

Annex 1: Terms of Reference

Project of the Government of the Samoa
Enabling Activity Initial Assistance to Samoa to meet its obligations under the Stockholm
Convention on Persistent Organic Pollutants
SAM/01/G31

Terms of Reference for Project Evaluation

Part I

1. Introduction

The Government of Samoa and UNDP officially signed the Project Document for the Enabling Activity for Initial Assistance to Samoa to meet its obligations under the Stockholm Convention on POPs in February 2002. The Ministry of Natural Resources and Environment previously known as the Department of Lands, Surveys and Environment is the lead Government agency responsible for the national coordination and implementation of this project. The POPs project for Samoa is currently under implementation with a number of results already achieved and others yet to be completed.

The development objective of the project is to create sustainable capacity and ownership in Samoa to meet their obligations under the Stockholm Convention, including preparation of POPs Implementation Plan, and broader issues of chemical safety and management as articulated in Chapter 19 of the Agenda 21. The Implementation Plan describes how Samoa will meet its obligations under the Convention to phase-out POPs sources and remediate POPs contaminated sites in Samoa.

The project has the following components:

- Establishment of an enabling activity project coordinating mechanism;
- Capacity building in support of project implementation;
- Assessment of national infra-structural and institutional capacity;
- Preparation of initial POPs inventories
- Setting objectives and priorities for POPs and POPs reduction and elimination options;
- Preparation of draft Implementation Plan;
- Review and finalize Implementation Plan

2. Objectives of the evaluation

The purpose of the evaluation of the Enabling Activity for POPs of the Government of Samoa is to assess the performance of the project in the first 12 months since the project commenced implementation. This assessment will include both the evaluation of the progress in project implementation, measured against planned outputs set forth in the Project Document in accordance with rational budget allocation, and an assessment of features related to the impact of the project.

The evaluation will identify outputs that have been successfully achieved, outputs yet to be completed, and gaps where additional work and time is required for their completion. This information will support the Government of Samoa's request for an extension to the POPs project to the end of 2004.

The evaluation will also identify lessons learned and best practices from the POPs project, which could be applied to similar national on-going and future environment projects.

3. Scope of Evaluation

The scope of the evaluation is to assess the project against its stated outputs and explore whether impacts can already be seen, including trends. In carrying out the evaluation, the following issues should be addressed:

Assessment of progress in project implementation

In this context, implementation means the provision of inputs and achievement of outputs as well as processes of implementation. The project has completed its first 12 months of implementation and as

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such progress should be measured against outputs stated in the project document. The evaluation will focus on such aspects as

- appropriateness and relevance of work plan,
- compliance with the work plan along side with budget allocation;
- timeliness of disbursements;
- financial and project progress reports;
- coordination among different project stakeholders.
- any issue that has impeded or advanced the implementation of the project or any of its components, including actions taken and resolutions made should be highlighted.

[Note: Whatever format is deemed appropriate for the presentation of the assessment results in the evaluation report, the evaluation should come up with a summary of information as in the following table.]

Activities		Budget		
Planned	Actual	As per ProDoc	Actual Expenditures	% of Project Budget

Overall, the following assessments shall be carried out:

- Capacity of risk management in project implementation i.e., whether the assumptions and risks are well recognized and mitigating measures are considered throughout implementation.
- Project design, i.e., whether the project design allowed for flexibility in responding to internal and external changes in the project environment.
- Implementation difficulties, i.e., whether difficulties and barriers, which were not expected at the start of the project, are identified and the approaches for the solutions are considered and implemented effectively.
- Project resources, i.e., whether the project components and activities were logically designed as to content and time frame commensurate with the human and financial resources that were made available.
- Whether there is effective communication between the different components, so that information, data, lessons learnt, best practices and outputs are shared efficiently.
- Whether the use of both international and national consultants is appropriate and requisite for the project outputs.

Assessment of project outputs

Assess:

- Whether the project was implemented according to whether or not it followed the workplan and provide comments to whether the workplan was realistic.
- Whether the process undertaken to implement the project was in the right direction to achieve the outputs (i.e., based on the agreed work plan).
- The significance of the outputs so far achieved for the country.
- Whether the project outputs were delivered as per agreed schedule and explore reasons and lessons learnt arising out of it.
- The quality and credibility of the outputs, as stipulated in the Project Document.
- The project's contributions to improving coordination and implementation of POPs related activities in the country.
- The credibility of the data used in the project and reliance of the numerical outputs.
- The management and monitoring of the project personnel and consultants' work.

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Assessment of project impact

The evaluation will focus on some aspects, which are closely related to impact assessment such as:

- **Capacity Development** - The effects of the project activities on strengthening the capacities of the Ministry of Natural Resources and Environment and other stakeholders will be assessed.
- **Leverage** - The project's effectiveness in leveraging funds that would influence larger projects or broader policies to support its goal will be assessed.
- **Awareness Raising** - The Project's contribution to raise awareness about POPs in Samoa, should be examined, as well as the project's contribution to promote policy or advocacy activities and collaboration among the stakeholders.
- **Lessons Learned and Best Practices** - Both good and bad experiences and lessons learned from the implementation of the project thus far will be identified and evaluated. There shall be a document on the integration and application of experience from the various components of the project (holistic approach).
- **Operational recommendations**- Recommendations will be developed to help the executing agency and project partners improve its operational and support activities for biodiversity conservation in Samoa in line with GEF priorities. The recommendations would aim to:
 - Help the Government of the Samoa through the Ministry of Natural Resources and Environment and partners improve project implementation and to address operational lapses and gaps;
 - Strengthen the work of the Project Manager and Coordinator and Project Steering Committee;
 - Enable UNDP Country Office and UNDP GEF to provide effective support;
 - Improve ways to draw, share and document lessons learned and best practices experience to the various stakeholders; and
 - Provide effective operational guidance for effective implementation and completion of the POPs project and onwards for future project prospect/s.

4. Evaluation Methodology

The evaluation consultant will review all relevant project documents and reports related to the planned evaluation and of the UNDP/GEFs and conduct focused group discussions with the National Project Manager, and Project Coordinator on topics and issues that relate to the implementation and impact of the project. The Evaluator is expected to become well versed as to the objectives, historical developments, institutional and management mechanisms, project activities and already documented "lessons learned" of the project. Information will be gathered through document review, group and individual interviews and site visits. More specifically, the evaluation will be based on the following sources of information:

Review of documents related to the project such as project document, quarterly and annual progress reports, financial and audit reports, other activity/component specific reports and evaluation, if there are any, etc.

Structured interview with knowledgeable parties, i.e., Project Manager, Technical Advisor, Project Coordinator(s), Contractors, International/National Consultants, UNDP Country Office Counterparts, members of the National Project Steering Committee, Project stakeholders, etc.

5. Evaluation Expert

- An independent evaluator shall possess the following competencies:
- Expertise in the field of project management
- Expertise in the field of persistent organic pollutants
- Specific experience in the Pacific in the field of persistent organic pollutants
- Well versed with the Stockholm Convention on POPs
- Good understanding of UNDP/GEF requirements

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In order to ensure the credibility of the evaluation exercise, it is recommended that the evaluator is independent and not directly affiliated to the project or indirectly through another organization having close involvement in the project, or with consultant firms having had affiliations with the project and the project team.

6. Products expected from the evaluation

- Based on the scope of the evaluation described above, the evaluation report will include:
- Inception Report outlining in detail methodology, list of people to be consulted, list of documents reviewed. The Inception Report must be prepared and submitted to UNDP prior to the country/field visit.
- Full Evaluation Report detailing the following:
 - Findings on the project implementation achievements, challenges, and difficulties to date;
 - Assessments of the process undertaken towards the attainment of outcomes;
 - Lessons learned from the project structure, coordination between different agencies, experience of the implementation, and output/outcome (in particular, information that could be useful for other UNDP GEF project,
 - Rating on outcomes for both overall and each component levels, and
 - Key sets of recommendations to support the need for an extension of the completion timeframe for the project to the end of 2004.

The draft Evaluation Report in electronic format will be initially shared with the Government to solicit comment/s or clarification/s and will be presented to the National Steering Committee for further deliberations and comments. Consequently, the final evaluation report will be made and submitted to the UNDP Country Office with a copy furnished to the Government and the Ministry of Natural Resources and Environment. All reports should be in Microsoft Word or Adobe Acrobat format, with no restriction in access. Refer Report Format in Part II.

Reporting Schedule

Activity	Duration	Due Dates
Prepare and submit Inception Report to UNDP	1 week prior to field visit	Latest 19 October
Submit and circulate draft evaluation report to UNDP, Government and relevant stakeholders for comments	2 weeks after field visit	Latest 7 November 2003
Incorporate comments, finalise and submit final report to UNDP	1 week from 7 November 2003	No later than 14 November 2003

7. Management Arrangements

The Evaluation Expert will be recruited by the UNDP in consultation with the Government of Samoa. UNDP recruitment procedures and requirements will be adhered to. The Evaluation Expert will report directly to the UNDP.

The UNDP and Government of Samoa through the Ministry of Natural Resources and Environment (MNRE) as the implementing agency for the Enabling Activity for POPs Project will provide all relevant project documents and reports to the evaluation consultant. In addition, the UNDP and MNRE will assist in coordinating the field work programme and in particular the consultations and discussions with key stakeholders