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GLOBAL ENVIRONMENT FACILITY  
UNITED NATIONS DEVELOPMENT PROGRAMME



TERMS OF REFERENCE

**TERMINAL EVALUATION OF COMPLETED HCFC PHASE-OUT THROUGH PROMOTION OF ZERO-ODS, LOW-GWP, ENERGY EFFICIENT TECHNOLOGIES IN TAJIKISTAN**

<b>Project Title:</b>	<i>PIMS 6030 Tajikistan - Complete HCFC Phase-Out in Tajikistan through Promotion of zero ODS, low GWP, Energy Efficient Technologies</i>
<b>Functional Title:</b>	International Consultant and National Consultant for Terminal Evaluation
<b>Duration:</b>	Estimated 35 days (per consultant) over a period of April 2022 - July 2022, including field mission to Dushanbe, Tajikistan.

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## 1. INTRODUCTION

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 **“Complete HCFC Phase-Out in Tajikistan through Promotion of zero ODS, low GWP, Energy Efficient Technologies” (PIMS 6030)** implemented through the **UNDP/Committee of Environmental Protection under the Government of the Republic of Tajikistan**. The project started on the **08 February 2019** and is in its **3<sup>rd</sup> 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’ ([Guidance for Terminal Evaluations of UNDP-supported GEF-financed Projects](#)).

## 2. PROJECT BACKGROUND AND CONTEXT

The PIMS 6030 Tajikistan – *Complete HCFC Phase-Out in Tajikistan through Promotion of zero ODS, low GWP, Energy Efficient Technologies* project objective is to accelerate HCFC phase-out to achieve the compliance objectives and sustainably reduce the servicing tail. The UNDP-GEF Project is mainly focused on provision of support to the Government of Tajikistan to meet the Montreal Protocol commitments by

phasing out HCFCs and ensure sustainability and introduction of new and alternative technologies using zero-ODS/low-GWP alternatives.

In accordance with the recent project implementation review report (PIR 2021) completed in 2021 the overall project implementation is rated as "Satisfactory". The Original Planned Closing Date of the HCFC Project is Aug 8, 2022. However due to the Covid-19 global pandemic situation impacted the overall project implementation in Tajikistan. Mainly goods transportation and delivery due to the travel restrictions and shutdown of the country for 6 months, put additional checks in timely organization and procurement of the RAC and special equipment and tools to the country;

The co-financing amount that materialized to-date constitute US\$ 2,870,100 (or approx. 50%) of the total amount of US\$ 5,765,000 committed at the project endorsement. The co-financing amount mostly constitutes parallel funding directed towards pilot demonstration installations on zero-ODS and low-GWP energy efficient refrigerant technologies (Outcome 2.2), and in-kind contributions towards facilitating the implementation of national legislation; strengthening capacity of customs and enforcement officers on control of HCFC import/export; facilitating development of standards for natural refrigerants; and capacity building for the RAC sector (Outcome 1.1; 1.2; 1.3 and 1.4).

The project is being implemented side by side with the relevant state institutions and stakeholders, and private companies, viz. the Committee of Environmental Protection under the Government of Tajikistan, Custom, Ministry of Education, Ministry of Labor and Employment, Committee of Women and Family Affairs, Engineering and Pedagogical College, RAC Association and other private companies, which work related with supply, operation and installation of ODS/HCFC containing refrigeration and air-conditioning equipment, its maintenance, use and safe storage and disposal.

There are still several prevailing circumstances and conditions that do not allow the project to achieve all expected results by project closure date, while the goal of the project remained unchanged:

- ✓ **Covid-19:** The second wave of Covid-19 has impacted the overall project implementation in Tajikistan and travel restrictions put additional checks in timely organization and procurement of the RAC and special equipment and tools to the country. There is still some challenge to complete the project within the original time frame due to (i) second wave of Covid-19 and its prolonged impacts on all the key economic sectors resulting economic slowdown and uncertainty; (ii) closure of international flight, travel restriction and social distancing in Dushanbe delays timely procurement of special RAC equipment's and tools, (iii) shortage of capital, financial crisis and liquidity, lots of partners companies have postponed previously planned investments and co-financing to replace environment friendly and energy efficient equipment. In Tajikistan, from 3 January 2020 to 21 February 2022, there have been 17,786 confirmed cases of COVID-19 with 125 deaths, reported to WHO. As of 5 February 2022, a total of 8,600,703 vaccine doses have been administered. <https://covid19.who.int/region/euro/country/tj>
- ✓ **Political/ Institutional:** In connection with the appointment of a new GEF Operational and Political Focal Point (GEF OFP) for Tajikistan in January 2019 and due to the change in the composition of the Project Steering Committee, the first Project Board meeting was held in March 2019, which was 3 months later than LPAC meeting.
- ✓ **The presidential elections** in October 2020 also delayed the project implementation as activity of national partners significantly decreased during the pre-election period. Given that the elections resulted in the appointment of a new composition of the Government of Tajikistan, which also

influenced the composition of the Project Steering Committee and the appointment of a new GEF OFP for Tajikistan.

- ✓ **Partnership/Co-financing:** There was economic slowdown due to interrupted business operation of private sector in 2020-2021. Lots of companies have postponed all previously planned investments and co-financing to replace environment friendly and energy efficient equipment as they face crisis with capital and liquidity. Because limited availability of advanced zero-ODS and low GWP technologies, applicable to Tajikistan's conditions, requires additional co-financing and investment costs to introduce these technologies.
- ✓ **Gender mainstreaming:** Another obstacle is that the women do not show interest in career in RAC sector due to lack of knowledge and understanding on prospective job opportunities. In close cooperation with the Committee on Women and Family Affairs under the GoT, the project elaborated a strategy how to involve women into RAC activities, in particularly on managing small business, receive and record orders, maintain contact details and office management;

UNDP wishes to procure the services of a **Team Leader International Consultant** to undertake the Terminal Evaluation of the UNDP GEF Complete HCFC Phase-out in Tajikistan (PIMS 6030) Project.

The overarching objective of the GEF-6 Chemicals and Waste Results Framework for Ozone Depleting Substances (ODS) is to promote the sound management of chemicals throughout their lifecycle to minimize adverse effects on the global environment and health of women, children and men through the phase-out and reduction of ODS with a global indicator of 303.44 ODP tons of HCFC phased out.

The principle global environmental benefit from the project is to reduce consumption of HCFCs by 99.5% to 0.09 ODP Tons of their baseline of 18.70 ODP tons on January 1, 2020 and sustaining reductions in the servicing tail up to 2030 or earlier. This is the last round of GEF project support aimed at ensuring sustained HCFC phase-out in Tajikistan.

Tajikistan acceded to the Vienna Convention in 1996 and the Montreal Protocol (MP) and its London Amendment in 1998, and to the Copenhagen, Montreal and Beijing Amendments in 2009, assumed all relevant obligations of the MP. Implementation of the targets began in 1998 with the development of the Country Program, which was completed and adopted in 2002. As a part of fulfilling commitments undertaken by the Republic of Tajikistan in connection with ratification of the Vienna Convention and the Montreal Protocol and its respective amendments, the Government of the Republic of Tajikistan has adopted a number of specific regulations aimed at ensuring the institutional process of reducing ODS (CFCs /chlorofluorocarbons/ and HCFCs /hydro chlorofluorocarbons). The most recent resolution specifically addresses HCFCs.

The proposed project is built on the experience and knowledge gained from the initial GEF-UNDP FSP regional project to assist Tajikistan achieve the 2020 compliance requirement of phasing out 99.5% of their HCFC baseline and the rest of the servicing tail to complete HCFC phase-out. It will carry out initial ODS alternative refrigerant survey and stakeholder consultations, and introduce zero ODS, low GWP energy efficient technologies into the mainstream.

The main goal of the project is to support the Government of the Republic of Tajikistan to meet Montreal Protocol commitments by phasing-out HCFCs and ensure sustainability and promote introduction and demonstration of technologies using zero-ODS/low-GWP alternatives, and advocate energy-efficiency in RAC sector.

Phase 2 of full and completed HCFC reduction and phase-out began in 2018 with the implementation of the UNDP-GEF national project "**Complete HCFC phase-out in the Republic of Tajikistan through the introduction of zero-ODS and low-GWP technologies and energy-efficiency**". The project is focused on an accelerated phase-out of HCFCs to meet the goals of 2020 compliance and sustainable reductions in service of the remaining refrigerant in circulation. In terms of its design, the project will consist of mainly two overall-assistance components. Component 1 will facilitate implementation of national legislation and strengthening capacity of Customs and enforcement officers on control of HCFC/ODS alternative import/export, while Component 2 will complete initial capacity building efforts and re-tooling to strengthen the HCFC re-use system and implement demonstration projects on HCFC replacement with zero-ODS/low-GWP alternatives. Component 3 deals with Public Awareness, and Component 4 addresses Gender mainstreaming. Component 5 is related to project management, monitoring and evaluation.

#### **More specific,**

**Component 1:** Facilitate implementation of national legislation; strengthening capacity of customs and enforcement officers on control of HCFC import/export; facilitating development of standards for natural refrigerants; and capacity building for the RAC sector through hands on training of senior technicians followed by training/upgrading of technicians, including those in remote areas.

**Component 2:** Strengthening the HCFC re-use system; implementation of demonstration projects on HCFC replacement; upgrading training institutions; and improving facility for storage of waste ODS.

**Component 3:** Public awareness.

**Component 4:** Gender mainstreaming in refrigeration and air conditioning sector and Monitoring and Evaluation Engagement of women-students to study RAC in the technical and vocational education institutions and partnerships with organizations to involve women in RAC related small business.

It is DIM Project and is executed by UNDP Tajikistan. On behalf of the Government of the Republic of Tajikistan (GoT) the Committee on Environmental Protection under the Government of the Republic of Tajikistan (GoEP) is appointed the state responsible entity and is key Project's beneficiary organization. The CoEP is also the GEF's Operational and Political Focal Point (GEF OFP) in Tajikistan. In terms of project activities implementation, the UNDP is built partnership and cooperation with Ministry of Education and Science of the Republic of Tajikistan, Customs Service under the Government of the Republic of Tajikistan, Agency for standardization, metrology, certification and trade inspection of the Government of Tajikistan (Tajikstandart), Agency on Statistics under President of the Republic of Tajikistan, Committee on Women and Family Affairs under the Government of the Republic of Tajikistan, RAC Association of the Republic of Tajikistan, and other interested companies.

HCFC Phase-out project has delivered sustainable innovative interventions in response to the need of their target beneficiaries and partners. The Project contributions are as below:

**National Policy and Institutional Strengthened:**

- National survey of consumption of HFCs and other alternative cooling agents (natural cooling agents) and their uses undertaken for government to consider the impact of the Kigali Amendment on phase out of HFCs;
- Regulatory acts on HFC phase-out and ODS waste disposal drafted and presented to the Government consideration;
- State Customs Department gradually improved information exchange and interaction with counterparts in other countries in the region, and Customs Department's laboratory;
- Training program with support of the Customs Training Institute resumed and intensified with 100 new Customs officials (50% of personnel, 20% women) trained and equipped to use up-to-date resources with respect to HCFC control legislation including iPIC procedures;
- 20 importers/ clearing agents trained in the use of new HCFC importation declaration system
- E-cargo tracking system of Custom services is in place and function in full-swing, with number of cases of illegal trade prevented and minimized;

**RAC Technicians Skills Enhanced and Country Technical Capacity Developed:**

- Suitable international training institutes with possibility to have practical internship programmes, for foreign tutees and practitioners, identified and selected for provision of special trainings for at least four (4) trainers on RAC from Tajikistan;
- In conjunction with mobile training facility 520 technicians trained by the end of the project with available modern knowledge on low GWP technologies;
- All 4 reclaim (RRR) centers in the country fully operative and provided services;
- Finalized list of necessary equipment discussed and agreed with target recipients and Refrigeration Association's experts have been procured and distributed;
- Cooperation agreements with Training Institutions (centers) concluded, training stands, heat pumps and RAC equipment for natural refrigerants identified and procured, and 3 senior technicians trained in operation of new low GWP technologies;

**Demonstration of Pilots:**

- Procurement of new RAC technologies completed (*cold cabins for drugs and food commodity, and AC use alternative refrigerant procured for health sector*), and all demonstration projects identified, implemented, and finalized;
- Upgrades completed and storage in operation 16 tons of ODS waste refrigerant in various locations moved to facility for safeguarded storage, and record keeping enabled;
- Mobile training facility (minivan with equipment) organized to initiate regular training of RAC technicians, recovery/recycling, and monitoring of same in rural areas;

**Exchange and Networking, and Public Advocacy:**

- CAP networking meetings and technology related conferences related to zero ODS, low GWP and energy efficiency identified, and participation plan developed and initiated;
- Awareness raising campaign on benefits of new technologies, supported to broaden project's positive impacts and exploration of scale-up opportunities in partnership with other-than-GEF funding sources organized;
- Awareness materials and activities designed on the HCFC phase-out process with material made available in Russian and Tajik languages, covering 15,000 people

- Organization of an information tour for 12 journalists within the country to highlight achievements of the project will be integrated into this campaign;
- At least 5 publications developed on the women's role in RAC technology, and at least 10 public events conducted on engaging schoolgirls in opportunities offered by technical specializations including RAC, energy efficiency, etc.

**Gender Mainstreaming in RAC sector:**

- Policy and technical level consultations ensured with Ministry of Labor and the Committee of Women and Family Affairs and at least 2 RAC service companies participate in the process on women's role activation in RAC business;
- 30 women received stipend to study and to graduate RAC sector, and eventually out of total number of women-students at least, 15 women are self-employed or employed in RAC sector by the end of the project;

**The key results achieved:**

Despite the fact, that COVID-19 pandemic and associated restrictions halted most project activities due to "suspension of all gatherings" (including workshops, trainings, consultations, meetings, etc.) and caused delays in conduction of stakeholder discussions and studies due to Government focus (at national and regional levels) on COVID-19 response and recovery efforts, the project has been able to advance with implementation of the national legislation on HCFC Phase Out, and develop a set of policy documents and government resolutions, particularly "On the limitation and approval of quotas for the import of HCFCs in the period 2020-2030" (2020), "Single window for the registration of export, import and transit procedures" (01.09.2020), "On approval of the Regulation on the specifics of licensing certain types of activities" (No. 172 dated from 03.04.2007), development of amendments to the new Environmental Code of the Republic of Tajikistan, and a package of legislative and regulatory acts and documents that has further accelerate the process of ratification of Kigali Amendment in Tajikistan. The project continuously assists the national partner (Committee for Environmental Protection) in reporting data for the Article 7 of the Montreal Protocol. In 2020, the amount of chemicals reduced or disposed (metric tons) equaled to 250.5 which is 88% of the total project target.

The Project supported and updated training programme for Customs officers, and during 2019 and 2020, UNDP in close partnership with the Institute for Advanced Training of Custom Officers, has organized and conducted 5 trainings for 103 new employees of Customs Service and for 12 environmental inspectors, including 22 women throughout all regions of Tajikistan (Soughd, Khalton, Dushanbe, DRS). Also, the project provided trainings to 20 importers / clearing agents (including 4 women) and 20 custom officers on the use of the newly introduced national system of electronic declaration of import / export of ODS and HFCs.

To enhance the technical capacity of Custom service the project has procured 11 sets of ODS identification devices and handed over to state partners, particularly to Customs Service (mobile laboratories and other units) – for inspection of ODS cargo at the border and check-points, and handed to CoEP to use during monitoring and joint inspections to the enterprises and private companies dealing with ODS (HCFCs) and ODS containing products and technologies (HCFCs). Moreover, to expand the capabilities of the Customs Service for electronic declaration / tracking of imported refrigerants, the UNDP project arranged

procurement and installation of 11 sets of tracking (e-cargo) equipment / integrated system with Satellite Tracking and Remote-Control System (Electronic Seal).

In 2020, there are 4 trainers / RAC technicians participated on the special trainings-for-trainers courses on refrigerants with zero ODS and low GWP, in the training institute of the Belarussian Refrigeration and Air Conditioning Association (APIMH). The training facilities in the country have been equipped with necessary infrastructure and tools to deliver quality education services to the RAC technicians. As a result of these interventions, 560 RAC technicians were provided with advanced knowledge on newest technologies with low global warming potential (GWP) and safe use of natural refrigerants. Due to Covid-19 restrictions, UNDP project has also ensured that nine (9) technicians and experts participated in 6 ECA network meetings and a conference on energy efficient technologies with zero ODP and low GWP through online platform.

In terms of gender mainstreaming, UNDP initiated a strategic partnership with the Engineering and Education College of Dushanbe and Ministry of Labor, Migration and Employment on creating opportunities for women and girl in the refrigeration and air conditioning (RAC) sector in Tajikistan, one that has been inherently perceived as masculine. This partnership is comprised of scholarship schemes for women and girls, organization of 2 months technical trainings on refrigeration and air-conditioning, internship, and employment opportunities in this industry. To date, 60 young students, including 30 women underwent the training of which half received job offers to continue their professional growth in RAC sector.

The capacity of all four (4) reclaim centers in the country has been enhanced and these are fully operational. The project has purchased 15 sets of necessary HCFC re-use equipment and tools (multi-use cylinders, recovery machines, etc) for targeted recipients in order to ensure good refrigerant management. Within the period of 2019-2021, a total of 21 metric tons of HCFCs were recycled, cleaned/reclaimed and re-used in the country, what thereby prevented unsanctioned release of HCFCs into the open air. The UNDP-GEF project purchased tools and equipped a Mobile Training Centre, a minivan with special equipment with a purpose to teach technicians located in remote areas of the country. Until 2021, fifteen (15) RAC technicians in rural and remote areas have received essential trainings on HCFC re-use. The mobile training center has also conducted monitoring of HCFC recovery/reuse system and managed the collection of 900kg of used HCFCs throughout all regions of Tajikistan for safe storage and disposal onwards.

To demonstrate best practices on ODS storage, UNDP in close cooperation with CoEP and key stakeholders rehabilitated the facility within Yavan Chemical Factory and established the temporarily storage of ODS waste (with storage capacity of 16 tons). This is the primary step toward demonstration of the strong commitment of the Government of Tajikistan to centralized storage of the ODS waste, that will subsequently contribute to the arrangement of the safe disposal of the ODS waste within the country and this is the next step ahead. As part of the demonstration of new ODS-free and low-carbon technologies for the refrigeration sector, the project launched procurement and supply of 10 sets of medium-temperature refrigeration equipment and refrigeration rooms (chambers) of medium size and purchased 65 sets of AC equipment operating in alternative refrigerants for catering units of large medical institutions (Ministry of Health and Social Protection of the Republic of Tajikistan) and social facilities using new technologies with zero impact of the Ozone Layer and low GWP.

Good progress has been achieved by the project in raising public awareness about the advantages of applications of zero-ODP, low-GWP and energy efficient air-conditioning technologies that will enable their future wider utilization and scaled replication in Tajikistan. Diverse communication channels tailored to the information nature and various audiences were successfully used (including through social media,

stakeholder's communication platforms and etc), and covered above 15,000 people (30% women). The relevant information materials and booklets (1,980 copies) related to the Ozone layer and Montreal Protocol, and 4 short video films for RAC technicians, are developed and published on UNDP platforms (e.g. UNDP Facebook), websites of the partners of the project (e.g. Committee for Environmental Protection, Customs Service of the Republic of Tajikistan, National RAC Association, etc.); TV programs and round table discussions are already planned that mainstreamed and conducted with the support of the Gender Outreach Specialist and partner coordinators of the project. In specific reference to annual celebrations of the World Environment Day (June of each year) and Ozone Day (September of each year), the project team along with the government and UNDP Country Office regularly arrange special dedicated events related to photo-contests and art competitions, which covered above 100 schoolchildren since project inception.

### 3. TE PURPOSE

The Team Leader will be supported by a National Consultant to undertake this Terminal Evaluation.

The TE report will assess the achievement of project results against what was expected to be achieved and draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming. The TE report promotes accountability and transparency and assesses the extent of project accomplishments.

The objectives of the evaluation are 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. The evaluation will also make recommendations for sustainability, replication and scaling up that will be used by the project partners to build on the gains made during the project.

During the final evaluation, the Terminal Evaluation mission must carry-out deep evaluation and assessment of the sustainability mechanism (exist-strategy) of the remaining/ on-going/ or recently completed project activities which are included, but not limited to:

- (i) **Institutional capacity** of the state responsible organizations (i.e. Committee of Environmental Protection, Custom, Standard Agency, Ministry of Labour, Women Committee) on continuation and implementation of the state programme and national strategy on complete phase-out of ODS and other hazardous chemicals (e.g., HCFC, HFC, etc.) and capacity building, and public awareness raising, including acceleration of ratification of Kigali amendment to Montreal protocol. Question to be clarified: to what extent the Project's technical support to the GoT in implementation of the state programme and national strategy on complete phase-out of chemicals, including Ozone Depleting Substances, ensured linkages between recently adopted policy and regulatory frameworks with practices on the ground beyond the original project closure date.
- (ii) **RAC Technicians Skills Enhanced and Country Technical Capacity Developed.** Sustainability and continuation of the implementation of technical education programme among the RAC technicians by Engineering and Pedagogical College on Dushanbe city, where the UNDP Ozone Project provided technical support and established education center for strengthening and increasing of technical capacity and qualifications of RAC technicians of the country. Also,



implementation of state programme on preparation of the young students, with emphasis on young women and girls, on RAC education and activities in future, after project closure.

- (iii) **Scale-up/ Replication of RAC technology:** Mobilized and materialized co-financing from the public and private sector in order to expand the scale of demonstration projects and improve cost effectiveness of GEF funds use, increased/created the potential and opportunity for scaling-up and replication of the best RAC technologies and equipment piloted through demonstration projects by the UNDP Ozone project in partnership with private/ public organization beyond the project completion;
- (iv) **Gender mainstreaming:** Awareness raising activities targeted specifically at women conducted and the project encouraged enrollment of women into RAC related technical and vocational education through introduction of stipend schemes (scholarships) for 30 women. UNDP Ozone Project is therefore strategically engaged the Committee on Women and Family Affairs and enhanced partnership between College and RAC Association to involve women into RAC activities in particularly on managing small business, receive and record orders, maintain contact details and office management. Continuation of the initiatives is sustainable and feasible further on after the project completion or not?

#### 4. TE APPROACH & METHODOLOGY

The TE report must provide evidence-based information that is credible, reliable and useful.

The International Team Leader Consultant and the National Consultant will form the Terminal Evaluation Team. The TE team 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 team considers useful for this evidence-based evaluation. The TE team 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 team is expected to follow a participatory and consultative approach ensuring close engagement with the Project Team, 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, which is to be led by the National Consultant is vital to a successful TE. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to government counterparts, in particular the GEF operational focal point, UNDP Country Office, project team, UNDP GEF Technical Adviser based in the region and key stakeholders.; executing agencies, senior officials and task team/component leaders, key experts and consultants in the subject area, Project Board, project beneficiaries, academia, local government and CSOs, etc. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to: Committee of Environmental Protection under the Government of the Republic of Tajikistan

(GEF OFP), Ministry of Education and Science of the Republic of Tajikistan, Customs Service under the Government of the Republic of Tajikistan, Agency for standardization, metrology, certification and trade inspection of the Government of Tajikistan (Tajikstandart), Agency on Statistics under President of the Republic of Tajikistan, Committee on Women and Family Affairs under the Government of the Republic of Tajikistan, RAC Association of the Republic of Tajikistan, and other interested companies.

Additionally, the TE team (National Consultant, especially given the evolving Covid 19 situation) is expected to conduct field missions or virtual reviews to **the project target regions of Dushanbe, Khatlon, Soughd and Districts of Republican Subordination**, including the following project sites – sample of health care facilities, academy and education institutions and RAC Association / service centers.

It should be also considered that as of 11 March 2020, the World Health Organization (WHO) declared COVID-19 a global pandemic as the new coronavirus rapidly spread to all regions of the world. Travel to the country was restricted since 02/2020 and travel in the country was also restricted, and now the restrictions are lifted and travel to the country and in the country are allowed with following all precaution measures and obtaining PSR tests on Covid-19 before entering and departing the country. If it is not possible to travel to or within the country for the TE mission then the TE team should develop a methodology that takes this into account the conduct of the TE virtually and remotely, including the use of remote interview methods and extended desk reviews, data analysis, surveys and evaluation questionnaires. This should be detailed in the TE Inception Report and agreed with the Commissioning Unit.

If all or part of the TE is to be carried out virtually then consideration should be taken for stakeholder availability, ability or willingness to be interviewed remotely. In addition, their accessibility to the internet/computer may be an issue as many government and national counterparts may be working from home. These limitations must be reflected in the final TE report.

If a data collection/field mission is not possible then remote interviews may be undertaken through telephone or online (skype, zoom etc.). International consultants can work remotely with national evaluator support in the field if it is safe for them to operate and travel. No stakeholders, consultants or UNDP staff should be put in harm's way and safety is the key priority.

A short validation mission may be considered if it is confirmed to be safe for staff, consultants, stakeholders and if such a mission is possible within the TE schedule. Equally, qualified and independent national consultants can be hired to undertake the TE and interviews in country as long as it is safe to do so.

The specific design and methodology for the TE should emerge from consultations between the TE team 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 team 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 team.

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.

## Gender and Human Rights based Approach

Gender analysis must also be incorporated in the terminal evaluation to measure how gender aspects have been incorporated in the project design/implementation and to what extent the project contributes to promotion of gender equality and empowerment in the project activities, which are consciously RAC is men-dominated sector in the country. Interviews must cover and focus on female beneficiaries to see the impact of the projects on their livelihood and socio-economic status. The consultant team is also expected to develop detailed methodology on gender analysis and incorporate it in the inception report.

In addition, the methodology used in the terminal evaluation, including data collection and analysis methods should be human rights and gender-sensitive to the greatest extent possible, with evaluation data and findings disaggregated by sex, ethnicity, age, etc. Detailed analysis on disaggregated data will be undertaken as part of terminal evaluation from which findings are consolidated to make recommendations and identify lessons learned for enhanced gender-responsive and rights-based approach of the project.

These evaluation approach and methodology should consider different types of groups in the HCFC Phase-out project intervention, including women, minorities, vulnerable groups, and people in hard to reach areas.

The evaluators are requested to review *UNEG's Guidance in Integrating Human Rights and Gender Equality in Evaluation* during the inception phase<sup>1</sup>.

## 5. DETAILED SCOPE OF THE TE

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework (see TOR Annex A), which provides performance and impact indicators for project implementation along with their corresponding means of verification. The evaluation will at a minimum cover the criteria of: **relevance, effectiveness (results/achievements towards objective and expected outcome), impact, efficiency, sustainability (financial, socio-economic, institutional framework & governance)**. Ratings must be provided on the following performance criteria. The completed table must be included in the evaluation executive summary. The timeframe of terminal evaluation covers the beginning of the project (including project design stage) to the time when terminal evaluation is initiated. The TE will assess results according to the criteria outlined in the Guidance for TEs of UNDP-supported GEF-financed Projects (['Guidance for Conducting Terminal Evaluations of UNDP-Supported, GEF-Financed Projects'](#))

The objectives of the evaluation are:

- to assess the achievement of project results,
- to draw lessons that can both improve the sustainability of benefits from this project, and
- aid in the overall enhancement of UNDP programming.

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<sup>1</sup> Integrating Human Rights and Gender Equality in Evaluation - Towards UNEG Guidance: [http://www.uneval.org/papersandpubs/documentdetail.jsp?doc\\_id=980](http://www.uneval.org/papersandpubs/documentdetail.jsp?doc_id=980)

The Findings section of the TE report will cover the topics listed below. A full outline of the TE report's content is provided in ToR Annex C.

The asterisk “(\*)” indicates criteria for which a rating is required.

## Findings

### i. Project Design/Formulation

- National priorities and country driven-ness
- Theory of Change
- Gender equality and women's empowerment
- Social and Environmental Standards (Safeguards)
- Analysis of Results Framework: project logic and strategy, indicators
- Assumptions and Risks
- Lessons from other relevant projects (e.g. same focal area) incorporated into project design
- Planned stakeholder participation
- Linkages between project and other interventions within the sector
- Management arrangements

### ii. Project Implementation

- Adaptive management (changes to the project design and project outputs during implementation)
- Actual stakeholder participation and partnership arrangements
- Project Finance and Co-finance
- Monitoring & Evaluation: design at entry (\*), implementation (\*), and overall assessment of M&E (\*)
- Implementing Agency (UNDP) (\*) and Executing Agency (\*), overall project oversight/implementation and execution (\*)
- Risk Management, including Social and Environmental Standards (Safeguards)

### iii. Project Results

- Assess the achievement of outcomes against indicators by reporting on the level of progress for each objective and outcome indicator at the time of the TE and noting final achievements
- Relevance (\*), Effectiveness (\*), Efficiency (\*) and overall project outcome (\*)
- Sustainability: financial (\*), socio-political (\*), institutional framework and governance (\*), environmental (\*), overall likelihood of sustainability (\*)
- Country ownership
- Gender equality and women's empowerment
- Cross-cutting issues (poverty alleviation, improved governance, climate change mitigation and adaptation, disaster prevention and recovery, human rights, capacity development, South-South cooperation, knowledge management, volunteerism, etc., as relevant)
- GEF Additionality
- Catalytic Role / Replication Effect
- Progress to impact

### ***Project finance / co-finance***

The Evaluation will assess the key financial aspects of the project, including the extent of co-financing planned and realized. Project cost and funding data need to be well analysed, including annual expenditures. Variances between planned and actual expenditures will need to be assessed and explained. Results from recent financial audits, as available, should be taken into consideration. The evaluator(s) will receive assistance from the Country Office (CO) and Project Team to obtain financial data in order to complete the co-financing table below, which will be included in the terminal evaluation report.

Co-financing (type/source)	UNDP own financing (mill. US\$)		Government (mill. US\$)		Partner Agency (mill. US\$)		Total (mill. US\$)	
	Planned	Actual	Planned	Actual	Planned	Actual	Actual	Actual
Grants								
Loans/Concessions								
• In-kind support								
• Other								
Totals								

### ***Impact***

The evaluators will assess the extent to which the project is achieving impacts or progressing towards the achievement of impacts. Key findings that should be brought out in the evaluations include whether the project has demonstrated the following results:

1. Promote policies and programmes aimed at achieving 99.5% HCFC phase-out by 2020 and remaining servicing tail by 2030 or earlier.
2. Accelerate Tajikistan's contribution to the global efforts on the Ozone Layer protection.
3. Demonstrate new approaches to reduce spread of high-GWP technologies in process of HCFC phase-out, and reduce negative impacts on the global environment;
4. Solidify national capacity to introduce and safely manage HCFC-free and more energy efficient RAC technologies, and further strengthen RAC business operations in various economic sectors, with promotion of women participation in such economic activities.

### **Main Findings, Conclusions, Recommendations and Lessons Learned**

- The TE team will include a summary of the main findings of the TE report. Findings should be presented as statements of fact that are based on analysis of the data.
- The section on conclusions will be written in light of the findings. Conclusions should be comprehensive and balanced statements that are well substantiated by evidence and logically connected to the TE findings. They should highlight the strengths, weaknesses and results of the project, respond to key evaluation questions and provide insights into the identification of and/or solutions to important problems or issues pertinent to project beneficiaries, UNDP and the GEF, including issues in relation to gender equality and women's empowerment.

- Recommendations should provide concrete, practical, feasible and targeted recommendations directed to the intended users of the evaluation about what actions to take and decisions to make. The recommendations should be specifically supported by the evidence and linked to the findings and conclusions around key questions addressed by the evaluation.
- The TE report should also include lessons that can be taken from the evaluation, including best practices in addressing issues relating to relevance, performance and success that can provide knowledge gained from the particular circumstance (programmatic and evaluation methods used, partnerships, financial leveraging, etc.) that are applicable to other GEF and UNDP interventions. When possible, the TE team should include examples of good practices in project design and implementation.
- It is important for the conclusions, recommendations and lessons learned of the TE report to incorporate gender equality and empowerment of women.

The TE report will include an Evaluation Ratings Table, as shown below:

**ToR Table 2: Evaluation Ratings Table for Complete HCFC-II Phase-Out *Project in Tajikistan (PIMS 6030)***

<b>Monitoring &amp; Evaluation (M&amp;E)</b>	<b>Rating<sup>2</sup></b>
M&E design at entry	
M&E Plan Implementation	
<b>Overall Quality of M&amp;E</b>	
<b>Implementation &amp; Execution</b>	<b>Rating</b>
Quality of UNDP Implementation/Oversight	
Quality of Implementing Partner Execution	
<b>Overall quality of Implementation/Execution</b>	
<b>Assessment of Outcomes</b>	<b>Rating</b>
Relevance	
Effectiveness	
Efficiency	
<b>Overall Project Outcome Rating</b>	
<b>Sustainability</b>	<b>Rating</b>
Financial resources	
Socio-political/economic	
Institutional framework and governance	
Environmental	
<b>Overall Likelihood of Sustainability</b>	

## 6. TIMEFRAME

The total duration of the TE will be approximately 35 working days over a period of 16 weeks starting on 1<sup>st</sup> April 2022 and ending by 08<sup>th</sup> July 2022. The tentative TE timeframe is as follows:

Timeframe	Activity
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<sup>2</sup> Outcomes, Effectiveness, Efficiency, M&E, Implementation/Oversight & Execution, Relevance are rated on a 6-point scale: 6=Highly Satisfactory (HS), 5=Satisfactory (S), 4=Moderately Satisfactory (MS), 3=Moderately Unsatisfactory (MU), 2=Unsatisfactory (U), 1=Highly Unsatisfactory (HU). Sustainability is rated on a 4-point scale: 4=Likely (L), 3=Moderately Likely (ML), 2=Moderately Unlikely (MU), 1=Unlikely (U)

25 <sup>th</sup> March 2022	Application closes
31 <sup>st</sup> March 2022	Selection of TE team (contract signing)
4 <sup>th</sup> April – 8 <sup>th</sup> April 2021 – <b>4 days</b>	Preparation period for TE team (handover of documentation), Document review and analysis for TE Inception Report Preparation
22 <sup>th</sup> April 2022	Submission of 1 <sup>st</sup> Draft Inception Report
28 <sup>st</sup> April 2022 – 29 <sup>th</sup> April 2022 - <b>2 days</b>	Finalization and Validation of TE Inception Report; latest start of TE mission
9 <sup>th</sup> May 2021 – 20 <sup>th</sup> May 2022 - <b>10 days</b>	TE mission <sup>3</sup> : stakeholder meetings, interviews, field visits, etc.
23 <sup>rd</sup> May 2022 – <b>1 day</b>	Mission wrap-up meeting & presentation of initial findings; earliest end of TE mission
25 <sup>th</sup> May 2022 – 8 <sup>th</sup> June 2022 - <b>10 days</b>	Preparation of draft TE report
9 <sup>th</sup> June 2022 – <b>3 days</b>	Circulation of draft TE report for comments
15 <sup>th</sup> June 2022- 17 <sup>th</sup> June 2022 - <b>3 days</b>	Incorporation of comments on draft TE report into Audit Trail & finalization of TE report
20 <sup>th</sup> June 2022 <b>1 day</b>	Preparation and Issuance of Management Response
23 <sup>st</sup> June 2022 – <b>1 day</b>	Concluding Stakeholder Validation Workshop <sup>4</sup>
27 <sup>th</sup> June 2022	Approval of the final TE Report
08 <sup>th</sup> July 2022	Expected date of full TE completion

Options for site visits should be provided in the TE Inception Report.

## 7. TE DELIVERABLES

#	Deliverable	Description	Timing	Responsibilities
1	TE Inception Report	TE team clarifies objectives, methodology and timing of the TE	No later than 2 weeks before the TE mission: 22 <sup>th</sup> April 2022 <sup>5</sup>	TE team submits Inception Report to Commissioning Unit and project management

<sup>3</sup> In case if the travel to the country is restricted due to Covid-19 and it is not possible to travel to or within the country for the TE mission then the TE team should develop a methodology that takes this into account the conduct of the TE virtually and remotely, including the use of remote interview methods and extended desk reviews, data analysis, surveys and evaluation questionnaires. This should be detailed in the TE Inception Report and agreed with the Commissioning Unit.

<sup>4</sup> A short validation mission may be considered if it is confirmed to be safe for staff, consultants, stakeholders and if such a mission is possible within the TE schedule. Equally, qualified and independent national consultants can be hired to undertake the TE and interviews in country as long as it is safe to do so.

<sup>5</sup> If all or part of the TE is to be carried out virtually then consideration should be taken for stakeholder availability, ability or willingness to be interviewed remotely. If a data collection/field mission is not possible then remote interviews may be undertaken through telephone or online (skype, zoom etc.). International consultants can work remotely with national evaluator support in the field if it is safe for them to operate and travel.

2	Presentation	Initial Findings	End of TE mission: 23 <sup>rd</sup> May 2022	TE team 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 2.5 weeks of end of TE mission: 10 <sup>th</sup> June 2022	TE team 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 1 week of receiving comments on draft report: 18 <sup>th</sup> June 2022	TE team 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.<sup>6</sup>

## 8. TE ARRANGEMENTS

The principal responsibility for managing the TE resides with the **UNDP Country Office in Tajikistan**.

A team of two independent evaluators will conduct the TE – one international (1) and one national (1) consultants.

*If it is not possible to travel to or within the country for the TE mission then the terminal evaluation is to be carried out virtually then consideration should be taken for stakeholder availability, ability or willingness to be interviewed remotely.*

*If a data collection/field mission is not possible then remote interviews may be undertaken through telephone or online (skype, zoom etc.). International consultants can work remotely with UNDP CO and Ozone Project team and with national evaluator support in the field if it is safe for them to operate and travel. In addition, in case the TE mission will not be possible, and country will be lockdown due to Covid-19, the UNDP CO and project team will provide technical support and make sure the government and national counterparts are having access to the internet/computer for interview/ Q&A, as it may be an issue as many government and national counterparts may be working from home. Equally, qualified and independent national consultants can be hired to undertake the TE and interviews in country as long as it is safe to do so.*

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



The UNDP Tajikistan Country Office will contract the evaluators and ensure the timely provision of per diems and travel arrangements within the country for the TE team. The Project Team will be responsible for liaising with the TE team to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

The TE is expected to be **majorly a virtual evaluation**, with the consult(s) based at their home station due to COVID-19 restrictions and safety protocols. Only the national consultant will be expected to conduct a field visit to the project locations in the target project areas: Dushanbe city, Khatlon and Soughd provinces, and Districts of Republican Subordination. However, if travel is possible for the international consultant, Dushanbe shall be the duty station of the consultant and they will participate in the field visit.

**Travel:**

- International travel may be required to *Dushanbe* during the TE mission;
- The BSAFE course must be successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director.
- 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.

## **9. TE TEAM COMPOSITION – Team Leader**

The International Consultant will be the team leader and will work closely with the National Consultant. The consultants shall have prior experience in evaluating similar projects. Experience with GEF financed projects is an advantage. The International Consultant will have the overall responsibility for the conduct of the evaluation exercise as well as quality and timely submission of reports (inception, draft, final etc). The International Consultant will be accountable to UNDP for the delivery results on this assignment.

The work will be undertaken over period of 01 April to 08 July 2022 by the TE Team (International/ National Consultants) to undertake project terminal evaluation assignment within Tajikistan. In accordance with expected outputs and deliverables, the TE team submit reports to UNDP IRH/ RTA, UNDP Climate Resilience and Environmental Sustainability Cluster and UNDP HCFC Project Manager for review outputs, comments, certify approval/acceptance of works afterwards. In case of any delays to achieve the expected outputs, the TE Team should notify the UNDP Climate Resilience and Environmental Sustainability Cluster and UNDP HCFC Project Manager in advance to take necessary steps.

*If due to Covid-19 restriction the travel to country will not be possible the International Consultant should clearly describe in the methodology the stepwise activities to be carried-out and clearly enumerate the past experiences in implementation of terminal evaluation of GEF/UNDP projects remotely, through engagement of UNDP CO and project teams as well as national consultants/ experts to conduct the terminal evaluation virtually.*

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 selection of evaluators will be aimed at maximizing the overall “team” qualities in the following areas:

### **A. Team Leader- International Consultant (100%)**

#### Education

- Master’s degree in Environmental Sciences, Natural Resources Management, Waste management, Chemical Sciences, Engineering, Health or other closely related field (10 marks).

#### Experience

- At least 8 years’ experience with results-based management project mid-term or terminal evaluations, preferably for GEF, GCF (chemicals etc.) projects (20 marks).
- Experience applying SMART indicators and reconstructing or validating baseline scenarios (10 marks).
- Competence in adaptive management, as applied to the Chemicals and Waste Focal Area (10 marks);
- Experience in evaluating projects at the national / country level (5 marks);
- Knowledge of and experience working in Tajikistan or Central Asian countries (10 marks).
- Minimum 10 years of experience in relevant technical areas (15 marks).
- Demonstrated understanding of issues related to gender and the Chemicals and Waste Focal Area; experience in gender responsive evaluation and analysis (5 marks).
- Excellent communication skills; demonstrable analytical skills; and project evaluation/review experience within United Nations system will be considered an asset (5 marks).
- Experience with implementing evaluations remotely will be considered an asset (5 marks).

#### Language

- Fluency in written and spoken English (5 marks).

### **RESPONSIBILITIES**

- Conduct document review and data gathering;
- Design and develop appropriate, detailed evaluation methodologies for TE;
- Lead the TE Team in planning, conducting, and reporting on the evaluation remotely with clear division of labor within the Team, ensuring timeliness of reports;
- Lead drafting and finalization of the Inception Report for the Terminal Evaluation;
- Use of best practice methodologies in conducting evaluation;
- Lead presentation of the draft evaluation findings and recommendations remotely;
- Organize the de-briefing to the UNDP Country Office in Dushanbe and Project Management Team remotely;
- Lead the drafting and finalization of the Terminal Evaluation Report

### **B. NATIONAL CONSULTANT**

National consultant must have not been involved in design, implementation, or Mid-term Review (MTR) of HCFC Phase-2 project.

## Education

- At least Master's degree in a discipline relevant to Natural Resource Management/ Climate Change/ environmental science & development studies or other closely related field (20%);

## Experience

- Relevant experience with results-based management evaluation methodologies (10%);
- Experience applying SMART indicators and reconstructing or validating baseline scenarios (10%);
- Competence in adaptive management, as applied to Chemicals and Waste Focal Area (5%);
- Experience in evaluating projects in the team with international consultants (10%);
- Experience working in Central Asian countries (5%);
- Experience in relevant technical areas for at least 5 years (10 %);
- Demonstrated understanding of issues related to gender and Chemicals and Waste Focal Area; experience in gender responsive evaluation and analysis (10%);
- Project evaluation/review experience within United Nations system will be considered an asset (10%);
- Experience with implementing evaluations remotely will be considered an asset (5%).
- Excellent communication skills in English (3%);
- Demonstrate analytical skills (2%);

## RESPONSIBILITIES

- Conduct document review and data gathering;
- Contribute to the development of the evaluation plan and methodology;
- Lead data collection in the field;
- Conduct field studies and analysis under the guidance of the international consultant due to the COVID-19 crisis;
- Conducting other elements of the evaluation determined jointly with the international consultant and UNDP;
- Contribute to presentation of the review findings and recommendations at the wrap-up meeting;
- Contribute to the drafting and finalization of the TE report

## **10. EVALUATOR ETHICS**

The TE team 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.

## **11. PAYMENT SCHEDULE**

- 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<sup>7</sup>
- 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

Criteria for issuing the final payment of 40%<sup>8</sup>:

- The final TE report includes all requirements outlined in the TE TOR and is in accordance with the TE guidance.
- The final TE report is clearly written, logically organized, and is specific for this project (i.e. text has not been cut & pasted from other TE reports).
- The Audit Trail includes responses to and justification for each comment listed.

In line with the UNDP's financial regulations, when determined by the Commissioning Unit and/or the consultant that a deliverable or service cannot be satisfactorily completed due to the impact of COVID-19 and limitations to the TE, that deliverable or service will not be paid.

Due to the current COVID-19 situation and its implications, a partial payment may be considered if the consultant invested time towards the deliverable but was unable to complete to circumstances beyond his/her control.

## 12. APPLICATION PROCESS<sup>9</sup>

TE International Consultant evaluator will be selected from the UNDP Global Roster - the GPN ExpRes Roster.

Recommended Presentation of Proposal:

- a) **Offeror's Letter to UNDP Confirming Interest and Availability** using the [template](#)<sup>10</sup> provided by UNDP
- b) **CV**, including Education/Qualification, Processional Certification, Employment Records /Experience ([P11 form](#)<sup>11</sup>)

<sup>7</sup> Due to the COVID-19 restriction and if not travel to the country will be possible the contract is subject to amendment and reduced payment might occur.

<sup>8</sup> The Commissioning Unit is obligated to issue payments to the TE team as soon as the terms under the ToR are fulfilled. If there is an ongoing discussion regarding the quality and completeness of the final deliverables that cannot be resolved between the Commissioning Unit and the TE team, the Regional M&E Advisor and Vertical Fund Directorate will be consulted. If needed, the Commissioning Unit's senior management, Procurement Services Unit and Legal Support Office will be notified as well so that a decision can be made about whether or not to withhold payment of any amounts that may be due to the evaluator(s), suspend or terminate the contract and/or remove the individual contractor from any applicable rosters. See the UNDP Individual Contract Policy for further details: [https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/PSU\\_Individual%20Contract\\_Individual%20Contract%20Policy.docx&action=default](https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Individual%20Contract_Individual%20Contract%20Policy.docx&action=default)

<sup>9</sup> Engagement of evaluators should be done in line with guidelines for hiring consultants in the POPP <https://popp.undp.org/SitePages/POPPRoot.aspx>

<sup>10</sup> <https://intranet.undp.org/unit/bom/psu/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

<sup>11</sup> [http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)

- 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.

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

**UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.**

### **13. TOR ANNEXES**

- ToR Annex A: Project Logical/Results Framework
- ToR Annex B: Project Information Package to be reviewed by TE team
- ToR Annex C: Content of the TE report
- ToR Annex D: Evaluation Criteria Matrix template
- ToR Annex E: UNEG Code of Conduct for Evaluators
- ToR Annex F: TE Rating Scales
- ToR Annex G: TE Report Clearance Form
- ToR Annex H: TE Audit Trail

## **ADDITIONAL REQUIREMENTS FOR THE RECOMMENDED CONTRACTOR**

### **Statement of Medical Fitness for Work**

Individual Consultants/Contractors whose assignments require travel and who are over 62 years of age are required, at their own costs, to undergo a full medical examination including x-rays and obtaining medical clearance from UN –approved doctor, prior to taking up their assignment.

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 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.