UNDP Midterm Evaluation

National Consultant - Terms of Reference

Project: Institutional Support to Climate Change Adaptation and Mitigation-II

1. **Background and context**

This is the Terms of Reference (ToR) for a National Consultant for the UNDP Midterm Evaluation (MTE) of the project titled *“Institutional Support to Climate Change Adaptation and Mitigation-II”* which is to be undertaken in 2021. The first phase of the project was from 2013-2018 and the second phase was aligned with the next CPD cycle i.e. from 2019-2022. Under the second phase, the project is now in its third year of implementation. This ToR sets out the expectations for this MTE.

Pakistan presently faces serious development challenges due to deteriorating state of environment, increasing pressure on natural resources and climate change. As per the global climate index, Pakistan ranks 7th most vulnerable country to the impacts of climate change. The annual mean temperature has increased by 0.5°C, over last 5 decades, with changes in the pattern of precipitation. The variability in climate and weather pattern has resulted in an increase in the intensity and frequency of disasters which is drastically undermining development in the country. Moreover, Pakistan’s economy remains highly vulnerable to likely future threats posed by climate change and multi-sectoral and holistic mitigation measures are required to be accorded high priority to mitigate these threats. The proposed project is aligned to the priorities outlined in the national climate change policy, national DRR policy, and sustainable development agenda, the Sendai Framework for DRR and most importantly UNSDF for Pakistan 2018-2022. The proposed project aims to provide assistance and support to the GoP and its partners in the field of environmental sustainability and increased resilience to climate change and natural disasters at national, provincial and local level through:

* Supporting the government in strengthening policy areas, advocacy and awareness on environmentally sustainable adaptive practices, disaster risk reduction and sustainable energy
* Strengthening national and provincial capacities to adapt to climate change by mainstreaming climate resilience in all key sectors and securing investment
* Building capacities of the key stakeholders especially the communities and partners in sustainable management of resources, i.e. energy, water, forestry, biodiversity etc.

The Climate Change Adaptation and Mitigation (CCAM) is an umbrella project which includes several initiatives that enable and promote policy implementation and institutional strengthening at the national and provincial levels. The CCAM project provides strategic support to ECCUs portfolio through multiple initiatives. These initiatives are planned on yearly basis and reflect ECCU’s strategy to ensure UNDP’s visibility and contribution in taking forward the national climate agenda as well as in support of global objectives under climate change.

Under this project, various important initiatives have taken place in 2020 such as Climate Change Policy update, NDC support programme through Climate Promise and Climate Action Enhancement Package initiatives, Water access projects with Coca Cola created new partnerships with Unilever besides pipeline initiatives under GCF and the Adaptation Fund.

In 2021, besides the continuation of ongoing activities and implementation of the NDC work in Pakistan, the project will be moving towards waste management initiatives in Islamabad, piloting plastic waste management in Rahimyarkhan, exploration of opportunities in Blue Economy, collaboration with USAID-RTI in energy sector, collaboration with CORE (private sector consortium) and development of Climate Change Action Plans in the provinces. These initiatives give an added advantage to UNDP among other development partners, demonstrate effective strategic planning and provide necessary advancement in leading the work related to Climate Change Adaptation and Mitigation in Pakistan.

The CCAM-II project has been instrumental in tackling water scarcity issue through pilot projects like ‘innovative approaches to Integrate Water Resources management in Balochistan’ shall be replicated in other parts of the province**.** The project has also explored innovative solutions to manage climate-related data and risk information on the country level, whilst leveraging technology to achieve national climate resilience objectives**.** The project has also workedclosely with national, provincial and district governments for promoting policy and legal instruments and instilling tsunami risk preparedness. Prioritized building partnerships with grass-root organizations, academia, and research institutions, civil society as well as the private sector.

* The project has been concentrated in Islamabad Capital Territory, Karachi, South Punjab, Gwadar, Baltistan region in GB and various soft interventions are spread across Pakistan.
* The CCAM-II project has been pursuing various cross-cutting programmatic areas such as innovation, gender mainstreaming, building resilience of Persons with Disabilities, engagement of youth in climate change projects implementation, data collection under various important initiatives such as water, energy, electric vehicle etc.
* The MTE of the first phase of the project was conducted in 2016 therefore it is proposed that the project should be evaluated after the previous MTE was carried out i.e. from Jan 2017 till May 2021.
* It is expected that the MTE shall provide future direction to the project in terms of ECCU’s strategic and programmatic approach, planned and ongoing interventions, thematic opportunities and overall assessment of resources.

**Contributing Outcome (UNSDF/CPD, RPD or GPD):**

* **UNSDF/CPD Outcome 6 (2018-2022):** By 2022, the resilience of the people in Pakistan, especially key populations, is increased by addressing natural and other disasters, including climate change adaptation measures and the sustainable management of cultural and natural resources
* **CPD Output(s): Output 6.3 (2018-2022):** Legal and regulatory frameworks and policies are in place, and institutions capacitated for the conservation, sustainable use, inclusive access and benefit-sharing of natural resources, biodiversity, chemicals, waste management and ecosystems.
* **6.4:** In line with international conventions and national policy frameworks, implementation mechanisms are effectively introduced that promote sustainable use of natural resources, protect ecosystem and biodiversity and effectively manage and mitigate the threats to this process (chemicals, waste, CO2 emissions, etc.)
* **CPD Outcome (2013-2017):** Vulnerable populations benefit from improved sustainable environmental management practices, including climate change mitigation and adaptation
* **CPD Output (2013-2017):** Climate change adaptation and mitigation strategies and action plans developed and piloted at local level by federal and provincial governments, private sector, academia, and civil society including women groups.

**Project Budget:**

|  |  |  |
| --- | --- | --- |
| **PROJECT/OUTCOME INFORMATION** | | |
| **Project/outcome title** | Institutional Support to Climate Change Adaptation and Mitigation-II | |
| **Atlas ID** | 00116110 | |
| **Corporate outcome and output** | 2018-2022   * **UNSDF/CPD Outcome 6:** By 2022, the resilience of the people in Pakistan, especially key populations, is increased by addressing natural and other disasters, including climate change adaptation measures and the sustainable management of cultural and natural resources * **CPD Output(s): Output 6.3:** Legal and regulatory frameworks and policies are in place, and institutions capacitated for the conservation, sustainable use, inclusive access and benefit-sharing of natural resources, biodiversity, chemicals, waste management and ecosystems. * **6.4:** In line with international conventions and national policy frameworks, implementation mechanisms are effectively introduced that promote sustainable use of natural resources, protect ecosystem and biodiversity and effectively manage and mitigate the threats to this process (chemicals, waste, CO2 emissions, etc.)   **2013-2017**   * **CPD Outcome (2013-2017):** Vulnerable populations benefit from improved sustainable environmental management practices, including climate change mitigation and adaptation * **CPD Output (2013-2017):** Climate change adaptation and mitigation strategies and action plans developed and piloted at local level by federal and provincial governments, private sector, academia, and civil society including women groups. | |
| **Country** | Pakistan | |
| **Region** | Asia Pacific Region | |
| **Date project document signed** | May 13, 2019 | |
| **Project dates** | **Start** | **Planned end** |
| May 13, 2016 | December 31, 2022 |
| **Project budget** | **Total Budget**: USD 8,385,796  **Available budget:** USD 4,749,444 | |
| **Project expenditure at the time of evaluation** | **USD 1,563,721** | |
| **Funding source** | **UNDP TRAC:** USD 551,100  **GoJ:** USD 3,709,386  **GWC:** USD 445,000  **PIDSA:** USD 36,843  **Serena/ Pvt Sector:** USD 7,115 | |
| **Implementing party1** | UNDP | |

1. **Evaluation purpose, scope and objectives**

# Scope and OBJECTIVES OF THE MTE

The MTE will assess progress towards the achievement of the project outputs and contribution towards the United Nations Sustainable Development Framework (UNDAF III)/Country Programme Documents (2013-2017 & 2018-2022) outcomes as specified in the Project Document and assess early signs of project success or failure and factors contributing to that 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 MTE will also review the project’s strategy. The evaluation will also review the project’s strategy with regards to its relevance, effectiveness, efficiency, impact, and sustainability of major interventions. Overall, the evaluation should specify what the project has achieved so far, along with the value addition; assess the progress made against planned results, as well as assess challenges, opportunities, risks, and lessons learnt. It should recommend ways in which UNDP may increase its effectiveness, relevance, and coherence of project with emerging national government priorities. The major audience of this evaluation will be UN in general and UNDP Pakistan, along with relevant Government Departments, including MOCC and provincial Planning and Development departments of KP, Punjab, Balochistan, GB and Sindh. The project has been concentrated in Islamabad Capital Territory, Karachi, South Punjab, Gwadar, Baltistan region in GB and various soft interventions are spread across Pakistan.

The evaluation recommendations will help UNDP in making timely course correction for supporting the national/sub-national governments related interventions.

1. **Evaluation criteria and key guiding questions**

The MTE consultant will assess the following aspects of the project like Project strategy, relevance, efficiency, effectiveness, sustainability, gender equality, progress towards project results, Project implementation and adaptive management through the criteria as given below.

More specifically, the MTE will address the following questions (the questions do not present an exhaustive list and more may be added while finalizing the Inception Report).

**Relevance**

**Relevance:**

* To what extent was the project in line with the national development priorities, the country program’s outputs and outcomes, the UNDP Strategic Plan and the SDGs?
* To what extent does the project contribute to the theory of change for the relevant country programme outcome?
* To what extent were lessons learned from other relevant projects considered in the project’s design?
* To what extent were perspectives of those who could affect the outcomes, and those who could contribute information or other resources to the attainment of stated results, taken into account during the project design processes?
* To what extent does the project contribute to gender equality, the empowerment of women and the human rights-based approach?
* To what extent has the project been appropriately responsive to political, legal, economic, institutional, etc., changes in the country?

**Effectiveness**

* To what extent did the project contribute to the country programme outcomes and outputs, the SDGs, the UNDP Strategic Plan and national development priorities?
* To what extent were the project outputs achieved?
* What factors have contributed to achieving or not achieving intended country programme outputs and outcomes?
* To what extent has the UNDP partnership strategy been appropriate and effective?
* What factors contributed to effectiveness or ineffectiveness?
* In which areas does the project have the greatest achievements? Why and what have been the supporting factors? How can the project build on or expand these achievements?
* In which areas does the project have the fewest achievements? What have been the constraining factors and why? How can or could they be overcome?
* What, if any, alternative strategies would have been more effective in achieving the project’s objectives?
* Are the projects objectives and outputs clear, practical and feasible within its frame?
* To what extent have stakeholders been involved in project implementation?
* To what extent are project management and implementation participatory and is this participation contributing towards achievement of the project objectives?
* To what extent has the project been appropriately responsive to the needs of the national constituents and changing partner priorities?
* To what extent has the project contributed to gender equality, the empowerment of women and the realization of human rights?

**Efficiency**

* To what extent was the project management structure as outlined in the project document efficient in generating the expected results?
* To what extent have the UNDP project implementation strategy and execution been efficient and cost-effective?
* To what extent has there been an economical use of financial and human resources? Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve outcomes?
* To what extent have resources been used efficiently? Have activities supporting the strategy been cost-effective?
* To what extent have project funds and activities been delivered in a timely manner?
* To what extent do the M&E systems utilized by UNDP ensure effective and efficient project management?

**Sustainability**

* Are there any financial risks that may jeopardize the sustainability of project outputs?
* To what extent will financial and economic resources be available to sustain the benefits achieved by the project?
* Are there any social or political risks that may jeopardize sustainability of project outputs and the project’s contributions to country programme outputs and outcomes?
* Do the legal frameworks, policies and governance structures and processes within which the project operates pose risks that may jeopardize sustainability of project benefits?
* To what extent did UNDP actions pose an environmental threat to the sustainability of project outputs?
* What is the risk that the level of stakeholders’ ownership will be sufficient to allow for the project benefits to be sustained?
* To what extent do mechanisms, procedures and policies exist to allow primary stakeholders to carry forward the results attained on gender equality, empowerment of women, human rights and human development?
* To what extent do stakeholders support the project’s long-term objectives?
* To what extent are lessons learned being documented by the project team on a continual basis and shared with appropriate parties who could learn from the project?
* To what extent do UNDP project has well-designed and well-planned exit strategies?
* What could be done to strengthen exit strategies and sustainability?

**Human rights**

* To what extent have poor, indigenous and physically challenged, women and other disadvantaged and marginalized groups benefited from the work of CCAM-II project at UNDP?

**Gender equality**

* To what extent have gender equality and the empowerment of women been addressed in the design and implementation of the project?
* Is the gender marker data assigned to this project representative of reality?
* To what extent has the project promoted positive changes in gender equality and the empowerment of women? Were there any unintended effects?

1. **Methodology**

The MTE must provide evidence-based information that is credible, reliable, and useful. The MTE consultant will review all relevant sources of information including documents prepared during the preparation and implementation phase (i.e. the Project Document, project reports including Annual Progress Reports, UNDP Environmental & Social Safeguard Policy, project budget revisions, PQAs, ROAR, Annual Work Plans, and any other materials that the team considers useful for this evidence-based review).

The MTE consultant is expected to follow a collaborative and participatory and gender sensitive approach ensuring close engagement with the Project Team, Implementing Partner, government counterparts, the UNDP Country Office and other key stakeholders.

Engagement of stakeholders is vital to a successful MTE. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to executing agency senior officials and task team/component leaders, key experts and consultants in the subject area, Project Board, project stakeholders, local government, CSOs, project beneficiaries, etc The final list of interviews will be agreed upon with the evaluator at the inception phase of the evaluation

Additionally, the MTE consultant may conduct field missions to project sites, to be decided in consultation with the UNDP evaluation manager/MSU at the inception phase.

The final MTE report should describe the full MTE 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.

The following approach may be used by the evaluator:

* Evaluation should employ a combination of both qualitative and quantitative evaluation methods and instruments.
* **Document review of all relevant documentation.** This would include a review of inter alia
  + Project document (contribution agreement).
  + Theory of change and results framework.
  + Annual workplans.
  + Consolidated quarterly and annual reports.
  + Highlights of project board meetings.
  + Technical/financial monitoring reports.
  + ROAR, PQAs, SESP checklist
* **Semi-structured interviews** with key stakeholders including key government counterparts, donor community members, representatives of key civil society organizations, UNCT members and implementing partners:
  + **Development of evaluation questions** around relevance, effectiveness, efficiency and sustainability and designed for different stakeholders to be interviewed.
  + Key informant and focus group discussions with men and women, beneficiaries and stakeholders.
  + All interviews should be undertaken in full confidence and anonymity. The final evaluation report should not assign specific comments to individuals.
* **Field visits** and on-site validation of key tangible outputs and interventions.
* The evaluator is expected to follow a participatory and consultative approach that ensures close engagement with the evaluation managers, implementing partners and direct beneficiaries.

1. **Evaluation products (deliverables)**

The following products are requested from the evaluator.

* **Evaluation inception report (10-15 pages).** The inception report should be carried out following and based on preliminary discussions with UNDP after the desk review, and should be produced before the evaluation starts (before any formal evaluation interviews, survey distribution or field visits) and prior to the country visit in the case of international evaluators.
* **Evaluation debriefings.** Immediately following an evaluation, UNDP may ask for a preliminary debriefing and findings.
* **Draft evaluation report (within an agreed length).** The programme unit and key stakeholders in the evaluation should review the draft evaluation report and provide an amalgamated set of comments to the evaluator within an agreed period of time, addressing the content required (as agreed in the TOR and inception report) and quality criteria as outlined in these guidelines.
* **Evaluation report audit trail.** Comments and changes by the evaluator in response to the draft report should be retained by the evaluator to show how they have addressed comments.
* **Final evaluation report.**
* **Presentations to stakeholders and/or the evaluation reference group**

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| **#** | **Deliverable** | **Description** | **Timing** | **Responsibilities** |
| **1** | **MTE Inception Report** | MTE Consultant clarifies objectives and methods of Midterm Evaluation | 1 week after on boarding  (by 28 June) | MTE Consultant submits to the Commissioning  Unit and project management |
| **2** | **Presentation** | Initial Findings | 2 weeks after conclusion of findings (by 11 July) | MTE consultant presents to project management  and the Commissioning Unit |
| **3** | **Draft Final Report** | Full report (using guidelines on content outlined in Annex B) with annexes | Within 10 days after presenting the findings (by 21 July) | Sent to the Commissioning Unit and reviewed by MSU |
| **4** | **Final Report\*** | Revised report with audit trail detailing how all received comments have (and have not) been addressed in the final  MTE report | Within 1 week of receiving UNDP comments on draft (by 10 Aug) | Sent to the Commissioning Unit |

20% of payment upon approval of the final MTE Inception Report 40% upon submission of the draft MTE report

40% upon finalization of the MTE report

1. **Evaluation team composition and required competencies**

One independent consultant will conduct the MTE with experience and exposure to projects and evaluations in other national or regional projects. The consultant must not have participated in the project preparation, formulation, and/or implementation (including the writing of the Project Document) and should not have a conflict of interest with project’s related activities.

The selection of consultant will be aimed at maximizing the overall qualities in the following areas:

|  |  |
| --- | --- |
| **Criteria for the National Consultant** | **Points** |
| * A Master’s degree in environmental sciences, development studies, international development, or other closely related field | 15 |
| * Work experience in the development of a project document or development of a national or provincial development strategy for at least 05 years (03 marks for each years) | 15 |
| * Experience in carrying out project evaluations of UN related projects with a gender sensitive approach for at least 05 years (03 marks for each years) | 15 |
| * Demonstrated understanding of issues related to NDC’s, climate change adaptation and mitigation II | 15 |
| * Excellent written communication skills in English and report writing skill as demonstrated in the technical proposal | 10 |
| **Total** | **70** |

1. **Evaluation ethics**

“This evaluation will be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’. The consultant 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 consultant 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 with the express authorization of UNDP and partners.”

1. **Implementation arrangements**

The principal responsibility for managing this MTE resides with the Management Support Unit (MSU). Though the commissioning unit is the Environment and Climate Change Unit but the evaluation process will be guided by the Management Support Unit (MSU), UNDP to ensure all corporate evaluation guidelines are followed. The Project team will facilitate information sharing, identifying stakeholders for meetings and overall coordination of the assignment.

1. **Time frame for the evaluation process**

The total duration of the MTE will be approximately 30 working days over a time-period of two months from when the consultant is hired. The tentative MTE time frame is as follows:

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| --- | --- | --- |
| **ACTIVITY** | **NUMBER OF**  **WORKING DAYS** | **COMPLETION**  **DATE** |

|  |  |  |
| --- | --- | --- |
| Document review and preparing MTE Inception Report | *7 days* | *28th June* |
| MTE mission: Stakeholder meetings, interviews, field  visits | *10 days* | *10 July* |
| Presentation of initial findings | *1 day* | *11 July* |
| Preparing draft report (within days after presenting the findings) | *07 days* | *21 July* |
| Incorporating feedback and finalization of MTE report | *5 days* | *10 Aug* |
| **Estimated total days for the evaluation** | ***30 Days*** | ***Till 10th Aug*** |

1. **Application submission process and criteria for selection**
2. **Letter of Confirmation of Interest and Availability** using the [template](https://intranet.undp.org/unit/bom/pso/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx)10 provided by UNDP;
3. **CV** and a **Personal History Form** ([P11 form](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)11);
4. **Brief description of approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
5. **Financial Proposal** that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the [Letter of Confirmation of Interest template](http://procurement-notices.undp.org/view_file.cfm?doc_id=29916). If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

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

1. **TOR annexes**
2. UNDP Project Document
3. UNDP Environmental and Social Screening template
4. All Annual Performance Reports (APRs)
5. Annual Work Plans
6. Audit reports
7. Mission reports
8. All monitoring reports prepared by the project
9. Financial and Administration guidelines used by Project Team

The following documents will also be available:

1. Project operational guidelines, manuals and systems
2. UNDP country/countries programme document(s)
3. Minutes of the Project Board Meetings and other meetings (i.e. Project Appraisal Committee meetings)
4. Project site location maps

**Table 5. Sample evaluation matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Relevant evaluation criteria** | **Key questions** | **Specific sub questions** | **Data sources** | **Data-collection methods/tools** | **Indicators/ success standard** | **Methods for data analysis** |
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|  |  |  |  |  |  |  |

## Contents for the Midterm Evaluation Report

|  |  |  |  |
| --- | --- | --- | --- |
| **i.** | | Basic Report Information *(for opening page or title page)*   * Title of UNDP project * UNDP project ID * MTE time frame and date of MTE report * Executing Agency/Implementing Partner and other project partners * MTE 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) * MTE Ratings & Achievement Summary Table * Concise summary of conclusions * Recommendation Summary Table | |
| **2.** | | Introduction *(2-3 pages)*   * Purpose of the MTE and objectives * Scope & Methodology: principles of design and execution of the MTE, MTE approach and data collection methods, limitations to the MTE * Structure of the MTE report | |
| **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** | Progress Towards Results   * Progress towards outcomes analysis * Remaining barriers to achieving the project objective |
|  | | **4.3** | Project Implementation and Adaptive Management   * Management Arrangements * Work planning * Finance and co-finance * Project-level monitoring and evaluation systems * Stakeholder engagement * Reporting * Communications |
|  | **4.4** | | Sustainability   * Financial risks to sustainability * Socio-economic to sustainability * Institutional framework and governance risks to sustainability * Environmental risks to sustainability | |
| **5.** | Conclusions and Recommendations *(4-6 pages)* | | | |
|  | **5.1** | | Conclusions   * Comprehensive and balanced statements (that are evidence-based and connected to the MTE’s findings) which highlight the strengths, weaknesses and results of the project | |
|  | **5.2** | | Recommendations   * Corrective actions for the design, implementation, sustainability, impact, monitoring and evaluation of the project * Actions to follow up or reinforce and upscale benefits from the project * Proposals for future directions ensuring effective programme delivery as per country’s requirements and needs | |
| **6.** | Annexes   * MTE ToR (excluding ToR annexes) * MTE evaluative matrix (evaluation criteria with key questions, indicators, sources of data, and methodology) * Example Questionnaire or Interview Guide used for data collection * Ratings Scales * MTE 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 MTE final report clearance form * *Annexed in a separate file:* Audit trail from received comments on draft MTE report | | | |

## ToR ANNEX D: UNEG Code of Conduct for Evaluators/Midterm Evaluation Consultants13

**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.

**MTE 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):

**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:

**MTE Report Clearance Form**

*(to be completed by the Commissioning Unit and MSU and included in the final document)*

**Midterm Evaluation Report Reviewed and Cleared By:**

**Commissioning Unit**

Name:

Signature: Date:

**UNDP- Evaluation Manager/Head MSU**

Name:

Signature: Date: