

UNDP-GEF Terminal Evaluation

Terms of Reference

“Ensuring Global Environmental concerns and best practices mainstreamed in the sustainable development process of Sri Lanka through improved information Management”

Job Title	:	National Consultant GEF Terminal Evaluation
Reports to	:	Technical Advisor, DRR portfolio, UNDP Sri Lanka
Duty Station	:	Home based with travel to Colombo and field sites
Type of Contract	:	Individual Contract (National)
Languages Required	:	English
Duration of Assignment	:	20 working days from 10 th September 2018 to 3 rd November 2018
Contract Start Date	:	10 th September 2018
Application Deadline	:	31 st August 2018

A. BACKGROUND

The United Nations Development Programme, acting as an implementing agency of the Global Environment Facility, is providing assistance to the Ministry of Mahaweli Development and Environment under the Government of Sri Lanka in the preparation of the GEF Medium Size Project “Ensuring global environmental concerns and best practices mainstreamed in the post-conflict rapid development process of Sri Lanka through improved information management.”

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 Project “Ensuring Global Environmental concerns and best practices mainstreamed in the sustainable development process of Sri Lanka through improved information Management ” project (PIMS 4940).

B. OBJECTIVE AND SCOPE

The goal of the project was to strengthen information management and other support systems that contribute to policy development and improved implementation and reporting to the three Rio Conventions. The project’s strategy emphasizes a long-term approach to institutionalizing capacities to meet multilateral environmental agreement (MEA) obligations through a set of learn-by-doing activities that lay the foundation for effective decision-making and policy-making regarding global environmental benefits. Specifically, the project will be implemented through two components namely; the strengthening of environmental data and information systems including global reporting and mainstreaming environment and climate change concerns/issues into awareness, planning, decision-making and socio-economic development.

This project conforms to the GEF-5 Cross-Cutting Capacity Development Strategy, Programme framework 2, which calls for the strengthening of capacities to generate, access and use information and knowledge. The project supposed to provide ancillary benefits that are aligned with Programme framework 3 that calls for the strengthening of capacities to develop policy and legislative frameworks. The project was designed to respond to the national need for effective environmental information management and

evidence-based development planning while conforming to GEF-5 CCCD Strategy. Data management would also support monitoring and evaluating environmental trends at national and local level, enable local and regional sustainable development target setting, and support improved reporting to the Rio-conventions in national communications and action plans.

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) hyperlink
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.

C. RESPONSIBILITIES

Expected output/Deliverables

The evaluator is expected to frame the evaluation effort using the criteria of relevance, effectiveness, efficiency, sustainability, and impact, as defined and explained below, as defined and explained in the UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects.

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, National Implementing Partner of the Project, UNDP Country Office, project team, UNDP GEF Technical Adviser based in the region and key stakeholders.

Refer to the detailed version of the Terms of Reference (TOR) for more information:

<https://drive.google.com/file/d/1729FOPJ-1Krs6sJg4z67v1i3qyy1wVwN/view?usp=sharing>

The evaluator is expected to deliver the following:

Inception Report:

Evaluator provides clarifications on timing and method no later than 2 weeks before the evaluation mission.

Presentation:

Initial Findings has to be presented at the end of evaluation mission.

Draft Final Report:

Full report with annexes within 7 days of the evaluation mission.

Final Report:

Revised report within 2 days of receiving UNDP comments on draft.

D. TIMEFRAME

Expected Duration of Assignment: 20 working days from 10th September 2018 to 3rd November 2018

E. CONSULTANT PROFILE

1. COMPETENCIES

a. Technical competencies:

Expertise in Climate Change Adaptation and/or Bio diversity and/or Land degradation and/or Disaster Management with special reference to Data and Information Management. Evaluation experience related to the national level multi-disciplinary projects.

b. Partnerships:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Maturity and confidence in dealing with senior members of national institutions.
- Excellent written communication skills, with analytical capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project evaluation.

C. Results:

- Promotes the vision, mission, and strategic goals of UNDP.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Good team player who has ability to maintain good relationships.

Consultant Independence:

The consultant cannot have engaged in the project preparation, formulation, and/or implementation (including the writing of the Project Document) and should not have a conflict of interest with project's related activities.

2. QUALIFICATIONS

The evaluator must present the following qualifications:

Education:

A Master's degree in Environment/ Disaster Management, Water, Agriculture, Social Science, Economics, or other closely related field.

Professional Experiences:

More than 10 years of experience in project evaluation in the fields of multi-focal capacity development or any other closely related fields:

- Professional experience in Information Technology will be considered as an added advantage
- Excellent understanding of the local context, and in particular the data sharing context
- Proven experience with quantitative and qualitative data collection and analysis; evaluation methodologies, tools and sampling.
- Experiences in using results-based management principles, theory of change /logical framework analysis for programming;
- Proven ability to produce analytical reports and high quality academic publications in English

- Ability to bring gender dimensions into the evaluation, including data collection, analysis and writing
- Strong interpersonal skills and ability to work with people from different backgrounds to deliver quality products within a short timeframe
- Be flexible and responsive to changes and demands
- Be client-oriented and open to feedback
- Substantive Knowledge of UNDP and GEF

Language:

Fluency in reading, writing and speaking in English and excellent communication skills. Also fluency in local languages will be an additional advantage.

F. HOW TO APPLY

To view the full Terms of References please follow the link;

<https://drive.google.com/file/d/1729FOPJ-IKrs6sJg4z67v1i3qyy1wVwN/view?usp=sharing>

Recommended Presentation of Offer

- a) Completed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
 - b) **Personal CV or a P11 Personal History form**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
 - 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; (max 1 page)
- Applicants are requested to apply online (<http://jobs.undp.org>)

G. 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, travel costs, printing and etc.);
- Please send the Financial Proposal separately to the following e-mail address: procurement.lk@undp.org stating the vacancy number/position in the subject line.

Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. 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. See Letter of Confirmation of Interest template for financial proposal template.

Note:

Payments will be based on invoices on achievement of agreed milestones i.e. upon delivery of the services specified in the TOR and certification of acceptance by the UNDP. The applicant must factor in all possible costs in his/her "**All Inclusive Lump Sum Fee/Daily Fee**" financial proposal including his/her consultancy and professional fee, honorarium, communication cost such as telephone/internet usage, printing cost, return travel from home to office, ad-hoc costs, stationery costs, and any other foreseeable costs in this exercise. No costs other than what has been indicated in the financial proposal will be paid or reimbursed to the consultant. The UNDP will only pay for any unplanned travel outside of this TOR and Duty Station on actual basis and on submission of original bills/invoices and on prior agreement with UNDP officials. Daily per diems and costs for accommodation/meals/incidental expenses for such travel shall not exceed established local UNDP DSA rates.

For an Individual Contractor who is of 62 years of age or older, and on an assignment requiring travel, be it for the purpose of arriving at the duty station or as an integral duty required under the TOR, a full medical examination and statement of fitness to work must be provided. Such medical examination costs must be factored in to the financial proposal above. Medical examination is not a requirement for individuals on RLA contracts.

H. PAYMENT FOR SERVICES

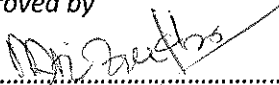
- 10% at submission of the terminal evaluation inception report
- 40% Following submission and approval of the 1st draft terminal evaluation report
- 50 % Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report

Prepared by



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Kalana Cooray – Technical Coordinator

Approved by



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Sureka Perera – Program Quality and Design Analyst