**TERMS OF REFERENCE**

Terminal Evaluator for the Community Development and Knowledge Management for the Satoyama

Initiative (COMDEKS) Programme

Type of Contract: Individual contract

Location: Home based with mission travel

Category Sustainable Development

Languages Required: English

Starting Date 10 January 2017

Duration of Contract: 15 November 2017

Supervisor: UNDP-GEF Project Manager

**Background:**

The implementation agreement on the Community Development and Knowledge Management for the Satoyama Initiative (COMDEKS) programme was signed between UNDP and the Secretariat of the Convention on Biological Diversity (UNEP/SCBD) in June 2011, on behalf of the partnership of the Ministry of the Environment of Japan (MOE-Japan), Secretariat of CBD, UNDP, and the United Nations University (UNU-IAS) as the flagship programme of the International Partnership for the Satoyama Initiative (IPSI), allowing this global programme to work on the regional/geographical level.

Funded by the Japan Biodiversity Fund set up within the CBD Secretariat, the COMDEKS programme is

implemented by UNDP and delivered through the GEF Small Grants Programme (SGP). As part of COMDEKS, small grants are provided to local community organizations with the overall long-term objective to enhance socioecological production landscape and seascape resilience by developing sound biodiversity management and sustainable livelihood activities with local communities to maintain, rebuild, and revitalize landscapes.

COMDEKS grant making is expected to generate key lessons on community-based best practices to maintain and rebuild socio-ecological production landscapes and seascapes toward the realization of “societies in harmony with nature”, as defined as the vision of the Satoyama Initiative, a global effort to promote sustainable use of natural resources in the landscapes worked in and relied upon by rural communities.

The overall programme objective is to develop sound biodiversity management and sustainable livelihood activities with local communities to maintain, rebuild, and revitalize socio-ecological production landscapes (SEPLs).

Under this overall objective, the COMDEKS programme (hereafter “the project”) further consists of two main components:

1. Community development through small grant-making by using UNDP’s small grants delivery mechanisms, including the GEF SGP and other alternative schemes.

2. Knowledge management for capacity building, replication, and upscaling. COMDEKS is currently implemented in a wide variety of landscapes in 20 countries around the world (Phase 1

countries: Brazil, Cambodia, Ethiopia, Ghana, Fiji, India, Malawi, Nepal, Slovakia and Turkey; Phase 2 countries: Bhutan, Cameroon, Costa Rica, Ecuador, El Salvador, Indonesia, Kyrgyzstan, Mongolia, Namibia, and Niger), supporting innovations identified by the communities for biodiversity conservation, promotion of ecosystem services, agro-ecosystem management and strengthening of governance systems at the landscape level.

**Scope of work:**

The scope of the evaluation will cover all activities undertaken in the framework of the project. The evaluator will compare planned outcomes of the project to actual outcomes and assess the actual results to determine their contribution to the attainment of the project’s overall objective. It will also attempt to evaluate the efficiency of project management, including the delivery of outcomes and activities in terms of quality, quantity, timeliness and cost efficiency as well as features related to the process involved in achieving those outputs and the impacts of the project. The evaluation will also address the underlying causes and issues that contributed to targets not adequately achieved.

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 Projects. An overall approach and method for conducting project terminal evaluations of UNDP supported projects can be found in Handbook on Planning, Monitoring and Evaluating for Development Results.

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 SGP National Coordinators (NCs), SGP National Steering Committees (NSCs), grantees, key stakeholders and government counterparts. The evaluator should also interview the UNDP Project Manager, the donor, contact persons from UNOPS (as a responsible party for the project) and from the SGP Central Programme Management Team (CPMT), as well as members of the project board, such as representatives from the MOE Japan, UNEP, UNU-IAS and the IPSI Secretariat. The evaluator is expected to conduct a field mission to 4 participating countries to be selected at a later stage. Interviews will be held with a number of organizations at the global level as indicated above, as well as local, regional and national stakeholders to be identified prior to each mission by each of the NCs of the countries to be visited.

The evaluator will review all relevant sources of information, such as the project document, project reports – including annual reports, project budget revisions, progress reports, project files, national strategic and legal documents, and any other materials that the evaluator considers useful for this evidence-based assessment (all provided by UNDP).

The Evaluation will assess the key financial aspects of the project, including the adequacy and sustainability of project budgeting to deliver on the key objective and outcomes of the project. The evaluation will also assess the degree of reliance of the project on the in-kind contributions of GEF SGP national staff and mechanisms in its delivery. The general scope and purpose of matching grants realized through the SGP will be evaluated in order to assess the opportunities for complementarity between the SGP country-level portfolio and the COMDEKS landscape approach. 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.

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.

The evaluator will assess the extent to which the project is achieving 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 (A useful tool for gauging progress to impact is the Review of Outcomes to Impacts (ROtI) method developed by the GEF Evaluation Office:

The evaluation report must include a chapter providing a set of conclusions, recommendations and lessons.

**Expected outputs and deliverables:**

The key product expected from the terminal evaluation is a comprehensive analytical report written in English and according to the provided outline. The terminal evaluation report will be a stand-alone document that substantiates its conclusions, recommendations and lessons learned. The report will have to provide convincing evidence to support its findings/ratings.

The report, together with its annexes, will be submitted in electronic format in both, MS Word and PDF format.

The consultant is expected to deliver the following:

* Inception Report with detailed methodology and approach of the Terminal Evaluation process (15 May 2017. To be delivered no later than 2 weeks before the first evaluation mission (estimated mission dates: August-September 2017; to be agreed with Supervisor);
* Presentation on initial findings. To be delivered by the end of the second evaluation mission (15 September 2017);
* Draft Final Report: Full report as per required template and including annexes. To be delivered within 4 weeks of the final evaluation mission (10 October 2017);
* Final Report (revised report), including an ‘audit trail’, detailing how all received comments have (and have not) been addressed in the final evaluation report. To be submitted within one week of receiving UNDP comments on draft (15 November 2017).

All outputs will be reviewed and approved by the Project Manager.

**Payment schedule:**

* Inception Report: no later than 2 weeks before the first evaluation mission- 10%
* Presentation on initial findings: at the end of the evaluation mission- 20%
* First Draft Terminal Evaluation Report: within 4 weeks of the final evaluation mission- 20%
* Final Terminal Evaluation Report: within one week of receiving UNDP comments on draft- 50%

**Information on Working Arrangements:**

* The consultant will work from home with mission travel;
* The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
* All templates and log frame will be provided by UNDP;
* The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
* Payments will be made upon satisfactory delivery of outputs and submission of a certification of payment form, and acceptance and confirmation by the Project Manager on outputs delivered.

**Travel:**

Two-three missions may be required: Approx. two countries visited during each mission and four-five countries visited overall (one in each region) to be selected at a later stage in collaboration with the donor based on potential value to learning, with approximately 4-5 working days in each country. Approx. 16-20 days in total (estimated mission dates: August-September 2017). Travel may be required for the COMDEKS Global Knowledge Exchange Workshop in Costa Rica (23-26 January 2017); to be agreed with Supervisor;

* The consultant should submit a request with all the meetings planned during each mission at least 7 working days prior to undertaking each mission;
* Any necessary missions must be approved in advance and in writing by the Supervisor;
* The Advanced and Basic Security in the Field II courses 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/>;
* Consultants are responsible for obtaining any visas and security clearances needed in connection with travel with the necessary support from UNDP;
* The consultant will be responsible for making his/her own mission travel arrangements (including travel claims) in line with UNDP travel policies;
* All related travel expenses will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents. Costs for airfares, terminal expenses, and living allowances should not be included in the financial proposal.

**Competencies:**

Corporate Competencies:

* Demonstrates integrity by modelling the UN’s values and ethical standards;
* Promotes the vision, mission, and strategic goals of UNDP;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Treats all people fairly without favoritism.

Technical Competencies:

* Demonstrated ability to coordinate processes to collate information and facilitate discussion and analysis of material;
* Technical competencies in undertaking complex evaluations which involve multiple countries and variety of stakeholders;
* Demonstrated strong research and analytical skills.

Communications:

* Excellent writing skills in English;
* Demonstrated knowledge of UN terms, language and style;
* Excellent communication skills and experience in conducting structured interviews with a variety of stakeholders.

Professionalism:

* Demonstrated ability to meet deadlines and work under pressure;
* Demonstrated excellent organizational skills.

Required skills and experience:

Education:

* Advanced (Master or PhD) degree in rural sociology, ecosystem or landscape ecology, agricultural or resource economics or a related field.

Experience:

* Minimum 8 years of relevant professional experience;
* Knowledge of/experience with UNDP monitoring and evaluation policies and procedures;
* Previous experience with results-based monitoring and evaluation methodologies;
* Proven experience with initiatives focusing on rural development, rural land use planning, agricultural development, and natural resource management;
* Proven experience with environmental initiatives with respect to biodiversity, agro-ecology, land degradation, ecosystem resilience and environmental governance as well as in the implementation of environmental policies;
* Recent experience in evaluation of international donor driven development projects will be an advantage;
* Technical knowledge of environmental issues, particularly with regard to biodiversity, agro-ecology and natural resource management, in the target regions (Africa, Asia and the Pacific, Europe and the CIS, and Latin America; countries are listed in the Background section of the TOR) will be an asset;
* Proven experience with environmental policies in the target regions will be an advantage.

Language skills:

* Excellent English writing and communication skills;
* Working knowledge of French or Spanish will be an advantage.