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## **REQUEST FOR PROPOSAL FOR THE TERMINAL EVALUATION FOR STRENGTHENING THE MULTI-SECTORAL MANAGEMENT OF CRITICAL LANDSCAPES IN SAMOA (SMSMCL) PROJECT – International Consultant**

### **A. PROJECT TITLE:**

**Strengthening the Multi-Sectoral Management of Critical Landscapes in Samoa**

### **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 Multi-Sectoral Management of Critical Landscapes in Samoa** (PIMS No 4536). The GEF Implementing Agency (IA) for this project is the United Nations Development Programme. The Implementing Partner for this project is the Government of Samoa Ministry of Natural Resources and Environment.

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

### **PROJECT SUMMARY TABLE**

Project Title:	<b>Strengthening the Multi-Sectoral Management of Critical Landscapes in Samoa.</b>			
GEF Project ID:	4536(GEF PIMS)		<i>at endorsement (Million US\$)</i>	<i>at completion (Million US\$)</i>
UNDP Project ID:	00073781(Atlas Award ID)	GEF financing:	USD 4,736,363	USD 4,736,363
Country:	Samoa	IA/EA own:	USD617,000	
Region:	Asia and the Pacific	Government:	USD 600,000 (in-kind)	
Focal Area:	EBD	Other (parallel grants):	USD23,000,000	
Focal Area Objectives, (OP/SP):		Total co-financing:	USD 24,217,000	



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Executing Agency:	Ministry of Natural Resources and Environment	Total Project Cost:	USD 28,953,363	
Other Partners involved:		ProDoc Signature (date project began):		31 October 2019
		(Operational) Closing Date:	Proposed: 30 <sup>th</sup> April 2020	Actual:

### **C. SCOPE OF WORK:**

The project was designed to strengthen local capacities, incentives and actions for integrated landscape management in order to reduce land degradation and greenhouse emissions and promote nature conservation whilst enhancing sustainable livelihood. This project is the first upscaling initiative by the Government of Samoa to ensure land degradation issues across all level of society are well addressed through the integration of sustainable landscape management into planning framework and actions across multi-sectoral arrangements in order to achieve the Government of Samoa's long-term goal:

*"Samoa's productive landscapes are protected and sustainably managed to mitigate land degradation and to increase soil carbon sequestration so as to contribute to poverty alleviation and mitigation and adaptation to climate change impacts, as well as to contribute to global environmental benefits by overcoming barriers to integrated sustainable land management."*

The primary objective of this project is to *strengthen local capacities, incentives and actions for integrated landscape management in order to reduce land degradation and greenhouse gas emissions and promote nature conservation whilst enhancing sustainable local livelihoods.*

In order to achieve this objective the project will support local household and wider community actions to reduce pressures on natural resources from competing land uses in the wider landscape. The project has two outcomes and four outputs:

Outcome 1: Communities and farmers are able to undertake and benefit from integrated land and water management on their traditionally owned land.

Output 1.1: Landowners engaged in farming in the targeted communities increase village land area under Sustainable Land Management practices.



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Output 1.2: Community leaders in targeted villages endorse participatory action plans and engage in sustainable land management practices on village land.

Outcome 2: Strengthened national enabling environment to promote integrated landscape management through local households and communities.

Output 2.1: National agencies involved in land use activities are able to effectively coordinate field interventions using a multi-sectoral approach.

Output 2.2: Policy makers and key stakeholders have an increased knowledge of Sustainable Land Management through services and training.

The TE will cover the full project and 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 [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)<sup>1</sup>. 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 Samoa.

<sup>1</sup> See <<http://web.undp.org/evaluation/documents/guidance/GEF/UNDP-GEF-TE-Guide.pdf>>



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

1) Samoa

- Ministry of Natural Resources and Environment – Land Management Division, GEF/Climate Change Division, Division of Environment and Conservation
- Ministry of Finance – Aid Coordination and Debt Management Division, Accounts Division, Procurement Division
- Ministry of Agriculture – Crops Division, Animal Production and Health Division
- National University of Samoa
- University of the South Pacific
- Samoa Farmers Association
- Matuaileoo Environment Trust Incorporated.
- O le Siosiomaga Society
- Samoa Conservation Society
- Samoa Women Association of Growers
- Selected village community recipients to confirmed by SMSMCL PMU

2) UNDP Samoa

- Resident Representative/ Deputy Resident Representative
- Regional Technical Adviser
- Programme Manager - Environment & Climate Change
- Programme Officer – Environment and Climate Change
- Programme Associate -Environment & Climate Change

3) Selected representatives from Samoa

- Samoa – GEF Focal Point

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**



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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**.

<b>Evaluation Ratings:</b>			
<b>1. Monitoring and Evaluation</b>	<b>rating</b>	<b>2. IA&amp; EA Execution</b>	<b>rating</b>
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	
<b>3. Assessment of Outcomes</b>	<b>rating</b>	<b>4. Sustainability</b>	<b>rating</b>
Relevance		Financial resources	
Effectiveness		Socio-political	
Efficiency		Institutional framework and governance	
Overall Project Outcome Rating		Environmental	
		Overall likelihood of sustainability	

### **Project Finance/ Co Finance**

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



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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 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.<sup>2</sup>

#### **Conclusions, Recommendations & Lessons:**

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

#### **D. EVALUATION DELIVERABLES:**

<sup>2</sup>A useful tool for gauging progress to impact is the Review of Outcomes to Impacts (ROtI) method developed by the GEF Evaluation Office: [ROtI Handbook 2009](#)



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Deliverable	Content	Timing	Responsibilities
<b>Inception Report</b>	Evaluator provides clarifications on timing and method	No later than 2 weeks before the evaluation mission.	Evaluator submits to UNDP MCO & MNRE
<b>Presentation</b>	Initial Findings	End of evaluation mission	To project management, UNDP MCO & MNRE
<b>Draft Final Report</b>	Full report, (per annexed template) with annexes	Within 3 weeks of the evaluation mission	Sent to MCO, reviewed by RTA, PMU, GEF OFPs & MNRE
<b>Final Report*</b>	Revised report	Within 1 week of receiving UNDP comments on draft	Sent to MCO for uploading to UNDP ERC & final report to MNRE

\*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

#### **E. IMPLEMENTATION ARRANGEMENTS:**

The principal responsibility for managing this evaluation resides with the UNDP MCO in Samoa. The UNDP MCO will contract the evaluator 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
<b>Preparation</b>	3 days	17 February 2020
<b>Evaluation Mission</b>	10 days	6 March 2020
<b>Draft Evaluation Report</b>	15 days	31 March 2020



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<b>Final Report</b>	2 days	9 April 2020
<p>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</p>		
<p><b>G. DUTY STATION:</b> Home-based with travel to Samoa. It is expected that the consultant will spend 10 working days on mission in Samoa.</p>		
<p><b>H. COMPETENCIES :</b></p> <p><b>Corporate Competencies</b></p> <ul style="list-style-type: none"> <li>The independent consultant:           <ul style="list-style-type: none"> <li>Demonstrates integrity by complying with the UN's values and ethical standards;</li> <li>Promotes the vision, mission, and strategic goals of UNDP;</li> <li>Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.</li> </ul> </li> </ul> <p><b>Functional</b></p> <ul style="list-style-type: none"> <li>The independent consultant should possess proven and strong analytical and communication skills, including the ability to produce high quality reports.</li> </ul> <p><b>Project &amp; Resource Management</b></p> <ul style="list-style-type: none"> <li>The independent consultant should have strong organizational skills;</li> <li>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;</li> <li>The independent consultant should possess sound judgment, strategic thinking and the ability to manage competing priorities.</li> </ul> <p><b>Team Work</b></p> <ul style="list-style-type: none"> <li>Demonstrated ability of the team to work in a multi-cultural environment.</li> </ul>		
<p><b>I. TEAM COMPOSITION (EXPERIENCE &amp; QUALIFICATIONS):</b></p> <p>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.</p>		





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The consultant must present the following qualifications:

- Post-graduate degree in Environmental Management, Biodiversity and ecosystems management or other closely related field
- 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
- Demonstrated experience with results-based monitoring and evaluation methodologies
- Technical knowledge in the targeted GEF focal areas: Multi Focal Area – Capacity Development
- Experience working in the Pacific region
- Excellent written and oral communication in English language

#### **EVALUATOR ETHICS**

The evaluation consultant will be held to the highest ethical standards and is required to sign a Code of Conduct (UNEG Code of Conduct for Evaluation in the UN System) upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the [UNEG 'Ethical Guidelines for Evaluations'](#)<sup>3</sup>.

#### **J. EVALUATION CRITERIA AND PAYMENT SCHEDULE FOR CONSULTANCY:**

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%.

The consultant must present the following qualifications and experience:

- 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)

<sup>3</sup> Refer to <<https://www.iom.int/sites/default/files/about-iom/evaluation/UNEG-Code-of-Conduct-2008.pdf>>



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- Technical knowledge in the targeted GEF focal areas: Multi Focal Area – Capacity Development (20 points)
- Experience working in the Pacific region (5 points)
- Excellent written and oral communication in English language (5 points)

%	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

#### **K. RECOMMENDED PRESENTATION OF PROPOSAL:**

Interested individual Consultants must submit ALL the following documents/information to demonstrate their qualifications in PDF format:

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex 1);
2. Personal CV and P11 (Annex 2), indicating all experience from similar projects, as well as the contact details (email and telephone number) of 3 referees;
3. Financial proposal that indicates the all-inclusive price, supported by a breakdown of costs, as per template provided (Annex 3); and
4. A brief methodology on how you will approach and conduct the work.

Individuals applying for this consultancy will be reviewed based on their own individual capacity. The successful individual will sign an IC with UNDP. Incomplete proposals submitted via medium other than the one indicated below will NOT be accepted.

**Incomplete applications will not be considered, they will be disqualified automatically.**

Queries about the position can be directed to [procurement.ws@undp.org](mailto:procurement.ws@undp.org)

**Due Date for submission of proposals is Monday 3 February 2020, Samoa time.**

**ALL PROPOSALS should be submitted through the UNDP eTendering portal. Email submission of proposals will not be accepted.**



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Go to <https://etendering.partneragencies.org> (to register first if you have not done so) and search for this consultancy reference **WSM017SMSMCLTE**

To register on eTendering, note the username and password below to access initially to register first.

Username: event.guest

Password: why2change

#### **L. ANNEXES TO THIS TOR**

1. Annex 1 - Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC
2. Annex 2 – P11 Form
3. Annex 3 – Financial Template
4. Annex 4 – UNDP General Terms and Conditions for Individual Contractors
5. Annex 5 – UNEG Code of Conduct for Evaluation in the UN System

#### **M. APPROVAL BY:**

This Terms of Reference is approved by:

Name/Title: **Yvette Kerslake, ARR Environment and Climate Change Unit**

Date: **17 January 2020**