

Final Evaluation of LITACA Project, UNDP

TERMS OF REFERENCE

Project title: "Livelihood Improvement in Tajik- Afghan Cross-border Areas" (LITACA)

Duration of assignment: 2 months with maximum 30 working days (1st July to 31st Aug 2017)

Duty station: Kabul

BACKGROUND

UNDP "Project for Livelihood Improvement in Tajik-Afghan Cross-border Areas" (LITACA) is a three-year initiative financed by the Government of Japan through JICA Tajikistan with the total amount of \$10.7mln. This is a unique Project that is implemented in both sides of the border with an ultimate goal - to promote security and stability in cross-border areas that leads to regional security and stability. The Project is implemented in 8 districts of Khatlon region of the Republic of Tajikistan (Shaartuz, Qubodiyon, Jayhun (former Qumsangir), Dusti (former Jilikul), Pyanj, Shamsiddin Shohin (former Shurobod), Farkhor, Hamadoni) and 3 districts of Kunduz and Takhor Provinces of Islamic Republic of Afghanistan (Imam Sahib, Dashte Qala and Yangi Qala).

For achieving its goal, the Project contributes to improvement of livelihoods of people living in cross-border areas of Tajikistan and Afghanistan. As the Project believes that the more people's living condition is improved, the more people get resilient against external factors. Considering the current development context, the LITACA makes efforts to: (a) provide support to local governance, (b) promote economic opportunities for running business as well as infrastructure of socio-economic facilities and (c) boost of cross-border cooperation.

Area I: Under the Good Governance, the LITACA promotes participatory approach in planning, budgeting, monitoring and evaluating of district development programmes. On the one hand, the more local population is engaged in planning the more they are interested in doing a lot for development of their district. On the other hand, it makes the local officials to deliver services that are more responsive to people's needs in transparent manner, which increases trust between the population and local government.

Area II: Under the poverty reduction & economic development and infrastructure, LITACA offers business training sessions for the local farmers and entrepreneurs to improve their knowledge on establishing and running their business. In parallel, it provides vocational training for unemployed youth, women and people with disability on the most demanded areas. At the same time, the Project builds and renovates socio-economic infrastructure based on the development priorities the communities themselves identified (as described above under Area I) in those rural areas for people to have a better access to drinking and irrigation water, schools, hospitals, etc.

Area III: The Project promotes cross-border cooperation through trade promotion activities, cross-border fairs and training sessions on disaster risk mitigation and management for the population living in the disaster prone areas.

These three areas altogether contribute to build resilience of people living in cross-border areas against negative external factors such as illegal narcotic trade and insurgency. As such, the LITACA

contributes to promote security and stability in the region.

PURPOSE OF THE EVALUATION

The “Project for Livelihood Improvement in Tajik-Afghan Cross-border Areas” (LITACA) is a new three-year initiative, with total funding US\$ 10.7 million, financed by the Government of Japan through Japan International Cooperation Agency (JICA) and implemented by UNDP Tajikistan (Direct Implementing Partner) in cooperation with UNDP Afghanistan (National Implementing Partner through the Ministry of Rural Rehabilitation and Development).

The project aims to promote stability and security in the districts of Khatlon Region of Tajikistan and Kunduz and Takhor Provinces of Afghanistan through improving livelihoods and resilience of bordering rural communities. It is expected that the project will improve the livelihoods of more than 1.5 million people living in the border areas and will enhance cross-border cooperation between Tajikistan and Afghanistan, which would contribute to stability and security in the region.

LITACA project implementation takes place in 8 cross border districts of Khatlon Region of Tajikistan (Shaartuz, Qubodiyon, Jayhun (former Qumsangir), Dusti (former Jilikul), Pyanj, Shamsiddin Shohin (former Shurobod), Farkhor, Hamadoni) and 3 districts of Kunduz and Takhor Provinces of Islamic Republic of Afghanistan (Imam Sahib, Dashte Qala and Yangi Qala).

The Project Final Evaluation (PFE) will assess the progress of the LITACA project against stated outputs and results during the period of April 2014 – March 2017, as well as approaches and strategies applied to meet the targets. The review also will identify issues and recommend course corrections. It will also highlight issues and challenges affecting effective and efficient implementation of outputs and their contribution to project outcomes and impact.

The review will be arranged at the midpoint of project implementation and will pave the way for improved project delivery for the remaining project duration and propose amendments (if any) required in project approach and strategies, implementation arrangements and/or institutional linkages in order to effectively and sustainably contribute to the livelihood improvement in the target areas.

SCOPE OF WORK AND DELIVERABLES

Scope of Work:

The main findings and recommendations will be thoroughly discussed with the UNDP, Project Steering Committee and other project stakeholders including donors.

The International Consultant with support of National Consultant in respective countries will complete and submit a draft findings/presentation at the end of the in- country mission. The final report in form and substance satisfactory to LITACA is expected in two weeks after receipt of final comments/recommendations from LITACA. The key outputs of the PFE are:

- a) Inception report with finalized and agreed terms of reference, evaluation matrix, questionnaires and agreed methodology of Project Final Evaluation (PFE) (one week after beginning of assignment / contract)
- b) A comprehensive evaluation report with findings, recommendations, lessons learned, rating on performance of outputs for both countries Afghanistan and Tajikistan.

- It is expected that after the desk review, inception report will be submitted to UNDP Country Office (CO);
- After in-country mission, the presentation of preliminary findings to be organized;
- For presenting and discussing the draft final report interactively, the consultants will facilitate a one-day concluding workshop for the project stakeholders.
- Draft report with all comments and recommendations incorporated to be submitted to UNDP CO for final endorsement not later than in two working weeks after receipt of UNDP formal feedback with comments to a draft.
- The PFE report: The report should be logically structured, contain evidence-based findings, conclusions, lessons and recommendations, and should be free of information that is not relevant to the overall analysis. The report should respond in detail to the key focus areas described above.

Include any other items as deemed as necessary or advised by the supervisor.

Expected Outputs, Deliverables and Timelines:

Deliverables:	Timeline (Days) 30 working days
a. Submission of the Inception report with tentative mission agenda	3 days (5%)
b. In country mission (Afghanistan and Tajikistan) and presentation of findings at the end of the mission	10 days (15%)
c. First draft of the Project Final Evaluation report	5 days (30%)
d. Final PFE report in form and substance satisfactory to UNDP, submitted 2 weeks after the receipt of final comments from UNDP CO	12 days (50%)

WORKING ARRANGEMENTS

Institutional Arrangements:

The International Consultant (Final evaluation of UNDP Project) will work under the overall guidance and supervision of the Section Chief, L&R unit and relevant programme officer.

Duration of the Work: (1th July to 25th July 2017), In country

Duty Station: Kabul

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Ph.D., MBA, MA or equivalent university degree in social sciences, management and other related areas,

Years of experience:

- More than 10 years of technical background in poverty reduction, economic development, good governance, public administration, local development issues, pro-poor economic development, private sector in development;
- Experience and expertise in project design, management, implementation, monitoring and evaluation
- Proven experience in evaluating programmes/projects;
- Experience with development management /organizational capacity building programming;
- Experience in development aid and technical cooperation would be an added advantage;
- Knowledge of UNDP procedures and programme implementation strategies will be additional asset;

Language:

- Excellent English writing skills.

Competencies:

- Demonstrated expertise in convening stakeholder consultation and participatory approaches
- Excellent interpersonal and facilitation skills

Special skills requirements

- Prior experience in Afghanistan/Tajikistan or Asian Region Countries
- Good knowledge and awareness of gender issues and how they impact upon men and women's roles especially in community development
- Excellent inter-personal, communication, and teamwork skills

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The contractor shall submit a price proposal as below:

- **Daily Fee** – The contractor shall propose a daily fee, which should be inclusive of his professional fee, local communication cost and insurance (inclusive of medical health insurance and evacuation). The number of working days for which the daily fee shall be payable under the contract is 50 working days.
- The contractor shall propose a Living Allowance at the Kabul applicable rate of USD 181 per night for his/her stay at the duty station. The number of nights for which the Living allowance shall be payable under the contract is 30 nights. The contractor is NOT allowed to stay in a place of his choice other than the UNDSS approved places. UNDP will provide MORSS compliant accommodation in Green Village (GV) to the contractor. The payment of GV accommodation shall be made directly to GV by the contractor.
- **Travel & Visa** – The contractor shall propose an estimated lump-sum for home-Kabul-home travel (economy most direct route) and Afghanistan visa expenses.

The total professional fee, shall be converted into a lump-sum contract and payments under the contract shall be made on submission and acceptance of deliverables under the contract in accordance with the schedule of payment linked with deliverables.

EVALUATION METHOD AND CRITERIA

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
- Technical Criteria weight 70%;
- Financial Criteria weight 30%.

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Technical Criteria 70 points

Technical Proposal (30 marks)

Technical Approach & Methodology (20 marks) – This explain the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The Applicant should also explain the methodologies proposed to adopt and highlight the compatibility of those methodologies with the proposed approach.

Work Plan (10 marks) – The Applicant should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

Qualification and Experience (40 marks) [evaluation of CV]:

- **General Qualification (10 marks);**

- Experience relevant to the assignment (25 marks);
- Experience of working for projects funded by UNDP (5 marks).