

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	International Consultant for Terminal Evaluation
UNDP Practice Area:	Programme Results Cluster
Cluster/Project:	Integrated Natural Resource Management
Post Level:	Senior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Home based
Expected Place of Travel:	N/A
Contract Duration:	30 working days from 26 August to 30 November 2021

BACKGROUND

2. 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 *medium sized* project titled *Developing a Comprehensive Framework for Practical Implementation of the Nagoya Protocol* (PIMS 5769) implemented through the Ministry of Environment (MoE)/*National Council for Sustainable Development (GSSD)*. The project started on 18 April 2019 and it is in its third 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 of GEF financed projects).

3. Project Description

Cambodia's specific geographical location and long history and complicated topographical, ecological and social features has resulted in it becoming a prosperous, rich and diverse plant genetic resource country. While diverse climatic conditions diversified the country's flora with both tropical and temperate plants, thousands of years of agricultural practice by ethnic groups enriched its crop genetic resources with large numbers of local cultivars and land races. In terms of medicinal plants, the high level of genetic diversity makes Cambodia an attractive country for bio-prospecting, especially given that there are approximately 800 known medicinal plants, many of which have associated traditional knowledge. However, Cambodia faces a wide range of issues that threaten its biological diversity and ecological security. These threats emanate from the transition from a subsistence-based agrarian economy to a consumption-based cash economy, competing land use from urbanization and infrastructure development, poaching of wild plants and animals, localized overharvesting of timber, fuel wood and non-wood forest products, human-wildlife conflicts, and climate change. Because of the threat to biological resources, the traditional knowledge of local communities that is associated with genetic resources is disappearing rapidly, due to the change of traditional lifestyles. A large volume of traditional knowledge, such as medicinal use of biological resources, is being replaced by modern technology. The National Biodiversity Strategy and Action Plan (NBSAP) of Cambodia was adopted in 2002. The NBSAP identified equity as the most important thing biological resources sustainably in the long run and calls for consideration of poor and economically disadvantage group to secure their access to common resources.

To counter the various threats to biodiversity, the country has planned various strategies for the conservation and sustainable use of biological resources for socio-economic development. However, making use of its biodiversity and traditional knowledge for the promotion of bioprospecting and of access and benefit-sharing (ABS) national regime that is constrained by several factors. Cambodia has no existing policy or legislation on ABS, the government recognizes the importance of establishing innovative schemes to derive equitable benefits through economic activities that are linked to sustainable utilization of natural resources and the institutional and personal capacity to carry out bioprospecting beyond basic level and develop and manage ABS schemes that are compliant with Nagoya Protocol.

The project aims at strengthening human resources, legal frameworks and institutional capacities on access and benefit sharing of genetic resources to facilitate the implementation of the Nagoya Protocol on Access and Benefit Sharing. The project's goal is to contribute to the conservation and sustainable use of globally significant biodiversity in Cambodia. The project's development objective is *to strengthen the conservation and sustainable use of genetic resources and associated traditional knowledge in Cambodia by developing a national Access and Benefit Sharing (ABS) framework, policy and legislation consistent with the Convention on Biological Diversity (CBD) and its Nagoya Protocol*. The above objective would be achieved through two components, namely

Component 1: Developing a national framework and legislation on Access and Benefit Sharing consistent with the Convention on Biological Diversity and its Nagoya Protocol

Component 2: Building capacity for developing and implementing the national Access and Benefit sharing framework and legislation

The project is a UNDP supported and funded by the Global Environment Facility (GEF) with a total grant of US\$ 843,242 with a co-financing of US\$ 1,961,062 from National Council for Sustainable Development. The project duration is for 3 years (from April 2019 – April 2022). The Project implementing partner is Department of Biodiversity of the National Council for Sustainable Development

COVID-19 has seriously impacted the progress project in view of restrictions imposed on travel of project team and consultants to conduct consultations with the stakeholders while developing ABS legislation. However, this also provided opportunity to implementing partner and project team to adopt virtual mode of conducting meetings.

4. TE Purpose

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 and its progress vis-à-vis the coherence, relevance, effectiveness, efficiency, impact and sustainability.

Since the project is coming to an end by April 2022, UNDP has planned to conduct the terminal evaluation to learn and produce the knowledge for future approaches in terms of similar interventions. It is expected that the national and other relevant partners and institutions will use the knowledge and recommendations developed through this TE for future enhance of their approaches. The TE of this project is planned in the Cambodia Country Office overall evaluation plan and approved by senior management. It will further produce evidence, lessons, recommendations and knowledge for the upcoming Mid-term evaluation of the Cambodia Country Programme.

DUTIES AND RESPONSIBILITIES

5. TE Approach & Methodology

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

The TE International Consultant 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 International Consultant will review the baseline 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 International Consultant 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 is vital to a successful TE¹. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to Implementing Partner, the indigenous People and Local Communities, Ministry of Environment, UNDP as the GEF implementing Agency for the project, 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. If a data collection/field mission is not possible due to the current COVID context and/or any other circumstances, the remote interviews may be undertaken through telephone or online (skype, zoom etc.). International consultant can work remotely with national evaluator who will provide support in the field, if it is not safe for them to operate and travel.

The specific design and methodology for the TE should emerge from consultations between the TE International Consultant 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 International Consultant must, however, 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 should be clearly outlined in the inception report and be fully discussed and agreed between UNDP, stakeholders and the TE International Consultant.

The final TE report should 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.

The current COVID crisis has imposed restrictions on travel globally. Cambodia also has imposed travel restrictions which restrict travel to and within Cambodia. Therefore the TE expects the consultant should carefully examine the current context as of the application date and propose possible methodology to

¹ (link to stakeholder engagement in UNDP Eval Guidelines?)

execute the TE. If there is a requirement to execute this entire TE virtually based on the context, the TE International Consultant is expected to 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. The TE further expects the consideration to be given for the stakeholders' availability, willingness and capacity of using virtual means/equipment while conducting the virtual interviews.

6. Detail Scope of the TE

The TE will assess project performance against expectations set out in the project's Logical Framework/Results Framework (see TOR Annex A). The TE will assess results according to the criteria outlined in the Guidance for TEs of UNDP-supported GEF-financed Projects.

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 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

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

iv. 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 and worst 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 include results related to gender equality and empowerment of women.

The TE report will include an Evaluation Ratings Table, as shown in the ToR Annex.

7. Expected Outputs and Deliverables

The TE International Consultant shall prepare and submit:

Deliverables	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
TE Inception Report: TE International Consultant clarifies objectives and methods of the TE	3 working days	Approximate due date: 30 August 2021	UNDP Evaluation Manager on deliverable

no later than 2 <i>weeks</i> before the TE mission. TE International Consultant submits the Inception Report to the UNDP and project management.			UNDP Head of Programme on payment
Presentation: TE International Consultant presents initial findings to project management and UNDP	7 working days	Approximate due date: 23 September 2021	
Draft TE Report: TE International Consultant submits full draft report with annexes <i>within 3 weeks</i> of the end of the TE mission.	15 working days	Approximate due date: 5 October 2021	
Final TE Report* and Audit Trail: TE International Consultant submits revised report, with Audit Trail detailing how all received comments have (and have not) been addressed in the final TE report, to the UNDP <i>within 1 week</i> of receiving UNDP comments on draft.	5 working days	30 November 2021	
Total estimated number of days:	30 days		

*The final TE report must be in English. If applicable, the Commissioning Unit may choose to arrange for a translation of the report into a language more widely shared by national stakeholders.

All final TE reports will be quality assessed by the UNDP Independent Evaluation Office (IEO). Details of the IEO's quality assessment of decentralized evaluations can be found in Section 6 of the UNDP Evaluation Guidelines.²

8. TE Arrangement

This evaluation is managed by UNDP's Head of Results Based Management Unit. The Evaluation Manager ensures the evaluation is conducted in accordance with established policies and standards on evaluation, Project Implementing Partner, donors and relevant stakeholders are consulted throughout the evaluation process and ensure the quality of evaluation deliverables in line with evaluation policy and standards and agreed terms of reference.

The Evaluation Manager manages this exercise in close consultation with the Evaluation Reference Group (ERG) which include the National Project Director and Project Coordinator, Programme Analyst UNDP Head of Programme Unit. The roles of ERG are to provide strategic advice to the evaluation, ensure the transparency and independence of evaluation exercise and advise on evaluation's relevance and appropriateness of methodology. The consultant will work closely with the ABS PMU team.

² Access at: <http://web.undp.org/evaluation/guideline/section-6.shtml>

The immediate supervisor during the assignment for the Consultant is the UNDP Evaluation Manager. The ABS Project Coordinator will be the focal point contact for day-to-day interactions and for liaisons during the assignment.

The UNDP Cambodia Country Office and Project Team will provide logistic support in the implementation of remote/virtual meetings if travel to project site is restricted. An updated stakeholder list with contact details (phone and email) will be provided by the UNDP Cambodia Country Office to the TE International Consultant. Project will provide the national consultant to translate for the International consultant.

9. Duration of the Work

The total duration of the TE will be approximately 30 working days over a time period of (12 weeks) starting 28 August and shall not exceed five months from when the TE International Consultant is hired. The tentative TE timeframe is as follows:

- 30 August: Document review and preparing TE Inception Report
- 7 September: Finalization and Validation of TE Inception Report- latest start of TE mission
- 8 September: TE mission: stakeholder meetings, interviews, field visits
- 23 September: Mission wrap-up meeting & presentation of initial findings- earliest end of TE mission
- 25 September: Preparation of draft TE report
- 5 October: Circulation of draft TE report for comments
- 12 October: Incorporation of comments on draft TE report into Audit Trail & finalization of TE report
- 15 October: Preparation & Issue of Management Response
- 30 November: Expected date of full TE completion

The expected date start date of contract is *26 August 2021*.

10. Duty Station

Due to the travel restrictions, the lead evaluator will be home-based and will work closely with the national consultant in engaging stakeholders via virtual consultations via telephone or online meetings (Zoom, Skype, etc.). The international consultant will describe the approach to collect data from the field in cooperation with the national consultant.

REQUIRED SKILLS AND EXPERIENCE

11. Minimum Required Qualifications of the International Consultant

The evaluator must not have participated in the project preparation, formulation and/or implementation (including the writing of the project document), must not have a conflict of interest with the project's related activities.

Due to the travel restrictions, the evaluator will work closely with the national consultant in engaging stakeholders via virtual consultations via telephone or online meetings (Zoom, Skype, etc.). Field

missions will be conducted by the national consultant with guidance from the International Consultant and findings shared with the lead evaluator.

The selection of evaluator will be aimed at maximizing the overall International Consultant qualities in the following areas:

Education

- Master's degree in natural resource management or environmental science, genetic resources, legal, ecosystem services, and/or related field.

Experience

- 10 years of relevant experience in the technical areas of access and benefit-sharing of genetic/biological resources.
- Minimum 10 years of relevant experience with results-based management and gender responsive evaluation methodologies.
- Experience in evaluating projects preferably GEF financed.
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to *Biodiversity Focal Area, particularly experience with access and benefit-sharing of genetic/biological resources;*
- Experience working in Southeast Asia or Asia Pacific region;
- Excellent communication skills in English and analytical skills;
- Project evaluation/review experience within United Nations system will be considered an asset;
- Experience with implementing evaluations remotely will be considered an asset.

Language

- Fluency in written and spoken English.

12. 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.

13. Payment Schedule

N	Outputs/Deliverables	Payment Schedule	Payment Amount
1	Upon satisfactory delivery of the final TE Inception Report and approval by the Commissioning Unit	30 August 2021	20% of the total lump sum amount
2	Upon satisfactory delivery of the draft TE report to the Commissioning Unit	5 October 2021	40% of the total lump sum amount
3	Upon satisfactory delivery of the final TE report and approval by the Commissioning	30 November 2021	40% of the total lump sum amount

	Unit and RTA (via signatures on the TE Report Clearance Form) and delivery of completed TE Audit Trail		
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Criteria for issuing the final payment of 40%

- 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 reports).
- The Audit Trail includes responses to and justification for each comment listed.

APPLICATION PROCESS

14. Scope of Price Proposal and Schedule of Payments

Financial Proposal:

- Financial proposals must be expressed in a lump-sum for the total duration of the contract including the professional fees, living allowances etc.; travel expenses will be reimbursed based on actual cost.
- The lump sum is fixed regardless of changes in the cost components.

15. Recommended Presentation of Proposal

- Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- CV** and a **Personal History Form (P11 form)**;
- 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)
- Financial Proposal** that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc.), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

All application materials should be submitted online. Incomplete applications will be excluded from further consideration.

Criteria for Selection of the Best Offer

Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP's General Terms and Conditions will be awarded the contract.


Technical Evaluation Criteria	Obtainable Score
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At least 8 years' experience conducting project evaluations, including 7 years' experience evaluating development projects in the field of environmental, natural resource management	50
Proven experience in data collection, analysis and evaluation report writing.	10
Proven experience in leading multi-stakeholder consultations with government and other stakeholders in developing countries;	10
Experience working in Asia as a project evaluator	10
Evaluation experience for UNDP projects	20
Total Obtainable Score:	100

16. Annex to the TE ToR

- 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 and TE Ratings Table
- ToR Annex G: TE Report Clearance Form
- ToR Annex H: TE Audit Trail template
- Annex in a separate file: Relevant TE tracking tools
- Annexed in a separate file: GEF Co-financing template (categorizing co-financing amounts by source as 'investment mobilized' or 'recurrent expenditure')

17. Approval

Signature: 

Name: Rany Pen

Title/Unit/Cluster: _____

Date: 29-Jun-2021