

F. No. **C-12029/1/08-CS.I**  
Ministry of Environment, Forest and Climate Change  
Government of India  
CS Division

Indira Paryavaran Bhavan  
Jor Bagh Road  
New Delhi – 110 003

Dated: May 07, 2015

Subject: **Constitution of Expert Group for conducting Terminal Evaluation of GEF-GoI-UNDP project entitled 'Mainstreaming Conservation and Sustainable Use of Medicinal Plants Diversity in Three Indian States' – reg.**

A GEF-GoI-UNDP project entitled 'Mainstreaming Conservation and Sustainable Use of Medicinal Plants Diversity in Three Indian States' has been operational since 2008 in the States of Arunachal Pradesh, Chhattisgarh and Uttarakhand. The project has 4 Outcomes, 25 Outputs and numerous activities that aim to achieve the objective of mainstreaming conservation and sustainable use of Medicinal Plants at the national, state and local levels.

The project is now coming to an end and there is a need to conduct a Terminal Evaluation of the project. Terminal Evaluation by one or two international experts cannot do justice as the project is quite complex and multi-sectoral. The Ministry in consultation with UNDP has, therefore, decided to conduct the terminal evaluation through a group of Indian experts who have adequate experience in different sectors related to medicinal plants.

Accordingly, the Ministry has constituted the following Expert Group:

1. Director, Forest Research Institute or representative
2. Director, Botanical Survey of India or representative
3. Director, Wildlife Institute of India or representative
4. Director, ICAR-Directorate of Medicinal & Plant Research, Anand or representative
5. Director, TKDL or representative
6. Dr. T. S. Nayar, formerly Head, Division of Conservation Biology, JNTBGRI , Kerala
7. Prof. A. K. Bhatnagar, formerly Head of Botany Department, University of Delhi, Delhi
8. UNDP representative(s)
9. MoEFCC representative – Dr. J. R. Bhatt, Scientist G

The following are the Terms of Reference:

- i. The members shall conduct terminal evaluation in team(s) at locations across the three project states, FRLHT, Bengaluru and offices of the partnering agencies in New Delhi. They will conduct required field visits to ascertain the project's achievement towards the envisaged Outcomes and Objective. For this purpose, the Group shall travel in team(s) and the duration of the same will be normally of 4 or 5 working days, including travel time.
- ii. The evaluation will at a minimum cover the criteria of: relevance, effectiveness, efficiency, sustainability and impact. The Group shall provide appropriate ratings with respect to five performance criteria viz., i) Monitoring and Evaluation; ii) Implementing Agency & Execution Agency (IA & EA) Execution; iii) Assessment of Outcomes; iv) Sustainability; and v) Impact.
- iii. The Group shall take presentations from the project implementation partners regarding both technical and administrative aspects of the project. They shall be provided with necessary documentary evidence by respective States/UNDP to demonstrate the project achievements.
- iv. The evaluators are expected to prepare the evaluation report using the criteria of relevance, effectiveness, efficiency, sustainability, and impact of the project activities. These shall be brought out clearly in the evaluation report.
- v. All relevant documents such as Project Document, the inception workshop report, the project log-frame and annual budgets, work plans, the annual Project Implementation Review, Project Steering Committee minutes, mid-term reports, Final Project Report and Technical report of the Technical Support Group (FRLHT) shall be provided to the Group.
- vi. The Evaluators will also assess the key financial aspects of the project, including the extent of co-financing planned and realized under the project. For this purpose, co-finance documentation shall be provided to the Group.
- vii. The Group is expected to submit its findings in the form of a terminal evaluation report in GEF format which shall be provided upon commencement of evaluation.
- viii. The terminal evaluation report shall also bring out key contributions of the project and also mention appropriate approaches, practices, activities etc. that need mainstreaming into the working of Government agencies involved in the sector. Follow up action required at the level of production, processing, trade and consumption of medicinal plants should be clearly indicated.
- ix. The Group shall also recommend appropriate thematic areas which can aid in preparation of another full scale GEF project in GEF-6 cycle.
- x. The terminal evaluation will be supervised at MoEF&CC by Dr. J. R. Bhatt, Scientist G.

### **Duration of Terminal Evaluation**

The terminal evaluation is expected to commence in the month of May and complete before June 20, 2015. After completion of the field visits, the Expert Group shall firm up its report within 7 working days. The Group is purely technical in nature and is being constituted for Terminal Evaluation of project in question. The Group would stand dissolved once the Final Terminal Evaluation Report is accepted by GEF.

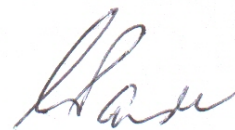
### **Expenditure**

All expenditure incurred towards travel (i.e. economy class most direct route flight, rail and road), TA/DA and other incidental costs shall be met by UNDP as per its norms/rules and booked to the project. In addition, a token sitting fee of Rs.1000 per day shall be paid to each Group member during the terminal evaluation, both on-field and off-field.

The Group could also co-opt additional members or form Sub-Committees to address imminent scientific and technical issues, as and when required.

Without prejudice to the members, the Ministry reserves its right to dissolve the Group, or terminate membership at any point in time without assigning specific reasons for the same.

This issues with the approval of Competent Authority.



(Hem Pande)

Additional Secretary

To:

1. All Members of the Expert Group; and
2. Country Director, UNDP