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Resilient Nations.

Terms of Reference Ref: PN/FJ/115/20

Title:	International Mid Term Evaluator
Unit:	Resilience and Sustainable Development, UNDP Pacific Office, Suva, Fiji
Project Name:	Tuvalu Coastal Adaptation Project
Duty Station:	Homebased
Duration of Contract:	30 Days over a time period of 16 weeks and shall not exceed 5 months from when the Consultant is hired.
Commencement and End Date:	27 November 2020 – 25 February 2021.
Closing Date of Application:	October 23 2020

Consultancy Proposal (CV & Financial proposal Template, Methodology and workplan) should be uploaded on UNDP Job shop website(https://jobs.undp.org/cj_view_jobs.cfm?cur_rgn_id_c=RAS) no later than 23rd October 2020 (Fiji Time) clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to procurement.fj@undp.org. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.

NOTE:

Proposals must be sent through UNDP job shop web page. Candidates need to upload their CV and financial proposal -using UNDP template - This should be scanned as 1 PDF document

If the selected/successful Candidate is over 65 years of age and required to travel outside his home country; He/She will be required provide a full medical report at their expense prior to issuance to contract. Contract will only be issued when Proposed candidate is deemed medically fit to undertake the assignment.

Background

The Tuvalu Coastal Adaptation Project (TCAP), financed by the Green Climate Fund (GCF) was approved in June 2016 and the project implementation commenced in September 2017. The primary focus of the project is to put in place robust coastal protection measures in the three islands of Funafuti, Nanumea and Nanumaga; and by building institutional and community-level capacities to prepare for the impact of increasingly intensive wave actions in the country.

While the construction of physical defense is considered one of the urgent actions required to reduce Tuvalu's extreme vulnerability, the Government of Tuvalu is acutely aware that there is a considerable need to invest in long-term resilience of the country and that it can be achieved only by strengthening the ability of each of the nine islands to identify, plan for and execute locally-relevant adaptation actions.

In response, the design of the TCAP project also contains a component whereby islands councils (Kaupules) and communities will receive assistance in facilitating participatory consultations, identifying climate change adaptation priorities, reflecting the priorities in the island investment plan, executing priority actions and monitoring results.

The total GCF funds for this project are USD\$36,010,000 with government co-financing of US\$2,860,000. The project document was signed on the 21st July 2017. The Accredited Entity for this project is the United Nations Development Programme (UNDP), whilst the Executing Agency (EA) is the Ministry of Finance (MoF). The Responsible Parties are the Ministry of Education, Youth & Sports (MEYS), Ministry of Works, Transport and Infrastructure (MWTI), Department of Local Government & Environment.

Tuvalu in COVID-19

A national state of emergency has been in place since 21st of March 20, restricting flights to and from the country and limiting public gatherings. To date, Tuvalu does not have confirmed cases of COVID-19. The Government of Tuvalu is focused on prevention of an outbreak, implementing strict point of entry arrangements. With this controls in place, the project has experienced delays in project implementation with procurement and implementation of infrastructure works, postponed consultations and activities with communities.

Objectives

The objective of this consultancy is to undertake the Interim Evaluation of the Tuvalu Coastal Adaptation Project.

OBJECTIVES OF THE INTERIM EVALUATION

The Interim Evaluation will assess implementation of the TCAP and its alignment with Funded Activity Agreement (FAA) obligations and progress towards the achievement of the TCAP objectives and outcomes as specified in the Project Document. The evaluation will assess early signs of project success or failure with the goal of identifying the necessary changes to be made in order to set the project on-track to achieve its intended results.

The Interim Evaluation will assess the following: -

1. Implementation and adaptive management
2. Risks to sustainability
3. Relevance, effectiveness, and efficiency of projects and programmes
4. Coherence in climate finance/delivery with other multilateral entities
5. Gender equity
6. Country ownership of projects and programmes
7. Innovativeness in results areas (extent to which interventions may lead to paradigm shift towards low emission and climate resilient development pathways):
8. Replication and scalability – the extent to which the activities can be scaled up in other locations within the country or replicated in other countries (this criterion, which is considered in document

GCV/B.05/03 in the context of measuring performance could also be incorporated in independent evaluations); and

9. Unexpected results, both positive and negative

1. INTERIM EVALUATION APPROACH & METHODOLOGY

The Interim Evaluation must provide evidence-based information that is credible, reliable and useful. The Interim Evaluation team will review all relevant sources of information including documents prepared during the preparation phase (i.e. baseline Funding proposal submitted to the GCF, UNDP Environmental & Social Safeguard Policy, the Project Document, project reports including Annual Performance Reports (APR), Quarterly Progress Reports (QPR), project budget revisions, lesson learned reports, national strategic and legal documents, and any other materials that the team considers useful for this evidence-based review).

The Interim Evaluation team, comprising of a home-based lead Evaluator (international consultant) and support consultant (national consultant), is expected to follow a collaborative and participatory approach¹ ensuring close engagement with the Project Team, government counterparts (the GCF National Designated Authority), the UNDP Multi-country Office, UNDP-GEF Regional Technical Specialist, and other key stakeholders

Engagement of stakeholders is vital to a successful Interim Evaluation.² Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to the *Ministry of Finance and responsible parties are the MEYS, PWD, DLG, DOE and DCC, relevant community members and beneficiaries*; senior officials and team leaders, key experts and consultants in the subject area, GCF-TCAP Board, Kaupules, project stakeholders, academia, communities and villages and Civil Society Organizations (CSOs) etc. Additionally, the Interim Evaluation team is expected to conduct field missions to the project sites in Tuvalu.

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 Tuvalu has been restricted since 21 March 2020 and travel is currently not restricted within the country but there are some restrictions on public gatherings.

Due to the travel restrictions, the lead evaluator will be home-based and will work closely with the national consultant in engaging stakeholders via virtual consultations via telephone or online (Zoom, Skype, etc.). Field missions will be conducted by the national consultant and findings shared with the lead evaluator. Furthermore, all stakeholder engagement will be strongly supported by the PMU in Tuvalu. Consideration should be taken for stakeholder availability, ability, and willingness to be interviewed remotely and the constraints this may place on the Interim Evaluation. These limitations must be reflected in the final Interim Evaluation report. No stakeholders, consultants or UNDP staff should be put in harm's way and safety is the key priority.

The Interim Evaluation team is expected to develop a methodology and approach that takes into account the COVID-related restrictions. This will require the use of remote interview methods, extended desk reviews, data analysis, surveys and evaluation questionnaires. These approaches and methodologies must be detailed in the Inception Report and agreed with the Commissioning Unit.

¹ For ideas on innovative and participatory Monitoring and Evaluation strategies and techniques, see [UNDP Discussion Paper: Innovations in Monitoring & Evaluating Results](#), 05 Nov 2013.

² For more stakeholder engagement in the M&E process, see the [UNDP Handbook on Planning, Monitoring and Evaluating for Development Results](#), Chapter 3, pg. 93.

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

I. DETAILED SCOPE OF THE INTERIM EVALUATION

The Interim Evaluation team will assess the following categories of project progress.

Project Strategy

Project design:

- Review the problem addressed by the project and the underlying assumptions. Review the effect of any incorrect assumptions or changes to the context to achieving the project results as outlined in the Project Document.
- Review the relevance of the project strategy and assess whether it provides the most effective route towards expected/intended results. Were lessons from other relevant projects properly incorporated into the project design?
- Review how the project addresses country priorities. Review country ownership. Was the project concept in line with the national sector development priorities and plans of the country (or of participating countries in the case of multi-country projects)?
- Review decision-making processes: were perspectives of those who would be affected by project decisions, those who could affect the outcomes, and those who could contribute information or other resources to the process, taken into account during project design processes?
- Review the extent to which relevant gender issues were raised in the project design. See Annex 9 of the [Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects](#) for further guidelines. If there are major areas of concern, recommend areas for improvement.

Results Framework/Log frame:

- Undertake a critical analysis of the project's log frame indicators and targets, assess how "SMART" the midterm and end-of-project targets are (Specific, Measurable, Attainable, Relevant, Time-bound), and suggest specific amendments/revisions to the targets and indicators as necessary.
- Are the project's objectives and outcomes or components clear, practical, and feasible within its time frame?
- Examine if progress so far has led to or could in the future catalyse beneficial development effects (i.e. income generation, gender equality and women's empowerment, improved governance etc...) that should be included in the project results framework and monitored on an annual basis.
- Ensure broader development and gender aspects of the project are being monitored effectively. Develop and recommend SMART 'development' indicators, including sex-disaggregated indicators and indicators that capture development benefits.

Relevance, Effectiveness and Efficiency

- Were the context, problem, needs and priorities well analysed and reviewed during project initiation? Are the planned project objectives and outcomes relevant and realistic to the situation on the ground?
- Is the project Theory of Change (ToC) and intervention logic coherent and realistic? Does the ToC and intervention logic hold or does it need to be adjusted?
- Do outputs link to intended outcomes which link to broader paradigm shift objectives of the project?
- Are the planned inputs and strategies identified realistic, appropriate and adequate to achieve the results? Were they sequenced sufficiently to efficiently deliver the expected results?

- Are the outputs being achieved in a timely manner? Is this achievement supportive of the ToC and pathways identified?
- What and how much progress has been made towards achieving the overall outputs and outcomes of the project (including contributing factors and constraints)?
- To what extent is the project able to demonstrate changes against the baseline (assessment in approved Funding Proposal) for the GCF investment criteria (including contributing factors and constraints)?
- How realistic are the risks and assumptions of the project?
- How did the project deal with issues and risks in implementation?
- To what extent did the project's M&E data and mechanism(s) contribute to achieving project results?
- Have project resources been utilized in the most economical, effective and equitable ways possible (considering value for money; absorption rate; commitments versus disbursements and projected commitments; cofinancing; etc.)?
- Are the project's governance mechanisms functioning efficiently?
- To what extent did the design of the project help or hinder achieving its own goals?
- Were there clear objectives, ToC and strategy? How were these used in performance management and progress reporting?
- Were there clear baseline indicators and/or benchmark for performance measurements? How were these used in project management? To what extent and how the project applies adaptive management?
- What, if any, alternative strategies would have been more effective in achieving the project objectives?

Progress Towards Results

Progress Towards Outcomes Analysis:

- Review the log frame indicators against progress made towards the end-of-project targets using the Progress Towards Results Matrix; colour code progress in a "traffic light system" based on the level of progress achieved; assign a rating on progress for each outcome; make recommendations from the areas marked as "Not on target to be achieved" (red).

Table. Progress Towards Results Matrix (Achievement of outcomes against End-of-project Targets)

Project Strategy	Indicator ³	Baseline Level ⁴	Level in 1 st APR (self-reported)	Midterm Target ⁵	End of project Target	Midterm Level & Assessment ⁶	Achievement Rating ⁷	Justification for Rating
Objective:	Indicator (if applicable):							
Outcome 1:	Indicator 1:							
	Indicator 2:							
Outcome 2:	Indicator 3:							
	Indicator 4:							
	Etc.							
Etc.								

³ Populate with data from the Logframe and scorecards

⁴ Populate with data from the Project Document

⁵ If available

⁶ Color code this column only

⁷ Use the 6-point Progress Towards Results Rating Scale: HS, S, MS, MU, U, HU

Indicator Assessment Key

Green= Achieved

Yellow= On target to be achieved

Red= Not on target to be achieved

In addition to the progress towards outcomes analysis:

- Identify remaining barriers to achieving the project objective in the remainder of the project.
- By reviewing the aspects of the project that have already been successful, identify ways in which the project can further expand these benefits.

Project Implementation and Adaptive ManagementManagement Arrangements:

Review overall effectiveness of project management as outlined in the Project Document. Have changes been made and are they effective? Are responsibilities and reporting lines clear? Is decision-making transparent and undertaken in a timely manner? Recommend areas for improvement.

- Review the quality of execution of the Executing Agency/Implementing Partner(s) and recommend areas for improvement.
- Review the quality of support provided by the Accredited Entity (UNDP) and recommend areas for improvement.

Work Planning:

- Review any delays in project start-up and implementation, identify the causes and examine if they have been resolved.
- Are work-planning processes results-based? If not, suggest ways to re-orientate work planning to focus on results?
- Examine the use of the project's results framework/log frame as a management tool and review any changes made to it since project start.

Finance and co-finance:

- Consider the financial management of the project, with specific reference to the cost-effectiveness of interventions.
- Review the changes to fund allocations as a result of budget revisions and assess the appropriateness and relevance of such revisions.
- Does the project have the appropriate financial controls, including reporting and planning, that allow management to make informed decisions regarding the budget and allow for timely flow of funds?
- Informed by the co-financing monitoring table to be filled out, provide commentary on co-financing: is cofinancing being used strategically to help the objectives of the project? Is the Project Team meeting with all cofinancing partners regularly in order to align financing priorities and annual work plans?

Coherence in climate finance delivery with other multilateral entities:

- Who are the partners of the project and how strategic are they in terms of capacities and commitment?
- Is there coherence and complementarity by the project with other actors for local other climate change interventions?
- To what extent has the project complimented other on-going local level initiatives (by stakeholders, donors, governments) on climate change adaptation or mitigation efforts?

- How has the project contributed to achieving stronger and more coherent integration of shift to low emission sustainable development pathways and/or increased climate resilient sustainable development (GCF RMF/PMF Paradigm Shift objectives)? Please provide concrete examples and make specific suggestions on how to enhance these roles going forward.

Project-level Monitoring and Evaluation Systems:

- Review the monitoring tools currently being used: Do they provide the necessary information? Do they involve key partners? Are they aligned or mainstreamed with national systems? Do they use existing information? Are they efficient? Are they cost-effective? Are additional tools required? How could they be made more participatory and inclusive?
- Examine the financial management of the project monitoring and evaluation budget. Are sufficient resources being allocated to monitoring and evaluation? Are these resources being allocated effectively?

Stakeholder Engagement:

- Project management: Has the project developed and leveraged the necessary and appropriate partnerships with direct and tangential stakeholders?
- Participation and country-driven processes: Do local and national government stakeholders support the objectives of the project? Do they continue to have an active role in project decision-making that supports efficient and effective project implementation?
- Participation and public awareness: To what extent has stakeholder involvement and public awareness contributed to the progress towards achievement of project objectives?

Reporting:

- Assess how adaptive management changes have been reported by the project management and shared with the Project Board.
- Assess how well the Project Team and partners undertake and fulfil GCF reporting requirements (i.e. how have they addressed poorly rated APRs, if applicable?)
- Assess how lessons derived from the adaptive management process have been documented, shared with key partners and internalized by partners.

Communications:

- Review internal project communication with stakeholders: Is communication regular and effective? Are there key stakeholders left out of communication? Are there feedback mechanisms when communication is received? Does this communication with stakeholders contribute to their awareness of project outcomes and activities and investment in the sustainability of project results?
- Review external project communication: Are proper means of communication established or being established to express the project progress and intended impact to the public (is there a web presence, for example? Or did the project implement appropriate outreach and public awareness campaigns?)
- For reporting purposes, write one half-page paragraph that summarizes the project's progress towards results in terms of contribution to sustainable development benefits, as well as global environmental benefits.

Sustainability

- Validate whether the risks identified in the Project Document, Annual Project Review and the ATLAS Risk Management Module are the most important and whether the risk ratings applied are appropriate and up to date. If not, explain why.
- In addition, assess the following risks to sustainability:

Financial risks to sustainability:

- What is the likelihood of financial and economic resources not being available once the GCF assistance ends (consider potential resources can be from multiple sources, such as the public and private sectors, income generating activities, and other funding that will be adequate financial resources for sustaining project's outcomes)?

Socio-economic risks to sustainability:

- Are there any social or political risks that may jeopardize sustainability of project outcomes? What is the risk that the level of stakeholder ownership (including ownership by governments and other key stakeholders) will be insufficient to allow for the project outcomes/benefits to be sustained? Do the various key stakeholders see that it is in their interest that the project benefits continue to flow? Is there sufficient public / stakeholder awareness in support of the long-term objectives of the project? Are lessons learned being documented by the Project Team on a continual basis and shared/ transferred to appropriate parties who could learn from the project and potentially replicate and/or scale it in the future?

Institutional Framework and Governance risks to sustainability:

- Do the legal frameworks, policies, governance structures and processes pose risks that may jeopardize sustenance of project benefits? While assessing this parameter, also consider if the required systems/ mechanisms for accountability, transparency, and technical knowledge transfer are in place.

Environmental risks to sustainability:

- Are there any environmental risks that may jeopardize sustenance of project outcomes?

Country Ownership

- To what extent is the project aligned with national development plans, national plans of action on climate change, or sub-national policy as well as projects and priorities of the national partners?
- How well is country ownership reflected in the project governance, coordination and consultation mechanisms or other consultations?
- To what extent are country level systems for project management or M&E utilized in the project?
- What level and types of involvement for all Is the project as implemented responsive to local challenges and relevant/appropriate/strategic in relation to SDG indicators, National indicators, GCF RMF/PMF indicators, AE indicators, or other goals?
- Were the modes of deliveries of the outputs appropriate to build essential/necessary capacities, promote national ownership and ensure sustainability of the result achieved?

Gender equity

- Does the project only rely on sex-disaggregated data per population statistics?
- Are financial resources/project activities explicitly allocated to enable women to benefit from project interventions?
- Does the project account in activities and planning for local gender dynamics and how project interventions affect women as beneficiaries?
- Do women as beneficiaries know their rights and/or benefits from project activities/interventions?
- How do the results for women compare to those for men?

- Is the decision-making process transparent and inclusive of both women and men?
- To what extent are female stakeholders or beneficiaries satisfied with the project gender equality results?
- Did the project sufficiently address cross cutting issues including gender?

Innovativeness in results areas

- What role has the project played in the provision of "thought leadership," "innovation," or "unlocked additional climate finance" for climate change adaptation/mitigation in the project and country context? Please provide concrete examples and make specific suggestions on how to enhance these roles going forward.

Unexpected results, both positive and negative

- What has been the project's ability to adapt and evolve based on continuous lessons learned and the changing development landscape? Please account for factors both within the AE/EE and external.
- Can any unintended or unexpected positive or negative effects be observed as a consequence of the project's interventions?
- What factors have contributed to the unintended outcomes, outputs, activities, results?

Replication and Scalability

- What are project lessons learned, failures/lost opportunities to date? What might have been done better or differently?
- How effective were the exit strategies and approaches to phase out assistance provided by the project including contributing factors and constraints?
- What factors of the project achievements are contingent on specific local context or enabling environment factors?
- Are the actions and results from project interventions likely to be sustained, ideally through ownership by the local partners and stakeholders?
- What are the key factors that will require attention in order to improve prospects of sustainability, scalability or replication of project outcomes/outputs/results?

Impact of COVID-19

- Review of the impact of COVID-19 on overall project management, implementation and results (including on indicators and targets).
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- Assess the project's response to COVID-19 impacts including and not limited to responses related to stakeholder engagement, management arrangements, work planning and adaptive management actions.

Conclusions & Recommendations

The Interim Evaluation team will include a section of the report setting out the Interim Evaluation's evidence-based conclusions, in light of the findings.⁸

Recommendations should be succinct suggestions for critical intervention that are specific, measurable, achievable, and relevant. A recommendation table should be put in the report's executive summary. See the

⁸ Alternatively, Interim Evaluation conclusions may be integrated into the body of the report.

[Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects](#) for guidance on a recommendation table.

The Interim Evaluation team should make no more than 15 recommendations total.

Ratings

The Interim Evaluation team will include its ratings of the project’s results and brief descriptions of the associated achievements in a *Interim Evaluation Ratings & Achievement Summary Table* in the Executive Summary of the Interim Evaluation report. See Annex E for ratings scales. No rating on Project Strategy and no overall project rating is required.

Table. Interim Evaluation Ratings & Achievement Summary Table for GCF Vaisigano Catchment Project

Measure	Interim Evaluation Rating	Achievement Description
Project Strategy	N/A	
Progress Towards Results	Objective Achievement Rating: (rate 6 pt. scale)	
	Outcome 1 Achievement Rating: (rate 6 pt. scale)	
	Outcome 2 Achievement Rating: (rate 6 pt. scale)	
Project Implementation & Adaptive Management	(rate 6 pt. scale)	
Sustainability	(rate 4 pt. scale)	

II EXPECTED OUTCOMES & DELIVERABLES

#	Deliverable	Description	Timing	Responsibilities	
1	Interim Evaluation Inception Report	Interim Evaluation team clarifies objectives and methods of Midterm Review	30 November 2020	Interim Evaluation Team submits to Commissioning Unit and MoF/Project Management	
2	Presentation	Initial Findings	01 February 2020	Interim Evaluation Team presents to MoF/Project Management Unit (GCF-PMU) and the Commissioning Unit	
3	Draft Interim Evaluation Report	Full report (using guidelines on content outlined in Annex B) with annexes	12 February 2021	Sent to the Commissioning Unit, reviewed by RTA, Project Coordinating Unit, MoF/GCF NDA/GCF-PMU	
4	Final Interim Evaluation Report*	Revised report with audit trail detailing how all received comments have (and have not) been addressed in the final Interim Evaluation report	24 February 2021	Sent to the Commissioning Unit	

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

Institutional Arrangement

The principal responsibility for managing this Interim Evaluation resides with the Commissioning Unit. The Commissioning Unit for this project's Interim Evaluation is the UNDP Pacific Office for Fiji, Solomon Islands, Vanuatu, Tonga, Tuvalu, Kiribati, Nauru, Republic of Marshall Is, Palau & Federates States of Micronesia.

The UNDP Pacific Office Fiji, Solomon Islands, Vanuatu, Tonga, Tuvalu, Kiribati, Nauru, Republic of Marshall Islands, Palau & Federated States of Micronesia based in Fiji and the MoF/TCAP Project Management Unit (PMU) will be responsible for liaising with the Interim Evaluation team to provide all relevant documents, set up stakeholder interviews, and arrange field visits for the National Consultant, etc.

Due to the travel restrictions, the lead evaluator will be home-based and will work closely with the national consultant in engaging stakeholders via virtual consultations, telephone or online (Zoom, Skype, etc.). Field missions will be conducted by the national consultant and findings shared with the lead evaluator

A. Duration of the Work:

The tentative Interim Evaluation timeframe is as follows:

COMPLETION DATE	NUMBER OF WORKING DAYS	ACTIVITY
27 November 2020		Prep the Interim Evaluation Team (handover of Project Documents)
27 November – 08 December 2020	8 working days	Document review and preparing Interim Evaluation Inception Report
08 December 2020		Submission of Draft Inception Report by lead consultant
11 December 2020		Finalization and Validation of Interim Evaluation Inception Report- latest start of Interim Evaluation mission
15 December 2020 – 1 February 2021	10 working days	Interim Evaluation mission: stakeholder meetings, interviews, field visits
1 February 2021		Mission wrap-up meeting & presentation of initial findings.
1-12 February 2021	7 working days	Preparing draft IE report
12-17 February 2021	5 working days	Incorporating audit trail from feedback on draft report/Finalization of Interim Evaluation report (note: accommodate time delay in dates for circulation and review of the draft report)
17 February 2021		Submission of Full Final Report
19 February 2021		Feedback on Full Final Report (final comments)
24 February 2021		Expected date of full Interim Evaluation Report completion and acceptance

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

Supervision/Reporting

- The Consultant will report to the TCAP Project Manager.

Requirement for Qualifications & Experience

- Minimum Master's Degree in Environmental/climate science, Development Studies/International Development, Geography, coastal engineering or other closely related field (10%)
- Recent experience with result-based management evaluation methodologies and SMART indicators (15%)
- Competence in adaptive management, as applied to Climate Change Adaptation (10%);
- Experience working with the GCF or GEF-evaluations (10%);
- Experience working in the island nation of Tuvalu or the Pacific (5%);
- Experience working in SIDS (5%)
- Work experience in relevant technical areas (coastal protection, climate change adaptation) for at least 10 years (5%);
- Demonstrated understanding of issues related to gender and climate change adaptation; experience in gender sensitive evaluation and analysis (5%).
-
- Project evaluation/review experiences within United Nations system will be considered an asset (5%)

Language

- Fluency in English – both written and oral is required

Compliance with UN Core Values

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; ▪ Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment;

▪ EVALUATION CRITERIA

The Consultant will be evaluated based on the qualifications and the years of experience, as outlined in the Requirements for Qualification & Experience" section. In addition, the consultant will also be evaluated on the following:

- Technical Criteria weighting – 70%
- Financial Criteria weighting – 30%

The proposal with the highest cumulative scoring will be awarded the contract.

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Evaluation Matrix for both Technical & Financial proposals

No.	Evaluation Criteria	Points	Percentage
	Technical Evaluation		
1	Minimum Masters Degree in Environmental/Climate Science, Development studies/International Development, Geography, Coastal Engineering or other closely related field	10	10%

2	Recent experience with result-based management evaluation methodologies and SMART indicators	15	15%
3	Competence in adaptive management, as applied to Climate Change Adaptation	10	10%
4	Experience working with the GCF or GEF-evaluation	10	10%
5	Experience working in the island nation of Tuvalu or the Pacific	5	5%
6	Experience working in SIDS	5	5%
7	Work experience in relevant technical areas (coastal protection, climate change adaptation) for at least 10years	5	5%
8	Demonstrated understanding of issues related to gender and climate change adaptation; experience in gender sensitive evaluation and analysis	5	5%
9	Project evaluation/review experiences within United Nations system will be considered an asset	5	5%
	Total – Technical Evaluation		70%
	Financial Evaluation		
1	Lowest price		30%
	TOTAL		100%

Payment Schedule

All payments will be authorized by the Deputy Team Leader RSD, UNDP Pacific Office, Fiji - in close consultation with the TCAP Project Manager who is based in Tuvalu.

DELIVERABLES	DUE DATE	AMOUNT
Upon approval and certification by the Commissioning Unit of the Final Interim Evaluation <u>Inception Report</u>	11 December 2020	20%
Upon approval and certification by the Commissioning Unit of the draft Interim Evaluation Report	17 February 2021	30%
Upon approval and certification by the Commissioning Unit and the UNDP-GCF RTA of the final interim Evaluation report and Audit Trail	24 February 2021	50%

Daily Fee

The IC shall quote an all-inclusive Daily Fee for this consultancy work. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately.

General Notes on Financial Offer

- UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using his/her own resources;
- In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP and the Individual Consultant, prior to travel and will be reimbursed;

Shortlisted Candidates

Shortlisted candidates may be contacted for an interview.

Offerors must send the following documents.

- i) **Completed template for confirmation of Interest and Submission of Financial Proposal ii) CV including names/contacts of at least 3 professional referees.**
- iii) **A cover letter indicating why the candidate considers himself/herself suitable for the required consultancy**
- iv) **A brief methodology on how you will approach and conduct the work (2 pages maximum)**

Individuals applying for this consultancy will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability

Proposal Submission

- All applications shall be clearly marked with the title of the consultancy and submitted by 30th Nov 2020
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: procurement.fj@undp.org
Incomplete or joint proposals and proposals submitted via medium other than the one indicated in the TOR will not be accepted. Only bidders for whom there is further interest will be contacted

Annexes to the TOR

ToR ANNEX A: List of Documents to be reviewed by the Interim Evaluation Team

1. Funding Proposal
2. UNDP Project Document
3. UNDP Environmental and Social Screening results
4. Project Inception Report
5. All Annual Performance Reports (APRs)
6. Progress reports and work plans of the various implementation task teams
7. Audit reports
8. Mission reports
9. All monitoring reports prepared by the project
10. Financial and Administration guidelines used by Project Team The following documents will also be available:
11. Project operational guidelines, manuals and systems
12. UNDP country/countries programme document(s)
13. Minutes of the Project Board Meetings and other meetings (i.e. Technical Advisory Group meetings)
14. Project site location maps

ToR ANNEX B Guidelines on Contents for the Interim Evaluation Report⁹

- i. ***Basic Report Information (for opening page or title page)***
 - Title of UNDP supported GCF financed project
 - UNDP PIMS# and GCF project ID#
 - Interim Evaluation time frame and date of Interim Evaluation report
 - Region and countries included in the project
 - Executing Agency/Implementing Partner and other project partners
 - Interim Evaluation team members
 - Acknowledgements
- ii. **Table of Contents**
- iii. **Acronyms and Abbreviations**
1. **Executive Summary (3-5 pages)**
 - Project Information Table
 - Project Description (brief)
 - Project Progress Summary (between 200-500 words)
 - Interim Evaluation Ratings & Achievement Summary Table
 - Concise summary of conclusions
 - Recommendation Summary Table
2. **Introduction (2-3 pages)**
 - Purpose of the Interim Evaluation and objectives
 - Scope & Methodology: principles of design and execution of the Interim Evaluation, Interim Evaluation approach and data collection methods, limitations to the Interim Evaluation
 - Structure of the Interim Evaluation report

⁹ The Report length should not exceed 40 pages in total (not including annexes).

3. Project Description and Background Context (3-5 pages)

- 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
- Project Description and Strategy: objective, outcomes and expected results, description of field sites (if any)
- Project Implementation Arrangements: short description of the Project Board, key implementing partner arrangements, etc.
- Project timing and milestones
- Main stakeholders: summary list

4. Findings (12-14 pages)**4.1 Project Strategy**

- Project Design
- Results Framework/Log frame

4.2 Relevance**4.3 Effectiveness and Efficiency****4.4 Progress Towards Results**

- Progress towards outcomes analysis
- Remaining barriers to achieving the project objective

4.5 Project Implementation and Adaptive Management

- Management Arrangements
- Work planning
- Finance and co-finance
- Project-level monitoring and evaluation systems
- Stakeholder engagement
- Reporting
- Communications

4.6 Sustainability

- Financial risks to sustainability
- Socio-economic to sustainability
- Institutional framework and governance risks to sustainability
- Environmental risks to sustainability

4.7 Country Ownership**4.8 Innovativeness in results areas****4.9 Unexpected results, both positive and negative****4.10 Replication and Scalability****4.11 Gender Equity****5 Conclusions and Recommendations (4-6 pages)****5.1 Conclusions**

- Comprehensive and balanced statements (that are evidence-based and connected to the Interim Evaluation's findings) which highlight the strengths, weaknesses and results of the project

5.2 Recommendations

- Corrective actions for the design, implementation, monitoring and evaluation of the project
- Actions to follow up or reinforce initial benefits from the project
- Proposals for future directions underlining main objectives

6 Annexes

- Interim Evaluation ToR (excluding ToR annexes)
- Interim Evaluation evaluative matrix (evaluation criteria with key questions, indicators, sources of data, and methodology)
- Example Questionnaire or Interview Guide used for data collection ☐ Ratings Scales
- Interim Evaluation mission itinerary
- List of persons interviewed
- List of documents reviewed
- Co-financing table (if not previously included in the body of the report)
- Signed UNEG Code of Conduct form
- Signed Interim Evaluation final report clearance form
- Annexed in a separate file: Audit trail from received comments on draft Interim Evaluation report

ToR ANNEX C: Interim Evaluation Review Evaluative Matrix Template

Evaluative Questions	Indicators	Sources	Methodology
Project Strategy: To what extent is the project strategy relevant to country priorities, country ownership, and the best route towards expected results?			
(include evaluative question(s))	(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 documents, national policies or strategies, websites, project staff, project partners, data collected throughout the Interim Evaluation mission, etc.)	(i.e. document analysis, data analysis, interviews with project staff, interviews with stakeholders, etc.)
Progress Towards Results: To what extent have the expected outcomes and objectives of the project been achieved thus far?			
Project Implementation and Adaptive Management: Has the project been implemented efficiently, cost-effectively, and been able to adapt to any changing conditions thus far? To what extent are project-level monitoring and evaluation systems, reporting, and project communications supporting the project's implementation?			

Sustainability: To what extent are there financial, institutional, socio-economic, and/or environmental risks to sustaining long-term project results?

ToR ANNEX D: UNEG Code of Conduct for Evaluators/Midterm Review Consultants¹⁰**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 limitations, findings and recommendations.
7. Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.

Interim Evaluation Consultant Agreement Form

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

Name of Consultant: _____

Name of Consultancy Organization (where relevant): _____

¹⁰ www.undp.org/unegcodeofconduct

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 E: Interim Evaluation Ratings

Ratings for Progress Towards Results: (one rating for each outcome and for the objective)

6	Highly Satisfactory (HS)	The objective/outcome is expected to achieve or exceed all its end-of-project targets, without major shortcomings. The progress towards the objective/outcome can be presented as “good practice”.
5	Satisfactory (S)	The objective/outcome is expected to achieve most of its end-of-project targets, with only minor shortcomings.
4	Moderately Satisfactory (MS)	The objective/outcome is expected to achieve most of its end-of-project targets but with significant shortcomings.
3	Moderately Unsatisfactory (HU)	The objective/outcome is expected to achieve its end-of-project targets with major shortcomings.
2	Unsatisfactory (U)	The objective/outcome is expected not to achieve most of its end-of-project targets.
1	Highly Unsatisfactory (HU)	The objective/outcome has failed to achieve its midterm targets and is not expected to achieve any of its end-of-project targets.

Ratings for Project Implementation & Adaptive Management: (one overall rating)

6	Highly Satisfactory (HS)	Implementation of all seven components – management arrangements, work planning, finance and co- finance, project-level monitoring and evaluation systems, stakeholder engagement, reporting, and communications – is leading to efficient and effective project implementation and adaptive management. The project can be presented as “good practice”.
5	Satisfactory (S)	Implementation of most of the seven components is leading to efficient and effective project implementation and adaptive management except for only few that are subject to remedial action.
4	Moderately Satisfactory (MS)	Implementation of some of the seven components is leading to efficient and effective project implementation and adaptive management, with some components requiring remedial action.
3	Moderately Unsatisfactory (MU)	Implementation of some of the seven components is not leading to efficient and effective project implementation and adaptive, with most components requiring remedial action.
2	Unsatisfactory (U)	Implementation of most of the seven components is not leading to efficient and effective project implementation and adaptive management.
1	Highly Unsatisfactory (HU)	Implementation of none of the seven components is leading to efficient and effective project implementation and adaptive management.

Ratings for Sustainability: (one overall rating)

4	Likely (L)	Negligible risks to sustainability, with key outcomes on track to be achieved by the project's closure and expected to continue into the foreseeable future
3	Moderately Likely (ML)	Moderate risks, but expectations that at least some outcomes will be sustained due to the progress towards results on outcomes at the Midterm Review
2	Moderately Unlikely (MU)	Significant risk that key outcomes will not carry on after project closure, although some outputs and activities should carry on
1	Unlikely (U)	Severe risks that project outcomes as well as key outputs will not be sustained

ToR ANNEX F: Interim Evaluation Report Clearance Form

(to be completed by the Commissioning Unit and UNDP-GEF RTA and included in the final document)

Midterm Review Report Reviewed and Cleared By:**Commissioning Unit**

Name: _____

Signature: _____ Date: _____

Regional Technical Advisor (Nature, Climate and Energy)

Name: _____

Signature: _____ Date: _____

Principal Technical Advisor (Nature, Climate and Energy)

Name: _____

Signature: _____ Date: _____

ToR ANNEX G: Audit Trail Template

Note: The following is a template for the Interim Evaluation Team to show how the received comments on the draft Interim Evaluation report have (or have not) been incorporated into the final Interim Evaluation report. This audit trail should be included as an annex in the final Interim Evaluation report.

To the comments received on (19 February 2021) from the Interim Evaluation of (Tuvalu Coastal Adaptation Project) (UNDP Project ID-5699)

The following comments were provided in track changes to the draft Midterm Review report; they are referenced by institution ("Author" column) and track change comment number ("#" column):

Author	#	Para No./ comment location	Comment/Feedback on the draft Interim Evaluation report	Interim Evaluation team response and actions taken

A. Approval

This TOR is approved by: [Winifereti Nainoca (Ms)]

Signature

winifereti nainoca

Name and Designation Winifereti Nainoca, Deputy Team Leader RSD
16-Oct-2020

Date of Signing _____

Annexes to the TOR