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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference: PN/FJI-033/2019

Consultancy Title: Terminal Evaluation Consultant – VCAP

Project Name: Terminal Evaluation Review of the Adaptation to Climate Change in the Coastal Zone in Vanuatu

Period of assignment: 27 days within 10 weeks period

Duty Station: Home-based and selected duty station

Two trips to Duty Station

First mission - 14 days (Vanuatu) and 2nd mission – 2 days (Vanuatu)

Home - based – 11 days

Consultancy Proposal should be mailed to C/- UNDP Fiji MCO, Private Mail Bag, Suva, Fiji or sent via email to procurement.fj@undp.org no later than **24th May 2019 (Fiji Time)** clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

NOTE: Proposals must be sent to the designated email (etenderbox.pacific@undp.org).

Please do not copy or directly email applications to UNDP staff.

If the selected/successful Candidate is over 65 years of age and required to travel outside his home country; He/She will be required provide a full medical report at their expense prior to issuance to contract. Contract will only be issued when Proposed candidate is deemed medically fit to undertake the assignment.

1. BACKGROUND

Vanuatu ranks as the world's most vulnerable country due to its high exposure to natural disasters, scattered island geography, narrow economic base, inadequate communication and transportation networks, and limited capacity to cope with disasters including those caused or exacerbated by the effects of climate change. Annually Vanuatu has been impacted by a number of cyclones, which are expected to become more intense under current climatic projections, with coastal communities and ecosystems being most vulnerable and impacted by these events.

Vanuatu is already being and will continue to be heavily impacted by climate change with future scenarios projecting increased temperatures, sea-level rise, and increased severity of cyclones, increased ocean temperatures and ocean acidification. In addition, an increased likelihood of an increase in the frequency of El Niño events will present its own long-term seasonal challenges. These challenges, combined with rapid population growth spread over 80 islands, an agricultural and coastal-based economy facing acute medium-term challenges and inadequate delivery of government services, especially in remote areas, will continue to limit the potential for long-term sustainable development and achievement of the Sustainable Development Goals.

The Vanuatu NAPA places particular emphasis on the need for community-based resource management, embracing both traditional and modern practices and enhancing the resilience of vulnerable coastal communities.

To address these priorities, the project "Adaptation to Climate Change in the Coastal Zone in Vanuatu" (V-CAP) focuses on five of the adaptation options outlined in the NAPA including: i) development of provincial / local adaptation and ICM plans, ii) climate proofing of infrastructure design and development planning, iii) development of an efficient early warning system, iv) awareness raising and capacity building, and v) coastal re-vegetation and rehabilitation.

The overall aim of the V-CAP Project is to improve the resilience of the coastal zone in Vanuatu to the impacts of climate change in order to sustain livelihoods, food production and preserve/improve the quality of life in targeted vulnerable areas. Six sites have been selected for this project with various interventions implemented. *Refer to Annex 1 – [Terms of Reference](#) for details.*

2. SCOPE OF WORK

Scope of work/Expected Output

The VCAP project was designed to explicitly address three of eleven priorities identified in the NAPA including: 1) community-based marine resource management, 2) integrated coastal zone management, and 3) mainstreaming climate change into policy and national planning processes.

VCAP has been focusing on improving community level adaptation to climate change to address major environmental and associated socio-economic problems facing coastal communities impacts by climate change such as land degradation, biodiversity loss and reef destruction, all of which severely undermines prospects for sustainable development and threaten the food security of communities.

VCAP has supported information and early warning systems on coastal hazards to address the current lack of systematic analysis and predictions of climate-related events. This is to allow coastal communities to be less vulnerable to the effects of climate change with improved information management and data dissemination systems in place.

A 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.

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.

.Refer to Annex 1 -[Terms of Reference](#) for details.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

Qualifications:

- A Master's degree in development, environmental science, natural resource management and/or related field

Experience:

- Minimum 5 years of relevant professional experience and has the technical knowledge in the targeted focal area(s)
- Knowledge of UNDP and GEF evaluation process and has lead evaluation process for at least 2-3 of UNDP/GEF funded projects
- Previous experience with results-based monitoring and evaluation methodologies;
- Experience working in Asia and the Pacific and has a good understanding of the biodiversity,

conservation and climate change sector in the Pacific

- Experience working with communities, government sectors, NGOs and understands local protocols and customs and has excellent communication skills;
- Experience in the policy development processes associated with environment and sustainable development issues
- Project evaluation/review experiences within United Nations system will be considered an asset

Competencies:

- Competence in adaptive management, as applied to climate change adaptation projects and ecosystems management;
- Project evaluation/review experiences within United Nations system will be considered an asset;

Language Requirements:

- Fluency in written and spoken English is essential

4. EVALUATION CRITERIA

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
Qualification		60%
Minimum Master's degree in development, environmental science, natural resource management and/or related field	5	
Experience		
Minimum 5 years of relevant professional experience and has technical knowledge of the targeted area	15	
Knowledge and experience of UNDP and GEF evaluation process and has conducted evaluation process for at least 2-3 of UNDP/GEF funded projects	10	
Experience working with communities, government sectors NGOs and understands local protocols and customs and has excellent communication skills	10	
Experience in the policy development processes associated with environment and sustainable development issues	10	
Experience working in Asia and the Pacific and has a good understanding of the biodiversity, conservation and climate change sector in the Pacific	10	
Competencies		10%
Demonstrable analytical skills;	5	
Competence in adaptive management, as applied to climate change adaptation projects and ecosystems management;	5	
Technical Criteria		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING CONSULTANCY PROPOSALS

Offerors must send the following documents.

- i) **A detailed CV including names of at least 3 referees**
- ii) **Cover letter setting out:**

- How the proposer meets the qualifications and experience required.

iii) **Completed template for confirmation of Interest and Submission of Financial Proposal**

Consultant must send a financial proposal based on a **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 be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

In general, UNDP shall 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 event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website (www.pacific.undp.org)

Interested Candidates must accept UNDP General Terms and Conditions for Individual Consultants

Successful candidate will be required to complete the BSAFE course prior to undertaking any travel related to this consultancy (online security awareness training). <https://training.dss.un.org/course/category/6>

ANNEX 1: TERMINAL EVALUATION TERMS OF REFERENCE

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 *Adaptation to Climate Change in the Coastal Zone in Vanuatu (VCAP)* (PIMS 4866)

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

PROJECT SUMMARY TABLE

Project Title:	<i>Adaptation to Climate Change in the Coastal Zone in Vanuatu (VCAP)</i>			
GEF Project ID:	5049		<i>at endorsement (Million US\$)</i>	<i>at completion (Million US\$)</i>
UNDP Project ID:	00082472	GEF financing:	8,030,000	8,030,000
Country:	Vanuatu	IA/EA own:	2,731,344	2,731,344
Region:	Asia and the Pacific	Government:	21,170,341	20,360,216
Focal Area:	CCA-1, CCA-2	Other:	6,995,568	74,000
FA Objectives, (OP/SP):		Total co-financing:	30,897,253	23,165,560
Executing Agency:	UNDP	Total Project Cost:	\$38, 927,253	
Other Partners involved:	Ministry of Climate Change Adaptation, Meteorology, Geo-hazards, Environment, Energy and Disaster Management(MCC	ProDoc Signature (date project began):		17 th November 2014
		(Operational) Closing Date:	Proposed: February 2019	Actual: December 2019

	MGEEDM)			
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OBJECTIVE AND SCOPE

The project was designed to explicitly address three of eleven priorities identified in the NAPA including: 1) community-based marine resource management, 2) integrated coastal zone management, and 3) mainstreaming climate change into policy and national planning processes.

The Vanuatu Coastal Adaptation (VCAP) project has provided valuable opportunities to the Vanuatu Government to increase the resilience of its communities to future climate change induced risks such as declining coastal and marine resources and intensifying climate related hazards. To address the priorities of NAPA, VCAP had focused on five of the adaptation options including: i) development of provincial / local adaptation and ICM plans, ii) climate proofing of infrastructure design and development planning, iii) development of an efficient early warning system, iv) awareness raising and capacity building, and v) coastal re-vegetation and rehabilitation.

The overall objective of VCAP is to improve the resilience of the coastal zone and its communities to the impacts of climate change to sustain livelihoods, food production and preserve and improve the quality of life in targeted vulnerable areas.

VCAP has been focusing on improving community level adaptation to climate change to address major environmental and associated socio-economic problems facing coastal communities impacts by climate change such as land degradation, biodiversity loss and reef destruction, all of which severely undermines prospects for sustainable development and threaten the food security of communities.

VCAP has supported information and early warning systems on coastal hazards to address the current lack of systematic analysis and predictions of climate-related events. This is to allow coastal communities to be less vulnerable to the effects of climate change with improved information management and data dissemination systems in place.

Below in summary is the objective and outcome; the progress towards these is measured through the following indicators:

Objective/Outcomes	Indicators	Target by end of project relative to the baseline (unless specified otherwise)
Project Objective: To improve the resilience of the coastal zone to the impacts of climate change in order to sustain livelihoods, food production and preserve and improve the quality of life in targeted vulnerable areas		
	Number of fishery assets, small livestock breeds, and new resistant crops introduced to diversify community incomes and increase	At least 8 FADs, 8 solar freezers, 30 technical packages have been delivered consisting of small and improved livestock breeds and new resilient crops; including training on the use

	<p>food security.</p> <p>Percentage of the population in target sites covered by effective the 24/7 early warning system</p> <p>Number of people benefited from having better access to markets, schools and health facilities which was provided through resiliency of public works assets (rural roads, bridges, water crossings, etc.)</p> <p>Number of protected areas established in the coastal and upland areas that assist to preserve water, provide for food and protection against climate and coastal hazards.</p>	<p>and maintenance of the assets</p> <p>100% of Vanuatu population with access to mobile networks and radio signals receive high quality early warning in timely manner through multiple communication lines</p> <p>A total of 25,000 community members with better access to markets, education and health facilities</p> <p>At least 8 protected areas in coastal areas and other 2 in upland areas linked by biological corridors under the R2R approach, have been established with the clear endorsement of surrounding communities</p>
<p>Outcome 1: Integrated community approaches to climate change adaptation</p>		
<p>1.1 Integrated CC-Adaptation plans mainstreamed in the coastal zone</p>	<p>Community CC-Development Adaptation Strategies (C3ADS) at village level using common indicators across all project sites, reflecting management actions and norms for coastal, up-lands, waters, infrastructures and disaster preparedness related to EWS.</p>	<p>At least 30 C3ADS at village level using common indicators across all project sites, including gender and social inclusion.</p> <p>The 30 C3ADS are framed into the Vanuatu Climate Change and Disaster Risk Reduction Policy 2016-2030.</p>

	<p>Community Disaster Committees established and operational with specific plans developed in targeted communities and at Area Council level</p>	<p>At least 15 CDC's have been established or strengthened in VCAP intervention sites, equipped and trained.</p> <p>8 Area Councils & 1 District equipped and trained. At least 30% trained people are women.</p> <p>5 Area Councils trained on Disaster Management Response and have Disaster Management Plans developed</p>
<p>1.2.1 Improved climate resilience of coastal areas through integrated approaches</p>	<p>Number of ecosystem-based fisheries management actions are clearly integrated with the Community CC-Development Adaptation Strategies (C3ADS)</p>	<p>9 communities have defined "Taboo Area" in the coastal areas, where there were previously no protected areas and are implementing ecosystem-based fishery actions.</p> <p>At least 9 Fisheries Association has the knowledge and suitable tools to monitoring and to evaluate successes, difficulties, benefits and challenges from ecosystem-based fishery and "taboo areas".</p> <p>At least 40% of trained people are youth/men who are able to implement ecosystem-based fishery monitoring and evaluation.</p>
	<p>Number of communities that have defined "taboo areas" in up-land and are implementing Land Degradation Neutrality (LDN) practices in their croplands.</p>	<p>In project-selected sites, communities are managing sustainable community water systems, increasing water security for 2,000 people</p> <p>Intervention in at least 7 erosion "hotspots", related to hydric sustainability of community water systems.</p> <p>30 communities have defined "Taboo Areas" in up-lands and implementing actions/practices to address Land Degradation Neutrality (LDN) in crops lands. These communities will be monitored on the effectiveness of their actions plans through an institutional level monitoring mechanism.</p> <p>At least 30 communities have been trained on mechanisms to</p>

	Number of public conveyances climate proofed to provide long-term use by vulnerable coastal communities	10 pedestrian bridges established 4 water crossings rehabilitated 10 km of road rehabilitated 6 pedestrian walking paths “climate proofed” Total of 10,000 community members with better access to markets, education and health
Outcome 2 Information and early warning systems on coastal hazards		
2.1. Reduced exposure to flood-related risks and hazards in the target coastal communities	Better quality accuracy and timeliness in weather forecasting, particularly for extreme events such as extreme rainfall events, storm surges, tropical depressions and cyclones informing EWS	By the end of the project at least 100% of targeted V-CAP communities receiving timely and accurate early warnings of coastal hazards including floods, cyclones and other natural disasters and respond to early warnings and take the appropriate actions following the warning (disaggregated by gender and age) Better quality meteorological forecasting available for all people of Vanuatu
	VMGD has established an effective 24/7 service for monitoring, forecasting and public advisory for early warnings, able to cover all Vanuatu territory	VMGD has real time data flow received from 6 new Automatic Weather Stations. At least 6 VMGD's staff member has received trainings to enhance data analysis, using up-grade computer systems to display satellites data and global/regional weather and climate models. The 24/7 weather and coastal monitoring service has been established and works 100%, including procedures for Public Advisory Service under the WMO standards, linked with an Early Warning System at national level that provide direct support at least 30 CDCs.
Outcome 3: Climate Change Governance		

3.1 Climate change adaptation enabling policies and supportive institutions in place	Number of sectoral policies plans and strategies explicitly recognizing approaches to climate change adaption	Support the development of 3 policies/acts or strategies/frameworks to focus on CCA/DRR/Natural Resource Management/ Livelihood Improvement identified by the implementing agencies and are gender and socially inclusive
3.2 Human resources in place at the national, provincial and community levels	Number of trained staffs with enough resources to implement CC resilience and adaptation at the national, provincial and community levels	12 trainings addressing local level community resilience (disaster risk resilience, climate change adaptation, community planning) is delivered to 30 communities including leaders, men/women gender and youth representatives
Outcome 4: Knowledge Management		
4.1 Increased awareness and ownership of climate risk reduction processes at the national and local levels.	Practices demonstrated and shared by the project adopted by other parties (replication) and adopted by local communities Development of 10 sets of training and awareness materials	Increased awareness and action incorporating the role of “natural solutions” natural resource plans and management (10 communities/villages) Specific exchange programs for field staff, women’s and youth groups on identified climate change resilience topics Secondary schools in V-CAP sites undertaking climate awareness and capacity building activities

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. It will cover the entire programme under this project.

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 method¹ 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 Evaluation Guidance for GEF Financed Projects](#). A set of questions covering each of these criteria have been drafted and are included with this 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.

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 Vanuatu. Interviews will be held with the following organizations and individuals at a minimum: Ministry for Climate Change Adaptation, Meteorology, Geo-hazards, Environment, Energy and Disaster Management(MCCMGEEDM), Department of Fisheries, Department of Forestry and Department of Agriculture, Department of Local Authority, Public Works Department and the Vanuatu Meteorology (a list of stakeholders can also be referenced from the project document).

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 ([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	<i>rating</i>	2. IA& EA Execution	<i>rating</i>

¹ For additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](#), Chapter 7, pg. 163

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	Planned	Actual
Grants			0	1,280,611			0	1,280,611
Loans/Concessions								
• In-kind support	2,731,344	2,631,344	24,252,771	714,864	3,007,400	82,669	29,991,515	3,428,877
• Other								
Totals	2,731,344	2,631,344	24,252,771	1,995,475	3,007,400	82,669	29,991,515	4,709,488

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.²

CONCLUSIONS, RECOMMENDATIONS & LESSONS

The evaluation report must include a chapter providing a set of **conclusions, recommendations** and **lessons**. Conclusions should build on findings and be based in evidence. Recommendation should be prioritized, specific, relevant, and targeted with suggested implementers of recommendations. Lessons should have a wider applicability to other initiatives across the region, the area of intervention and for the future.

IMPLEMENTATION ARRANGEMENTS

The principal responsibility for managing this evaluation resides with the UNDP CO in Suva, Fiji. 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 *27 days* according to the following plan:

Activity	Timing	Completion Date
Preparation	<i>4 days</i>	<i>31st May 2019</i>
Evaluation Mission	<i>14 days</i>	<i>21 June 2019</i>
Draft Evaluation Report	<i>6 days</i>	<i>5 July 2019</i>

² 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](#)

Final Report	3 days	31 July 2019
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EVALUATION DELIVERABLES

The evaluation team is expected to deliver the following:

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	CB2 PMU, 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 evaluator who will be expected to travel to at least 3 project sites (similar to the MTR sites) and other possible sites that can be reached within the mission timeframe.* The consultants shall have prior experience in evaluating similar projects. Experience with GEF financed projects is an advantage. The evaluator selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities. 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.

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 and submission of an approved workplan
40%	Following submission and approval of the final draft terminal evaluation report
50%	Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report with all attached annexes

ANNEX A: PROJECT LOGICAL FRAMEWORK

This project will contribute to achieving the following Program Outcome as defined in Sub-Regional Program Document 2013-2017:
UNDAF Sub-Regional Program Outcome 4 (UNDAF Outcome 1.1)

- Improved resilience of PICTs, with particular focus on communities, through integrated implementation of sustainable environment management, climate change adaptation/mitigation and disaster risk management
- By 2017, inclusive economic growth is enhanced, poverty is reduced, sustainable employment is improved and increased, livelihood opportunities and food security are expanded for women, youth and vulnerable groups and social safety nets are enhanced for all citizens.

Sub-Regional Program Outcome 2 (UNDAF Outcome 5.1)

- Regional, national, local and traditional governance systems are strengthened, respecting and upholding human rights, especially women's rights in line with international standards

Vanuatu UNDAF

- Outcome 3.1: Alleviation of poverty and increased inclusive growth, employment and livelihoods with a focus on women and youth. Specific reference to Output 3.1.3: Improved and equitable access to markets, financial and business services for women and youth.

Sub-Regional Program Outcome Indicators (UNDP Sub-Regional Program Document):

Outcome 4

- Share of budget resources earmarked for environmental sustainability, disaster risk management, climate change adaptation and mitigation; share of population with sustainable access to improved water sources and to renewable energy (disaggregated by gender and age); ratio of protected area to maintain biological diversity

Outcome 2

<ul style="list-style-type: none"> • Number of countries to develop service delivery mechanisms to ensure greater equity and inclusion of most vulnerable in the population (including women, children, disabled and elderly) in the services rendered.
<p>Primary applicable Key Environment and Sustainable Development Key Result Area: Growth is inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded (Outcome 1). Scaled up action on climate change adaptation and mitigation across sectors which is funded and implemented (Output 1.4.)</p>
<p>Applicable GEF Strategic Objective and Program: CCA-1: “Reduce vulnerability to the adverse impacts of climate change, including variability, at local, national, regional and global level” CCA-2: “Increase adaptive capacity to respond to the impacts of climate change, including variability, at local, national, regional and global level.”</p>
<p>Applicable GEF Expected Outcomes: <u>Outcome 1.1:</u> Mainstreamed adaptation in broader development frameworks at country level and in targeted vulnerable areas <u>Outcome 1.3:</u> Diversified and strengthened livelihoods and sources of income for vulnerable people in targeted areas <u>Outcome 2.1:</u> Increased knowledge and understanding of climate variability and change-induced risks at country level and in targeted vulnerable areas</p>
<p>Applicable GEF Outcome Indicators: <u>Outcome Indicator 1.1.1:</u> Adaptation actions implemented in national/sub-regional development frameworks (no. and type) <u>Outcome Indicator 1.3.1:</u> Households and communities have more secure access to livelihood assets (Score) – Disaggregated by gender and age <u>Outcome Indicator 2.1.1:</u> Relevant risk information disseminated to stakeholders (Yes/No)</p>

<p>Project Objective³ To improve the resilience of the coastal zone to the impacts of climate change in order to sustain livelihoods, food</p>	<p>Number of fishery assets, small livestock breeds, and new resistant crops introduced to diversify community incomes and increase food security.</p>	<p>Malampa (11):11 fisheries total assets (7 ice-boxes in Malampa {private and govt / aid supported used for fisheries} 4 FADS). No resistant crops shared. Livestock, forestry unknown. Pentecost (1): 1 FAD in Melsisi. Unknown if resilient Ag / Forestry / Livestock species</p>	<p>At least 8 FADs, 8 solar freezers, 30 technical packages have been delivered consisting of small and improved livestock breeds and new resilient crops; including training on the use and maintenance of the assets</p>	<p>Presence of interventions on site Report identifying the benefits of the interventions – through newsletter, quarterly reports etc</p>	<p>Assumptions:</p> <ul style="list-style-type: none"> • Target communities are willing to participate in the process of developing and implementing CC adaption plans • Project activities are fully participatory • Sufficient political commitment from key stakeholder governments are ensured throughout the life
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³ Objective (Atlas output) monitored quarterly ERBM and annually in APR/PIR

<p>production and preserve and improve the quality of life in targeted vulnerable areas</p>		<p>were introduced, not reported during assessments. Santo (5): 5 forestry species (distribution of resilient coconut species reported along with whitewood, mahogany, sandalwood, & tamarind species. Ag species likely- perhaps through PRRP but not reported. 0 FAD's (Cyclone Pam had destroyed 2 previous FAD's). Epi (4): 0 FAD's. 4 private ice-boxes used for fishing. Distribution of Ag / Forestry / Livestock species unknown. Ag officer located nearby but distribution of seedlings not reported. Torba (5): Ag species distributed in previous FAO / UNDP joint project on Loh Island only. Estimating around 5 species introduced through this project. No</p>			<p>cycle of the project</p> <ul style="list-style-type: none"> • Communities are able to identify and make use of suitable traditional and resilient methods of CC adaption. • The government is able to attract high-quality project staff <p>Risks:</p> <ul style="list-style-type: none"> • Communication issues with outer islands interferes with effective planning and implementation • Project unable to identify suitable/acceptable support mechanisms for communities • High cost of working in outer islands makes interventions uneconomic • Unable to attract and retain suitable staff
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		<p>fisheries assets. No forestry assets. No resilient livestock breeds.</p> <p>Tafea (52) Aneityum: 0 FAD's. 0 functional ice boxes. Distribution of Ag / Forestry / Livestock species unknown, not reported</p> <p>Aniwa (14): Agricultural resilient species shared through CARE Int - quantity of species unknown. FAO / UNDP Joint project at site that also introduced resilient species. Estimate of number of resilient species introduced prior to VCAP is 10 total. CARE introduced poultry projects so likely 1 improved breed was introduced. 2 private ice-boxes, 1 cooperative owned ice-box. 0 FAD's.</p> <p>Futuna (9): 1 ice-box; 0 FAD's; CARE Introduced estimated</p>			
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		<p>8 new resilient species prior to VCAP.</p> <p>North Erromango (14): 2 private ice-boxes, 0 FAD's. Introduced species unknown - there was a forestry officer with a nursery containing resilient species here. CARE Int also introduced resilient species here - estimated number total 12.</p> <p>South Erromango (15): CARE introduced 1 poultry species, there is an agro-forestry nursery with around 12 resilient species. 2 ice-boxes and 0 FAD's.</p>			
	Percentage of the population in target sites covered by effective the 24/7 early warning system	Many communities in V-CAP sites are remote and not able to receive warning	100% of Vanuatu population with access to mobile networks and radio signals receive high quality early warning in timely manner through multiple communication lines	<p>Simulations</p> <p>Quality of warning data</p> <p>Feedback from communities (disaggregated by gender and age)</p>	
	Number of people benefited from having better access to markets,	2,937 people benefitting from improved access to	A total of 25,000 community members with better access to	Progress Reports from PWD on	

	schools and health facilities which was provided through resiliency of public works assets (rural roads, bridges, water crossings, etc.)	markets, school, health facilities at sites prior to VCAP provided through resilient public works assets	markets, education and health facilities	resilient works completed Report endorsed by DLA confirming improved access for Area Council populations to services referencing population details * Communication products showings completed resilient roadworks - video and newsletter formats	
	Number of protected areas established in the coastal and upland areas that assist to preserve water, provide for food and protection against climate and coastal hazards.		At least 8 protected areas in coastal areas and other 2 in upland areas linked by biological corridors under the R2R approach, have been established with the clear endorsement of surrounding communities		
<i>Component 1: Integrated community approaches to climate</i>	Community CC-Development Adaptation Strategies (C3ADS) at village level using common indicators across	0 Communities with Community Climate Change Adaptation Strategies (C3ADS)	At least 30 C3ADS at village level using common indicators across all project sites, including gender and	Documentation of Plans developed for all selected communities,	Assumptions: • All target communities are willing to participate in the process of developing and implementing CC adaption

<p>change adaptation</p> <p>1.1. Integrated CC-Adaptation plans mainstreamed in the coastal zone</p>	<p>all project sites, reflecting management actions and norms for coastal, up-lands, waters, infrastructures and disaster preparedness related to EWS.</p> <p>Community Disaster Committees established and operational with specific plans developed in targeted communities and at Area Council level</p>	<p>developed at village level using common indicators</p> <p>12 of 30 villages have Community Disaster Committees</p> <p>6 disaster management plans have been finalized at community level prior to VCAP</p> <p>0 Districts & 0 Area Councils have Disaster Plans prior to VCAP</p>	<p>social inclusion. The 30 C3ADS are framed into the Vanuatu Climate Change and Disaster Risk Reduction Policy 2016-2030.</p> <p>At least 15 CDC's have been established or strengthened in VCAP intervention sites, equipped and trained. Also 8 Area Councils & 1 District equipped and trained. At least 30% trained people are women. 5 Area Councils trained on Disaster Management Response and have Disaster Management Plans developed</p>	<p>District and Area Council</p> <p>Sign-in sheets showing community participation in disaster planning process (disaggregated by gender and age)</p> <p>CDC's registered with NDMO, VMGD</p> <p>Formal written plans approved by relevant government agencies including PMU, NDMO, DLA in addition to Provinces.</p> <p>C3ADS documented and endorsed by DLA, UNDP & VCAP PIU</p>	<p>plans</p> <ul style="list-style-type: none"> Communities are able to identify and make use of suitable traditional and resilient methods of CC adaption. <p>Risks:</p> <ul style="list-style-type: none"> Communication issues with outer islands interferes with effective planning and implementation Project unable to identify suitable/acceptable support mechanisms for communities High cost of working in outer islands makes interventions uneconomic Unable to attract and retain suitable staff
<p>1.2 Improved climate resilience of coastal areas through</p>	<p>1.2.1 Number of ecosystem-based fisheries management actions are clearly integrated with the</p>	<p>0 eco-system-based fisheries management plans integrated with</p>	<p>9 communities have defined "Taboo Area" in the coastal areas, where there were</p>	<p>Plans developed for tabu areas and LMMA's using appropriate laws</p>	<p>Assumptions:</p> <ul style="list-style-type: none"> Island communities able to

integrated approaches	Community Development Strategies (C3ADS)	CC-Adaptation C3ADS at community levels	<p>previously no protected areas and are implementing ecosystem-based fishery actions.</p> <p>At least 9 Fisheries Association has the knowledge and suitable tools to monitoring and to evaluate successes, difficulties, benefits and challenges from ecosystem-based fishery and "taboo areas".</p> <p>At least 40% of trained people are youth/men who are able to implement ecosystem-based fishery monitoring and evaluation.</p>	<p>and regulations approved by province and authorities under ICZM framework</p> <p>Training reports detailing eco-system based fisheries and Taboo Area capacity building for community stakeholders</p> <p>Sign-in sheets from Fisheries trainings for capacity building of community stakeholders, photos from Back to Office Reports, (disaggregated by age and gender)</p> <p>Taboo sites clearly documented within fisheries management plans and endorsed by community stakeholders</p>	<p>link traditional practices in "tabu areas" with LMMA approaches to contribute to CC resilience</p> <ul style="list-style-type: none"> • Suitable "soft infrastructure" investments have demonstrable impact on marine ecosystem resilience within project period • Communities able to clearly articulate links between upland coastal issues and coastal and marine water quality <p>Risks:</p> <ul style="list-style-type: none"> • Ridge to reef management approaches not able to demonstrate impact in five year time frame • Communities unwilling to expand the practice of "tabu areas" • Tabu areas not respected by all community members in surrounding areas • Uptake of knowledge is low and resilience not significantly improved • Communities unable or unwilling to address water supply issues due to land or ownership disputes.
	1.2.2 Number of communities that have defined "taboo areas" in	0 communities with taboo areas in upland area that are also	In project-selected sites, communities are managing sustainable	Report from Water Dept endorsed by DLA verifying that	

	<p>up-land and are implementing Land Degradation Neutrality (LDN) practices in their croplands.</p>	<p>implementing LDN practices in croplands.</p> <p>Note: there were some upland conservation sites present before VCAP in a few locations such as Torres and Erromango, but these were not established while delivering and documenting LDN practices</p>	<p>community water systems, increasing water security for 2,000 people</p> <p>Intervention in at least 7 erosion “hotspots”, related to hydric sustainability of community water systems.</p> <p>30 communities have defined "Taboo Areas" in up-lands and implementing actions/practices to address Land Degradation Neutrality (LDN) in crops lands. These communities will be monitored on the effectiveness of their actions plans through an institutional level monitoring mechanism.</p> <p>At least 30 communities have been trained on mechanisms to</p>	<p>Area Council populations benefiting from improved water resources</p> <p>Documentation of water quality monitoring at site level</p> <p>*Report from DARD / Forestry in relation to hotspots endorsed by Water Department regarding erosion hotspots protecting sustainability of water systems</p> <p>Community Upland Management Plans clearly showing “taboo areas” and LDN practices endorsed by communities and representatives from MoAFFLB and DEPC</p> <ul style="list-style-type: none"> • Agenda and Sign-In Sheets for 	
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				community trainings delivered in LDN practices, conservation, Taboo Areas, etc	
	<p>1.2.3 Number of public conveyances climate proofed to provide long-term use by vulnerable coastal communities</p>	<p>Current public conveyance infrastructure (including roads, bridges, pedestrian walkways, river crossings and walking tracks) in poor and deteriorating condition due to flooding and erosion severely limits access to basic services</p> <p>Pedestrian river crossings do not exist resulting in injury and death, especially of children, people who are ill and those with physical disabilities during severe flooding.</p> <p>Erosion, water and climate related factors making public conveyance infrastructure to vehicles</p>	<ul style="list-style-type: none"> • 10 pedestrian bridges established • 4 water crossings rehabilitated • 10 km of road rehabilitated • 6 pedestrian walking paths “climate proofed” • Total of 10,000 community members with better access to markets, education and health 	<p>Plans for development of infrastructure agreed with authorities and communities with due consideration to public use requirements and patterns, including the specific needs of women, children and people with disabilities</p> <p>Climate proofing of existing conveyance infrastructure (i.e. roads and bridges) and construction of new pedestrian infrastructure (i.e. river crossing and walkways) as per the specifications contained in Section 1.2.3.</p>	<p>Assumptions</p> <ul style="list-style-type: none"> • Public Works will provide resource inputs as per the agreed schedule of works • Communities will contribute labour for infrastructure investments <p>Risks</p> <ul style="list-style-type: none"> • Land issues will arise in areas where access is required • Communities will not maintain infrastructure <p>New public infrastructure will not be equitably shared by all community members; social problems could development</p>

		Limited access to health, education and markets in extreme weather conditions.		Public use surveys show improved school attendance, greater use of health and other services and increased amount of market goods (disaggregated by gender and age) Village products sold at local outlets resulting in improved family income (disaggregated by gender and age)	
Outputs supporting Outcome 1					
<ul style="list-style-type: none"> • 1.1.1 CC adaptation plans, including risk management, preparedness and response plans, formulated in the context of ICM and in relation to assessed site-specific vulnerabilities, subsequently adopted and mainstreamed in planning processes for at least 6 priority vulnerable coastal communities • 1.2.1 Threatened coastal ecosystems and resources such as mangroves, coral reefs, and fisheries rehabilitated to support livelihoods and food production and increase climate resilience • 1.2.2 Coastal areas stabilized through re-vegetation and other ‘soft’ approaches to complement ‘hard’ measures • 1.2.3 Improved resilience through climate proofing of selected public conveyance infrastructure (roads, bridges, etc. implemented by the Public Works Department) in the coastal zone in at least 6 priority vulnerable coastal communities 					
Outcome 2: Information and early	Better quality accuracy and timeliness in weather forecasting, particularly for extreme events such as	A warning system exists, however it is limited by access to up-	By the end of the project at least 100% of targeted V-CAP communities receiving	Observations and reports from the annual mock drills	Assumptions: • Appropriate Radio and other related infrastructure, which is the

<p>warning systems on coastal hazards</p> <p>2.1 Reduced exposure to flood-related risks and hazards in the target coastal communities</p>	<p>extreme rainfall events, storm surges, tropical depressions and cyclones informing EWS</p> <p>VMGD has established an effective 24/7 service for monitoring, forecasting and public advisory for early warnings, able to cover all Vanuatu territory</p>	<p>to-date information and high quality information.</p> <p>Collection of weather-related data is manual, relies of 24/7 staffing and limited during weather related events</p> <p>A warning system exists; however, it is limited by access to up-to-date information, distribution networks and capacity of government to delivery timely warnings and information</p> <p>There are no special provisions or considerations regarding the needs of vulnerable groups of people including children, older people and those with a disability</p>	<p>timely and accurate early warnings of coastal hazards including floods, cyclones and other natural disasters and respond to early warnings and take the appropriate actions following the warning (disaggregated by gender and age)</p> <p>Better quality meteorological forecasting available for all people of Vanuatu</p> <p>VMGD has real time data flow received from 6 new Automatic Weather Stations.</p> <p>At least 6 VMGD's staff member has received trainings to enhance data analysis, using up-grade computer systems to display satellites data and global/regional weather and climate models.</p> <p>The 24/7 weather and</p>	<p>Delivery of high quality training and full participation by relevant officials</p> <p>Ongoing monitoring and evaluation of plans which actively includes representatives of all community social groups including women.</p> <p>Data from weather stations reported in a timely manner</p> <p>External evaluation of weather data collation</p> <p>Disaster response plans prepared for villages and implemented inclusive of the needs of vulnerable groups in emergency situations</p>	<p>primary baseline project for covering 100% of population continues to operate under extreme conditions</p> <ul style="list-style-type: none"> • NDMO has sufficient capacity and skills to implement the EWS • Phone companies are willing to participate and provide services • There is sufficient technical capacity and human resources for installation of communication equipment <p>Risks:</p> <ul style="list-style-type: none"> • High turn-over among key stakeholders in the government and NGO sector during the project implementation results in loss of knowledge and experience • Access and communication is difficult with selected sites
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			<p>coastal monitoring service has been established and works 100%, including procedures for Public Advisory Service under the WMO standards, linked with an Early Warning System at national level that provide direct support at least 30 CDCs.</p>		
<p>Outputs supporting Outcome 2</p> <ul style="list-style-type: none"> • 2.1.1 Automated system for real time monitoring of climate-related hazards such as coastal flooding, storm surges, sea-level rise designed, installed and maintained; trends in these climate impacts analyzed over time • 2.1.2 Timely release of early warnings against coastal flooding and storm surges through various public media, e.g., radio, internet, TV through applicable public-private partnerships with e.g., with Digicel; TVL – Telecom Vanuatu Ltd; commercial radio and TV stations • 2.1.3 Capacity of 18 VMGD staff in the operation and maintenance of AWS and in the analysis of data strengthened 					
<p>Outcome 3. Climate Change Governance</p> <p>3.1 Climate change adaptation enabling policies and supportive institutions in</p>	<p>Number of sectoral policies plans and strategies explicitly recognizing approaches to climate change adaption</p>	<p>Currently there are limited number of national sectoral policies, plans and strategies that incorporate climate change adaptation</p> <p>Currently there is no strategic framework for developing reform agenda for key sectors</p>	<p>Support the development of 3 policies/acts or strategies/frameworks to focus on CCA/DRR/Natural Resource Management/ Livelihood Improvement identified by the implementing agencies and are gender and</p>	<p>Sectoral policies / plans incorporating climate change</p> <p>Minutes of meetings and discussions</p> <p>Policy reviews to support integration of CC into sectoral policies / plans</p>	<p>Assumptions:</p> <ul style="list-style-type: none"> • Line agencies are willing to incorporate cc adaptation into sectoral policies and plans • Sufficient information exists on possible climate scenarios to identify appropriate sectoral responses • Suitable experts can be identified to deliver capacity building programs

place		<p>NICZM Framework is draft form (2010)</p> <p>Currently there are no written guidelines concerning incorporation of gender and social inclusion in national or sector strategic or business plans regarding climate change</p>	socially inclusive		<ul style="list-style-type: none"> • Suitable trainees can be identified for capacity building activities at the community level <p>Risks:</p> <ul style="list-style-type: none"> • Insufficient capacity exists within line agencies to undertake the review • Insufficient and/or suitable policy responses are able to be identified for Vanuatu by key agencies due to lack of institutional capacity
3.2 Human resources in place at the national, provincial and community levels	Number of trained staffs with enough resources to implement CC resilience and adaptation at the national, provincial and community levels	Currently few staff with capacity for integration of CC Adaptation approaches at provincial and community levels	12 trainings addressing local level community resilience (disaster risk resilience, climate change adaptation, community planning) is delivered to 30 communities including leaders, men/women gender and youth representatives	<p>Number of communities where training is adopted as part of the cc resilience adaptation practices</p> <p>Reports of training courses</p>	
<p>Outputs supporting Outcome 3</p> <ul style="list-style-type: none"> • 3.1.1 Legislation and national/sector policies with impacts on climate change adaptation reviewed and a policy reform agenda developed and implemented (e.g., finalization of draft National CC Policy; incorporation of CC into the EIA Policy, and sector policies in forestry, coastal fisheries, agriculture, water and sanitation; localization of existing policies) 					

- 3.2.1 Capacity building of key national and provincial government agencies (DEPC, PWD, Department of Internal Affairs, Departments of Fisheries, Forestry, Water) in areas of compliance and enforcement, monitoring and evaluation and mainstreaming of climate-related policies and regulations
- 3.2.2 Communities empowered to deal with climate change impacts in the coastal zone through a supportive Integrated Coastal Zone Management Framework

<p>Outcome 4:</p> <p>4.1. Increased awareness and ownership of climate risk reduction processes at the national and local levels.</p>	<p>Practices demonstrated and shared by the project adopted by other parties (replication) and adopted by local communities</p> <p>Development of 10 sets of training and awareness materials</p>	<p>Few (if any) villages adopting and using climate change and risk reduction approaches and incorporated into local and provincial level policies, plans and practices</p> <p>Currently few opportunities for communities and local authorities who are practicing or are interested in practicing innovative CC solutions to exchange information and learn from one another</p>	<p>Increased awareness and action incorporating the role of “natural solutions” natural resource plans and management (10 communities or villagers)</p> <p>Specific exchange programs for field staff, women’s and youth groups on identified climate change resilience topics</p> <p>Secondary schools in V-CAP sites undertaking climate awareness and capacity building activities</p>	<p>Development and implementation of V-CAP communication strategy to increase awareness of key issues in relation to climate change adaptation and building resilience</p> <p>Documentation of best practices at the community, provincial and national levels (reports, reviews)</p> <p>Website for the project linked to NAB related databases</p> <p>Project newsletters printed and shared with key stakeholders</p> <p>Community radio</p>	<p>Assumptions:</p> <ul style="list-style-type: none"> • Suitable mechanisms are able to be identified to reach all stakeholders at the community level • Teachers are willing to attend CC in-service courses and use learning materials developed by the project <p>Risks:</p> <ul style="list-style-type: none"> • Local communities are not willing to incorporate to incorporated local adaptation responses into plans • Communication materials are not able to reach target communities
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				<p>show / packages to share – 12 /</p> <p>Documentary films produced for each site (6 sites)</p> <p>Documentary / awareness films produced for key themes (4 themes e.g. Reef to Ridge, erosion, MPA, climate change)</p> <p>Development of sets of training and awareness materials on approaches to climate change adaption and EWS</p>	
<p>Outputs supporting Outcome 4</p> <ul style="list-style-type: none"> • 4.1.1 Best practices are captured, documented, and distributed to all local and national stakeholders and shared globally in appropriate mechanisms (development, populating and maintenance of national website for CC) through the NAB (National Advisory Board) • 4.1.2 Awareness, training and education programs developed and implemented for e.g. schools, households and the private sector; translated into Bislama and French as applicable and working with ongoing initiatives 					

ANNEX B: LIST OF DOCUMENTS TO BE REVIEWED BY THE EVALUATORS

General documentation

- UNDP Programme and Operations Policies and Procedures (POPP);
- UNDP Handbook for Monitoring and Evaluating for Results;
- UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects;
- GEF Monitoring and Evaluation Policy;
- GEF Guidelines for conducting Terminal Evaluations.

Project documentation

- Signed Project Document: Mainstreaming global environmental priorities in to national policies and programmes
- Quarterly Progress Report: 2015-2019
- Inception Workshop Report

- Signed AWP 2016-2019
- Financial Audit Report 2018
- Project board meeting minutes: what years are in records to put here
- Co-financing letters
- List and contact details for project staff, key project stakeholders, including Project Boards, and other partners to be consulted
- Project sites, highlighting suggested visits
- Mid Term Review (MTR) Report
- Management response to MTE;
- Project budget and financial data
- Project Tracking Tool (CCA), at the baseline and at the mid-term
- Annual Project Implementation Reports (PIRs) 2016 -2017
- Knowledge and legislation related products

ANNEX C: EVALUATION QUESTIONS

This is a generic list, to be further detailed with more specific questions by CO and UNDP GEF Technical Adviser based on the particulars of the project.

Evaluative Criteria Questions	Indicators	Sources	Methodology
• To what extent is the project suited to local and national development priorities and policies?	•	•	•
• To what extent is the project is in line with GEF operational programs?	•	•	•
• To what extent are the objectives and design of the project supporting regional environment and development priorities?	•	•	•

• Has the project been effective in achieving the expected outcomes and objectives?	•	•	•
• To what extent has the project increased institutional capacity (at national and island level) to increase the resilience of coastal areas and community settlements in Tuvalu?	•	•	•
• How was the project been able to influence monitoring and evaluation for coastal resilience?		•	•
• What were the risks involved and to what extent were they managed?		•	•
• What lessons have been learned from the project regarding achievement of outcomes?		•	•
• What changes could have been made (if any) to the design of the project in order to improve the achievement of the project's expected results?		•	•
• How cost-effective were project interventions? To what extent was project support provided in an efficient way?	•	•	•
• How efficient were partnership arrangements for the project and why?	•	•	•
• Did the project efficiently utilize local capacity in implementation?	•	•	•
• What lessons can be drawn regarding efficiency for other similar projects in the future?	•	•	•
• Was project support provided in an efficient way?	•	•	•
• What risk have affected/influenced the project and in what	•	•	•

ways?			
• How were these risks managed?	•	•	•
• What lessons can be drawn regarding sustainability of project results?	•	•	•
• What changes could have been made (if any) to the design of the project in order to improve the sustainability of the project results?	•	•	•
• To what extent has the project contributed to, or enabled a) verifiable improvements in ecological status, b) verifiable reductions in stress on ecological systems, and/or c) demonstrated progress towards these impact achievements.?	•	•	•
• What lessons can be drawn regarding contributions towards reduced environmental stress and/or improved ecological stress?	•	•	•
• What changes could have been made (if any) to the design of the project in order to improve the reduction of environmental stress and/or improve ecological status?	•	•	•

ANNEX D: RATING SCALES

<p><i>Ratings for Outcomes, Effectiveness, Efficiency, M&E, I&E Execution</i></p> <p>6: Highly Satisfactory (HS): no shortcomings 5: Satisfactory (S): minor shortcomings 4: Moderately Satisfactory (MS) 3. Moderately Unsatisfactory (MU): significant shortcomings 2. Unsatisfactory (U): major problems 1. Highly Unsatisfactory (HU): severe problems</p>	<p><i>Sustainability ratings:</i></p> <p>4. Likely (L): negligible risks to sustainability 3. Moderately Likely (ML): moderate risks 2. Moderately Unlikely (MU): significant risks 1. Unlikely (U): severe risks</p>	<p><i>Relevance ratings</i></p> <p>2. Relevant (R) 1.. Not relevant (NR)</p> <p><i>Impact Ratings:</i></p> <p>3. Significant (S) 2. Minimal (M) 1. Negligible (N)</p>
<p><i>Additional ratings where relevant:</i> Not Applicable (N/A) Unable to Assess (U/A)</p>		

ANNEX E: EVALUATION CONSULTANT CODE OF CONDUCT AND AGREEMENT FORM

Evaluators:

1. Must present information that is complete and fair in its assessment of strengths and weaknesses so that decisions or actions taken are well founded.
2. Must disclose the full set of evaluation findings along with information on their limitations and have this accessible to all affected by the evaluation with expressed legal rights to receive results.
3. Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time, and respect people's right not to engage. Evaluators must respect people's right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source. Evaluators are not expected to evaluate individuals, and must balance an evaluation of management functions with this general principle.
4. Sometimes uncover evidence of wrongdoing while conducting evaluations. Such cases must be reported discreetly to the appropriate investigative body. Evaluators should consult with other relevant oversight entities when there is any doubt about if and how issues should be reported.
5. Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, evaluators must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact in the course of the evaluation. Knowing that evaluation might negatively affect the interests of some stakeholders, evaluators should conduct the evaluation and communicate its purpose and results in a way that clearly respects the stakeholders' dignity and self-worth.
6. Are responsible for their performance and their product(s). They are responsible for the clear, accurate and fair written and/or oral presentation of study imitations, findings and recommendations.
7. Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.

Evaluation Consultant Agreement Form⁴

Agreement to abide by the Code of Conduct for Evaluation in the UN System

Name of Consultant: _____

Name of Consultancy Organization (where relevant): _____

I confirm that I have received and understood and will abide by the United Nations Code of Conduct for Evaluation.

Signed at *place* on *date*

Signature: _____

⁴www.unevaluation.org/unegcodeofconduct

ANNEX F: EVALUATION REPORT OUTLINE⁵

- i. Opening page:
 - Title of UNDP supported GEF financed project
 - UNDP and GEF project ID#s.
 - Evaluation time frame and date of evaluation report
 - Region and countries included in the project
 - GEF Operational Program/Strategic Program
 - Implementing Partner and other project partners
 - Evaluation team members
 - Acknowledgements
- ii. Executive Summary
 - Project Summary Table
 - Project Description (brief)
 - Evaluation Rating Table
 - Summary of conclusions, recommendations and lessons
- iii. Acronyms and Abbreviations
(See: UNDP Editorial Manual⁶)
1. Introduction
 - Purpose of the evaluation
 - Scope & Methodology
 - Structure of the evaluation report
2. Project description and development context
 - Project start and duration
 - Problems that the project sought to address
 - Immediate and development objectives of the project
 - Baseline Indicators established
 - Main stakeholders
 - Expected Results
3. Findings
(In addition to a descriptive assessment, all criteria marked with (*) must be rated⁷)
- 3.1 Project Design / Formulation
 - Analysis of LFA/Results Framework (Project logic /strategy; Indicators)
 - Assumptions and Risks
 - Lessons from other relevant projects (e.g., same focal area) incorporated into project design
 - Planned stakeholder participation
 - Replication approach

⁵The Report length should not exceed 40 pages in total (not including annexes).

⁶ UNDP Style Manual, Office of Communications, Partnerships Bureau, updated November 2008

⁷ Using a six-point rating scale: 6: Highly Satisfactory, 5: Satisfactory, 4: Marginally Satisfactory, 3: Marginally Unsatisfactory, 2: Unsatisfactory and 1: Highly Unsatisfactory, see section 3.5, page 37 for ratings explanations.

- UNDP comparative advantage
 - Linkages between project and other interventions within the sector
 - Management arrangements
- 3.2 Project Implementation
- Adaptive management (changes to the project design and project outputs during implementation)
 - Partnership arrangements (with relevant stakeholders involved in the country/region)
 - Feedback from M&E activities used for adaptive management
 - Project Finance:
 - Monitoring and evaluation: design at entry and implementation (*)
 - UNDP and Implementing Partner implementation / execution (*)
coordination, and operational issues
- 3.3 Project Results
- Overall results (attainment of objectives) (*)
 - Relevance(*)
 - Effectiveness & Efficiency (*)
 - Country ownership
 - Mainstreaming
 - Sustainability (*)
 - Impact
4. Conclusions, Recommendations & Lessons
- Corrective actions for the design, implementation, monitoring and evaluation of the project
 - Actions to follow up or reinforce initial benefits from the project
 - Proposals for future directions underlining main objectives
 - Best and worst practices in addressing issues relating to relevance, performance and success
5. Annexes
- ToR
 - Itinerary
 - List of persons interviewed
 - Summary of field visits
 - List of documents reviewed
 - Evaluation Question Matrix
 - Questionnaire used and summary of results
 - Evaluation Consultant Agreement Form

ANNEX G: EVALUATION REPORT CLEARANCE FORM

(to be completed by CO and UNDP GEF Technical Adviser based in the region and included in the final document)

Evaluation Report Reviewed and Cleared by
UNDP Country Office

Name: _____

Signature: _____ Date: _____

UNDP GEF RTA

Name: _____

Signature: _____ Date: _____

ANNEX H: TE REPORT AUDIT TRAIL

The following is a template for the evaluator to show how the received comments on the draft TE report have (or have not) been incorporated into the final TE report. This audit trail should be included as an annex in the final TE report.

To the comments received on (*date*) from the Terminal Evaluation of ‘Adaptation to Climate Change in the Coastal Zone in Vanuatu’ (UNDP *PIMS #*) 4866

The following comments were provided in track changes to the draft Terminal Evaluation report; they are referenced by institution (“Author” column) and by comment number (“#” column):

#	Author	Date	Comment	Status