**Annex 3: Terms of Reference**

# undp logo

# PROJECT FINAL EVALUATION

# Terms of Reference

# UNDP/GEF Project

# “Conservation and Sustainable Use of Traditional Medicinal Plants in Zimbabwe”

**I. INTRODUCTION**

In accordance with UNDP/GEF M&E policies and procedures, all regular and medium-sized projects supported by the GEF should undergo a final evaluation upon completion of implementation. A final evaluation of a GEF-funded project (or previous phase) is required before a concept proposal for additional funding (or subsequent phases of the same project) can be considered for inclusion in a GEF work program. However, a final evaluation is not an appraisal of the follow-up phase. To this end, the project on “Conservation and Sustainable Use of Traditional Medicinal Plants in Zimbabwe” is due for its Final evaluations to assess the relevance, performance and success of the project. The Evaluation will be focusing on its early signs of potential impact and sustainability of results, including the contribution to capacity development and the achievement of global environmental goals. It will also identify/document lessons learned and make recommendations that might improve design and implementation of other UNDP/GEF projects.

 **Project Objectives**:

 The primary objective seeks to enhance conservation of threatened medicinal plants at each project site, increase stakeholder appreciation of medicinal plants and benefits arising from sustainable use as well as promote cultivation of threatened medicinal plants. It seeks to promote small businesses for processing and marketing medicinal plants, at the same time facilitating the development of a conducive legal framework for the conservation, sustainable use and equitable sharing of benefits from medicinal plants.

**II. OBJECTIVES OF THE EVALUATION**

The Evaluation of UNDP/GEF project “Conservation and Sustainable Use of Traditional Medicinal Plants in Zimbabwe” is initiated by UNDP Zimbabwe and it is being undertaken in accordance with the UNDP/GEF Project Monitoring and Evaluation Policy. The principal purpose of the project evaluation is to assess the project results and impacts as required by the UNDP/GEF Monitoring and Evaluation Policy (See <http://thegef.org/MonitoringandEvaluation/MEPoliciesProcedures/mepoliciesprocedures.html>).

Main stakeholders in the evaluation process are UNDP Zimbabwe, Ministry of Environment and Tourism, SAFIRE, Attorney General Office, Forestry Commission, National Herbarium and Botanic Gardens, Five Rural District Councils and the Communities.

**The evaluation will try to determine whether the following project outcomes have been achieved: -**

* The project’s component on wild medicinal plants conserved and used sustainably by local stakeholders, through the application of the CAMPFIRE approach and other best practices.
* Endangered medicinal plants cultivated both in-situ and ex-situ, and appropriate substitutes found for them. All endangered medicinal plants used sustainably by traditional practitioners and communities in project areas
* Economic incentives developed to market cultivated species. Commercialisation of medicinal plants based on best practices, value-adding enterprise and cultivation has been established
* A legal framework developed to protect rights of communities and traditional practitioners’ i.e. Principles of sustainable use of medicinal plants and equitable sharing of benefits integrated into national and local legislation by end of project, and community awareness enhanced.
1. **PRODUCTS EXPECTED FROM THE EVALUATION**

A comprehensive detailed evaluation report should contain the following information: Executive summary, Introduction, The project & development context, Findings & conclusions, Project formulation, Implementation, Results, Recommendations, Lessons Learned, Annexes-detailing persons involved, documents reviewed ,evaluation methodology, photographs ,case studies etc.

In addition the following should be adhered to: -

The report should be 50 pages or less in total, The 1st draft of the report should be submitted within 2 weeks of completion of the mission. The draft should be submitted to UNDP and it will be circulated for comments to MET, SAFIRE, Project Management and other Key stakeholders. If there are discrepancies between the impressions and findings of the evaluation team and the aforementioned parties, these should be explained in an annex attached to the final report

1. **METHODOLOGY OR EVALUATION APPROACH**

The methodology that will be used should be presented in detail in the report and should include information on: Documentation review, the list of documentation to be reviewed should be included as an Annex to the TOR, Interviews held , Field visits undertaken and any other approaches used for the gathering and analysis of data

1. **EVALUATION TEAM**

An independent international/national expert will conduct the evaluation. He/she should not have participated in the project preparation and/or implementation, should not have conflict or interest with project related activities or with project partners/agencies. The expert will be responsible for conducting a mission to meet with the stakeholders, visit the sites and drafting the report.

 **The consultant should possess the following qualifications**:

Advanced degree in Environmental Science ,At least 10 years of work experience in related field, including project evaluation experience , Familiar with GEF-UNDP rules and regulation and prior evaluation experience with GEF projects will be an asset, strong analytical, writing, presentation and editorial skills, Understanding of institutional set-ups, social dynamics and economics of Zimbabwe/Southern Africa, Familiar with the provisions of the UN Convention on Biological Diversity, Familiar with management and evaluation of community based projects, Fluent in English language and Fluent/understanding local languages (Shone and Ndebele) is an added advantage.

1. **IMPLEMENTATION ARRANGEMENTS**

UNDP Zimbabwe Office is the main operational point for the evaluation and it will be responsible for liaising with the Project Team to set up the stakeholder interviews, arrange the field visits, co-ordinate with the Government and ensure the timely provision of DSAs and travel arrangements within the country.

The time frame for the evaluation process will be as follows: -

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| **Task** | **Time (days)**  |
| Literature Review and Interviews with Principal Stakeholders (Get. of Zimbabwe, UZ, UNDP, NGOs etc)  | 3 |
| Field Visits and Interviews with project beneficiaries (2 days x 5 districts) | 10 |
| Report Writing (Draft) & Presentation | 2 |
| **Total** | **15 Days** |
| * Final Report
* Report Production and communication (Printing, telephone, e-mails, postage)
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**N.B. Please note that the 15 man days for this assignment cover the period up to the production of the 1st draft and presentation. The consultant will be expected to complete and submit to our offices the final report within a week upon his/her return.**