

TERMS OF REFERENCE

Project Name	UN-REDD Bangladesh National Programme
Location	Home Based
Type of Contract	Individual Contractor
Post Level	National Consultant – Project Evaluation Specialist (Team member)
Languages required:	English and Bangla
Duration of Initial Contract:	28 days spread over 3 months (March 2019 – May 2019)
Expected Starting Date:	1 March 2019

BACKGROUND

Bangladesh is a signatory to the UN Framework Convention on Climate Change (UNFCCC). The Conference of the Parties (COP) to the UNFCCC has taken a number of decisions in recent years to encourage developing country Parties to take climate change mitigation actions in forestry sector. The role of forests and reducing emissions from deforestation and forest degradation, and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries (REDD+) have been fully recognised and enshrined in the Paris Agreements.

As part of the country's long-term strategy to reduce GHG emissions, largely described in its Intended Nationally Determined Contributions (INDC), the Government of Bangladesh has taken initial steps to contribute to this global effort to address climate change, and one of such steps is to develop its capacity to implement REDD+. The Government of Bangladesh prepared and endorsed its REDD+ Readiness Roadmap in 2012. To support this effort, the project titled "UN-REDD Bangladesh National Programme" was formulated to provide technical capacity development assistance to the Government of Bangladesh. It focuses on designing and implementing the National REDD+ Strategy and in meeting the international requirements under the Warsaw Framework for REDD+ in-order to receive results-based finance. The project started in May 2015 and completion date is June 2019.

As the project is nearing to its end, the NP requires end of project evaluation. The evaluation will be based on data available at the time of evaluation and discuss outputs delivered by the programme from the time of inception, **30 June 2016**, until the time of closure in **30 June 2019**. It will also assess the likelihood of future outcomes and impact that may not have been achieved yet by the **30 June 2019**.

The evaluation of the UN-REDD National Programme is undertaken to assess (i) programme performance in terms of relevance, effectiveness (outputs and outcomes) and efficiency, (ii) sustainability and up-scaling of results, and (iii) actual and potential impact stemming from the programme. The evaluation has the following objectives:

- To provide evidence of results to meet accountability requirements,
- To assess the status of REDD+ readiness in **Bangladesh**, gaps and challenges that need to be addressed to achieve REDD+ readiness and the UN-REDD Programme's possible role in the future REDD+ process in the country.
- To promote learning, feedback and knowledge sharing through results and lessons learned among the participating UN Organizations and other partners. The evaluation will identify lessons of operational and technical relevance for future programme

formulation and implementation in the country, especially future UN-REDD Programmes, and/or for the UN-REDD Programme as a whole.

The primary audience for the evaluation will be the Government of Bangladesh, the two participating UN Organizations of the UN-REDD Programme and the programme resource partners. The secondary audience for the evaluation will be the UN-REDD Policy Board and national REDD+ stakeholders. The evaluation will also be made available to the public through the UN-REDD Programme website (www.un-redd.org).

DUTIES AND RESPONSIBILITIES

Scope of Work

A detailed TOR for the assignment is given in the Annex- III. Consultant is required to review the TOR in detail. In summary the national consultant working as team member, will be working with an International Consultant (Team Leader) (jointly referred to as evaluation team) to define the standards against which the initiative will be assessed, the following five evaluation criteria will be applied:

- a) **Relevance**
- b) **Effectiveness**
- c) **Efficiency**
- d) **Sustainability**
- e) **Impact**
- f) **Factors and processes affecting the attainment of project results**

Specific Tasks to be Performed

The UN-REDD Bangladesh National Programme final evaluation will make use of the following tools:

- a) **Designing evaluation methodology including data collection tools and questionnaire:**
 - Review detailed TOR
 - Consult with UNDP, FAO and National Project Director
 - Develop evaluation methodology, workplan, data collection tools and questionnaire
- b) **A desk review of project documents including, but not limited to:**
 - Relevant background documentation, including the UN-REDD Programme Framework Document¹;
 - Relevant reports, such as National Programme Annual, Semi-Annual and quarterly Reports, Year in Review publication, external evaluations by donors, partners etc.;
 - Project design documents, such as the National Programme Document, annual work plans and budgets, revisions to the logical framework and project financing;
 - Documentation related to National Programme outputs and relevant materials published on the Programme website;
 - The final report of a Mid-Term Evaluation of the UN-REDD Bangladesh National Programme if undertaken;

¹ The UN-REDD Programme Framework Document is available on:
http://www.unredd.net/index.php?option=com_docman&task=doc_download&gid=4&Itemid=53

- Other relevant documents, such as possible new national policy documents, sector plans and available evaluations bearing relevance for UN-REDD.
- c) **Semi-structured interviews² with key informants, stakeholders and participants, including:**
- Government counterparts;
 - Government stakeholders including all ministries participating from coordinating bodies or steering committees;
 - Civil Society Organizations;
 - Indigenous Peoples Organizations;
 - Country , regional and headquarter personnel from the three UN-Agencies involved in the National Programme, e.g. the Programme Management Unit, Resident Coordination and Regional Technical Advisers;
 - Representatives from other bi-lateral or multi-lateral initiatives co-financing the NP if applicable.
- d) **The Theory of Change and subsequent application of the ROtl approach on progress towards impact³.**

A list of key stakeholders and other individuals who should be consulted is included in detailed TOR.

Consultation process: While fully independent in its judgements, the Evaluation Team will adopt a consultative and transparent approach with internal and external stakeholders. Throughout the process the evaluation team will maintain close liaison with: the Evaluation Management Group (Consisting of representatives of the evaluation departments of the three participating UN Organizations and the UN-REDD Secretariat), the Programme Management Unit, UN headquarters, regional, sub-regional and country level staff members, and other key stakeholders. Although the mission is free to discuss with the authorities concerned anything relevant to its assignment, it is not authorized to make any commitments on behalf of the Government, the donor or the participating UN Organizations.

Deliverables / reports: The consultant team is expected to produce an inception report, a draft and final evaluation report. The draft evaluation report will be circulated among the three participating UN Organizations, including the Evaluation Management Group, and other key stakeholders for comment before finalisation; suggestions will be incorporated as deemed appropriate by the evaluation team.

Expected Outputs and Deliverables

The expected outputs and deliverable schedule is as follows:

Deliverables/ Outputs	Estimated duration	Target Due Dates	Review and Approvals Required
(1) Preparation of inception report outlining consultants’ understanding of key tasks as well as a work plan for the implementation of activities	2 days	March 2019	Assistant Resident Representative, UNDP

² Face-to-face or through any other appropriate means of communications

³ GEF Evaluation Office, (OPS4) Progress towards Impacts: The ROtl Handbook: Towards enhancing the impacts of environmental projects – Methodological paper 2.

(2) Desk review, evaluation mission, stakeholder meetings, draft evaluation report	21 days	March – April 2019	
(3) Final report, which has been approved and accepted	5 days	May 2019	

Institutional Arrangement

The national consultant under the leadership of the Team Leader will jointly report directly to the Assistant Resident Representative (Resilience and Inclusive Growth Cluster), UNDP. In addition, the consultant(s) will obtain inputs from Programme Specialist of the same cluster, UNDP. The deliverables will be submitted in electronic and hard form on time by the consultants to UNDP Bangladesh.

Inputs (UNDP/UN-REDD and Consultant)

The project will provide all necessary reports (mentioned in TOR) for review by consultant. The project will also arrange small meetings / consultations required for the completion of the study.

Duration of the Work

This work will require approximately 28 days spread over a duration of 3 months.

Duty Station

Home based but office space is available should the consultant choose to work at PMU office. The consultant is expected to bring his/her own laptop.

COMPETENCIES

- Independent from the UN-REDD Programme and the participating UN Organizations, FAO, UNEP and UNDP.
- The evaluation team should comprise the best available mix of skills that are required to assess the National Programme, including:
 - Good technical understanding of REDD+;
 - Preferably in-depth knowledge of **Bangladesh**.
- Demonstrate experience from evaluations of similar types of programmes, using a Theory of Change approach to evaluation.
- Excellent writing and editing skills.
- Attention to detail and respect for timelines.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

Advanced university degree (masters) in relevant field of forestry, natural resource management, economics or similar fields.

Experience

- Minimum 7 years of professional experience is required, in the field of forestry, natural resource management or in climate change.
- Good technical understanding of the REDD+ field,
- Competence and skills in project / programme evaluation will be required.

Language & other requirements

1. Fluency in English and Bangla is required;
2. The candidate needs to use her/his own computer and software

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration.

Payments will be done upon completion of the deliverables/outputs and as per below percentages:

1. **1st Payment:** 20% of the total contract amount will be paid after submission of the Inception Report
2. **2nd Payment:** 40% of the total contract amount will be paid after submission and approval of the draft evaluation report
3. **3rd Payment:** 40% of the total contract amount will be paid after submission and approval of the final evaluation report

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.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology.

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
• Relevance of Education (masters in forestry, NRM, etc)	5%	5
• Experience of work in the relevant field (7 years minimum in forestry, natural resource management)	25%	25
• Experience of work in similar assignments	30%	30
• Understanding on REDD+ or forestry issues	10%	10
<u>Financial</u>	30%	30
<u>Total</u>	100%	100 points

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

Documentation Required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document: **Maximum size per email is 7 MB.**

1. **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
2. **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. P11 can be downloaded from the link below:
<http://www.bd.undp.org/content/bangladesh/en/home/operations/jobs/>
3. **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment.
4. **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in **BDT**. Use the template provided in Annex II.

Incomplete proposals may not be considered.

Please find attached the relevant documents:

Annexes

1. Annex I - [Individual IC General Terms and Conditions](#)
2. Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)
3. Annex III - Detailed TOR for the assignment

Approval

This TOR is approved by:



Signature -----

Name and Designation : Nasim Aziz, Programme Manager, UN-REDD

Date of Signing : 20 February 2019