Terms of Reference
Evaluator
For the Mid-term Evaluation of the UNDP/BCPR/BRC Project

“Natural Disaster preparedness and Risk Reduction for Communities in high-risk districts in Kyrgyzstan, Tajikistan and Uzbekistan”

and

UNDP Kyrgyzstan Democratic Governance programme Disaster Management Component

Background Information
Projects objectives:
The regional project “Natural Disaster preparedness and Risk Reduction for Communities in high-risk districts in Kyrgyzstan, Tajikistan and Uzbekistan” aims to contribute to social stability in the border regions in the Ferghana Valley by strengthening national and local capacities in natural disaster risk management (DRM) and foster community work and cooperation towards reducing future natural disaster risk as conflict-generating factor. Thus, the goal of the project and its outcomes and outputs, have been formulated with the aim of generating disaster preparedness/reduction processes that will be understandable and embraced by the communities and will prevail beyond completion of the project itself.

UNDP Kyrgyzstan Democratic Governance programme Disaster Management Component aims is to strengthen capacity of local self governance bodies and communities in disaster risk reduction: natural and manmade disasters, thereby reducing deaths, and damage and loss of property.

The following components are covered by both projects: vulnerability and capacity assessment of the area; mapping of the most vulnerable villages; development and testing of practical recommendations through pilot projects at local level, and pro-active awareness-raising. Although local in nature, disaster risk is also influenced by the national policies and development trends, thus the project will establish and maintain links with the disaster reduction policy- and decision-makers at the central Government level. This project also raises the level of awareness of the local population, decision-makers and public on natural, technological and environmental disasters, so that they can better understand the benefits of prevention and preparedness. It promotes access to information for civil society on disaster risk management and response.

UNDP is initiating a mid-term evaluation of the projects. It aims to provide stakeholders (Ministries and Committees of Emergencies, Environment Protection Agencies, ENVSEC national focal points, UNDP Country Offices, UNDP Bureau for Crisis Prevention, Disaster Reduction Unit (BCPR DRU) and UNDP Regional Center in Bratislava, Local Governance and Local Self Governance Bodies, civic society presented by NGOs and CBOs involved in projects activities) with strategy and policy options for achieving the project’s expected results in a more effective and efficient manner and for replicating the results. It also provides the basis for learning and accountability for managers and stakeholders.

Purpose of the Assignment
The Monitoring and Evaluation (M&E) policy at the project level has four objectives: i) to monitor and evaluate results and impacts; ii) to provide a basis for decision making on necessary
amendments and improvements; iii) to promote accountability for resource use; and iv) to
document, provide feedback on, and disseminate lessons learned. A mix of tools is used to ensure
effective project M&E. These might be applied continuously throughout the lifetime of the
project e.g. periodic monitoring of indicators, PIRs (?)– or as specific time-bound exercise such
as mid-term reviews, audit reports and final evaluations.

Evaluations should explore five major criteria:

(i) Relevance – the extent to which the activity is suited to local and national development
priorities and organizational policies, including changes over time.
(ii) Effectiveness – the extent to which an objective has been achieved or how likely it is to
be achieved.
(iii) Efficiency – the extent to which results have been delivered with the least costly
resources possible.
(iv) Changes – the positive and negative, and foreseen and unforeseen changes to and effects
produced by a development intervention. Results include direct project outputs, short-to
medium term outcomes, and longer-term impact including global environmental benefits,
replication effects and other, local effects.
(v) Sustainability – the likely ability of an intervention to continue to deliver benefits for an
extended period of time after completion. Projects need to be environmentally as well as
financially and socially sustainable.

The Mid-Term Evaluation will be done through a combination of processes including a desk
study, site visits (Bishkek, Southern Kyrgyzstan, Dushanbe, Khudjand) and phone and personal
interviews with all stakeholders. The methodology to be used by the evaluation team should be
presented in the report in detail. It shall include information on:

- Documentation review (desk study) - the list of documentation to be reviewed is included
  in the Annex 1 to the Terms of Reference;
- Interviews will be held with the following organizations and individuals at minimum:
  UNDP COs in Kyrgyzstan, Tajikistan, Uzbekistan, UNDP/BCPR DRU, UNDP
  Bratislava center, Ministries of Emergencies and local authorities, project team,
  municipalities and interesting organizations and NGOs;
- Field visits;
- Questionnaires;
- Structured and semi-structured Interviews and participatory feedback sessions
- Participatory techniques and other approaches for the gathering and analysis of data.

The key output expected from this mid-term evaluation is a comprehensive analytical report in
English and Russian

Duties and Responsibilities
In accordance with the Terms of Reference for the mid-term evaluation¹, the evaluator will:

- review documents and materials available in English and Russian;
- prepare a list of the outputs achieved under project;
- organize the mission programme;
- participate in the design of the evaluation methodology;
- conduct an analysis of the outcome, outputs and partnership strategy (as per the scope of
  the evaluation described above);
- lead and manage the evaluation mission;

¹ Separate document
• design the detailed evaluation scope and methodology (including the methods for data collection and analysis);
• conduct an analysis of the outcome, outputs and partnership strategy (as per the scope of the evaluation described above);
• draft the evaluation report; and
• finalize the whole evaluation report.

Terms and Conditions for the Assignment
The timeframe for submission of the first draft of the report is 7 weeks upon signing the contract. The tasks are expected to be carried out in 33 working days, roughly following the plan below:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeframes and responsibilities</th>
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<tbody>
<tr>
<td>Desk review/evaluation planning</td>
<td>3 days – international expert</td>
</tr>
<tr>
<td>Briefing of evaluation consultant</td>
<td>2 days by the project teams and UNDP – Geneva and Bratislava</td>
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<tr>
<td>Field visits, interviews, questionnaire, debriefing</td>
<td>10 day – international expert (8 days in Kyrgyzstan and 5 days in Tajikistan)</td>
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<tr>
<td>Validation of preliminary findings with stakeholders through circulation of initial reports for comments, meetings, and other types of feedback mechanisms</td>
<td>5 days international expert with project teams and UNDP – Geneva and Bratislava</td>
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<tr>
<td>Preparation of final evaluation report (including comments)</td>
<td>9 days - international expert</td>
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<tr>
<td>Debriefing for stakeholders</td>
<td>1 day – project teams and UNDP BRC/BCPR</td>
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The proposed dates for the country missions to Kyrgyzstan and Tajikistan are suggested for June, 2007.

Candidate Profile
• Recent experience with result-based management evaluation methodologies;
• Experience applying participatory monitoring approaches;
• Experience applying SMART indicators and reconstructing or validating baseline scenarios;
• Recent knowledge of the UNDP Monitoring and Evaluation Policy and UNDP's results-based evaluation policies and procedures
• Competence in Adaptive Management, as applied to natural disasters management and preparedness projects;
• Recognized expertise and familiarity with DRM structures and policies in Central Asia;
• Demonstrable analytical skills;
• Work experience in relevant areas for at least 10 years;
• Project evaluation experiences within United Nations system will be considered an asset;
• Excellent English/Russian communication skills.