

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title	Technical Consultant – Terminal Evaluation of UNDP/GEF Project
Organization	UNDP Cambodia through Collaborative Management for Watershed and Ecosystem Service Protection and Rehabilitation in the Cardamom Mountains, Upper Prek Thnot River Basin' ('CoWES Project')
Post Level	International Consultant, Individual Contract
Cluster/Project	Programme Unit
Duty Station	Home based with possible mission to Cambodia
Duration	30 working days total from 15 July to 15 September 2020, including 10 days mission in Phnom Penh and Kampong Speu provinces in Cambodia if the situation improves.

2. Background and Project Description

Land degradation is a serious issue in Cambodia posing a direct threat to food and water security since it affects agriculture productivity and water retention capacity of watersheds. It is linked with deforestation and forest degradation and exacerbated by climate change perpetuating increased vulnerability to climate related risks in turn. The project title “Collaborative Management for Watershed and Ecosystem Service Protection and Rehabilitation in the Cardamom Mountains, Upper Prek Thnot River Basin (CoWES)” is designed to reduce pressures on upland watershed areas from competing land uses by demonstrating collaborative management and rehabilitation of agriculture lands and forest areas by promoting sustainable land management and stabilizing watershed catchment functions in a priority degraded area, Upper Prek Thnot watershed in Kampong Speu Province as identified by the National Action Plan to Combat Land Degradation 2018 - 2027. The project aims to achieve three main outputs: i) On-farm soil conservation and agroforestry practices improved; ii) Community forest areas restored and sustainably managed; and iii) Watershed management and monitoring capacity improved. They are consistent with UNDP Cambodia’s Country Programme Document (CPD) 2016-2018 as it specifically requires “building resilience” by contributing to strengthening environmental services and the system of forest management and protected areas, including sustainable land and watershed management.

Ministry of Agriculture, Forestry and Fisheries (MAFF) is the Implementing Partner (IP), with support from a number of key relevant Ministries. To ensure effective engagement of stakeholders in order to establish institutional arrangements at provincial and district levels to lead watershed management programs and host M&E system in partnership with relevant stakeholders at various levels, various capacity development and trainings for communities as well as for national, provincial and district government officials will be provided by the project through consultation meetings and workshops to promote sustainable land and forest management practices in the targeted area.

CoWES aims to restore and maintain forest cover and watershed stability functions while providing for sustainable livelihoods and ecosystem services in the Upper Prek Thnot Watershed. In order to achieve this objective, the project demonstrate, or pilot introduce sustainable land management (SLM) technologies with local household (small landholders), SLM and technical advices to agribusiness (large landholders and Economic Land Concession-ELCs) and experiment on wider landscape management for protection of ecosystem functional services. The project has 3 components and 7 outputs:

Component / Outcome 1: On-farm soil conservation and agroforestry practices improved

- Output 1.1: SLM priorities mainstreamed into local authority area plans in collaboration with MAFF and partners
- Output 1.2: Suitable SLM practices for small landholders demonstrated
- Output 1.3: Suitable land use practices demonstrated among medium to large scale agribusiness entities

Component / Outcome 2: Community forest areas restored and sustainably managed

- Output 2.1: Prioritized actions to accelerate CF implementation, reflected in local authority and MAFF programs of action
- Output 2.2: Suitable restoration strategies and livelihood enterprises demonstrated

Component /Outcome 3: Watershed management and monitoring capacity improved

- Output 3.1: Capacity of key stakeholders to develop and start a program of action for watershed management in place
- Output 3.2: Participatory monitoring and assessment to support agreed upon program of action is in place.

To execute project effectively, MAFF has engaged both non-governmental organization (NGO) and governmental organizations (GO—technical departments) to work and support activities at 3 communes such as Krang Devay, Trapeang Chour and Tasal located upper part of Preak Tnoat Watershed and made significant results at these target areas.

To look for project's impacts, effectiveness, efficiency, relevance, sustainability and ownership of project implementation, on behalf of the Government of Cambodia and the Ministry of Agriculture, Forestry and Fisheries (MAFF), UNDP is now recruiting an international consultant to conduct terminal evaluation for CoWES Project.

3. Objective and Scope of Work

The main task of this assignment is to conduct an assessment of project performance against expectations set out in the Project Logical Framework/Results Framework, 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.

4. Expected Specific Outputs and Deliverables

The total duration of the evaluation will be 30 working days during the calendar period of 15 July – 15 September 2020. The following tentative timetable is recommended for the evaluation; however, the final schedule will be agreed in the beginning of the assignment:

- Preparation - 3 days in July 2020;
- Evaluation Mission - 8 days in first week of August 2020;
- Travel Days – 2 working days for travel to and from Cambodia (August)
- Draft Evaluation Report - 10 days, completed by the end of August 2020;
- Final Report - 7 days, completed by 15 September 2020.

The International Consultant / evaluator is expected to deliver the following:

- Inception Report: Evaluator provides clarifications on timing and method, Evaluator submits to UNDP CO no later than 1 week before the evaluation mission
- Presentation of Initial Findings: Evaluator submits to project management and UNDP CO at the end of evaluation mission
- Draft Final Report: Full report (per template provided in TE Guidance) with annexes, Evaluator submits to CO within 3 weeks of the evaluation mission, reviewed by RTA, PCU, GEF OFPs
- Final Report: Revised report, Evaluator submits to CO within 1 week of receiving UNDP comments on draft

*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.

5. Institutional Arrangement

Role of the consultant

- The consultant is responsible to provide his/her technical expertise to produce the expected outputs;
- The consultant shall arrange his/her logistic requirement for traveling to Cambodia, including air ticket, insurance and accommodation in Phnom Penh;
- The consultant shall report on and submit the above deliverables under this assignment to the assigned person, acting as the focal point of UNDP Cambodia;
- The consultant needs to maintain daily communication with the UNDP project focal person as and when problems emerge during the consultancy period, especially if they affect the scope of the job.

Role of UNDP focal person/team

- The UNDP Result Based Management Unit/CoWES Project Team will link the consultant to related ministries and other partners for this assignment;
- The UNDP Result Based Management Unit / CoWES Project Team will arrange transportation for his/her mobility in Phnom Penh as well as in the provinces.
- The UNDP Result Based Management Unit will provide overall quality assurance for this consultancy;
- The UNDP Result Based Management Unit will review deliverables for payment release;
- UNDP focal person and CoWES Project team will act as the focal person to interact with the consultant to facilitate the assignment, to facilitate the field mission, to facilitate the review of each outputs and ensure the timely generation of the comments from stakeholders on each output.

Based on current outbreak of Covid-19, the countries and cities were lockdown, borders are closed and access restricted, therefore, virtual engagement with stakeholders (zoom, skypes etc.) and desk reviews will be discussed for successful evaluation/assignment. However, the endorsement from UNDP CO and RTA/GEF is required. In the event if the situation doesn't improve and the evaluator can't conduct in-country mission, options will have to be explored to conduct virtual consultation with project stakeholders or use the national counterpart to do local consultations and then triangulate evaluation findings.

Review and Approvals

UNDP will review each output and shall provide quality assurance on all outputs produced by the consultant. The assignment will be executed under overall direct supervision of the UNDP Project National Advisor, with an oversight of UNDP's Programme Analyst and Head of Result Based Management Unit.

6. Duration of the Work and Duty Station

The consultant will work for 30 working days over the period of 15 July to 15 September 2020. This assignment is home based with mission to Cambodia.

7. Minimum Qualifications of the Individual Contractor

Education:	A Master's degree in natural resource management, agricultural development, climatology/meteorology, water resources management, environmental sciences, disaster management or related field.
Experience:	<ul style="list-style-type: none"> - Minimum 7 years of experience in conducting evaluation for development projects and GEF funded project. - Minimum of 7 years of relevant professional experience in relevant technical areas of climate change, agriculture, watershed, natural resource management and/or rural development. - Experience working for development projects, with multi stakeholders including government agencies, development agencies, and UN agencies - Knowledge and experiences of UNDP and GEF monitoring and evaluation policies and Cambodian development context. - Previous experience with results-based monitoring and evaluation methodologies, application of SMART indicators and reconstructing or validating baseline scenarios
Language requirement	High proficiency in English, knowledge of Khmer would be an advantage.

8. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor.

Technical Evaluation Criteria	Obtainable Score
Minimum 7 years of experience in conducting evaluation for development projects and GEF funded project. Experience working in the UN system is a strong asset;	30
Minimum of 7 years of relevant professional experience in relevant technical areas of climate change, agriculture, watershed, natural resource management and/or rural development.	20
Experience working for development projects, with multi stakeholders including government agencies, development agencies, and UN agencies	15
Knowledge of UNDP and GEF monitoring and evaluation policies and Cambodian development context.	20
Previous experience with results-based monitoring and evaluation methodologies, application of SMART indicators and reconstructing or validating baseline scenarios	15
Total Obtainable Score:	100

Only candidates obtaining a minimum of 70 points (70% of the total technical points) would be considered for the Financial Evaluation.

9. Payment Milestone

The consultant will be paid on a lump sum basis (all-inclusive of expense relate to the above assignment including travels outside and inside the duty station and any tax obligation) under the following installments.

No	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon submission and approval of inception report	30 July 2020	10%
2	Upon submission and approval of the first draft of terminal evaluation report	31 August 2020	40 %
3	Upon submission and approval of the final / terminal evaluation report	15 September 2020	50 %