

Bakytbek Sheripbaev, Naryn Area-Based Development Programme Manager

Signature:  Date: 16/11/2016

TOR approved by
Nurlan Sharshenkulov, Project coordinator

Socio-economic development of communities around radioactive sites in KR

Signature:  Date: 16/11/2016



TERMS OF REFERENCE

for the Final Evaluation of UNDP project "Socio-economic development of communities around radioactive sites in Kyrgyzstan", funded by the Government of the Russian Federation

Project titles	Socio-economic development of communities around radioactive sites in Kyrgyzstan (PID 00092094)
Short title of assignment	International expert on UNDP Project final evaluation
Contract type	Individual consultant (IC)
Duty station	Home-based with missions to Bishkek city, Naryn, Issyk-Kul, and Chui oblasts of the Kyrgyz Republic
Duration of contract	Up to 20 effective person days during period of April-May 2017

BACKGROUND

The project "Socio-economic development of communities around radioactive sites in Kyrgyzstan" aims at improving the well-being of members of the communities in Min-Kush (Zhumgal rayon, Naryn oblast), Kadzhi-Sai (Ton rayon, Issyk-Kul oblast), Ak-Tyuz and Orlovka (Kemin rayon, Chui oblast). This objective is expected to be achieved through awareness raising of communities and public institutions about natural and manmade hazards, capacity building of local authorities and communities, development of income-generating activities, implementation of projects on socio-economic development of communities, as well as promoting active cooperation between local authorities, communities, farmers and small and medium enterprises.

The project is being implemented through the following components:

- Increasing local population awareness and creating a system for regular environmental monitoring;
- Rehabilitating social and economic infrastructure and developing income-generating activities;
- Supporting local initiatives with funding to be provided by the small grant fund;
- Capacity building of local authorities and communities.

The project implementation will be completed by the end of 2016 and evaluation of the project is expected to be implemented from April to May 2017. For implementing the Final evaluation of the project, UNDP is contracting an International expert on project final evaluation.

OBJECTIVE

The main objective of the International expert is to evaluate UNDP project "Socio-economic development of communities around radioactive sites in Kyrgyzstan". The evaluation will consist of an independent in-depth review of the project implementation progress, assessment of its impact on improving the wellbeing and livelihoods of the members of the target communities, identification of the lessons learned, and should result in development of recommendations on specific actions that might be taken to further improve the model of UNDP on project intervention for socio-economic development of communities around radioactive site in Kyrgyzstan.

SCOPE OF WORK

In order to accomplish the above-mentioned objectives, the consultant will have to perform the following tasks:

- Provide an assessment of the overall project progress, relevance, efficiency and effectiveness;
- Provide an assessment of the progress in achieving expected outputs as well as realized intended and unintended results and effects of the project;
- Collect quantitative and qualitative data, including a defensible choice of indicators, which leads to credibility of findings;
- Highlight key/major results, gaps, lessons learned, methodologies and good practices;
- Identify concrete options and objectives for further support in this area, including scalability and replication of the project interventions

a) Relevance

- Extent to which UNDP support is relevant to Kyrgyzstan's sustainable development as articulated in the National Sustainable Development Strategy 2013-2017 and other national strategies/programmes;
- Relevance of project design in addressing the identified priority needs in UNDAF and CPAP 2012-2017;
- Extent of the progress towards the achievement of the outcome

b) Efficiency

- How much time, resources and effort it takes to manage the portfolio and where are the gaps if any. More specifically, how do UNDP practices, policies, decisions, constraints; capabilities affect the performance of the project;
- Roles, engagement and coordination among various stakeholders in the sectors of the project implementation;
- Synergies and leveraging with other programmes in Kyrgyzstan;
- Synergies between national institutions for UNDP support in programming and implementation including between UNDP and donors;

c) Effectiveness, results and sustainability

- Extent of UNDP's effectiveness in producing results at the local levels in alignment to CPAP, and MDG/SDGs Effectiveness of UNDP support in producing results at the aggregate level. Extent of UNDP support towards capacity development;
- Extent of UNDP's contribution to human and institutional capacity building of partners as important factor for sustainability beyond UNDP interventions;
- Contributing factors and impediments and extent of the UNDP contribution to the achievement of the outcomes through related project outputs;

d) Sustainability

- Extent to which UNDP established mechanisms to ensure sustainability of the interventions;
- Extent of the viability and effectiveness of partnership strategies in relation to the achievement of the outcome;
- Provide preliminary recommendations and options on how the project can most effectively continue to support appropriate national state bodies, local communities and civil society in a long-term perspective;
- Assess possible areas of partnerships with other national institutions, CSOs, UN Agencies, private sector and development partners.

FINAL DELIVERABLES

RESULTS	TARGET DATES	PAYMENT STRUCTURE
<ul style="list-style-type: none"> ▪ Inception Report – highlighting evaluator's understanding of what is being evaluated and why, showing how each evaluation question will be answered by the way of proposed methods, proposed sources of data and data collection procedures. The inception report should include a proposed schedule of tasks, activities and deliverables. The inception report will provide UNDP and evaluator with an opportunity to verify that they share the same understanding about the evaluation and clarify any misunderstanding at the outset. 	Before April 30, 2017	0%
<ul style="list-style-type: none"> ▪ An Evaluation Report that highlights the findings, recommendations, case studies and lesson learnt, and give a rating of performance. This report should follow the Evaluation Report Template and include all selections recommended therein (see attached template). ▪ A set of practical and specific recommendations on each area that was tackled by the project and to overall improvement of the model on project intervention for socio-economic development of communities around radioactive site in Kyrgyzstan. <p>Evaluation Report must be in line with the requirement specified in the section "Institutional arrangements and methodology for evaluation approach" of this ToR.</p>	Before May 31, 2017	100 %

INSTITUTIONAL ARRANGEMENTS AND METHODOLOGY FOR EVALUATION APPROACH

The evaluator should coordinate closely with the Project team, Project stakeholders, donors and UNDP Country Office. Consultations should be held with relevant Government partners, civil society, private sector and donors involved into the process. Based on a set of relevant quantifiable and qualitative indicators, a combination of quantitative and qualitative methods for collection and analysis of the data should be used, like: documentation review, interviews, visits to the partners and surveys; questionnaires; personal observations, as well as social, economic and political context within which the project took place.

During the project evaluation, the evaluator is expected to apply the following approaches for data collection and analysis:

- Desk review of relevant documents (project document, etc.);
- Discussions with the Senior Management and relevant staff of UNDP Country Office;
- Regular in-depth consultation with Project staff;
- Interviews with partners and stakeholders;
- Visits to Project sites;
- Discussions with Project team, beneficiaries/partners;
- Develop key evaluation questioners for the final beneficiaries and donor coordination partners;
- Consultation meetings.

The template of Evaluating Report can be found in the Annex 1.

QUALIFICATION REQUIREMENTS

Qualification requirements for the International Consultant:

- Higher education (Bachelor or Master's degree) in socio-economic development sciences or public administration;
- At least 5 years of proven experience in conducting monitoring and evaluations and/or result-based management, including conducting independent project evaluations, trainings, developing M&E frameworks, result-based frameworks, log frames etc.
- Proven experience in the CIS and CA (Commonwealth of Independent States and Central Asia) Region (minimum 1 year);
- Good knowledge of UN system, procedures and operation activities for development, previous experience in UNDAF/UNDPO CPD development is an asset;
- Fluency in written and spoken English and Russian.

SUBMISSION OF APPLICATIONS

Candidate should provide documents proving compliance with the qualification requirements:

1. Current, complete and signed P.11 form in English, including past experience in similar projects;
2. Confirmation of Interest and Submission of financial proposal as per template;
3. Copy of ID;
4. Bank reference containing bank details;

ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTORS

Statement of Medical Fitness for Work

For an Individual Contractor who is of 62 years of age or older, and on an assignment requiring travel, be it for the purpose of arriving at the duty station or as an integral duty required under the TOR, a full medical examination and statement of fitness to work must be provided. However, this is not a requirement for individuals on RLA contracts.

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

Inoculations/Vaccinations

Individual Consultants/Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

TRAVEL REQUIREMENTS

Duty Station: home-based with missions to Bishkek city, Naryn, Issyk-Kul, and Chui oblasts, Kyrgyz Republic.

All envisaged travel costs must be included in the financial proposal. In general, UNDP should not accept travel costs exceeding those of an economy class ticket and daily allowance exceeding UNDP rates. Should the IC wish to travel on a higher class he/she should do so using their own resources. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Travels required within Bishkek city, Naryn, Issyk-Kul, and Chui oblasts as given below:

- ✓ Minimum 1 travel to Bishkek. Total: 3 days. Living allowance to be envisaged for 3 days.
- ✓ Minimum 1 travel to Naryn town. Total: 2 days. Living allowance to be envisaged for 2 days.
- ✓ Minimum 1 travel to Min-Kush village, Zhungal rayon, Naryn oblast. Total: 2 days. Living allowance to be envisaged for 2 days.
- ✓ Minimum 1 travel to Kadzhi-Sai village, Ton rayon, Issyk-Kul oblast. Total: 2 days. Living allowance to be envisaged for 2 days.
- ✓ Minimum 1 travel to Orlovka town, Kemin rayon, Chui oblast. Total: 2 days. Living allowance to be envisaged for 2 days.
- ✓ Minimum 1 travel to Ak-Tyuz village, Kemin rayon, Chui oblast. Total: 1 day. Living allowance not to be envisaged.

✓ Transport costs for the round trip Expert's home town – Bishkek to be envisaged;
Transportation costs during travels Bishkek – Naryn – Bishkek, as well as within Naryn, Issyk-Kul, and Chui oblast are connected with travels of relevant project staff and will be covered by UNDP for achieving the objectives under the present TOR.

TIMELINE AND SCHEDULE (tentative)

The mission will commence in May 2017. The duration of the assignment is up to 20 working days, including writing of the final report.

The total duration of the evaluation will be 20 days according to the following indicative plan:

Activity	Timing (indicative)	Completion Date (indicative)
Preparation (online desk review)	3 effective-person days (April, 2017)	April, 2017
Evaluation Mission (in-country field visits, interviews)	12 effective-person days (May, 2017)	May, 2017
Draft Evaluation Report	5 effective-person days (May, 2016)	May, 2017

DOCUMENTS TO BE STUDIED BY EVALUATOR

UNDP corporate policy documents:

1. Handbook on Monitoring and Evaluating for development results
<http://web.undp.org/evaluation/guidance.shtml#handbook>
2. UN DG Result-Based Management Handbook
3. Programme and Operations Policies and Procedures – section on project management
<https://info.undp.org/global/popp/ppm/Pages/Implementing-a-Project.aspx>

UN/UNDP Kyrgyzstan Country Office Documents:

1. Project document;
2. Annual Work Plans and Progress Reports;
3. Other documents and materials related to the Project to be evaluated (from the government, donors, etc.)
4. Partnership arrangements (e.g., agreements of cooperation with governments or partners)
5. UNDP evaluation policy, UNEG norms and standards, and other policy documents

National strategies/programmes:

1. National Sustainable Development Strategy 2013-2017

Useful links:

- www.kg.undp.org
- www.open.undp.org

SECURITY CLEARANCE

The Consultant should undertake the Basic Security in the Field II (BSITF II) training and Advanced Security in the Field (ASIF) tests prior to travelling. These requirements apply for all Consultants, attracted individually or through the Employer.

UNDP INPUT

- ✓ Access to UNDP Naryn ABD Programme premises;
- ✓ Desk, access to network, internet & printing/copying communication equipment;
- ✓ Transportation costs during travels connected with travels of relevant project staff will be covered by UNDP Naryn ABD Programme and approved by Programme Manager for achieving the objectives under the present TOR.

EVALUATOR ETHICS

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct (Annex E) upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluations'