

Ministère de l'Environnement
Government of Haiti

United Nations Development Program

Strengthening Adaptive Capacities to Address Climate Change Threats on Sustainable Development Strategies for Coastal Communities in Haiti

PID 73302/ PIMS 3971

TERMINAL EVALUATION

TERMS OF REFERENCE

Position: International consultant

Objective: Terminal evaluation of the GEF project "Strengthening Adaptive Capacities to Address Climate Change Threats on Sustainable Development Strategies for Coastal Communities in Haiti".

Duration: 30 days of work, 14 days in Haiti

Period: Aout-October 2016

INTRODUCTION

In accordance with UNDP and GEF M&E policies and procedures, all medium-sized or full sized projects supported by UNDP and financed by GEF have to undergo a terminal evaluation upon completion of implementation. These terms of reference (TOR) sets out the expectations for a terminal evaluation of the "**Strengthening Adaptive Capacities to Address Climate Change Threats on Sustainable Development Strategies for Coastal Communities in Haiti**" (PIMS 3971).

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

PROJECT SUMMARY TABLE

Project Title:	Strengthening Adaptive Capacities to Address Climate Change Threats on Sustainable Development Strategies for Coastal Communities in Haiti			
GEF Project ID:	GEFSEC ID 3733		<i>at endorsement (Million US\$)</i>	<i>at completion (Million US\$)</i>
UNDP Project ID:	PID 73302 / PIMS 3971	GEF financing:	3,500,000	N/A
Country:	Haiti	Implementing agency (UNDP) own:	200,000	N/A
Region:	Latin America and Caribbean	Other : CIDA	2,970,000	N/A
Focal Area:	Climate Change	Government: Ministry of Environment:	2,900,000	N/A
FA Objectives, (OP/SP):	LDCF	Total co-financing:	5,180,000	N/A
Executing Agency:	Ministry of Environment	Total Project Cost:	14,750,000	N/A
Other Partners involved:	CNIGS, CIAT, CNSA	ProDoc Signature (date project began):		18/04/2011
		(Operational) Closing Date:	Proposed: June 2014	Actual: Octobre 2016

OBJECTIVE AND SCOPE

The proposed project follows from the findings and recommendations of Haiti's NAPA, which has identified the coastal development sector as a top national priority for climate change adaptation. In line with guidance for the LDCF (GEF/C.28/18, May 12, 2006), this proposal seeks LDCF funding for a programmatic approach to support climate risks management (CRM) in the most vulnerable Low-Elevation Coastal Zones (LECZ) of Haiti. LDCF resources will be used specifically to meet the additional cost of building national and local adaptive capacities, enhancing the resilience of current coastal development policies and plans to climate change risks, as well as implementing an urgent set of pilot adaptation measures in response to the most pressing threats posed by climate change on coastal populations and economy.

Ranking 155th in the HDR list, Haiti belongs to the poorest LDCs group and has long been vulnerable to climate related disasters. Haiti has long been vulnerable to tropical storms and hurricanes. The country lies on the primary pathway of tropical storms that originate in the Atlantic and strike Caribbean islands every hurricane season. However, in recent years, the country has been afflicted by a significant increase in the occurrence of severe natural disasters. Haiti has recently been identified as one of the country's most vulnerable to the impacts of climate change.

The main climate change-induced problem facing most vulnerable Low-Elevation Coastal Zones (LECZ) of Haiti to be addressed by the project is that climate change is likely to further increase. The local and national governments presently lack the technical capacity, management capacity, physical resources and financial resources to overcome or cope with the anticipated changes. The coastal population in particular lacks the capacity, resources and financial assistance to adapt to and overcome worsening climatic conditions.

The present proposal addresses climate change adaptation needs, a national development priority and identified in the current UN and UNDP cooperation frameworks in Haiti. In particular, the United Nations Development Assistance Framework (UNDAF) 2006-2010 and the UNDP Country Program Action Plan (CPAP) identifies climate change as a major threat to development and UNDP Haiti is committed to invest core resources to support the project. This project, being the first of its kind, with support from the GEF, and other national and international partners, will try to help raise awareness on vulnerability of coastal areas in the context of CC, and the relationship between CC and food security. The project through a systemic approach will focus on advocating for better planning and investment policies in coastal areas and food security, building capacities and improving better decision frameworks where and when possible. While this initiative will focus largely on the impact of climate change in coastal zones, it will also analyze and state the importance of the key sectors which are integral to the overall development goals set forth in the NAPA, namely water management and food security. To achieve this, the following outcomes will be delivered:

Project Objective: To strengthen adaptive capacities of populations and productive sectors in coastal areas to address increasing climate change risks.

Project outcomes:

- Outcome 1: Institutional capacity to plan for and respond to increasing coastal and food security hazards improved.
- Outcome 2: Climate risks management is fully mainstreamed into humanitarian and development investment frameworks.
- Outcome 3: Resilience of low-elevation coastal zones and for the food security sector to emerging climate change threats enhanced.
- Outcome 4: Models of best practices and lessons learned from the project activities captured and institutionalized.

The terminal evaluation will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the UNDP Evaluation Guidance for GEF Financed Projects.

This assessment seeks to appreciate the achievement of project objectives and to describe the lessons learned that can enhance the sustainability of the benefits of this project and promote the overall improvement of UNDP programs.

The main stakeholders of this terminal evaluation are: evaluation users, partners, donors and staff of executing and other relevant agencies, beneficiaries...).

Institution	Affiliation	Activities concerning
Ministry of Environment (MDE)	State	Issues related to the conservation of coastal ecosystems, EWS, formulation of environmental policies.
Ministry of Agriculture and Natural Resources and Rural Development (MARNDR) CNSA	State	Issues related to watershed management, land resources management, food security, EWS and forestry.
Prime Minister Office	State	Issues related to land use planning

CIAT		
Ministry of Public Works (MTPTC) covering: DINEPA	State	Issues related to building and land management, managing potable water and sanitation system, and waste management.
Ministry of Planning (MPCE), covering; CNIGS	State	Issues related to territory zoning, land use, climate change data collection and monitoring topographical changes.
Ministry of Economy and Finances	State	Issues related to fiscal incentives for sound environmental management, baseline research for GEF funded projects covered through FAES.
Ministry of Tourism	State	Issues related to ecologically sustainable tourism infrastructure development.
Ministry of National Education and Vocational Training	State	Issues related to development of environmental inclusive curriculum to increase awareness among the public.
MICT, covering; DPC	Private	Issues related to baseline actions, hazard reduction and disaster management.
NGO, Private Commercial Enterprises, & Universities	Local Government	Issues related to climate change awareness, research and analysis as well as development of training methodology and materials.
Municipalities	Local Government	Issues related to the enforcement of site specific urban land use planning laws and facilitation of climate change adaptation methods of construction.
UNDP, UN WOMEN	Multilateral Agency	Issues related to climate change vulnerability reduction & gender
Community Based Organizations (CBOs)	Private	Issues related to information dissemination on local knowledge on adaptation measures, and execution of local activities and community land use planning.

EVALUATION APPROACH AND METHOD

An overall approach and method¹ for conducting terminal evaluation of projects supported by UNDP and financed by GEF have developed over time. 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. 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. The evaluator is expected to conduct a field mission to Haïti including the following project sites: South-East and South departments. Interviews will be held with the following organizations and individuals at a minimum:

- Project manager and project team, UNDP Haïti,
- Ministry of Environment,
- Ministry of Agriculture, Natural Resources Department,
- GEF focal point in Haïti,
- CNIGS, CIAT, CNSA, DINEPA,
- Departmental Environment offices in South-east and South
- Departmental Agriculture office in South

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. A list of documents that the project team will provide to the evaluator for review is included in Annex B of this Terms of Reference.

EVALUATION CRITERIA & RATINGS

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework (see Annex A), 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. The completed table must be included in the evaluation executive summary. The obligatory rating scales are included in Annex D of this Terms of Reference.

Evaluation Ratings:			
1. Monitoring and evaluation	Rating	2. Implementing agency / production agency	Rating
M&E design at entry		Quality of UNDP implementation	
Implementation of the monitoring		Quality of execution : executing agency	

¹ For additional information on methods, see the Handbook on Planning, Monitoring and Evaluating for Development Results, Chapter 7, pg. 163 @ <http://www.undp.org/evaluation/handbook>

and evaluation plan			
Overall quality of monitoring and evaluation		overall quality of the implementation and execution	
3. Assessment of Outcomes	Rating	4. Sustainability	Rating
Relevance		Financial resources :	
Effectiveness		Socio-political :	
Efficiency		institutional framework and governance:	
Overall Project Outcome Rating		environmental:	
		overall likelihood of sustainability :	

PROJECT FINANCE / COFINANCE

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 co-financing table below, which will be included in the terminal evaluation report.

Co-financing (type/source)	UNDP own financing (mill. US\$)		Government (mill. US\$)		Partner Agency (mill. US\$)		Total (mill. US\$)	
	Planned	Actual	Planned	Actual	Planned	Actual	Actual	Actual
Grants								
Loans/Concessions								
• In-kind support								
• Other								
Totals								

MAINSTREAMING

UNDP supported GEF financed projects are key components in UNDP country programming, as well as regional and global programs. 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

²A 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) @ [http://www.thegef.org/gef/sites/thegef.org/files/documents/M2_ROtI Handbook.pdf](http://www.thegef.org/gef/sites/thegef.org/files/documents/M2_ROtI%20Handbook.pdf)

CONCLUSIONS, RECOMMENDATIONS & LESSONS

The evaluation report must include a chapter providing a set of **conclusions, recommendations** and **lessons**.

IMPLEMENTATION ARRANGEMENTS

The principal responsibility for managing this evaluation resides with the UNDP CO in Haïti. 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 30 working days according to the following plan:

Activity	Timing	Completion Date
Preparation	3 days	Final date of completion will be determined based on signature date of the contract which should take place in the period of June-July 2016.
Evaluation Mission	14 days	
Draft Evaluation Report	10 days	
Final Report	3 days	

EVALUATION DELIVERABLES

The evaluator is expected to deliver the following:

Deliverable	Content	Timing	Responsibilities
Inception Report	Evaluator provides clarifications on timing and method	No later than 2 weeks before the evaluation mission.	Evaluator submits to UNDP CO
Presentation	Initial Findings	End of evaluation mission	To project management, UNDP CO
Draft Final Report	Full report, (per annexed template) with annexes	Within 3 weeks of the evaluation mission	Sent to CO, reviewed by RTA, PCU, GEF OFPs
Final Report*	Revised report	Within 1 week of receiving UNDP comments on draft	Sent to CO for uploading to UNDP ERC.

*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.

TEAM COMPOSITION

The evaluation team will be composed of 1 international consultant. The consultant must have prior experience in evaluating similar projects. Experience in projects financed by the GEF is an advantage. The evaluator selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities.

The consultant must present the following competencies and qualifications:

- Advanced university degree (Master's or PhD) in natural sciences, environmental management, development studies, economics, climate change or related discipline.
- Minimum 8 years of relevant professional experience in Environmental sciences, Climate Change impacts, mitigation and adaptation, disaster risk management or related field.
- Knowledge of UNDP and GEF.
- Previous experience with results-based monitoring and evaluation methodologies,
- Substantive and demonstrated experience with terminal evaluation/review of GEF funded projects,
- Highly knowledgeable of participatory monitoring and evaluation processes.
- Previous experience in Haiti or in the Caribbean region,
- Proficiency in English and French. Strong abilities to write evaluation reports, good oral and written communication skills in both French and English.
- Strong abilities to analysis and attention to detail,
- Capable of planning, organizing, initiative and autonomy,
- Capacity to work in a multicultural environment and several languages.

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'](http://www.unevaluation.org/ethicalguidelines) @<http://www.unevaluation.org/ethicalguidelines>


PAYMENT MODALITIES AND SPECIFICATIONS

%	Milestone
10%	Upon presentation of inception report
40%	Following submission <u>and approval</u> of the 1ST draft terminal evaluation report
50%	Following submission <u>and approval</u> (UNDP-CO and UNDP RTA) of the final terminal evaluation report

APPLICATION PROCESS

Applicants are requested to apply online <http://jobs.undp.org> by June 2016. Individual consultants are invited to submit applications together with their CV and the financial offer for this position. The application should contain a current and complete C.V. in English with indication of the e-mail and phone contact. Shortlisted candidates will be requested to submit a price offer indicating the total cost of the assignment (including daily fee, per diem and travel costs).

UNDP applies a fair and transparent selection process that will take into account the competencies/skills of the applicants as well as their financial proposals. Qualified women and members of social minorities are encouraged to apply.


Noëse Jean-Pierre
GEF Operational Focal Point
Haiti