

UNITED NATIONS DEVELOPMENT PROGRAMME



**Contract for the services of
an Individual Contractor**

No IC/1089/21

This Contract is entered into on 17-August-2021 between the United Nations Development Programme (hereinafter referred to as "UNDP") and **Richard Sobey** (hereinafter referred to as "the Individual Contractor") whose address is **31 gregorys bank, Worcester, wr38pg** Phone: **UK Cell: 0044 (0)75 30430289 / UK Office landline: 0044 (0)1905 724550.**

WHEREAS UNDP desires to engage the services of the Individual Contractor on the terms and conditions hereinafter set forth, and:

WHEREAS the Individual Contractor is ready and willing to accept this Contract with UNDP on the said terms and conditions,

NOW, THEREFORE, the Parties hereby agree as follows:

1. Nature of service

The Individual Contractor shall perform the services as described in the Terms of References which form an integral part of this Contract and are attached hereto as *Annex I* in the following Duty Station(s): home based/00082613/ UNDP/AF "Developing climate resilience of farming communities in the drought prone parts of Uzbekistan"

2. Duration

This Individual Contract shall commence on 17-August-2021, and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than **November 30, 2021**, unless sooner terminated in accordance with the terms of this Contract. This Contract is subject to the General Conditions of Contract for Individual contractors which are available on UNDP website at www.undp.org/procurement and are attached hereto as *Annex II*.

3. Consideration

As full consideration for the services performed by the Individual Contractor under the terms of this Contract, including, unless otherwise specified, his/her travel to and from the Duty Station(s), any other travel required in the fulfillment of the Terms of Reference in Annex I, and living expenses in the Duty Station(s), UNDP shall pay the Individual Contractor a total of **USD 17 705** in accordance with the table set forth below¹. Payments shall be made following certification by UNDP that the services related to each Deliverable, as described below, have been satisfactorily performed and the Deliverables have been achieved by or before the due dates specified below, if any.

DELIVERABLE	DUE DATE	AMOUNT IN USD
The payment will be made upon completion of the output 1 as indicated in the ToR and acceptance by the Hiring Manager	4 September, 2021	USD 3541
The payment will be made upon completion of the output 2 as indicated in the ToR and acceptance by the Hiring Manager	30 September, 2021	USD 7082

¹ For payments which are output-based lump sum, indicate the maximum number of working days/hours/units, any out of pocket expense (travel, per diem...) and the corresponding fee/cost in the Deliverable (s) table.

The payment will be made upon completion of the output 3 as indicated in the ToR and acceptance by the Hiring Manager	19 October, 2021	USD 7082
---	------------------	----------

If unforeseen travel outside the Duty Station not required by the Terms of Reference is requested by UNDP, and upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a *per diem* not to exceed United Nations daily subsistence allowance rate in such other location(s).

Where two currencies are involved, the rate of exchange shall be the official rate applied by the United Nations on the day the UNDP instructs its bank to effect the payment(s).

4. Rights and Obligations of the Individual contractor

The rights and obligations of the Individual Contractor are strictly limited to the terms and conditions of this Contract, including its Annexes. Accordingly, the Individual Contractor shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Contract. The Individual Contractor shall be solely liable for claims by third parties arising from the Individual Contractor's own acts or omissions in the course of performing this Contract, and under no circumstances shall UNDP be held liable for such claims by third parties.

5. Beneficiary

The Individual Contractor selects Huong Nguyen as beneficiary of any amounts owed under this Contract in the event of death of the Individual Contractor while performing services hereunder. This includes the payment of any service-incurred liability insurance attributable to the performance of the services for UNDP.

Mailing address, email address and phone number of beneficiary: huongsobey@yahoo.co.uk
0044 1905724550

Mailing address, email address and phone number of emergency contact (if different from beneficiary):

IN WITNESS WHEREOF, the Parties hereto have executed this Contract.

By signing below, I, the Individual Contractor, acknowledge and agree that I have read and accept the terms of this Contract, including the General Conditions of Contracts for Individual contractors available on UNDP website at www.undp.org/procurement and attached hereto in Annex II which form an integral part of this Contract, and that I have read and understood, and agree to abide by the standards of conduct set forth in the Secretary-General's bulletins ST/SGB/2003/13 of 9 October 2003, entitled "Special Measures for Protection from Sexual Exploitation and Sexual Abuse" and ST/SGB/2002/9 of 18 June 2002, entitled "Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission".

The Individual Contractor has submitted a Statement of Good Health and confirmation of immunization.

AUTHORIZING OFFICER:
United Nations Development Programme

Shavkat Muminov
Name: _____

Signature: Shavkat Muminov

17-Aug-2021
Date: _____

INDIVIDUAL CONTRACTOR:

Richard Sobey
Name: _____

Signature: 

16-Aug-2021
Date: _____



UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE / INDIVIDUAL CONTRACT

I. Job Information

Job title:	International Consultant/Evaluator for Terminal Evaluation of UNDP/AF "Developing climate resilience of farming communities in the drought prone parts of Uzbekistan"
Type:	Individual Contract
Project Title/Department:	UNDP/AF "Developing climate resilience of farming communities in the drought prone parts of Uzbekistan"/Environment and Climate Action Cluster (ECAC)
Duration of the service:	30 working/days during August – 31 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

In accordance with UNDP and GEF M&E policies and procedures, all full- and medium-sized UNDP-supported GEF-financed projects are required to undergo a Terminal Evaluation (TE) at the end of the project. This Terms of Reference (ToR) sets out the expectations for the TE of the full-sized project titled "Developing climate resilience of farming communities in the drought prone parts of Uzbekistan" (PIMS #5002) implemented through the UNDP Uzbekistan as the Implementing Partner in partnership with the Center of Hydrometeorological Services (Uzhydromet). The project started on the 26 May 2014 and is in its 7th year of implementation. The TE process must follow the guidance outlined in the document 'Guidance for Conducting Terminal Evaluations of UNDP-Supported, GEF/AF-Financed Projects' (<https://www.adaptation-fund.org/document/guidelines-for-projectprogramme-final-evaluations/>).

III. Background and context

The frequent occurrence of drought, an overall trend of aridification and projected drying of Uzbekistan's poorest region, Karakalpakstan, places serious strains on water availability, causes a decline in land productivity and in turn in the ability of rural population to withstand the current and future impacts of climate change. Adaptation measures are increasing and becoming more integrated within wider policy frameworks. Integration, while it remains a challenge, streamlines the adaptation planning and decision-making process and embeds climate sensitive thinking in existing and new institutions and organizations. This helps avoid mismatches with the objectives of development planning, facilitates the blending of multiple funding streams and reduces the possibility of maladaptive actions.

The overall project **objective** is to develop climate resilience of farming and pastoral communities in the drought prone parts of Uzbekistan, specifically Karakalpakstan to address adaptation needs arising when the anticipated risks or experienced impacts of climate change require action to ensure the safety of population and the security of assets.

With a view to achieving this objective, the following interconnected **outcomes** will be achieved:

1. The institutional and technical capacity for drought management and early warning developed
2. Climate resilient farming practices established on subsistence dekhkan farms
3. Landscape level adaptation measures for soil conservation and moisture retention improves climate resilience of over 1,000,000 ha of land
4. Knowledge of climate resilient agricultural and pastoral production systems in arid lands generated and widely available

The project offices are located in Tashkent, Uzbekistan within the national partner agency, i.e. the Center of Hydrometeorological Services of the Republic of Uzbekistan (Uzhydromet); and in Nukus, Karakalpakstan, as the pilot region. Project implements its adaptation activities in the six pilot districts - Kegeili, Kanlikul, Chimbay, Takhtakupir, Muynak and Bozatau – as the most vulnerable to climate change impacts in Karakalpakstan.

The project duration is 6 years (May 2014 – November May 2021) with the total budget of USD5,190,878 (USD4,990,878 of Adaptation Fund and USD200,000 of UNDP).

The project helps the central, regional and local governments and vulnerable farmers and pastoralists to withstand the current and future impacts of climate change: aridification and projected drying of this region that places serious strains on water availability resulting in a decline in land productivity. Considering the key messages of the recent online Climate Adaptation Summit (25-26 January, 2021), the focus of this decade will be on delivering adaptation action agenda.

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 Karakalpakstan, which is located in the Aral Sea region. They are the most vulnerable to climate change impacts combined with environmental disaster of Aral Sea drying and currently aggravated by COVID-19 outbreak in Uzbekistan. COVID-19 lockdown impacts their agricultural and livestock income generation activities due to the strict requirements 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 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) and will contribute to environment benefits (rehabilitation of pastures and degraded lands) as well as will be instrumental for the post-COVID19 recovery period of the Aral Sea region.

On March 14, 111 new coronavirus cases were recorded in Uzbekistan – unexpectedly high in recent months. In 6 April 2021, the cases of the confirmed coronavirus cases demonstrated increase and surpass 84,322 ths in Uzbekistan with the confirmed death reached 634 (see at <https://www.worldometers.info/coronavirus/country/uzbekistan/>). Tashkent (capital) still leads in the number of infected people but cases are identified again in all regions in Uzbekistan. The vaccination under the national program has started since 3 April but only 1.25% of the total of over 20 mln of population to be vaccinated per the national programme as of 15 April 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. TE Purpose

The TE report will assess the achievement of project results against what was expected to be achieved, and draw lessons that can both improve the sustainability of benefits from this project, and help in the overall enhancement of UNDP programming. The TE report will promote accountability and transparency, and assesses the extent of project accomplishments.

The TE 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 TE 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 Adaptation Fund and their national partners such as the Center of Hydrometeorological Services (Uzhydromet) of the Republic of Uzbekistan and its sub-division in Nukus, Karakalpakstan, as well as district administrations and farmers, subsistent small farmers (dekhans) and rural communities of households in the Northern part of Karakalpakstan (namely in 6 pilot districts Kegeili, Kanlikul, Chimbay, Takhtakupir, and Bozatau).

The project is on its last year of the implementation cycle and the TE is included into the Commissioning Unit's. i.e. UNDP Country Office, Evaluation Plan for 2021 as TE's outcomes and recommendations will be instrumental for development of new climate 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. Two hydroponic units equipped with hydrolysis systems designed for disinfection of grains with sodium hypochlorite were installed at Bozatau and Moynak to address the needs in production of the liquid disinfectant such as sodium hypochlorite during the COVID19 pandemic, when local population is experiencing with deficit of the personal means of hygiene.

V. TE Approach & Methodology

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

The TE team will review all relevant sources of information including the Project Document, ESSP, Project Inception Report, PPRs, 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 TE team will review the baseline and midterm (AF) Core Indicators/Tracking Tools submitted to the AF GEF at the CEO endorsement and midterm stages respectively, and the terminal Core Indicators/Tracking Tools that must be completed before the TE begins.

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

Engagement of stakeholders is vital to a successful TE. Stakeholder involvement should include online interviews with stakeholders who have project responsibilities, including but not limited to

Uzhydromet, Ministry of Agriculture, Ministry of Economic Development and Poverty Reduction, Ministry of Finance, Ministry of Water Resources, State Committee of the Republic of Uzbekistan on Ecology and Environment Protection at the national level as well as sub-national partners such as the Council of Ministers of Republic of Karakalpakstan, Jokargi Kenes (Parliament) of the Republic of Karakalpakstan, and relevant regional ministries: Economic Development and Poverty Reduction, Agriculture, and state committees for Forestry, Ecology and Environment Protection and Council of Farmers, Dehkans, and Owners of Household plots of the Republic of Karakalpakstan; 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 in the country is also restricted. In end of 2020 the lockdown was lifted but since March 14, 111 new coronavirus cases were recorded in Uzbekistan – unexpectedly high in recent months. If it is not possible to travel to or within the country for the TE mission then the TE team should develop a methodology that takes this into account the conduct of the TE 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 TE Inception Report and agreed with the Commissioning Unit.

If all or part of the TE 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 many government and national counterparts may be working from home. These limitations must be reflected in the final TE report.

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 them to operate and travel. The safety of stakeholders, consultants or UNDP staff is the key priority. TE team is expected to conduct online interviews with the project stakeholders and beneficiaries at the project pilot districts (in 6 pilot districts Kegeili, Kanlikul, Chimbay, Takhtakupir, and Bozatau). The field mission to Uzbekistan and visits to the project pilot districts in Karakalpakstan are not envisaged due to COVID19 pandemic lockdown and corresponding restrictions for international and in-country 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 communities and sites will be envisaged for implementation by a qualified and independent National Evaluator (will be hired) 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 TE should emerge from online consultations between the TE team and the above-mentioned parties regarding what is appropriate and feasible for meeting the TE purpose and objectives and answering the evaluation questions, given limitations of budget, time and data. The TE team must 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 TE report.

The final methodological approach including online interview schedule and data to be used in the evaluation must be clearly outlined in the TE Inception Report and be fully discussed and agreed between UNDP, stakeholders and the TE 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 TE Inception Report.

The final report must describe the full TE 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 TE

The TE will assess project performance against expectations set out in the project's Logical Framework/Results Framework (see ToR Annex A). The TE will assess results according to the criteria outlined in the Guidance for TEs of UNDP-supported AF-financed Projects (<https://www.adaptation-fund.org/document/guidelines-for-projectprogramme-final-evaluations/>).

The Findings section of the TE report will cover the topics listed below. A full outline of the TE report's content is provided in ToR Annex C.

The asterisk "*" indicates criteria for which a rating is required.

Findings

i. Project Design/Formulation

- National priorities and country driven-ness
- Theory of Change
- Gender equality and women's empowerment
- Social and Environmental 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. Project Results

- Assess the achievement of outcomes against indicators by reporting on the level of progress for each objective and outcome indicator at the time of the TE and noting final achievements
- Relevance (*), Effectiveness (*), Efficiency (*) and overall project outcome (*)
- Sustainability: financial (*), socio-political (*), institutional framework and governance (*), environmental (*), overall likelihood of sustainability (*)
- Country ownership
- Gender equality and women's empowerment

- Cross-cutting issues (poverty alleviation, improved governance, climate change mitigation and adaptation, disaster prevention and recovery, human rights, capacity development, South-South cooperation, knowledge management, volunteerism, etc., as relevant)
- GEF Additionality
- Catalytic Role / Replication Effect
- Progress to impact

Main Findings, Conclusions, Recommendations and Lessons Learned

- The TE team will include a summary of the main findings of the TE report. Findings should be presented as statements of fact that are based on analysis of the data.
- The section on conclusions will be written in light of the findings. Conclusions should be comprehensive and balanced statements that are well substantiated by evidence and logically connected to the TE findings. They should highlight the strengths, weaknesses and results of the project, respond to key evaluation questions and provide insights into the identification of and/or solutions to important problems or issues pertinent to project beneficiaries, UNDP and the AF, including issues in relation to gender equality and women's empowerment.
- Recommendations should provide concrete, practical, feasible and targeted recommendations directed to the intended users of the evaluation about what actions to take and decisions to make. The recommendations should be specifically supported by the evidence and linked to the findings and conclusions around key questions addressed by the evaluation.
- The TE report should also include lessons that can be taken from the evaluation, including best 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 AF and UNDP interventions. When possible, the TE team should include examples of good practices in project design and implementation.
- It is important for the conclusions, recommendations and lessons learned of the TE report to incorporate gender equality and empowerment of women.

The TE report will include an Evaluation Ratings Table, as shown below:

ToR Table 2: Evaluation Ratings Table for the full-sized project titled “Developing climate resilience of farming communities in the drought prone parts of Uzbekistan”

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	

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)

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

- 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 TE will be approximately 30 working days over a time period of 12 weeks starting on 10 June 2021. The tentative TE timeframe is as follows:

Timeframe	Activity
<i>19 May 2021</i>	Application closes
<i>15 August 2021</i>	Selection of TE team
<i>16 August 2021</i>	Preparation period for TE team (handover of documentation)
<i>23 August 2021, 4 days</i>	Document review and preparation of TE Inception Report
<i>30 August 2021, 5 days</i>	Finalization and Validation of TE Inception Report

4 September 2021, 12 days	Stakeholder online meetings, interviews, etc.
15 September 2021	Presentation of initial findings
22 September 2021, 9 days	Preparation of draft TE report
30 September 2021	Circulation of draft TE report for comments
19 October 2021	Incorporation of comments on draft TE report into Audit Trail & finalization of TE report
22 October 2021	Preparation and Issuance of Management Response
N/A	Concluding Stakeholder Workshop (optional)
31 October 2021	Expected date of full TE completion

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

IX. TE Deliverables

#	Deliverable	Description	Timing	Responsibilities
1	TE Inception Report	TE team clarifies objectives, methodology and timing of the TE	No later than 2 weeks before stakeholder online meetings, interviews, etc., by 4 September 2021	TE team submits Inception Report to Commissioning Unit and project management
2	Presentation	Initial Findings	End of stakeholder online meetings, interviews, etc., by 15 September 2021	TE team presents to Commissioning Unit and project management
3	Draft TE Report	Full draft report <i>(using guidelines on report content in ToR Annex C)</i> with annexes	Within 3 weeks of end of stakeholder online meetings, interviews, etc., by 30 September 2021	TE team submits to Commissioning Unit; reviewed by RTA, Project Coordinating Unit, GEF OFP
5	Final TE Report* + Audit Trail	Revised final report and TE Audit trail in which the TE details how all received comments have (and have not) been addressed in the final TE report <i>(See template in ToR Annex H)</i>	Within 1 week of receiving comments on draft report by 19 October 2021	TE team submits both documents to the Commissioning Unit

*All final TE reports will be quality assessed by the UNDP Independent Evaluation Office (IEO). Details of the IEO's quality assessment of decentralized evaluations can be found in Section 6 of the UNDP Evaluation Guidelines.²

X. TE Arrangements

The principal responsibility for managing the TE resides with the Commissioning Unit. The Commissioning Unit for this project's TE 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 TE team. The Project Team will be responsible for liaising with the TE team to provide all relevant documents, set up online stakeholder interviews.

XI. TE Team Composition

A team of two independent evaluators will conduct the TE – 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 TE 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 RM Associate/CO M&E focal point.

- The Consultant will work under the direct supervision of the UNDP DRR, with support from RM 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 RM Associate/CO M&E focal point and UNDP DRR will circulate the draft for comments to government counterparts: Uzhydromet of Uzbekistan, Project Board key members and GEF-UNDP RTA. UNDP and the stakeholders will submit comments and suggestions within 10 working days after receiving the draft. The finalized Terminal Evaluation Report, addressing all comments received shall be submitted by 30 August 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.

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

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), 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;
- 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 TE team will be held to the highest ethical standards and is required to sign a code of conduct upon acceptance of the assignment. This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'. The evaluator must safeguard the rights and confidentiality of information providers, interviewees and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The evaluator must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses without the express authorization of UNDP and partners.

XIII. Payment Schedule

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

Criteria for issuing the final payment of 40%³:

- The final TE report includes all requirements outlined in the TE TOR and is in accordance with the TE guidance.
- The final TE report is clearly written, logically organized, and is specific for this project (i.e. text has not been cut & pasted from other TE 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 TE, 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 Process⁴

Recommended Presentation of Proposal:

- Letter of Confirmation of Interest and Availability** using the [template](#)⁵ provided by UNDP;
- CV** and a **Personal History Form** ([P11 form](#))⁶;
- 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)
- 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.

Applicants are requested to apply online through the UNDP website at <http://www.undp.uz>. 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.

³ The Commissioning Unit is obligated to issue payments to the TE team as soon as the terms under the ToR are fulfilled. If there is an ongoing discussion regarding the quality and completeness of the final deliverables that cannot be resolved between the Commissioning Unit and the TE team, the Regional M&E Advisor and Vertical Fund Directorate will be consulted. If needed, the Commissioning Unit's senior management, Procurement Services Unit and Legal Support Office will be notified as well so that a decision can be made about whether or not to withhold payment of any amounts that may be due to the evaluator(s), suspend or terminate the contract and/or remove the individual contractor from any applicable rosters. See the UNDP Individual Contract Policy for further details:

https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Individual%20Contract_Individual%20Contract%20Policy.docx&action=default

⁴ Engagement of evaluators should be done in line with guidelines for hiring consultants in the POPP

<https://popp.undp.org/SitePages/POPPRoot.aspx>

⁵ <https://intranet.undp.org/unit/bom/psu/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

⁶ 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 TE team
- ToR Annex C: Content of the TE report
- ToR Annex D: Evaluation Criteria Matrix template
- ToR Annex E: UNEG Code of Conduct for Evaluators
- ToR Annex F: TE Rating Scales
- ToR Annex G: TE Report Clearance Form
- ToR Annex H: TE 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
Date 16-Aug-2021



Signature

Officer of Commissioning Unit
Name / Title

Ms. Doina Munteanu
Date
Deputy Resident Representative
UNDP Uzbekistan



Signature

17-Aug-2021

ToR Annex A: Project Logical/Results Framework

ADJUSTED TARGETS BASED ON PROJECT RESULTS FRAMEWORK (ADAPTATION FUND TEMPLATE) AT THE INCEPTION PHASE

Objective: To develop climate resilience of farming and pastoral communities in the drought prone parts of Uzbekistan				
Outcomes and indicators	Baseline	Targets and Milestones (initial as per Project Document)	Targets and Milestones (adjusted based on decision of Inception Workshop)	Justification for adjusted indicators and targets
<p>Outcome 1: Institutional and technical capacity for drought management and early warning developed</p> <p>Indicator 1.1: Number and quality of forecasts and drought early warnings for Karakalpakstan region;</p> <p>Indicator 1.2: Percentage of vulnerable farmers and pastoralists receiving science-based extension services to promote drought risk reduction among vulnerable farmers and pastoralists.</p>	<p>The Uzhydromet provides a full coverage throughout the country. However, for a comprehensive and well-functioning drought early warning system new technical skill, hardware and institutional coordination and feedback mechanisms are necessary. The density of meteorological and hydrological stations is insufficient to provide adequate coverage for drought monitoring. A wide range of data is necessary to adequately monitor climate and water supply status (i.e., precipitation, temperature, stream flow, ground water and reservoir levels, soil moisture, snow pack). These data are often not available at the density required for accurate assessments. With climate change, seasonal forecasts and warning systems should be also linked with water user and farmer groups as well as extension services for the warnings to be effectively and timely delivered. The role of extension service becomes critically important in the context of climate change</p>	<p>Instalment of 2 Doppler water meters and 8 automated meteorological stations;</p> <p>At least 40,000 km² of the Karakalpakstan region will be covered by automated hydro-meteorological observation network;</p> <p>Season ahead forecasts and 2 weeks ahead temperature forecasts for effective warnings will be practiced;</p> <p>At least 40% of Dekhkan farmers and pastoralists of Karakalpak region will be served by science-based extension;</p> <p>At least 3 Field School/Extension established to deliver training in adaptation practices to farmers and pastoralists;</p> <p>At least 20% of targeted Dekhkan beneficiaries will be female.</p>		

	adaptation worldwide, but Uzbekistan does not yet have the extension system in place			
<p>Outcome 2: Climate resilient farming practices established on subsistence dekhkan farms of Karakalpakstan</p> <p>Indicator 2.1: Percentage of population adopted climate resilient conservation agriculture and water saving measures at the farm level</p>	<p>Water is the most limiting factor in the arid lands of Uzbekistan. Especially the regions that are located downstream suffer the most. Fears of scarcity often results in over-irrigation by upstream farmers, leaving very limited amounts of water for the downstream farmer and pastoral communities. Over-irrigation is often detrimental for the crops and cause secondary salinization. This over reliance on irrigation system diverts the attention from water and soil conservation measures that can offer greater land and water productivity as well as greater resilience to droughts. The government is becoming increasingly aware of pressures posed by drought and climate change induced reductions in water flows. In response to severe droughts of 2008/09 the government has issued the policy measures to help minimise the losses (such as fodder production, establishment of greenhouses, etc.). Since 2002 it has invested \$1,000,000 million in agricultural modernisation, land consolidation and infrastructure upgrade. This however mainly covered private, commercial farms that replaced inefficient shirkats after the two phase reform since 2003 and more recently since 2008, when the</p>	<p>At least 40,000 Dekhkan farmers have adopted climate resilient conservation agriculture practices (e.g. low till, mixed cropping, fodder production, and residue crop soil covering adopted measures adopted at 80,000 ha of dekhkan farms) by end of the project;</p> <p>At least 40,000 Dekhan farmers have adopted water saving irrigation practices (e.g. land levelling, furrow, drip irrigation systems adopted at 80,000 ha dekhkan farms to improve farm-level drainage and minimise salinization) by end of the project;</p> <p>Female lead horticulture greenhouses will be established by end of 2014;</p> <p>Laws on agricultural practices and water management will be amended by to integrate regulations on the adoption of conservation agriculture and water saving techniques and technologies on the farms by end of 2016.</p>	<p>Female lead horticulture greenhouses will be established by mid of 2016</p>	<p>Project has been operationally started up since June, 2014. Six months inception phase was started with passing the national procedures set up for any project funded by international donor organizations to be approved by the central government, namely Cabinet of Ministers of the Republic of Uzbekistan (Order of the Prime-Minister of Uzbekistan, #03/5-885 of 29.08.2014) and by the regional authorities of the autonomous Republic of Karakalpakstan, namely Council of Ministers (Decree</p>

	<p>government launched its new 'land optimisation' policy. As a result of this policy, currently, there are over 3,000 private farmers in Karakalpakstan, compared to over 9,000 farmers in 2007. The government is seeking for the options to optimise agricultural production and minimise the adverse impacts of droughts both in short and long term. The reform processes, however slow, provide positive political impetus towards the adaptation solutions.</p>			<p>#213-b of 09.10.14). National Project Coordinator and Project Manager were appointed/hired in September, 2014. Therefore, the target has been re-scheduled for mid of 2016.</p>
<p>Outcome 3: Landscape level adaptation measures for soil conservation and moisture retention improves climate resilience of 1,042,094 ha of land.</p> <p>Indicator 3.1: Coverage (in ha) of landscape level adaptation measures implemented for sand stabilization and moisture retention</p>	<p>There have been sporadic and largely unsuccessful attempts to stabilise sands and prevent their detrimental encroachment to the farm and pasture lands. With climate change induced aridification and change in intensity, direction and speed of the winds, sand movement will be augmented and productivity of farm lands further derailed. It will activate the salt migration processes. The main reasons for failed attempts to encourage larger scale rehabilitation of vegetation cover and maintenance of plantations relate to the ad-hoc nature of such efforts that are not linked with broader view of landscape functions, poorly planned coverage that do not have perceived effects on farm and pasture lands in their function of windbreaks or sand fixing barriers. Previous efforts of plantations are not planned and</p>	<p>By end of the project over 70,000 ha of arid land of Karakalpakstan is covered with saksaul and tamarix plantations to deliver sand stabilization and soil desalinization function;</p> <p>At least 20,000 people organized in at least 10 cooperatives at the khokimiyat and makhalla levels to participate in sand stabilization plantation scheme;</p> <p>At least 10 community organizations (at least 5 female groups and village organizations) at khokimiyat and makhalla level have clear mandates, institutional capacities and skills to manage saksaul and tamarix plantations by end of 2015.</p>	<p>At least 10 community organizations (at least 5 female groups and village organizations) at khokimiyat and makhalla level have clear mandates, institutional capacities and skills to manage saksaul and tamarix plantations by end of 2019.</p>	<p>Due to the above indicated reasons related to actual start-up of project activities, and also given the timing required for development of a model mandate, its testing and adjusting/improving to make workable in the local environment as well as development of institutional capacities and skills of 20,000 people taking into consideration</p>

	implemented based on climate change scenarios and wind models that are to show the dynamic of change of hysteresis line where the future plantations need to be moved and expanded.			long-distance location of rural communities in Karakalpakstan, this target has been re-scheduled for 2019 to be realistically achieved in the full scale. At the same time this will be tested at one community-based organization in 2017 and increasing then to at least 5 ones based on what works well approach.
<p>Outcome 4: Knowledge of climate resilient agricultural and pastoral production systems in arid lands generated and widely available</p> <p>Indicator 4.1 Percentage of population aware of and practicing well tested, climate resilient agricultural practices</p>	<p>While the government and rural communities are very well aware of increasing variability that is negatively affecting agricultural production and people's livelihoods there is little awareness and knowledge how to move towards climate resilient solutions. This is an underlying cause of the current situation when despite some sporadically demonstrated water saving irrigation and agronomic methods take up rates are very low and the farmers continue the same inefficient and unsustainable practices that increase their vulnerability to drought and climate change risks. Existing good practices have largely been demonstrated at the scale that makes the justification for broader application difficult. Khorezm University definitely represents a strong knowledge centre in agronomic and agricultural research. However outreach mechanism, transmission of knowledge is limited in scope (within the</p>	<p>At least two sets of lessons learned bulletins produced to cover successful climate resilient agronomic and water saving measures;</p> <p>At least 5 farmland demonstration meetings covered by the local and national media for adaptation advocacy.</p>		

	<p>scientific community), not well tailored or systematic. Moreover, any lessons learned are not being captured in a fashion that facilitates broader sharing, or that casts light on ways to address an aggravation of the food security situation during the droughts and as a result of climate change</p>			
--	---	--	--	--

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

#	Item (electronic versions preferred if available)
1	Final UNDP-AF Project Document with all annexes
2	CEO Endorsement Request
3	UNDP Social and Environmental Screening Procedure (SESP) and associated management plans (if any)
4	Inception Workshop Report
5	Mid-Term Review report and management response to MTR recommendations
6	All Project Progress Reports (PPRs)
7	Progress reports (quarterly, semi-annual or annual, with associated workplans and financial reports)
8	Oversight mission reports
9	Minutes of Project Board Meetings and of other meetings (i.e. Project Appraisal Committee meetings)
10	AF Tracking Tools (from CEO Endorsement, midterm and terminal stages)
11	AF Core Indicators (CEO Endorsement, mid-term and terminal stages)
12	Financial data, including actual expenditures by project outcome, including management costs, and including documentation of any significant budget revisions
13	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
14	Audit reports
15	Electronic copies of project outputs (booklets, manuals, technical reports, articles, etc.)
16	Sample of project communications materials
17	Summary list of formal meetings, workshops, etc. held, with date, location, topic, and number of participants
18	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
19	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)
20	List of related projects/initiatives contributing to project objectives approved/started after AF project approval (i.e. any leveraged or "catalytic" results)
21	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
22	UNDP Country Programme Document (CPD)
23	List/map of project sites
24	List and contact details for project staff, key project stakeholders, including Project Board members, RTA, Project Team members, and other partners to be consulted

25	Project deliverables that provide documentary evidence of achievement towards project outcomes
Additional documents, as required	

ToR Annex C: Content of the TE report

- i. Title page
 - Title of UNDP-supported GEF-financed project
 - UNDP PIMS ID and GEF ID
 - TE timeframe and date of final TE report
 - Region and countries included in the project
 - GEF Focal Area/Strategic Program
 - Executing Agency, Implementing partner and other project partners
 - TE 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 TE
 - Scope
 - Methodology
 - Data Collection & Analysis
 - Ethics
 - Limitations to the evaluation
 - Structure of the TE 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 rating⁷)
 - 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

⁷ 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

- TE ToR (excluding ToR annexes)
- TE 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)
- TE Rating scales
- Signed Evaluation Consultant Agreement form
- Signed UNEG Code of Conduct form
- Signed TE Report Clearance form
- *Annexed in a separate file*: TE Audit Trail
- *Annexed in a separate file*: relevant terminal GEF/LDCF/SCCF Core Indicators or Tracking Tools, as applicable

ToR Annex D: Evaluation Criteria Matrix template

Evaluative Criteria Questions	Indicators	Sources	Methodology
Relevance: How does the project relate to the main objectives of the GEF Focal area, and to the environment and development priorities a the local, regional and national level?			
<i>(include evaluative questions)</i>	<i>(i.e. relationships established, level of coherence between project design and implementation approach, specific activities conducted, quality of risk mitigation strategies, etc.)</i>	<i>(i.e. project documentation, national policies or strategies, websites, project staff, project partners, data collected throughout the TE mission, etc.)</i>	<i>(i.e. document analysis, data analysis, interviews with project staff, interviews with stakeholders, etc.)</i>
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?			
<i>(Expand the table to include questions for all criteria being assessed: Monitoring & Evaluation, UNDP oversight/implementation, Implementing Partner Execution, cross-cutting issues, etc.)</i>			

ToR Annex E: UNEG Code of Conduct for Evaluators Independence entails the ability to evaluate

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:

Richard Sobey

Name of Evaluator: _____

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 16/08/21 (Place) on 16-Aug-2021 (Date)

Signature:  _____

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: TE Rating Scales

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

ToR Annex G: TE Report Clearance Form

Terminal Evaluation Report for *(Project Title & UNDP PIMS ID)* **Reviewed and Cleared By:**

Commissioning Unit (UNDP DRR)

Name: _____

Signature: _____ Date: _____

Regional Technical Advisor (Nature, Climate and Energy)

Name: _____

Signature: _____ Date: _____

