**TERMS OF REFERENCE**

**Individual Contractor**

**1. Assignment Information**

**Assignment Title** Consultant to undertake Final Evaluation of the Strengthening national capacities of Suriname for the elaboration of the national REDD+ strategy and the design of its implementation framework – Phase I and II (REDD+) project

**Post Level** International Consultant

**Contract Type** Individual Contractor

**Duty Station** Home-based, and possibility of travel (Suriname), COVID-19 situation permitted

**Expected Places of Travel** Paramaribo andUp to 3 selected villages/interior locations in Suriname

**Contract Duration** 25 days. From 11 October 2021 to 31 December 2021

**2. Background and context**

The Government of Suriname is a signatory to the United Nations Framework Convention on Climate Change (UNFCCC) and is a Forest Carbon Partnership Facility (FCPF) REDD+ partner country. The objective of REDD+ is to reduce emissions from deforestation and forest degradation and the conservation, sustainable management of forests and enhancement of forest carbon stocks. REDD+ participant countries shall be eligible for results-based payments for verifiable emissions and/or enhanced carbon stocks.

Suriname is a High Forest cover (93%) and Low Deforestation (HFLD) country, with a very low population density of 3.6hab/km2 - 590.000 people on 164.000km2. Forest and mining are central parts of Suriname natural resource dependency. Suriname as a high middle-income country, despite its climate vulnerabilities and deprivations for key demographic in remote interior regions, has limited access to concessional loans and grants funding. The Government of Suriname (GoS) envisions REDD+ as a tool to continue its practice of sustainable use and conservation of the forest resources and for sustainable development.

Suriname in 2012 decided to join the World Bank FCPF programme with UNDP delivery partner support.

Subsequent to the UNDP Midterm evaluation and FCPF MidTerm Review Suriname received additional funding of 2.65 Mln USD additional funding on top of earlier received FCPF funds of 3.8 mln USD. The project document for this additional funding was signed in January 2019 and additional funds received in Q2, 2019.

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|  | Project Timeline | |  |
| FCPF PC Resolution Approving R‐PP | PC/14/2013/7 | Transfer of Funds to Country Office | $200,000 22 Oct 2013  $3,600,000 21 Aug 2014  $2,650,000 May 2019 |
| Preparatory Grant | 17 October 2013 | Inception Workshop | 9 ‐10 December 2014 |
| Project Appraisal  Committee | 21 May 2014 | Mid‐term Review | Oct – Dec 2016 |
| Project Signature | 31 May 2014  (ceremony 11 June 2014)  Revised project document incorporating additional funds: 4 Jan 2019 | No‐Cost Extension:  New End Date: | ☒Yes ☐ No  Original end date 31 December 2018 revised end date 15 December 2021 (Operational Closure under Additional Funds) |
| Duration of Project | 7 years |

This project is coming to completion at the end of 2021, and as such the final evaluation is commissioned with following objective as stated in Scope of Work for this assignment.

**3. Evaluation purpose, scope and objectives**

The objectives of the assignment are to:

***a.) Undertake a final review of progress of REDD+ readiness activities since 2012 to December 2021, whilst taking full account of the UNDP Midterm evaluation, inclusive of Management Response and FCPF Midterm Review. Provide specific emphasis on the period 2018 to current.***

The Final evaluation will focus on achievement of the four main components of the Readiness Programme, their respective subcomponents and realization of 3 outputs under current REDD+ project against the original project. Specifically, on the following:

**1. R-PP Component 1: Readiness Organisation and Consultation**

1.a. National REDD+ Management Arrangements

1.b Consultation, Participation and Outreach

**2. RPP Component 2: REDD+ Strategy Preparation**

2.a Assessment of Land Use, Land Use Change Drivers, Forest Law, Policy and Governance

2.b REDD+ Strategy Options, this was discontinued as part of project TOC

2.c Implementation Framework

2.d Social and Environmental Impacts

**3. R-PP Component 3: Reference Emissions Level/Reference Levels**

3. Reference Emissions Level/Reference Levels

**4. R-PP Component 4: Monitoring Systems for Forests and Safeguards**

4.a Develop national forest monitoring system

4.b Information System for Multiple Benefits, Other Impacts, Governance, and Safeguards

**A review and analysis of progress achieved in the activities under the** **3 Pillars of the REDD+ phase II, inclusive of sustainability of results:**

**1. Human capacities, consultation and stakeholder engagement of the FCPF grant;** Output 1: Suriname leaders, stakeholders and rightsholders understand the REDD+ potential for development, are engaged in the consultation process and have the human capacities to implement REDD+.

**2. REDD+ Strategy and Business Model;** Output 2: REDD+ strategy and business model is implemented with active support from major national stakeholders and rightsholders in Suriname.

**3. Development of Decision Support Tools;** Output 3: A comprehensive set of tools are built to support REDD+

Based on assessment of realization of the FCPF requirement and Phase II activities prepare final evaluation report, inclusive of key findings, lessons learned and recommendations.

**4. Evaluation criteria and key guiding questions**

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| **Project evaluation sample questions:**  **Relevance/ Coherence**  ▪ To what extent was the project in line with national development priorities, country programme 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 design?  ▪ To what extent were perspectives of men and women who could affect the outcomes, and those who could contribute information or other resources to the attainment of stated results, taken into account during 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?  **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, considering men, women, and vulnerable groups?  ▪ What factors have contributed to achieving, or not, intended country programme outputs and outcomes?  ▪ 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 objectives?  ▪ Are the project objectives and outputs clear, practical and feasible within its frame? Do they clearly address women, men and vulnerable groups?  ▪ To what extent have different stakeholders been involved in project implementation?  ▪ To what extent are project management and implementation participatory, and is this participation of men, women and vulnerable groups contributing towards achievement of the project objectives?  ▪ To what extent has the project been appropriately responsive to the needs of the national constituents (men, women, other groups) 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 were resources used to address inequalities in general, and gender issues in particular?  ▪ 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, male and female staff, 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 affecting women, men and vulnerable groups?  ▪ To what extent will targeted men, women and vulnerable people benefit from the project interventions in the long-term?  ▪ 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 contributions to country programme outputs and outcomes?  ▪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, possibly affecting project beneficiaries (men and women) in a negative way? What is the chance that the level of stakeholder 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 (men, women, vulnerable groups) support the project’s long-term objectives?  ▪ To what extent are lessons learned documented by the project team on a continual basis and shared with appropriate parties who could learn from the project?  ▪ To what extent do UNDP interventions have well-designed and well-planned exit strategies which include a gender dimension?  ▪ What could be done to strengthen exit strategies and sustainability in order to support female and male project beneficiaries as well as marginalized groups?    **Sample evaluation questions on cross-cutting issues**  **Human rights**  ▪ 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 country?  **Gender equality**  All evaluation criteria and evaluation questions applied need to be checked to see if there are any further gender dimensions attached to them, in addition to the stated gender equality questions.  ▪ To what extent have gender equality and the empowerment of women been addressed in the design, implementation and monitoring of the project?  ▪ Is the gender marker assigned to this project representative of reality?  ▪ To what extent has the project promoted positive changes in gender equality and the empowerment of women? Did any unintended effects emerge for women, men or vulnerable groups?  **Disability**  ▪ Were persons with disabilities consulted and meaningfully involved in programme planning and implementation?  ▪ What barriers did persons with disabilities face?  ▪ Was a twin-track approach adopted? |

**5. Tasks**

The Independent consultant, supported by local consultant, will perform the following Tasks:

**Produce an Inception Report**

* Produce an Inception Report, inclusive of work plan that outlines methodology and approach, timeline and deliverables

**Organize individual interviews and focus group meetings**

* Organize individual interviews with key informants and stakeholder representatives; organize focus group meetings with women, vulnerable, Indigenous Peoples and other stakeholders

**Produce a Final Evaluation Report**

* Produce a final evaluation report of between 40 to 60 pages including executive summary that will focus on achievement in the four main components and three outputs of the REDD+ phase II, inclusive of sustainability of results; the four main FCPF components and three outputs of the REDD+ phase II are not mutually exclusive, rather highly aligned.

**Organize presentation on key findings**

* Organize and make a presentation on key findings of assignment
* Finalize the deliverables incorporating comments received.

**6. Expected Outputs and Deliverables**

* Inception Report of the assignment
* Individual meetings, focus group meetings; field visits to two selected locations
* First draft of final evaluation report
* Presentation on key findings
* Final draft of final evaluation report incorporating comments received

**7. Evaluation ethics**

This evaluation will be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’. The consultant 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 consultant 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 with the express authorization of UNDP and partners.

**8. Assignment deliverables/Outputs**

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| **No** | **Deliverables/Outputs** | **No Estimated Duration to Complete** | **Target Due Dates** | **Review and Approvals Required** |
| **1** | Inception report, inclusive of understanding and approach to assignment and work plan (10 – 15 pages) | 5 days | 25 October 2021 | Final Evaluation team submits to the Commissioning Unit and project management Unit |
| **3** | Presentation on key findings |  |  | Final Evaluation team presents to the Commissioning Unit, project management Unit, Implementing Partner and Project Board |
| **2** | Draft final evaluation report (40 - 60 pages including executive summary) | 15 days | 25 November 2021 | Final Evaluation team submits to the Commissioning Unit and project management Unit |
| **4** | Final evaluation report | 5 days | 17 December 2021 | Final Evaluation team submits to the Commissioning Unit and project management Unit |
|  | **Total number of days** | **25 days** |  |  |

**9. Institutional Arrangements**

Role of the consultant

* Design a methodology and approach to the assignment
* Lead and participate in all individual and group discussions
* Potential list of interviewees will include representatives of forestry sector institutions, Environmental management and finance, REDD+ Assistants, local community representatives and indigenous and Tribal people’s organizations
* Ensure comments, views and inputs of key stakeholders such as the poor, vulnerable, and Indigenous
* Peoples, women, youth, and elderly are provided adequate opportunity and means to contribute to the outcomes of the assignment.
* The Independent final evaluation consultant shall work with and have regular meetings with the Project Coordinator of REDD+ Project and UNDP Programme specialist Energy and Environment
* The Independent final evaluation consultant shall report on/submit the above deliverables to the Project Coordinator of REDD+ Project and UNDP Programme specialist Energy and Environment for comments.

Role of the of the PMU

* The PMU will provide daily support to the assignment of the consultancy and ensure access to all required sources of information as identified by Independent final evaluation consultant.

Role of UNDP Suriname

* The Independent final evaluation consultant will coordinate work with Programme Specialist Energy and Environment, with overall oversight from RTA REDD+
* The UNDP County Office as commissioning unit will review and accept deliverables prior to release of payments.

**10. Duration of the Work**

The duration of the work from 11 October 2021 to 31 December 2021 for a total of 25 working days.

**11. Duty Station**

The duty stations for this assignment are Home based and Paramaribo, Suriname. During the assignment the consultant is required to be in Paramaribo, Suriname for a minimum of 75% of the contracted days. Up to three field visits to villages will be required.

**12. Minimum Qualifications of the Individual Contractor**

**Education:**

* Master’s degree or equivalent in natural resource management, forestry, or a related field

**Experience:**

* A minimum of 10 years of relevant experience – natural resource management, climate change, REDD+, environmental policy
* Prior work experience with REDD+ planning and implementation; sound understanding of REDD+ institutional framework including safeguards, grievance redress and fund mechanism; proven experience of project design, financial planning, monitoring and evaluation; and, familiarity with Theory of Change concepts

**Competencies:**

* Outstanding analytical and communication skills
* Prior experience in Suriname/Latin America is an asset
* Excellent command of the English language (oral and written); Good command of the Dutch language is an advantage

**13. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor**

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| **Technical Evaluation Criteria Obtainable** | **Score** |
| Master’s degree or equivalent in natural resource management, forestry, or a related field | 20 |
| A minimum of 10 years of relevant experience – natural resource management, climate change, REDD+, environmental policy | 30 |
| Prior work experience with REDD+ planning and implementation; sound understanding of REDD+ institutional framework including safeguards, grievance redress and fund mechanism; proven experience of project design, financial planning, monitoring and evaluation; and familiarity with Theory of Change concepts | 30 |
| Outstanding analytical and communication skills and Prior experience in Suriname/Latin America an asset | 10 |
| Excellent command of the English language (oral and written); Good command of the Dutch language is an advantage | 10 |
| Total Obtainable Score | 100 |

**Candidates with a total score of 80 points and more will be going through the second round of competition whereby the financial bid will be evaluated on the basis of best value for money.**

**14. Travel:**

• Any necessary mission travel must be approved in advance and writing by the UNDP CO;

• The consultant must complete the online UN BSAFE2 course before commencement of travel (proof of completion will be required); https://training.dss.un.org/course/category/6

• The consultant will be responsible for obtaining all appropriate vaccinations/inoculations, and ensure to bring a valid vaccination booklet on mission;

• Consultants are also required to comply with the UN security directives set forth under https://dss.un.org/dssweb;

• The consultant will be responsible for making his/her mission travel arrangements in line with UNDP travel policies. This will include visa arrangements (however, in some cases UNDP Country Offices may be able to assists in obtaining a landing visa for consultants);

• Travel expenses related to mission travels will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations for consultants. NB: Costs for mission airfares, terminal expenses, or living allowances should be included in financial proposal.

**15. Payment Milestones**

The consultant will be paid on a lump sum basis under the following installments.

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| No. | **Outputs/Deliveries** | **Payment Schedule** | **No Payment Amount %** |
| 1 | Upon acceptance of Inception Report | **25 October 2021** | 20 |
| 2 | Upon acceptance of first draft of final evaluation report | **25 November 2021** | 40 |
| 3 | Upon satisfactory completion and acceptance of final evaluation report | **17 December 2021** | 40 |