

Terminal Evaluation Terms of Reference

BASIC CONTRACT INFORMATION

Location: Home-based – with possible travel to Hanoi and provinces (based on travel possibilities)

Type of Contract: Individual contract

Languages Required: English

Starting Date: 20 May 2021

Expected Duration of Assignment:

- International consultant: 20 days (completed by 31 August 2021)
- National consultant: 25 days (completed by 31 August 2021)

BACKGROUND

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- or medium-sized* project titled **Application of GC in Vietnam to support Green Growth and reduction in the use and release of POPs/harmful chemicals Project** (PIMS 5723) implemented through the Vietnam Chemicals Agency (VINACHEMIA)/Ministry of Industry and Trade (MOIT). The project started on the 4th January 2018 and is in its 4 year of implementation. The TE process must follow the guidance outlined in the document 'Guidance for Conducting Terminal Evaluations of UNDP-Supported, GEF-Financed Projects'¹

2. Project Background and Context

The project aims to create the enabling environment for the introduction of Green Chemistry in Viet Nam and introduce Green Chemistry applications in productive sectors with the purpose of reducing the use and release of chemicals controlled under Stockholm and Minamata Conventions. The project also expects to result in a reduction in the use and release of chemicals of concern not covered under the MEAs, as well as improve energy and natural resource efficiency and generate Green House Gas (GHG) release reduction co-benefits in the sectors and industries supported by the project.

The project will reduce the use of Persistent Organic Pollutants (POPs) and release of Unintentional Persistent Organic Pollutants (U-POPs) through the introduction of green chemistry approach in six industrial sectors in Viet Nam: chrome plating, pulp and paper manufacturing, plastic manufacturing, textile, pesticides and solvents. Specific guidance for each sector will be developed, and the green chemistry approach will be streamlined into the relevant legislation. Two industrial facilities from 2

¹ http://web.undp.org/evaluation/guideline/documents/GEF/TE_GuidanceforUNDP-supportedGEF-financedProjects.pdf

different sectors (out of the above six sectors) will be selected for the practical demonstration of the green chemistry approach. The project is structured in 3 components:

1. Developing the enabling environment for Green Chemistry in Viet Nam;
2. Promote awareness on Green Chemistry and the benefits of the application of Green Chemistry and its guiding principles; and,
3. Introduce Green Chemistry approaches into priority sectors and at least 2 entities.

The specific project objectives are: (i) To create the enabling environment for the application of Green Chemistry in Vietnam; (ii) to introduce Green Chemistry applications and benefit to decision makers, public and industrial sectors/sub-sectors; and (iii) to demonstrate GC actions or technologies aimed at reducing the use and /or releases of POPs and mercury in two manufacturing sectors.

In order to achieve the project objectives, four project components are envisaged:

- Component 1. Developing the enabling environment for Green Chemistry in Viet Nam.
- Component 2. Promote awareness on Green Chemistry and the benefits of the application of Green Chemistry and its guiding principles.
- Component 3. Introduce Green Chemistry approaches into priority sectors and at least 2 entities.
- Component 4. Project Monitoring and Evaluation and Dissemination of Project Results Lessons Learned and Experiences.

This project will contribute to the following Sustainable Development Goal (s): SDG 12: Responsible Consumption and Production, SDG 13: Climate Action, SDG 9: Industry, Innovation and Infrastructure, SDG 5: Gender Equality

This project will be linked to the following output of the UNDP Strategic Plan

Output 1.3: Solutions developed at national and sub-national levels for sustainable management of natural resources, ecosystem services, chemicals and waste.

Indicator 1.3.1: Number of new partnership mechanisms with funding for sustainable management solutions of natural resources, ecosystem services, chemicals and waste at national and/or subnational level.

Output 2.5: Legal and regulatory frameworks, policies and institutions enabled to ensure the conservation, sustainable use, and access and benefit sharing of natural resources, biodiversity and ecosystems, in line with international conventions and national legislation.

Indicator 2.5.1: Extent to which legal or policy or institutional frameworks are in place for conservation, sustainable use, and access and benefit sharing of natural resources, biodiversity and ecosystems.

This project will contribute to the following country outcomes included in the UNDAF/Country Programme Document:

Outcome 2.1: Low-carbon, climate and disaster resilient development: By 2021, Viet Nam has accelerated its transition to low-carbon and green development, and enhanced its adaptation and resilience to climate change and natural disasters, with a focus on empowering the poor and vulnerable groups.

Outcome 2.2: Sustainable management of natural resources and the environment: By 2021, Viet Nam has enhanced sustainable management of natural capital, biodiversity and ecosystem services and improved the quality of the environment, while contributing to the implementation of multilateral environmental agreements.

Consistency of the project with national policies

The Government of Viet Nam signed the Stockholm Convention on May 23, 2001 and ratified the Convention on July 22, 2002. The country's first National Implementation Plan (NIP) for the implementation of the Stockholm Convention was prepared with the assistance of UNDP and submitted to the Stockholm Convention Secretariat in November 2007. The proposed project is entirely in line with the Viet Nam 2007 NIP and addresses 6 of the 15 priorities taken up in the NIP (Priorities No. 8; 11; 12; 13; 14; and 15). Therefore, it can be concluded that the proposed project is entirely consistent with Viet Nam's National Strategies pertaining to POPs.

Furthermore, the project is fully in-line with national strategies and plans, such as the:

- National Strategy on Environment Protection (NSEP) to 2020, with Visions to 2030
- Viet Nam Sustainable Development Strategy (2011- 2020)
- Viet Nam Green Growth Strategy (VGGS)
- National Action Plan (NAP) on Green Growth for the period of 2014 – 2020
- National Socio-Economic Development Plan (2011-2015)
- National Strategy on Cleaner Industrial Production to 2020
- National Strategy on exports and imports for 2011-2020
- National Action Plan on Sustainable Production and Consumption to 2020, with vision towards 2030

3. 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.

The primary purpose of a project evaluation is to make improvements; to continue or scale up an initiative; to assess sustainability and replicability in other settings; to demonstrate accountability for results; or to consider alternatives. Project evaluations play an important role in accountability to donors and Governments involved in financing projects”

Evaluations focus on determining the relevance, impact, effectiveness, efficiency and sustainability of UNDP work in order to make adjustments and improve contributions to development.

The TE is expected to provide input to the review of 5-year country programme (2017-2021), and formulation of the next country programme (2022-2026), in the context of the country’s social economic development strategy (2021-2030) and plan (2021-2025), the new One UN Cooperation Framework (2022-2026) that are under going.

DUTIES AND RESPONSIBILITIES

4. 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. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to:

- Vietnam Chemicals Agency (VINACHEMIA), Industrial Safety Techniques and Environment Agency/Ministry of Industry and Trade (MOIT);
- Waste Management Department, (VEA), Vietnam Environment Protection Fund/ Ministry of Natural Resources and Environment (MONRE);
- Selected DOITs and DONREs (Thai Nguyen);
- Senior officials, key experts and consultants in the subject area, Project Steering Committee (PSC), and Project Management Unit (PMU);

- Non-government organizations; Vietnam Chemical Society, Responsible Care;
- University: Hanoi University of Science and technology, Hanoi University of Industry and Phenikaa University
- Research Institutes;
- Industries of 6 priority sectors.
- Plato and Nishu Company

Additionally, the TE team is expected to conduct field missions in Vietnam, including the following project sites: Hanoi, Ha Nam, Thai Nguyen, Phu Tho.

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.

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.

5. 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](#).

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

i. 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

ii. 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

iii. 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

iv. 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 in the ToR Annex.

6. Expected Outputs and Deliverables

The TE consultants shall prepare and submit:

- TE Inception Report: TE team clarifies objectives and methods of the TE no later than 2 weeks before the TE mission. TE team submits the Inception Report to the Commissioning Unit and project management. Approximate due date: 10th June 2021
- Presentation: TE team presents initial findings to project management and the Commissioning Unit at the end of the TE mission. Approximate due date: 15th July 2021
- Draft TE Report: TE team submits full draft report with annexes within 4 weeks of the end of the TE mission. Approximate due date: 25th July 2021
- Final TE Report* and Audit Trail: TE team submits revised report, with Audit Trail detailing how all received comments have (and have not) been addressed in the final TE report, to the Commissioning Unit within 1 week of receiving UNDP comments on draft. Approximate due date: 20th August 2021

*The final TE report must be in English. If applicable, the Commissioning Unit may choose to arrange for a translation of the report into a language more widely shared by national stakeholders.

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.²

7. TE Arrangements

² Access at: <http://web.undp.org/evaluation/guideline/section-6.shtml>

The principal responsibility for managing the TE resides with the Commissioning Unit. The Commissioning Unit for this project's TE is UNDP Country Office in Vietnam.

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.

8. Duration of the Work

The total duration of the TE will be approximately 45 working days over a time period of 16 weeks starting on 1 June 2021 and shall not exceed five months from when the TE team is hired. The tentative TE timeframe is as follows:

- 05 May: Selection of TE Team
- 20 May: Prep the TE team (handover of project documents)
- 25 May: 4 days: Document review and preparing TE Inception Report
- 10 June: 4 days: Finalization and Validation of TE Inception Report- latest start of TE mission
- 30 June: TE mission: stakeholder meetings, interviews, field visits
- 15 July: Mission wrap-up meeting & presentation of initial findings- earliest end of TE mission
- 25 July: Preparation of draft TE report
- 10 August: Circulation of draft TE report for comments
- 15 August: Incorporation of comments on draft TE report into Audit Trail & finalization of TE report
- 25 August: Preparation & Issue of Management Response
- 31 August: Full TE completion

9. Duty Station

For international consultant:

- Due to COVID-19, depending on the travel possibility, travel to Vietnam may or may NOT be required. If travel is required, all cost related to travel to Viet Nam and provinces, DSA will be covered separately by UNDP.

For National consultant:

- National Consultant is required to carry out 5 days mission to Hanoi and 10 days mission to Ha Nam, Thai Nguyen, Phu Tho and 10 days home based.
- Financial proposals must be "all inclusive" and expressed in a lump-sum for the total duration of the contract. The term "all inclusive" implies all cost (professional fees, domestic travel costs, per diems etc.);

REQUIRED SKILLS AND EXPERIENCE

10. TE Team Composition and Required Qualifications

The evaluation team will be composed of **1 international evaluator** and **1 national evaluator** (the international evaluator will be the team leader and will be responsible for finalizing the report). The consultants shall have prior experience in evaluating similar projects. Experience with GEF-financed projects is an advantage.

Below consultants are not eligible to bid due to conflict of interest:

- Have participated in the project preparation, formulation and/or implementation (including the writing of the project document)
- Have conducted this project's Mid-Term Review
- have a conflict of interest with the project's related activities.

International Consultant

Qualifications

Education

- A Master's degree in chemical engineering, environment, or other closely related field.

Experience

- Recent experience with result-based management evaluation methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to chemical management;
- Experience working with the GEF or GEF-evaluations;
- Experience working in Asia is an advantage;
- Work experience in relevant technical areas for at least 10 years;
- Demonstrated understanding of issues related to gender and POPs and chemical management; experience in gender-sensitive evaluation and analysis;
- Excellent communication skills;
- Demonstrable analytical and report-writing skills;
- Project evaluation/review experiences within United Nations system will be considered an asset;

Responsibilities

- Lead and manage the evaluation mission in close collaboration with the National Consultant;
- Design the detailed evaluation scope and methodology (including the methods for data collection and analysis);
- Develop work plan with timelines within the evaluation team;
- Conduct an analysis of the outcome, outputs and partnership strategy (as per the scope of the evaluation described above);
- Draft related parts of the evaluation report; and
- Finalize the entire evaluation report.

International Consultant Evaluation

	Consultant's experiences/qualification related to the service	Points
1	Experience with result-based management evaluation methodologies	100
2	Experience applying SMART indicators and reconstructing or validating baseline scenarios	100
3	Competence in adaptive management, as applied to chemical management	100
4	Experience working with the GEF or GEF-evaluations is preferred.	50
5	Experience working in Asia	50
6	Work experience in relevant technical areas for at least 10 years	150
7	Demonstrated understanding of issues related to gender and POPs and chemical management; experience in gender sensitive evaluation and analysis.	150
8	Demonstrable analytical and report-writing skills by provision of two reports writing	100
9	Project evaluation/review experiences within United Nations system is preferred	50
10	A Master's degree in chemical engineering, environment, or other closely related field	150
TOTAL		1,000

National consultant

Qualifications

- Master's degree in chemical engineering, environment, or other closely related field.
- Recent experience with result-based management evaluation methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to POPs and chemical management;
- Experience working with the GEF or GEF evaluations;
- Work experience in relevant technical areas for 05 years;
- Demonstrated understanding of issues related to gender and POPs and chemical management; experience in gender sensitive evaluation and analysis;
- Excellent communication skills;
- Excellent English language abilities, written and spoken;
- Demonstrable analytical skills;
- Project evaluation/review experiences within United Nations system will be considered an asset;

Responsibilities

- Working closely under the guidance of international consultant.
- Documentation of evaluation and data gathering and consultation meetings;
- Contributing to the development of evaluation plan and methodology;

- Conducting specific elements of the evaluation determined by the International Lead Consultant;
- Contributing to presentation of the evaluation findings and recommendations at the evaluation wrap-up meeting;
- Contributing to the drafting and finalization of the MTR reports, notes of the meetings and other related documents prepared by the international consultant; and
- Performing translation for the international consultants during meetings with various stakeholders and necessary documents discussed during the international consultant’s mission.

National Consultant Evaluation

	Consultant’s experiences/qualification related to the service	Points
1	Experience with result-based management evaluation methodologies	150
2	Experience applying SMART indicators and reconstructing or validating baseline scenarios	100
3	Competence in adaptive management, as applied to POPs and chemical management	100
4	Experience working with the GEF or GEF evaluations as an asset	50
5	Excellent English language abilities, written with two writing samples submitted	100
6	Work experience in relevant technical areas for 05 years	100
7	Demonstrated understanding of issues related to gender and POPs and chemical management; experience in gender sensitive evaluation and analysis.	100
9	Demonstrable analytical skills	100
10	Project evaluation/review experiences within United Nations system will be considered an asset	50
11	A Master’s degree in chemical engineering, environment, or other closely related field	150
TOTAL		1,000

11. 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.

12. 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 MTR reports).
 - The Audit Trail includes responses to and justification for each comment listed.
- Financial proposals must be provided fee following the number of working day for the assignment.

13. Annexes to the TE 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 and TE Ratings Table
- ToR Annex G: TE Report Clearance Form
- ToR Annex H: TE Audit Trail template