TOR approved by

Erkinbek Kasybekov

UNDP ARR for Programmes

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOR developed by Zhyldyz Uzakbaeva

NAP Project Manager

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: 25 April 2022

**TERMS OF REFERENCE for**

**International consultant to conduct** **Final Evaluation of**

**the UNDP-RTF “Strengthening climate resilience of the Batken Province of the Kyrgyz Republic through introduction of climate smart irrigation and mudflow protection measures” Project (hereafter Batken project, PID 00113942)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Assignment Title | International Consultant to conduct the Final Evaluation of Batken project | | Type of Contract | Individual Contract (IC) | | Start/End Dates | 16 May – 1 July 2022 | | Estimated working days | 24 effective working days | | Supervisor | NAP project manager and Officer on M&E | | Location | Home-based | | Country | Kyrgyz Republic |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1. **PURPOSE OF THE FINAL EVALUATION**   In line with UNDP Evaluation guidance, rules and procedures, as well as UNDP M&E Policy, the UNDP Country Office in the Kyrgyz Republic is commissioning a final evaluation of the Strengthening climate resilience of the Batken Province of the Kyrgyz Republic through introduction of climate smart irrigation and mudflow protection measures implementation, funded by the Russian Federation-UNDP Trust Fund Development and implemented by the United Nations Development Programme (UNDP) in the Kyrgyz Republic. This final evaluation is intended to analyze project’s progress and results, identify problems and constraints that have been encountered in implementation, formulate important best practices and lessons to be learned. The evaluation will be to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming.   1. **BACKGROUND AND CONTEXT**   Since 2019, under the framework of UNDP Country Programme Document (CPD) 2018-2022, UNDP in the Kyrgyz Republic has been implementing the Batken Project in amount 900,000 USD.  Project Information:   |  |  | | --- | --- | | Project Title | Strengthening climate resilience of the Batken Province of the Kyrgyz Republic through introduction of climate smart irrigation and mudflow protection measures | | Project ID | 00113942 | | CPD Outcome and Output | Outcome 3. Environment, climate change and disaster risk management.  Output 3.1. Policy, legal and institutional systems enhanced to apply innovative climate change mitigation and adaptation practices across the country.  Output 3.3. Innovative and smart solutions developed at national and sub-national levels for sustainable management of natural resources, ecosystem services, chemicals and waste, for better livelihoods and employment, with the focus on women and youth. | | Project dates | January 2019 – September 2022 | | Project budget | Committed: USD 0.9 million | | Source of funding | Russian Federation |   The project is part of the implementation of the National Adaptation Plan to climate change impacts of the Kyrgyz Republic. It aims at increasing the resilience and reducing the damage from climate change in the target agricultural communities of the Batken Province of the Kyrgyz Republic, which is the most vulnerable region in the country to climate change impacts.  Reducing vulnerability achieves through comprehensive promotion of mutually complementary solutions, replicating and scaling up climate change adaptation practices that have been successfully piloted by UNDP in such areas as agriculture, integrated water resource management and DRR. The project intends implement following approaches, that will allow to reduce climate risks and increase the sustainability of interventions:   1. Creation of a system for provision of agro-climatic information by improving quality of meteorological forecasting system and its usage; 2. Introduction of new technologies for effective water use and its accounting, which will in turn allow saving up to 11 000 m3 of irrigation water annually and implementation of activities on rehabilitation and protection of on-farm irrigation systems, which will allow to reduce the level of damage stemming from hydrological disasters in an area of about 22 000 hectares, and increase the water availability for 12 977 hectares of an irrigated land; and. 3. Stakeholders awareness raising on climate change adverse impacts, vulnerabilities and adaptation opportunities. Outcome 1: Ministry of Justice of KR provides accessible, affordable, efficient and quality services to resolve justice problems of project target groups in the selected provinces of the Kyrgyz Republic.   Within this context, UNDP in the Kyrgyz Republic intends to hire an International Consultant to conduct a final evaluation of the implementation of the Batken project, for a period of 21 working days commencing on the 16th of May 2022 as per requirements set forth in this Terms of Reference (TOR).   1. **EVALUATION APPROACH AND METHOD**   The final evaluation is intended to assess the degree to which Batken project has been able to deliver against the overall objective, the outcomes, the deliverables and the strategies and implementation mechanisms being applied during project implementation (2019-2022). In particular, the review is expected to assess relevance, effectiveness, efficiency, sustainability, national ownership, impact, progress and results of the project, identify problems and constraints that have been encountered in project’s implementation, as well as formulate important good practices and lessons to be learned, as defined and explained in the UNDP Evaluation Guidance. A set of key questions covering each of these criteria have been drafted and included within this ToR (section D).  The evaluation is expected to follow a participatory and consultative approach ensuring close engagement with relevant government, line ministries and actors, including but not limited to: government officials, Ministry of Agriculture, Hydrometeorological Service under Ministry of Emergency Situation, local-self-governments, Batken province government, representatives of water users associations, UNDP staff and management, donor’s representatives, and development partners. The evaluation must provide evidence-based information that is credible, reliable and useful. Also, evaluation should employ a combination of both qualitative and quantitative evaluation methods and instruments.  The evaluator will review all relevant sources of information, such as the Project document, project progress reports, relevant national strategic and legal documents, any other files, documents and materials that the evaluator considers useful for the evidence-based assessment. The list of documents that the project team will provide to the evaluator for review is included in Annex A of this Terms of Reference.  It is recommended that the evaluation methodology includes the following: documentation review (desk review), on-line and off-line interviews with relevant stakeholders and UNDP personnel. The evaluation report must include a chapter providing a set of conclusions, recommendations and lessons learned.   1. **EVALUATION OBJECTIVES AND CRITERIA**   This final evaluation is intended to provide UNDP with an objective assessment of the Batken project in delivering against goal, outcomes and deliverables of the project as articulated in the Project Document between UNDP in the Kyrgyz Republic and the Russian Federation-UNDP Trust Fund Development. It shall provide also clear recommendations for the future direction of any new project interventions. The findings of the final evaluation should:   * Provide a full assessment of relevance, effectiveness, efficiency, sustainability, progress and results of the Batken project since launching phase; * Provide a complete analysis and evaluation of the key results and indicators as set out in the AWPs and in the related M&E frameworks developed; * Provide a comprehensive overview of the project’s key challenges and lessons learned; * Provide a snapshot assessment of the project’s value for money, including the optimal use of resources to achieve the intended overall goal, outcomes and deliverables; * Provide guidance on the state of the project intervention in order to inform future decisions regarding the strategic direction of a possible future interventions in line with MoA, MES and UNDP’s priorities in the climate change adaption area; * Assess whether the current focus areas that the project is engaged in are the most relevant for the promotion of climate change adaptation in the Kyrgyz Republic and whether UNDP is still well positioned to effectively and efficiently support the vision and priorities of the Kyrgyz Republic, to strengthen climate change adaptation and to meet the needs of the most vulnerable groups of population; * Identify any activities which should be eventually expanded into a new project; and any ‘quick win’ initiatives that a new project should engage in; determine whether there are certain activities that a new project should not be engaged in or pursue; * Identify risk factors that may hinder progress and propose risk mitigation/management strategies to ensure success and effective implementation of a new project.   The evaluation of the project performance will be carried out, based on expectations set out in the Project Results and Resources Framework (RRF), which provides performance and impact indicators for project implementation. The evaluation will at minimum cover the criteria of: Relevance, Effectiveness, Efficiency, Sustainability and Impact.  The evaluation will be guided by the following criteria and questions:  Relevance:   1. To what extent Batken project activities are relevant to enhancing climate change adaptation in the Kyrgyz Republic? 2. To what extent Batken project’s work towards sustainable climate change adaptation is consistent with and responding to current and emerging national and local policies, priorities and needs of the intended beneficiaries? 3. To what extent does this work sustain the current vision and priorities of the Kyrgyz Republic and its people, support the most vulnerable groups of population and contribute to foster Agenda 2030 for Sustainable Development? 4. To what extent is the project coordinated with other initiatives in the climate change adaptation field? 5. How well the design and implementation of the project address the needs of the most vulnerable groups in the country? 6. To what extent did UNDP project adopt gender-sensitive and human rights-based approach?   Effectiveness:   1. How effective have the Batken project strategies, approaches and activities been towards achieving the project’s intended objectives and targets? 2. What were the major factors influencing the achievement or non-achievement of the objectives? 3. Has the Batken project successfully leveraged its partnerships with relevant governmental agencies, civil society and other beneficiaries? Is the cooperation with the selected partners leading to the most effective results? 4. What observed initial changes can be attributed in general terms to Batken project activities and outputs? 5. How should the development approach/theory of change adjust for future programming? 6. To what extent have women and vulnerable group of population (VGP) benefited from the project results? 7. To what extent have the results at the outcome and output levels generated results for gender equality, VGP and women empowerment? 8. To what extent has the project been appropriately responsive to the needs of the national partner priorities?   Efficiency:   1. Have Batken project resources (funds, expertise, time, staffing) available to the project been utilized in the most appropriate and economic way possible towards the achievement of results? 2. How have partnerships influenced the efficiency of the project in delivering against its portfolio? 3. What realistic new delivery options the project shall consider to maximize efficiency and cost-effectiveness? 4. To what extent did UNDP promote cross-cutting issues like gender equality, women empowerment, human rights? 5. To what extent have project funds and activities been delivered in a timely manner? 6. To what extent have resources been used efficiently? Have activities supporting the strategy been cost-effective?   Sustainability, national ownership and impact:   1. To what extent will the benefits of the Batken project work in this area continue? 2. Is the level of national ownership and the measures that serve to enhance national capacity enough to guarantee the sustainability of results? 3. Is there a resource mobilization strategy in place for the project to ensure the continuation of benefits? 4. To what extent do national partners have the institutional capacities in place to sustain the outcome-level results? 5. How strong is the commitment of the Government and other stakeholders to sustaining the results of Batken project support and continuing initiatives? 6. To what extent are policy and regulatory frameworks in place that will support the continuation of benefits? 7. To what extent have partners committed to providing continuing support (financial, staff, aspiration, etc.)? 8. Are there any financial risks that may jeopardize the sustainability of the project outputs? 9. Are there any social or political risks that may jeopardize sustainability of project outputs and the project’s contributions to country programme outcomes and outputs? 10. To what extent do stakeholders support the project’s long-term objectives? 11. **MAINSTREAMING**   The evaluation is also expected to assess the extent to which the project was successfully mainstreamed with other UNDP cross-cutting priorities and six Signature Solutions, including gender equality and women empowerment, Vulnerable groups, LNOB, etc.   * Is the gender marker data assigned to this project representative of reality? * To what extent has the project promoted positive changes in gender equality and the empowerment of women and VGP ? Were there any unintended effects?  1. **FINAL DELIVERABLES**   The International Expert will be expected to produce the following deliverables within the 24 effective persons days:   1. Preparation (Desk Review) and development of methodology 2. Draft Evaluation Inception Report (max 4 pages): Prior to embarking on the data collection exercise and desk review, the International Expert will be required to prepare an inception report which details the understanding of what is being reviewed and why; how it proposes to answer the main evaluation questions; and the work-plan of the review. This should be produced before the evaluation starts (before any formal evaluation interviews and surveys). 3. On-line and off-line evaluation (on-line and off-line interviews, meetings, as well as presentation of preliminary findings) 4. Draft Final Evaluation Report: The International Expert will be required to submit a draft report for review to UNDP and to ensure that it meets the required quality criteria. 5. Evaluation Brief (Presentation): If required, the International Expert will be requested to present the initial findings and recommendations of the report to UNDP and Russian Federation-UNDP Trust Fund Development, government counterparts, donors, and other climate change adaptation development partners, as appropriate. 6. Final Evaluation Report: Following receipt of UNDP’s and initial comments, the International Expert will be required to submit a final report which clarifies and addresses any clarifications requested in the initial review.   The International Expert will be paid according to the completion of deliverables as detailed below:   |  |  |  |  | | --- | --- | --- | --- | |  | Deliverables/ Outputs | Target Due Dates | Percentage of Contract | | 1 | Submission of developed methodology for final evaluation.  Submission of evaluation inception report (max 4 pages) and work-plan | 23 May 2022 | 100 % | | 2 | Presentation of initial findings, recommendations and draft final evaluation report submitted to UNDP and Russian Federation-UNDP Trust Fund Development | 20 June 2022 | | 3 | Submission of Final Evaluation Report | 1 July 2022 |  1. **EVALUATOR ETHICS**   The international consultant has responsibility over submission of final report. The evaluator selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities. The project will provide an interpreter to support the international consultant during the on-line interviews with the national counterparts. The qualification for International consultant is reflected below.  The evaluation consultant will need to abide by the highest ethical standards and will be required to sign a Code of Conduct upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluations” which are available here: <http://www.unevaluation.org/document/detail/102>. 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.   1. **DUTY STATION**   This consultancy will be home-based with one travel to Bishkek and Batken province, Kyrgyz Republic (up to 7 overnights)   1. **TIMEFRAME** 2. The contract will come into effect on 16 May 2022 and end on 1 July 2022 3. The international consultant will work for a period of ***24 effective working days*** within the dates indicated as per the tentative schedule below:    1. Home-based work:  ***4 days***        1. Review of background documents, reports, etc.    2. On-line and offline evaluation: ***17 days***        1. On-line and off-line/interviews, etc.       2. Presentation of initial findings and recommendations to UNDP, Russian Federation-UNDP Trust Fund Development and selected audiences    3. Home-based work: ***3 days***        1. Finalization of report       2. Submission of final report 4. **REPORTING REQUIREMENTS AND MANAGEMENT ARRANGEMENTS**  * The International Consultant will report to the NAP project manager and Officer on M&E and on a weekly basis as work against deliverables progresses. She/he will be accountable to UNDP on the timeliness and quality of the deliverables; * The International Consultant will be required to review documents and consult with UNDP management and Batken project team members to better understand the project, including its design process, implementation aspects and expected results; * The International Consultant will be required to conduct interviews with UNDP staff, government counterparts, implementing partners, donor representatives, project’s beneficiaries and other parties relevant to this evaluation, as identified by UNDP and Russian Federation-UNDP Trust Fund Development; * Upon completion of the assignment, the International Consultant will submit the final report based on the results achieved in agreed format. The final report will be required to be approved by the NAP project manager and officer on M&E which will serve as a justification for payment.  1. **QUALIFICATION AND COMPETENCY REQUIREMENTS**   The International Consultant will require the skills, knowledge and expertise detailed below:   * At least Master’s degree or higher in natural or agriculture or social science; * Proven track record of evaluation of projects and/or programmes focusing on environment protection or climate change or agriculture confirmed with at least two project evaluation; * Experience in working in Central Asian or CIS countries is preferred; * Fluency in English. Knowledge of Russian is an asset.  1. **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).   1. **ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTORS**   **Statement of Medical Fitness for Work.**  Individual Consultants/Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.  Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.  **Inoculations/Vaccinations**  Individual Consultants/Contractors whose assignments require travel and who are over 65 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN-approved doctor prior to taking up their assignment. | | | | **Security clearance**  The Consultant should undertake the Security Training (BSAFE) tests prior to travelling. These requirements apply for all Consultants, attracted individually or through the Employer. | | | |  | | --- | | **Travel requirements**  No travel within this assignment. | | | 1. **UNDP INPUTS** | | UNDP will provide the following support:   * Facilitation of introduction letters and/or requests for on-line/off-line meetings upon request with stakeholders and beneficiaries; * Substantive inputs to and quality control of deliverables; * Project related documents such as Project Document, Annual Work Plans and/or Progress Reports; * Interpreter if needed; * Security charges are not applicable.   **Annex A. Key Background documents**  ***General documentation***   * + UNDP Programme and Operations Policies and Procedures (POPP);   + UNDP Handbook for Monitoring and Evaluating for Results;   + UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported.   ***Project documentation***   * + Project document;   + List and contact details for project staff, key project stakeholders, including Project Boards members, and other partners to be consulted;   + Project sites, highlighting suggested visits;   + Annual Work Plans;   + Annual Project Reports;   + Project budget and financial data;   + Project Board Meeting minutes;   + Knowledge and outreach related products. | |  | |