UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE / INDIVIDUAL CONTRACT

I. Job Information

Job title:	International Consultant/Evaluator for Final Evaluation of the project
Type:	Individual Contract
Project Title/Department:	UNDP/CCI joint project "Enhancing the adaptation and strengthening the resilience of farming to Climate Change Risks in Fergana Valley"/Inclusive Growth Cluster
Duration of the service:	20 working/days during July - October 2021
Work status (full time /part time):	Part time
Duty station:	Desk-based work in home country
Expected travel site:	N/A
Reports To:	Deputy Resident Representative, UNDP in Uzbekistan

II. Introduction

This Terms of Reference (ToR) sets out the expectations for the Final Evaluation (FE) of the full-sized project titled "Enhancing the adaptation and strengthening the resilience of farming to Climate Change Risks in Fergana Valley" implemented through the UNDP Uzbekistan as the Implementing Partner in partnership with the Chamber of Commerce and Industry (CCI). The project started in January 2019 and is in its 3rd year of implementation. The FE process must follow the guidance outlined in the document 'UNDP Evaluation Guidelines' (United Nations Development Programme - Evaluation Guidelines (undp.org)).

III. Background and context

Central Asia, and in particular Uzbekistan, is recognized as one of the world's most vulnerable regions to the impacts of long-term climate change. There is a growing evidence that more frequent extreme weather conditions such as droughts, heat waves, out of season frosts and storms are occurring and to large extent affecting the agriculture and thus vulnerable populations in rural areas.

Agriculture remains an important sector of the economy and a critical income source as well as food provider for many rural families in Uzbekistan. The Government of Uzbekistan is planning to diversify the agricultural production from cotton to fruits and vegetables, which will also provide higher export potential for the country.

This transition however, will require significant awareness raising, capacity building in modern agricultural practices and introduction of innovative solutions including those that help adapt farmers and households to increasing impacts of the climate change, value chain development and institutionalization of government support in these areas.

The project thus aims to institutionalize integrated services to agricultural producers in the pilot region that enhance their adaptation to the impacts of climate change. This will be done through enhancing the capacities of regional administrations to analyze the impact of climate change on agricultural practices and integrate climate change considerations into local and sector development programmes. The project also works with local farmers to improve the efficiency of agricultural practices and usage of natural resources, as well as to enhance their resilience to

climate variability effects through the introduction of modern small agro-meteo stations with integrated software to alert and forecast of meteo-conditions, pest infestation, bio and chemical use time etc.

The overall project **objective** is to support the efforts of the country in increasing the export potential of agro-sector and ensure preparedness and responsiveness of the latter (institutional and people) as well as enhance resilience of farmer to potential threats of climate change thus reducing the economic risks as well as improve livelihoods of rural population.

With a view to achieving this objective, the project is focused on the following:

1. Equipping policy makers and decision-making institutions with tools and instruments for sustainable use of natural resources and dealing with climate risks in agro-production sector including horticulture and vegetable production.
2. Enhancing the export potential of smallholder farmers through capacitated agricultural and post-harvest production and improved ability to cope with climate vulnerabilities and climate-related risks, engaging women and youth.

The project uses two-fold approach using both top-down and bottom up approaches making both complementing each other. To enable export potential for agro-producers in Ferghana Valley through enhancing their resilience to climate change and exporting skills, the project works both at the regional level with decision-makers and agro-planners as well as at local level with agro-producers, farmers, households and agro-centres representatives.

The project offices are located in Tashkent within the national partner agency, i.e. the Chamber of Commerce and Industry of Uzbekistan (CCI); and in Namangan (Fergana Valley), as the pilot region. The project implements its activities in nine pilot districts of Fergana Valley:
1) Andijan region – Andijan, Asaka and Hujaobod districts.
2) Fergana region – Oltiariq, Quva and Quvasay districts.
3) Namangan region – Chartak, Chust and Yangikurgan districts.

The project duration is 3 years (January 2019 – December 2021) with the total budget of USD 800,000 (funded by the Government of Russian Federation through the Russia-UNDP Trust Fund for Development).

COVID-19 related note:

The COVID-19 pandemic has significantly slowed or contracted economic growth for most countries globally and halted, or in some cases significantly reversed, progress on the 2030 Agenda for Sustainable Development. Uzbekistan's GDP growth in 2020 was suboptimal and poverty levels increased for the first time in two decades as a result of impact of the COVID-19 crisis.

The project beneficiaries are rural communities living in three regions of Fergana Valley. COVID-19 lockdown impacted their agricultural and livestock income generation activities due to the strict requirements at the beginning aimed to mitigation of the pandemic impacts. As it is already recognized by the Government, COVID19 impacts result in increased unemployment and poverty, decrease of economy development paces and increased demand for social protection needs as well as health protection and urgent pandemic response measures. In this regard, it is obvious that proposed solutions and adaptation activities implemented by the project become even much relevant and important to mitigate the COVID19 adverse impacts through reducing/avoiding climate change related losses/damages (through use of best adaptation practices, agrometeorological stations for pest/disease control, etc.) and improving income generation capabilities of rural population (supported 14 business initiatives), which will contribute to the post-COVID19 recovery in the Fergana Valley.

COVID-19 outbreak and subsequent quarantine measures imposed by the Government of Uzbekistan in March 2020 have had negative impact on implementation of a number of the project outputs as per approved workplan, particularly on those activities that involve:

- travel, both international and local (study tours, local trainings for target audience, etc.);
- meetings and consultations with local authorities and government organizations;
- practical workshops in the fields planned for early summer and the fall;
- field work on identification and implementation of pilot business projects.

Although, these limitations delayed implementation or completion of some activities, they did not significantly affect the overall results of the project. The project continued implementation of its activities remotely, where and when it was possible.

Starting from March 2021 increasing number of new coronavirus cases were recorded in Uzbekistan, with unexpectedly high rate of growth in the last two months. On 30 June 2021, 476 new cases of the confirmed coronavirus were recorded surpassing 11,153 cases in Uzbekistan with the confirmed death reached 740 (see at https://www.worldometers.info/coronavirus/country/uzbekistan/). The Government re-introduced a color-zone approach to track and mitigate the spread of the virus. Based on this approach, Tashkent city (capital) was marked as red, while Tashkent and Samarkand regions are yellow and the remaining part of Uzbekistan is green, although a number of cases are being registered there as well. The vaccination under the national program has started since 3 April and 9.66% of the total of over 20 mln of population to be vaccinated per the national programme have been vaccinated as of 27 June 2021. In Uzbekistan, citizens are obliged to wear medical masks and take other precautions (social distance, disinfection). Starting March 25, 2021 foreigners entering the republic should present a PCR test certificate issued exclusively by laboratories recognized by the Sanitary and Epidemiological Service of Uzbekistan.

IV. FE Evaluation purpose, scope and objectives

The FE 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 help in the overall enhancement of UNDP programming. The FE report will promote accountability and transparency, and assesses the extent of project accomplishments.

The FE will assess the project performance (in terms of relevance, effectiveness and efficiency), and determine outcomes and impacts (actual and potential) stemming from the project, including their sustainability. The FE will have two primary purposes: (i) to provide evidence of results to meet accountability requirements, and (ii) to promote learning, feedback, and knowledge sharing through results and lessons learned among UNDP, the donor and their national partners such as the Chamber of Commerce and Industry of Uzbekistan (CCI), the State Plants Quarantine Inspection of the Republic of Uzbekistan (Inspection) and their regional offices in Fergana Valley, as well as district administrations and farmers, subsistent small farmers (dekhans) and rural communities of three regions of Fergana Valley (Andijan, Namangan and Fergana regions).

The project is on its last year of the implementation cycle and the FE is included into the Commissioning Unit's. i.e. UNDP Country Office, Evaluation Plan for 2021 as FE's outcomes and recommendations will be instrumental for development of new climate change and adaptation project proposals for various donors through establishing a sound and well-informed ground for establishment of baselines and conducting an evidence-based situation analysis.

During the COVID pandemic lockdown in 2020, UNDP developed a proposal for the Country Allocation of UNDP COVID-19 Rapid Response Facility Resources for COVID-19 Crisis, which was endorsed, and funding was provided. The project contributed to this initiative through supporting

the community-based initiatives aimed at improving the socio-economic early recovery and improving welfare and livelihoods. Seven business initiative projects were selected in transparent and open selection process for provision of technical assistance and creation of employment opportunities for rural population, especially women and youth, in three regions of Fergana Valley. The project procured and provided the requested equipment to those business projects to start and/or expand their businesses to overcome negative impacts of pandemic.

V. FE Approach & Methodology

The FE report must provide evidence-based information that is credible, reliable and useful.

The FE team will review all relevant sources of information including the Project Document, Project Board meeting minutes, Financial and Administration guidelines (SOP), project budget revisions, national strategic and legal documents, and any other materials that the team considers useful for this evidence-based evaluation.

The FE team is expected to follow a participatory and consultative approach ensuring close engagement with the Project Team, government counterparts, national partner agencies, the UNDP Country Office(s), direct beneficiaries and other stakeholders.

Engagement of stakeholders is vital to a successful FE. Stakeholder involvement should include online interviews with stakeholders who have project responsibilities, including but not limited to the Chamber of Commerce and Industry, the State Plants Quarantine Inspection, administrations (khokimiyats) of target regions, regional departments of agriculture, economic development and poverty reduction, Council of farmers, dehkans, and owners of household plots; senior officials and task team/component leaders, key experts and consultants in the subject area, Project Board, project beneficiaries, academia, local government and CSOs, etc.

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 the country has been restricted since 25 March 2020 and travel within the country was also restricted. In the fall of 2020 the lockdown was lifted with permission for travels within the country, but since 14 March 2021, a new wave of coronavirus cases was recorded in Uzbekistan – unexpectedly high in recent months. If it is not possible to travel to or within the country for the FE mission, then the FE team should develop a methodology that takes this into account the conduct of the FE virtually and remotely, including the use of remote interview methods and extended desk reviews, data analysis, surveys and evaluation questionnaires. This should be detailed in the FE Inception Report and agreed with the Commissioning Unit.

If all or part of the FE is to be carried out virtually then consideration should be taken for stakeholder availability, ability or willingness to be interviewed remotely. In addition, their accessibility to the internet/computer may be an issue as some government and national counterparts may not possess required skills and facilities. These limitations must be reflected in the final FE report.

The National Evaluator is expected to travel to project sites for collecting required information and conducting interviews. However, if a data collection/field mission is not possible then remote interviews may be undertaken through telephone or online (skype, zoom etc.). International consultant can work remotely with national evaluator's support in the field if it is safe for him/her to operate and travel. The safety of stakeholders, consultants or UNDP staff is the key priority. FE team is expected to conduct online and offline interviews with the project stakeholders and beneficiaries at the project pilot districts (in 9 pilot districts of Andijan, Namangan and Fergana regions). The field mission to Uzbekistan and visits to the project pilot districts in Fergana Valley are not envisaged for International Evaluator, due to COVID19 pandemic lockdown and corresponding restrictions for international travels and physical meetings. If the pandemic

restrictions will not be further applied to in-country travels to the project pilot regions, a mission to the project pilot sites will be done by a qualified and independent National Evaluator to collect the evidence and feedback from the project beneficiaries as long as it is safe to do so.

The specific design and methodology for the FE should emerge from online consultations between the FE team and the above-mentioned parties regarding what is appropriate and feasible for meeting the FE purpose and objectives and answering the evaluation questions, given limitations of budget, time and data. The FE team must use gender-responsive methodologies and tools and ensure that gender specific issues are addressed, also, other cross-cutting issues and SDGs should be incorporated into the FE report.

The final methodological approach including online interview schedule and data to be used in the evaluation must be clearly outlined in the FE Inception Report and be fully discussed and agreed between UNDP, stakeholders and the FE team. The evaluation team will consist of the International Evaluator (Team Leader) and National Evaluator, who will determine the best methods and tools for collecting and analysis of data, e.g. questionnaires. However, the evaluation team will be able to revise the approach in consultation with the evaluation manager and key stakeholders. These changes in approach should be agreed and reflected in the FE Inception Report.

The final report must describe the full FE approach used and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the evaluation.

VI. Detailed Scope of the FE

The FE will assess project performance against expectations set out in the project's Logical Framework/Results Framework (see ToR Annex A). The FE will assess results according to the criteria outlined in the Guidance for TEs of UNDP projects (United Nations Development Programme - Evaluation Guidelines (undp.org)).

The Findings section of the FE report will cover the topics listed below. A full outline of the FE 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 drivenness
- Theory of Change
- Gender equality and women's empowerment
- Social and Environmental Standards (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 (Safeguards)

iii. <u>Project Results</u>

- 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 FE 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, capacity development, South-South cooperation, knowledge management, etc., as relevant)
- Catalytic Role / Replication Effect
- Progress to impact

<u>Main Findings, Conclusions, Recommendations and Lessons Learned</u>

- The FE team will include a summary of the main findings of the FE 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 FE 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 and UNDP, 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 FE report should also include lessons that can be taken from the evaluation, including best 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 UNDP interventions. When possible, the FE team should include examples of good practices in project design and implementation.
- It is important for the conclusions, recommendations and lessons learned of the FE report to incorporate gender equality and empowerment of women.

The quality of the evaluation report will be assessed based an Evaluation Ratings Table, as shown below:

ToR Table 2: Evaluation Ratings Table for the full-sized project titled "Enhancing the adaptation and strengthening the resilience of farming to Climate Change Risks in Fergana Valley"

Monitoring & Evaluation (M&E)	Rating[1]
M&E design at entry	
M&E Plan Implementation	
Overall Quality of M&E	
Implementation & Execution	Rating
Quality of UNDP Implementation/Oversight	
Quality of Implementing Partner Execution	
Overall quality of Implementation/Execution	
Assessment of Outcomes	Rating
Relevance	
Effectiveness	
Efficiency	
Overall Project Outcome Rating	
Sustainability	Rating
Financial resources	
Socio-political/economic	
Institutional framework and governance	
Environmental	
Overall Likelihood of Sustainability	

VII Evaluation Questions

The evaluation will take into account criteria such as **relevance, effectiveness, efficiency, sustainability,** to review the final results and progress of the project. Below are the guiding evaluation questions. The questions will be further agreed with the evaluation team through the inception report.

Relevance:
- To what extent was the project in line with the national development priorities, the country programme'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?
- To what extent has the project contributed to covid-19 response?

Effectiveness

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[1] Outcomes, Effectiveness, Efficiency, M&E, Implementation/Oversight & Execution, Relevance are rated on a 6-point scale: 6=Highly Satisfactory (HS), 5=Satisfactory (S), 4=Moderately Satisfactory (MS), 3=Moderately Unsatisfactory (MU), 2=Unsatisfactory (U), 1=Highly Unsatisfactory (HU). Sustainability is rated on a 4-point scale: 4=Likely (L), 3=Moderately Likely (ML), 2=Moderately Unlikely (MU), 1=Unlikely (U)

- 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 project interventions have well-designed and well-planned exit strategies?
- What could be done to strengthen exit strategies and sustainability?

VIII. Timeframe

The total duration of the FE will be approximately 20 working days over a time period of 12 weeks starting in July 2021. The tentative FE timeframe is as follows:

Timeframe	Activity
30 July 2021	Selection of FE team
9 August 2021	Preparation period for FE team (handover of documentation)
16 August 2021	Document review and preparation of FE Inception Report
20 August 2021	Finalization and Validation of FE Inception Report based on the feedback received form UNDP
27 August 2021	Stakeholder online meetings, interviews, etc.
3 September 2021	Presentation of initial findings
24 September 2021	Preparation of draft FE report
30 September 2021	Circulation of draft FE report for comments
7 October 2021	Incorporation of comments on draft FE report into Audit Trail & finalization of FE report
15 October 2021	Preparation and Issuance of Management Response
22 October 2021	Expected date of full FE completion

Options for stakeholder online meetings, interviews, etc. should be provided in the FE Inception Report.

IX. FE Deliverables

#	Deliverable	Description	Timing	Responsibilities
1	FE Inception Report	FE team clarifies objectives, methodology and timing of the FE	No later than 1 week before stakeholder online meetings, interviews, etc., by 27 August 2021	FE team submits Inception Report to Commissioning Unit and project management
2	Presentation	Initial Findings	End of stakeholder online meetings, interviews, etc., by 3 September 2021	FE team presents to Commissioning Unit and project management
3	Draft FE Report	Full draft report *(using guidelines on report content in ToR Annex C)* with annexes	Within 2 weeks of end of stakeholder online meetings, interviews, etc., by	FE team submits to Commissioning Unit; reviewed by RTA, Project Coordinating Unit, GEF OFP

			24 September 2021	
4	Final FE Report* + Audit Trail	Revised final report and FE Audit trail in which the FE details how all received comments have (and have not) been addressed in the final FE report *(See template in ToR Annex G)*	Within 1 week of receiving comments on draft report by 7 October 2021	FE team submits both documents to the Commissioning Unit

*All final FE 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]

X. FE Arrangements

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

The Commissioning Unit will contract the evaluators. An updated stakeholder list with contact details (phone and email) will be provided by the Commissioning Unit to the FE team. The Project Team will be responsible for liaising with the FE team to provide all relevant documents, set up online stakeholder interviews.

XI. FE Team Composition

A team of two independent evaluators will conduct the FE – one team leader (with experience and exposure to projects and evaluations in other regions) and one team national expert. The team leader will be responsible for the overall design and writing of the FE report, etc. The national expert will assess emerging trends with respect to regulatory frameworks, budget allocations, capacity building, work with the Project Team in arranging stakeholder online meetings, interviews, etc., providing translation to local language, collecting stakeholders' feedback, etc.)

UNDP will sign the contract with the International Consultant in accordance with the approved UNDP procurement procedures for an individual contract. Payment for services will be made from the Project funds with satisfactory discharge of duties and achievement of results. The results of the work shall be approved by the UNDP DRR through SPIU Associate/CO M&E focal point.

- The Consultant will work under the direct supervision of the UNDP DRR, with support from SPIU Associate/CO M&E focal point
- The Consultant is responsible for the quality and timely submission of the deliverables;
- The Consultant ensures timely and rational planning, implementation of activities and achievement of results in accordance with the Terms of Reference;
- The Consultant provides the results of work in accordance with Deliverables;
- The Consultant shall provide reports in electronic form in MS Word format in English.

Prior to approval of the final report, UNDP Project Manager, in close coordination with SPIU Associate/CO M&E focal point and UNDP DRR will circulate the draft for comments to government counterparts: the Chamber of Commerce and Industry of Uzbekistan, Project Board key members

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

and GEF-UNDP RTA. UNDP and the stakeholders will submit comments and suggestions within 10 working days after receiving the draft. The finalized Final Evaluation Report, addressing all comments received shall be submitted by 7 October 2021.

If any discrepancies have emerged between the findings of the evaluation team and the aforementioned parties, these should be explained in an annex attached to the final report.

The evaluator(s) cannot have participated in the project preparation, formulation and/or implementation (including the writing of the project document), must not have conducted this project's Mid-Term Review and should not have a conflict of interest with the project's related activities.

The selection of the Team Leader (international evaluator) will be aimed at maximizing the overall "team" qualities in the following areas:

Education

- Master's degree in climate science (adaptation), agriculture, environment protection, natural resources management or other closely related field;

Experience
- Relevant experience with results-based management evaluation methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to climate change adaptation;
- Experience in evaluating projects, including remote evaluations;
- Experience working in Central Asian countries;
- Experience in relevant technical areas for at least 10 years;
- Demonstrated understanding of issues related to gender and climate change adaptation; experience in gender responsive evaluation and analysis;
- Excellent communication skills;
- Demonstrable analytical skills;
- Project evaluation/review experience within United Nations system will be considered an asset;
- Experience with implementing evaluations remotely will be considered an asset.

Language
- Fluency in written and spoken English. Knowledge of Russian will be considered an asset

XII. Evaluator Ethics

The FE 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.

XIII. Payment Schedule

- 20% payment upon satisfactory delivery of the final FE Inception Report and approval by the Commissioning Unit.
- 40% payment upon satisfactory delivery of the draft FE report to the Commissioning Unit.
- 40% payment upon satisfactory delivery of the final FE report and approval by the Commissioning Unit and RTA (via signatures on the FE Report Clearance Form) and delivery of completed FE Audit Trail.

Criteria for issuing the final payment of 40%:
- The final FE report includes all requirements outlined in the FE TOR and is in accordance with the FE guidance.
- The final FE report is clearly written, logically organized, and is specific for this project (i.e. text has not been cut & pasted from other FE reports).
- The Audit Trail includes responses to and justification for each comment listed.

In line with the UNDP's financial regulations, when determined by the Commissioning Unit and/or the consultant that a deliverable or service cannot be satisfactorily completed due to the impact of COVID-19 and limitations to the FE, that deliverable or service will not be paid.

Due to the current COVID-19 situation and its implications, a partial payment may be considered if the consultant invested time towards the deliverable, but was unable to complete to circumstances beyond his/her control.

XIV. Application Process[3]

Recommended Presentation of Proposal:

a) **Letter of Confirmation of Interest and Availability** using the template[4] provided by UNDP;
b) **CV** and a **Personal History Form** (P11 form[5]);
c) 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)
d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. 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.

Application shall be submitted by indicated deadline. Incomplete applications will be excluded from further consideration. Application should contain a current and complete C.V. or PH form with indication of the e-mail and phone contact. Shortlisted candidates will be requested to submit a price offer indicating the total cost of the assignment (including daily fee, per diem and travel costs). Incomplete applications will be excluded from further consideration.

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[3] Engagement of evaluators should be done in line with guidelines for hiring consultants in the POPP https://popp.undp.org/SitePages/POPPRoot.aspx

[4] https://intranet.undp.org/unit/bom/pso/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx

[5] http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

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.

XV. TOR Annexes

- ToR Annex A: Project Logical/Results Framework
- ToR Annex B: Project Information Package to be reviewed by FE team
- ToR Annex C: Content of the FE report
- ToR Annex D: Evaluation Criteria Matrix template
- ToR Annex E: UNEG Code of Conduct for Evaluators
- ToR Annex F: FE Rating Scales
- ToR Annex G: FE Audit Trail

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Gender Balance in Management Policy promotes achievement of gender balance among its staff at all levels.

XVI. Signatures - Post Description Certification

Incumbent *(if applicable)* Name: Richard Sobey	Signature:	Date: 27/07/21
Officer of Commissioning Unit Name / Title Ms. Doina Munteanu Deputy Resident Representative UNDP Uzbekistan	Signature: *Doina Munteanu*	Date: 28-Jul-2021
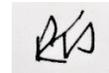
ToR Annex A: Project Logical/Results Framework

Results Framework[6]

Intended Outcome as stated in the UNDAF/Country [or Global/Regional] Programme Results and Resource Framework:

Outcome 6. By 2020, rural population benefit from sustainable management of natural resources and resilience to disasters and climate change
Indicator 6.7: Availability of effective mechanisms of implementation of policies and legislation which takes into consideration climate change and sustainable use of natural and cultural resources

Outcome indicators as stated in the Country Programme [or Global/Regional] Results and Resources Framework, including baseline and targets:

Applicable Output(s) from the UNDP Strategic Plan:

Output 1: At a country level, policy makers are better equipped with tools and instruments for sustainable use of natural resources and dealing with climate risks
Output 2: Agricultural production and post-harvest capacities are enhanced to cope with climate variability and climate-related threats

Project title and Atlas Project Number: *Enhancing the adaptation and strengthening the resilience of farming to Climate Change Risks in Fergana Valley*

EXPECTED OUTPUTS	OUTPUT INDICATORS[7]	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)						Data Collection Methods & Risks
			Value	Year 2018	Year 2018	Year 2019	Year 2020	Year 2021		FINAL	

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[6] UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

[7] It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

Output	Indicator	Source	Unit	Baseline							Means of verification
Output 1 Resilience of agro-sector and farmers to climate change is enhanced through improved access to markets and sustainable agricultural management	**1.1** Availability of Regional Development Strategies and Action plan to integrate adaptive measures against climate change risks in agricultural sector	CCI/Regional Khokimiyats	Availability	Available with no climate change considerations	0	Methodology/concept for study and inclusion to existing strategies	Draft revised Regional Strategy/Action Plan proposed for Government	Regional Strategy/Action Plan submitted to Government consideration and endorsement		Yes	Upon finalization of the final version of the Regional Strategy and Action Plan and submission to the Government for consideration, the project target will be considered as achieved **Means of verification:** Data will be collected from the project and national partners (letters, minutes of the meetings, project board minutes, government decisions and decrees)
	1.2 Number of recommendations on consideration of climate induced risks in regional development planning with focus on agro-business and export potential and gender considerations	CCI/ Khokimiyats, official statistics	Number	N/A	N/A	1	2	2		5	

	1.3. Availability of the Concept on integrated pest management/control through the introduction of local agro-meteo stations	*CCI/ Khokimiyats*	*Availa bility*	*N/A*	*N/A*	*Situation analysis is done and report submitte d*	*Draft Conce pt submi tted to the Gover nmen t for consid eratio n*	*Imple menta tion of the Conce pt pilote d*		*Yes*	
	1.3 Number of recommendations on location specific adaptive agricultural systems to climate risks for agro-development planning and forecasting	*CCI Khokimiyats, official statistics*	*Numb er*	*N/A*	*N/A*	*3*	*5*	*5*		*13*	
	1.4 Availability of software for land planning, forecasting of crop yield and export volumes for agro-planners	*CCI Khokimiyats, official statistics*	*Availa bility*	*N/A*	*ToR for applic ation develo ped and submi tted to CCI*	*First pilot version of software dev eloped and tested*	*Softw are is used by partn ers*	*Softw are is launc hed by partn ers*		*yes*	

	1.5 Number of women/youth engaged in pilot projects (30/70 ratio from overall number) using efficient agricultural practices/innovative solutions with consideration of climate change risks	CCI Khokimiyats, official statistics	Number	0	0	5	5	5		15	
	1.6 Number of agro-meteo-stations established to provide local meteo-data for farmers and households	CCI Khokimiyats, official statistics	Number	0	0	4	4	4		12	
	1.7 Availability of a study with recommendations on development of the agro-insurance sector	CCI Khokimiyats, official statistic. Insurance companies	Availability	N/A	N/A	Methodology is proposed and agreed with CCI and insurance sector	Study held, and report submitted to CCI	Report with recommendations is disseminated among end-users		Yes	
	1.8. Number of agro-producers trained on marketing, export opportunities, insurance (with women's participation – 30/70 ratio)	CCI Khokimiyats, official statistics	Number	?	0	25	45	35		100	

ToR Annex B: Project Information Package to be reviewed by FE team

#	Item (electronic versions preferred if available)
1	Final Project Document with all annexes
2	UNDP Social and Environmental Screening Procedure (SESP) and associated management plans (if any)
3	All Project Progress Reports (PPRs)
4	Oversight mission reports
5	Minutes of Project Board Meetings and other meetings (i.e. Project Appraisal Committee meetings)
6	Financial data, including actual expenditures by project outcome, including management costs, and including documentation of any significant budget revisions
7	Co-financing data with expected and actual contributions broken down by type of co-financing, source, and whether the contribution is considered as investment mobilized or recurring expenditures
8	Electronic copies of project outputs (booklets, manuals, technical reports, articles, etc.)
9	Sample of project communications materials
10	Summary list of formal meetings, workshops, etc. held, with date, location, topic, and number of participants
11	Any relevant socio-economic monitoring data, such as average incomes / employment levels of stakeholders in the target area, change in revenue related to project activities
12	List of contracts and procurement items over ~US$5,000 (i.e. organizations or companies contracted for project outputs, etc., except in cases of confidential information)
13	List of related projects/initiatives contributing to project objectives approved/started after project approval (i.e. any leveraged or "catalytic" results)
14	Data on relevant project website activity – e.g. number of unique visitors per month, number of page views, etc. over relevant time period, if available
15	UNDP Country Programme Document (CPD)
16	List/map of project sites
17	List and contact details for project staff, key project stakeholders, including Project Board members, RTA, Project Team members, and other partners to be consulted
18	Project deliverables that provide documentary evidence of achievement towards project outcomes
19	Additional documents, as required

ToR Annex C: Content of the FE report

i. Title page
- Title of UNDP
- UNDP PIMS ID
- FE timeframe and date of final FE report
- Region and countries included in the project
- GEF Focal Area/Strategic Program
- Executing Agency, Implementing partner and other project partners
- FE Team members

ii. Acknowledgements

iii. Table of Contents

iv. Acronyms and Abbreviations

1. Executive Summary (3-4 pages)
- Project Information Table
- Project Description (brief)
- Evaluation Ratings Table
- Concise summary of findings, conclusions and lessons learned
- Recommendations summary table

2. Introduction (2-3 pages)
- Purpose and objective of the FE
- Scope
- Methodology
- Data Collection & Analysis
- Ethics
- Limitations to the evaluation
- Structure of the FE report

3. Project Description (3-5 pages)
- Project start and duration, including milestones
- 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
- Immediate and development objectives of the project
- Expected results
- Main stakeholders: summary list
- Theory of Change

4. Findings
(in addition to a descriptive assessment, all criteria marked with (*) must be given a rating8)
   4.1 Project Design/Formulation
- 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
   4.1 Project Implementation

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8 See ToR Annex F for rating scales.

- 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 (*)
- UNDP implementation/oversight (*) and Implementing Partner execution (*), overall project implementation/execution (*), coordination, and operational issues
- Risk Management, including Social and Environmental Standards (Safeguards)

4.2 Project Results and Impacts

- Progress towards objective and expected outcomes (*)
- Relevance (*)
- Effectiveness (*)
- Efficiency (*)
- Overall Outcome (*)
- Sustainability: financial (*), socio-economic (*), institutional framework and governance (*), environmental (*), and overall likelihood (*)
- Country ownership
- Gender equality and women's empowerment
- Cross-cutting Issues
- GEF Additionality
- Catalytic/Replication Effect
- Progress to Impact

5. Main Findings, Conclusions, Recommendations & Lessons
   - Main Findings
   - Conclusions
   - Recommendations
   - Lessons Learned

6. Annexes
   - FE ToR (excluding ToR annexes)
   - FE Mission itinerary, including summary of field visits
   - List of persons interviewed
   - List of documents reviewed
   - Evaluation Question Matrix (evaluation criteria with key questions, indicators, sources of data, and methodology)
   - Questionnaire used and summary of results
   - Co-financing tables (if not include in body of report)
   - FE Rating scales
   - Signed Evaluation Consultant Agreement form
   - Signed UNEG Code of Conduct form
   - Signed FE Report Clearance form
   - *Annexed in a separate file*: FE Audit Trail

ToR Annex D: Evaluation Criteria Matrix template

Evaluative Criteria Questions	Indicators	Sources	Methodology
Relevance: How does the project relate to the environment and development priorities a the local, regional and national level?			
(include evaluative questions)	*(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 documentation, national policies or strategies, websites, project staff, project partners, data collected throughout the FE mission, etc.)*	*(i.e. document analysis, data analysis, interviews with project staff, interviews with stakeholders, etc.)*
Effectiveness: To what extent have the expected outcomes and objectives of the project been achieved?			
Efficiency: Was the project implemented efficiently, in line with international and national norms and standards?			
Sustainability: To what extent are there financial, institutional, socio-political, and/or environmental risks to sustaining long-term project results?			
Gender equality and women's empowerment: How did the project contribute to gender equality and women's empowerment?			
Impact: Are there indications that the project has contributed to, or enabled progress toward reduced environmental stress and/or improved ecological status?			
(Expand the table to include questions for all criteria being assessed: Monitoring & Evaluation, UNDP oversight/implementation, Implementing Partner Execution, cross-cutting issues, etc.)			

ToR Annex E: UNEG Code of Conduct for Evaluators

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 imitations, findings and recommendations.
7. Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.
8. Must ensure that independence of judgement is maintained, and that evaluation findings and recommendations are independently presented.
9. Must confirm that they have not been involved in designing, executing or advising on the project being evaluated and did not carry out the project's Mid-Term Review.

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

Name of Evaluator: _____RT Sobey_____

Name of Consultancy Organization (where relevant): _____n/a_____

I confirm that I have received and understood and will abide by the United Nations Code of Conduct for Evaluation.

Signed at _31 gregorys bank, worcester_____ (Place) on ____27/7/21_____ (Date)

Signature: _____

Independence entails the ability to evaluate without undue influence or pressure by any party (including the hiring unit) and providing evaluators with free access to information on the evaluation subject. Independence provides legitimacy to and ensures an objective perspective on evaluations. An independent evaluation reduces the potential for conflicts of interest which might arise with self-reported ratings by those involved in the management of the project being evaluated. Independence is one of ten general principles for evaluations (together with internationally agreed principles, goals and targets: utility, credibility, impartiality, ethics, transparency, human rights and gender equality, national evaluation capacities, and professionalism).

ToR Annex F: FE Rating Scales

Ratings for Outcomes, Effectiveness, Efficiency, M&E, Implementation/Oversight, Execution, Relevance	Sustainability ratings:
6 = Highly Satisfactory (HS): exceeds expectations and/or no shortcomings 5 = Satisfactory (S): meets expectations and/or no or minor shortcomings 4 = Moderately Satisfactory (MS): more or less meets expectations and/or some shortcomings 3 = Moderately Unsatisfactory (MU): somewhat below expectations and/or significant shortcomings 2 = Unsatisfactory (U): substantially below expectations and/or major shortcomings 1 = Highly Unsatisfactory (HU): severe shortcomings Unable to Assess (U/A): available information does not allow an assessment	4 = Likely (L): negligible risks to sustainability 3 = Moderately Likely (ML): moderate risks to sustainability 2 = Moderately Unlikely (MU): significant risks to sustainability 1 = Unlikely (U): severe risks to sustainability Unable to Assess (U/A): Unable to assess the expected incidence and magnitude of risks to sustainability

ToR Annex G: FE Audit Trail

The following is a template for the FE Team to show how the received comments on the draft FE report have (or have not) been incorporated into the final FE report. This Audit Trail should be listed as an annex in the final FE report but not attached to the report file.

To the comments received on 30 September 2021 from the Final Evaluation of "Enhancing the adaptation and strengthening the resilience of farming to Climate Change Risks in Fergana Valley"

The following comments were provided to the draft FE report; they are referenced by institution/organization (do not include the commentator's name) and track change comment number ("#" column):

Institution/ Organization	#	Para No./ comment location	Comment/Feedback on the draft FE report	FE team response and actions taken