



Terms of Reference

Job Title: National Consultant for the Final Evaluation of the ADA/UNDP Project Supporting Moldova's National Climate Change Adaptation Planning Process

Project name: Supporting Moldova's National Climate Change Adaptation Planning Process

Duty station: Home-based, with travel to project sites

Contract type & Duration: Individual Contract, 30 working days, October-December 2017

Reporting to: Manager of Supporting Moldova's National Climate Change Adaptation Planning Process and UNDP officer

1. Background

The Republic of Moldova's economy, population, and environment are highly vulnerable to climate variability and change. According to a range of studies, including the Republic of Moldova's Second National Communication (2nd NC) and Third National Communication (3^d NC) under the United Nations Framework Convention on Climate Change (UNFCCC) and the National Human Development Report (2009/2010 NHDR), as well as to the Nationally Determined Contribution the impacts of climate change are expected to intensify as changes in temperature and precipitation affect economic activity.

Responding to the risks posed by climate change requires a coordinated and concerted effort on the part of the Government of Moldova. The three year project "Supporting Moldova's National Climate Change Adaptation Planning Process" supported by the Austrian Development Cooperation (ADC) with funding from the Federal Ministry of Agriculture, Forestry, Environment and Water Management of the Republic of Austria and implemented by UNDP Moldova in partnership with the Ministry of Environment and its Climate Change Office is responding to this need. While the National Implementation Modality was applied to this project, it was managed in line with the Harmonised Approach for Cash Transfer. The project consists of two phases covering the period from 1 June 2013 through 30 November 2017 with a total budget of 940,000 EUR.

The overall goal of the project is to ensure that Moldova has a system and capacities in place for medium- to long term adaptation planning and budgeting with the overall aim to reduce vulnerability of the population and key sectors to the impacts of climate change. The main project objective is to support Moldova to put in place its National Adaptation Planning process contributing to and building upon existing development planning strategies and processes and to implement priority adaptation actions.

The National Adaptation Plan (NAP) is based on the National Adaptation Strategy and was developed through a country-driven, gender-sensitive and participatory process. In order to achieve the project objective, the project interventions were designed to achieve the following outputs:

- Output 1. Institutional and policy frameworks for medium- to long-term gender-sensitive adaptation planning and budgeting are in place.
- Output 2. Institutional and technical capacities for iterative development of comprehensive NAP strengthened.

- Output 3. Adaptation interventions in priority sectors implemented including demonstration projects at a local level to catalyze replication and upscaling.

While the same outputs were in focus for both phases, according to the Mid-term Review conducted in 2016, the first phase of the project managed to produce such results as: (a) a draft national inter-agency coordination mechanism/national adaptation framework, with the monitoring and evaluation framework; (b) sectoral NAPs for forestry and health sectors; (c) recommendations for mainstreaming adaptation into sectoral plans for the transport and energy sectors; (d) small grants programme for local adaptation projects – 7 projects financed benefitted directly 4,596 people; (e) a number of supporting tools – capacity assessment and capacity building plans, NAP roadmap, tool kit for mainstreaming adaptation, and others.

Building on this results, during the extended period, since 1 June 2016 and until now, the project was expected to continue: (i) supporting the setup of the coordination mechanism for the national adaptation framework and promote adoption of gender-sensitive sectorial and local adaptation plans, recommendations and tools; (ii) develop a framework of tracking, monitoring, and reporting of climate related expenditures; (iii) ensure a broad dissemination of project results nationally, regionally and internationally and support the setup of the knowledge management platform, (iv) strengthen the partnership between the HydroMeteo Service of Moldova and the Austrian HydroMeteo¹; and, (v) pursue further resource mobilization to support future adaptation action in Moldova.

2. Objective, scope of work and expected outputs:

UNDP Moldova is looking for a **National Consultant** to perform the Final Project Evaluation of the *Supporting Moldova's National Climate Change Adaptation Planning Process* Project (1 June 2013 – 30 November 2017).

The main objective of the Final Evaluation is to assess and present results (output, outcome), conclusions, lessons learned and recommendations. While assessing and presenting the results, particular emphasis will be put on their correspondence to the stated deliverables and whether these produced the intended impact. Additional focus will be placed on assessing the design and coherence of the project, including the design of the log frame matrix/project theory, the strengths and weaknesses in terms of planning, management, implementation and monitoring and the extend to which cross-cutting issues (gender and climate change mainstreaming) were applied. As a starting point for the respective analysis the Mid-term Evaluation Report of the Project (2016) could serve. During the evaluation, the Consultant will also check if any of the social and/or environmental safeguards have been triggered. Furthermore, the evaluation will explore the partnership opportunities harnessed by the project to drive the adaptation agenda of the country, while analyzing the clear linkages and contributions of this project, together with other partners, to Outcome 3.2. of the current United Nations Partnership Framework “Strengthened national policies and capacities enable climate and disaster resilient development”. As a follow-up, relevant recommendations to move the adaptation process forward will be incorporated in the Evaluation Report, which will also build upon the findings of the UNPF Evaluation (2016). The evaluation should provide recommendations for the eventual next phase of the project based on the findings of the evaluation process but also based on the results of the on-the-ground interventions While reflecting on the replicability of the pilot projects, indication of how these could contribution to the Paris Agreement and NDC implementation will be provided. For executing the evaluation it is expected that a National Consultant will perform documentary analysis as well as interviews/meetings with project beneficiaries and partners, from the pilot areas inclusively. All deliverables for the implementation of the current assignment should be presented in the English language. The methodology should be in line with the one presented in the UNDP Handbook on Planning, Monitoring and Evaluation of the

¹ “Zentralanstalt für Meteorologie und Geodynamik”

Development Results, but which is also aligned with the OECD DAC evaluation criteria such as relevance, impact, effectiveness, efficiency and sustainability.

It is expected that the Consultant will:

1. Elaborate and present to UNDP Moldova an assignment work plan and methodological approach;
2. Perform a comprehensive documentary analysis of the background documents as well as the project deliverables;
3. Conduct interviews/meetings with the project partners, beneficiaries, including from the pilot area, according to the work plan provided;
4. Elaborate and present to UNDP Moldova the Evaluation Report.

3. Approach and method

The evaluation consists of several phases:

1) Elaboration of a work plan and methodology- inception phase

- i) Should include all stages of the assignment with the detailed description of methods used, interviews/meetings to be conducted (The draft outline for the Evaluation Report is presented in **Annex 1**).
- ii) Work plan and methodology should be approved by UNDP Moldova.
- iii) Evaluation should involve the following stakeholders (but not be restricted to): UNDP Moldova, UNDP Istanbul Regional Hub, Government officials involved in the project implementation, representatives from Local Public authorities from communities where pilots were supported, etc. A list of interviewees should be included into the work schedule submitted by the Consultant;

Evaluation should be done through a combination of techniques, including

- *Desk study review of all relevant project documentation;*
- *Extended interviews with project stakeholders;*
- *Extended interviews with project partners;*
- *Meetings/interviews with project consultants and experts;*
- *Data triangulation and quality control*
- *Field trips to project beneficiaries*

2) Perform a comprehensive documentary analysis of the background documents as well as the project deliverables:

- i) Evaluate the Project Concept and design. The Consultant will assess the project concept and design. He/she should review the problem addressed by the project and the project strategy, encompassing an assessment of the appropriateness of the objectives, planned outputs, activities and inputs as compared to cost-effective alternatives. The evaluator will assess the achievement of indicators and review the work plan, planned duration and budget of the project.
- ii) Perform a desk review of the documents elaborated during the project implementation. Evaluation should include but not be limited to the list of documents presented in **Annex 2**.

3) Conduct interviews/meetings with the project partners, beneficiaries according to the work plan provided:

- i) Conduct the interview/meetings with the stakeholders according to the work plan and methodology provided;
- ii) Organize and conduct visit to 2-3 communities which were selected for the pilot activities (list of communities is in annex 3);
- iii) Conduct interviews/meetings with the project consultants and experts (can be done remotely).

4) Elaborate and present to UNDP Moldova the Evaluation Report.

Evaluation report should be presented in English language and it should include the lessons learned and recommendations for the next phase of the project. A pre-final draft will be shared for comments and comments will be addressed in the Final Draft. It is expected that the evaluation/review team will present concrete recommendations which are addressed to the specific stakeholders and the filled in **Annex 3. Results-Assessment Form for Mid-Term and Final Project Evaluations/Reviews.**

All collected data need to be sex-disaggregated, to the extent possible.

The evaluation will assess the relevance, impact, effectiveness, efficiency and sustainability of project interventions, in line with the OECD DAC evaluation criteria. To support the analysis the following indicative questions are proposed:

Relevance

- To what extent are the objectives of the project still valid for the partner country, the partner organization and the beneficiaries? How do these contribute to the climate change adaptation agenda and priorities in the context of the Paris Agreement and assumed NDC?
- To what extent do the project objectives contribute to the current UNPF Outcome 3.2. "Strengthened national policies and capacities enable climate and disaster resilient development"?
- Are the expected results/outputs of the project consistent with the outcome, immediate impact and overall goal/impact (as part of the analysis of the logframe matrix/project theory)?

Effectiveness

- To what extent has the project already achieved its outcome(s) or will be likely to achieve it/them?
- To what extent has the project already achieved its expected results/outputs or will be likely to achieve them?
- What were the major factors influencing the achievement or non-achievement of the outcome(s)/expected results/outputs? (Also consider any which were possibly beyond the control of the project)
- Was the project managed as planned? If not, what issues occurred and why?
- To what extent have all project stakeholders collaborated as planned?
- If applicable, did the project contribute to capacity development as planned?
- To what extent was gender mainstreaming included in the project and to what extent were recommendations from the ADA gender-assessment considered and implemented?
- To what extent was environmental mainstreaming included in the project and to what extent were recommendations from the ADA environment-assessment considered and implemented?
- To what extent were the social standards monitored by relevant partners? Have any issues emerged, if so which ones and why?

Efficiency

- If applicable, to what extent were all items/equipment purchased and used as planned under this project/programme?
- Was the project implemented in the most efficient way (time, personnel resources)? Have any issues emerged, if so which ones and why?

Impact

- How many women, men, girls, boys (if sex-disaggregated data available) and people in total have already benefited from the project (immediate impact)?
- What exactly has already changed in the lives of women, men, girls, boys (if sex-disaggregated data available) and people?
- Which positive and/or negative effects/impacts in terms of gender and environment can be possibly be attributed to the project?
- Which institutions have already benefitted from the project and how? What has changed for whom (immediate impact)?
- What was the actual impact of the projects supported under the small grants programme (from an economic, but also a social - also integrating the aspects of vulnerability and resilience - perspective)?
- Is there potential to upscale or replicate any of the small projects in the country to be able to contribute to the country adaptation goals (alignment to the Moldova NDC under the Paris Agreement but also to Agenda 2030 and SDGs) and to thereby deliver tangible interventions and positive and measureable impacts for the country?

Sustainability

- To what extent will the benefits of the project continue after the withdrawal of the donor?
- To what extent did the project forge partnership with other donors and as part of these partnerships supported replicability of project benefits/results and advancement of the climate change adaptation agenda?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the project?
- What needs to be done and/or improved to ensure sustainability?
- Check if any of the social and environmental safeguards have been triggered in line with the national legislation.
- Analyze the economic and financing elements to show and place a price tag on the value of adaptation (to secure private sector engagement)
- In terms of sustainability of adaptation measures in the country, analyze whether the necessary mechanisms and incentives are in place for key actors that will drive this process forward at the practical level. (these actors are the private sector, enterprises and civil society. If the economic models and incentives are in place to invest in and put in place adaptation measures then the various players in the country will do this)

4. Deliverables and timeframe

Deliverables

- Detailed assignment work schedule and methodology, with interview questions included
- Draft Evaluation Report for UNDP and ADA comments
- Final Evaluation Report and the filled in **Annex 3**. Results-Assessment Form for Mid-Term and Final Project Evaluations/Reviews.;

All reports need to be written in English. The executive summary should summarize key findings and recommendations (three to five pages) and needs to be submitted as part of the final draft report. The findings and recommendations of the draft final report and final report have to be structured according to the evaluation questions. An outline of the report's structure needs to be agreed upon during the inception phase.

Conditions of service and requirements

Duration: 30 working days, during the period October-December 2017

Payment schedule:

30% - upon submitting the detailed work schedule for the assignment and consequent approval of UNDP (not later than 10 days after the start of the assignment);

70% - upon presenting the Final Evaluation report, (not later than 20 December 2017).

5. Requirements for experience and qualification

Qualification Required:

- Advanced university degree in environmental studies; or equivalent working experience in the sector and climate change;
- Experience with results-based management evaluation methodologies;
- Experience in project development, management, project evaluation
- Knowledge of institutional mandates, policies and guidelines related to environment/climate change;
- Excellent proven skills in analysis, negotiations and leadership and overall diplomatic skills;
- Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills;
- Project evaluation experiences within United Nations system will be considered an asset;
- Fluency in written and spoken English is required for this assignment.

Experience

- Not less than 5 years of experience in environmental science, public administration or other relevant field; specific experience of work in the area of climate change and environmental projects will be an advantage;
- Not less than 5 years of experience in evaluation of development projects;
- Good organizational, time management and facilitation skills;
- Sound knowledge of the environment/climate change context in Moldova would be an asset;
- Excellent oral and written English language skills

Documents to be included when submitting the proposals:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Financial proposal;
2. UN Personal History Form including past experience in similar projects.
3. Brief statement for the methodology for the implementation of assignment (not more than 2 pages).