

TERMS OF REFERENCE

TERMINAL EVALUATION OF THE PROJECT ADAPTATION IN THE COASTAL ZONES OF MOZAMBIQUE

INTRODUCTION

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP support GEF financed projects are required to undergo a terminal evaluation upon completion of implementation. These terms of reference (TOR) sets out the expectations for a Terminal Evaluation (TE) for the project: *Adaptation in the Coastal Zones of Mozambique* (PIMS 4069).

The essentials of the project to be evaluated are as follows:

PROJECT SUMMARY TABLE

Project Title:	"Adaptation in the Coastal Zones of Mozambique (LDCF)"			
GEF Project ID:	4276	Project financing	<u>at endorsement</u> <u>(Million US\$)</u>	<u>at completion (Million US\$)</u>
UNDP Project ID:	4069	GEF financing:	\$4.433	
Country:	Mozambique	IA/EA own:	\$	
Region:	Southern & Eastern Africa	Government:	\$0.657	
Focal Area:	Climate Change	Other (UNDP):	\$0.200	
FA Objectives, (OP/SP):	To develop capacity of communities living in the coastal zone to manage climate change risks	Total co-financing:	\$0.857	
Executing Agency:	Ministry of Land, Environment and Rural Development (MITADER) – National Directorate for Environment (DINAB)	Total Project Cost:	\$5.290	
Other Partners involved:	National Disaster Management Institute (INGC); Ministry of Agriculture and Food Security (MASA); National Directorate for Agriculture Extension Services (DNAE); Mozambique National Meteorology Institute (INAM); Fisheries & Marine Institute (IDPPE); District service for Planning & Infrastructure (SDPI); District Services of Economic Activities	ProDoc Signature (date project began):		20 February 2012
		(Operational) Closing Date:	Proposed: February, 2016	Actual: June 2017

	(SDAE); Ministry of State Administration (MAE); National Directorate for the Promotion of Rural Development (DNPDR); Social Communication Institute (ICS); Centre for the Sustainable Development of Coastal Zones			
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OBJECTIVE AND SCOPE

More than 60% of the population of Mozambique lives in coastal areas, placing significant pressure on coastal resources and natural capital. The inherent dynamic nature of coastlines combined with exposure to destructive maritime hazards, sea level rise (SLR), inefficient land usage, and strain on natural resources renders the Mozambican coastline highly vulnerable to the impacts of climate change, particularly coastal erosion. Protective ecosystems, such as mangrove swamps, dune systems and coral reefs, are critical to improving resilience against SLR and destructive maritime hazards (storm surges, tsunamis and tropical cyclones). So too is addressing the widespread poverty in coastal areas, which inadvertently contributes to the widespread degradation of ecosystems. As such, livelihood diversification is a key component of this project.

The project aims to break down barriers to weak inter-sectorial policy coordination and development, eliminate financial constraints, and build institutional and individual capacity to plan for the effects of climate change. The project will support the development of human, social, natural, physical and financial capitals in order to establish climate-resilient livelihoods in Mozambique’s coastal zones.

Expected Outcomes:

- Outcome 1:** Coastal Climate Change risks integrated into key decision-making processes at the local, sub-national and national levels.
- Outcome 2:** Adaptive capacity of coastal communities improved and coastal zone resilience to climate change enhanced.

The TE 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 evaluation 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.

EVALUATION APPROACH AND METHOD

An overall approach and method¹ for conducting project terminal evaluations of UNDP supported GEF financed projects has developed over time. 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, GEF-financed Projects](#). A set of questions covering each of these criteria have been drafted and are included with this TOR ([Annex C](#)) The evaluator is expected to amend, complete and submit this matrix as part of an evaluation inception report, and shall include it as an annex to the final report.

¹ For additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](#), Chapter 7, pg. 163

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 the GEF operational focal point, UNDP Country Office, project team, UNDP GEF Technical Adviser based in the region and key stakeholders.

The evaluator(s) is expected to conduct a field mission to Maputo. In other circumstances, the evaluator(s) is expected to conduct field missions to Cabo Delgado, Zambézia and Inhambane provinces, including the following project sites *Pemba (with 3 targeted communities), Pebane (with 3 targeted communities) and Závora (with 1 targeted community)*. Engagement of stakeholders is vital to a successful TE.² Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to *MITADER, Ministry of Agriculture and Food Security, INAM, ICS among others*; executing agencies, senior officials and task team/ component leaders, key experts and consultants in the subject area, Project Board, project stakeholders, academia, local government and CSOs, etc

The evaluator(s) will review all relevant sources of information, such as the project document, project reports – including Annual APR/PIR, project budget revisions, midterm review, progress reports, GEF focal area tracking tools, project files, national strategic and legal documents, and any other materials that the evaluator considers useful for this evidence-based assessment. A list of documents that the project team will provide to the evaluator for review is included in [Annex B](#) of this Terms of Reference.

EVALUATION CRITERIA & RATINGS

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework (see [Annex A](#)), which provides performance and impact indicators for project implementation along with their corresponding means of verification. The evaluation will at a minimum cover the criteria of: **relevance, effectiveness, efficiency, sustainability and impact**. Ratings must be provided on the following performance criteria. The completed table must be included in the evaluation executive summary. The obligatory rating scales are included in [Annex D](#).

Evaluation Ratings:			
1. Monitoring and Evaluation	<i>rating</i>	2. IA& EA Execution	<i>rating</i>
M&E design at entry		Quality of UNDP Implementation	
M&E Plan Implementation		Quality of Execution - Executing Agency	
Overall quality of M&E		Overall quality of Implementation / Execution	
3. Assessment of Outcomes	<i>rating</i>	4. Sustainability	<i>rating</i>
Relevance		Financial resources:	
Effectiveness		Socio-political:	
Efficiency		Institutional framework and governance:	
Overall Project Outcome Rating		Environmental:	
		Overall likelihood of sustainability:	

PROJECT FINANCE / COFINANCE

The Evaluation will assess the key financial aspects of the project, including the extent of co-financing planned and realized. 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 in order to complete the co-financing table below, which will be included in the terminal evaluation report.

² For more stakeholder engagement in the M&E process, see the [UNDP Handbook on Planning, Monitoring and Evaluating for Development Results](#), Chapter 3, pg. 93.

Co-financing (type/source)	UNDP own financing (mill. US\$)		Government (mill. US\$)		Partner Agency (mill. US\$)		Total (mill. US\$)	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
Grants	0.200	0.299			8.000 (UNCDF)	0.000	8.200	0.299
Loans/Concessions								
• In-kind support			0.657	to be assessed by TE			0.657	to be assessed by TE
• Other	0.650 (PEI)	0.650					0.650	0.650
Totals	0.850	0.949	0.657	to be assessed by TE	8.000	0.000	9.507	to be assessed by TE

MAINSTREAMING

UNDP supported GEF financed projects are key components in UNDP country programming, as well as regional and global programmes. 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.

IMPACT

The evaluators will assess the extent to which the project is achieving impacts or progressing towards the achievement of 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.³

CONCLUSIONS, RECOMMENDATIONS & LESSONS

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

IMPLEMENTATION ARRANGEMENTS

The principal responsibility for managing this evaluation resides with the UNDP CO in Mozambique. The UNDP CO will contract the evaluators and ensure timely provision of all travel arrangements, within the country for the evaluation team, which should be costed in their financial proposal as lumpsum. The Project Team will be responsible for liaising with the Evaluators team to set up stakeholder interviews, arrange field visits, coordinate with the Government etc.

EVALUATION TIMEFRAME

The total duration of the evaluation will be 25 days according to the following plan:

Activity	Timing	Completion Date
Preparation	04 days	May 15, 2017
Evaluation Mission	12 days	May 30, 2017

³ A useful tool for gauging progress to impact is the Review of Outcomes to Impacts (ROtI) method developed by the GEF Evaluation Office: [ROTI Handbook 2009](#)

Draft Evaluation Report	07 days	Jun. 08, 2017
Final Report	02 days	Jul. 30, 2017

EVALUATION DELIVERABLES

The evaluation team is expected to deliver the following:

Deliverable	Content	Timing	Responsibilities
Inception Report	Evaluator provides clarifications on timing and method	No later than 2 weeks before the evaluation mission.	Evaluator submits to UNDP CO
Presentation	Initial Findings	End of evaluation mission	To project management, UNDP CO
Draft Final Report	Full report, (per annexed template) with annexes	Within 3 weeks of the evaluation mission	Sent to CO, reviewed by RTA, PCU, GEF OFPs
Final Report*	Revised report	Within 1 week of receiving UNDP comments on draft	Sent to CO for uploading to UNDP ERC.

*When submitting the final evaluation report, the evaluator is required also to provide an 'audit trail', detailing how all received comments have (and have not) been addressed in the final evaluation report.

TEAM COMPOSITION

The evaluation team will be composed of *1 international evaluator (Team Leader) and 1 national evaluator*. The consultants shall have prior experience in evaluating similar projects. Experience with GEF financed projects is an advantage. Team leader and will be responsible for finalizing the report. The evaluators selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities.

The Team members must present the following qualifications:

- Minimum 10 years of relevant professional experience on environment, climate change adaptation and microfinance issues with focus on vulnerable groups.
- Knowledge of UNDP and GEF or GEF-evaluations
- Previous experience with results-based monitoring and evaluation methodologies;
- Technical knowledge in the targeted focal area(s)
- Experience working in Africa
- A Master's degree in Climate Change, Environmental Sciences, Natural Resources Management, Agriculture, Land Management, Water Resources Management or other closely related field
- Fluency in English, both oral and written, is required; and working knowledge of Portuguese is desirable.

EVALUATOR ETHICS

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct (Annex E) upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the [UNEP 'Ethical Guidelines for Evaluations'](#)

PAYMENT MODALITIES AND SPECIFICATIONS

%	Milestone
10%	At the submission and approval of Inception Report

40%	Following submission and approval of the 1ST draft terminal evaluation report
50%	Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report

APPLICATION PROCESS

Applicants are requested to apply online (<http://jobs.undp.org>) by 5th May, 2017. Individual consultants are invited to submit applications together with their CV for these positions. The application should contain a current and complete C.V. in English with indication of the e-mail and phone contact. Shortlisted candidates will be requested to submit a price offer indicating the total cost of the assignment (including daily fee, per diem and travel costs).

UNDP applies a fair and transparent selection process that will take into account the competencies/skills of the applicants as well as their financial proposals. Qualified women and members of social minorities are encouraged to apply.