Terminal Evaluation Terms of Reference (National COnsultant)

*UNDP-GEF Standard TE ToR Template, Formatted information to be entered into the website: <*[*Jobs.UNDP.org*](http://jobs.undp.org/)*>*

BASIC INFORMATON

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| --- | --- |
| **Location:** | *(Home based with travels as per assignment, India)*  |
| **Application Deadline:** | *(fill in*)  |
| **Type of Contract:** | Individual Contract |
| **Post Level:** | *National Consultant*  |
| **Languages Required:** | *(English, Hindi*)   |
| **Starting Date:**(date when the selected candidate is expected to start) | *(3 July 2017*)  |
| **Duration of Initial Contract:** | *(20 working days)*  |
| **Expected Duration of Assignment:**  | *(2 months*)  |

background

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 *Project title* (PIMS 4515)

The essentials of the project to be evaluated are as follows:

Project Title**: *(5th Operational Phase of the GEF Small Grants Programme in India***)

GEF Project ID: *(4383*)

UNDP Project ID: *(PIMS 4515*)

GEF Focal Area: *(*Multi-Focal)

Executing Agency: *(UNDP*)

Other Partners involved: *(*Centre for Environment Education, National Host Institute)

GEF financing at endorsement (Million US$): *(5.00 Million*)

Total co-financing financing at endorsement (Million US$): *(6.00 Million*)

ProDoc Signature (date project began): *(30.10.2012*)

(Operational) Closing Date (proposed): *(31.03.2018; actual 30.10.2017)*

**OBJECTIVE AND SCOPE:**

The project was designed to: *(provide a project summary including project goal and outcomes. Also, in cases where the GEF funded project forms part of a larger programme, specify if the TE is to cover the entire programme or only the GEF component)*.

The GEF Small Grants Programme (GEF SGP) is a GEF Corporate Programme implemented by UNDP to provide financial and technical support to communities and civil society organizations (CSOs) to meet the overall objective of “Global environmental benefits secured through community-based initiatives and actions”.  Launched in 1992 with 33 participating countries and now at 130, GEF SGP is rooted in the conviction that community-driven sustainable development initiatives that support innovative livelihoods and local empowerment can generate and maintain global environmental benefits.

In 2008, the GEF approved an “upgrading” policy that stipulated that SGP Country Programs with more than 15 years of operations and over USD 6.0 million in grant disbursements would receive their funding through country-led STAR allocation ns i.e. as a Full-Size Project. These countries represent some of the most mature, experienced, and successful SGP Country Programmes, with the most developed civil society networks and multi-stakeholder partnerships. The SGP India Country Programme upgraded during the GEF Fifth Operational Phase (together with Bolivia, Brazil, Costa Rica, Ecuador, Mexico, Kenya, Pakistan and Philippines).

The project was designed to ensure a mosaic of land uses and community practices across the rural landscape that provide sustainable livelihoods while generating global benefits for biodiversity conservation, climate change and land degradation. The project will enable a shift away from unsustainable practices by (1) mainstreaming biodiversity conservation and sustainable use into production landscapes and sectors, (ii) promoting energy efficient and renewable energy technologies in rural communities in targeted landscapes in India, (iii) maintaining and improving flows of agro and forest ecosystem services in dry lands of Arid and Semi-Arid Regions to sustain livelihoods of local communities and (iv) cross cutting, capacity development and knowledge management.

The Terminal evaluation (TE) will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the ‘UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects’ (2012), henceforth referred to as ‘TE Guidance’.

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.

**EVALUATION APPROACH AND METHOD:**

An overall approach and method[[1]](#footnote-1) for conducting project terminal evaluations of UNDP supported GEF financed projects has developed over time. The evaluation should include a mixed methodology of document review, interviews, and observations from project site visits, at minimum, and the evaluators should make an effort to triangulate information. 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](http://web.undp.org/evaluation/documents/guidance/GEF/UNDP-GEF-TE-Guide.pdf). A set of questions covering each of these criteria have been drafted and are included with this TOR. 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.

DUTIES AND RESPONSIBILITIES

The evaluator is expected to conduct a field mission to 6 – 8 field locations*,* including the following project sites (list to be decided in consultation with the selected TE team). Interviews will be held with the following organizations and individuals at a minimum:

Country Director, United Nations Development Programme (UNDP)

Head-Energy & Environment Unit, UNDP-New Delhi

Ministry of Environment, Forest & Climate Change

GEF Operational Focal Point

Director, Centre for Environment Education (National Host Institution), Ahmedabad

Country Program Manager, Centre for Environment Education, New Delhi

Members of the National Steering Committee (7 nos. located in 7 regions of India)

Members of the Regional Committee (4-5 in each of the 7 regions)

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. The project team will provide these documents to the selected evaluator:

1. PIF
2. UNDP Project Document
3. UNDP Environmental and Social Screening results
4. Project Inception exercise
5. All Project Implementation Reports (PIR’s)
6. Quarterly progress reports and work plans of the various implementation task teams
7. Audit reports
8. Finalized GEF focal area Tracking Tools at CEO endorsement
9. Oversight mission reports
10. All monitoring reports prepared by the project
11. Financial and Administration guidelines used by Project Team

***The following documents will also be available:***

1. Project operational guidelines, manuals and systems
2. UNDP country programme document
3. Minutes of the “5th Operational Phase of the GEF Small Grants Programme in India” project Board Meetings and other meetings (i.e. Project Appraisal Committee meetings)
4. Mid-term review of the project.

**EVALUATION CRITERIA & RATINGS:**

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework, which provides performance and impact indicators for project implementation along with their corresponding means of verification. The evaluation will at a minimum cover the criteria of: **relevance, effectiveness, efficiency, sustainability and impact.** Ratings must be provided on the following performance criteria:

* Monitoring and Evaluation design at entry
* Monitoring and Evaluation Plan Implementation
* Overall quality of M&E
* Relevance
* Effectiveness
* Efficiency
* Overall Project Outcome Rating
* Quality of UNDP Implementation – Implementing Agency (IA)
* Quality of Execution - Executing Agency (EA)
* Overall quality of Implementation / Execution
* Sustainability of Financial resources
* Socio-political Sustainability
* Institutional framework and governance sustainability
* Environmental sustainability
* Overall likelihood of sustainability

The completed Required Ratings table (as found in the TE Guidance) must be included in the evaluation executive summary. The obligatory rating scales can be found in the TE Guidance.

A full recommended report outline can be found in the TE Guidance.

**PROJECT FINANCE AND CO-FINANCE:**

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(s) will receive assistance from the Country Office (CO) and Project Team to obtain financial data in order to complete the Required Co-Financing Table (as found in the TE Guidance), 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 evaluators 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.[[2]](#footnote-2)

**CONCLUSIONS, RECOMMENDATIONS & LESSONS:**

The evaluation report must include a chapter providing a set of **conclusions**, **recommendations** and **lessons**. Conclusions should build on findings and be based in evidence. Recommendations should be prioritized, specific, relevant, and targeted, with suggested implementers of the recommendations. Lessons should have wider applicability to other initiatives across the region, the area of intervention, and for the future.

**IMPLEMENTATION ARRANGEMENTS:**

The principal responsibility for managing this evaluation resides with the UNDP CO in (based in New Delhi**)**.The UNDP CO will contract the evaluators and ensure the timely provision of per diems and travel arrangements within the country for the evaluation team. The Project Team will be responsible for liaising with the Evaluators team 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 over a time period of eight weeks*,* according to the following plan:

* Preparation:02 days*, expected completion:03 - 16 July 2017*
* *Evaluation Mission:12* days*, expected completion d:17 – 28 July 2017*
* *Draft Evaluation Report:05* days, *expected completion:29 July – 2 August 2017*
* *Final Report:01* days, *expected completion:02 – 23 August 2017,*

**DELIVERABLES:**

The evaluation team is expected to deliver the following:

* Inception Report: Evaluator provides clarifications on timing and method, Evaluator submits to UNDP CO no later than 2 weeks before the evaluation mission (16 July 2017)
* Presentation of Initial Findings: Evaluator submits to project management and UNDP CO at the end of evaluation mission (28 July 2017)
* Draft Final Report: Full report (per template provided in TE Guidance) with annexes, Evaluator submits to CO within 3 weeks of the evaluation mission, reviewed by RTA, PCU, GEF OFPs (2 August 2017)
* Final Report: Revised report, Evaluator submits to CO within 1 week of receiving UNDP comments on draft (23 August 2017)

\*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 MODALITIES AND SPECIFICATIONS:**

*(Note: This payment schedule is indicative, to be filled in by the CO and UNDP GEF Technical Adviser based on their standard procurement procedures)*

* *10%- at* submission and approval of inception report
* *40%-* Following submission and approval of the 1ST draft terminal evaluation report
* *50%-* Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report

COMPETENCIES

**CORPORATE COMPETENCIES:**

* Demonstrates integrity by modelling the UN’s values and ethical standards;
* Promotes the vision, mission and strategic goals of UN/UNDP;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

**FUNCTIONAL COMPETENCIES:**

* Ability to lead strategic planning, results-based management and reporting;
* Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
* Consistently approaches work with energy and a positive, constructive attitude;
* Demonstrates good oral and written communication skills;
* Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills.
* Capability to work effectively under deadline pressure and to take on a range of responsibilities;
* Ability to work in a team, good decision-making skills, communication and writing skills.

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the UNEG ‘Ethical Guideline for Evaluations.’

REQUIRED SKILLS AND EXPERIENCE

The evaluation team will be composed of *(international /national evaluators).* (*If the team has more than 1 evaluator, one will be designated as the team leader and will be responsible for finalizing the report).* The evaluators selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities.

**EDUCATION:**

* 10% - A Master’s degree in Social Sciences or other closely related field;

**EXPERIENCE:**

* 10% - Minimum 10 years of relevant professional experience;
* 15% - Knowledge of UNDP and GEF, and experience of working on GEF evaluations;
* 15% - Previous experience with results‐based monitoring and evaluation methodologies;
* 20% - Technical knowledge in the targeted focal area(s), i.e. 5 GEF Thematic Areas, i.e. Biodiversity Conservation, Climate Change, Land Degradation, Persistent Organic Pollutants (Chemicals Management) and International Waters.
* 10% - Experience with evaluating similar GEF financed projects and working in India; is an advantage.
* 10% - Demonstrated understanding of issues related to gender;

**LANGUAGE:**

* 10% - Fluency in written and spoken English is required; Good knowledge of Hindi is an asset.

**APPLICATION REQUIREMENTS:**

Qualified candidates are requested to apply online via this website. The application should contain:

* CV In English
* Financial Proposal\*- (using the standard template) Costs related to missions will be paid separately as per UNDP rules and regulations;
* Incomplete applications will not be considered. Please make sure you have provided all requested materials.
* **Please note that UNDP jobsite system allows only one uploading of application document, so please make sure that you merge all your documents into one single file**.

\*Please note that the financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination and any other relevant expenses related to the performance of services...).

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under dss.un.org

General Terms and conditions as well as other related documents can be found under:  http://on.undp.org/t7fJs.

**Qualified women and members of minorities are encouraged to apply.**

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

**EVALUATION OF APPLICANTS:**

Individual consultants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants’ qualifications and financial proposal.

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

* Responsive/compliant/acceptable; and
* Having received the highest score out of a pre-determined set of weighted technical (desk reviews based on cv) and financial criteria specific to the solicitation.

Only the highest ranked candidates who would be found qualified for the job will be considered for the Financial Evaluation.

Technical Criteria - 70% of total evaluation

Financial Criteria - 30% of total evaluation

1. For additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](http://www.undp.org/evaluation/handbook), Chapter 7, pg. 163 [↑](#footnote-ref-1)
2. A useful tool for gauging progress to impact is the Review of Outcomes to Impacts (ROtI) method developed by the GEF Evaluation Office:  [ROTI Handbook 2009](http://www.thegef.org/gef/sites/thegef.org/files/documents/M2_ROtI%20Handbook.pdf) [↑](#footnote-ref-2)