

Annex 11: Terms of Reference for the Terminal Evaluation

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 **Payment for Watershed Services in the Chishui River Basin for the Conservation of Globally Significant Biodiversity** (PIMS 4822)

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

PROJECT SUMMARY TABLE

Project Title:	Payment for Watershed Services in the Chishui River Basin for the Conservation of Globally Significant Biodiversity (PIMS4822)			
GEF Project ID:	85737		<i>at endorsement (Million US\$)</i>	<i>at completion (Million US\$)</i>
UNDP Project ID:	4822	GEF financing:	1,908,676	
Country:	China	IA/EA own:		
Region:	Asia and Pacific	Government:	15,500,000	
Focal Area:	BD	Other:		
FA Objectives, (OP/SP):		Total co-financing:	16,000,000	
Executing Agency:	FECO/MEE	Total Project Cost:	17,908,676	
Other Partners involved:		ProDoc Signature (date project began):		25/09/2014
		(Operational) Closing Date:	Proposed: 24/09/2019	Actual:

OBJECTIVE AND SCOPE

The project was designed to contribute to the conservation and sustainable use of globally significant biodiversity in China. Its objective is to operationalize a replicable PWS scheme in the Chishui River Basin to stimulate land and natural resource use systems that conserve biodiversity and sustain ecosystem processes. This will be accomplished through two outcomes, the first aiming to establish a systemic and institutional framework for PWS development and management at municipal and provincial levels, including the mainstreaming of PWS and biodiversity conservation into relevant policies, plans and regulations. The second outcome aims to demonstrate an operational PWS scheme in a sub-watershed of the Chishui River in Guizhou.

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 method³ 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](#)) 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

³ For additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](#), Chapter 7, pg. 163

expected to conduct a field mission to **China** including the following project sites **in Guizhou Province**. Interviews will be held with the following organizations and individuals at a minimum: *(MEE, FECO, UNDP, Guizhou EED, local communities, related sub-contractors etc.)*.

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](#) 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](#)), 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](#).

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.⁴

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 *China*. 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 days according to the following plan:

Activity	Timing	Completion Date
Preparation	2 days	March 31
Evaluation Mission	8 days	April 9
Draft Evaluation Report	8 days	April 25
Final Report	2 days	May 5

EVALUATION DELIVERABLES

The evaluation team is expected to deliver the following:

⁴ 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](#)

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.
- Basic knowledge about China biodiversity and socio-economic background information

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'](#)

PAYMENT MODALITIES AND SPECIFICATIONS

%	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 (indicate the site, such as <http://jobs.undp.org>, etc.) by Feb. 15, 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. It is requested to submit a price offer indicating the total cost of the assignment (mainly the daily fee. As the per diem and travel costs will be arrange by UNDP accordingly).

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.