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# Annex 1 Terms of Reference Consultant for Project Evaluation

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|  | **UNITED NATIONS DEVELOPMENT PROGRAMME**  **JOB DESCRIPTION** |

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| **I. Position Information** |
| Job Code Title: Consultant for Project Evaluation  Duty Station: Home based, with mission trip to Batumi and Tbilisi  Contract Type: Individual Contract  Project Reference: ENPARD Ajara. Support to Agriculture Development in Ajara AR  Duration: Up to 20 working days within the period of – June 2016 (one field mission to Georgia of 15 days)  Supervisor: UNDP Assistant Resident Representative (ARR) |

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| **II. Background** |
| Georgia has made significant progress in establishing a market-oriented economic environment, but critical constraints persist. Agriculture and rural development continues to remain a challenge to the country. Achieving economic welfare of rural population depends on increasing the competitiveness of local production, introducing modern agro-technology, improving soil productivity and enhancing skills of local farmers in agro-management and agro-marketing issues along with meeting other needs of rural population.  EU provides significant support to the Government of Georgia for development of agriculture sector under ENPARD (European Neighbourhood Program for Agriculture and Rural Development) Programme. In April 2013, as part of wider 52 million Euros support program, Project: ENPARD Ajara - Support to the Development of Agriculture in Ajara Autonomous Republic has been initiated with deadline of May 2016. Project budget is 3.3 million Euros, o/w 3 million Euros is funded by European Union and 0.3 million Euros is co-financing of Ajara Government. UNDP is EU implementing partner of ENPARD Programme in Ajara. UNDP has implemented various projects in Ajara AR for promoting economic development, good governance, jobs and livelihoods, environment and disaster risk reduction. UNDP is the leading development partner to key public institutions in Ajara, including the Ministry of Agriculture of Ajara, the Ministry of Economy and Finance, Ministry of Education.  ENPARD Ajara Project is implemented through three main activities:   1. Increasing and Improving Services to Small Farmers; 2. Development of Business Oriented Small Farmer Groups; 3. Institutional Development of the Ministry of Agriculture of Ajara. |
| **III. Duties and Responsibilities** | |
| The consultant will have the following duties and responsibilities (15 days in total):   1. To review the project implementation since the beginning to date and provide a comprehensive assessment strategic recommendations to the project and project board on the implementation strategies to make the project activities most responsive to the new context.    * Develop detailed plan of review of project performance as well as the context around the project with a forward looking perspective    * Assess the relevance timeliness, effectiveness, sustainability and management arrangements of the project activities in light of existing context    * Hold discussions with the main stakeholders: Government of Ajara AR, Ministry of Agriculture of Georgia, European Delegation, UNDP for consolidation of feedback on whether and how the Project met the expectations, achieved targets in sustainable manner.    * Undertake the assessment of the Project vis-à-vis the set targets set by the Project Document. 2. To provide operational and strategic advice to the project team and UNDP on the project implementation process (2 days in total):    * Analyse and provide feedback to the project team and UNDP on the monitoring and evaluating activities performed within the Project implementation period.   The consultancy will be mainly undertaken during the mission to Georgia; limited number of days (3 days) will be reserved for the on-distance support.  **IV. Outline of methodology and consultancy criteria:**  The consultancy will be undertaken in close cooperation with the Project Team and entail a combination of desk review and document analysis, field visits, and interviews with key stakeholders. The evaluation should include quantitative and qualitative survey of perspectives beneficiaries (participants of various trainings and events) undertaken by the project.  The project review and elaboration of recommendations will be participatory in nature and will make use of different tools. The list of key project documents to be reviewed is attached to this TOR.  The consultant will develop a report with the assessment of the Project performance in close cooperation with UNDP and EU. UNDP Georgia will provide the consultant with a list of key stakeholders, draft schedule of the meetings and will facilitate communication of the consultant with EU, MoA Georgia and Ajara Government and the Project Beneficiaries. UNDP will also support the consultant logistically (transport, hotel reservations, organization of workshops, arrangement of meetings, etc.)  The Consultant shall look at the following criteria while reviewing the project:   1. Relevance – to what extent project has been responding to respond to the national context, 2. Timeliness – how much the activities were carried out in a responsive and timely manner, 3. Effectiveness - to what extent the project is on track to achieving the project outputs and outcomes, 4. Efficiency - to what extent the project has used least costly resources possible in order to achieve desired results, 5. Sustainability - national ownership and the prospects for further institutionalization of capacity development efforts to strengthen the developed systems and services (primarily farmers and cooperatives support), 6. Management arrangements: the extent to which the management arrangements support the above objectives; Based on these criteria the consultant shall develop review questions in close cooperation with UNDP, EU Delegation and MoA Ajara.   The Consultant should evaluate the following aspects:   * Project concept and design   The evaluation will assess the project concept and design. He/she will review the problem addressed by the project and the project strategy, encompassing an assessment of the appropriateness of the objectives, planned outputs, activities and inputs as compared to cost-effective alternatives. The executing modality and managerial arrangements should also be judged. The evaluator(s) will assess the relevance of indicators and review the work plan, planned duration and budget of the project.   * Implementation   The evaluation will assess the implementation of the project in terms of quality and timeliness of inputs and efficiency and effectiveness of activities carried out. Also, the effectiveness of management as well as the quality and timeliness of monitoring and backstopping by all parties to the project should be evaluated. In particular the evaluation is to assess the Project team’s use of adaptive management in project implementation.   * Project outputs, outcomes and impact   The evaluation will assess the achievement of outputs and contributions to outcomes as well as the sustainability of project results and potential impact. This should encompass an assessment of the achievement of the immediate objectives and the contribution to attaining the overall objective of the project. The evaluation should also assess the extent to which the implementation of the project has been inclusive of relevant stakeholders and to which it has been able to create collaboration between different partners. The evaluation will also examine positive and negative changes produced by the project, directly or indirectly, intended or unintended   * Cross cutting issues:   The evaluation will assess the project implementation process and its approaches in terms of due attention to gender aspects and environmental aspects. The evaluation should give an answer to the question to which degree the approaches, concepts and services provided gender balanced and promoted environmentally friendly approach, whether the gender and environmental aspects were addressed sufficiently in monitoring and reporting with the view of relevant to the Projects Document.   * Visibility:   The evaluation will assess the project implementation process how the Project ensured compliancy with the visibility guidelines of EU and how did it ensure awareness raising of ENPARD Programme in general within the stakeholders and beneficiaries.  **V. Deliverables:**  The consultant should:   1. Produce draft and final reports reflecting the findings of the review along with the recommended actions. The draft report should be prepared in a week time after completion of the country mission. The outline of the report should be agreed with UNDP and EU during the mission. The respective feedback to the draft report will be shared with the consultant in a week time after receipt of the draft report. The final report shall be prepared within a week following receipt of the feedback. 2. Develop a document summarizing the common understanding of the project document/AWP among the project partners (First draft in a week after completion of the mission; Final draft in a week after receipt of the feedback from stakeholders) 3. Produce mission reports by the end of the mission (in a week time after completion of the mission).   **VI. Management**  Consultant will work under the guidance and direct supervision of UNDP Georgia ARR and overall guidance of the Deputy Resident Representative. As a minimum, the consultant will have inception and debriefing meetings with the UNDP RR, EU Delegation and Ajara Government (MoA of Ajara AR). UNDP will facilitate communication of the consultant with the Government.  The UNDP Georgia and the Project Team will be responsible for liaising with partners, and supporting the consultant in acquiring relevant documentation, data and evidence.  The time frame of the Consultancy is 20 working days within the period of – June 2016 with 17 days on mission and 3 from home. | |
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| VII. Competencies |
| **Competencies:**  **Corporate Competencies:**   * Demonstrates commitment to UNDP’s mission, vision and values; * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; * Highest standards of integrity, discretion and loyalty.   **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 Results Management, including support to design, planning and implementation of program, managing data, reporting; * Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems; * IT competencies in Word, Excel, Power Point and internet. * Excellent negotiations skills   Leadership and Self-Management:   * Focuses on result for the client and responses positively to feedback; * Consistently approaches work with energy and a positive, constructive attitude; * Remains calms, in control and good humored even under pressure. |

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| **VIII. Required Qualifications** | |
| Education: | * University degree or equivalent in Economics, Public policy, Public Administration, or a related discipline. |
| Experience: | * Minimum 5 years of professional experience in managing and/or assessment of donor funded projects preferably in an international organization setting preferably in agriculture, rural development or other fields. * Minimum 5 years of experience of working on development policy, agriculture development or rural development, or related fields. * Experience of working with public sector at central and/or local level and/or donor organizations’ projects evaluation; * Familiarity with the development context of Georgia (previous working experience in the country or the South Caucasus and good understanding of current development dynamics in agriculture sector development will be an asset). |
| Other Requirements: | * Fluency in spoken and written English; knowledge of Russian and/or Georgian an asset. * Strong research and analytical skills; * Excellent verbal and written communication skills * Excellent organizational skills * Excellent computer literacy (MS Office; Windows). * Initiative and sound judgment, dedication to the UN principles and demonstrated ability to work harmoniously with persons of different nationalities and cultural backgrounds. |

**Annex 1**

**List of key documents to be reviewed by the consultant**

**Management related documents**

Project Document

Project Log-frame

Project Work Plan for the whole period

Project Budget

Project Annual Progress Report for 2013, 2014 and 2015

Financial report

EU Delegation comments on the draft Project Annual Progress Report and Project Board minutes

EU reporting guideline

Organizational chart of the project

ToRs of the project staff

**Documents related to the project activities**

Ajara Social-Economic Development Strategy

ENPARD Georgia programme document

ASC Strategic Development Plan

Policy papers elaborated by the Project

Ajara Rural Development Strategy elaborated by the Project

Reports of institutional implementing partners of the Project

*Other documents related to the project implementation might also be available upon the Consultant’s request.*