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Terms of Reference (TOR)

POST TITLE:	National Consultant - Early Recovery Facility (ERF) Terminal Evaluation
POST LEVEL:	National Consultant (Senior Consultant – 1 Position)
TYPE OF CONTRACT	Individual Contract
AGENCY/PROJECT NAME:	UNDP Resilience and Inclusive Growth Cluster/ Early Recovery Facility
COUNTRY OF ASSIGNMENT	Dhaka, Bangladesh
DURATION OF THE CONTRACT:	22 days over a period of 02 month (from 25 April to 10 June 2018)

1. Background

Bangladesh is commonly cited as a country that is extremely vulnerable to natural disasters. Given the combination of its geographic location, topography, dense population and levels of poverty, natural hazard events unfortunately often result in disasters with high loss of life and economic damage. Trends in the data indicate that the situation in terms of preparing for and responding to disasters is improving over time, with massive improvements in the reduction of lives lost. One important element of this has been improvements in early warning systems (EWS) and cyclone shelters in particular. The Centre for Research on the Epidemiology of Disasters estimates that close to 229 million people have been directly affected by natural disasters during last few decades, with over 7,700 killed and economic damage in the order of US\$5.6 billion.

At the same time, Bangladesh is one of the country's most at risk from the impacts of climate change, therefore it is likely that both acute (such as flooding or cyclonic events) and chronic hazards (such as drought, sea level rise and saline intrusion) will increase in frequency and severity in the coming decades. The nature and scope of the hazards are well-documented in a range of existing literature.

UNDP Bangladesh's Early Recovery Facility (ERF), 2011 – 2015 followed a unique project approach that offered, quick activation of a flexible mechanisms and tools for fast operationalization of early recovery assistance in order to complement the national disaster risk reduction efforts.

The overall objective of ERF was to assist the victims of natural disasters in Bangladesh by putting in place systems that allowed coordinated and effective early recovery under a collaborative framework involving Government, development partners and humanitarian actors. The ERF aimed to support and empower the Government's central coordinating role in coordination/supervision of disaster recovery activities under a flexible and rapid implementation arrangement, in conformity with the UN's Country Programme Action Plan framework.

With the closure of the Project, UNDP Bangladesh seeks a national evaluation consultant to, with the support of a Project Analyst (R & IG) under a terminal evaluation.

The Expert will be guided by the Assistant Country Director (R & IG) and will work in close coordination with the UNDP Country Office.

2. OBJECTIVES OF EVALUATION

The objectives of ERF terminal evaluation are as follows:

- Perform holistic outcome and output analysis of ERF project
- Assess the achievement of the project objectives against the following criteria:
 - implementation approach
 - stakeholder participation
 - relevance and effectiveness
 - sustainability
 - financial planning
 - cost-effectiveness
 - Gender
 - monitoring & evaluation
- Review a broad range of strategies such as ERF's contribution to the national early recovery efforts, following disasters, analyze the main findings and indicate the key lessons to be learnt with examples of best practices
- Draw practical recommendations to be incorporated in the next generation project, Disaster Recovery and Response project

The terminal evaluation covers a wide variety of initiatives taken by ERF projects. Specific initiatives to be assessed will be identified by a national consultant in consultation with UNDP. Gender and vulnerable groups' perspectives will be considered in the evaluation, including the types of the key stakeholders interviewed.

3. SCOPE OF WORK

The national consultant is expected to lead the evaluation. The proposed evaluation seeks to assess the impact of the project over a broad range of strategies mentioned above and would specifically address the following aspects:

Strategic orientation:

- Assessment of the appropriateness and effectiveness of the project strategy in contributing to the project outcomes
- Evaluating the relevance of ERF in the context of current national priorities in the DM sector

Programme performance:

- Assessment of the progress in planned outputs;
- Assessment of the perception of the communities and key stakeholders on the direct and indirect benefits derived from the programme;

- Analysis of important factors that influenced the programme performance;
- Assessment of the impact of ERF interventions during recent disasters;
- Assessment of the monitoring strategy;
- Assessment of key project activities with a focus on qualitative and quantitative factors and indicators of performance/achievements.

Lessons learned:

- Identification of innovative approaches/methodologies;
- Identification of approaches/methodologies that failed in achieving the desired results and documentation of the reasons for failure for corrective actions;
- Identification and documentation of the best practices including risk, challenges and partnership building of the programme for replications and wider dissemination;

Sustainability:

- Assessment of the sustainability of the project results in the light of the current policy and programmatic thrust of the Government of Bangladesh;
- Review the ongoing activities and their adequacy to sustain the project outcomes.

Partnership strategy:

- Assessment of the effectiveness of ERF's partnership strategy (with GoB, NGOs and civil society) over the project in achieving the results and sustaining the gains;
- Assessment of relevance of partnership ERF has established over the project with various NGOs, institutions and agencies.

Future Opportunities vis-à-vis UNDP's support to GoB in disaster response and early recovery:

- Identify specific recommendations on corrections and actions required to address the gaps in achieving the outcomes, including future partnerships, which can be incorporated into future support to GoB;

The assignment will focus on the following areas and activities:

- Preliminary meetings with UNDP, GoB, development partners, implementing (contracting) partners;
- Submission of inception report (outline, proposed methodology, evaluation tools)
- Implementation of evaluation [including field visits], analysis of the data, preparation of reports etc
- Submission of draft final reports
- Presentation of findings
- Submission of final reports

4. Methodology

The evaluation methodology will focus on the following qualitative methods:

1. Review of key documents;
2. Interactions/ interviews/Focus group discussions with key stakeholders including DDM, MoDMR, donors, implementing partners, beneficiaries and other relevant informants;
3. Field based observations, including visits to implementing Ministries, Departments, Disaster Management Committees (DMCs) and beneficiary communities.

Interviewees should cover different types of stakeholders, including the government officials, partner organizations, beneficiaries, community leaders, women, and vulnerable groups.

While most of the collected data are qualitative-focused, these data will be properly analyzed to draw out key findings. The detailed methodologies will be proposed in the inception report.

5. Expected Outcomes: or deliverables:

The national consultant will be accountable for producing:

- **Inception report**— the inception report will detail the reviewers’ understanding of what is being reviewed and why, showing how the review objectives will be met by way of: appraisal methods and techniques; sources of data (and an assessment their quality); and data collection procedures. The inception report will include a proposed schedule of tasks, activities and deliverables, designating a team member with the lead responsibility for each task or product.
- **Draft report**—the draft Terminal Evaluation report will be submitted to ERF UNDP programme management team for comment and to ensure that the evaluation meets the required quality
- **Final report** - a comprehensive analytical report in English. The length of the report shall not exceed 40 pages in total (not including annexes).
- **Presentation of initial findings and de-brief** – the consultant will present initial findings at a debriefing at the conclusion of the mission to relevant officials, project management team and relevant

6. Evaluation ethics

UNDP ‘Ethical Guidelines for Evaluation can be consulted as reference document in drafting review principles.

7. TIMEFRAME AND DEADLINE:

The assignment is for **22 working days** over a period from 25 April to 10 June 2018.

- UNDP Dhaka Office and Project Field Visit: **14 days**
- Home based: **08 days**

<i>Task/ Deliverables</i>	<i>Timeframe/ Required Days</i>
Desk review/Inception report - finalizing review design and methods, prepare detailed inception report	4 days
Review mission in project – interviews, field visits, prepare draft report	10 days

Presentation of initial findings and debrief – presentation of initial findings to UNDP, government partners, donors and project staff	2 days
Final report (for quality assurance) – incorporating comments and finalizing review report before the end of assignment.	6 days

8. SUPERVISION AND PERFORMANCE EVALUATION

Under the overall guidance from Assistant Country Director (khurshid.alam@undp.org), UNDP Bangladesh, the consultant will directly report to and Program Analyst (arif.abdullah@undp.org), UNDP. The Consultant will work with the Early Recovery Facility team.

9. DOCUMENTS:

The Consultant will prepare and submit the documents mentioned above at the end of the assignment. Further work, or revision of the documents, may be required if it is considered that the report does not meet the UNDP and the government's standards, TOR, there are errors of fact or the document is incomplete or not of an acceptable standard.

10. INPUTS:

UNDP will provide office space for the consultant as required and arrange meetings, consultations, and interviews and ensure access to key officials as mentioned in proposed methodology. Field visit in the project area of Bangladesh, only transportation will be arranged from UNDP.

11. Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Deliverables	Days required	Payment Schedule
Desk review- finalizing review design and methods, prepare detailed inception report	04 days	15% of the contracted amount
Project review mission – interviews, field visits, prepare draft report and Presentation of initial findings and debrief – presentation of initial findings to UNDP, government partners, donors and project staff	12 days	50 % of the contracted amount
Final Report (for quality assurance) – incorporating comments and finalizing review report	06 days	35% of the contracted amount

12. Competencies

- Good communication and interpersonal skills and experience in working effectively in a multicultural environment;
- Professionalism: flexibility to make ad-hoc changes as and when the need arises;
- ability to perform under stress; willingness to keep flexible working hours;
- Teamwork: ability to establish and maintain effective working relations as a team member, in a multi-cultural, multi-ethnic environment with sensitivity and respect;
- Communications: excellent interpersonal and communication skills;
- A team-player and self-starter, able to work with minimum supervision, with sound judgment; and
- Need creativity for graphics design and writing skills.

13. Required Skills and Experience

- Relevant post-graduate degree in development-related disciplines, with emphasis on disaster risk reduction, disaster management or associated field
- At least 5-7 years' hands-on experience in the evaluation and/or management of disaster management / climate change programmes in relevant field, including at the international level
- Knowledge of current issues and trends in DRR, including the international architecture and financing mechanisms
- Knowledge of current issues and trends in climate change
- Knowledge of results-oriented evaluation principles and methodology.
- Familiarity with UNDP operations and knowledge of relevant UNDP' policies are an asset
- Strong analytical skills
- Organizational, administrative and planning skills
- Good interpersonal skills and ability for team work
- Fluency in written and spoken English.

14. EVALUATION

The individual Consultant will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual Consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; 70%

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 70% point in technical criteria would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
Familiarity with UNDP operations and knowledge of relevant UNDP' policies are an asset	30%	30
Working experiences in Evaluation and Knowledge of current issues and trends in DRR, including the international architecture and financing mechanisms	30%	30
Working Experience with UN/Donors/GoB	10%	10
<u>Financial</u>	30%	30

Financial Evaluation: (Total obtainable score – 30)

All technically qualified proposals will be scored out 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula:

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Recommended Presentation of Offer

Interested individuals must submit the following documents/information to demonstrate their qualifications.

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, 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 why the individual considers him/herself as the most suitable for the assignment and a methodology on how they will approach and complete the assignment.

- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror 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 Offeror must indicate this at this point and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.