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 UNDP Programme and Policy
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Signature: _____

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TOR prepared by:
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Date: July 1, 2021

TERMS OF REFERENCE

Final Evaluation of Japanese-funded “Strengthening Integrated Risk Governance Capacities of the Kyrgyz Republic and Regional Cooperation in Central Asia” project

Title of the Programme:	Strengthening Integrated Risk Governance Capacities of the Kyrgyz Republic and Regional Cooperation in Central Asia (PID: 00101687)
Short title of the assignment:	International Evaluator
Duty station:	Homebased\Remote, given the current epidemiological situation. However, can be a subject to further discussion depending on travel conditions and availability.
Contract type:	Individual Contract (IC)
Duration:	September-October 2021 (20 effective person days)

BACKGROUND

In March 2017, UNDP in the Kyrgyz Republic launched implementation of the project on “Strengthening Integrated Risk Governance Capacities of the Kyrgyz Republic and Regional Cooperation in Central Asia”, funded by the Government of Japan.

The purpose of the project (phase II) is to strengthen the integrated disaster risk governance capacities and of regional cooperation in Central Asia through achieving the following expected outputs:

- Output 1. An enabling environment for National Risk Assessment Framework created to apply innovative tools
- Output 2. National Disaster Risk Monitoring and Early Warning systems as well as avalanche-risk reduction capacities strengthened alongside transport corridors
- Output 3. Disaster response and early warning capacities strengthened
- Output 4. Increased regional cooperation of Central Asian (Kazakhstan, Kyrgyzstan, Tajikistan and Turkmenistan) Disaster Management Authorities facilitated under the “Central Asia plus Japan” Dialogue

Annex 1 provides an overview of key activities planned.

Implementation timeframe of the project is from 07\03\2017 to 31\12\2021.

The main national partners of the project are Ministry of Emergency Situations, Center for Emergency Situations and Disaster Risk Reduction in Almaty, Kazakhstan, State Agency for Environment Protection and Forestry.

In accordance with the Project Document, the project has to undertake an independent evaluation. The aim of the evaluation is to assess the results achieved within the project’s lifespan. However, due to the current Covid-19 restrictions and associated risks, the evaluation process most possibly will be conducted online.

OBJECTIVE

The objective of the evaluation is to assess achieved results under Project, sustainability of benefits and draw lessons that can inform future Disaster Risk Management interventions to be further used and implemented by UN and other development partners.

The main purpose of this final evaluation is to assess the programmatic progress, performance of the project interventions from the point of view of relevance, effectiveness, impact, organizational efficiency, sustainability as well as analysis of lessons learnt highlighting areas where the project performed less effectively than anticipated. The findings of the evaluation will contribute to effective programming, refining the approaches, organizational learning and accountability. The findings of the evaluation will moreover be used to engage policy makers and other stakeholders at local, national and regional levels in evidence-based dialogues and to advocate for gender-responsive and inclusive strategies to promote integrated risk governance capacities.

The evaluation presents an opportunity to assess the achievements of this project and its overall added value to building integrated disaster risk governance capacities in Kyrgyzstan and regional cooperation in central Asia. The evaluation must apply conflict sensitivity, human rights approach and gender equality principles¹ to the evaluation methods.

¹ Integrating Human Rights and Gender Equality in Evaluation – towards UNEG Guidance: www.uneval.org/document/detail/980
 UNEG Guidance Integrating Human Rights and Gender into Evaluation: www.uneval.org/document/detail/1616

Final evaluation of Project, funded by the Government of Japan will be conducted according to the guidance, rules and procedures established by UNDP as reflected in the UNDP Evaluation Guidelines².

The Online Evaluation will assess the Project according to standard evaluation criteria, as elaborated below, in line with the United Nations Evaluations Group norms and principles. However, the consultant in his methodology may propose new or different questions in close coordination and consultation with UNDP.

The tentative list of questions may include:

Relevance

- To what extent has the current UNDP project supported the government of the Kyrgyz Republic in achieving the national development goals, responding to unexpected events, implementing the 2030 Agenda for sustainable development and delivering intended results?
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 - Was the project relevant in addressing key challenges of integrated disaster risk governance capacities and regional cooperation in central Asia identified the Project Document?
 - Whether important gaps exist, or opportunities are being missed?
 - Did the activities and strategies fit the objectives, i.e. is there internal coherence between what the programme is doing and what it is trying to achieve?
 - To what extent were the interventions relevant to the needs and priorities of the target groups/beneficiaries?
 - To what extent have gender and human rights considerations been integrated into the programme design and implementation?
 - Did the project's outcome is expected to produce the desired change?
 - To what extent did the UNDP project promote SSC/Triangular cooperation?
 - Has UNDP been able to effectively adapt the project to the effects of the COVID-19 pandemic in the Kyrgyz Republic?
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- Effectiveness
 - To what extent did the project achieve its intended objectives and contribute to the project's strategic vision?
 - Assess the degree to which project implementation was flexible, innovative, and adaptive to the context.
 - To what extent did the Project mainstream a gender dimension and support gender responsive Disaster Risk Management.
 - To what extent did the Project complement work with different entities and have a strategic coherence of approach.
 - To what extent has UNDP project contributed towards an improvement in national government capacity, including institutional strengthening?
- Efficiency
 - Assess whether UNDP has utilized Project funding as per the agreed work plan to achieve the projected targets.
 - Analyze the role of the Project Steering Committee (PSC) and whether this forum is optimally being used for decision making.
 - Analyze the performance of the M&E mechanism of the Project and the use of various M&E tools (any data available to the project etc.).
 - Assess the qualitative and quantitative aspects of management and other inputs (such as equipment, monitoring and review and other technical assistance and budgetary inputs) provided by the project vis-à-vis achievement of outputs and targets.
 - Identify factors and constraints, which have affected Project implementation including technical, managerial, organizational, institutional, and socio-economic policy issues in addition to other external factors unforeseen during the Project design (e.g. Covid-19 factor).
 - How efficient was the overall staffing, planning and coordination within the project (including between the two implementing agencies and with stakeholders? Have project funds and activities been delivered in a timely manner?
 - How efficiently did the project use the project board?
 - Overall, did the project provide value for money? Have resources been used efficiently?
- Sustainability and Impact
 - Assess preliminary indications of the degree to which the Project results are likely to be sustainable beyond the Project's lifetime (both at the community and government level) and provide recommendations for strengthening sustainability.
 - Did the intervention design include an appropriate sustainability and exit strategy?
- How strong is the commitment of the Government and other stakeholders to sustaining the results of Project's support and continuing initiatives?
- To what extent are policy and regulatory frameworks in place that will support the continuation of benefits?

UN SWAP Evaluation Performance Indicator: www.uneval.org/document/detail/1452

² http://web.undp.org/evaluation/guideline/documents/PDF/UNDP_Evaluation_Guidelines.pdf

- To what extent have national partners committed to providing continuing support (financial, staff, aspirational, etc.)?
- National ownership
 - Assess the degree of involvement of national partners and aligning to existing priorities of the local government in targeted areas.
 - How has the project enhanced and contributed to the development of national capacity?
- Gender Equality and Human Rights
 - To what extent has gender and human rights considerations been integrated into the project design and implementation?
 - How has attention to/integration of gender equality and human rights concerns advanced the area of work? Conflict-sensitivity and do-no-harm principles.

The review will cover the full period the project has been operational. And it is expected that the evaluator will develop and consecutively refine an evaluation matrix, which will relate to the above questions, the areas they refer to, the criteria for evaluating them, the indicators and the means for verification as a tool for the evaluation. The final evaluation matrix will be approved in the evaluation inception report

Methodology

The evaluation will be conducted online and will employ a participatory approach, as much as possible, whereby discussions with and surveys of key stakeholders provide/ verify the substance of the findings. The evaluation will be based on gender and human rights principles and adhere to the UNEG Norms and Standards and Ethical Code of Conduct, as well as UN SWAP Evaluation Performance indicators. The evaluation process will be accompanied by UNDP and proposed methodology and data collection tools should be consulted with UNDP accordingly. Proposals submitted by prospective consultants should outline a strong mixed method approach to data collection and analysis, clearly noting how various forms of evidence will be employed vis-à-vis each other to triangulate gathered information.

Proposals should be clear on the specific role each of the various methodological approaches plays in helping to address each of the evaluation questions. The methodologies for data collection may include but not necessarily be limited to:

- Rigorous **desk review** of documentation supplied by UNDP team: Project documents, previous evaluations, project reports, key intervention reports and policies, etc. Where possible and relevant more detailed monitoring information will be analyzed, such as community monitoring data and activity reporting.³
- Key informant **interviews** as appropriate, with major stakeholders (Interviews will be conducted online). Stakeholders will be selected in close coordination with engaged organizations (MES, CECDRR) and will at minimum include:
 - Government authorities with a key responsibility towards the project, including – primarily - relevant authorities at district and municipality level.
 - UNDP CO.
 - Implementing partners, such as local NGOs, experts and consultants.
 - Civil society organizations with no direct role in the project.
 - Project beneficiaries in the regions, i.e. beneficiary community members.
 - Key stakeholders, if relevant and direct observation in the field.

The evaluation process has five phases:

- 1) Preparation: gathering and analyzing project data, conceptualizing the evaluation approach, internal consultations on the approach, preparing the TOR, stakeholders mapping and selection of evaluation team.
- 2) Inception: consultations between the evaluation team and the, programme portfolio review, finalization of stakeholder mapping, inception meeting with the review of the result logics, analysis of information relevant to the initiative, finalization of evaluation methodology and preparation and validation of inception report.
- 3) Data collection and analysis: in depth desk research, in-depth review of UNDP project document, UNDAF and others, interviews, staff and partner survey/s if applicable, and field visit.
- 4) Interview with relevant stakeholders that can be taken on an individual basis or in groups. If the evaluation is to be conducted online than the meetings will be held online with all stakeholders.
- 4) Analysis and synthesis stage analysis of data and interpretation of findings and drafting and validation of an evaluation report and other communication products.
- 5) Finalization of the report.
- 6) Dissemination and follow-up.

❖ *Desk research:*

Desk review of relevant documents such as project documents, progress reports, financial records, meeting minutes and monitoring reports, and secondary data or studies relating to the country context and situation.

❖ *Online interviews & focus group discussions with stakeholders:*

³ This data will only be included in the desk research when it is in a format that is accessible and relatively easily digestible for the reviewer.

These interviews can take place on an individual basis or in groups, and have to cover all groups of partners, beneficiaries, implementing agencies, partners. It is estimated that the data collection process will take up to 10 working days.

All online meetings and conversations will be held only once the appropriate approvals have been obtained, for which UNDP will take primary responsibility. If approvals cannot be obtained on time, it is possible that some of these stakeholders may not be interviewed.

❖ *Validation*

The review findings will be presented to UNDP during joint online call to collect feedback on these main findings and serve as a validation exercise.

The draft Report and Final Reports: The Report should be logically structured, contain evidence-based findings, conclusions, lessons learnt and recommendations, and should be free of information that is not relevant to the overall analysis. The Report should respond in detail to the key focus areas described above.

Presentation: For presenting and discussing the draft final report interactively, UNDP will facilitate a concluding online joint workshop for the Project stakeholders

The evaluation will be independent and led by the expert. The evaluation will be a consultative, inclusive and participatory process. The evaluation will be managed by UNDP M&E officer and Team Leader of UNDP Climate Change/DRR Programme Area to oversee evaluation management and quality assure throughout the evaluation process. An Evaluation Management Team (EMT) comprising representatives from the delegated programme staff members will be established to support the evaluation process.

The management structure will also include the key stakeholders from government and CSO to facilitate the participation of relevant stakeholders in the design and scope of the evaluation, raising awareness of the different information needs, quality assurance throughout the process and in disseminating the evaluation results.

UNDP will help facilitate contacts and set up online meetings. The participation of UNDP in the evaluation is required, as this will provide an instant opportunity for validating the findings and will assist in internalizing the learning.

Time Schedule and Deliverables

Tentative time schedule	Period (all tbc)
Inception report with agreed evaluation methodology, questionnaires, and action plan	2 days
Initial desk research	2 days
Online interviews and/or group discussions	7 days
Preliminary analysis and the provision of the first draft report	3 days
Validation and the inception meeting with UNDP	1 days
Submission of final report (with minimum two rounds of comments)	3 days
Final discussion of the project with UNDP	2 day

Deliverables	Due date	Payment structure
1 Deliverable 1 (The first approved draft report)	September 2021	50%
2 Deliverable 2 (The final approved report)	October 2021	50%

REPORTING REQUIREMENTS

Accountability and reporting:

1. The Consultant will report to UNDP M&E Officer and Team Leader of UNDP Climate Change/ DRR Programme Area
2. Contractor shall submit report in English language based on the results achieved according to set deadlines in agreed format stated all actions taken during the assignment to be approved by Senior Advisor on Social Cohesion/Project coordinator and CC/DRR Team Leader, which will serve as a justification for the payments. Analytical documents, reports and notes developed by experts should be attached to the reports as annexes, which will serve as a justification for payment.

QUALIFICATION REQUIREMENTS

- Minimum Master's degree in social sciences, or natural sciences or a humanitarian area, regional development or pro-poor development.
- Experience in conducting evaluations and/or M&E of development programs and/or projects.
- Availability of contracts or consultancy experiences in evaluation of Disaster Risk Management or Environmental related strategies and/or policies and/or programs and/or projects.
- Familiarity with the DRM and/or Environmental situation in Central Asia and/or Kyrgyzstan is an asset.
- Language requirements: fluency in English, knowledge of Russian would be an asset.

TRAVEL

No travels are envisaged.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

I. Evaluation ethics.

This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation' which are available here: <http://www.unevaluation.org/document/detail/102>. The consultants 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 consultants 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.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Contracts based on lump-sum

The financial proposal shall specify a total lump sum and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Preferred Currency of Offer:

United State Dollars (USD)

UNDP CONTRIBUTION

- 1) Arranging online meetings\interviews with local counterparts and beneficiaries.
- 2) Project related documents such as Project Document, Annual Work Plans and/or Progress Reports.
- 3) Security charges are not applicable

II. ToR Annexes:

- A. Key Background documents (CPD 2018-2022, UNDAF 2018-2022, Project documents and Project briefs, key national strategic documents)
- B. Evaluation Guidelines
- C. Evaluation Report Template

Annex 1: «Overview of key activities planned»

- 1) Output 1. An enabling environment for National Risk Assessment Framework created to apply innovative tools
 - Engage Japanese expertise for conduct technical assessments of existing capacities of Disaster Monitoring and identify possible solution packages in applying innovative tools such as GIS and remote sensing techniques
 - Operationalize the republican level cements of the National Disaster Risk Monitoring System
 - Training of MES's staff to handle with the equipment purchased
- 2) Output 2. National Disaster Risk Monitoring and Early Warning systems as well as avalanche-risk reduction capacities strengthened alongside transport corridors
 - Purchase of equipment for strengthening monitoring capacities of avalanche-monitoring stations
 - Purchase of equipment for strengthening capacity of avalanche-risk reduction unit of Kyrgyzhydromet
 - Construction of two avalanche-monitoring stations of Kyrgyzhydromet (Dolon and Chapchyma)
 - Training of staff of Kyrgyzhydromet on snow-survey, GIS by engaging Japanese experts
- 3) Output 3. Disaster response and early warning capacities strengthened
 - Purchase of automobiles and rescuing equipment for establishing 22 Fire-Rescuing Services
 - Extending the geographical coverage of IUMS and NEWS in Jalal-Abad, Chui and Issyk-Kul oblasts
- 4) Output 4. Increased regional cooperation of Central Asian (Kazakhstan, Kyrgyzstan, Tajikistan and Turkmenistan) Disaster Management Authorities facilitated under the "Central Asia plus Japan" Dialogue
 - Conduct a 3-days training in CDRRR Almaty for the Expert Groups of Disaster Management Authorities of CA (Kazakhstan, Kyrgyzstan, Tajikistan and Turkmenistan) countries by involving knowledge and capacity of Asian Disaster Reduction Center in Kobe, Japan (ADRC)
 - Conduct two times 2-day meetings of the Expert Working Group of CA (Kazakhstan, Kyrgyzstan, Tajikistan and Turkmenistan) countries to discuss the implementation of the Framework of cooperation on strengthening regional collaboration in Central Asia (FOC) and agreeing upon with Disaster Management Authorities of CA countries
 - Conduct Regional high-level event of Disaster Management Authorities in Central Asia (Kazakhstan, Kyrgyzstan, Tajikistan and Turkmenistan) for increased coordination on implementation of Sendai Framework for Disaster Risk Reduction priorities and of the Framework of cooperation on strengthening regional collaboration in Central Asia through providing consultancy services
 - Conduct practical/infrastructural measures aimed at reducing risks of transboundary hazards: embankment of the most dangerous areas of the left riverbed of Chu river

Annex A. Key Background documents

- UNDAF 2018-2022 <https://www.kg.undp.org/content/kyrgyzstan/en/home/about-us/legal-framework.html>
- CPD 2018-2022 <https://www.kg.undp.org/content/kyrgyzstan/en/home/about-us/legal-framework.html>
- National Development Strategy of the Kyrgyz Republic for 2018-2040 <http://donors.kg/en/rs/strategy/5174-national-development-strategy-of-the-kyrgyz-republic-for-2018-2040>
- National Development Programme of the Kyrgyz Republic 2018-2022 “Unity, Trust, Creation” http://donors.kg/images/DEVELOPMENT_PROGRAM_OF_KR_Unity_trust_creation.pdf
- Voluntary National Review on implementation of SDGs in the Kyrgyz Republic 2020 <https://www.gov.kg/files/news/froala/31fd4ccfb40ee54dd5a29ccd26445951bbb71761.pdf>
- Report on Kyrgyzstan’s Progress on SDGs 2019 <https://kyrgyzstan.un.org/en/15700-report-kyrgyzstans-progress-sustainable-development-goals>
- Project documents. Access will be granted.
- UN in the Kyrgyz Republic Annual Report 2020 <https://kyrgyzstan.un.org/index.php/en/125200-un-kyrgyzstan-annual-report-2020>

Annex B. Evaluation Guidelines

- UNDP Evaluation Guidelines <http://web.undp.org/evaluation/guideline/index.shtml>
- UNEG Norms and Standards <http://www.unevaluation.org/document/detail/1914>
- UNEG Ethical Guidelines <http://www.unevaluation.org/document/detail/102>
- UNEG Code of Conduct <http://www.unevaluation.org/document/detail/100>

Annex C. Evaluation Report Template

The report should be complete and logically organized, and include the following standard elements:

1. Title and opening pages (with basic information)
2. Evaluation Information details
3. Table of contents
4. List of Acronyms and Abbreviations
5. Executive Summary (2-3 pages)
6. Introduction
7. Description of intervention
8. Evaluation Scope and objectives
9. Evaluation approach and methods
10. Data analysis
11. Findings and Conclusions
12. Recommendations
13. Lessons learned
14. Report Annexes
 - ToR for evaluation
 - Additional methodology related information and documentation
 - List of individuals/groups interviewed
 - List of reviewed supporting documents
 - Programme/project results model or results framework
 - Summary tables of findings
 - CV and Biographies of evaluators
 - Signed code of conduct

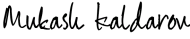
Сертификат завершения

Идентификатор конверта: C6218A6EE28848FF9CA0C536151EF00D	Статус: Завершено
Тема: TOR_Final Evaluation of Japan-funded DRM project	
Исходный конверт:	
Страниц в документе: 9	Подписи: 2
Страниц в сертификате: 2	Инициалы: 0
Автонавигация: Включено	Создатель конверта: Shakhida Mametova
Штамповка идентификатора конверта: Включено	One United Nations Plaza
Часовой пояс: (UTC-08:00) Тихоокеанское время (США и Канада)	New York, NY 10017
	shakhida.mametova@undp.org
	IP-адрес: 64.207.219.136


Отслеживание записей

Статус: Оригинал	Владелец: Shakhida Mametova	Местоположение: DocuSign
30.06.2021 23:27:52	shakhida.mametova@undp.org	

События подписывающего

События подписывающего	Подпись	Временная метка
Mukash Kaldarov mukash.kaldarov@undp.org Peace Adviser UNDP Headquarters		Отправлено: 30.06.2021 23:37:51 Просмотрено: 30.06.2021 23:40:17 Подписано: 30.06.2021 23:41:01
Уровень безопасности: Электронная почта, Проверка подлинности учетной записи (отсутствует)	Внедрение подписи: Предварительно выбранный стиль Использование IP-адреса: 212.112.111.20	

Соглашение о раскрытии информации об электронной записи и подписи:
Не предлагалось посредством DocuSign

Lira Zholdubaeva lira.zholdubaeva@undp.org Climate change and DRM Programme and Policy Analyst UNDP Headquarters		Отправлено: 30.06.2021 23:41:02 Просмотрено: 01.07.2021 1:42:17 Подписано: 01.07.2021 2:44:57
Уровень безопасности: Электронная почта, Проверка подлинности учетной записи (отсутствует)	Внедрение подписи: Предварительно выбранный стиль Использование IP-адреса: 212.42.97.108	

Соглашение о раскрытии информации об электронной записи и подписи:
Не предлагалось посредством DocuSign

События подписывающего лично	Подпись	Временная метка
События доставки редактору	Статус	Временная метка
События доставки агента	Статус	Временная метка
События доставки посреднику	Статус	Временная метка
События заказной доставки	Статус	Временная метка
События копии	Статус	Временная метка
События заверения	Подпись	Временная метка

События нотариуса	Подпись	Временная метка
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События общей информации о конверте	Статус	Временные метки
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Конверт отправлен	Хэшировано/зашифровано	30.06.2021 23:37:51
Доставлено заказной доставкой	Выполнена проверка безопасности	01.07.2021 1:42:17
Подписание завершено	Выполнена проверка безопасности	01.07.2021 2:44:57
Завершено	Выполнена проверка безопасности	01.07.2021 2:44:57

События оплаты	Статус	Временные метки
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