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**REQUEST FOR PROPOSAL FOR TERMINAL EVALUATION FOR STRENGTHENING
THE IMPLEMENTATION OF THE NAGOYA PROTOCOL ON ACCESS TO GENETIC
RESOURCES AND BENEFIT SHARING IN THE COOK ISLANDS (ABS COOK ISLANDS)
PROJECT**

A. Project Title:

Strengthening the Implementation of the Nagoya Protocol on Access to Genetic Resources and Benefit Sharing in the Cook Islands

B. Project Description or Context and Background:

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 the Terminal Evaluation (TE) of the medium size project **Strengthening the Implementation of the Nagoya Protocol on Access to Genetic Resources and Benefit Sharing in the Cook Islands** (PIMS No 5317). The GEF Implementing Agency (IA) for this project is the United Nations Development Programme. The Implementing Partner for this project is the Cook Islands National Environmental Services (NES).

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

PROJECT SUMMARY TABLE

Project Title:	Strengthening the Implementation of the Nagoya Protocol on Access to Genetic Resources and Benefit Sharing in the Cook Islands.			
GEF Project ID:	5613(GEF PIMS)		<i>at endorsement (Million US\$)</i>	<i>at completion (Million US\$)</i>
UNDP Project ID:	00079046/00089162(Atlas Award ID) 5317 (UNDP PIMS)	GEF financing:	USD 930,137	USD 930,137
Country:	Cook Islands	IA/EA own:	USD 870,000 (in-kind)	
Region:	Asia and the Pacific	NES, Crown Law, MFEM, MCD,	USD 870,000 (in-kind)	



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		OPM, NHT, Island Council, Aronga Mana, Te Ipukarea, Matheson Enter, CIMTECH(Aus), UNDP:		
Focal Area:	Biodiversity	Matheson Enterprises. CIMTECH(Aus)	USD 629,000 (in-cash)	(Parallel/ In kind co-financing from other
Focal Area Objectives, (OP/SP):		Total co-financing:	USD 1,499,000	USD 1,499,000
Executing Agency:	Cook Islands National Environment Services (NES)	Total Project Cost:	USD 2,429,137	USD 2,429,137
Other Partners involved:	Cook islands,	ProDoc Signature (date project began):		23 March 2015
		(Operational) Closing Date:	Proposed: 30 th June 2016	Actual: 05 th October 2019

C. Scope of Work:

The primary objective of the project is to develop and implement a national Access and Benefit Sharing (ABS) legal framework, build national capacities and support an ABS Agreement based on Traditional Knowledge and a Public-Private Partnership.

The project aims to commercialize its genetic properties and benefit the Cook Islands, local communities and contribute to the implementation of customary biodiversity and sustainable use practices, known as *ra'ui*¹.

This project has been implemented in three components.

- 1) strengthened national regulatory and institutional framework for ABS;

¹ A traditional conservation practice where access to a particular resource or area is forbidden for a given period that is still being practiced in the Cook Islands. The *ra'ui* are promoted and supported by the Koutu Nui (sub-chiefs) and the Koutu Nui is responsible for the establishment of *ra'ui*. *Ra'ui* are locally managed by community members.



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- 1.1 Nagoya Protocol ratified by Parliament
- 1.2 Strengthen National Regulatory and Institutional Framework on ABS
- 1.3 ABS Rules and Procedures developed
- 2) capacity building and awareness raising for the implementation of the National ABS Framework;
 - 2.1 Upgraded facilities and staff skills for bio-prospecting and TK documentation
 - 2.2 Improved technical capacity for implementing ABS activities
 - 2.3 Increased awareness of ABS and associated national regulatory and institutional framework among a wide range of stakeholders
- 3) bio-discovery and benefit-sharing agreement based on Traditional Knowledge on Bone and Cartilage Regeneration.
 - 3.1 A Stronger CIMTECH and Te Koutu Nui ABS Agreement regarding Cartilage and Bone Regeneration
 - 3.2 Application of improved extraction techniques to 'Au' (*Hibiscus tiliaceus*) to meet international standards
 - 3.3 Scale up production and undertake staff training to ensure analytical and laboratory capacities necessary to ensure consistent quality of the biologically active extract
 - 3.4 Sustainable management plan for collection of *Hibiscus tiliaceus* and improved conservation of its waterway habits

The TE will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the UNDP Evaluation Guidance for GEF Financed Projects.

The objectives of the evaluation are to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming.

Evaluation Approach and Method:

An overall approach and method 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



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[UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects](#)². A set of questions covering each of these criteria should be drafted using the Evaluation Question Matrix (see **Annex A**). 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 government counterparts, in particular the GEF 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 Cook Islands.

Interviews will be held with the following organizations and individuals at a minimum:

1) Cook Islands

- National Environment Service
- Ministry of Finance and Economic Management -DCD
- Ministry of Cultural development
- Cook Islands Natural Heritage Trust
- House of Ariki
- President, Te Koutu Nui
- Te Ipukarea Society
- Ministry of Agriculture
- Ministry of Marine Resources
- Project Consultants
- Matherson Enterprise/CIMTECH

2) UNDP Samoa

- Resident Representative/ Deputy Resident Representative
- Regional Technical Adviser – Gabriel Jaramillo
- Global ABS Regional Technical Specialist
- Programme Manager/Officer - Environment & Climate Change
- Programme Associate -Environment & Climate Change

3) Selected representatives from Cook Islands

- Cook Islands – GEF Focal Point

² See <<http://web.undp.org/evaluation/documents/guidance/GEF/UNDP-GEF-TE-Guide.pdf>>



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The evaluator will review all relevant sources of information, such as the project document, project reports – including Annual PIRs, project budget revisions, midterm review, progress reports, 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's & Ratings

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework (see **Annex C**), which provides performance and impact indicators for project implementation along with their corresponding means of verification. The evaluation will at a minimum cover the criteria of: **relevance, effectiveness, efficiency, sustainability and impact**. Ratings must be provided on the following performance criteria. The completed table must be included in the evaluation executive summary. The obligatory rating scales are included in **Annex D**.

Evaluation Ratings:			
1. Monitoring and Evaluation	rating	2. IA& EA Execution	rating
M&E design at entry		Quality of Implementation – Implementing Agency (IA, UNDP)	
M&E Plan Implementation		Quality of Execution - Executing Agency (EA, SPREP)	
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/ Co Finance



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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 will receive assistance from the Multi-Country Office (MCO) 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								
Loans/Concessions								
• In-kind support								
• Other								
Totals								

Mainstreaming:

UNDP supported GEF financed projects are key components in UNDP country programming, as well as regional and global programmes. The evaluation will assess the extent to which the project was successfully mainstreamed with other UNDP priorities, including poverty alleviation, improved governance, the prevention and recovery from natural disasters, and gender.

Impact:

The evaluator 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



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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.³

Conclusions, Recommendations & Lessons:

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

D: Evaluation Deliverables:

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 MCO & Cook Islands NES
Presentation	Initial Findings	End of evaluation mission	To project management, UNDP MCO & Cook Islands NES
Draft Final Report	Full report, (per annexed template) with annexes	Within 3 weeks of the evaluation mission	Sent to MCO, reviewed by RTA, PCU, GEF OFPs & Cook Islands NES
Final Report*	Revised report	Within 1 week of receiving UNDP comments on draft	Sent to MCO for uploading to UNDP ERC & final report to Cook Islands NES

*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. See **Annex E** for an audit trail template

³A 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](#)



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E. Implementation Arrangements:

The principal responsibility for managing this evaluation resides with the UNDP MCO in Samoa. The UNDP MCO will contract the evaluators and ensure the timely provision of per diems and travel arrangements within the country for the evaluation team, where applicable only. The Project Team will be responsible for liaising with the Evaluator to set up stakeholder interviews, arrange field visits, coordinate with the Government etc.

F. Evaluation Timeframe:

The total duration of the evaluation will be 30 days over duration of max 3 months* according to the following plan:

Activity	Timing	Completion Date
Preparation	3 days	5 June 2019
Evaluation Mission	10 days	10-21 June 2019
Draft Evaluation Report	15 days	24 June -12 July 2019
Final Report	2 days	16 July 2019

** The indicated max duration takes into account consultant's initial desk review and quality check of the final report from UNDP MCO, as well as potential delays due to unforeseen circumstances, not included as deliverables in the table above*

G. Duty Station:

Home-based with travel to Cook Islands. It is expected that the consultant will spend 10 working days on mission in Cook Islands.

H. Competencies:

Corporate Competencies

- The independent consultant:
 - Demonstrates integrity by complying with the UN's values and ethical standards;
 - Promotes the vision, mission, and strategic goals of UNDP;
 - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional



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- The independent consultant should possess proven and strong analytical and communication skills, including the ability to produce high quality reports.

Project & Resource Management

- The independent consultant should have strong organizational skills;
- The independent consultant should be able to work independently and collectively to produce individual high quality inputs and collectively high quality and TOR-compliant outputs;
- The independent consultant should possess sound judgment, strategic thinking and the ability to manage competing priorities.

Team Work

- Demonstrated ability of the team to work in a multi-cultural environment.

I. Team Composition:

The evaluation team will be composed of 1 independent evaluator. The consultant shall have prior experience in evaluating GEF or GEF/LDCF projects. 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 selected candidate must be equipped with his/her own computing equipment.

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct (**Annex F**) upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the [UNEG 'Ethical Guidelines for Evaluations'](#)⁴.

The consultant must present the following qualifications:

- Post-graduate degree in Environmental Management, Biodiversity and ecosystems management or other closely related field (10 points)
- Minimum 5 years of relevant professional experience in providing management or consultancy services to the multi focal area projects; in developing national and regional capacities and enabling conditions for global environmental protection and sustainable development (30 points)
- Demonstrated experience with results-based monitoring and evaluation methodologies (30 points)
- Technical knowledge in the targeted GEF focal areas: Multi Focal Area – Capacity Development (20 points)
- Experience working in the Pacific region (5 points)

⁴ Refer to <<https://www.iom.int/sites/default/files/about-iom/evaluation/UNEG-Code-of-Conduct-2008.pdf>>



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- Excellent written and oral communication in English language (5 points)

Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%.

EVALUATOR ETHICS

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluations'.

J. Payment modalities and specifications:

%	Milestone
20%	Upon approval of TE Inception Report
40%	Upon submission of draft TE Report
30%	Upon finalization and approval (by the UNDP-MCO and UNDP RTA) of TE Report

Recommended Presentation of Proposal:

Given below is the recommended format for submitting your proposal. The following headings with the required details are important. Please use the template available (Letter of Offer to complete financial proposal)

Your full proposal must be submitted by **Friday 3 May 2019 SAMOA time** electronically via email: procurement.ws@undp.org. Incomplete proposals will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include the following attachments.

Mandatory Documents for Evaluation of your Proposal:

1. **Letter of interest and availability specifying the available date to start and other details. Template provided to use (Annex G).**
2. **Financial Proposal** specifying the daily rate in the breakdown of costs and all associated costs involved with the completion of the consultancy. **Template provided to use (Annex H).**
3. **Recent Curriculum Vitae**



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4. **A brief methodology** on how you will approach and conduct the work,
5. **3 professional references most recent. Template provided to use (Annex I).** Please forward the template to the referees and they should send directly to procurement.ws@undp.org by due date.

Optional BUT can be submitted together with the Mandatory Documents:

6. **P11** form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed P11 prior to contract award. **Template provided to use (Annex J)**.

NB. Please use the templates provided (download them from the Procurement notices advertisement online) for the attachments to be included in your proposal.

Queries about the consultancy can be directed to the UNDP Procurement Unit procurement.ws@undp.org.