

## TERMINAL EVALUATION TERMS OF REFERENCE

### INTRODUCTION

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 Mainstreaming Sustainable Forest Management in the Miombo Woodlands of Western Tanzania (PIMS #3091). The essentials of the project to be evaluated are as follows:

### PROJECT SUMMARY TABLE

<b>Project Title:</b>	the Mainstreaming Sustainable Forest Management in the Miombo Woodlands of Western Tanzania			
GEF Project ID:	3000		<i>at endorsement (Million US\$)</i>	<i>at completion (Million US\$)</i>
UNDP Project ID:	PIMS 3091 Award ID: 00061743 Project ID: 00078484	GEF financing:	2,745,000	2,745,000
Country:	Tanzania	IA/EA own:	800,000	800,000
Region:	Africa	Government:	5,900,000	TBD
Focal Area:	Biodiversity	Other: Association of Tobacco Traders	3,566,666	TBD
		Institute for Resource Assessment under REDD+ (IRA)	3,500,000	TBD
FA Objectives, (OP/SP):	Biodiversity	Total co-financing:	13,766,666	13,766,666
Executing Agency:	UNDP	Total Project Cost:	16,511,666	16,511,666
Other Partners involved:	Regional Governments of Katavi and Tabora Regions, VPO; TFS; MEM PORALG etc.	ProDoc Signature (date project began):	15/06/2012	
		(Operational) Closing Date:	Proposed: July 2017	Actual: June 2018

### OBJECTIVE AND SCOPE

The project was designed to ensure that biodiversity conservation is mainstreamed into economic planning and development, so that agricultural productivity and sustainable livelihoods are improved while simultaneously improving the ecological integrity of the Miombo ecosystem of Western Tanzania, including securing its productivity from negative effects of climate change in Tabora and Katavi regions. For this reason, the United Republic of Tanzania (URT) with support from the

Global Environment Facility (GEF), through United Nations Development Programme (UNDP), is implementing a 5-year project in response to the fact that despite its local and global significance, the Miombo Woodland is experiencing serious threats that are affecting biodiversity and livelihoods in the Miombo ecosystem. The long-term solution to the threats is the adoption of sustainable-use management practices for resources harvested by local people for subsistence and local economic growth, and better regulation of commercial activities. The government agreed to resolve these problems through a pilot project that mainstreams Sustainable Forest Management into the production systems in the central part of Tabora with activity spreading to Katavi.

The overall Goal of the project is that “Sustainable Forest Management secures ecosystem and biodiversity values while providing a buffer to the Congolian Rain forest, ensuring food security and sustainable livelihoods. The objective of the project is “To enable Miombo dependent communities to adopt productive practices that are favorable to biodiversity conservation, reduce carbon emissions from land use change and improve livelihoods”. The project’s immediate focus is an area of 133,400 hectares covering which used to be 4 wards but now 13 in Kaliua, Urambo and Uyui in Tabora region, and Mlele district in Katavi. The project was initially targeting 12,530 households spread over 28 villages in the project area but because of administrative changes of districts and region it is presently benefiting 16,096 households in 42 villages.

The project objective was to be achieved through achievement of several outputs designed to address 4 key outcomes as follows:

- i) Policy regulatory framework and institutional arrangements support Sustainable Forest Management Component;
- ii) Strengthening skills and capacities for knowledge based Community-based Forest Management/Joint Forest Management (CBFM/JFM), integrated soil fertility management and forest use planning Component;
- iii) Adoption of Sustainable charcoal and energy switch reduce pressure on woodlands; and
- iv) Markets and technology support expansion of livelihood options to reduce pressure on agriculture and natural resources and increase income in the pilot wards.

A fifth smaller component supports project management to ensure delivery of results and impacts.

The TE is to cover the entire programme.

The TE 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.

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**

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An overall approach and method<sup>1</sup> for conducting project terminal evaluations of UNDP supported GEF financed projects has 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 (Annex C). 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, including 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 Dar es Salaam, Katavi and Tabora Regions, to consult with project stakeholders including the Office of the Vice President in Dar es Salaam and the Regional Governments of Tabora, and Katavi Regions as well as the districts of Uyu, Urambo, Kaliua, and Mlele. Other stakeholders are government with institutions and civil society organizations operating in the project area. Interviews will be held with the following organizations (Table below) and individuals at a minimum.

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<sup>1</sup>For additional information on methods, see the Handbook on Planning, Monitoring and Evaluating for Development Results, Chapter 7, pg. 163

**Stakeholders to be consulted**

Project Outcome	Stakeholder
Policy regulatory framework and institutional arrangements support Sustainable Forest Management Component	Regional Administrative Secretaries (RASes) Katavi, and Tabora, PO-RALG (President's Office-Regional Administration and Local Government), District Councils, District and Village Natural Resource Committees (VNRCs) or Village Environmental Committees (VECs), Vice President's Office (VPO), Tanzania Forest Services (TFS), Ministry of Energy and Mineral Development
Strengthening skills and capacities for knowledge based Community-based Forest Management/Joint Forest Management (CBFM/JFM), integrated soil fertility management and forest use planning Component	Regional Administrative Secretaries (RASes) Katavi, and Tabora, PO-RALG (President's Office-Regional Administration and Local Government), Land-use Commission, Vice President's Office (VPO), Tanzania Forest Services (TFS), Ministry of Energy and Mineral Development, District Councils, District and Village Natural Resource Committees (VNRCs) or Village Environmental Committees (VECs), Tanzania Tobacco Board, Tobacco Companies, SIDO (Small Industries Development Organization), Bee-keeping Training Institute-Tabora, Financial Institutions, e.g., SACCOS (Savings and Credit Cooperative Societies, VICOBA (Village Community Banks) Kuja na Kushoka, Centre for Agricultural Mechanization and Rural Technology (CAMARTEC), Charcoal Associations, Alternative Energy Tanzania Ltd. (AETL)-Dar es Salaam, Secondary Schools such Tabora Girls and Inyonga
Adoption of sustainable charcoal and energy switch reduce pressure on woodlands	Regional Administrative Secretaries (RASes) Katavi, and Tabora, District Councils, VNRCs and VECs, SIDO, Groups engaged in production of Non-Timber Forest Products such as honey, mushroom, soap, etc.
Markets and technology support expansion of livelihood options to reduce pressure on agriculture and natural resources and increase income in the pilot wards	

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 report, 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.

**Evaluation Ratings**

<b>1. Monitoring and Evaluation</b>	<i>rating</i>	<b>2. IA&amp; EA Execution</b>	<i>rating</i>
M&E design at entry		Quality of UNDP Implementation	
M&E Plan Implementation		Quality of Execution - Executing Agency	
Overall quality of M&E		Overall quality of Implementation / Execution	
<b>3. Assessment of Outcomes</b>	<i>rating</i>	<b>4. Sustainability</b>	<i>rating</i>
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.

**Sources of Co-financing**

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	Planned	Actual
Grants	800,000	600,000	0	TBD	3,500,000 (IRA)	0	<del>4,300,000</del>	TBD
Loans or Concessions	0	0	0	0	0	0	0	0
• In kind support	0	0	5,900,000	1,472,286	3,566,666 (AIFI)	TBD	9,466,666	1,472,286
• Other	0	0	0	0	0	0	0	0
Totals	800,000	600,000	5,900,000	1,472,286	7,066,666	0	<del>13,766,666</del>	2072286

## 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.<sup>2</sup>

## 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 Tanzania. 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 24 working days according to the following plan:

Activity	Timing	Completion Date
Preparation	2 days	1 – 2 Aug 17
Presentation of Inception Report	1	3 Aug 17
Evaluation Mission	9 days	4 - 17 Aug 17-
Draft Evaluation Report	9 days	18 - 30 Aug 17
Presentation of Initial Findings	1	31 Aug 17
Allow 2 weeks for draft circulation to obtain comments from Partners	-	1-14 Sept 17.
Consultant respond & incorporates comments	2 days	15-16 Sept 17

<sup>2</sup> 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](#)

Submission of the Final Report	-	18 <sup>th</sup> September 19
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## EVALUATION DELIVERABLES

The evaluation team is expected to deliver the following:

Deliverable	Content	Timing	Responsibilities
Inception Report	TE team clarifies objectives, methodology and timing for the evaluation.	No later than 2 weeks following contract signature.	Evaluator submits to UNDP CO
Presentation	Initial Findings	End of field visits or in country 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 and 1 national evaluators. The international consultant will be designated team leader and will be responsible for the quality of the final report submitted to UNDP. The consultants shall have prior experience in evaluating similar projects. The evaluators will be recruited separately; however, the two consultant will form a team making a joint presentation to PCU and to a project Steering Committee that shall be planned to take at the end of the field missions. The selected consultants should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities. These TOR is for the national consultant that is required to have the following qualifications:

- Master's degree or higher in relevant area such as Biodiversity Management, Sustainable Land or Forest Management, Environmental sciences and Natural Resources Management with minimum of 7 years of relevant professional experience (20%)
- Knowledge and Good understanding of the National Policies guiding Environment and Land management in Tanzania (15)

## TOR for Terminal Evaluation – National Consultant – July 2017

- Experience in evaluating projects with results-based monitoring and evaluation methodologies in the recent past engagement; (25%)
- Knowledge on Sustainable Forest or Land Management in Tanzania (20%)
- Knowledge and experience in developing projects, specific experience in UNDP and GEF project Evaluation (20%)

### **NATIONAL CONSULANT COMPETENCIES**

- Recent experience with result-based management evaluation methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to biodiversity, sustainable forest management and climate change mitigation,
- Experience in working with GEF or GEF – evaluations
- Demonstrated understanding of issues related to gender and the above mentioned GEF focal areas; experience in gender sensitive evaluation and analysis;
- Excellent communication skills;
- Demonstrable analytical skills;



**EVALUATOR ETHICS**

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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'

**PAYMENT MODALITIES AND SPECIFICATIONS**

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%	Milestone
10%	upon submission and approval of the Inception Report by UNDP
40%	Following submission and approval of the 1 <sup>st</sup> draft terminal evaluation report
50%	Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report

**APPLICATION PROCESS**

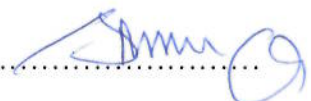
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Applicants are requested to apply online. Individual consultants are invited to submit applications together with their CV for these positions. The application should contain a current and complete C.V. in English with indication of an e-mail and a phone number contacts.

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.

Approved by:

Amon Manyama – Head of Programme

Signature:.....

Date: ..... 13.07.2017 .....