

Annex 1: Terms of Reference of the Evaluation

I. INTRODUCTION
<p>Title: International Consultant for the Terminal Evaluation of the UNDP-GEF Project URU/16/G32 "Improved Coordination of the Rio Conventions for a sustainable growth in Uruguay (ECCOSUR)"</p> <p>Supervisor: Programme Analyst of the Environment and Natural Resources Area of UNDP</p> <p>Type of Contract: Individual Contractor Contract (IC)</p> <p>Duration of the contract: Estimated maximum 35 days of consultancy within 90 calendar days.</p> <p>Location: Remote, consultant's location</p> <p>Estimated start date: early August 2021</p>
II. PROJECT BACKGROUND
<p>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 Improved Convention Coordination for Sustainable Growth in Uruguay (ECCOSUR) (PIMS 5226) implemented through the Ministry of Environment. The project started on the 15th September 2015 and is in its 6th and last year of implementation. The TE process must follow the guidance outlined in the document 'Guidance for Conducting Terminal Evaluations of UNDP-Supported, GEF-Financed Projects'.</p> <p>The ECCOSUR project started in March 2017 with a total resource allocation of USD 3,725,430 and is currently in its fifth year of implementation. The project objective is to develop innovative mechanisms for increasing environmental benefits and sustainable growth in Uruguay.</p> <p>This will be achieved through a set of coordinated activities, which will strengthen the capacities of public and private institutions to establish better consultation mechanisms and incorporate environmental considerations into the decision-making process for the sustainable development of the country. The project supports a strategy that integrates innovation, science, knowledge, governance and participation into the environmental dimension of sustainable development. To this end, the project has been structured in the following Outcomes: 1. Support for the coordinated implementation of international agreements by the environmental authority; 2. Capacity building for the Rio Conventions mainstreaming into national procedures and regulations in the production sectors;</p> <p>2. Capacity building for the integration of the Rio Conventions into the national procedures and regulations of the productive sectors;</p> <p>3. Contribution of civil society to sustainable development;</p> <p>4. Model programme for integrated environmental management at the local level.</p> <p>The project is implemented by the Ministry of Environment, with a close partnership of civil society organizations.</p> <p>For more information, see the project document at: https://info.undp.org/docs/pdc/Documents/URY/U16G32A.pdf</p>
III. TE PORPUSE
<p>The overall objective of TE is to review the achievements made to deliver the specified objectives and outcomes of the project. The TE will also establish the effectiveness, efficiency, relevance, performance and success of the project, including the sustainability of results and the project exit strategies. The TE will draw and analyze lessons learned through the project and best practices pertaining to the strategies employed, and implementation arrangements, which may be utilized to inform future programmes.</p>

To achieve the objectives of TE described above, the TE evaluator will review all relevant sources of information including documents prepared during the preparation phase (i.e. PIF, UNDP Initiation Plan, UNDP Environmental & Social Safeguard Policy, the Project Document, project reports including Annual Project Review/PIRs, project budget revisions, lesson learned reports, national strategic and legal documents, and any other materials that the consultant considers useful for this evidence-based review), and summarise assessment methodologies, results, and recommendations in a report. The TE report should promote accountability and transparency and assess the extent of project accomplishments.

IV. TE APPROACH & METHODOLOGY

The TE report must provide evidence-based information that is credible, reliable and useful. The TE evaluator will review all relevant sources of information including documents prepared during the preparation phase (i.e. PIF, UNDP Initiation Plan, UNDP Social and Environmental Screening Procedure/SESP), the Project Document, project reports including annual PIRs, project budget revisions, lesson learned reports, national strategic and legal documents, and any other materials that the evaluator considers useful for this evidence-based evaluation. The TE evaluator will review the baseline and midterm GEF focal area Core Indicators/Tracking Tools submitted to the GEF at the CEO endorsement and midterm stages and the terminal Core Indicators/Tracking Tools that must be completed before the TE field mission begins.

The TE evaluator is expected to follow a participatory and consultative approach ensuring close engagement with the Project Evaluator, government counterparts (the GEF Operational Focal Point), Implementing Partners, the UNDP Country Office the Regional Technical Advisor, direct beneficiaries and other stakeholders.

Engagement of stakeholders is vital to a successful TE. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to: the members of the Steering Committee, members of the Project Technical Committee, other technicians and officials and task team leaders/outcomes, key experts and consultants in the thematic area, project beneficiaries, technicians from local governments, the academic sector, and local CSOs, etc. All these meetings will be held virtually and will be coordinated by the Project Coordinator.

The specific design and methodology for the TE should emerge from consultations between the TE evaluator 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 evaluator must use gender-responsive methodologies and tools and ensure that gender equality and women's empowerment, as well as other cross-cutting issues and SDGs are incorporated into the TE report.

The final methodological approach including interview schedule, field visits 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 evaluator.

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

V. INFORMATION

El documento del proyecto se puede acceder a través del siguiente link: <https://info.undp.org/docs/pdc/Documents/URY/U13G35A.pdf>

La evaluación final evaluará el desempeño del proyecto en función de las expectativas establecidas en el Marco lógico/Marco de resultados del proyecto. La evaluación final evaluará los resultados de acuerdo con los criterios descritos en la Guía de evaluaciones finales para proyectos respaldados por el PNUD con financiación del FMAM (http://web.undp.org/evaluation/guideline/documents/FMAN/TE_GuidanceforUNDP-supportedFMAM-financedProjects.pdf).

VI. TIMEFRAME

#	Deliverable	Description	Timing	Responsibilities
1	TE Inception Report	TE evaluator clarifies objectives, methodology and timing of the TE	No later than 10 days before the contract start	TE evaluator submits Inception Report to Commissioning Unit and project management
2	Presentation	Initial Findings	Within 20 days of the contract start	TE evaluator 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 50 days of the contract start	TE evaluator 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 80 days of the contract start	TE evaluator 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

** All reports must be written in Spanish. Once the final report has been approved, it must be translated into English by the selected consultant.

The delivery of the reports will be in digital form by e-mail. The approval of each report by the UNDP Programme Analyst in the area of environment and natural resources (in conjunction with the Project Coordinator) will be a requirement for payment, who will have 4 days to review and make observations. After this period and in the absence of any communication, the product/milestone will be considered approved.

The consultant will have 3 days to make the requested modifications and/or corrections.

If the observations persist, the above mentioned revision procedure will be repeated. The deadline for completion of the contract must be taken into consideration.

¹ Access at: <http://web.undp.org/evaluation/guideline/section-6.shtml>

VII. TE ARRANGEMENTS		
<p>La principal responsabilidad de la gestión de la evaluación final recae en la unidad encargada. La unidad encargada de la evaluación final de este proyecto es la Oficina del PNUD en Uruguay, en particular el Analista de Programa del área de Ambiente y Recursos Naturales del PNUD en conjunto con la Coordinación del Proyecto.</p> <p>The principal responsibility for managing the TE resides with the Commissioning Unit. The Commissioning Unit for this project's TE is the UNDP Uruguay. The Commissioning Unit will contract the evaluator and ensure the timely provision all relevant documents and set up stakeholder interviews.</p>		
VIII. PAYMENT SCHEDULE		
<p>From the date of signature of the commitment, the consultancy is 90 days maximum. The contract includes the fees, expenses, stay, and corresponding taxes required for the activities foreseen.</p> <p>Payments will be made in US dollars, according to the following schedule:</p> <ul style="list-style-type: none"> • 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 <p>Payments will be made only upon presentation of the Payment Certificate issued in the name of: UNDP-GEF URU/16/G32 "Improved Coordination Rio Conventions for Sustainable Growth in Uruguay (ECCOSUR)", to the bank account of the Individual Contractor.</p>		
IX. PERFIL		
<p>The evaluator will be an independent, international (not local) consultant with experience and exposure to projects and evaluations at the regional and/or global level, who should meet the following requirements and have the following profile:</p>		
<p>Education</p> <ul style="list-style-type: none"> • University professional with a specialisation in environment, natural resource management, sustainable development, territorial development, or another field closely related to the project. <p>Experience</p> <ul style="list-style-type: none"> • Work experience in hazardous waste management for at least 10 years; • Relevant experience with results-based management evaluation methodologies; • Experience applying SMART indicators and reconstructing or validating baseline scenarios; • Competence in adaptive management; • Experience in evaluating projects; • Experience in relevant technical areas for at least 5 years; (5%) • Demonstrated understanding of issues related to gender and climate change; experience in gender responsive evaluation and analysis; • Excellent communication skills; • Project evaluation/review experience within United Nations system will be considered an asset. <p>Language</p> <ul style="list-style-type: none"> • Fluency in Spanish and English languages is a must 		

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

The TE evaluator 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.

X. 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.