**TERMS OF REFERENCE**

**Terminal Evaluator for UNDP-GEF** **Global Support to NBSAPs and 3, 4 National Reporting to the CBD Projects**

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| **Type of Contract:** | Individual contract  |
| **Location:** | Home based  |
| **Category** | Sustainable Development |
| **Languages Required:** | English  |
| **Starting Date** | 8 November 2017 |
| **Duration of Contract:** | Up to 40 working days through 29 June 2018 |
| **Supervisor:** | EBD Senior Technical Advisor |

**Background:**

I) The project was designed to: By end-2013, some 140+ countries have accessed the GEF’s Biodiversity Enabling Activities (BD EA) with the aim of updating their National Biodiversity Strategies and Action Plans (NBSAPs) and fulfilling other related obligations under the Convention of Biological Diversity (CBD). The new generation of NBSAPs being now produced will be aligned with the [Aichi Targets](http://www.cbd.int/sp/targets/) that were agreed upon by CBD Parties during the COP10 in Nagoya, as part of the CBD’s [Strategic Plan](https://www.cbd.int/sp%E2%80%8E).

This project relates to Aichi Target 17, which predicates the development, adoption and initial implementation of NBSAPs as effective policy instruments for biodiversity mainstreaming. Target 17 relates to all other Aichi Targets with respect to biodiversity policy development.

UNDP and UNEP are the two main GEF agencies for BD EA. They noted that countries that accessed GEF funds for preparing their Post-Nagoya NBSAPs count on uneven levels of technical support for the task, in spite of current and growing demand for support services within the framework of their BD EA. Most countries receive only basic technical and operational support, while others, in particular those that accessed GEF funding directly, receive no support at all. Yet, experience shows that support is vital for a successful outcome of policy-oriented projects.

Through close collaboration, UNDP and UNEP obtained GEF funding for a new and joint global initiative that will address the technical support issue and make thereby a key contribution to the achievement of the Aichi Biodiversity Target 17 at the global level. Refer to the approved UNPD-UNEP Medium Size Project (in the [GEF’s page](http://www.thegef.org/gef/project_detail?projID=5601) and to the complete MSP file).

The project, will cement the ‘NBSAP global partnership’', together with the CBD Secretariat, a key partner in the equation. It will also provide quality and focused technical support to all countries that have accessed—or will access—GEF resources for BD EA. An important mechanism for support provision in the context of this partnership is the [NBSAP Forum](http://nbsapforum.net/).

In addition, UNDP obtained funding from the Government of Flanders, Belgium, for availing guidance on climate resilience within the process of NBSAP preparation and development. Both the GEF and the Flanders financed initiatives are managed under a consolidated operational project within UNDP, titled *“UNDP Global Support to NBSAPs”*.

II) The Third National Report fund balance was reallocated in 2016 and 2017 to support four work streams: 1.  Develop framework for learning on NBSAP monitoring and implementation; 2. Scale-up demand-driven learning facility; 3. Engagement of indigenous populations, women and local community engagement in the implementation of revised NBSAPs; and 4. Global protected area road map.

With focus on the 2010 Biodiversity Commitments at country level, UNDP and UNEP are jointly implementing a two phased global umbrella Medium Size Project (MSP), within the Enabling Activities window, with the aim of providing finance for the preparation of countries’ fourth national report to the CBD, which central theme is the 2010 Biodiversity Targets.

The project is designed to assist interested and BD eligible countries, financially and substantively, in assessing progress towards the 2010 Target through a national participatory assessment process, using the provisional framework for goals and targets adopted by the CBD COP decision VIII/15 and the guidelines for the fourth national report of the CBD will be used in connection with the national assessment. The joint partnership and umbrella approach are aimed at reducing transaction costs of individual country requests, providing the GEF, UNDP and UNEP an opportunity for managing the biodiversity Enabling Activities more strategically in close partnership with the CBD and other key global actors. Activities at country level will include data gathering – building, wherever possible, on existing data and processes – stakeholder consultations, as well as reporting and communicating on 2010 Targets.

In connection with this process and in light of previous experience, particularly with the funding of the third national report, which also applied the umbrella approach, UNDP is planning to conduct Terminal Evaluation for 3NR and 4 NR Projects together with the NBSAP TE. Combined one TE report is required for 3NR and 4NR Projects.

Given its global nature, the projects are implemented directly by UNDP, more specifically by the functional cluster ‘Ecosystem & Biodiversity’ (EBD) within UNDP-GEF. Project implementation will be carried out in close collaboration with [UNEP](http://addis.unep.org/projectdatabases/01160/project_general_info), in particular with UNEP’s centre of excellence, World Conservation Monitoring Centre (WCMC), plus UNEP-GEF other relevant UNEP divisions and other Projects’ partners.

The TEs will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the UNDP Evaluation Guidance for GEF Financed Projects. The objectives of the evaluations are to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming.

**Scope of work:**

The scope of the evaluation will cover all activities undertaken in the framework of the projects. 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 projects’ overall objective of the Global Support to NBSAPs and 3, 4 National Reporting to the CBD projects. 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 projects. The evaluations 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](http://web.undp.org/evaluation/documents/guidance/GEF/UNDP-GEF-TE-Guide.pdf). 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](http://web.undp.org/evaluation/guidance.shtml#handbook).

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 government counterparts, in particular with the GEF focal point, UNDP and UNEP Project team. The evaluator should also interview the UNDP GEF Technical Advisor based in the region and key stakeholders, the donor, contact persons from UNEP (as a responsible party for the NBSAP project)*.* Interviews will be held with a number of organizations at the global level as indicated above, as well as, local, regional and national stakeholders which details will be provided by UNDP and UNEP.

The evaluator will review all relevant sources of information, such as the projects document, projects reports – including annual reports, projects budget revisions, progress reports, projects 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 Evaluations 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 projects. The evaluator will receive assistance from the United Nations Environment Programme and UNDP Project Team to obtain financial data.

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

**Expected outputs and deliverables:**

The key product expected from the terminal evaluations are two comprehensive analytical reports written in English and according to the provided outline.

The two terminal evaluation reports will be stand-alone documents that substantiate its conclusions, recommendations and lessons learned; one for the Global support to NBSAPs and a joint one for the 3, 4 NR to the CBD Projects. The reports will provide convincing evidence to support its findings/ratings.

The reports, 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:

* Presentation on initial findings for the Global support to NBSAP project once all interviews and research have been completed - to be submitted by 16 February 2018;
* Presentation on initial findings for the 3 and 4 NR to the CBD projects once all interviews and research have been completed - to be submitted by 23 April 2018;
* Draft final full Report for the Global support to NBSAP project as per required template and including annexes delivered - to be submitted by 28 February 2018;
* Draft final full Report for the 3 and 4 NR to the CBD projects as per required template and including annexes delivered - to be submitted by 18 May 2018;
* Final Report (revised reports) for the Global support to NBSAP project, detailing how all received comments have (and have not) been addressed in the final evaluation report - to be submitted by 29 June 2018;
* Final Report (revised reports) for the 3 and 4 NR to the CBD projects, detailing how all received comments have (and have not) been addressed in the final evaluation report - to be submitted by 29 June 2018.

All outputs will be reviewed and approved by the EBD Senior Technical Advisor.

**Payment schedule**

* Presentation on initial findings of the NBSAP TE, by 16 February 2018 - $1,150.00 (paid)
* Presentation on initial findings of the 3 and 4 NR to the CBD TE, by 23 April 2018 - $1,150.00
* Draft Final full Report for the Global Support to the NBSAP Terminal Evaluation Reports - $4,600.00 (paid)
* Draft Final full Report the 3 and 4 NR to the CBD projects, by 18 May 2018 - $4,600.00
* Final Report (revised reports) for the Global support to NBSAP project, by 29 June 2018- $5,750.00
* Final Report (revised reports) for the 3 and 4 NR to the CBD projects, by 29 June 2018- $5,750.00

**Information on Working Arrangements:**

* The consultant will work from home;
* 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;
* Given the global consultations to be undertaken during this assignment, the consultants are expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
* Payments will be made upon satisfactory delivery of outputs and submission of a certification of payment form, and acceptance and confirmation by the EBD Senior Technical Advisor on outputs delivered.

**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 environmental governance, public policy, development studies or any other related field.

Experience:

* Minimum six years of relevant professional experience;
* Knowledge of UNDP and GEF monitoring and evaluation policies and procedures;
* Previous experience with results‐based monitoring and evaluation methodologies;
* Technical knowledge in the targeted focal areas; (biodiversity) will be an advantage;
* Experience with GEF financed initiatives as well as evaluation of GEF financed or UNDP supported projects will be an advantage.

Language skills:

* Excellent English writing and communication skills;