**Terminal evaluation terms of reference:**

**UNDP-GEF China hainan & anhui wetlands projects**

**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) of the two sister projects under the same CBPF-MSL (China Biodiversity Partnership Framework-Mainstream of Life) programme, they are: Project 3 (Hainan Project, PIMS 4597),* Strengthening the Management Effectiveness of the Wetland Protected Area System in Hainan for Conservation of Globally Significant Biodiversity*; Project 4 (Anhui Project, PIMS 4868),* Strengthening the management effectiveness of the wetland protected area system in Anhui Province*.*

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

**Project Summary Table**

*Project 3:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project Title: | Strengthening the Management Effectiveness of the Wetland Protected Area System in Hainan for Conservation of Globally Significant Biodiversity | | | | | |
| GEF Project ID: | | 84186 |  | *at endorsement (US$)* | | *at completion (US$)* |
| UNDP Project ID: | | 4597 | GEF financing: | 2,634,771 | |  |
| Country: | | China | IA/EA own: | 700,000 | |  |
| Region: | | AP | Government: | 17,300,000 | |  |
| Focal Area: | | BD | Other: |  | |  |
| FA Objectives, (OP/SP): | |  | Total co-financing: | 18,000,000 | |  |
| Executing Agency: | | Hainan Forestry Department (HFD) | Total Project Cost: | 20,634,771 | |  |
| Other Partners involved: | | Dongzhaigang Nature Reserve | ProDoc Signature (date project began): | | | June 28, 2013 |
| (Operational) Closing Date: | | Proposed:  June 27, 2018 | Actual: |

*Project 4:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project Title: | Strengthening the management effectiveness of the wetland protected area system in Anhui Province | | | | | |
| GEF Project ID: | | 85732 |  | *at endorsement (US$)* | | *at completion (US$)* |
| UNDP Project ID: | | 4868 | GEF financing: | 2,654,771 | |  |
| Country: | | China | IA/EA own: | 700,000 | |  |
| Region: | | AP | Government: | 17,447,255 | |  |
| Focal Area: | | BD | Other: |  | |  |
| FA Objectives, (OP/SP): | |  | Total co-financing: | 18,147,255 | |  |
| Executing Agency: | | Forestry Department of Anhui Province | Total Project Cost: | 20,802,026 | |  |
| Other Partners involved: | |  | ProDoc Signature (date project began): | | | Dec. 31, 2013 |
| (Operational) Closing Date: | | Dec. 30, 2018 | Actual: |

**Objective and Scope**

The project was designed to:

*Project 3*: The project goal is: to contribute to the conservation and sustainable use of globally significant biodiversity in Hainan Province, China. The project objective is: to strengthen the management effectiveness of the wetland protected area system in Hainan in response to existing and emerging threats to the globally significant biodiversity and essential ecosystem services. The focus of the project is to strengthen Hainan’s PA system to ensure the protection of a representative sample of its exceptionally rich and unique biodiversity and to more effectively manage the wetland PA subsystem.

Outcome 1: Improved protection and management of Hainan’s ecosystems through expansion, consolidation and sustainable financing of the provincial PA system

Outcome 2: Strengthened protection, participatory management and restoration of mangrove forests through the development of a Mangrove PA Network.

Outcome 3: Improved integration of wetland conservation into development and sectoral planning and practices through a strengthened PA System Management Framework including economic valuation of wetland ecosystem services.

*Project 4:* The project’s goal is: to contribute to the conservation and sustainable use of globally significant biodiversity in Anhui Province, China. The project strategic objective is to strengthen the management effectiveness of the wetland protected area system in Anhui in response to existing and emerging threats to the globally significant biodiversity and essential ecosystem services. The site focus is on Shengjin Lake NNR that will provide a basis for developing meaningful interventions that can be replicated elsewhere in the WPA system.

Outcome 1: Enhanced provincial capacities for WPA system management

Outcome 2: Strengthened basin-level coordination and implementation of integrated management ensures sustainability of WPA system

Outcome 3: On-site threats to biodiversity at the Shengjin Lake NNR and adjacent WPAs are reduced.

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 method[[1]](#footnote-1) 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 (*fill in* [*Annex C*](#_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.

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 is expected to conduct a field mission to *China,*  including the following project sites *including Hainan and Anhui Provinces.* Interviews will be held with the following organizations and individuals at a minimum: (*UNDP, SFA, Forestry Departments in Anhui and Hainan Provinces*).

The evaluator 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](#_TOR_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](#_TOR_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](#_TOR_Annex_D:).

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Ratings:** | | | |
| **1. Monitoring and Evaluation** | ***rating*** | **2. IA& EA Execution** | ***rating*** |
| 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** | **rating** | **4. Sustainability** | **rating** |
| 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.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | Actual | Actual |
| Grants |  |  |  |  |  |  |  |  |
| Loans/Concessions |  |  |  |  |  |  |  |  |
| * In-kind support |  |  |  |  |  |  |  |  |
| * Other |  |  |  |  |  |  |  |  |
| Totals |  |  |  |  |  |  |  |  |

**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.[[2]](#footnote-2)

**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 *(include Country name****)****.*The UNDP CO will contract the evaluators and ensure the timely provision of per diems and travel arrangements within the country for the evaluation team. 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 52 days according to the following plan:

|  |  |  |
| --- | --- | --- |
| **Activity** | Timing | Completion Date |
| **Preparation** | *6* days | *July 15,* |
| **Evaluation Mission** | 20 days | *August 10* |
| **Draft Evaluation Report** | *22* days | *Sep. 5* |
| **Final Report** | *4* days | *Sep. 20* |

**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 and 1 national evaluators.* The consultants shall have prior experience in evaluating similar projects. Experience with GEF financed projects is an advantage. The *international evaluator will be designated as the 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:

**Competencies**

* Strategic technical and intellectual skills in the substantive area with global dynamic perspectives;
* Leadership, innovation, facilitation, advocacy and coordination skills;
* Ability to manage technical teams and engage in long term strategic partnership;
* Entrepreneurial abilities and ability to work in an independent manner;
* Ability to work effectively in a team, with good relationship management skills ;
* Strong managerial and coordination skills, including ability to coordinate the development of large, complex projects;
* Demonstrated ability to operate effectively in a highly complex organizational context;
* Ability to maintain high standards despite pressing deadlines;
* Excellent communication (both oral and written) and partnership building skills with multi-dimension partners and people, skill for conflict resolution and negotiation;
* Excellent writing skills, especially in the preparation of official documents and reports;
* Good knowledge of China’s environmental and socio-economic context.

**Required Skills and Experience**

**Education**

* An advanced degree in conservation, natural resources management, environmental science or related fields, preferably in PA conservation and management.

**Experience**

* Minimum 3 years of relevant professional experience including Project development, implementation and evaluation
* Knowledge of UNDP and GEF, such as GEF policy and practices, GEF project requirements;
* Previous experience with results‐based monitoring and evaluation methodologies;
* Technical knowledge in the targeted focal area(s) including biodiversity conservation, agriculture, natural resources co-management, integrated planning, etc.
* Expertise in economic and social development issues
* Good communications and writing skills in English
* Professional experiences in working in China and with Chinese counterparts would be an advantage.
* Working experiences in high altitude areas

**Language**

* Fluency in written and spoken English is required;
* Good knowledge of Chinese is an asset.

IT Skills:

* Good IT skills.

**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 [UNEG 'Ethical Guidelines for Evaluations'](http://www.unevaluation.org/ethicalguidelines)

**Payment modalities and specifications**

(*this payment schedule is indicative, to be filled in by the CO and UNDP GEF Technical Adviser based on their standard procurement procedures)*

|  |  |
| --- | --- |
| % | Milestone |
| *10%* | At contract signing |
| *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, etc.) by June 15, 2018. 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.

1. For additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](http://www.undp.org/evaluation/handbook), Chapter 7, pg. 163 [↑](#footnote-ref-1)
2. 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](http://www.thegef.org/gef/sites/thegef.org/files/documents/M2_ROtI%20Handbook.pdf) [↑](#footnote-ref-2)