNDP to the implementing partner, NAMBOARD.
 - Responsiveness of Project management to adapt and implement changes in project execution based on Project Steering Committee, UNDP, COMESA as well as local stakeholders.

- Partnership arrangements established for the implementation of the Project with relevant stakeholders involved at the national and local levels including clarity on the roles and responsibilities.
 - Implementation of the project M&E plans including any adaptation to changing conditions (adaptive management).
3. Project Impact and Sustainability
- Assess achievements of the Project to date against the original objectives, outputs and activities using the indicators as defined in the proposal.
 - Review and evaluate the extent to which the Project impacts have reached the intended beneficiaries.
 - Make recommendations on Project performance improvement in terms of effectiveness and efficiency in achieving impact on both capacity building and the targeted climate adaptation actions.
 - Assess the likelihood of continuation of the Project outcomes/benefits after completion of the findings; describe the key factors that will require attention in order to improve prospects for sustainability of Project outcomes. Factors of sustainability include: institutional policy and regulatory framework that further the project objectives.
4. Project Lesson and Replication Approach
- Assess the extent to which the project activities opportunities are being taken to scale-up lessons and experiences emerging from implementation of adaptation actions and make recommendations on how this could be achieved if necessary
 - Describe the main lessons that have emerged in terms of: strengthening national ownership; strengthening stakeholder participation; application of adaptive management strategies; efforts to secure sustainability; knowledge transfer; and, the role of M&E in Project implementation.

CONSULTANCY MANAGEMENT, DELIVERABLES AND APPROVALS

The principal responsibility for managing the Terminal Evaluation (TE) resides with the Ministry of Agriculture, National Agriculture Marketing Board (NAMBOARD). The TE will have the following deliverables:

#	Deliverable	Description	Timing	Responsibilities
1.	Inception Report	The team clarifies objectives and methods of study.	No later than 5 days after entering into contractual obligations, 8 th April 2016.	The consultant submits to MOA – NAMBOARD
2.	Draft TE Report	Draft full report with annexes.	Within four weeks of the investigation process i.e. desktop review and field visits, 6 th May 2016.	MOA – NAMBOARD, UNDP and COMESA review the draft to be presented to stakeholders.
3.	Validation Workshop	Findings and presentation to stakeholders.	Six weeks, 20 th May 2016.	National stakeholders' validation.
4.	Final Report	Revised TE Report with incorporated all comments and with the necessary annexure	Within one week after incorporated comments from the stakeholders meeting, 31 st May 2016.	MOA Project Steering Committee

The total duration of the study will be 25 working days spread from 1st April to 30th May 2016.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

A national consultants should at least possess:

- A Master’s degree in Agriculture, Climate Change, Environmental Sciences or other closely related field;
- Recent experience with climate change adaptation and mitigation in the agriculture sector;
- Competence in adaptive management of community schemes or projects as applied to Climate Change Adaptation;
- Experience working in SADC. Work experience in Swaziland will be an added advantage;
- Work experience in relevant technical in project review/evaluation for at least 7 years;
- Demonstrated understanding of issues related to gender and Climate Change Adaptation;
- Experience in gender sensitive evaluation and analysis;
- Excellent communication skills;
- Demonstrable analytical skills; and
- Project evaluation/review experiences within United Nations system will be considered an asset.

PAYMENT MODALITIES

The payment for the MTR will be as follows:

Deliverable	Payment (%)
Inception Report with tools and a complete work plan clearly specifying how the assignment will be undertaken and clear tasks assigned to each member of the team.	20
Draft Terminal Evaluation Report incorporating comments from the stakeholders’ validation meeting and with an annexed Stakeholder Consultation Report on proceedings of the process and validation meeting.	50
Final Terminal Evaluation National Climate Smart Agriculture Report approved by Ministry of Agriculture Project Steering Committee.	30

SUBMISSION OF APPLICATIONS

Qualified candidates may submit their complete Curriculum Vitae (CV) and an expression of interest electronically outlining the daily financial rate and the area of expertise by **21st March 2016**, via email to the registry.sz@undp.org marked (or subject): **NATIONAL CLIMATE SMART AGRICULTURE TERMINAL EVALUATION**.

ADDITIONAL CONSIDERATIONS

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.