

## UNITED NATIONS DEVELOPMENT PROGRAMME



**Project Title: Mozambique Recovery Facility, Mozambique**

### **Midterm Review Evaluation of the MRF Program**

#### **Terms of Reference**

##### **BASIC CONTRACT INFORMATION**

Location: homebased with mission travel to Mozambique (Sofala and Cabo Delgado Province)

Application Deadline: May 25th, 2022

Type of Contract: Individual Contract

Post Level: International consultant

Languages Required: English. Portuguese or Spanish are desired languages.

Starting Date: 13 June 2022

Duration of Initial Contract: 4 months

Expected Duration of Assignment: 40 working days

#### **1. Introduction**

##### **1.1 Background and context**

Following the widespread devastations caused by Cyclones Idai and Kenneth that hit Mozambique back-to-back in 2019, the Government and its international partners began the long and challenging resilient recovery efforts. The severity of the damages and losses, estimated by the Post-Disaster Needs Assessments (PDNA) at US\$3.2 billion, plus the underlying vulnerability and limited capacity in the affected areas, have made the recovery efforts much more difficult. The United Nations Development Programme (UNDP)'s vision of the cyclone recovery programme in Mozambique arises from key considerations related to development, governance and resilience. To realize this vision, in August 2019, UNDP established the Mozambique Recovery Facility (MRF) financed through a multi-partner basket fund.

The MRF is a five-year programme designed as agile tool to implement short-to-long term recovery activities that will contribute to build resilience to future disasters and address the root causes of vulnerability.

In line with the Post-Disaster Needs Assessments (PDNA) and Disaster Response Framework, the Recovery Facility adopted a comprehensive approach to effectively meet the needs of the disaster affected populations in Sofala, Cabo Delgado and other provinces affected by the two cyclones, in coordination with key development actors, to ensure Mozambique's rapid restoration of development pathways in a manner that builds resilience.

With financial support from the European Union (EU), Canada, China, Finland, India, the Netherlands and Norway and UNDP with its own resources, UNDP is implementing the MRF programme through an integrated approach, balancing early recovery and resilience building. This means that UNDP is attempting to enable the restoration of livelihoods, community infrastructure and houses while at

the same time building community resilience against future disasters and ensuring that gender equality and women's empowerment are adequately addressed. The MRF programme includes the rehabilitation of crop and livestock production; water sources to improve water availability for people and livestock; construction of schools, public buildings, and housing; and introduction of innovative approaches to support people's self-recovery and self-reconstruction.

UNDP is working in close collaboration with several stakeholders as summarised below.

1. **Government institutions** such as GREPOC, Departments of: Education, Housing, Public Works and water resources, Health, Gender, Children and Social Action, Agriculture and Fisheries, Commerce and Industry and Economic Affairs.
2. **UN agencies** such as World Food Program (WFP), International Labour Organisation (ILO), UN-Habitat and UN Women.
3. **NGOs and CBOs** including Associacao Comercial da Beira (ACB), Plan International, Consorzio Association CAM, ADEL Sofala, Associação Mbativerane, ADEL Cabo Delgado, FRUTICAD, WW-GVC, Associacao Amor Reciclagem (AMOR), Humanity Inclusion (H&I), FAMOD Sofala, Help Age Mozambique, CEFA, ESMABAMA, Young Africa, Associacao ADCS, MAHLAHLE, ADPP Mozambique, Fundação Ibo, Associacao de Fomento para o Desenvolvimento Comunitário (ADC), Associacao Kulima, Associacao Beira Lions Clube, Associacao Sacatucua, Associacao Contra Sida e Droga (Ajulsid), Associacao Miracles, Associacao de Ajuda Crista (AAC), Associacao de Desenvolvimento Social (ADS), Concelho Cristão de Moçambique (CCM) and Muleide; and
4. **Academia** namely UniPiaget,
5. Private sector such as construction companies, engineering firms and construction material suppliers.

The partners were involved to help optimize alignment, coherence and complementarity of efforts. In addition, UNDP is cooperating with the local communities, using capacity development to achieve local solutions for local, national and global development challenges.

#### The Programme has three main pillars:

- Livelihoods and Women Economic Empowerment: Aimed at helping the affected community's resilient recovery from the impact of cyclones and floods and rebuild their assets and livelihoods with a focus on women and persons with disabilities.
- Resilient Housing and Community Infrastructure: Focusing on rebuilding resilient housing and community infrastructure to bounce back from the impact of disasters; and
- Institutional Strengthening of GREPOC: with the main objective of developing national capacities and systems to plan and implement the recovery and resilience programme.

#### Output and indicators per each Pillar:

The sub-outputs contribute to the main outputs "Pillar" are also indicated as outputs of each pillar:

<b>Outputs: Pillar 1 – Livelihood and Women Economic Empowerment</b>		<b>Indicators (with targets)</b>
<b>01</b>	1.1. Livelihoods, early economic recovery and income generation needs identified	<ul style="list-style-type: none"> <li>▪ Indicators 1: Number of livelihood and economic recovery needs identifications completed. Baseline: 3 Target: 5</li> <li>▪ Indicator 2: Number of community prioritised schemes for rehabilitation identified Baseline; 7200 Target: 10,000</li> <li>▪ Indicator3; Number of viable micro and small enterprises identified Baseline; 628 Target: 1200</li> <li>▪ Indicator 4; Number of market demand and supply assessment completed Baseline: 0 Target: 5</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Indicator1; Number of highly vulnerable people provided with temporary employments, disaggregated by sex. Baseline; 170,000 Target: 200,000).</li> <li>▪ Indicator 2: Number of people provided with skills trainings and start up for self-employment income generation schemes</li> </ul>

	1.2. Disaster-affected people benefiting from community-driven and gender-focused emergency employment interventions	<p>Baseline: 6500 Target; 5,000).</p> <ul style="list-style-type: none"> <li>Indicator 3; Number of children, women and men access to rehabilitated community socioeconomic infrastructure. Baseline: 867,500 Target; 1, 075,000).</li> <li>Indicator4; Number of Saving Groups with at least 50% women established or re-activated Baseline= 362 Target; 7,300).</li> <li>Indicator5: number of women and men that moved from temporary employment to longer term sustainable employment; Baseline: 527 Target; 20,500).</li> </ul>
	1.3 Micro, Small and Medium Enterprises (MSMEs) and other income generation initiatives reactivated and/or strengthened	<ul style="list-style-type: none"> <li>Indicator1: Number of affected male and female entrepreneurs received assistance (% restarted businesses; % continue their business) Baseline; 328 Target: 1,200).</li> <li>Indicator5: Number of women and men that become self-employed or wage employed. Baseline: 3500 Target: 3000</li> </ul>
	1.4 Institutional capacities for livelihoods/employment and enterprise recovery/development enhanced	<ul style="list-style-type: none"> <li>Indicator1. Number of vocational training centres capacity enhances to provide demand driven vocational skills trainings and % of those that adapt the approach. Baseline:1 Target: 9).</li> </ul>

<b>Outputs: Pillar 2 – Housing and community infrastructure</b>		<b>Indicators (with targets)</b>
<b>01</b>	2.1 Functionality of government entities at the local level is restored in a risk-informed fashion to ensure public service provision	<ul style="list-style-type: none"> <li>Indicator 2: Number of government entities public building rehabilitated and functional</li> </ul>
<b>02</b>	2.2 The most affected and vulnerable people located in rural and peri-urban areas have their houses rehabilitated to BBB standards	<ul style="list-style-type: none"> <li>Indicator 2: Number of families with houses repaired to BBB standards, disaggregated by sex of head of household. Baseline: 240,000 houses affected. 300 completed and 300 ongoing Target: 1,750);</li> <li>Indicator 2: % of homeowners with a repaired dwelling that are women, youth, elderly or persons with disabilities. Baseline: 0% Target: 60%.</li> <li>Indicator 3: Number of vulnerable individuals who have obtained temporary livelihoods and training through a labour-intensive program for the rehabilitation of affected houses, disaggregated by sex and with new skills. Baseline: 0 Target:3,500).</li> </ul>
<b>03</b>	2.3 The most affected and vulnerable people located in rural areas and resettlement neighbourhoods have new houses constructed to BBB standards	<ul style="list-style-type: none"> <li>Indicator 1: # of vulnerable families rendered homeless by the disaster that are provided with a new and resilient house disaggregated by sex of head of household (in line with GoM re-settlement strategy). Baseline: 850 Target: 1,000).</li> <li>Indicator 3: # vulnerable individuals (F/M) who have obtained temporary livelihoods and training through a labour-intensive program for the construction of houses;</li> </ul>
<b>04</b>	2.4 Key community infrastructure in affected areas rehabilitated to BBB standards to restore the provision of education, health and socio-economic services.	<ul style="list-style-type: none"> <li>Indicatore1: # community facilities (school/health facilities) rehabilitated to internationally accepted standards. Baseline: 25 (10 completed, 7 Ongoing + 8new) (Target: 40).</li> <li>Indicatore2: % targeted vulnerable individuals (women, youngsters, elderly, persons with disabilities, children) who have access to restored services B: 0. target: 50%).</li> <li>Indicator3: construction/rehabilitation of community productive Infrastructure; Baseline 11 (7 completed and 4 new) Target 28)</li> </ul>

<b>Outputs: Pillar 3 – Institutional strengthening of the Cabinet for Reconstruction Post Cyclones</b>		<b>Indicators (with targets)</b>
<b>01</b>	3.1 Technical and operational capacities of the Government enhanced to coordinate, facilitate, implement, monitor and evaluate the reconstruction and recovery phase	<ul style="list-style-type: none"> <li>Indicator 1: DRF coordination Strategy Developed and implemented. Baseline;0 Target; 1.</li> </ul>

3.2 Measures in place and implemented across sectors to improve policy coherence and a sustainable, equitable and gender-responsive business environment	<ul style="list-style-type: none"> <li>Indicator 2: DRF Information Management System established and operational. Baseline;1 Target; 1</li> </ul>
3.3 National capacity at all levels enhanced to manage housing, reconstruction and rehabilitation of critical community and government infrastructure with BBB Principles	<ul style="list-style-type: none"> <li>Indicator 4: Reconstruction Cabinet able to coordinate the implementation of DRF. Baseline; 0 Target;1</li> </ul>
3.4 An integrated monitoring and evaluation (M&E) strategy developed/ a Recovery Fund is operational and managed effectively with high accountability and transparency standards.	<ul style="list-style-type: none"> <li>Indicator 4: integrated monitoring and evaluation (M&amp;E) strategy developed</li> </ul>

## 1.2 Project Location, Beneficiaries, Duration and Budget:

MRF Programme support cyclone affected households in two Provinces of Mozambique, in Cabo Delgado and Sofala in 8 districts (Beira, Dondo, Nhamatanda, Buzi and Chibabava in Sofala; Pemba, Metuge and Ibo in Cabo Delgado). The project commenced in August 2019 and will end in August 2024. A total of 284,757 Households (2019; 102,790; 2020; 156,143 and 2021; 28,975) affected by Cyclone Idai and Kenneth has been supported.

Total budget planned for 5 years is US\$72.28M where is a total of US\$ 53.7 contribution received so from Canada, China, EU, Finland, India, Netherlands, Norway and UNDP. By end of 2021 a total of US\$ 30 million (2019 \$ 2; 2020 \$14 million; and 2021 \$ 14 million has been spent.

The project information is summarized in the below table:

PROJECT INFORMATION		
<b>Project/outcome title</b>	Mozambique Recovery Facility Programme	
<b>Atlas ID</b>	00121665	
<b>Corporate outcome and output</b>	<p>CPD outcome: By 2024, Supporting resilient and inclusive economic recovery and diversification, and sustainable livelihoods</p> <p>Output 2.1.1. Resilient and inclusive economic recovery of communities vulnerable to disasters strengthened.</p> <p>Output 2.1.2. Livelihoods of the most vulnerable communities, including IDPs, in areas affected by violent extremism, especially in the informal economy, diversified and strengthened.</p> <p>CPD Output 3.5: Improved capacities of communities and government for resilient recovery and reconstruction</p>	
<b>Country</b>	Mozambique	
<b>Region</b>	Southern Africa	
<b>Date project document signed</b>	14 August 2019	
<b>Project dates</b>	<b>Start</b>	<b>Planned end</b>
	August 2019	August 2024
<b>Project budget</b>	US\$72.28M	
<b>Project expenditure at the time of evaluation</b>	\$ 34 million	
<b>Funding source</b>	EU, Canada, China, Finland, India, the Netherlands and Norway and UNDP with its own resources	
<b>Implementing party</b>	UNDP Mozambique	

### 1.3 Project implementation approach

#### **Implementation Approach:**

UNDP Mozambique is based in Maputo, for MRF the sub office is based in Beira city (Sofala Province). The project is being implemented in Sofala and Cabo Delgado.

**For pillar 1 Livelihood and women economic empowerment,** UNDP has been implementing activities in partnership with various local and international Non-Governmental Organizations, that act as implementing partners. Among them, most vulnerable groups and eligible low-income beneficiaries were provided with emergency employment to support and stabilize their livelihoods. The target groups were voluntarily engaged in labour intensive rehabilitation of basic social and economically productive projects (i.e., community plantation, rehabilitation of irrigation channels, local roads, marketplace, community centre, schools, water points, etc.) as prioritized by the local communities. Furthermore, in various cases the participants arranged themselves in groups and formed joint ventures for sustainable incomes after the emergency employment. Some beneficiaries, especially women, were trained and supported to form and strengthen saving groups and establish credit access with microfinance institutions. As means to create sustainable livelihoods, the MRF programme supported beneficiaries to work towards entrepreneurial goals and make long-term investments for their households or enterprises such as education and micro trading. Institutional capacity development was a key part of this initiative.

In particular, the Facility has been supporting the reactivation and strengthening of Micro, Small and Medium Enterprises (MSMEs) and other income generation initiatives, following UNDP's global Toolkit 3\*6 approach. This approach was developed to help build resilience of affected communities in crisis situations and facilitate a rapid return to sustainable development pathways. This includes the implementation of development-oriented activities that are implemented as early as possible in a crisis context. As part of this, beneficiaries received training and start-up grant capital to initiate economic activities.

**For pillar 2, Housing and community construction, Mozambique Recovery Facility (MRF)** in close coordination with government of Mozambique, adopted self-construction approach of houses in new resettlement sites and self-repair in the main urban communities. This approach ensures that ownership and contribution of the construction and rehabilitation of houses facilitates the economic recovery of the target communities through employment of locally skilled workers and provide them with skills on how to build disaster resilient housing structures.

The project fully follows the instructions, guidance and standards of safe and resilient construction proposed by the Post Cyclone Safe Housing Reconstruction Document the "PALPOC".

To ensure the resilience and compliance to standards proposed by the PALPOC and the UNDP MRF designed self-construction and self-rehabilitation strategy, the MRF devised a multiple layered of supervision and quality assurance by training the artisans on resilient construction techniques, engagement of University Graduates, contracting senior supervising engineers as well as regular monitoring by the Engineers of UNDP and GREPOC. Where the bottom up and top-down measures merge very well to enhance on one hand the community; engagement, leadership, ownership and empowerment. On the other hand, qualified engineers follow the standards and technical recommendations in PALPOC that are critical in ensuring the resilience and Build Back Better (BBB) principles.

**For Pillar 3 the main objective of this pillar is** strengthening the capacity of the *Gabinete's* to develop policies and systems for leading and coordinating the post-cyclone recovery implementation. The approach includes support for the establishment of functioning office such as provision of office equipment, provision of required expert and operational staff. Additionally, provision of technical assistance to enhance the coordination, information management, supervisor and quality assurance of the recovery interventions and reporting capacity of the GREPOC.

Partnerships	Value addition
National Level	UNDP Mozambique implement the project in coordination with the Ministry of Public Works, Housing and Water Resources (MOPHRH), Ministry of Education, the Gabinete de Reconstrução Pos-Cyclone, the National Disaster Management Institute (INGC) which operates under the Ministry of State Administration (MAE) and the Ministry of Land, Environment and Rural Development (MITADER).
Provincial level	<ul style="list-style-type: none"> <li>• <i>Provincial Government</i></li> <li>• <i>State Secretary</i></li> <li>• <i>Municipalities</i></li> <li>• <i>Instituto de Desenvolvimento de Pescas e Aquacultura</i>: involved in planning, implementation, monitoring and technical assistance</li> <li>• <i>Provincial Directorate of Education</i></li> <li>• <i>Provincial Direction of Industry and Commerce</i>: Involved in supporting market developments of the livelihood's recovery efforts, for example, for the ducks, goats, agricultural production, etc</li> </ul>
District level	<ul style="list-style-type: none"> <li>• The organization worked in partnership with SDPI in opening and cleaning drainage ditches, construction of small bridge, natural roads, community places for their meetings, this district services department provided their technician to assist our Project team in the field on implementation of these activities.</li> <li>• The district department assisted our team in supervising the houses and rehabilitation activities including in the distribution of agriculture imputes and others economic kites. The varieties of seeds distributed, and the crops were selected together with this department as priority of the district according with SDAE's advising</li> <li>• District Administrators involved in the delivery of start-up kits to beneficiaries and monitoring activities.</li> </ul>
Post administrative level	<ul style="list-style-type: none"> <li>• Chief of post involved in planning, implementation and monitoring of activities</li> </ul>
Community level	<ul style="list-style-type: none"> <li>• Chief locality involved in planning, implementation and monitoring of activities.</li> <li>• Village leaders involved in identification and selection of beneficiaries, planning, implementation and monitoring of activities.</li> <li>• Promoters are involved in planning, implementation and monitoring of activities in general and in the training of saving and credit groups.</li> </ul>

## 2. Evaluation purpose, scope and objectives

The purpose of this midterm evaluation is to assess the results of the project objectives and outcomes as specified in the Project Document. The midterm evaluation should assess the implementation approaches, progress made, and challenges encountered, identify, and document the lessons learnt and good practices, and make specific recommendations for future course of actions.

### The specific objectives are:

- Assess early signs of project success or failure with the goal of identifying the necessary changes to be made in order to set the project on-track to achieve its intended results
- Review the project's strategy and its risks to sustainability.
- To assess the effectiveness of the livelihood enhancement support provided to beneficiaries' households affected by the cyclone in the area of the Project (Immediate employment and other income generation activities; Rehabilitation of productive models and working groups; Provision of temporary employment; Financial inclusion through the creation of savings and loan groups and Assistance to micro, small and medium enterprises).
- To assess the effectiveness, sustainability, and viability as well as the selection of the sectors support. It is also important to the assess the approach adopted for the reactivation and recovery of the MSMEs.
- To assess the effectiveness and sustainability of employment creation as well as the new rural markets constructed.
- To assess the ongoing measures for more resilient and risk-informed constructions and disaster risk mitigation measures in rehabilitation and construction of houses, markets, clinics, government offices and schools etc.
- To assess the capacity of the trained artisans (masons/carpenters) and Engineers on enhancement of their skills and knowledge on housing technologies (hazard resistance, cost effectiveness, replicability, use of local materials, and participation of the house owners) ensure they are supporting reconstruction in the districts and to assess that beneficiary in project areas have better understanding and awareness to construct safer houses.
- To assess community's capacity to respond immediately after occurrence of future disasters.
- To assess engagement of the government, Municipalities and stakeholders in the project, and their understanding, including financial and other commitment for sustainability of activities.

### Scope of Work:

The midterm evaluation should look into the relevance, effectiveness, efficiency and sustainability of the support provided by the project. In addition, the evaluation should indicate if the produced results are in the right direction towards facilitating the reconstruction effort of the Government of Mozambique in the project areas. Particularly, the evaluation should cover at least the following areas:

- **Relevance of the project:** review the progress against its purpose, objectives, outputs, and indicators, as per the project documents and its components, such as the Theory of Change, Results and Resources Framework, M&E framework, and ascertain whether assumptions and risks remain valid.

- **Effectiveness and efficiency of implementation approaches:** review project's technical as well as operational approaches and deliverables, quality of results and their impact, alignment with national priorities and responding to the needs of the stakeholders.
- **Review the project's approaches,** in general and with regards to mainstreaming of gender equality and social inclusion, with particular focus on women and marginalised groups.
- **Review and assess the risks and opportunities** (in terms of resource mobilization, synergy and areas of interventions) related to future interventions.
- **Review external factors** beyond the control of the project that have affected it negatively or positively.
- **Review planning, management, and quality assurance** mechanisms for the delivery of the project interventions.
- **Review coordination and communication** processes and mechanisms with the stakeholders.

### 3. Evaluation criteria and key guiding questions

The evaluation will follow the four OECD-DAC evaluation criteria - Relevance, Effectiveness, Efficiency, and Sustainability. Human Rights and Gender Equality will be added as cross-cutting criteria. The guiding questions outlined below should be further refined by the consultant and agreed with UNDP.

Criteria	Evaluation Questions
Relevance	<ul style="list-style-type: none"> <li>• How relevant were the overall design and approaches of the project?</li> <li>• To what extent the project was able to address the needs of the target groups in the changed context?</li> <li>• To what extent are the objectives of the project design (inputs, activities, outputs and their indicators) and its theory of change logical and coherent? Does the project contribute to the outcome and output of the CPD?</li> <li>• Did the results contribute to facilitating the reconstruction efforts in the project areas?</li> <li>• To what extent has the project been able to adapt to the needs of the different target groups (including tackling the gender equality and social inclusion aspects) in terms of creating enable environment for inclusive, affordable and people-centred reconstruction policies and actions?</li> </ul>
Effectiveness	<ul style="list-style-type: none"> <li>• To what extent the project activities were delivered effectively in terms of quality, quantity and timing?</li> <li>• What factors have contributed to achieving or not achieving the intended outputs?</li> <li>• What were the lessons and how were feedback/learning incorporated in the subsequent process of planning and implementation?</li> <li>• How effective has the project been in enhancing the capacity of the communities and local governments to create enabling environment for inclusive disaster risk management?</li> <li>• How COVID-19 affected immediate support into livelihood and reconstructions activities?</li> </ul>
Efficiency	<ul style="list-style-type: none"> <li>• How efficiently were the resources including human, material, and financial resources used to achieve the above results in a timely manner?</li> </ul>



	<ul style="list-style-type: none"> <li>To what extent was the existing project management structure appropriate and efficient in generating the expected results?</li> <li>To what extent has the project implementation strategy and its execution been efficient and cost-effective?</li> </ul>
Sustainability	<ul style="list-style-type: none"> <li>To what extent did the project interventions contribute towards sustaining the results achieved by the project?</li> <li>What are the plans or approaches of the local authorities/government to ensure that the initiatives will be continued after the project ends?</li> <li>What could be potential new areas of work and innovative measures for sustaining the results?</li> <li>To what extent have lessons learned been documented by the project on a continual basis to inform the project for needful change?</li> <li>What could be done to strengthen exit strategies and sustainability of the project?</li> </ul>
Impact	<ul style="list-style-type: none"> <li>To what extent the project initiatives indicate that intended impact will be achieved in the future?</li> </ul>
Human rights	<ul style="list-style-type: none"> <li>To what extent have poor, indigenous and physically challenged, women, men and other disadvantaged and marginalized groups benefited from the work of UNDP in the area of interventions?</li> </ul>
Gender equality and social inclusion	<ul style="list-style-type: none"> <li>To what extent the project approach was effective in promoting gender equality and social inclusion - particularly focusing on the marginalized and the poor through technology transfer, reconstruction action, planning and training?</li> <li>What proportion of the beneficiaries of a programme were persons with disabilities?</li> <li>To what extent has the project promoted positive changes of women and marginalised group? Were there any unintended effects?</li> </ul>

#### 4. Methodology

The evaluation methodology and methods to be used in this evaluation are indicative only. The consultant should review the methodology and propose the final methods and data collection tools as part of the inception report. The methods and tools should adequately address the issues of gender equality and social inclusion about what is appropriate and feasible to meet the evaluation purpose and objectives and answer the evaluation questions, given limitations of budget, time and data.

Evaluation should employ a combination of qualitative and quantitative evaluation methods and instruments. The evaluator is expected to follow a participatory and consultative approach that ensures close engagement with the evaluation managers, implementing partners and male and female direct beneficiaries. Suggested methodological tools and approaches will include:

- **Document review.** This would include a review of all relevant documentation, Project document (contribution agreement); progress reports, annual work plan; monitoring

reports; communications and visibility's reports, project board meetings and Technical/financial monitoring reports.

- **Interviews and meetings** with key stakeholders (men and women) such as key government counterparts, donor community members, representatives of key civil society organizations, United Nations country team (UNCT) members and implementing partners
- **Field observations, interactions** (structured, semi-structured, Key informant and focus group discussions with men and women, beneficiaries, and stakeholders) and consultations with the beneficiaries' households of Houses and livelihood activities.
- Briefing and debriefing sessions with UNDP and Project team as well as with other partners will be organised. The evaluator should ensure triangulation of the various data sources to maximize the validity and reliability of data.
- All interviews with men and women should be undertaken in full confidence and anonymity. The final evaluation report should not assign specific comments to individuals.
- **Gender and human rights lens.** All evaluation products need to address gender, disability, and human right issues.

The final methodological approach including interview schedule, field visits, evaluation matrix and data to be used in the evaluation should be clearly outlined in the inception report and fully discussed and agreed with UNDP.

## 5. Evaluation products (deliverables)

The Consultant should clearly outline the outputs UNDP expects, with a detailed timeline and schedule for completion of the evaluation products. The consultant should also detail the length of specific products (number of pages). These products could include:

- **Evaluation inception report (10-15 pages).** detailing the reviewer's understanding of what is being evaluated, why it is being evaluated, and how (methodology) it will be evaluated. The inception report should also include a proposed schedule of tasks, evaluation tools, activities, and deliverables.
- **Evaluation matrix** that includes key criteria, indicators, and questions to capture and assess them.
- **Evaluation debriefings-** immediately after completion of data collection, the evaluator should provide preliminary debriefing and findings to the UNDP/Project team.
- **Draft evaluation report (within an agreed length).** A length of 40 to 60 pages including executive summary is suggested for review and comments.
- **Evaluation report audit trail.** The comments on the draft report and changes by the evaluator in response to them should be retained by the consultant team to show how they have addressed comments.
- **Final evaluation report.** within stipulated timeline with sufficient detail and quality by incorporating feedback from the concerned parties.
- **Presentations to stakeholders and/ or evaluation reference group** (if required).
- **Evaluation brief and other knowledge products** or participation in knowledge-sharing events, if relevant to maximise use. An exit presentation on findings and recommendations.

## **6. Evaluation team composition and required competencies**

The evaluation will be carried out through a national or international consultant. Any person involved in any way in the design, management or implementation or advising any aspect of the intervention that is the subject of the above-mentioned evaluation will not qualify. The evaluator will be selected by UNDP CO.

### **International consultant**

**Duty Station:** UNDP/Beira Field Office with required field visits to project implementation sites in Sofala and Cabo Delgado Provinces.

### **Travel:**

- International travel will be required to Mozambique during the MTR mission.
- The BSAFE training course must be successfully completed prior to commencement of travel.
- Herewith is the link to access this training:  
<https://training.dss.un.org/courses/login/index.php> . These training modules at this secure internet site is accessible to consultants, which allows for registration with private email.
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director; also visa requirements.
- Consultants are required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>
- All related travel expenses will be covered and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents.

### **Duration of the Working days:**

The total duration of the MTR will be approximately 40 working days over a period of 20 weeks starting 13<sup>th</sup> June 2022 and shall not exceed five months from when the consultant(s) are hired.

### **Major roles and responsibilities:**

The national consultant will be responsible for conducting the mid-term evaluation of the above-mentioned project. He/She will be solely responsible to complete all the steps and produce the deliverables as mentioned above. Specifically, the international consultant will have the following roles and responsibilities:

- Gathering and review of relevant documents
- Finalizing and designing the methodologies and data collection instruments
- Prepare inception report, evaluation matrix including the evaluation questions, data collection instruments, etc.
- Conduct field visits in selected communities and conduct interviews with the selected target groups, partners and stakeholders

- Facilitate stakeholders' discussion and focus groups to collect and synthesize information
- Analyse the data and prepare a draft evaluation report in the prescribed format
- Incorporate the feedback and finalize the evaluation report

**Qualification and Competencies:**

- At least Master's degrees in Rural Development, Sociology, Engineering, or any other relevant subjects.
- At least 10 years of demonstrated work experience in relevant technical areas, monitoring and/or project design in development sectors.
- Demonstrated experience of conducting similar evaluations of development projects related to DRR/reconstruction/EQ safety or related areas.
- Demonstrated understanding of issues related to gender and experience in gender sensitive evaluation and analysis, and human rights issues.
- Strong analytical and report writing skills.
- Experience in evaluating projects.
- Experience working in Africa.
- Experience applying SMART targets and reconstructing or validating baseline scenarios.
- Excellent command in different data collection methods including and Social Surveys.

**Language**

Fluency in written and spoken English. Knowledge of Portuguese or Spanish will be considered an asset

**7. Evaluation ethics**

The MTR team will be held to the highest ethical standards and is required to sign a code of conduct upon acceptance of the assignment. This MTR will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'. The MTR team 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 MTR team must also ensure security of collected information before and after the MTR and protocols to ensure anonymity and confidentiality of sources of information where that is expected.

The information, knowledge and data gathered in the MTR process must also be solely used for the MTR and not for other uses without the express authorization of UNDP and partners.

**8. Implementation arrangements**

The principal responsibility for managing this MTR resides with the UNDP CO in Mozambique. The UNDP CO will contract the consultant and ensure the timely provision of logistic arrangements within the country for the evaluator. The RBM Analyst/Evaluation Manager will assure smooth, quality and independent implementation of the evaluation with needful guidance from UNDP's Senior Management.

The Project team will be responsible for providing required information, furnishing documents for evaluation to the consultant. They will also be responsible for the logistic arrangements of the

evaluation, for setting up stakeholder interviews, arranging field visits, coordinating with the Government etc.

Key relevant project documents mentioned in Annex 11, will be provided to the consultant after signing the contract. The consultant should review the relevant documents and share the draft inception report before the commencement of the field mission. The consultant should revise the methodology, data collection tools and evaluation questions. The final methodology and instruments should be proposed in the inception report including the evaluation schedule and evaluation matrix which guides the overall implementation of the evaluation.

The consultant will be briefed by UNDP upon arrival on the objectives, purpose and output of the evaluation. An oral debriefing by the consultant on the proposed work plan and methodology will be done and approved prior to the commencement of the evaluation process.

The evaluation will remain fully independent.

Under the overall guidance of the Deputy Resident Representative the consultant directly reports to MRF project manager during the implementation of the evaluation. The final report will be cleared by the MRF Project Manager and signed off by Deputy Resident Representative of UNDP CO.

#### **9. Time frame for the evaluation process**

The duration of the evaluation will be maximum working 40 days spread in the month of June and July 2022. The tentative schedule will be the following:

<b>Planned Activities</b>	<b>Tentative Days</b>	<b>Remarks</b>
Meeting briefing with UNDP (programme managers and project staff as needed)	-	
Sharing of the relevant documentation with the evaluation team	-	
Desk review and preparation of design (home based)	5 days	
Finalizing design, methods & inception report and sharing with reference group for feedback	5 days	
Stakeholders' meetings and interviews in Field and Sofala and Cabo Delgado Province (Virtual and/or field base)	15 days	
Analysis, preparation of draft report shares for review	5 days	
Incorporating audit trail on draft report/Finalization of MTR report (note: accommodate time delay in dates for circulation and review of the draft report)	5 days	
Finalize and submit final report	5 days	
<b>Total</b>	<b>40 days</b>	

## **10. Application submission process and criteria for selection**

### **Schedule of Payments**

- 20% payment upon satisfactory delivery of the **final MTR Inception Report** and approval by the Commissioning Unit
- 40% payment upon satisfactory delivery of the **draft MTR report** to the Commissioning Unit
- 40% payment upon satisfactory delivery of the **final MTR 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%
- The final MTR report includes all requirements outlined in the MTR TOR and is in accordance with the MTR guidance.
- The final MTR report is clearly written, logically organized, and is specific for this project (i.e., text has not been cut & pasted from other MTR reports).
- The Audit Trail includes responses to and justification for each comment listed.

### **Recommended Presentation of Offer**

**a) Letter of Confirmation of Interest and Availability** using the template 5 provided by UNDP.

**b) CV and a Personal History** Form (P11 form6).

**c) Brief description of approach** to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)

**d) Financial Proposal** that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. 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.

All application materials should be submitted to the address (fill address) in a sealed envelope indicating the following reference “Consultant for (project title) Midterm Review” or by email at the following address ONLY: (fill email) by (time and date). Incomplete applications will be excluded from further consideration.

### **Criteria for Selection of the Best Offer**

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.

**11. TOR annexes**

- (i) List of relevant documents: Project Document, Annual Work Plans, Periodic Progress Report, Financial Reports, Knowledge products etc.
- (ii) List of key agencies, stakeholders, and partners for review
- (iii) Inception Report Contents Outline
- (iv) Evaluation matrix
- (v) Format of the evaluation report
- (vi) Evaluation Audit Trial Form
- (vii) UNEG Code of Conduct
- (viii) UNDP Evaluation Guidelines

**Approval:**

**This TOR is approved by:**

DocuSigned by:  
Prepared by: Sergio Julane Sergio Julane (UNDP M&E Specialist) Date: 09-May-2022  
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Cleared by: Ghulam Sherani Ghulam Sherani (UNDP Head of Beira Field Office) Date: 09-May-2022  
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Reviewed by: Serena Gonfiantini Serena Gonfiantini (UNDP CO M&E Specialist) Date: 09-May-2022  
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Reviewed by: Eunice Mucache Eunice Mucache (UNDP Head of Environment Unit) Date: 11-May-2022  
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DocuSigned by:  
Approved by: Francisco Roquette Francisco Roquette (Deputy Resident Representative) Date: 11-May-2022  
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