**TERMS OF REFERENCE**

**Individual Contractor**

1. **Assignment Information**

**Assignment Title: International Consultant for Terminal Evaluation**

**UNDP Practice Area:** Climate Change, Resilience and Energy

**Cluster/Project:** Mainstreaming Coastal and Marine Biodiversity Conservation into Production Sectors in the East Godavari River Estuarine Ecosystem, Andhra Pradesh

**Post Level:** Senior Specialist

**Contract Type:** Individual Contractor (IC)

**Duty Station:** Kakinada, Andhra Pradesh, India

**Contract Duration:** One month

1. **Project Description**

The East Godavari River Estuarine Ecosystem (EGREE) encompassing the Godavari mangroves (321 km2) is the second largest area of mangroves along the east coast of India (after Sundarbans). The area is rich in floral and faunal diversity, and generates significant ecological and economic benefits such as shoreline protection, sustaining livelihoods and carbon sink services. There are 35 species of mangroves, of which 16 are true mangroves and the rest associated mangrove species. This includes one nearly threatened (IUCN) species (Ceriops decandra) and three rare species. There are important nesting sites for migratory turtle species, notably the endangered Olive Ridley turtle, the critically endangered Leatherback turtle and Green turtle. The area serves as spawning grounds and as a sanctuary for the growth and development of numerous fin and shell fish. It is an Important Bird Area (IBA) with a recorded population of 119 bird species, of which 50 are migratory.

In recognition of its national and global biodiversity significance, a part of the EGREE area is gazetted as Coringa Wildlife Sanctuary (CWLS). In addition to the biodiversity significance of the area, it is also of enormous economic significance. The last few decades have witnessed rapid economic changes and emergence of large scale production activities in EGREE. Currently the main production sectors operating in the landscape/ seascape are fisheries, aquaculture, salt pans, manufacturing activities such as, oil and gas exploration, fertilizers, edible oil, rice products, tourism and ports. In addition, there is dependency on the mangroves and marine resources by local villagers. These activities are impacting the overall ecological integrity of the EGREE particularly the mangrove ecosystems in CWLS and adjoining areas, with associated impacts on the livelihoods of local people. The existing institutional arrangements in the EGREE are quite inadequate in addressing the biodiversity related issues from a landscape/ seascape perspective.

The long-term goal to which the project will contribute is the sustainable management of the globally significant coastal and marine biodiversity of India by mainstreaming biodiversity conservation considerations into production activities in the coastal and marine zones, while also taking into account development imperatives, need for sustaining livelihoods and also addressing retrogressive factors including the anticipated impacts of climate change.

The immediate objective of the project is to mainstream coastal and marine biodiversity conservation into production sectors in the East Godavari River Estuarine Ecosystem. The project objective will be achieved through the following outcomes and outputs.

* Outcome 1: Sectoral planning in the EGREE mainstreams biodiversity conservation considerations
* Outcome 2: Enhanced capacity of sector institutions for implementing biodiversity-friendly sector plans including monitoring and enforcement of regulations
* Outcome 3: Community livelihoods and natural resource use are sustainable in the EGREE

Project Summary Table

Project Title : Mainstreaming Coastal and Marine Biodiversity into Production Sectors in the East Godavari River Estuarine Ecosystem, Andhra Pradesh.

GEF Project ID: 3936

UNDP Project ID: PIMS/4257

Country: India

Region: South Asia

Focal Area: Biodiversity

FA Objectives: Mainstreaming Coastal and Marine Biodiversity into production Sectors

Executing Agency: UNDP

Other Partners involved: Ministry of Environment, Forest and Climate Change

Department of Environment, Forest, Science and Technology, Govt. of Andhra Pradesh

GEF Financing: USD 6,023,636 (at endorsement)

Government: 18,000,000

Total Co financing : 18,000,000

Total Project Cost: 24,023,636 (at endorsement)

Total Project Cost : 5,562,452 (till December 2018) at completion

ProDoc Signature (date project began): 8 June 2011

(Operational) Closing Date: Proposed - 6 June 2016

Actual - 31 March 2019

1. **Scope of Work**

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 Protect strategy is outlined at Annexure J and the evaluation should be done with reference to outcomes and outputs stated therein.

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:).

A list of documents that the Consultant will review is included in [Annex B](#_TOR_Annex_B:) of this Terms of Reference.

In addition, interviews will be held with the following organizations and individuals at a minimum: (i) Senior officers of MoEFCC; (ii) UNDP Management; (iii) Officials of industries located in EGREE region; (iv) Senior Officers of Andhra Pradesh State Forest Department; (v) Officials of State Departments of Fisheries, Tourism and Agriculture; (vi) Officials of East Godavari District Administration; (vii) PMU/LPU Officials; (viii) representatives of various Institutions/Organizations involved in the Project implementation; (ix) Local community representatives.

1. **Expected Outputs and Deliverables**

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 EGREE, including the following project sites Amaravati, Guntur and Delhi.

The Terminal evaluation will look at impact and sustainability of results, including the contribution to capacity development and the achievement of global environmental benefits/ goals as mentioned in the project logframe at Annex A. Terminal Evaluation may also consider the Capacity development and achievement score card (Annex 7 of prodoc).

The Terminal Evaluation should also provide recommendations for follow-up activities and requires a management response which should be uploaded to UNDP-GEF’s Project Information Management System (PIMS) and to the UNDP Evaluation Office Evaluation Resource Center (ERC).  The GEF SO-2 Tracking Tool (Annex 10 of Prodoc) will also be completed during the final evaluation.

Evaluation deliverables are stated in Annex-I.

### Evaluation report outline is given in Annexure –F

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.[[1]](#footnote-1)

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

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 to complete the co-financing table (Annex-H), which will be included in the terminal evaluation report.

* Preparation of TE Team, document review etc : 2 Days (Review and Approval by UNDP Regional Technical Advisor and UNDP Country Office)
* Preparation of TE Inception Report: 2 Days (Review and Approval by UNDP Country Office)
* TE Review Mission: 12 Days (Review and Approval by UNDP Regional Technical Advisor and UNDP Country Office)
* Draft TE Report: 7 Days (Review and Approval by UNDP Regional Technical Advisor and UNDP Country Office)
* Final Report: 4 Days
* A Stakeholder workshop to share the findings of the TE: 2 Days

1. **Institutional Arrangement**

### The evaluation team will be composed of 1 international and 1 National Evaluators. The International Evaluator will act as Team Leader responsible for the leading of the TE mission and compiling the Terminal Evaluation final report; while the National Evaluator will provide facilitation and coordination support to the Team Leader.

### The principal responsibility for managing this evaluation resides with the UNDP India. The UNDP India will contract the evaluators and ensure the timely provision travel arrangements within the country for the evaluation team. The team will be responsible to, reporting to UNDP Country Office. The Project Team will be responsible for liaising with the Evaluator team to set up stakeholder interviews, arrange field visits, coordinate with the Government etc.

### The Evaluators will also interact with the UNDP Regional Technical Advisor, if needed, to ensure that the approach and methodology as well as the evaluation report are sound and in line with the donor requirements.

1. **Duration of the Work**

### The duration of the work is 30 working days. The project team and UNDP Country Office as well as UNDP RTA will provide feedback/comments no later than two weeks after the receipt of the draft report.

1. **Duty Station**

### The Evaluator will need to travel to Andhra Pradesh during the period to conduct stakeholder interviews, visit the project sites and make a presentation of the initial findings of the evaluation. The consultant is expecting to be based at duty station at least 12 days and other work will be home-based.

1. **Minimum Qualifications of the Individual Contractor**

### Qualifications for the International Evaluator

**Education:** Master’s degree in social sciences, development studies, disaster management, environment, political science, economics, management or a related area.

**Experience:** A minimum of 10 years of working experience in the related field is required

Master’s Degree (preferably Ph.D.) in the field of natural /Environmental/ social- sciences or a subject closely related to coastal and marine biodiversity resource management. In-depth understanding of Seascape/landscape ecology conservation approaches and community-based natural resource management as well as experience in inter-sectoral coordination is desirable.

Relevant experience in Biodiversity Conservation.

Experience and familiarity with assessments of policies, strategies and possess sufficient knowledge of coastal and marine biodiversity conservation through inter-sectoral coordination matters at the national and local levels is necessary

Familiar with conservation approaches in Asia either through management and/or implementation or through consultancies in evaluation of conservation projects. Understanding of local actions contributing to global benefits is crucial;

Highly knowledgeable of participatory monitoring and evaluation processes, and experience in evaluation of technical assistance projects with major donor agencies; previous evaluation/review experience of UNDP-GEF projects is an advantage.

Ability and experience to lead multidisciplinary and national teams, and deliver quality reports within the given time

Demonstrated ability to assess complex situations, succinctly distil critical issues and draw forward-looking conclusions and recommendations;

**Competencies:** An overall approach and method[[2]](#footnote-2) 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.

**Corporate Competencies:**

* Demonstrates integrity by modelling the UN’s values and ethical standards.
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Functional Competencies:**

Development and Operational Effectiveness

* Ability to lead strategic planning, change processes, results-based management and reporting.
* Ability to lead formulation, oversight of implementation, monitoring and evaluation of programmes and projects.
* Ability to apply development theory to the specific country context to identify creative and practical approaches to overcome challenging situations.

Management and Leadership

* Demonstrates team-building capacity including interpersonal and communication skills and ability to cope with a difficult environment where formal institutions of government are at the embryonic stage.
* Deals diplomatically with challenging bureaucratic processes, and pressure to meet strict deadlines.
* Consistently approaches work with energy and a positive, constructive attitude.
* Demonstrates openness to change and ability to manage complexities.
* Ability to lead effectively with the use of mentoring as well as conflict-resolution skills.
* Remains calm, in control, and is good humoured even under pressure.
* Provennetworking, team-building, organizational and communication skills.
* Capacity to work under pressure, manage stress and adapt to rapidly evolving situations.
* Ability to work in a multicultural environment with sound understanding and capability to empower and develop the capacity of national counterparts.

**Language Requirements:** Excellent command of written and spoken English

1. **Criteria for Evaluation**

The consultant would be selected based on the following criteria:

* Technical: 70 points
  + Educational Qualification - 35 Marks
  + Relevant Experience - 35 Marks
* Financial: 30 points

**Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.**

1. 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)

1. **Payment Milestones**

The consultant will be paid on a lump sum basis under the following installments.

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

Terminal evaluation report

1. Application process

Applicants are requested to apply online ([www.jobs.undp.org](http://www.jobs.undp.org); [www.vn.undp.org](http://www.vn.undp.org)) by 25 March 2019. 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. **Annexes to the TOR**

* Annex A: Project Strategic Result Framework
* Annex B: List of documents to be reviewed
* Annex C: Evaluation Questions
* Annex D: Rating Scales
* Annex E: Evaluation Consultant Code of Conduct
* Annex F: Evaluation Report Outline
* Annex G: Evaluation Report Clearance Form
* Annex H: Project Finance and Co Finance
* Annex I: Evaluation Deliverables
* Annex J: Project Strategy

1. **Approval**

This TOR is approved by: [*indicate name of Approving Manager*]

Signature

Name and Designation

Date of Signing

**ANNEX** [TOR Int Consultant EGREE.doc](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdrive.google.com%2Ffile%2Fd%2F1ZYjS28mVtIxOGbsPNfi0PZlFM44R5NoX%2Fview%3Fusp%3Dsharing_eil%26ts%3D5c90b67a&data=02%7C01%7Crita.thokchom%40undp.org%7Cb43c509f5fc2451d6fc208d6ac4d64af%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C636885845740944832&sdata=alrFvuZSPIOta1ONWcHQcKFrDGzkk%2FhFp0G0bS7k8Gk%3D&reserved=0)

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)