



Requisition

Ship To: UNDP Office in Zimbabwe
 Norfolk Road
 Arundel Office Park
 Mt Pleasant
 Harare
 Zimbabwe

Business Unit: ZWE10 APPROVED		
REQ Number	Date	Page
0000010914	25/01/2017	1
Requester		
Tina SIBANDA		
Tel:		
Fax:		
tina.sibanda@undp.org		
Approver		
Anne Madzara		

Line-Schd	Item	Description	Quantity	UOM	Due Date	Unit Price	Line Total
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1-1	80161903E	E) Intl Consultants-Technical	1.0000	EA	25/01/17	20,000.00	20,000.00
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Acc No	OU	GL Unit	Fund	Dept	Imp Agent	Donor	Project	Activity	Res Type	Percent	Amount
71205	ZWE	UNDP1	04000	38605	004060	00012	00099632	ACTIVITY3		100	20,000.00

Buyer: Melody SAINETI
 << International consultant to conduct mid-term review for GEF SCCF Project >>

Line Total: 20,000.00

2-1	80161905E	E) Local Consultants-Technical	1.0000	EA	25/01/17	10,000.00	10,000.00
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Acc No	OU	GL Unit	Fund	Dept	Imp Agent	Donor	Project	Activity	Res Type	Percent	Amount
71305	ZWE	UNDP1	04000	38605	004060	00012	00099632	ACTIVITY3		100	10,000.00

Buyer: Melody SAINETI
 << Local consultant to support mid-term evaluation for SCCF project >>

Line Total: 10,000.00

Total Requisition Amount: USD 30,000.00



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This order is subject to UN General Terms and Conditions available at WWW.UNDP.ORG, which can also be provided upon request.

Approval Signature

Terms of Reference for UNDP-GEF Midterm Review



Empowered lives.
Resilient nations.

BASIC CONTRACT INFORMATION

Location: Harare, Zimbabwe

Application Deadline: February 14th 2017

Category: Energy and Environment

Type of Contract: Individual Contract

Assignment Type: International and National Consultant

Languages Required: English (one team member should be fluent in local language, Shona)

Starting Date: 21st February 2017

Duration of Contract: 21st February to April 24th 2017

Expected Duration of Assignment: 30 days

INTRODUCTION

A. Project Title: “Scaling up Adaptation in Zimbabwe with a focus on Rural Livelihoods”. (PIMS 4713)

This is the Terms of Reference (ToR) for the UNDP-GEF Midterm Review (MTR) of the *full* - sized project titled Scaling up adaptation in Zimbabwe, with a focus on rural livelihoods, (PIMS 4713), implemented through *OXFAM*, which is to be undertaken in 2017. The project started on 26th November 2014 and is in its *second* year of implementation. In line with the UNDP-GEF Guidance on MTRs, this MTR process was initiated before the submission of the second Project Implementation Report (PIR). This ToR sets out the expectations for this MTR. The MTR process must follow the guidance outlined in the document *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* (<http://web.undp.org/evaluation/guidance.shtml#gef>).

B. PROJECT BACKGROUND INFORMATION

The activities in this project aim to mitigate against this risk, and contribute in building the climatic resilience and adaptive capacity of more than 1 million rural smallholder farmers, particularly women in the semi-arid NR V of Zimbabwe who have increasingly suffered devastating crop and livestock losses during droughts since the 1980s. The project was designed to scale up adaptation measures and reduce the vulnerability of rural communities, particularly

women to climate variability and change in the project area of Buhera, Chimanimani and Chiredzi Districts (NR V) in Zimbabwe.

The UNDP/GEF supported project entitled “*Scaling up Adaptation in Zimbabwe with a focus on rural livelihoods*” is being implemented through OXFAM in partnership with Plan International, Southern Alliance for Resources (SAFIRE) and the University of Zimbabwe in three districts of Chiredzi, Buhera and Chimanimani. The project has a grant of US\$3,980,000 from the GEF SCCF with co-financing from UNDP, Environment Management Authority, OXFAM, Plan International, Word Vision and local communities amounting to US\$ 12.7 million. The project’s objective is to scale up adaptation measures and reduce the vulnerability of rural communities, particularly women to climate variability and change in the project area of Buhera, Chimanimani and Chiredzi Districts (NR V) in Zimbabwe. The project has 2 expected outcomes: **Outcome 1:** Diversified and strengthened livelihoods and sources of income for vulnerable smallholder farmers in project area; and **Outcome 2:** Increased knowledge and understanding of climate variability and change-induced risks in targeted vulnerable areas. The project is targeting 10,000 households, mainly women-headed, in the three districts.

DUTIES AND RESPONSIBILITIES

C. Scope of Work and Key Tasks

The MTR team will consist of two independent consultants that will conduct the MTR - one team leader (with experience and exposure to projects and evaluations in other regions globally) and one team expert, from the country of the project.

The MTR team will first conduct a document review of project documents (i.e. PIF, UNDP Initiation Plan, Project Document, ESSP, Project Inception Report, PIRs, Finalized GEF focal area Tracking Tools, Project Appraisal Committee meeting minutes, Financial and Administration guidelines used by Project Team, project operational guidelines, manuals and systems, etc.) provided by the Project Team and Commissioning Unit. Then they will participate in a MTR inception meeting to clarify their understanding of the objectives and methods of the MTR, producing the MTR inception report thereafter. The MTR mission will then consist of interviews and site visits to Buhera, Chiredzi and Chimanimani Districts including project sites in these districts.

The MTR team will assess the following four categories of project progress and produce a draft and final MTR report. See the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* (attached or hyperlinked) for requirements on ratings. No overall rating is required.

1. Project Strategy

Project Design:

- Review the problem addressed by the project and the underlying assumptions. Review the effect of any incorrect assumptions or changes to the context to achieving the project results as outlined in the Project Document.
- Review the relevance of the project theory of change and strategy and assess whether it provides the most effective route towards expected/intended results.
- Review how the project addresses country priorities
- Review decision-making processes

Results Framework/Logframe:

- Undertake a critical analysis of the project's logframe indicators and targets, assess how "SMART" the midterm and end-of-project targets are (Specific, Measurable, Attainable, Relevant, Time-bound), and suggest specific amendments/revisions to the targets and indicators as necessary.
- Examine if progress so far has led to, or could in the future catalyse beneficial development effects (i.e. income generation, gender equality and women's empowerment, improved governance etc...) that should be included in the project results framework and monitored on an annual basis.

2. Progress Towards Results

- Review the logframe indicators against progress made towards the end-of-project targets; populate the Progress Towards Results Matrix, as described in the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects*; colour code progress in a "traffic light system" based on the level of progress achieved; assign a rating on progress for the project objective and each outcome; make recommendations from the areas marked as "not on target to be achieved" (red).
- Compare and analyse the GEF Tracking Tool at the Baseline with the one completed right before the Midterm Review.
- Identify remaining barriers to achieving the project objective.
- By reviewing the aspects of the project that have already been successful, identify ways in which the project can further expand these benefits.

3. Project Implementation and Adaptive Management

Using the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects*; assess the following categories of project progress:

- Management Arrangements
- Work Planning
- Finance and co-finance
- Project-level monitoring and evaluation systems
- Stakeholder Engagement
- Reporting
- Communications

4. Sustainability

Assess overall risks to sustainability factors of the project in terms of the following four categories:

- Financial risks to sustainability
- Socio-economic risks to sustainability
- Institutional framework and governance risks to sustainability
- Environmental risks to sustainability

The MTR consultant/team will include a section in the MTR report setting out the MTR's evidence-based **conclusions**, in light of the findings.

Additionally, the MTR consultant/team is expected to make **recommendations** to the Project Team. Recommendations should be succinct suggestions for critical intervention that are specific, measurable, achievable, and relevant. A recommendation table should be put in the report's executive summary. The MTR consultant/team should make no more than 15 recommendations total.

D. Expected Outputs and Deliverables

The MTR consultant/team shall prepare and submit:

- MTR Inception Report: MTR team clarifies objectives and methods of the Midterm Review no later than 2 weeks before the MTR mission. To be sent to the Commissioning Unit and project management. Approximate due date: (27th February 2017)
- Presentation: Initial Findings presented to project management and the Commissioning Unit at the end of the MTR mission. Approximate due date: (March 23rd)
- Draft Final Report: Full report with annexes within 3 weeks of the MTR mission. Approximate due date: (April 7th)
- Final Report*: Revised report with annexed audit trail detailing how all received comments have (and have not) been addressed in the final MTR report. To be sent to the Commissioning Unit within 1 week of receiving UNDP comments on draft. Approximate due date: (April 20th)

*The final MTR report must be in English. If applicable, the Commissioning Unit may choose to arrange for a translation of the report into a language more widely shared by national stakeholders.

E. Institutional Arrangement

The principal responsibility for managing this MTR resides with the Commissioning Unit. The Commissioning Unit for this project's MTR is the Poverty Unit of the UNDP Zimbabwe country Office.

The Commissioning Unit will contract the consultants and ensure the timely provision of per diems and travel arrangements within the country for the MTR team. The Project Team will be responsible for liaising with the MTR team to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

F. Duration of the Work

The total duration of the MTR will be approximately *30 of days*) over a period of *12 of weeks*) starting 21st February 2017, and shall not exceed five months from when the consultant(s) are hired. The tentative MTR timeframe is as follows:

TIMEFRAME	Number of Consultant Days	ACTIVITY
February 14 th 2017	-	Application closes
February 14-21 st	-	Select MTR Team
February 21 st – 23 rd	-	Prep the MTR Team (handover of Project Documents)
February 23 rd - Feb 27 th	3	Document review and preparing MTR Inception Report
February 27 th -28 th	1	Finalization and Validation of MTR Inception Report- latest start of MTR mission
March 1 st – 17 th	14	MTR mission: stakeholder meetings, interviews, field visits
March 20 th – March 23 rd	2	Mission wrap-up meeting & presentation of initial findings- earliest end of MTR mission
March 24 th to April 3 rd	6	Preparing draft report
April 4 th to 7 th	3	Incorporating audit trail from feedback on draft report/Finalization of MTR
April 10 th to 14 th	-	Preparation & Issue of Management Response
April 17 th	1	Concluding Stakeholder Workshop
April 24 th	-	Expected date of full MTR completion

G. Duty Station

The consultants' duty station is Harare and will be expected to undertake field visits to Chiredzi, Chimanimani and Buhera districts.

Travel:

- International travel will be required to Zimbabwe during the MTR mission;
- The Basic Security in the Field II and Advanced Security in the Field courses must be successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director.
- Consultants are required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>
- All related travel expenses will be covered and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents.

REQUIRED SKILLS AND EXPERIENCE

H. Qualifications of the Successful Applicants

The selection of consultants will be aimed at maximizing the overall “team” qualities in the following areas:

- A Master's degree in Environment and Natural Resources Management or Development Studies, or other closely related field (10 points max.).
- Experience working in Africa in livelihoods and resilience building projects (10 points max.);
- Work experience in relevant technical areas for at least 10 years (10 points max.);
- Demonstrated understanding of issues related to gender and *Climate Change Adaptation*; experience in gender sensitive evaluation and analysis (10 points max.);
- Experience working with the GEF or GEF-evaluations (10 points max.);
- Recent experience with result-based management evaluation methodologies (10 points max.);
- Experience applying SMART indicators and reconstructing or validating baseline scenarios (10 points max.);
- Competence in adaptive management, as applied to climate change adaptation (10 points max.);
- Project evaluation/review experiences within United Nations system will be considered an asset (10 points max.);
- Excellent communication skills (5 points max.);
- Demonstrable analytical skills (5 points max.);

Consultant Independence:

The consultants cannot have participated in the project preparation, formulation, and/or implementation (including the writing of the Project Document) and should not have a conflict of interest with project's related activities.

APPLICATION PROCESS

I. Scope of Price Proposal and Schedule of Payments

Financial Proposal:

- Financial proposals must be “all inclusive” and expressed in a lump-sum for the total duration of the contract. The term “all inclusive” implies all cost (professional fees, travel costs, living allowances etc.);
- *All living allowances required to perform the demands of the ToR must be incorporated in the financial proposal, whether the fees are expressed as daily fees or lump sum amount.)*
- The lump sum is fixed regardless of changes in the cost components.

Schedule of Payments:

10% of payment upon approval of the MTR Inception Report

30% upon submission of the draft MTR Report

60% upon finalization of the MTR Report

Or, as otherwise agreed between the Commissioning Unit and the MTR team.

J. Recommended Presentation of Offer

- a) Completed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or a P11 Personal History form**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Brief description of approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs

are duly incorporated in the financial proposal submitted to UNDP. See Letter of Confirmation of Interest template for financial proposal template.

Incomplete applications will be excluded from further consideration.

K. Criteria for Selection of the Best Offer

The award of the contract will be made to the Individual Consultant who has obtained the highest Combined Score and has accepted UNDP's General Terms and Conditions. Only those applications which are responsive and compliant will be evaluated. The offers will be evaluated using the "Combined Scoring method" where:

- a) The educational background and experience on similar assignments will be weighted a max. of 70%;
- b) The price proposal will weigh as 30% of the total scoring.

L. Annexes to the MTR ToR

Include *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* and other existing literature or documents that will help candidates gain a better understanding of the project situation and the work required.

Possible annexes include: (reference ToR Annexes in Annex 3 of *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects*)

- List of documents to be reviewed by the MTR Team
- Guidelines on Contents for the Midterm Review Report
- UNEG Code of Conduct for Evaluators/Midterm Review Consultants
- MTR Required Ratings Table and Ratings Scales
- MTR Report Clearance Form
- Sample MTR Evaluative Matrix
- Progress Towards Results Matrix and MTR Ratings & Achievement Summary Tables (in Word)

Reviewed and Approved by:


Assistant Resident Representative
Head of Environment and Poverty

25/01/2017
Date