



TERMS OF REFERENCE Terminal Evaluation

Project ID	91310
Project Name	Recovery and Resilience in Selected Typhoon Yolanda-affected Communities in the Visayas (Project RECOVERY)
Target Project Completion Date	July 2017
Total Project Funding	EUR 9,700,000
Funding Source	European Union
Executing Agency/Unit	UNDP Resilience and Peace Building Unit
Project Stakeholders	EU, NEDA, DTI, OCD, TESDA, DA, PCA, DENR, and selected City/Municipal/Barangay LGUs and Individual/Group Beneficiaries in Region VIII

A. BACKGROUND

Typhoon Yolanda (international name Haiyan), one of the strongest typhoons on record, hit the Visayas (Central Philippines) on 08 November 2013 with a force equivalent to a Category 5 hurricane. Rainfall rates reached 30 mm per hour, wind speeds registered at 315 km/h and storm surge 5-6 meters high hit the coastal areas. Over a 16-hour period, the “super typhoon” swept through six provinces in the Visayas, knocking out power, telecommunications and water supplies. Along the eastern coast of Samar, Eastern Samar and Leyte, extensive damage was caused by powerful storm surge akin to a tsunami. Entire villages were swept away by seawater, which claimed thousands of lives and caused heavy infrastructure damage in highly populated areas.

Official figures from government indicate that 1.1 million homes were destroyed, 16.1 million people were affected, and 4.1 million were displaced. At least 6,300 people have been confirmed dead across all the areas hit by the typhoon¹.

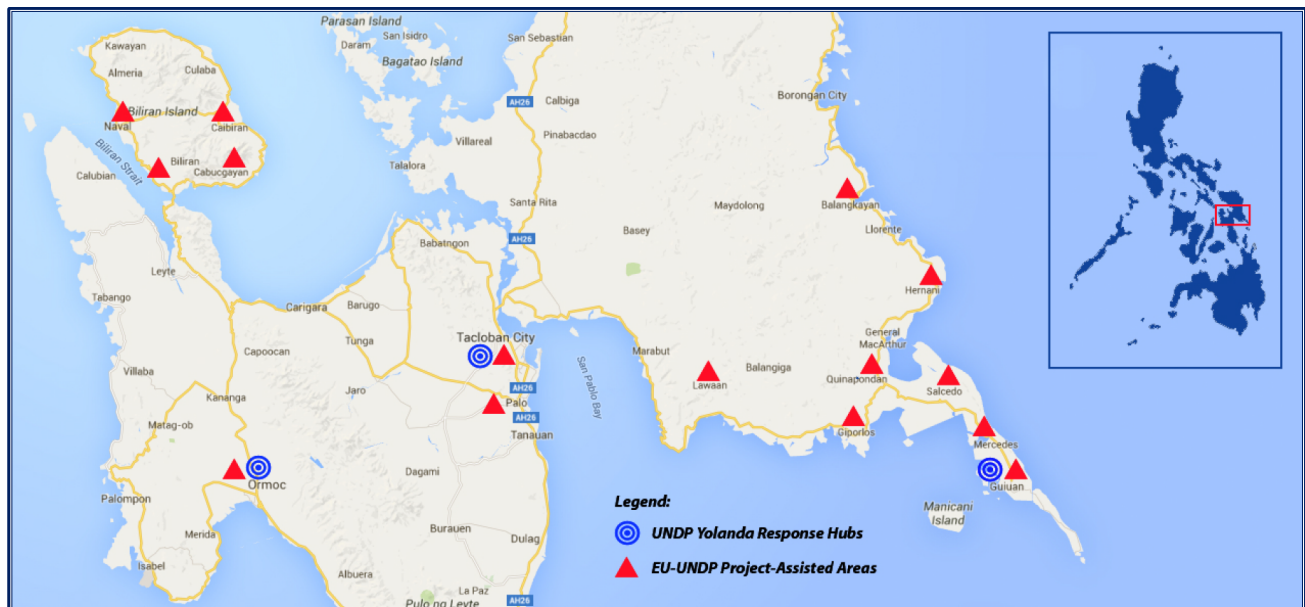
The United Nations Development Programme (UNDP) has been contributing to the rehabilitation and recovery efforts of Yolanda-affected areas in the Visayas region starting from the immediate emergency response to the early recovery phase, until the transition to longer-term recovery and rehabilitation. In July 2014, the UNDP and the European Union (EU) entered into a contribution agreement to implement Project RECOVERY, a recovery and resilience-building project funded by the EU in the amount of EUR 9,700,000 for a three-year implementation period from July 2014 to July 2017. Refer to the Project Document (Contribution Agreement) for additional details.



EU UNDP Contribution
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¹ National Disaster Risk Reduction and Management Council (NDRRMC), April 2014

The project operates in three (3) UNDP Yolanda Response Hubs covering a total of two (2) cities and (13) municipalities in the provinces of Biliran, Leyte and Eastern Samar (ES). The map and table below provides an overview of the coverage areas of Project RECOVERY.



Guiuan Hub	Ormoc Hub	Tacloban Hub ²
<ul style="list-style-type: none"> Balangkayan, Eastern Samar Gaporlos, Eastern Samar Guiuan, Eastern Samar Hernani, Eastern Samar Lawaan, Eastern Samar Mercedes, Eastern Samar Quinapondan, Eastern Samar Salcedo, Eastern Samar 	<ul style="list-style-type: none"> Biliran, Biliran Cabucgayan, Biliran Caibiran, Biliran Naval, Biliran Ormoc City 	<ul style="list-style-type: none"> Palo, Leyte Tacloban City

The overall goal of Project RECOVERY is to leave behind national and local governments as well as communities with strengthened capacities in facilitating the timely and sustainable recovery of affected families in the Visayas (Region VIII) devastated by Typhoon Yolanda. This Project will complement and enhance efforts of the government in supporting Typhoon Yolanda-affected communities in transitioning from relief to recovery and development, while building their resilience to future natural disasters. The project seeks to attain this overall goal by working towards four primary results, as follows:

- Infrastructure rebuilt in a disaster-resilient way and to higher standards, including model public buildings constructed as evacuation centers
- Livelihoods in farming and fishing communities restored and sustainable decent jobs created
- Land management issues and shelter construction models addressed to ensure relocation of displaced populations
- Strengthened capacities for local governance disaster response and preparedness, including effective link to national level

² Serves as the main Project Management Office of UNDP operations in the Visayas region

The overall objective and expected results will be achieved through the following components and corresponding outputs:

Components	Outputs
Component 1: Disaster-Resilient Public Infrastructure	<ul style="list-style-type: none"> • 11 multi-purpose Community Evacuation Centers (CECs) equipped with solar power and water, sanitation and hygiene (WASH) facilities • 8 man-made coastal infrastructures (including mangroves) • At least 2 critical public infrastructure built or repaired • At least 1 cold storage facility established in coastal areas
Component 2: Sustainable Livelihoods	<ul style="list-style-type: none"> • At least 2,000 persons provided immediate employment through coconut lumber processing • At least 5,000 small farming households provided with agricultural inputs • At least 1,500 men and women trained in alternative livelihood skills • At least 5,000 men and women trained in sustainable agriculture management, organic and integrated farming, natural resource conservation and protection • At least 5 communities supported in the establishment of agri-based enterprise, including beekeeping and related by-products • At least 300 hectares farmlands devoted for high value crops as pilot in agri-industry development, to include fruit nursery development and fruit processing • At least 5 women's organizations provided with microenterprise assistance for the processing of marine/fishery- based products
Component 3: Resettlement of Displaced Populations	<ul style="list-style-type: none"> • 3 resettlement areas with model disaster-resilient core shelters and community facilities • 165 disaster-resilient shelters • 6 Level II water systems
Component 4: Support to Recovery Coordination and to Local Capacities for Disaster Risk Reduction and Management (DRRM)	<ul style="list-style-type: none"> • 15 local government units (LGUs) provided with comprehensive DRRM capacity building package • Human resource and operational support provided to the Office of the Presidential Assistant on Rehabilitation and Recovery (OPARR), National Economic and Development Authority (NEDA)³ and Office of Civil Defense (OCD)⁴ in the performance of their recovery/DRRM mandates

B. EVALUATION PURPOSE

With the operational closure of Project RECOVERY in July 2017, UNDP will engage a competent service provider to carry out the Project's terminal evaluation. The activity is a mandatory exercise for all UNDP-implemented projects and is one of the general conditions stipulated in the Contribution Agreement between the EU and UNDP.

The terminal evaluation seeks to assess the overall performance of the Project vis-à-vis its identified targets and objectives. The results, expected to be released by June 2017, will be used by UNDP and EU to enhance programming of future interventions on recovery, rehabilitation and resilience-building of areas/communities affected by disasters. The results can likewise be used as reference by the national/regional agencies and LGUs to guide and sustain the recovery efforts and further improve their response preparedness.

³ With the resignation of PARR Secretary Panfilo Lacson in December 2014, the Office of the Presidential Assistant for Rehabilitation and Recovery (OPARR) was in effect dissolved and its recovery coordination mandate was subsequently transferred to the National Economic and Development Authority (NEDA) with the issuance by President Aquino of Memorandum Order 79 s 2015 on 22 April 2015. Given this change in the recovery structure of government, Project RECOVERY shifted its support from OPARR to NEDA. This was approved by the EU on 21 July 2015.

⁴ Given the collaboration between OPARR and OCD in strengthening disaster response, and the time-bound existence of OPARR as an ad hoc agency, OPARR in the last quarter of 2014 proposed to allocate a portion of its share in the project budget to OCD to support the latter's policy work. This was approved by the EU on 27 November 2014.

C. EVALUATION SCOPE AND OBJECTIVES

The evaluation shall be conducted to assess Project performance vis-à-vis its targets and expected results, and its contribution relative to its overall objective. The exercise will cover the implementation period July 2014 – March 2017. Considering the geographical spread of coverage areas and the wide range of stakeholders, the Evaluator will only cover the 2 cities and select a sample of at least 9 from the 13 municipalities to visit and stakeholders to interview based on specific selection criteria that will be determined in consultation with the Project Team and the UNDP Resilience and Peace Building Unit (RPBU). The sample of sites and stakeholders shall take into consideration the different municipality characteristics and implementation contexts (e.g. socio-economic conditions, class of municipalities, extent of damage in the coverage areas), and the total value and variety of projects per area. The sampling strategy shall form part of the Evaluator's inception report.

Target respondents include key informants from the covered City/Municipal/Barangay LGUs and beneficiaries, NEDA, DTI, OCD, TESDA, DA, PCA, DENR, Chamber of Commerce, EU and UNDP. At the city/municipality level, the respondents should include the Mayor's Office, Housing Office, Planning Office, Engineering Office, Social Welfare and Development Office, Agriculture Office, and the Disaster Risk Reduction and Management Office. Specific objectives of the evaluation include:

- To assess Project RECOVERY performance relative to its objectives and target as stated in the Logical Framework Analysis, Results Framework and M&E Plan documents, and with reference to the project Baseline Study (to be provided separately due to file size);



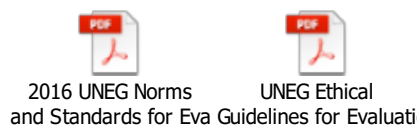
EU Results
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- To assess the appropriateness of the Project's overall/per component implementation framework, methodologies and strategies in achieving the set objectives, outputs and results as well as in putting in place models or practices which the government, partners and the communities could adopt in building and achieving physical, economic, social and institutional resilience in their future projects;
- To assess the effectiveness and efficiency in the use of Project resources to meet target outputs and intended results;
- To analyze factors, including the Project management/operational set-up, and its degree of influence in the achievement or non-achievement of target outputs and results;
- To assess the relevance and effectiveness of the Project's partnership and other implementation strategies and highlight which among these methodologies and approaches could be sustained or replicated by government agencies, LGUs and communities;
- To determine national and local capacities developed and the level of participation of stakeholders in the achievement of the outputs and results; and,
- To document and draw up lessons learned, good, replicable and/or innovative practices, cross-cutting issues (e.g. gender mainstreaming, human rights, DRRM, resiliency-building, beneficiary selection, stakeholder participation) and recommendations on appropriate project strategies to improve future programming on post-disaster rehabilitation and resilience building;
- To put forward some policy and programme recommendations to UNDP as direct implementer of the project

Considering the geographic spread as well as the number of projects in the coverage areas, the Evaluator—in consultation with the Project Team—would have to map out and plot the sequence of projects to be covered by on-site validation and respondents to be included in key informant interviews and focus group discussions. The Evaluator would likewise have to consider weather conditions and availability of respondents (particularly government officials and remaining Project Team members) in programming field visits and interviews. Note that all administrative requirements/arrangements (e.g., vehicle, fuel, accommodation) for this exercise shall be the responsibility of the Evaluator and should therefore be considered/included in the financial proposal.

D. EVALUATION APPROACH AND METHODOLOGY

The overall approach and methodology of the terminal evaluation shall be guided by the provisions set forth in the **UNDP Handbook on Planning, Monitoring and Evaluating for Development Results** and the **UNEG Norms and Standards for Evaluation** (refer to attached documents). It should be conducted in accordance with the principles outlined in the **UNEG Ethical Guidelines for Evaluation**. The Evaluator will be required to sign an *Evaluation Consultant Code of Conduct Agreement Form*.



The Evaluator is expected to frame the evaluation effort using the core criteria of **relevance, effectiveness, efficiency and sustainability** and additional criteria **appropriateness, coherence, connectedness and gender mainstreaming (i.e., equity, inclusiveness and participation)**. A rating scale for each criterion and overall Project performance will have to be defined by the Evaluator and must include a description for each rating as basis for interpretation. The list of key evaluation questions and sub-questions, which shall form part of technical proposal of the Evaluator, should be able to draw out the required information for each evaluation objective and classified according to criteria they belong to. The list will have to be finalized with the Project Team and shall be included in the Evaluator's Inception Report.

The evaluation should employ a combination of both qualitative and quantitative evaluation methods and instruments. The technical proposal of the Evaluator would have to indicate specific activities, data sources, data collection and analysis methods needed to meet the evaluation purpose and objectives. These may include, but not limited to, desk review of Project documents [available on file include the Project Document (Contribution Agreement), Annual Work Plans, Activity Designs, Consolidated Quarterly and Annual Reports, Results Oriented Monitoring Report, Highlights of Project Board Meetings and Technical/Financial Monitoring Reports.], on-site validation of tangible outputs, key informant interviews and focus group discussions. The Evaluator is expected to follow a participatory and consultative approach ensuring close engagement with the Project Team, implementing partners and direct beneficiaries.

E. EVALUATION PRODUCTS

The selected Evaluator will be accountable for producing the following documents:

- **Evaluation Inception Report.** To be submitted within a week from the official start of engagement (i.e., issuance of Notice to Proceed) and should outline the evaluation's framework of analysis, schedule of activities/tasks/milestones/deliverables, responsibilities of technical and admin support personnel (if any), and an evaluation matrix which shall contain the following column headings: (1) Relevant Evaluation Criteria; (2) Key Questions; (3) Specific Sub-Questions; (4) Assumptions to be Assessed; (5) Data Sources; (6) Data Collection Methods/Tools; (7) Indicators/Success Standards; and, (8) Methods for Data Analysis.

Relevant Evaluation Criteria	Key Questions	Assumptions to be Assessed	Specific Sub-Questions	Data Sources	Data Collection Methods/Tools	Indicators/Success Standard	Methods for Data Analysis

- **PowerPoint Presentation.** To be presented three (3) days after end of evaluation mission and will highlight actual coverage of mission, initial findings, additional requirements (if any) and next steps.
- **Draft Evaluation Report and PowerPoint Presentation.** The document will be circulated to Project stakeholders for review and comments. The PowerPoint presentation shall contain the highlights of the report. The draft report may be subjected to several revisions, as needed. An *evaluation report audit trail* will be required to document all sections with comments and the corresponding response or actions taken by the Evaluator. The audit trail will show how the received comments on the draft terminal evaluation report have (or have not) been incorporated into the final report. This document should be included as an annex in the final terminal evaluation report.
- **Final Evaluation Report and PowerPoint Presentation.** The outline of the report should be based on the guidelines provided under Annex 7 (Evaluation Report Template and Quality Standards) of the UNDP PME Handbook. The PowerPoint presentation shall contain the highlights of the report.

The Evaluator is also expected to turn over to UNDP all materials related to the evaluation exercise (i.e., raw and processed data, pictures, list of respondents and written/signed consents).

F. REQUIRED COMPETENCIES OF THE EVALUATOR

UNDP seeks to engage the services of an **Individual Contractor (IC)** to carry out the Terminal Evaluation of Project RECOVERY. The IC may bring in technical and/or administrative support but will still have the overall responsibility and accountability in all phases of the evaluation, particularly in ensuring the high quality and timely completion of evaluation processes, methodologies, and outputs (i.e., evaluation products). The IC will primarily be responsible in the implementation of the evaluation design, application of methodologies and data collection instruments, facilitation of consultations with stakeholders, and development of draft and final reports based on inputs from the Project Team, UNDP Country Office, and stakeholders. The IC should possess the following qualifications:

- Advanced degree in Development Management, Public Administration, Disaster Risk Reduction and Management, Economics, Social Sciences, Community Development or equivalent work experience
- At least ten (10) years of progressively responsible experience in development research, evaluation of development projects, or project management in the areas related to comprehensive early recovery and rehabilitation assistance, infrastructure development, livelihood, resettlement, disaster risk reduction and management, and governance
- Demonstrated strong knowledge and experience in the application of monitoring and evaluation methods for development projects; experience in conducting terminal evaluation, specially UNDP-managed projects, an advantage
- Fluency in the English language and proven ability to write high-quality technical reports [evaluation work samples to be submitted as part of the proposal]
- Familiarity with the Project areas and ability to speak the local languages (i.e., Waray and Visayan) an advantage

The IC (or any of his/her technical and administrative support) should not have been involved, in any way or the other, in designing, executing or advising in any component, projects and activities of Project RECOVERY that is covered by the evaluation. Failure to declare this information prior to the award of contract may be considered as ground for cancellation of the engagement.

G. IMPLEMENTATION ARRANGEMENTS

The principal responsibility for managing this evaluation resides with the **Project Team** through the Project Manager (PM) and the Monitoring and Evaluation Officer (MEO). Both will be responsible for liaising with the IC pertaining to required technical and financial documents, coordinating with implementing partners and direct beneficiaries, setting up stakeholder interviews, arranging field visits, and looking after the evaluation budget and schedule. The Team will likewise assist in distribution of draft reports to stakeholders for their review, consolidation of comments, and in organizing key stakeholders' meetings for presentation of the salient points of the draft/final reports.

At UNDP's Country Office, the **RPBU** and **Management Support Unit (MSU)** will provide support in managing the procurement process for the selection of a service provider (i.e., issuance of procurement notice and assessment of proposals), briefing the selected IC on UNDP evaluation norms and standards, reviewing and quality assuring the inception/ draft/final reports, and in publishing findings and management responses at the UNDP Evaluation Resource Center.

The **IC-Evaluator** will primarily be responsible in the implementation of the evaluation design, application of methodologies and data collection instruments, facilitation of consultations with various stakeholders, and development of draft and final reports based on inputs from the Project Team, UNDP Country Office, and stakeholders. The IC may bring in technical and/or administrative support but will still have the overall responsibility and accountability in all phases of the evaluation, particularly in ensuring the high quality and timely completion of evaluation processes, methodologies, and outputs (i.e., evaluation products). While the Project Team will provide the information required and support in coordinating with stakeholders, the IC will have to manage its own schedule and logistical arrangements in the conduct of all site visits and interviews. Hence, the financial proposal of the IC should be all-inclusive and shall cover professional fees (IC and support personnel, if any), travel expenses (i.e., vehicle rental, fuel and airfare), office supplies, accommodation and food, overhead costs, insurance coverage and other incidental expenses.

H. TIME FRAME FOR THE EVALUATION PROCESS

The whole evaluation process is expected to involve 57 working days spread over 2.5 months and shall cover the following phases and activities:

- Inception: Orientation and Inception Plan Finalization
- Evaluation Mission: desk review and field work
- Draft report preparation and presentation
- Distribution of draft report for review and comments
- Preparation and presentation of pre-Final Report
- Final review/updating and submission of Final Terminal Evaluation Report

The Final Terminal Evaluation Report should be with UNDP not later than 25 July 2017 in order to process and release final payment to IC on or before 31 July 2017.

I. SUBMISSION OF PROPOSAL AND BASIS FOR SELECTION

Submission of proposals is open to all interested and qualified individuals. The proposal shall contain both technical and financial components and submitted to the address indicated in the Procurement Notice. The technical and financial proposals shall contain the following documents and will be evaluated based on combined scoring method:

Technical

- **Personal CV or P11**, indicating competencies and experiences, contact details (email and mobile/ telephone number) and at least three (3) professional references; and, **two (2) final/published version**

of terminal evaluation reports proponent has been involved with [indicate role(s)] – *will be weighted a maximum of 30%*

- **Plan of Approach and Methodology**, indicating the framework of analysis, schedule of activities/ milestones/deliverables based on timeframe provided, responsibilities of IC and support personnel (if any), and evaluation matrix which shall contain the following column headings: (1) Evaluation Criteria; (2) Key Questions; (3) Specific Sub-Questions; (4) Assumptions to be Assessed; (5) Data Sources; (6) Data Collection Methods and Tools; (7) Indicators/Success Standards; and, (8) Methods for Data Analysis – *will be weighted a maximum of 40%*

Financial

- Duly accomplished Financial Proposal Form indicating both the breakdown and total costs of the requirements for this engagement – *will be weighted a maximum of 30%*

The technical and financial proposals, along with a duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP], should be forwarded to procurement.ph@undp.org and registry.ph@undp.org on or before the indicated deadline of submission in the procurement notice.

J. COST OF EVALUATION AND SCHEDULE OF PAYMENT

Budget for the engagement will be charged under **2017 AWP Budget Line 5.19 (Project Evaluation Activities & Report)**. The selected Evaluator shall be remunerated based on the following payment schedule:

Payment Schedule	Percentage of Contract Amount	Payment Conditions
1 st payment	20%	Upon signing of contract
2 nd payment	20%	Upon submission evaluation inception report and issuance of the certificate of acceptance
3 rd payment	10%	Upon presentation of mission evaluation highlights
4 th payment	30%	Upon submission of draft evaluation report and issuance of the certificate of acceptance
5 th and final payment	20%	Upon submission of final evaluation report, other related documents, and issuance of the certificate of acceptance