# Annex 2: Terms of Reference

Terminal Evaluation Terms of Reference

**Project name**: Harmonization of Information Management for Improved Knowledge and Monitoring of the Global Environment in Georgia (CCCD in Georgia)

**Post title:** International Consultant for the Terminal Evaluation (TE) of medium-sized UNDP-GEF project

**Type of contract:** Individual Contract (IC)

**Assignment type:** International Consultant

**Country / Duty Station**: Home Based Consultancy with one (1) mission of five (5) working days (totally 7 days that envisages 2 travel days) to Georgia

**Expected places of travel (if applicable)**: Tbilisi, Georgia

**Languages required**: English

**Starting date of assignment**: 1 October 2018

**Duration of Contract**: 1 October – 21 December, 2018

**Duration of Assignment**: 20 working days (with Up to 7 travel days out of which 5 should be working days spent in Georgia)

**Administrative arrangements:** UNDP Georgia will provide administrative and logistical support while traveling to Georgia (including transportation outside Tbilisi in field trips).

**Evaluation method**: Desk review with validation interviews.

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 the Terminal Evaluation (TE) of the Harmonization of Information Management for Improved Knowledge and Monitoring of the Global Environment in Georgia (CCCD in Georgia) (PIMS #4883). This ToR also sets out the scope of work, deliverables, timeframe and payment terms for International Evaluator, Team Leader. The essentials of the project to be evaluated are as follows:

Project Summary Table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Title: |  | | | | |
| GEF Project ID: | | 5467 |  | *at endorsement (Million US$)* | *at completion (Million US$)* |
| UNDP Project ID: | | 4883 | GEF financing: | 1.200 | 1.200 |
| Country: | | Georgia | IA/EA own (UNDP Trac):  Cash  In kind | 0.08  0.07 | 0.150 |
| Region: | | Europe and Central Asia | Government (in kind): | 1.191.938 | 1.191.938 |
| Focal Area: | | Multi-focal Areas | Other: | 0 | 0 |
| FA Objectives, (OP/SP): | | CD2: To generate, access and use information and knowledge  CD5: To enhance capacities to monitor and evaluate environmental impacts and trends | Total co-financing: | 1.341938 | 1.341938 |
| Executing Agency: | | Ministry of Environment Protection and Agriculture of Georgia (MEPA) | Total Project Cost: | **2.541.938** | 2.541.938 |
| Other Partners involved: | | N/A | ProDoc Signature (date project began): | | 22/07/2015 |
| (Operational) Closing Date: | Proposed:  21/07/2018 | Actual:  31/05/2019 (no-cost -extension) |

Objective and Scope

The project was designed to promote Georgia’s commitment to meet its obligations under the Multilateral Environmental Agreements (MEAs) by facilitating developing the capacities for an effective national environmental management framework.

The **goal** of the project is to make the best practices and innovative approaches available and accessible for implementation through national development policies and programmes for meeting and sustaining the Rio Conventions – UN Framework Convention on Climate Change, UN Convention to Combat Desertification and UN Convention on Biological Diversity. The project’s **objective** is to develop individual and organizational capacities at the Environmental Information and Education Centre (EIEC) for improved monitoring of environmental impacts and trends for elaboration of collaborative environmental management.

The objective of the Project is to be achieved through the following two main outcomes:

**Outcome 1: Capacities for environmental monitoring are better enabled.**

**Outcome 2: Technical and management staff sufficiently trained in monitoring and data analysis, and linkage to decision-making process**

This project contributes to this objective and expected outcomes by strengthening a set of targeted individual and organizational capacities among stakeholder agencies and organizations. Specifically, the project supports:

*On Systemic level*

* Strengthening of the regulatory basis for improved functioning of monitoring institutions to avoid unnecessary duplication and ensure the exchange of data and information.
* Development of coordinated and compatible systems for data gathering, validation, analysis and dissemination.
* Development of mechanisms for data exchange.
* Strengthening of a culture of information sharing and communication.

*On Institutional level*

* Establishment of a system for the provision, analysis and visualization of information related to climate change, biodiversity protection and land degradation for monitoring of implementation of obligations under Rio Conventions.

*On Individual level*

* Ensuring of delivery of critical information to policy-makers.
* Increasing of awareness and understanding of decision makers, local authorities, representatives of academic and business sectors about the commitments made by the country as a signatory of the conventions, and the implications on national development policies and programs.
* Continuous awareness-raising of environmental and sustainable development issues among political representatives, decision makers and general public.
* Development of skills for monitoring, data processing and information management and data organization of relevant experts.

At the end of the project, an integrated and coordinated information management system is to be developed that helps to institutionalize commitments under the Rio Conventions and responds to national need for improved capacities of analyzing environmental trends.

The Terminal Evaluation 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, to assess the extent to which the project has successfully carried out adaptive management following the mid-term review, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of future 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[[2]](#footnote-2). A set of questions covering each of these criteria will be provided to the selected evaluator (see [*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 and Ministry of Environment Protection and Agriculture of Georgia, as well as UNDP Country Office, project team including project Chief Technical Advisor, UNDP GEF Regional Technical Adviser and other key stakeholders. The Evaluator is expected to conduct a field mission to Tbilisi. The list of organizations/individuals for interviews will be provided by UNDP Georgia during the inception phase though at a minimum it should include following: UNDP Georgia, UNDP Istanbul Regional Centre, Ministry of Environment Protection and Agriculture of Georgia, Environmental Information and Education Centre, Agency of Protected Areas of Georgia, National Environmental Agency, National Forestry Agency, Tbilisi City Hall, Ministry of Economy and Sustainable Development of Georgia, Institute of Geography of Georgia, Ilia State University, Iv. Javakhishvili Tbilisi State University, NGO “GEO”, NGO “Green Alternative”, NGO “REC Caucasus”.

The evaluator will review all relevant sources of information, such as the project document, project reports – including Annual APR/PIR, project budget revisions, progress reports, GEF focal area tracking tools, project files, national strategies 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.[[3]](#footnote-3)

Conclusions, recommendations & lessons

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

Implementation arrangements

The principal responsibility for managing this evaluation resides with the UNDP CO in Georgia. 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 20 working days including one (1) mission with up to 7 travel days envisaging 5 working days to Georgia (not including travel days or weekend days spent in Georgia) according to the following plan

|  |  |  |
| --- | --- | --- |
| **Activity** | Timing | Completion Date |
| **Preparation** | 3 work days | 15 October, 2018 |
| **Evaluation Mission** | 5 work days (with up to 7 days including travel days) | 9 November, 2018 |
| **Draft Evaluation Report** | 7 work days | 22 November, 2018 |
| **Final Report** | 5 work days | 19 December, 2018 |
| **Total** | **20 work days** |  |

Evaluation deliverables

The evaluation team is expected to deliver the following :

| Deliverable | Content | Timing | Responsibilities |
| --- | --- | --- | --- |
| **Inception Report** | Evaluator provides methodology, timing, and approach to final evaluation and initial observations based upon desk review of materials | No later than  15 October, 2018 | Evaluator submits to UNDP CO |
| **Presentation** | Initial Findings | End of evaluation mission  9 November, 2018 | To project management, UNDP CO and to national partners, as appropriate |
| **Draft Final Report** | Full report, (per annexed template, Annex F) with annexes | Within 2 weeks of the evaluation mission  26 November, 2018 | Sent to UNDP CO, reviewed by UNDP RTA, PCU, GEF OFPs |
| **Final Report\*** | Revised report | Within 1 week of receiving UNDP comments on draft  19 December, 2018 | Sent to UNDP 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 terminal evaluation will be undertaken and led by independent International Evaluator, Team Leader and will be assisted by the National Consultant, Team Member. The consultants shall have prior experience in evaluating similar projects (cross-cutting capacity development, environment data and information management, biodiversity, land degradation, climate change) either for UNDP or for other donors. Experience with GEF financed projects is an advantage. 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 leader must present the following qualifications:

* A master’s degree in environmental, biodiversity, development, social sciences and/or other related fields; (min requirement)
* Experience/proven record in project evaluation (at least 5 projects) with result-based management and/or adaptive management frameworks; (min requirement)
* Experience/proven record in undertaking evaluations in multi-focal area capacity development projects (at least 3 projects); (min requirement)
* Experience/proven record in undertaking evaluations with international organizations (at least 3 projects); (min requirement)
* Experience/proven record in undertaking evaluations for UNDP or for GEF will be an advantage;
* Fluency in written and spoken English (min requirement).

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

Payment terms are as follows:

|  |  |
| --- | --- |
| % | Milestone |
| *10% of consultancy fee* | upon submission and approval of the final Inception Report |
| *% of consultancy fee* | upon submission and approval of the draft Terminal Evaluation report following the mission to Georgia |
| *% of consultancy fee* | upon finalization, submission and approval of the Terminal Evaluation report including consideration of all of the comments on the draft report |
| 100% of travel costs | Upon arrival in Tbilisi, Georgia  (including living allowance fee, ticket cost and any other travel related transfer costs) |

Application process

Applicants are requested to apply online at http://jobs.undp.org by 12/09/2018. 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.

1. For additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](http://web.undp.org/evaluation/evaluations/handbook/english/documents/pme-handbook.pdf), Chapter 7, pg. 163 [↑](#footnote-ref-1)
2. See the [link for the Guidance](http://web.undp.org/evaluation/documents/guidance/gef/undp-gef-te-guide.pdf) [↑](#footnote-ref-2)
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](http://www.thegef.org/gef/sites/thegef.org/files/documents/M2_ROtI%20Handbook.pdf) [↑](#footnote-ref-3)