**Terminal Evaluation Terms of Reference**

*Template 1 - formatted for attachment to the* [https://jobs-admin.undp.org/index.cfm](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fjobs-admin.undp.org%2Findex.cfm&data=02%7C01%7Cr.m.naeem%40undp.org%7Cd2ea44db88c14338934c08d82f9ddb91%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C637311702324358005&sdata=J%2BOiySXns7hFG3azTxGxMti%2FGpTUdjpLDQ%2Bs24GTo1A%3D&reserved=0)

1. **INTRODUCTION**

In accordance with UNDP and GEF M&E policies and procedures, all full- and medium-sized UNDP-supported GEF-financed projects are required to undergo a Terminal Evaluation (TE) at the end of the project. This Terms of Reference (ToR) sets out the expectations for the TE of the full-sized project titled “Comprehensive Reduction and Elimination of POPs’ in Pakistan (PIMS #4600) implemented through UNDP. The project started on 20 March 2015 and is in its final of implementation. The TE process must follow the guidance outlined in the document ‘Guidance For Conducting Terminal Evaluations of UNDP-Supported, GEF-Financed Projects’ [UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported GEF-financed Projects.](file:///C:\Users\HP\Downloads\(COVID)%20UNDP-GEF-TE-TOR-Template-June2020_ENGLISH_JobsSite.docx)

1. **PROJECT BACKGROUND AND CONTEXT`**

As an implementing agency of the Global Environment Facility (GEF), UNDP oversees a portfolio of GEF projects in the Chemicals and Waste Focal Area, which are implemented through UNDP’s network of Country Offices located in developing countries, as well as numerous UN and other agency partners.

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP supported GEF financed projects are required to undergo a Terminal Evaluation (TE) upon completion of implementation. All full-sized UNDP supported GEF financed projects are required to undergo a Midterm Review (MTR).

Under this TOR, the UNDP Pakistan CO has to undertake the Terminal Evaluation for USD 5.15 million project “Comprehensive Reduction Elimination of POPs’ in Pakistan”.

The UNDP Global Environmental Finance (UNDP-GEF) Unit is seeking the services of one national consultant to work as part of a team with an international consultant that will undertake the above-captioned TE during 2020. The specific responsibilities of the national consultant are detailed later in the Annex of this Terms of Reference.

The National consultant will work in concert with the international consultant, assisting in compiling the relevant information for the report, but more importantly objectively analyzing the data and information collected, and ensuring that the final reports meet with the quality standards as per UNDP Evaluation guidance.

Project Profile:

The financial details of the project are mentioned as below;

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project Title: | Comprehensive Reuction and Elimination of Persistent Organic Pollutants in Pakistan | | | | | |
| GEF Project ID: | | 4477 |  | *at endorsement (Million US$)* | | *at completion (Million US$)* |
| UNDP Project ID: | | 00091045 (PIMs 4600) | GEF financing: | 5,150,000 | | 5,150,000 |
| Country: | | Pakistan | UNDP | 300,000 | | 300,000 |
| Region: | | Asia-Pacific | Government: | 11,570,000 | | 11,570,000 |
| Focal Area: | | Persistent Organic Pollutants | Private Sector: | 22,364,822 | | 22,364,822 |
| FA Objectives, (OP/SP): | | CW-1 | Total co-financing: | 34,234,822 | | 34,234,822 |
| Executing Agency: | | UNDP | Total Project Cost: | 39,384,822 | | 39,384,822 |
| Other Partners involved: | | Ministry of Climate Change | ProDoc Signature (date project began): | | | 20 March 2015 |
| (Operational) Closing Date: | | Proposed:  20 Mar 2020 | Actual:  30 Sep 2020 |

The Objectivesof the project are the environmentally safe disposal of POPs (1200 tons of pesticide POPs and 300 tons of PCBs) enhancing at the same time management capacities and disposal of POPs in Pakistan. Although the project could not likely dispose all the pesticide POPs and PCBs existing in Pakistan (also because the exact quantification of these stockpiles is a continuous process which will continue even after project closure) by establishing a proper regulatory and monitoring system and enhancing the disposal capability of the country, the project will ensure that further POPs stockpiles can be effectively and safely disposed by the country as soon as they are identified.

The project intends to achieve this objective improving the regulatory system, enhancing its enforcement, raising awareness on POPs, and by establishing the capacity for POPs monitoring, handling, transport and disposal. This will contribute to the broader **Goal**, which is to reduce risk for the human health and the environment by avoiding the release of POPs in the environment and preventing people exposure to POPs.

The project has been arranged in four components (including Monitoring and Evaluation) as following:

* Component 1. Development and implementation of a Regulatory, Policy and enforcement system to reduce POPs releases
* Component 2. Capacity building of local communities and public and private sector stakeholders to reduce exposure to and releases of POPs
* Component 3. Collection, Transport and Disposal of PCBS and POPS Pesticides
* Component 4. Monitoring and evaluation.

The following is a description of Outcomes under each component

Outcome 1.1. Strengthened POPs regulatory and policy instruments adopted and POPs management systems for controlling and reducing releases of POPs functional.

Outcome 1.2. Government enforcement agencies and other organizations involved in regulating POPs management are able to use tools developed for POPs management and network with/regulate main agencies handling POPs

Outcome 1.3. Governance and enforcement particularly on illegal imports framework for controlling POPs improved.

Outcome 1.4. National Chemicals Profile updated

Outcome 2.1. Stakeholder groups aware of sources and prepared to mitigate POPs exposure and releases with specific reference to pesticide stockpiles.

Outcome 2.2. Cost effective POPs exposure mitigation undertaken focusing mainly on PCBs.

Outcome 2.3. POPs awareness among key target groups, such as decision makers, high/risk occupations etc. raised.

Outcome 2.4 Reduced POPs exposure in occupational setting.

Outcome 3.1. Capacity to undertake POPs disposal projects at provincial level established.

Outcome 3.2. Environmentally Sound Disposal of POPs. Removal of particularly risky POPs stockpiles and the sound disposal of up to 1200 tons of POP pesticides and of 300 tons of PCB

Outcome 3.3. National POPs management and disposal scheme and replication plan developed.

Outcome 4.1. M&E and adaptive management are applied to provide feedback to the project coordination process to capitalize on the project needs; and

Outcome 4.2. Lessons learned and best practices are accumulated, summarized and replicated at the country level and disseminated internationally.

The project outcomes will contribute towards the government’s reporting to Stockholm Convention secretariat since the amount of chemicals reported in the National Implementation Plan have to be eradicated and disposed-off from the country. The project is contributing to UNDP corporate goals as mentioned in UNDP’s Country Programme Document.

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 aid in the overall enhancement of UNDP programming.

Impact of COVID-19 on Pakistan:

Pakistan reported 1,587 new cases of COVID-19 on 19 July 2020. The total number of cases notified since the beginning of the outbreak is 265,083 with 5,599 deaths (CFR: 2.11%). Out of the total 53,555 currently active cases, 2,541 cases are hospitalized, out of which 1,552 (61.07%) are in critical condition. 51,014 COVID-19 positive cases are at designated isolation facilities or in-home isolation. A total of 205,929 (77.68%) have recovered and discharged.

The country is exercising smart lockdowns in areas where there is increased number of reported cases. The flights are now open but limited flights with limited seats are available so advance booking with reasonable timeframe is a must.

1. **TE PURPOSE**

The TE report will assess the achievement of project results against what was expected to be achieved and draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming. The TE report promotes accountability and transparency and assesses the extent of project accomplishments.

In accordance with UNDP and GEF M&E policies and guidelines, GEF-financed projects are required to undergo a Terminal Evaluation (TE) when implementation has completed. This evaluation must follow detailed guidance outlined in the [*UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported GEF-financed Projects*](http://web.undp.org/evaluation/documents/guidance/GEF/UNDP-GEF-TE-Guide.pdf).

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

1. **TE APPROACH & METHODOLOGY**

The TE must provide evidence-based information that is credible, reliable and useful.

The TE team will review all relevant sources of information including documents prepared during the preparation phase (i.e. PIF, UNDP Initiation Plan, UNDP Social and Environmental Screening Procedure/SESP) the Project Document, project reports including annual PIRs, project budget revisions, lesson learned reports, national strategic and legal documents, and any other materials that the team considers useful for this evidence-based evaluation. The TE team will review the baseline and midterm GEF focal area Core Indicators/Tracking Tools submitted to the GEF at the CEO endorsement and midterm stages and the terminal Core Indicators/Tracking Tools that must be completed before the TE field mission begins.

The TE team is expected to follow a participatory and consultative approach ensuring close engagement with the Project Team, government counterparts (the GEF Operational Focal Point), Implementing Partners, the UNDP Country Office(s), the Regional Technical Advisors, direct beneficiaries and other stakeholders.

Engagement of stakeholders is vital to a successful TE[[1]](#footnote-1). Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to *(list);* the GEF operational focal point, UNDP Country Office, project team, UNDP GEF Technical Adviser based in the region and key stakeholders including key experts and consultants in the subject area, Project Board, project beneficiaries, academia, local government and CSOs, etc. Additionally, the TE team is expected to conduct field missions to Islamabad, Lahore, Karachi and Peshawar including the meetings with the Ministry of Climate Change, NEPRA, Ministry of Energy, Pak-EPA, Provincial EPAs, Plant protection department, WAPDA, and other relevant organizations.

The specific design and methodology for the TE should emerge from consultations between the TE team and the above-mentioned parties regarding what is appropriate and feasible for meeting the TE purpose and objectives and answering the evaluation questions, given limitations of budget, time and data. The TE team must, however, use gender-responsive methodologies and tools and ensure that gender equality and women’s empowerment, as well as other cross-cutting issues and SDGs are incorporated into the TE report.

The final methodological approach including interview schedule, field visits and data to be used in the evaluation should be clearly outlined in the inception report and be fully discussed and agreed between UNDP, stakeholders and the TE team.

Owing to the ground situation and where it is not advisable to physically go for the meetings, the project team will facilitate the TE team to plan and carry out virtual interviews and meetings with the relevant stakeholders. the evaluation team should be able to revise the approach in consultation with the evaluation manager and key stakeholders. These changes in approach should be agreed and reflected clearly in the TE Inception Report.)

The TE team need to ensure its availability in Islamabad, however, travel to other cities may or may not be materialized keeping current COVID-19 scenario in mind. The final decision to be taken at an appropriate time; the dates closer to the mission dates.

The final TE report should describe the full TE approach taken and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the evaluation.

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework (see  [Annex A](#_TOR_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](#_TOR_Annex_D:).

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Ratings:** | | | |
| **1. Monitoring and Evaluation** | ***rating*** | **2. IA& EA Execution** | ***rating*** |
| 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: |  |

As of 11 March 2020, the World Health Organization (WHO) declared COVID-19 a global pandemic as the new coronavirus rapidly spread to all regions of the world. Travel to the country was initially restricted but with new SOPs in place, the travel is now open to the country. The TE team should develop a methodology that takes this into account the conduct of the TE physically to the capital city Islamabad where most of the stakeholders are present and virtually or remotely for the cities/locations where the travel may be curtailed if the situation doesn’t permit and the project will facilitate virtual meetings/interviews etc.

1. **DETAILED SCOPE OF THE TE**

The TE will assess project performance against expectations set out in the project’s Logical Framework/Results Framework (see TOR Annex A). The TE will assess results according to the criteria outlined in the Guidance for TEs of UNDP-supported GEF-financed Projects UNEG 'Ethical Guidelines for [Evaluations'](file:///C:\Users\HP\Downloads\(COVID)%20UNDP-GEF-TE-TOR-Template-June2020_ENGLISH_JobsSite.docx).

The Findings section of the TE report will cover the topics listed below.

A full outline of the TE report’s content is provided in ToR Annex C.

The asterisk “(\*)” indicates criteria for which a rating is required.

Findings

1. Project Design/Formulation

* National priorities and country driven-ness
* Theory of Change
* Gender equality and women’s empowerment
* Social and Environmental Safeguards
* Analysis of Results Framework: project logic and strategy, indicators
* Assumptions and Risks
* Lessons from other relevant projects (e.g. same focal area) incorporated into project design
* Planned stakeholder participation
* Linkages between project and other interventions within the sector
* Management arrangements

1. Project Implementation

* Adaptive management (changes to the project design and project outputs during implementation)
* Actual stakeholder participation and partnership arrangements
* Project Finance and Co-finance
* Monitoring & Evaluation: design at entry (\*), implementation (\*), and overall assessment of M&E (\*)
* Implementing Agency (UNDP) (\*) and Executing Agency (\*), overall project oversight/implementation and execution (\*)
* Risk Management, including Social and Environmental Standards

1. Project Results

* Assess the achievement of outcomes against indicators by reporting on the level of progress for each objective and outcome indicator at the time of the TE and noting final achievements
* Relevance (\*), Effectiveness (\*), Efficiency (\*) and overall project outcome (\*)
* Sustainability: financial (\*) , socio-political (\*), institutional framework and governance (\*), environmental (\*), overall likelihood of sustainability (\*)
* Country ownership
* Gender equality and women’s empowerment
* Cross-cutting issues (poverty alleviation, improved governance, climate change mitigation and adaptation, disaster prevention and recovery, human rights, capacity development, South-South cooperation, knowledge management, volunteerism, etc., as relevant)
* GEF Additionality
* Catalytic Role / Replication Effect
* Progress to impact

Main Findings, Conclusions, Recommendations and Lessons Learned

* The TE team will include a summary of the main findings of the TE report. Findings should be presented as statements of fact that are based on analysis of the data.
* The section on conclusions will be written in light of the findings. Conclusions should be comprehensive and balanced statements that are well substantiated by evidence and logically connected to the TE findings. They should highlight the strengths, weaknesses and results of the project, respond to key evaluation questions and provide insights into the identification of and/or solutions to important problems or issues pertinent to project beneficiaries, UNDP and the GEF, including issues in relation to gender equality and women’s empowerment.
* Recommendations should provide concrete, practical, feasible and targeted recommendations directed to the intended users of the evaluation about what actions to take and decisions to make. The recommendations should be specifically supported by the evidence and linked to the findings and conclusions around key questions addressed by the evaluation.
* The TE report should also include lessons that can be taken from the evaluation, including best and worst practices in addressing issues relating to relevance, performance and success that can provide knowledge gained from the particular circumstance (programmatic and evaluation methods used, partnerships, financial leveraging, etc.) that are applicable to other GEF and UNDP interventions. When possible, the TE team should include examples of good practices in project design and implementation.
* It is important for the conclusions, recommendations and lessons learned of the TE report to include results related to gender equality and empowerment of women.

The TE report will include an Evaluation Ratings Table, as shown below:

**ToR Table 2: Evaluation Ratings Table for the project titled” COMPREHENSIVE REDUCTION AND ELIMINATION OF PERSISTENT ORGANIC POLLUTANTS IN PAKISTAN*”***

|  |  |
| --- | --- |
| Monitoring & Evaluation (M&E) | Rating[[2]](#footnote-2) |
| M&E design at entry |  |
| M&E Plan Implementation |  |
| Overall Quality of M&E |  |
| Implementation & Execution | Rating |
| Quality of UNDP Implementation/Oversight |  |
| Quality of Implementing Partner Execution |  |
| Overall quality of Implementation/Execution |  |
| Assessment of Outcomes | Rating |
| Relevance |  |
| Effectiveness |  |
| Efficiency |  |
| Overall Project Outcome Rating |  |
| Sustainability | Rating |
| Financial resources |  |
| Socio-political/economic |  |
| Institutional framework and governance |  |
| Environmental |  |
| Overall Likelihood of Sustainability |  |

1. **TIMEFRAME**

The total duration of the TE will be approximately 26 days over a time period of 12 weeks starting Sep 05, 2020 and shall not exceed three months from when the TE team is hired. The tentative TE timeframe is as follows:

* *Aug 25, 2020:* Application closes
* *Sep 05, 2020:* Selection of TE Team
* *Sep 10, 2020:* Prep the TE team (handover of project documents)
* *Sep 14, 2020: (04* days:) Document review and preparing TE Inception Report
* *Sep 22, 2020: (08 d*ays): Finalization and Validation of TE Inception Report- latest start of TE mission
* *Oct 15, 2020): (15* days): TE mission: stakeholder meetings, interviews, field visits
* *Oct 20, 2020:* Mission wrap-up meeting & presentation of initial findings- earliest end of TE mission
* *Oct 30, 2020: (10* days): Preparation of draft TE report
* *Nov 10, 2020:* Circulation of draft TE report for comments
* *Nov 15, 2020: 05 d*ays: Incorporation of comments on draft TE report into Audit Trail & finalization of TE report
* *Nov 22, 2020:* Preparation & Issue of Management Response
* *Nov 30, 2020:* Expected date of full TE completion

The expected date start date of contract is Sep 05, 2020*.*

Options for site visits should be provided in the TE Inception Report.

1. **TE DELIVERABLES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Deliverable | Description | Timing | Responsibilities |
| 1 | TE Inception Report | TE team clarifies objectives, methodology and timing of the TE | No later than 2 weeks before the TE mission: Sep 22, 2020 | TE team submits Inception Report to Commissioning Unit and project management |
| 2 | Presentation | Initial Findings | End of TE mission: Oct 20, 2020 | TE team presents to Commissioning Unit and project management |
| 3 | Draft TE Report | Full draft report *(using guidelines on report content in ToR Annex C)* with annexes | Within 3 weeks of end of TE mission: Oct 30, 2020 | TE team submits to Commissioning Unit; reviewed by BPPS-GEF RTA, Project Coordinating Unit, GEF OFP |
| 5 | Final TE Report\* + Audit Trail | Revised final report and TE Audit trail in which the TE details how all received comments have (and have not) been addressed in the final TE report *(See template in ToR Annex H)* | Within 1 week of receiving comments on draft report: Nov 15, 2020 | TE team submits both documents to the Commissioning Unit |

\*All final TE reports will be quality assessed by the UNDP Independent Evaluation Office (IEO). Details of the IEO’s quality assessment of decentralized evaluations can be found in Section 6 of the UNDP Evaluation Guidelines.[[3]](#footnote-3)

1. **TE ARRANGEMENTS**

The principal responsibility for managing the TE resides with the Commissioning Unit. The Commissioning Unit for this project’s TE is the UNDP Country Office*.*

The Commissioning Unit will contract the consultants and ensure the timely provision of per diems and travel arrangements within the country for the TE team. The Project Team will be responsible for liaising with the TE team to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

The TE team will reach Islamabad and meet with all the key stakeholders. For any visits outside Islamabad, the UNDP CO will arrange travel and bear the cost as per UNDP rules and policies. If the travel to other cities does not take place, then the remote arrangements shall be carried out by the project team in coordination with the UNDP CO.

Following to be noted for travel:

* The BSAFE course must be successfully completed prior to commencement of travel;
* Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director.
* Consultants are required to comply with the UN security directives set forth under: <https://dss.un.org/dssweb/>
* All related travel expenses will be covered and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents.

1. **TE TEAM COMPOSITION**

The evaluation team will be composed of one *international and one national evaluators.* The consultants shall have prior experience in evaluating similar projects. Experience with GEF financed projects is an advantage. The International Consultant shall be the team leader, with the national consultant having a supportive role compiling information as required. 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.

The National Consultant must present the following qualifications:

Education

* A Master’s degree in chemical science, chemical engineering, natural science, environment science, environmental engineering, or other closely related field (10 marks);

Experience

* Recent experience with result-based management evaluation methodologies (10 marks);
* Experience applying SMART indicators and reconstructing or validating baseline scenarios for at least 7 years (05 marks);
* Experience working with the GEF or GEF-evaluations for at least 5 years (5 marks);
* Work experience in relevant technical areas for at least 05 years (10 marks);
* Demonstrated understanding of issues related to gender and hazardous chemicals; experience in gender sensitive evaluation and analysis (10 marks);
* Project evaluation/review experiences within United Nations system will be considered an asset (10 marks);
* Experience with implementing evaluations remotely will be considered an asset.

Language

* Excellent communication skills (verbally and writing in English) (10 marks);

1. **EVALUATOR ETHICS**

The TE team will be held to the highest ethical standards and is required to sign a code of conduct upon acceptance of the assignment. This evaluation will be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’. The evaluator must safeguard the rights and confidentiality of information providers, interviewees and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The evaluator must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses without the express authorization of UNDP and partners.

1. **PAYMENT SCHEDULE**

* 20% payment upon satisfactory delivery of the final TE Inception Report and approval by the Commissioning Unit
* 40% payment upon satisfactory delivery of the draft TE report to the Commissioning Unit
* 40% payment upon satisfactory delivery of the final TE report and approval by the Commissioning Unit and RTA (via signatures on the TE Report Clearance Form) and delivery of completed TE Audit Trail

Criteria for issuing the final payment of 40%:

* The final TE report includes all requirements outlined in the TE TOR and is in accordance with the TE guidance.
* The final TE report is clearly written, logically organized, and is specific for this project (i.e. text has not been cut & pasted from other TE reports).
* The Audit Trail includes responses to and justification for each comment listed.
* *In line with the UNDP’s financial regulations, when determined by the Commissioning Unit and/or the consultant that a deliverable or service cannot be satisfactorily completed due to the impact of COVID-19 and limitations to the TE, that deliverable or service will not be paid.*
* *Due to the current COVID-19 situation and its implications, a partial payment may be considered if the consultant invested time towards the deliverable but was unable to complete to circumstances beyond his/her control.*

1. **APPLICATION PROCESS[[4]](#footnote-4)**

Recommended Presentation of Proposal:

1. **Letter of Confirmation of Interest and Availability** using the [template](https://intranet.undp.org/unit/bom/pso/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx)[[5]](#footnote-5) provided by UNDP;
2. **CV** and a **Personal History Form** ([P11 form](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)[[6]](#footnote-6));
3. Brief description **of approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
4. **Financial Proposal** that indicates the all-inclusive fixed total contract price. The term “all inclusive” implies all cost will include professional fees but not travel related costs since the travel will be managed by UNDP itself keeping COVID-19 scenario in consideration. The template is attached to the [Letter of Confirmation of Interest template](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_%20Individual%20Contract_Offerors%20Letter%20to%20UNDP%20Confirming%20Interest%20and%20Availability.docx&action=default). If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

All application materials should be submitted to the address (UNDP Registry, Quotation/Bids/Proposals,

United Nations Development Programme, Serena Business Complex, 2nd Floor, Khayaban-e-Suharwardy, Islamabad, Pakistan - Tel: 051-8355600 Fax: 051-2600254-5)

in a sealed envelope indicating the following reference “Consultant for Terminal Evaluation of the project titled “*COMPREHENSIVE REDUCTION AND ELIMINATION OF PERSISTENT ORGANIC POLLUTANTS IN PAKISTAN*” or by email at the following address ONLY: *(*[bids.pk@undp.org](mailto:bids.pk@undp.org)*)* by 2400 hrs, Aug 25, 2020. Incomplete applications will be excluded from further consideration.

**Criteria for Evaluation of Proposal:** Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP’s General Terms and Conditions will be awarded the contract.

1. **TOR ANNEXES**

*(Add the following annexes to the final ToR)*

* ToR Annex A: Project Logical/Results Framework
* ToR Annex B: Project Information Package to be reviewed by TE team
* ToR Annex C: Content of the TE report
* ToR Annex D: Evaluation Criteria Matrix template
* ToR Annex E: UNEG Code of Conduct for Evaluators
* ToR Annex F: TE Rating Scales
* ToR Annex G: TE Report Clearance Form
* ToR Annex H: TE Audit Trail

**ToR Annex A: Project Logical/Results Framework**

|  | **Indicator** | **Baseline** | **Targets**  **End of Project** | **Source of verification** | **Risks and Assumptions** |
| --- | --- | --- | --- | --- | --- |
| Project Objective: Reducing human health and environmental risks by enhancing management capacities  and disposal of POPs in Pakistan | Extent to which provisions on POPs comprehensively integrated into the regulation on chemicals, waste, environmental targets.  Comprehensive regulation, clean up targets, and guidance on POPs contaminated sites in place and tested on a number of contaminated sites.  Extent to which awareness on POPs of relevant stakeholders measurably enhanced.  Extent to which capacity of local communities and public and private sector stakeholders to reduce exposure to POPs and their releases enhanced.  Percentage increase in tons of POPs pesticide stockpiles and PCBs properly managed and disposed off | The integration of SC requirement on POPs in the existing regulation is very limited.  A harmonized regulatory system aimed at reducing release of, and exposure to POPs and hazardous chemicals is still missing.  Awareness of institutional and industrial stakeholders, as well as the general public is low.  POPs pesticide stockpile and PCB contaminated equipment are unsafely stored and often dispersed in the environment as a result of floods.  Capacity and infrastructures for the management and disposal of POPs stockpiles and PCBs is missing. | Existing regulation on chemical management updated and enforced with provisions related to POPs  An integrated system for enforcing and controlling proper management of POPs, both ad administration and industrial sectors adopted  A comprehensive package of regulations and guidance for POPs reduction and disposal, permitting of disposal facilities, PCB inventory and treatment established.  Management capacity of governmental and industrial stakeholders increased.  Awareness of relevant stakeholders at all level is significantly enhanced,  At least 1200 tons of POPs pesticide and 300 tons of PCBs contaminated equipment safely collected, stored and disposed off. | Project reports and documentation.  Official acts related to the promulgation of new / amended laws.  Training reports  Workshop – meeting minutes.  Hazardous Waste Manifests  Site surveys  Interview and questionnaires. | Risks:  Regulatory authorities not committed to issue new regulation.  POPs stockpile and PCBs not timely identified are released in the environment.  Technology for disposing POPs and PCBs not timely established.  Assumptions.  Inventory of POPs and PCBs already started at PPG stage, and is the first and most urgent project activity.  The GoP is highly committed to establish a modern environmental regulation implementing in a sustainable way the SC provisions.  The project will follow a double approach for disposal of POPs, which will ensure that, in case a domestic disposal technology cannot be identified, POPs can be still send abroad for disposal in compliance with the Basel convention. |
| **Component 1. Development and implementation of a Regulatory, Policy and enforcement system to reduce POPs releases** | | | | | |
| Outcome .1.1. strengthened POPs regulatory and policy instruments adopted and POPs management systems for controlling and reducing releases of POPs functional | Number of regulatory tools relevant to the management of POPs including PCBs, hazardous waste pesticides, release and emission limits for disposal facilities, analyzed, revised and amended to consistently take into account SC provisions on POPs. | The initial POPs pesticides as included in the Stockholm Convention before 2009 are banned in Pakistan, through the Agricultural Pesticides Ordinance, 1971.  New POPs like PFOs and brominated flame retardants are not regulated in Pakistan  A PCBs regulation is completely missing.  Regulation on U-POPs emission is not compliant with the SC BAT/BEP | Key POPs related national legislation developed.  National Technical POPs management Guidelines developed. | Gap analysis report of the current regulatory system with SC  Meeting minutes.  Text of new or amended regulation.  Text of enforcement rules for management of POPs.  Interview, site visit, questionnaire with relevant stakeholders | Risks:  1) Lack of coordination of the relevant institutions and ministries  2) Conflicting objectives of different ministries / stakeholders which may render difficult the negotiation on an integrated regulation.  3) Lack of commitment of relevant stakeholders.  4) Timing and complexities of procedures for the examination, voting and adoption of new technical regulations.  5) Provisions on import/export activities would require bilateral agreement with boundary countries which may be difficult to implement.  6) Lack of commitment – capacity in drafting the Pakistan chemical profile.  7) Training effectiveness limited or not properly assessed due to limited participation or limited quality control.  Assumptions/countermeasures:  1) 2) and 3) Coordination and solution of conflicts among different stakeholders may be solved by involving them in the project steering committee and/or in specific project activities and establishing a well-staffed PMO for project management. A “POPs regulation coordination office” will be established at federal level which will interact with PMU and will coordinate with all governmental bodies involved in regulatory work.  4) The selection of the proper procedure and type of regulatory instruments (i.e. decree instead of laws, or official guidance documents annexed to existing laws) for POPs – related legislation will ensure that regulation is adopted within project deadline.  6) An international meeting with representatives of boundary countries to clarify transboundary issues will be hold to discuss a common platform. It should be noticed that all the boundary countries (China, India, Iran, Afghanistan ) ratified or accessed the Stockholm convention,  7) Pakistan government is strongly motivated in providing information for drafting the country chemical profile. Technical assistance will be mobilised by the project, involving national and international expert with outstanding experience in chemical management, to ensure the successful completion of that task.  8) To access the training sessions, candidate will have to pass an initial test which will serve also as baseline; and a final test, which will demonstrate the progress achieved and hence effectiveness of the training. The trainees passing the final test will receive an official certificate issued by (identify). The above will ensure at the same time willingness to attend training course and quality/effectiveness of the training |
| Outcome 1.2 Government enforcement agencies and other organizations involved in regulating POPs management are able to use tools developed for POPs management and network with/regulate main agencies handling POPs. | Number of national Technical POPs management Guidelines compliant with SC developed and effectively implemented.  Number of management and enforcement staff at national and provincial level in at least 4 provinces have enhanced skills/capacities on POPs management and enforcement. | Inadequate specialized skills, financial resources, equipment and working tools by respective institutions dealing with POPs;  Lack of dedicated administrative structure. | 60 staff from central and provincial level administration trained on enforcement of POPs related provisions.  Guidance / circulars on PCB identification, inventory labelling and disposal issued;  Guidance / circulars on obsolete pesticides including POPs identification, inventory and disposal issued;  Guidance for import / export of POPs containing materials and goods. | Text of adopted administrative procedures and circulars establishing POPs management at central and provincial level.  Training material, training minutes, outcome of pre and post assessment of the participants. |
| Outcome 1.3. Governance and enforcement particularly on illegal imports framework for controlling POPs improved. | Number of main custom offices out of the total number which have adopted procedures and circulars establishing POPs management.  Number of officers from all the main customs successfully trained. | Inadequate awareness of importers and custom officers on imports requirements;  Inadequate POPs inspectorate services  Lack of control on the export of PCB content of end of life electrical equipment | Procedures, responsibilities and offices for the enforcement of provisions related to import/exports of POPs substances or POPs containing or contaminated articles established.  Custom officers and managers trained on POPs issues and strategies.    All the main customs in Pakistan have adopted procedures and circulars establishing POPs management. | Text of adopted administrative procedures and circulars establishing POPs management for custom officers.  Training material, training minutes, outcome of pre and post assessment of the participants. |
| Outcome 1.4.  Comprehensive National Chemicals Profile improved and updated with enhanced steps taken for better respnse | Availability of an updated chemical profile report for Pakistan. | A chemical profile for the country was completed in 2009 by the International Cooperation Wing of the former Ministry of Environment.  The chemical profile includes description of the chemical management in the country, including regulatory framework and management of hazardous waste, which will obviously need to be updated as a result of the activity of the project | Data compilation and elaboration of an updated Chemicals Profile for Pakistan with special reference to 1) priority concerns related to chemicals in all stages of their Life Cycles 2) Legal Instruments and institutional framework 3) Chemical Emergency preparedness 4) Management of POPs 5) Disposal capacity for PCBs and POPs. | Update chemical profile report – preliminary and final draft | Risk:  Upgrading of Chemical profile not fully taking into account changes  Assumption:  Enough data on chemical management will be made available at starting of the project and further data will be generated in the course of project implementation.  The expert involved in drafting of chemical profile have significant experience on the matter |
| **Component 2. Capacity building of local communities and public and private sector stakeholders to reduce exposure to and releases of POPs** | | | | | |
| Outcome 2.1. Stakeholder groups aware of sources and prepared to mitigate POPs exposure and releases. | Number of institutes and communities receiving  effective Training on POPs exposure  Percentage increase in the level of awareness of main private and public stakeholders, on cost effective POPs exposure, POPs release reduction and alternative to POPs | Poor information exchange and data keeping;  Inadequate resources for dissemination of information on the viable POPs alternatives  Lacking of information and procedures for preventing exposure to and release of POPs | Development of awareness and training programs of sources and cost-effective POPs exposure and release reduction steps as well as alternatives to POPs.  Professional and community level training sessions on POPs exposure mainly for PCBs and release undertaken as well as risks with unauthorized products reduction covering 30 institutes and 50 communities.  Training of PCB holders in safe PCB handling during maintenance | Interview and questionnaires.  Raising awareness materials and documents.  Material and minutes of the awareness workshops.  Training material, training minute, outcome of pre and post assessment of the participants | Risks:  1) Stakeholders and interest groups not properly identified;  2) Awareness and training program not properly targeted to the audience  3) Training effectiveness limited or not properly assessed due to limited participation or limited quality control.  4) Enterprises may be not committed to send their personnel for training or workers not allowed / not willing to leave the job for the duration of the training.  Assumptions/countermeasures:  1) A specific activity on stakeholder identification will be launched at project starting, with the support of known governmental, NGOs, and industrial stakeholders.  2) Awareness and training programs will be based on the result of awareness and training gap analysis carried out by stakeholders.  3) To access the training sessions, candidate will have to pass an initial test which will serve as baseline; and a final test, which will demonstrate the progress achieved and hence effectiveness of the training. The trainees passing the final test will receive an official certificate issued by implementing and executing agency The above will ensure at the same time willingness to attend training course and quality/effectiveness of the training  4) A ToT (Training of Trainers) approach for enterprises will be adopted to optimize time spent by workers and enterprises staff in attending training.  5) Enterprises will appreciate how a better trained staff on POPs and safety at work will eventually imply a reduction in their liabilities and a better integration in the community. |
| Outcome 2.2  Cost effective POPs exposure mitigation undertaken focusing mainly on PCBs. | Number of people successfully trained for each relevant sector.  Percentage of people have enhanced post-training skills for safe PCB handling during maintenance. | Lack of guidelines on risk minimization procedures for handling, transportation, storage and disposal of PCB contaminated equipment.  Lack of adequate legal provision for monitoring of POPs release and their effects to human environment;  There are no legal provisions focusing on PCBs management | Specific guidance documents developed and training for PCB holders in safe PCB handling during maintenance undertaken,  At least 50 people from the power generating and distribution sectors and 50 people from large electricity consumption factories which are owners of potentially PCB contaminated equipment trained | Interview and questionnaires.  Guidance documents for PCB owners.  Training material, training minute, outcome of pre and post assessment of the participants |
| Outcome 2.3. Awareness on POPs pesticides among key target groups, such as decision makers, high/risk occupations etc. raised. | Number of institutes and communities effectively trained.  Percentage of women with enhanced awareness on POPs | Lack of awareness, both for the public at large, decision makers or farmers, on public awareness on health and environmental risks associated with POP pesticides. | At least 30 institutes and 50 communities in relevant areas (agriculture intensive, manufacturing districts, power sector, and waste management) trained on pesticidal POPs and their toxicology features, POPs exposure scenario, alternatives to POPs and POPs-free technologies including a specific training activity for addressing gender issue, carried out. | Interviews, questionnaires,  Training material, training minutes, outcome of pre and post assessment of the participants- |
| Outcome 2.4  Reduced POPs exposure in occupational setting. | Number of specific industrial sector for which training on POPs has been effectively delivered.  Extent to which industries have integrated POPs issues adopted into their management and supervision structure. | Inadequate resources to support preparation and execution of training and awareness raising program.  Lack of knowledge on safety at workplace, risk reduction, use of PPE in most industries. | Guidance for exposure reduction to POPs in priority areas, including non-occupational exposure and gender-related exposure developed.  Operators from at least 5 specific industrial sectors (waste management and recycling, textile manufacturing, electric power sector, agriculture, iron and steel, ship-breaking, plastic) and control authorities trained on POPs reduction, BAT/BEP, PPE  At least 5 industries and control authorities have integrated POPs issues into their management and supervision structures  A specific training activity for women addressing POPs issue implemented | Interviews, questionnaires,  Training material, training minutes, outcome of pre and post assessment of the participants- |
| **Component 3.Collection, Transport and Disposal of PCBS and POPS Pesticides** | | | | | |
| Outcome 3.1.Capacity to undertake POPs disposal projects at provincial level established. | Percentage of inventory of POPs stockpiles mapped and digitised  Number of electrical equipment tested for PCB.  Extent to which training on sampling, analysis and labelling of PCB contaminated equipment has been effective  Number of PCB storage and dismantling facilities effectively upgraded. | The National Implementation Plan (NIP) for POPs, inventories approximately 6,031 MT of obsolete stocks of POPs pesticides in 430 identified sites. Of these 3,800 MT are in Punjab, 2,016 MT in Sindh, 48 MT in KPK, 135 MT in Balochistan, 31.5 MT in AJK and 0.5 MT in Northern Areas of Pakistan  A PCB inventory is missing.  Storage facilities are not safe and POPs may be easily released in the environment.  Dismantling facilities for PCBs do not currently envisage any procedure or equipment for the safe dismantling and decontamination of PCB contaminated equipment. | National Inventory of POPs stockpile upgraded, including map for identifying priority sites  Storages upgraded and logistic plan developed  Pilot inventory of PCBs (testing of at least 5000 equipment) carried out in one Province  At least 2 PCB storage and dismantling facility upgraded. | Preliminary and final inventory of POPs pesticide stockpile and contaminated sites.  List of POPs temporary storage sites.  PCB pilot inventory with analytical reports  List of PCB storage facilities.  Logistic plan for transportation of POPs  Plan and technical design for POPs storage upgrade. | Risks:  1) Lack of coordination of the relevant provincial and national institutions  2) Conflicting objectives of different authorities involved in waste regulation  3) Lack of commitment of relevant stakeholders.  4) Difficulties related to the inventory of POPs stockpiles and PCB contaminated equipment.  5) Limited availability of suitable sites for storage of POPs stockpile and PCBs  6) Technologies for POPs disposal not available in the country / available technologies not suitable.  Assumptions/countermeasures:  1) Coordination with provincial authorities will be ensured by ensuring these are represented in the project steering committees.  2) Possible conflicts among different ministries’ objectives will be solved by continuous interchange of information in the course of project implementation by holding meeting and workshops as frequently as necessary.  3) All the stakeholders will be clearly informed about the environmental, social, health and economic benefit brought by the project to secure their willingness to participate.  4) To ensure that PCB inventory will be effective, early involvement of potential PCB owners will be established at project inception.  5) To ensure a reliable inventory of POPs stockpile, the Pakistan Agricultural Research Council as well as the relevant provincial institutions will be involved.  6) A shortlist of suitable sites for PCB and POPs stockpile storage will be identified early with the involvement of (industrial project partner, ministries, and local authorities). These sites will be carefully assessed for their environmental impact including issues related to hydraulic risks.  Based on cost/effectiveness consideration either proven disposal technologies for PCBs and or POPs contaminated material will be set up in Pakistan, or the POPs contaminated material will be set abroad for disposal, in compliance with the relevant requirements of the Stockholm convention.  In case of establishment of disposal technologies in Pakistan, or of use of technologies available in the country, Proof of Performance tests with conditions and material representative of the waste to be destroyed will be carried out prior to start the disposal activities |
| Outcome 3.2. Environmentally safe disposal of particularly risky POPs stockpiles and the sound disposal of up 1500 tonnes of POPS Pesticides and PCBs | Amount of POPs pesticide disposed off in an environmentally safe way.  Amount of PCBs disposed off in an environmentally safe way | Currently the greatest part of POPs stockpiles and PCBs are not managed in an environmentally safe way.  No disposal facility in Pakistan has been officially tested for disposing POPs waste.  Disposal of obsolete pesticides has been carried out in compliance with EU BAT/BEP regulation by cement kiln incineration at Lafarge cement plan | Identification, procurement and testing of disposal facilities or services.  Up to 1200 tons of obsolete POPs stockpile from Punjab and Sindh province safely disposed.  Up to 300 tons PCB equipment safely disposed. | Proof of Performance plan and reports for POPs disposal technology.  Proof of performance test reports, supervision mission reports.  Hazardous waste manifests and disposal certificates for POPs stockpiles.  Hazardous waste manifests and disposal certificates for PCBs.  Analytical reports for PCBs contaminated oil before and after treatment. |
| Outcome 3.3. National POPs management and disposal scheme and replication plan developed. | Existence of National POPs management and Disposal Plan with detailed plans on   1. National scheme for POPs pesticide disposal 2. Management plan for PCBs | The action plans for pesticidal POPs disposal and PCBs management established in the NIP have not been implemented yet. | National scheme for POPs disposal as a part of hazardous waste management scheme developed.  Nationwide PCB management strategy developed | List of offices and personnel in charge of POPs management.  Workshop and meeting minutes and reports. |

**ToR Annex B: Project Information Package to be reviewed by TE team**

|  |  |
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| # | Item (electronic versions preferred if available) |
| 1 | Project Identification Form (PIF) |
| 2 | UNDP Initiation Plan |
| 3 | Final UNDP-GEF Project Document with all annexes |
| 4 | CEO Endorsement Request |
| 5 | UNDP Social and Environmental Screening Procedure (SESP) and associated management plans (if any) |
| 6 | Inception Workshop Report |
| 7 | Mid-Term Review report and management response to MTR recommendations |
| 8 | All Project Implementation Reports (PIRs) |
| 9 | Progress reports (quarterly, semi-annual or annual, with associated workplans and financial reports) |
| 10 | Oversight mission reports |
| 11 | Minutes of Project Board Meetings and of other meetings (i.e. Project Appraisal Committee meetings) |
| 12 | GEF Tracking Tools (from CEO Endorsement, midterm and terminal stages) |
| 13 | GEF/LDCF/SCCF Core Indicators (from PIF, CEO Endorsement, midterm and terminal stages); for GEF-6 and GEF-7 projects only |
| 14 | Financial data, including actual expenditures by project outcome, including management costs, and including documentation of any significant budget revisions |
| 15 | Co-financing data with expected and actual contributions broken down by type of co-financing, source, and whether the contribution is considered as investment mobilized or recurring expenditures |
| 16 | Audit reports |
| 17 | Electronic copies of project outputs (booklets, manuals, technical reports, articles, etc.) |
| 18 | Sample of project communications materials |
| 19 | Summary list of formal meetings, workshops, etc. held, with date, location, topic, and number of participants |
| 20 | Any relevant socio-economic monitoring data, such as average incomes / employment levels of stakeholders in the target area, change in revenue related to project activities |
| 21 | List of contracts and procurement items over ~US$5,000 (i.e. organizations or companies contracted for project outputs, etc., except in cases of confidential information) |
| 22 | List of related projects/initiatives contributing to project objectives approved/started after GEF project approval (i.e. any leveraged or “catalytic” results) |
| 23 | Data on relevant project website activity – e.g. number of unique visitors per month, number of page views, etc. over relevant time period, if available |
| 24 | UNDP Country Programme Document (CPD) |
| 25 | List/map of project sites, highlighting suggested visits |
| 26 | List and contact details for project staff, key project stakeholders, including Project Board members, RTA, Project Team members, and other partners to be consulted |
| 27 | Project deliverables that provide documentary evidence of achievement towards project outcomes |
|  | *Add documents, as required* |

**ToR Annex C: Content of the TE report**

1. Title page

* Tile of UNDP-supported GEF-financed project
* UNDP PIMS ID and GEF ID
* TE timeframe and date of final TE report
* Region and countries included in the project
* GEF Focal Area/Strategic Program
* Executing Agency, Implementing partner and other project partners
* TE Team members

1. Acknowledgements
2. Table of Contents
3. Acronyms and Abbreviations
4. Executive Summary (3-4 pages)

* Project Information Table
* Project Description (brief)
* Evaluation Ratings Table
* Concise summary of findings, conclusions and lessons learned
* Recommendations summary table

1. Introduction (2-3 pages)

* Purpose and objective of the TE
* Scope
* Methodology
* Data Collection & Analysis
* Ethics
* Limitations to the evaluation
* Structure of the TE report

1. Project Description (3-5 pages)

* Project start and duration, including milestones
* Development context: environmental, socio-economic, institutional, and policy factors relevant to the project objective and scope
* Problems that the project sought to address: threats and barriers targeted
* Immediate and development objectives of the project
* Expected results
* Main stakeholders: summary list
* Theory of Change

1. Findings

(in addition to a descriptive assessment, all criteria marked with (\*) must be given a rating[[7]](#footnote-7))

4.1 Project Design/Formulation

* Analysis of Results Framework: project logic and strategy, indicators
* Assumptions and Risks
* Lessons from other relevant projects (e.g. same focal area) incorporated into project design
* Planned stakeholder participation
* Linkages between project and other interventions within the sector
  1. Project Implementation
* Adaptive management (changes to the project design and project outputs during implementation)
* Actual stakeholder participation and partnership arrangements
* Project Finance and Co-finance
* Monitoring & Evaluation: design at entry (\*), implementation (\*), and overall assessment of M&E (\*)
* UNDP implementation/oversight (\*) and Implementing Partner execution (\*), overall project implementation/execution (\*), coordination, and operational issues
  1. Project Results
* Progress towards objective and expected outcomes (\*)
* Relevance (\*)
* Effectiveness (\*)
* Efficiency (\*)
* Overall Outcome (\*)
* Country ownership
* Gender
* Other Cross-cutting Issues
* Social and Environmental Standards
* Sustainability: financial (\*), socio-economic (\*), institutional framework and governance (\*), environmental (\*), and overall likelihood (\*)
* Country Ownership
* Gender equality and women’s empowerment
* Cross-cutting Issues
* GEF Additionality
* Catalytic Role / Replication Effect
* Progress to Impact

1. Main Findings, Conclusions, Recommendations & Lessons

* Main Findings
* Conclusions
* Recommendations
* Lessons Learned

1. Annexes

* TE ToR (excluding ToR annexes)
* TE Mission itinerary
* List of persons interviewed
* List of documents reviewed
* Summary of field visits
* Evaluation Question Matrix (evaluation criteria with key questions, indicators, sources of data, and methodology)
* Questionnaire used and summary of results
* Co-financing tables (if not include in body of report)
* TE Rating scales
* Signed Evaluation Consultant Agreement form
* Signed UNEG Code of Conduct form
* Signed TE Report Clearance form
* *Annexed in a separate file*: TE Audit Trail
* *Annexed in a separate file:* relevant terminal GEF/LDCF/SCCF Core Indicators or Tracking Tools, as applicable

**ToR Annex D: Evaluation Criteria Matrix template**

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| --- | --- | --- | --- |
| **Evaluative Criteria Questions** | **Indicators** | **Sources** | **Methodology** |
| Relevance: How does the project relate to the main objectives of the GEF Focal area, and to the environment and development priorities a the local, regional and national level? | | | |
| *(include evaluative questions)* | *(i.e. relationships established, level of coherence between project design and implementation approach, specific activities conducted, quality of risk mitigation strategies, etc.)* | *(i.e. project documentation, national policies or strategies, websites, project staff, project partners, data collected throughout the TE mission, etc.)* | *(i.e. document analysis, data analysis, interviews with project staff, interviews with stakeholders, etc.)* |
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| Effectiveness: To what extent have the expected outcomes and objectives of the project been achieved? | | | |
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| Efficiency: Was the project implemented efficiently, in line with international and national norms and standards? | | | |
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| Sustainability: To what extent are there financial, institutional, socio-political, and/or environmental risks to sustaining long-term project results? | | | |
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| Gender equality and women’s empowerment: How did the project contribute to gender equality and women’s empowerment? | | | |
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| Impact: Are there indications that the project has contributed to, or enabled progress toward reduced environmental stress and/or improved ecological status? | | | |
|  |  |  |  |
| *(Expand the table to include questions for all criteria being assessed: Monitoring & Evaluation, UNDP oversight/implementation, Implementing Partner Execution, cross-cutting issues, etc.)* | | | |

**ToR Annex E: UNEG Code of Conduct for Evaluators**

Independence entails the ability to evaluate without undue influence or pressure by any party (including the hiring unit) and providing evaluators with free access to information on the evaluation subject. Independence provides legitimacy to and ensures an objective perspective on evaluations. An independent evaluation reduces the potential for conflicts of interest which might arise with self-reported ratings by those involved in the management of the project being evaluated. Independence is one of ten general principles for evaluations (together with internationally agreed principles, goals and targets: utility, credibility, impartiality, ethics, transparency, human rights and gender equality, national evaluation capacities, and professionalism).

**Evaluators/Consultants:**

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.
8. Must ensure that independence of judgement is maintained, and that evaluation findings and recommendations are independently presented.
9. Must confirm that they have not been involved in designing, executing or advising on the project being evaluated and did not carry out the project’s Mid-Term Review.

**Evaluation Consultant Agreement Form**

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

Name of Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ToR Annex F: TE Rating Scales**

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| --- | --- |
| Ratings for Outcomes, Effectiveness, Efficiency, M&E, Implementation/Oversight, Execution, Relevance | Sustainability ratings: |
| 6 = Highly Satisfactory (HS): exceeds expectations and/or no shortcomings  5 = Satisfactory (S): meets expectations and/or no or minor shortcomings  4 = Moderately Satisfactory (MS): more or less meets expectations and/or some shortcomings  3 = Moderately Unsatisfactory (MU): somewhat below expectations and/or significant shortcomings  2 = Unsatisfactory (U): substantially below expectations and/or major shortcomings  1 = Highly Unsatisfactory (HU): severe shortcomings  Unable to Assess (U/A): available information does not allow an assessment | 4 = Likely (L): negligible risks to sustainability  3 = Moderately Likely (ML): moderate risks to sustainability  2 = Moderately Unlikely (MU): significant risks to sustainability  1 = Unlikely (U): severe risks to sustainability  Unable to Assess (U/A): Unable to assess the expected incidence and magnitude of risks to sustainability |

**ToR Annex G: TE Report Clearance Form**

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| **Terminal Evaluation Report for** *(Project Title & UNDP PIMS ID*) **Reviewed and Cleared By:**  **Commissioning Unit (M&E Focal Point)**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Regional Technical Advisor (Nature, Climate and Energy)**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ToR Annex H: TE Audit Trail**

**To the comments received on** (date) **from the Terminal Evaluation of COMPREHENSIVE REDUCTION AND ELIMINATION OF PERSISTENT ORGANIC POLLUTANTS IN PAKISTAN”** (UNDP Project PIMS # 4600)

The following comments were provided to the draft TE report; they are referenced by institution/organization (do not include the commentator’s name) and track change comment number (“#” column):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Institution/**  **Organization** | **#** | **Para No./ comment location** | **Comment/Feedback on the draft TE report** | **TE team**  **response and actions taken** |
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1. (link to stakeholder engagement in UNDP Eval Guidelines?) [↑](#footnote-ref-1)
2. Outcomes, Effectiveness, Efficiency, M&E, I&E Execution, Relevance are rated on a 6-point rating scale: 6 = Highly Satisfactory (HS), 5 = Satisfactory (S), 4 = Moderately Satisfactory (MS), 3 = Moderately Unsatisfactory (MU), 2 = Unsatisfactory (U), 1 = Highly Unsatisfactory (HU). Sustainability is rated on a 4-point scale: 4 = Likely (L), 3 = Moderately Likely (ML), 2 = Moderately Unlikely (MU), 1 = Unlikely (U) [↑](#footnote-ref-2)
3. Access at: <http://web.undp.org/evaluation/guideline/section-6.shtml> [↑](#footnote-ref-3)
4. Engagement of evaluators should be done in line with guidelines for hiring consultants in the POPP <https://popp.undp.org/SitePages/POPPRoot.aspx> [↑](#footnote-ref-4)
5. <https://intranet.undp.org/unit/bom/pso/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx> [↑](#footnote-ref-5)
6. <http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc> [↑](#footnote-ref-6)
7. See ToR Annex F for rating scales. [↑](#footnote-ref-7)