



United Nations Development Program

Terminal Evaluation project Strengthening Capacities of Rural Aqueduct Associations' (ASADAS) to address climate change risks in water stressed communities of Northern Costa Rica (PIMS 5140)

Consultancy name:

Evaluation national expert for the terminal evaluation (TE) project Strengthening Capacities of Rural Aqueduct Associations' (ASADAS) to address climate change risks in water stressed communities of Northern Costa Rica (PIMS 5140)

BACKGROUND

1. Introduction

In accordance with UNDP and GEF M&E policies and procedures, all full- and medium-sized UNDP-supported GEF-financed projects are required to undergo a Terminal Evaluation (TE) at the end of the project. This Terms of Reference (ToR) sets out the expectations for the TE of the full sized project titled *Project Strengthening Capacities of Rural Aqueduct Associations' (ASADAS) to address climate change risks in water stressed communities of Northern Costa Rica* (PIMS 5140) implemented by the Costa Rican Office of the United Nations Development Program. The project started on May of 2016 and is in its 5 year of implementation. The TE process must follow the guidance outlined in the document 'Guidance For Conducting Terminal Evaluations of UNDP-Supported, GEF-Financed Projects' (http://web.undp.org/evaluation/guideline/documents/GEF/TE_GuidanceforUNDP-supportedGEF-financedProjects.pdf)

2. Project Description

Costa Rica is already experiencing the effects of climate change (CC), principally in the northern region of the country. CC scenarios suggest that by 2080 the annual area rainfall will be reduced by up to 65% in the region. In the short term, rainfall is predicted to decrease 15% by 2020 and 35% by 2050. These extreme conditions will exacerbate climate and water stress in some areas, recreating conditions that are typical of semi-arid areas. If CC-driven pressures are not addressed, the region will continue to experience significant water shortages that will have a severe economic impact on the livelihoods of local communities and the productive sectors. In Costa Rica, rural aqueduct associations (ASADAS), which are locally organized groups of men and women from the user-communities delegated by the National Institute of Aqueducts and Sewers (AyA), provide potable water and sanitation services to 28.7% of the country's population, reaching communities in suburban and rural areas. Most ASADAS in the region must develop the necessary skills and have access to knowledge and

tools, as well as adequate investment, in order to address the scarcity of the water supply due to CC. Existing aqueduct infrastructure is often outdated and overloaded, causing inefficient water delivery, which in turn complicates the collection of fees from end users. Instability of fee collection leads to financial uncertainty, which impedes the ASADAS and the AyA's ability to plan for and implement targeted improvements and new investments, including adaptation to CC. AyA investment plans lack community-based or ecosystem-based adaptation measures. If the ASADAS do not strengthen their capacities to cope with CC, the vulnerability of rural populations of the northern region of Costa Rica will only increase.

The long-term solution to mitigate the prevailing threats of water shortages to local livelihoods is to establish a holistic approach to managing the water supply and demand that takes CC into account. The objective of this five-year project is to improve water supply and promote sustainable water practices of end users and productive sectors by advancing community- and ecosystem-based adaptation measures in ASADAS to address projected climate-related hydrological vulnerability in northern Costa Rica. This will be achieved through community- and ecosystem-based measures in rural aqueduct associations (ASADAS) to address projected climate-related hydrological vulnerability. The interventions are targeted in the northern region of Costa Rica (Guanacaste and Alajuela provinces). However, the following barriers limit the achievement of the normative solution: a) lack of knowledge and access to finance for resilient infrastructure, efficient household-level water use technologies, and aquifer mapping to effectively manage water demand and usage and design strategies to conserve water during periods of drought; b) limited capacity and knowledge among local stakeholders to adopt sustainable water use practices and reduce their vulnerability to CC; c) incomplete hydroclimatological network and deficient climate early warning and information system (CEWS) that limit the ability of rural ASADAS and local communities to implement timely mitigation measures; d) lack of awareness among policy and decision-makers about the social, economic, and environmental implications of water resources vulnerability to CC; and e) lack of economic incentives for the livestock and agricultural sectors for adopting water conservation production practices to reduce their vulnerability to CC.

The theory of change underpinning this project includes building community-based infrastructure and technical capacities to address projected changes in water availability (Component 1) and mainstreaming ecosystem-based adaptation measures into public and private sector policies and investments in the target area (Component 2).

The project includes the following outcomes and outputs:

Outcome 1.1 - Infrastructure and technical capacity of ASADAs strengthened to cope with climate change impacts to aquifers in the target area.

- *Output 1.1.1* – Strengthened metering systems to track water supply to end users (micro- and macro-meters) in the ASADAS network provide updated information on climate-related risks and vulnerability of project area water resources.
- *Output 1.1.2* – Water catchment (well, spring, and/or rain), storage, and distribution systems in rural areas improved and resilient to climate change.
- *Output 1.1.3* – Water-saving devices installed in homes.
- *Output 1.1.4* – Pilot sanitation and purification measures (e.g., sludge management and dry-composting toilets) and other adaptive technologies for wastewater management to improve water quality.
- *Output 1.1.5* – Water sources and associated aquifer recharge areas protected and/or rehabilitated through reforestation, natural regeneration, and other protection and conservation measures.

Outcome 1.2 – The capacity of ASADAS' end users to mainstream climate change adaptation into their livelihoods systems is strengthened.

- Output 1.2.1 – Community-based climate change training program with a gender focus and includes minority groups, such as indigenous communities

Outcome 1.3 – Hydrometeorological information integrated into land use and production practices, and planning processes to increase resilience of rural communities to address water variability.

- *Output 1.3.1* – Fifteen (15) new Automated Weather Stations (AWS) and Automated Flow Stations (AFS) installed to provide consistent and reliable environmental data in real time in the selected northern SEMUs.
- *Output 1.3.2* – Vulnerability Index, Adaptive Capacity Index developed and supporting the climate early warning and information system, and the Risk Management Plan for Potable Water and Sanitation (RMPPWS).
- *Output 1.3.3* – Information monitoring system for the AyA and ASADAS Management System (SAGA) to track the impact of the adaptation measures aiming to reduce the vulnerability of rural communities to address water variability due to climate change, and articulated to national-level information systems (National System of Water Resources and Hydrometeorological National System).
- *Output 1.3.4* – Climate early warning and information system (CEWS) on climate-related risks and vulnerability of project area water resources generated and disseminated to ASADAS, users, and partners.

Outcome 2.1 – Ecosystem-based climate change adaptation measures are integrated into public and private sector policies, strategies, and investments related to rural community water-sourcing infrastructure and services

- *Output 2.1.1* – Four (4) participatory RMPPWS implemented within each target canton (SEMU 1: Guatuso, Upala, Los Chiles, and La Cruz; SEMU 2: Liberia and Cañas; SEMU 3: Santa Cruz, Nicoya, Hojanca and Carrillo).
- *Output 2.1.2* – AyA and the National Emergency Commission (CNE) investments for the targeted area integrate climate change risks.
- *Output 2.1.3* – Ten (10) livestock and agricultural producing companies adopt a voluntary fee system (Certified Agricultural Products and Voluntary Watershed Payments) to pay for the protection of water resources.
- *Output 2.1.4* – Valuation modeling of ecosystem-based adaptation measures and economic valuation of ecosystem services support the integration of water-related risks and new ecosystems management practices within productive sectors (agriculture and livestock industries).

Outcome 2.2 – The purchasing and credit policies of at least 20 agricultural and livestock trading companies and five (5) financial institutions operating in the target region promote adoption of productive practices that help maintain ecosystem resilience to climate change.

- *Output 2.2.1* – Farmers incorporate ecosystem-based climate change adaptation measures into their production processes, making use of revised purchasing and credit policies of agricultural and livestock trading companies and financial institutions.
- *Output 2.2.2* – Knowledge management system allows disseminating data, information, and toolkits to foster and mainstream ecosystem-based adaptation practices in other water-intensive productive sectors across the country.

The project key national stakeholders include the AyA, MINAE, MAG, MINSALUD, and IMN. At the local level, the most relevant stakeholders are the ASADAS and the municipalities as well as CSOs and local communities. The following table presents a description of the principal stakeholders involved in the project:

Stakeholders	Project Implementation Role
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Ministry of Environment and Energy (MINAE)	The MINAE will guide the development of the legal and institutional framework for mainstreaming climate change measures into conscious water management by ASADAS and the productive sector, as well as provide technical and political support for project implementation. Further, the Direction of Water will provide technical expertise, in coordination with the AyA, in mainstreaming climate change impacts on water availability into public and private sector policy, strategies, and investments, as well as providing conditions to upscale successful pilot experiences throughout the country. The MINAE is also the focal point of the GEF.
Institute of Aqueducts and Sewers (AyA)	The AyA is the national public institution in charge of providing technical and financial assistance to improve water management. It will play a key role both at the subregional planning level as well as during field-level activities, particularly those directed towards the capacity-building of ASADAS and the productive sector. Another important task by the AyA will be to coordinate lessons learned and pilot experiences at the local level in order to upscale them at the national level, so that ASADAS in other areas can implement successful adaptive measures.
Ministry of Agriculture and Livestock (MAG)	The MAG is the lead institution of the agricultural sector. The MAG will guide the development of an institutional framework for the mainstreaming of climate change measures into the agriculture and livestock sectors, especially in the regulation of private sector practices.
Ministry of Health (MINSALUD)	MINSALUD is charged, inter alia, with monitoring water quality in urban and rural areas through water security plans. MINSALUD will have a key role in analyzing lessons learned from the four pilot ecosystem-based water security plans and in up scaling such experiences into national regulations and policies, with the goal of replicating such models to other ASADAS throughout the country.
Rural Aqueduct Associations (ASADAS)	ASADAS will be responsible for the incorporation of climate change adaptive measures and sustainable use concepts and guidelines into local water management, reducing water vulnerability and improving livelihood conditions.
National Forestry Financing Fund (FONAFIFO)	FONAFIFO executes the country's Payment for Environmental Services Program and will be an important stakeholder in the development of relevant financial mechanisms in ecosystem-based adaptation.
Agricultural production sector	The agroindustry sector, small-, medium-, and large-scale producers, will participate in the implementation of two pilot projects that incorporate the economic valuation of ecosystem-based adaptation measures. Industry members will also be the beneficiaries of innovative sustainable practices aimed at increasing their eco-competitiveness. In particular, the project will liaise with agricultural and livestock commodities producers associations, such as CANAPEP (pineapple), CORFOGA (livestock), and CONARROZ (rice). Consultations for the participation by the private sector were initiated during the project preparation phase.
National Meteorological Institute (IMN)	IMN is the national institution in charge of providing meteorological analysis and weather forecasts to the population of Costa Rica. Its expertise, especially in forecasting present and future climate change impacts and in generating an early warning network in case of weather extreme conditions, will be key in improving ASADAS' technical capacities and community-based monitoring and response systems.

National Women's Institute (INAMU)	INAMU is the lead institution that promotes gender equality as a cross-cutting issue in national and subregional planning, policies, and strategies. It will build capacities inside the AyA, ASADAS, and the agroindustry sector in mainstreaming gender issues in water management and climate adaptation measures.
National Service of Groundwater Irrigation and Drainage (SENARA)	SENARA investigates the aquifers in the country and strengthens capacities at the local government level, ASADAS, and communities. It also provides technical and political support on hydrological decisions, providing oversight on the vulnerability in wells, springs, and protection zones. Additionally, SENARA designs irrigation canals, drainage systems, and supports producers.
National System of Conservation Areas (SINAC)	SINAC is the administrator for the national parks, conservation areas, and other protected natural areas in Costa Rica; it is part of the MINAE. It will play a significant role in the mainstreaming of ecosystem-based adaptation into public and private policies, as many of the water sources on which both sectors depend originate within protected areas under SINAC's jurisdiction.
National Emergency Commission (CNE)	The CNE is the governing agency for risk prevention and emergency management and is responsible for coordination with AyA, the municipalities, and other public entities to monitor the implementation of activities defined in the drought emergency decree for the province of Guanacaste. CNE also plays a major role in climate change adaptation and climate risk management. CNE investments for the targeted area will be updated to integrate climate change risks.
Regulator Authority for Public Services (ARESEP)	ARESEP charged with regulating prices for public services in Costa Rica (water and sanitation, electricity, fuels, and terrestrial, sea, and air transportation). The project will follow ARESEP policies regarding water tariffs, including those that apply to the private sector.
Local governments	Local governments regulate the local territory, grant building permits, and support the wellbeing of the population.
Local commissions	Local commissions comprise public and private organizations, universities, and non-governmental organizations (NGOs).
UNDP	UNDP will act as Implementing Partner as per Direct Implementation Modality (DIM) requested by government.

MANAGEMENT ARRANGEMENTS

The Project has been executed under the Direct Implementing Modality (DIM) as requested by the Government of Costa Rica (GoCR) (Annex 8.2. Agreements) and according to the standards and regulations of the UNDP. This modality of implementation will facilitate communication between sector institutions and in coordination with other UNDP projects, and is also based on UNDP's comparative advantages which include: country presence and relationship between the project and UNDP's country assistance strategies, especially as refers to capacity building, policy development and consensus-building; and UNDP's experience in the implementation of projects of similar scope. In addition, the project will have an advisory committee to ensure

a focus on gender and human rights, as well as other cross-cutting issues. The UNDP has identified partners responsible for carrying out project activities.

Total resources required:	31,658,949	Programme Period:	60 months
Total allocated resources:	31,658,949	Atlas Award ID:	00084063
• Other:		Project ID:	00092255
○ SCCF	5,000,000	PIMS #	5140
○ Government	13,650,000	Start date:	April 2016
○ UNDP	450,000	End Date	June 2021
○ Other	4,808,949	Management Arrangements:	DIM
		PAC Meeting Date:	18 January 2016

As the rest of the world, Costa Rica has been impacted by COVID-19. The Ministry of Health confirmed the first case of COVID-19 on March 6th, 2020. On 16 March a state of national emergency was officially declared and the country adopted a series of social and economic restrictions, including a nation-wide lockdown and border closure, both of which significantly impacted project activities, especially field activities (workshops and monitoring visits with communities). As of November 7th, 2020 Costa, Rica had reported 116,363 cases with a total of 1,464 deaths due to COVID-19. Since September, the Government implemented a plan to re-open economic activities (including opening the border) in order to recover the economy and employment, especially in the strategic sectors such as tourism and commerce.

3. TE Purpose

The TE report will assess the achievement of project results against what was expected to be achieved, and draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming. The TE report promotes accountability and transparency, and assesses the extent of project accomplishments.

This TE will be conducted following the M&E framework included in the project document which indicates that TE will take place three months prior to the end date of the project and will look at the impact and sustainability of results, including the contribution to capacity development and the achievement of global environmental goals. The TE should also provide recommendations for follow-up activities and requires a management response, which should be uploaded to PIMS and to the UNDP ERC.

According to the Guidance for conducting Terminal evaluations of UNDP-Supported GEF- Financed projects, this TE must contribute to the following purposes:

- To promote accountability and transparency;
- To synthesize lessons that can help to improve the selection, design and implementation of future UNDP-supported GEF-financed initiatives; and to improve the sustainability of benefits and aid in overall enhancement of UNDP programming;

- To assess and document project results, and the contribution of these results towards achieving GEF strategic objectives aimed at global environmental benefits;
- To gauge the extent of project convergence with other priorities within the UNDP country programme, including poverty alleviation; strengthening resilience to the impacts of climate change, reducing disaster risk and vulnerability, as well as cross-cutting issues such gender equality, empowering women² and supporting human rights.

DUTIES AND RESPONSIBILITIES

4. TE Approach & Methodology

The TE must provide evidence-based information that is credible, reliable and useful.

The TE consultant will review all relevant sources of information including documents prepared during the preparation phase (i.e. PIF, UNDP Initiation Plan, UNDP Social and Environmental Screening Procedure/SESP) the Project Document, project reports including annual PIRs, project budget revisions, lesson learned reports, national strategic and legal documents, and any other materials that the team considers useful for this evidence-based evaluation. The TE consultant will review the baseline and midterm GEF focal area Core Indicators/Tracking Tools submitted to the GEF at the CEO endorsement and midterm stages and the terminal Core Indicators/Tracking Tools that must be completed before the TE field mission begins.

The TE consultant is expected to follow a participatory and consultative approach ensuring close engagement with the Project Team, government counterparts (the GEF Operational Focal Point), Implementing Partners, the UNDP Country Office(s), the Regional Technical Advisors, direct beneficiaries and other stakeholders.

Engagement of stakeholders is vital to a successful TE¹. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to public institutions MINAE, DCC, AYA, senior officials and task team/component leaders, Project Board, project beneficiaries, local government and CSOs, etc. Additionally, the TE must adjust to the context due to COVID-19,, the TE must be developed using virtual sessions with a minimum presential and field visits to Guanacaste and Alajuela, including project sites in Upala, Guatuso, Los Chiles, Liberia, Carrillo, Santa Cruz, Nicoya, Hojanca y Cañas. These field visits must comply with Government and UNDP Country Office sanitary and bio-safety protocols and requirements including. If the Evaluation team and UNDP Country Office deem necessary, they will revise the above approach, in consultation with key stakeholders.

The specific design and methodology for the TE should emerge from consultations between the TE consultant and the above-mentioned parties regarding what is appropriate and feasible for meeting the TE purpose and objectives and answering the evaluation questions, given limitations of budget, time and data. The TE consultant must, however, use gender-responsive methodologies and tools and ensure that gender equality and women’s empowerment, as well as other cross-cutting issues and SDGs are incorporated into the TE report.

¹ (link to stakeholder engagement in UNDP Eval Guidelines?)

The final methodological approach including interview schedule, field visits and data to be used in the evaluation should be clearly outlined in the inception report and be fully discussed and agreed between UNDP, stakeholders and the TE consultant.

The final TE report should describe the full TE approach taken and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the evaluation.

As of 11 March 2020, the World Health Organization (WHO) declared COVID-19 a global pandemic as the new coronavirus rapidly spread to all regions of the world. The Costa Rican government has put in place travel restrictions domestically and internationally depending on the country of departure. These restrictions include that visitors complete the digital health form before boarding and present proof of international medical insurance or purchased from national insurers, which covers eventual long stays due to quarantine or hospitalization expenses in case of contracting the virus.

Due to context could change at any time, TE consultant must develop a methodology that takes the conduct of the TE totally or partially virtually and remotely, including the use of remote interview methods and extended desk reviews, data analysis, surveys and evaluation questionnaires. This should be detailed in the TE Inception Report and agreed with the Commissioning Unit.

If all or part of the TE is to be carried out virtually then consideration should be taken for stakeholder availability, ability or willingness to be interviewed remotely. In addition, their accessibility to the internet/computer may be an issue as many government and national counterparts may be working from home. These limitations must be reflected in the final MTR report.

If a data collection/field mission is not possible then remote interviews may be undertaken through telephone or online (skype, zoom etc.). International consultants can work remotely with national evaluator support in the field if it is safe for them to operate and travel. No stakeholders, consultants or UNDP staff should be put in harm's way and safety is the key priority.

A short validation mission may be considered if it is confirmed to be safe for staff, consultants, stakeholders and if such a mission is possible within the MTR schedule.

5. Detailed Scope of the TE

The TE will assess project performance against expectations set out in the project's Logical Framework/Results Framework (see TOR Annex A). The TE will assess results according to the criteria outlined in the Guidance for TEs of UNDP-supported GEF-financed Projects http://web.undp.org/evaluation/guideline/documents/GEF/TE_GuidanceforUNDP-supportedGEF-financedProjects.pdf

The Findings section of the TE report will cover the topics listed below.

A full outline of the TE report's content is provided in ToR Annex C.

The asterisk "(*)" indicates criteria for which a rating is required.

Findings

i. Project Design/Formulation

- National priorities and country driven-ness
- Theory of Change
- Gender equality and women's empowerment
- Social and Environmental Safeguards
- Analysis of Results Framework: project logic and strategy, indicators
- Assumptions and Risks
- Lessons from other relevant projects (e.g. same focal area) incorporated into project design
- Planned stakeholder participation
- Linkages between project and other interventions within the sector
- Management arrangements

ii. Project Implementation

- Adaptive management (changes to the project design and project outputs during implementation)
- Actual stakeholder participation and partnership arrangements
- Project Finance and Co-finance
- Monitoring & Evaluation: design at entry (*), implementation (*), and overall assessment of M&E (*)
- Implementing Agency (UNDP) (*) and Executing Agency (*), overall project oversight/implementation and execution (*)
- Risk Management, including Social and Environmental Standards

iii. Project Results

- Assess the achievement of outcomes against indicators by reporting on the level of progress for each objective and outcome indicator at the time of the TE and noting final achievements
- Relevance (*), Effectiveness (*), Efficiency (*) and overall project outcome (*)
- Sustainability: financial (*), socio-political (*), institutional framework and governance (*), environmental (*), overall likelihood of sustainability (*)
- Country ownership
- Gender equality and women's empowerment
- Cross-cutting issues (poverty alleviation, improved governance, climate change mitigation and adaptation, disaster prevention and recovery, human rights, capacity development, South-South cooperation, knowledge management, volunteerism, etc., as relevant)
- GEF Additionality
- Catalytic Role / Replication Effect
- Progress to impact

iv. Main Findings, Conclusions, Recommendations and Lessons Learned

- The TE consultant will include a summary of the main findings of the TE report. Findings should be presented as statements of fact that are based on analysis of the data.
- The section on conclusions will be written in light of the findings. Conclusions should be comprehensive and balanced statements that are well substantiated by evidence and logically connected to the TE findings. They should highlight the strengths, weaknesses and results of the project, respond to key

evaluation questions and provide insights into the identification of and/or solutions to important problems or issues pertinent to project beneficiaries, UNDP and the GEF, including issues in relation to gender equality and women's empowerment.

- Recommendations should provide concrete, practical, feasible and targeted recommendations directed to the intended users of the evaluation about what actions to take and decisions to make. The recommendations should be specifically supported by the evidence and linked to the findings and conclusions around key questions addressed by the evaluation.
- The TE report should also include lessons that can be taken from the evaluation, including best and worst practices in addressing issues relating to relevance, performance and success that can provide knowledge gained from the particular circumstance (programmatic and evaluation methods used, partnerships, financial leveraging, etc.) that are applicable to other GEF and UNDP interventions. When possible, the TE consultant should include examples of good practices in project design and implementation.
- It is important for the conclusions, recommendations and lessons learned of the TE report to include results related to gender equality and empowerment of women.

The TE report will include an Evaluation Ratings Table, as shown in the ToR Annex.

6. Expected Outputs and Deliverables

The consultant shall prepare and submit:

- TE Inception Report: TE consultant clarifies objectives and methods of the TE no later than *2 weeks* before the TE mission. TE consultant submits the Inception Report to the Commissioning Unit and project management. Approximate due date: 1st March 2021
- Presentation: TE consultant presents initial findings to project management and the Commissioning Unit at the end of the TE mission. Approximate due date: 26th March 2021.
- Draft TE Report: TE consultant submits full draft report with annexes *within 3 weeks* of the end of the TE mission. Approximate due date: 16th April 2021.
- Final TE Report* and Audit Trail: TE consultant submits revised report, with Audit Trail detailing how all received comments have (and have not) been addressed in the final TE report, to the Commissioning Unit *within 1 week* of receiving UNDP comments on draft. Approximate due date: 30 April 2021

*The final TE report must be in English and Spanish.

All final TE reports will be quality assessed by the UNDP Independent Evaluation Office (IEO). Details of the IEO's quality assessment of decentralized evaluations can be found in Section 6 of the UNDP Evaluation Guidelines.²

7. TE Arrangements

The principal responsibility for managing the TE resides with the Commissioning Unit. The Commissioning Unit for this project's TE is UNDP Costa Rica office.

² Access at: <http://web.undp.org/evaluation/guideline/section-6.shtml>

The Commissioning Unit will contract the consultants and ensure the timely provision of per diems and travel arrangements within the country for the TE consultant. The Project Team will be responsible for liaising with the TE consultant to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

The Commissioning Unit and Project Team will support the implementation of remote/ virtual meetings. An updated stakeholder list with contact details (phone and email) will need to be provided by the Commissioning Unit to the TE consultant.

8. Duration of the Work

The total duration of the TE will be approximately 31 working days over a time period of 12 weeks starting March 1st and shall not exceed five months from when the TE consultant is hired. The tentative TE timeframe is as follows:

- *1st March 2021*: Prep the TE consultant (handover of project documents)
- *8th to 11th March 2021*: (4 days) Document review and preparing TE Inception Report
- *12th March 2021*: 1 day: Finalization and Validation of TE Inception Report- latest start of TE mission
- *29th March to 11th April 2021*: 14 days: TE mission: stakeholder meetings, interviews, field visits
- *12th April 2021*: Mission wrap-up meeting & presentation of initial findings- earliest end of TE mission
- *13th April to 19th April 2021*: 5 days (5 days): Preparation of draft TE report
- *20th April 2021*: Circulation of draft TE report for comments
- *27th to 28th April 2021*: 2 days Incorporation of comments on draft TE report into Audit Trail & finalization of TE report
- *29th April to 5th May 2021*: Preparation & Issue of Management Response
- *15st May 2021*: Expected date of full TE completion

The expected date start date of contract is March 1st 2021.

9. Duty Station

Costa Rica

REQUIRED SKILLS AND EXPERIENCE

10. TE consultant Composition and Required Qualifications

A independent consultant will conduct the TE, with knowledge and work experience in environmental projects in Costa Rica and/or Latin-American. The consultant will be responsible for the results process, this included overall design, definite and conduct methodological process and writing of the TE report, etc. Likewise, the consultant will have to assess emerging trends with respect to regulatory frameworks, budget allocations, capacity building, work with the Project Team in developing the TE itinerary, etc.). Also, is responsible to ensure gender perspective in all the TE process. Depending on how the COVID19 context evolves in the country, it may not be required for the consultant to travel to the country and will be able to conduct his/her tasks, remotely.

The evaluator(s) cannot have participated in the project preparation, formulation and/or implementation (including the writing of the project document), must not have conducted this project's Mid-Term Review and should not have a conflict of interest with the project's related activities.

The selection of consultants will be aimed at maximizing the overall “team” qualities in the following areas:

Education

- Bachelor’s degree (and/or Licenciatura in CR) in evaluation, development, environment, environmental economy, social sciences, engineering, natural resources management, or another closely related field.

Experience

- At least 6 years of professional experience working on the sustainable development process, climate change, or water resource management.
- At least 4 experiences in evaluating projects. It will be considered as a plus if these experiences have been in a GEF evaluation, but it must be specified in the professional profile (CV) provided by UNDP.
- Competence in adaptive management, as applied to water resource management, climate change and ecosystem-based Adaptation;
- At least 5 experiences in evaluating projects. It will be considered as a plus if these experiences have been in a GEF evaluation, but it must be specified in the professional profile (CV) provided by UNDP.
- Experience working in Costa Rica and/or Latin-American;
- Demonstrated understanding of issues related to gender and experience in gender responsive evaluation and analysis. Must be specified in the professional profile (CV) provided by UNDP.
- Excellent communication skills;
- Demonstrable analytical skills;
- Project evaluation/review experience within United Nations system will be considered an asset;
- Experience with implementing evaluations remotely will be considered an asset.

Language

- Full fluency in written and spoken Spanish and English.

11. Evaluator Ethics

The TE consultant will be held to the highest ethical standards and is required to sign a code of conduct upon acceptance of the assignment. This evaluation will be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’. The evaluator must safeguard the rights and confidentiality of information providers, interviewees and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The evaluator must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses without the express authorization of UNDP and partners.

12. Payment Schedule

- 20% payment upon satisfactory delivery of the final TE Inception Report and approval by the Commissioning Unit
- 40% payment upon satisfactory delivery of the draft TE report to the Commissioning Unit
- 40% payment upon satisfactory delivery of the final TE report and approval by the Commissioning Unit and RTA (via signatures on the TE Report Clearance Form) and delivery of completed TE Audit Trail

Criteria for issuing the final payment of 40%

- The final TE report includes all requirements outlined in the TE TOR and is in accordance with the TE guidance.
- The final TE report is clearly written, logically organized, and is specific for this project (i.e. text has not been cut & pasted from other MTR reports).
- The Audit Trail includes responses to and justification for each comment listed.

In line with the UNDP's financial regulations, when determined by the Commissioning Unit and/or the consultant that a deliverable or service cannot be satisfactorily completed due to the impact of COVID-19 and limitations to the TE, that deliverable or service will not be paid.

Due to the current COVID-19 situation and its implications, a partial payment may be considered if the consultant invested time towards the deliverable but was unable to complete to circumstances beyond his/her control.

APPLICATION PROCESS

The person interest in this consultancy will be evaluated considering his/her profile and expertise in evaluations

Financial Proposal:

- Financial proposals must be “all inclusive” and expressed in a lump-sum for the total duration of the contract. The term “all inclusive” implies all cost (professional fees per day, travel costs, living allowances etc.);
- For duty travels, the UN’s Daily Subsistence Allowance (DSA) rates, which should provide indication of the cost of living in a duty station/destination (*Note: Individuals on this contract are not UN staff and are therefore not entitled to DSAs. All living allowances required to perform the demands of the ToR must be incorporated in the financial proposal, whether the fees are expressed as daily fees or lump sum amount.*)
- The lump sum is fixed regardless of changes in the cost components.

13. Recommended Presentation of Proposal

- a) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **CV** and a **Personal History Form provided by UNDP**;
- c) **Brief description of approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment. This description must be including a brief description of how will include the gender perspective in the TE; (max 5 pages)
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc.), supported by a breakdown of costs, as per template attached to the [Letter of Confirmation of Interest template](#). If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
- e) **Copy of university degrees and the necessary proofs to demonstrate the requested qualifications.**

f) **Declaration of good health**, using the template provided by UNDP.

All application materials should be submitted by email at the following address ONLY adquisiciones.cr@undp.org indicating in the subject “**Evaluation national expert**” by **14th February of 2021**. Incomplete applications will be excluded from further consideration.

14. Criteria for Selection of the Best Offer

Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP’s General Terms and Conditions will be awarded the contract.

Offer		Maximum score	Providers				
			A	B	C	D	E
1.	Technical proposal	1000					
2.	Financial proposal	300					
	Total	1300					

First stage: Technical proposal evaluation (1000 points)

#	Profile required and technical proposal	
	Profile required	Providers Meets or does not meet (If the profile does not meet at least one of the minimum requirements, this won't be evaluated, and the offer will be discarded)
		Evaluation criteria
1	(Admissibility requirement) bachelor degree (and/or Licenciatura in CR) in evaluation, development, environment, environmental economy, social sciences, engineering, natural resources management, or another closely related field.	Doctorate or similar: 200 pts (Licenciatura CR) / Master's degree: 175 pts
2	At least 6 years of professional experience working on the sustainable development process, climate change, or water resource management.	More than 10 years: 100 pts between 7 and 10 years : 50 pts
3	At least 4 experiences in evaluating projects. It will be considered as a plus if these experiences have been in a GEF evaluation, but it must be	More than 7 experiences: 300 pts More than 4 and less than 7 experiences: 180 pts

#	Profile required and technical proposal		
	Profile required	Providers Meets or does not meet (If the profile does not meet at least one of the minimum requirements, this won't be evaluated, and the offer will be discarded)	Evaluation criteria
	specified in the professional profile (CV) provided by UNDP.		
4			The person included evidence (could be certified or documents related) that demonstrated understanding of issues related to gender and experience in gender-responsive evaluation and analysis. Evidence included: 50
5			The person included evidence (could be certified or documents related) that demonstrated understanding of experience applying SMART indicators and reconstructing or validating baseline scenarios Evidence included: 50
6			The person included evidence (at least mention it in the previous work experiences) that demonstrated experience working in Costa Rica and/or Latin-American Evidence included: 25 pts
7			The person included evidence (at least mention it in the previous work experiences or attached examples of documents wrote by him/her) that demonstrated excellent communication skills Evidence included: 25 pts
8			The person included evidence (at least mention it in the previous work experiences or attached examples of documents wrote by him/her) that demonstrated

#	Profile required and technical proposal		
	Profile required	Providers Meets or does not meet (If the profile does not meet at least one of the minimum requirements, this won't be evaluated, and the offer will be discarded)	Evaluation criteria
			analytical skills Evidence included: 25 pts
9			The person included evidence (at least mention it in the previous work experiences) that demonstrated project evaluation/review experience within United Nations system Evidence included: 25 pts
10			The person included evidence (at least mention it in the previous work experiences) that demonstrated experience with implementing evaluations remotely Evidence included: 25 pts
Technical proposal			
The proposal includes a proposed methodology on how they will approach and complete the assignment			
6			Exceeds expectations: 100 points Wide approach: 90 points Proposal for improvement: 75 pts
7			The proposal includes a description of how will include the gender perspective in the TE Exceeds expectations: 100 points Wide approach: 90 points Proposal for improvement: 75 pts
8			The proposal includes information on knowledge, services, initiatives or work methods that demonstrate knowledge and experience in issues of promoting human rights, gender equality and empowerment of women and

#	Profile required and technical proposal	
Profile required	Providers Meets or does not meet (If the profile does not meet at least one of the minimum requirements, this won't be evaluated, and the offer will be discarded)	Evaluation criteria
		girls, prevention of sexual harassment and the 2030 agenda for sustainable development.
		Exceeds expectations: 100 points Wide approach: 90 points Proposal for improvement: 75 pts
	Total	1000 pts

Second stage: Financial proposal evaluation (1000 points)

In this II stage, only those offers whose technical qualification (stage I) has reached at least 700 of the 1,000 possible points will participate. The offer that presents the lowest price will obtain a qualification of 300 points and will be considered the base offer, the remaining offers will be awarded the corresponding points, after applying the following formula:

$$PFP = \left(\frac{POMB}{PO} \right) * 300$$

Where:

PFP = Puntaje factor precio.

POMB = Menor precio ofertado

PO = Precio de la oferta a calificar.

300 = Puntaje máximo para el factor precio.

Women and people with disabilities are invited to submit their offers