



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**TERMS OF REFERENCE / INDIVIDUAL CONTRACT**

## **I. Job Information**

Name of assignment:	National Consultant to support Terminal Evaluation of full-sized UNDP-GEF project
Type:	Individual Contract / National
Project Title/Department:	UNDP Belarus for the UNDP/GEF Project: "Conservation-oriented management of forests and wetlands to achieve multiple benefits", (PIMS No 5495)
Duration of the assignment:	May-July 2022 (approximately 22 working days)
Duty station:	Minsk (with travel to project sites)
Expected travel site:	Minsk -Berezovski and Drogichin districts Brest region – Volozhinski district Minsk region – Slonimski and Lidski districts Grodno region.
Direct Supervisor:	Project Manager

## **II. Background**

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 expectation for the TE of the full-sized project titled "Conservation-oriented management of forests and wetlands to achieve multiple benefits" (PIMS #5495) implemented through the Ministry of Natural Resources and Environmental Protection of Belarus (Ministry of Environment), which is to be undertaken in June - August 2022. The project officially registered in the Republic of Belarus on 2 November 2017 and is in its fifth year of implementation. The TE process must follow the guidance outlines in the document "Guidance for Conducting Terminal Evaluation of UNDP-Supported, GEF-Financed Projects" ([http://web.undp.org/evaluation/guideline/documents/GEF/TE\\_GuidanceforUNDP-supportedGEF-financedProjects.pdf](http://web.undp.org/evaluation/guideline/documents/GEF/TE_GuidanceforUNDP-supportedGEF-financedProjects.pdf)).

## **2. PROJECT BACKGROUND INFORMATION**

Belarus' forest and wetland ecosystems are of global significance for the unique biodiversity they harbor and the conservation of these ecosystems is important to realize a significant reduction of the current rate of biodiversity loss at the global, regional and national levels. Belarus has 26 Ramsar Sites, three Biosphere Reserves and 51 Important Bird Areas. The forests and wetlands of Belarus are home to 25 species that are classified by IUCN as vulnerable and critically endangered. The project scenario introduces changes to management of forests and wetlands in and outside of key biodiversity areas with the objective of making it financially more sustainable and more efficient with respect to the conservation effect. The focus on both Key Biodiversity Areas (KBAs) and surrounding landscape is justified from the Aichi Target and ecosystem approach perspectives, recognizing that protection of natural capital only within PAs is not going to improve its status.

The Document of the Project "Conservation-oriented management of forests and wetlands to achieve multiple benefits" was signed by the last party on 4 August 2016. In view of the lengthy national procedure for the project approval by the Government and its registration by the Ministry of Economy of Belarus, the Project was approved by the resolution of the Council of Ministers of the Republic of Belarus as of 2 November 2017. The inception workshop held in February 2018. The mid-term review has been arranged in one year and four months after the inception report (June-July, 2020).

The total budget of the Project is 4,298,561 USD (GEF 4,263,561 USD and UNDP 35,000 USD) with co-financing in 14,195,

000 USD.

The mid-term review of the project was completed in July 2020. Its main conclusion was that the project was on track in terms of delivery rate and successful in preparing reports, documents, and plans, fully relevant; it is part of a much larger approach to improve the conservation and management of peatlands in Belarus, and the second half of the project should focus on improving the financial sustainability of the tested new approaches in managing lowland wetland ecosystems and monitoring the effectiveness of project interventions.

COVID-19 and social-political crises impacted the projects' outputs.

Due to COVID-19 several activities within the Project have been delayed (difficulties with approval of permission documents caused by isolation period in some organizations issuing permits for works; delays with supplying import materials, illness of personal; restriction rules for resources supplying organization) especially in public relations.

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 **purpose** of the evaluation is to provide an independent external view of the progress of the project at its completion, and to provide feedback and recommendations to UNDP and project stakeholders.

The **objectives** of the Terminal Evaluation is to:

- Identify potential project design issues;
- Assess progress toward achievement of expected project objective and outcomes;
- Identify and document lessons that can both improve the sustainability of benefits from this project and aid in the overall enhancement of UNDP and GEF programming in the region;
- Make recommendations necessary to help consolidate and support sustainability of the project results.

The Terminal Evaluation should also provide recommendations for follow-up activities, which require a management response prepared by the project team, which should be uploaded to PIMS and to the [UNDP Evaluation Office Evaluation Resource Center \(ERC\)](#).

The TE must provide evidence based information that is credible, reliable and useful. The IC will review all relevant sources of information including documents prepared during the preparation phase (i.e. PIF, UNDP Initiation Plan, UNDP Environmental & Social Safeguard Policy, the Project Document, project reports including Annual Project Review/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 review). The IC will review the baseline GEF focal area Tracking Tool submitted to the GEF at CEO endorsement, and the midterm GEF focal area Tracking Tool completed at MTR.

The IC is expected to follow a collaborative and participatory approach<sup>1</sup> ensuring close engagement with the Project Team, government counterparts (the GEF Operational Focal Point), the UNDP Country Office(s), UNDP-GEF Regional Technical Advisers, and other key stakeholders.

<sup>1</sup> For ideas on innovative and participatory Monitoring and Evaluation strategies and techniques, see [UNDP Discussion Paper: Innovations in Monitoring & Evaluating Results](#), 05 Nov 2013.

This TE is initiated by UNDP CO in Belarus as the Implementing Agency of the Project. For the effectiveness of common TE and in accordance with the project document requirements, the UNDP CO in Belarus is hiring a National Consultant for Terminal Evaluation. He/she will assist the team leader of TE in the performance of TE in the country.

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 has been restricted since 01/11/2020. 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.

As 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 government and national counterparts may be working from home. These limitations must be reflected in the final TE report.

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 4 days validation mission will be organized for national evaluator to the project pilot areas to verify on grounds projects intervention and results and to conduct necessary interviews as long as it is safe to do in current situation in Belarus.

### **III. Functions / Key Outputs Expected**

The National Consultant will provide inputs and support International Consultant/ Team Lead for the Terminal Evaluation throughout this process . Specifically, the National Consultant will perform the following tasks:

- Review project-related documents and make them available to the international team leader (with summarized translations into the English language, as required by Team Leader);
- Provide inputs to the TE Inception Report as required by Team Leader;
- Prepare a list of the outputs achieved under the project ;
- Assist the project team in organising the TE mission programme and take part in the TE mission in Belarus;
- Perform translation/ interpretation if and where necessary in support to the Team Leader;
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- Provide translation/interpretation when required by Team Leader ;
- Contribute to Team Leader in preparing the design of the evaluation methodology;
- In collaboration with Team Leader drafts the evaluation report
- Provide support in circulation of draft TE report for comments;
- Assist International TE Team Leader in finalizing the evaluation report through incorporating suggestions received on draft related to his/her assigned sections.

Evaluation will be undertaken in line with GEF principles<sup>2</sup>

- Independence
- Impartiality
- Transparency
- Disclosure
- Ethical
- Partnership
- Competencies and Capacities
- Credibility
- Utility

#### IV. Deliverables and timeframe

The following deliverables and indicative schedule are expected from the consultancy contract. Exact dates of beginning and completion stages as well as scope of works for each phase can be corrected by project manager based on reasonable justification by the consultant. The final schedule will be agreed upon in the beginning of consultancy assignment. All deliverables should be submitted to Direct Supervisor by the Consultant in English.

#	Deliverable	Description	Timing	Responsibilities	Output-based
1	<b>TE Inception Report (Deliverable 1)</b>	Team leader clarifies objectives, methodology and timing of the TE	No later than 2 weeks before the remote interviews with stakeholders: 12 May 2022	Team leader submits Inception Report to UNDP Belarus CO and project management	15%
2	<b>Presentation (Deliverable 2)</b>	Initial Findings	End of remote interviews: 5 June 2022	Team leader submits Inception Report to UNDP Belarus CO and project management	15%

<b>3</b>	<b>Draft TE Report (Deliverable 3)</b>	Full report ( <i>using guidelines on content outlined in ToR Annex C</i> ) with annexes	Within 2 weeks of the end of remote interviews: 19 June 2022	Team Leader submits to UNDP Belarus CO; reviewed by RTA, Project Coordinating Unit, GEF OFP	20%	
<b>4</b>	<b>Final TE Report* + Audit Trail (Deliverable 4)</b>	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: 10 July 2021	Team Leader submits both documents to the UNDP Belarus Country Office. Documents must be cleared Program officer for Environment.	50%	

<sup>2</sup> See p. 16 of the GEF's Monitoring and Evaluation Policy

<b>V. Payment conditions</b>	
This is a lump sum contract that should include costs of consultancy and other costs required to produce the above deliverables. Trips are included in this payment and the consultant is obliged to perform two trips for at least 4 working days totally (transportation will be provided by the Project). Payments will be released upon timely submissions of the above-mentioned respective deliverables and their acceptance by the Direct Supervisor.	
<b>VI. Qualifications Requirements</b>	
Education and work experience:	<ul style="list-style-type: none"> <li>- Advanced university degree or higher in Environmental or Agricultural Economics, Natural Sciences, Land use Management, Biology, International Relations, Economics, Public Administration or Social sciences.</li> <li>- );</li> <li>- Recent experience in implementation of the International Monitoring and Evaluation Policy, confirmed by CV or evaluation reports (not less than 3 examples);</li> <li>- ;</li> <li>- Work experience in relevant areas (national and regional development planning, environmental management and planning) for at least 5 years confirmed by CV or relevant reports(not less than 3 examples);</li> </ul> <p>Project evaluation experience within international organizations (UNDP, GEF, and others) (at least 1 project).</p>

Competencies:	<ul style="list-style-type: none"> <li>• Working knowledge of English confirmed diploma, certificates, or other relevant documents.</li> <li>• Good communication, interpersonal and facilitation skills; ability to be flexible, respectful, and effective while working with others from diverse backgrounds;</li> <li>• Experience to work in collaboration with a group of national and international experts, to meet strict deadlines and plan the work according to priorities.</li> </ul> <p>All these competences shall be confirmed by practical working experience and reflected in CV and other relevant documents.</p>
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UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

VII. Signatures- Post Description Certification		
Incumbent	Signature	Date
Direct Supervisor	Signature	Date