

TERMS OF REFERENCE

Mid Term Evaluation Integrated Livestock and Crop Conservation Programme (ILCCP)

Project/Award Number: 00048573/00042329

1 Project Context & Background

Agro-biodiversity is assuming great significance in view of the fact that globally as well as nationally increasing attention is being drawn to the state of animal and crop genetic resources and the importance of their role in the quest for food security as well as sufficiency.

Bhutan is gifted with rich agro-biodiversity and many of its native plants and animal resources have been identified as having important medicinal and agricultural value. However, Bhutan is gradually experiencing a loss of indigenous agro-biodiversity, due to a range of factors posing a serious threat to its indigenous agro-biodiversity. The very high levels of agrobiodiversity that characterize Bhutan's farming systems are a major and very effective element of a strategy to adapt to environmental change.

Linked to these concerns, the Integrated Livestock and Crop Conservation project (ILCCP) was set up in order to "*promote the conservation and preservation of important agro-biodiversity*". Its principles are aligned with increasing production, accessibility and marketing of indigenous crop and livestock products to ensure that farming of traditional varieties of crops and breeds of animals still remains a viable option for most farmers. This project is anticipated to provide the opportunity both to contribute to household food security and increase family incomes which would ultimately lead to the continued existence and cultivation of selected agro-biodiversity and strengthen their existence *in situ*.

The project works in four agro-ecological zones covering the 8 Dzongkhags of Chhukha, Samtse, Bumthang, Pema Gatshel, Tsirang, Haa, Trashigang & Zhemgang, and seeks to ensure that the diversity of varieties and breeds currently found in the target sites continue to contribute to a profitable and sustainable agricultural economy. The project adopts the "Triple Gem" concept of the MoA (PAM), in which value is added to traditional varieties and breeds by improving productivity, developing markets, and facilitating market accessibility. This will be further facilitated by improved delivery of scientific information and technical support. Sustainability of the resulting benefits will be assured through institutional and policy improvements and adaptive learning, dissemination and awareness.

Project Budget & Duration:

The total approved budget for the project is US\$ 2,897,485 comprising

Global Environmental Facility	US\$
GEF: Project	897,485
GEF: PDF A	24,500
Sub-total GEF	921,985

3 Scope of MTR

Appropriateness of project concept and design

1. The mid-term review will assess operational aspects, such as project management and implementation of activities and also the extent to which objectives are being fulfilled.
2. Focus on corrective actions needed for the project to achieve desired impact.
3. Ownership of the project at the national and local levels. Stakeholder participation at national and local levels.
4. Effectiveness in realizing project immediate objectives, planned outcomes and outputs, and the extent to which these have contributed towards strengthening the institutional, organizational and technical capability of the Government in achieving its long-term sustainable development objectives.
5. Sustainability of project achievements and impacts, including financial and institutional sustainability, and an assessment of planned replication.
6. Review management arrangements and the Project Monitoring and Evaluation System, including the quality and timeliness of inputs, activities, responsiveness of project management to changes in the project environment and other monitoring feedback. Evaluate whether project design allowed for flexibility in responding to changes in the project environment.
7. Financial planning and sustainability, including the timely delivery and use of committed co-financing.
8. Monitoring and evaluation and the application of adaptive management principles (including effective use of logframe, UNDP risk management system, the annual Project Implementation Reviews, and other monitoring tools and mechanisms as appropriate).

Other issues to be considered

1. The GEF, UNDP and other donors are paying particular attention to risk analysis and management. UNDP has developed a risk management system within ATLAS and guidance on using this system, which is also now incorporated in the annual PIR. The evaluators are requested to determine how effectively the risk management system is being used as an adaptive management tool. Risks may be of a financial, socio-political, institutional, operational, environmental (or other) type.
2. Considering that UNDP is concerned about poverty reduction, local governance and promotion of gender equity, the review will be required to look at these cross cutting issues.
 - Poverty reduction: How has the project contributed to poverty reduction of communities in the project sites and enhanced sustainable livelihoods?
 - Governance: How has the project facilitated the participation of the local communities in agro-biodiversity conservation and decision making processes?

- Promotion of gender equity: Has the project considered gender sensitivity or equal participation of man and women and boys and girls in decision making processes?

3. Describe the main lessons that have emerged in terms of:

- strengthening country ownership;
- strengthening stakeholder participation;
- application of adaptive management strategies;
- efforts to secure sustainability;
- knowledge transfer; and
- Role of M & E in project implementation and its effectiveness.

4. Capacity Development: Assess the extent to which national project implementers have been adequately trained and enhanced capacity to take over technical and professional responsibilities as envisaged in the project design.

4 **Products Expected from the Evaluation**

The main products expected from the evaluation are:

- presentation(s) to key stakeholders;
- an interim draft report;
- a final comprehensive mid-term evaluation report

1. Reporting: The main final output of the evaluation will be an independent and comprehensive MTR report with annexes as needed. The minimum requirements for the content of the final report are:

Executive Summary

- a. Brief description of project
- b. Context and purpose of the evaluation
- c. Main conclusions, recommendations and lessons learned

Introduction

- a. Purpose of evaluation
- b. Key issues addressed
- c. Methodology of the evaluation
- d. Structure of the evaluation

The project and its development context

- a. Problems that the project seek to address
- b. Immediate and development objectives of the project
- c. Planned outputs and sub-outputs
- d. Results expected

Findings and Conclusions

1. Project formulation
 - Implementation approach
 - Country ownership/Driveness
 - Stakeholder participation
 - Replication approach
 - Cost-effectiveness
 - UNDP comparative advantage
 - Linkages between project and other interventions within the sector
 - Indicators
 - Management arrangements
2. Implementation
 - Financial planning
 - Monitoring and evaluation
 - Execution and implementation modalities
 - Management by UNDP country office
 - Coordination and operational issues
3. Results
 - Attainment of planned objectives & outcomes
 - Sustainability of impacts (including policy impact and evidence of mainstreaming agro-biodiversity conservation approaches into sustainable development strategies and programmes)
 - Contribution to national capacity development

Recommendations

- a. Corrective actions for the design, implementation, monitoring and evaluation of the project
- b. Actions to follow up or reinforce initial benefits from the project
- c. Proposals for future directions underlining main objectives

5 MTR Team Composition & Responsibilities

The MTR mission for ILCC project will comprise of an international and a local consultant. The international consultant, who will have in depth understanding of UNDP and GEF projects including evaluation experience, will be the team leader and will have the overall responsibility for developing the evaluation methodology, leading the evaluation and delivering the key products expected from the evaluation, including coordinating the inputs from the national consultant. The national consultant will provide supportive roles both in terms of professional back up, translation and conduct of local meetings.

The consultants will consult all the partners and institutions and gather information and opinions on implementation processes like management and coordination; fund release mechanism and project management capacity and see whether each of them has been supportive to the project delivery. They will visit field sites and consult extension agents and communities and directly

record issues, benefits and gaps and relate them to the project achievements. Finally, they will compile them into a report highlighting both constraints and opportunities suggesting lessons learnt and corrective measures for the remaining part of the project period.

The consultants will sign an agreement with UNDP Bhutan and will be bound by its terms and conditions set in the agreement.

6 Methodology

The evaluation methodology will be determined by the evaluation team, guided by the requirements of GEF and UNDP as articulated in various guidelines, policies and manuals on the conduct of evaluations for GEF projects as well as key project documents such as the approved GEF project brief, the final UNDP project document, the inception workshop report, the project log-frame and annual budgets and work plans, the annual Project Implementation Review, Project Board, and PMT meeting minutes as available, and other technical reports and documents as relevant. A list of key documents is given in Annex 1.

The evaluation methodology should be clearly documented in the final evaluation report including comprehensive details of the following:

- Documents reviewed
- Interviews conducted
- Consultations held with all key stakeholders
- Project sites visited
- Techniques and approaches used for data gathering, verification and analysis

7 Conduct of the Evaluation

The Evaluation Team will work independently but will liaise closely with UNDP CO, NBC/MoA. The team will visit the project site to ensure adequate consultation with all key stakeholders. Towards the end of the field evaluation, presentation will be made to all key stakeholders in Thimphu.

While the evaluation team is free to determine the actual layout of the final evaluation report, this must include the minimum content requirements mentioned earlier. The Team Leader will forward the final report by e-mail to UNDP CO Bhutan for onward distribution to all stakeholders. The evaluators will be responsible for the contents, quality and veracity of the report.

Tentative Schedule for the MTR

Dates	Time	Program	Remarks
01/02/2010		Arrival of International Consultant to Bhutan. Desk review and collection of documents to be done by local consultant prior to commencing the work.	NBC will coordinate fixing of appointments with respective agencies.
02/02/2010 03/02/2010		Meeting with senior officials of the Royal Government and UNDP. MoA/PPD/NBC/DOL/DoA/UNDP	
04/02/2010 10/02/2010		Visit to project sites	To be decided by NBC – considering time and location of the projects sites.
11/02/2010		Work on the presentation of the preliminary findings of the evaluation.	
12/02/2010	1430 hrs.	Presentation of the preliminary findings of the evaluation by International and local consultant.	MoA Conference hall – will be coordinated by NBC.
13/02/2010		Departure of International Consultant	
21/02/2010		First draft of the evaluation report to be submitted by the consultants.	NBC/UNDP CO will distribute the draft report to sectors.
25/02/2010		Incorporation of comments/feedback into the report by the consultants.	
26-28/02/2010		Submission of the final report to NBC/UNDP CO.	

Focal Persons:

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Annex 1: List of Key Background Documents for the Evaluation

Sl. #	Documents
A	Project Document
1	ILCCP, 2007
B	UNDP Documents
1	Common Country Programme Action Plan (cCPAP) 2008 - 2012
2	United Nations Development Assistance Framework for the Kingdom of Bhutan 2008-2012
C	Government Documents
1	Bhutan Millennium Development Goals: Needs Assessment and Costing Report (2006-2015) – Planning Commission, Royal Government of Bhutan
2	Biodiversity Action Plan of Bhutan
3	10 Five-Year Plan Document of MoA
4	Biodiversity Act of Bhutan
5	Vision 2020
6	Draft of bylaws for Farmers’ groups
D	UNDP/GEF Guidance Documents
1	The Evaluation Policy of UNDP 2006
2	GEF Focal Area Strategy paper 2007
3	GEF Tracking Tools for Strategic Objective 1 and Strategic Objective 2
E	Project Monitoring Reports
1	
F	Key Project Outputs
1	Project Progress Reports
2	Minutes of the Project Board Meetings
3	PIR/APR 2008-2009
4	Baseline survey report
5	Training/study visit report
6	Market assessment and analysis report
7	Publications on plant & animal genetic resources of Bhutan

Annex 2: Sites and commodities

Dzongkhag	Final site specific commodities		
Haa	Gakiling <ol style="list-style-type: none"> 1. Buckwheat (Sweet & Bitter) 2. Nublang 3. Piggery 4. Poultry 	Sombeykha <ol style="list-style-type: none"> 1. Nublang 2. Buckwheat (Sweet & Bitter) 3. Mustard 4. Piggery and poultry 	BJI: Yak
Chukha	Getena <ol style="list-style-type: none"> 1. Pig 2. Maize 	Metekha <ol style="list-style-type: none"> 1. Buckwheat (Sweet & Bitter) 2. Foxtail Millet 	
Samtse	Ugyentse <ol style="list-style-type: none"> 1. Sheep 2. poultry 	Dumtoe <ol style="list-style-type: none"> 1. Finger millet (kalo & Payli millet) 2. poultry and piggery and cattle 	
Tsirang	Mendelgang <ol style="list-style-type: none"> 1. Poultry 2. Rice 	Semjong <ol style="list-style-type: none"> 1. Legumes 2. Maize 3. Poultry 	
Zhemgang	Bardo <ol style="list-style-type: none"> 1. Poultry 2. Piggery 	Nangkhor(Rice) <ol style="list-style-type: none"> 1. Karma Tekpa, 2. Karpo 3. Korfokpa 	
Bumthang	Tang <ol style="list-style-type: none"> 1. Barley 2. Horse 3. Sheep (at Dechenpelrithang farm)	Chhoekhor <ol style="list-style-type: none"> 1. Yak 2. Buckwheat (Sweet & Bitter) 	
Trashigang	Uzrong <ol style="list-style-type: none"> 1. Pig, 2. Poultry (Yebja) 	Shongphu <ol style="list-style-type: none"> 1. Barley 2. Soya Beans 3. Mustard 4. Siri 	Merak <ol style="list-style-type: none"> 1. Yak 2. Yutha
Pemagatshel	Decheling <ol style="list-style-type: none"> 1. Finger Millet 2. Foxtail Millet 3. Pig, poultry – only monitoring. 4. Local siri cattle 	Chemong <ol style="list-style-type: none"> 1. Pig, poultry- only monitoring. 2. Local cattle: Siri 	

Annex 3: Co-financing as on 30 June 2009

Co financing (Type/Source)	IA own Financing (mill US\$)		Government (mill US\$)		Other* (mill US\$)		Total (mill US\$)		Total Disbursement (mill US\$)	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
Grants										
Loans/Concessions (Compared to market rate)										
- Credit										
- Equity investments										
- In-kind support			0.750	0.750	0.850	0.850	0.850	0.850		
- Other (*)										
TOTALS										

* Other referred to contributions mobilized for the project from other multilateral agencies, bilateral development cooperation agencies, NGOs, the private sector and beneficiaries

Annex 4: Requisite Qualifications

The candidates should have at least MSc or higher degree in Plant/Animal Genetic Resource Management related fields and should have adequate experience in evaluation of GEF project. The candidate should be physically fit and be willing to walk and work in remote locations.

International consultant

1. Professional background in Plant/Animal Genetic Resource Management related fields. A minimum of 8 years of working experience is required;
2. Highly knowledgeable of participatory monitoring and evaluation processes, and experience in evaluation of technical assistance projects with major donor agencies;
3. Demonstrate ability to assess complex situations, succinctly distills critical issues, and draw forward-looking conclusions and recommendations;
4. Ability and experience to lead multi disciplinary and national teams, and deliver quality reports within the given time.
5. Writing and communication will be in English, and must be excellent in English and communication skills. The consultant must bring his/her own computing equipment.

Local consultant

1. Professional background in Plant/Animal Genetic Resource Management related fields with a minimum of 8 years of relevant experience;
2. Demonstrated skills and knowledge in participatory monitoring and evaluation processes;
3. Extensive experience in monitoring and evaluation of conservation and development projects, supported by major donor agencies;
4. Proficient in writing and communicating both in English and in Dzongkha. Ability to interpret to the international counterpart and also to translate necessary written documents to English;
5. Fluency in any of the local dialects will be given preference.
6. Should hold a valid Bhutanese consultancy license

Specific Tasks

In particular, the consultants will be responsible for:

International Consultant/Team Leader

The Team Leader will have overall responsibility for the work and operation of the evaluation team, including the coordination of inputs from different team members. The TL will also have overall accountability for the production of the agreed outputs. Additionally, the TL is responsible for the following:

- (i) Desk research of existing documents, survey/research/evaluation reports and field reports.
- (ii) Conduct fieldwork together with counterpart and interview stakeholders, extension agents and communities to generate authentic information/opinions.
- (iii) Write and compile reports.
- (iv) Make a presentation of key findings highlighting achievements, constraints and make practical recommendations to decision makers and stakeholders.
- (v) Finalise the evaluation report

Local Consultant

(i) The local consultant will assist and collaborate with the team leader in all the tasks mentioned above including field work, desk based translation, report writing as agreed with Team Leader and assist with translation in the field.