**Terms of Reference**

**National Framework for Solid Waste Management and Action Plan for Hazardous Waste Disposal in Libya**

**Project Evaluation**

1. **Background and context**

In recent years, Libya has faced a significant increase in the magnitude of waste management problems for a number of reasons, including, but not necessarily limited to: the rapid growth in population; changing consumption patterns; transportation difficulties; and the environmental challenges brought about by growth in key economic sectors.

In Libya, the disposal of hazardous materials that have accumulated over the years requires technical experience, equipment and substantial resources, in order to comply with national and international institutional frameworks. Several international agreements and protocols were concluded to deal with the disposal of hazardous waste materials, the most important of which are the Basel Agreement, on the control of transport of hazardous materials across borders, and the Stockholm Agreement on organic pollutant materials. Both were ratified by Libya, recognizing the importance of international cooperation in the field of environment protection through the process of technical cooperation including the transfer of technology and building of national capacities under the UN umbrella.

It is worth underlining that Libya suffers from an accumulation of hazardous waste materials, particularly in the energy, health and agricultural sectors. These waste materials include:

* Out-of-date abandoned pesticides which are found in various places in Libya. Some of these materials are very old, most are kept in poor storage conditions. The total amount is estimated at 2000 tons.
* Oils containing hazardous PCBs used in electric transformers and condensers. These can be hazardous to humans and to the environment. The total amount is estimated at about 2200 tons. These are present in the western part of Libya only.
* Expired medicinal materials, in addition to chemical materials which are stored in the various pharmaceutical warehouses in across Libya. Some of these materials have not been classified, identified or quantified.
* Hazardous medical remains such as blood, human remains, tissues, polluted gauze and cotton and others.
* Other chemical materials derived from oil and chemical industries which are classified as hazardous.

Consequently, the government has recognized the need to address waste management issues in a more integrated, comprehensive fashion by:

1. Developing an integrated National Solid Waste Management Policy.
2. Drafting a national action plan for hazardous waste disposal.

*Project Brief*

In this context, UNDP Libya and the Environment General Authority (EGA) signed a project document in 2006, aimed at supporting the development and implementation of appropriate, affordable and sustainable waste management practices for Libya and at strengthening national capacity. It also aimed to build national ownership to meet the country’s obligations under the Basal and Stockholm conventions, in addition to the preparation of a hazardous waste National Action Plan.

Within this context, the project covered the following activities:

* Development of a national solid waste management policy;
* Institutional strengthening and capacity building;
* Public education & awareness raising;
* Improvement of investment in waste management infrastructure & promotion of cost recovery mechanisms;
* Encouragement of private sector participation in service delivery.

The project is expected to end in 2010 and has an initial financial outlay of US$1.7 million.

**Evaluation Purpose**

As an integral part of the project implementation cycle, and in line with the country office evaluation plan, the proposed evaluation will analyze the achievements of the project against its original objectives while providing the government and project partners with an independent review of project outputs. The evaluation will review technical and managerial aspects and will consider issues of effectiveness, efficiency, relevance, impact and sustainability. The evaluation will identify factors that have facilitated and/or impeded the achievement of objectives and should result in recommendations and lessons learned that will help in re-orienting and re-prioritizing project activities and managerial arrangements as needed.

1. **Evaluation Scope and Objective**

The evaluation will look at the entire project duration and at all activities implemented. The evaluation will also place a specific focus on the role of UNDP constituents in the implementation of the project, gender mainstreaming and capacity development.

The evaluation will also assess the extent to which the implementation of the project has involved relevant stakeholders and the degree to which it has been able to create collaboration between different partners.

* Changes in development conditionswith a focus on the perception of change among stakeholders.
* Measurement of change*:* Progress towards results should be based on a comparison of indicators before and after (so far) the project intervention.
* Project strategy: how and why outputs and strategies contribute to the achievement of the expected results.
* Sustainability: Extent to which the benefits of the project will continue, within or outside the project domain, after it has come to an end.

1. **Evaluation questions**

* Has the project contributed to building ownership towards meeting the Basal and Stockholm Conventions?
* Have there been improvements in stakeholder skills and knowledge in applying the hazardous waste National Action Plan?
* Have there been institutional changes that have resulted in more effective planning in regard to the National Solid Waste Management Policy/ Action Plan and have they contributed to an improvement compared to the baseline situation? If not, why not?
* Is there a distinct improvement in the information turnover and use in decision-making regarding the National Solid Waste Management Policy/ Action Plan among project stakeholders?
* Has public awareness increased as a result of the project?
* Are the project outputs relevant to UNDP and national priorities?
* Are the administrative costs and timeliness of the execution sufficient?

1. **Methodology**

Overall guidance on project evaluation methodology is provided in the [UNDP Handbook on Planning, Monitoring and Evaluation for Development Results](http://teamworks.beta.undp.org/pg/groups/306038/evaluation-group-libya-co/). The evaluator should coordinate closely with the UNDP Country Office, project stakeholders and the project team. Consultations should be held with relevant government partners involved in the process. Based on a set of relevant quantifiable and qualitative indicators, a combination of quantitative and qualitative methods for the collection and analysis of the data should be used, and consideration should be given to the social, economic and political context in which the project took place.

The following data collection and analysis should be considered:

* + Desk review of relevant documents (project document, etc.)
  + Discussions with senior management and relevant staff of UNDP Country Office
  + Regular in-depth consultation with project staff
  + Interviews with partners and stakeholders
  + Visits to project sites
  + Discussions with project team, project beneficiaries/partners;
  + Development of key evaluation questionnaires for the final beneficiaries and partners;

However, it is expected that the evaluator will supply an inception report, in which he/she will detail an outline of the evaluation methodology to be applied before proceeding with the evaluation process. The inception report will also ensure the compliance of the Evaluation Report Template.

The key stakeholders of the project include but are not limited to: the Environment General Authority (EGA), General Information Authority (GIA) and GPC for Planning and Finance.

**Evaluation Products (deliverables)**

The evaluation consultant will be accountable for producing the following deliverables in Arabic and English:

* Evaluation inception report: An inception report should be prepared by the evaluation consultant before going into the full evaluation exercise. It should detail the evaluator’s understanding of the project outputs, showing how each evaluation question will be answered by way of: proposed methods; proposed sources of data; and data collection procedures. The inception report should include a proposed schedule of tasks, activities and deliverables. The inception report should provide UNDP, EGA and the consultant with an opportunity to verify that they share the same understanding of the evaluation and clarify any misunderstanding at the outset. The evaluation inception report should be made by the end of the third working day of the evaluation mission at the latest.
* Draft evaluation report: UNDP and EGA should review the draft evaluation report to ensure that the evaluation meets the required quality criteria by the end of the second week of the evaluation mission.
* The dissemination of the results will take place during the last week of the evaluation through a workshop.
* Final evaluation report:

The final draft report will be circulated to key stakeholders for their review and comments. In preparing the final report the evaluator should consider these comments, incorporate them as appropriate and provide a brief note explaining why any comments might not have been incorporated. The consultant is expected to produce a Project Evaluation Report that highlights the findings, recommendations and lessons learnt, and give a rating of performance.

1. **Evaluation team composition and required competencies**

The evaluation will be conducted by one independent international consultant who has not participated in the project preparation and/or implementation. He/she must not have any conflict of interest with project related activities. The consultant will be responsible for conducting a mission to Libya to meet with the stakeholders, and will be responsible for drafting the inception report and finalizing the evaluation report.

Education:

* Advanced university degree in social/ environmental sciences/ management.

Work experience:

* At least 5 years of professional experience at the national and international levels in environment programme/projects and monitoring and evaluation.
* Sound knowledge of results-based management (especially results-oriented monitoring and evaluation.)
* Previous work experience in related areas with UNDP or other development organizations.

Languages

* Fluency in Arabic and English.

Competencies

* Strong statistical and analytical, quantitative and qualitative research skills.
* Strong knowledge of results-based management.
* Demonstrated ability to work in a multi-cultural environment, and establish harmonious and effective working relationships both within and outside the organization.
* Good negotiation and communication skills.

1. **Evaluation ethics**

The evaluation will be conducted in accordance with the principles outlined in the “Ethical Guidelines for Evaluation”.

1. **Implementation arrangement**

To facilitate the project evaluation process, UNDP Libya set up an Evaluation Focal Point (EFP) to support the Portfolio Manager (PM) and the National Project Coordinator (NPC) in coordinating the evaluation process internally and externally. However, the evaluation will be fully independent and the evaluation team will retain enough flexibility to determine the best approach in collecting and analyzing data for the project evaluation.

**8.Time-frame for the evaluation process**

The evaluation mission will consist of one international consultant for a period of three weeks.

* Preparation of the inception report will be completed by the end of the third day of the mission.
* One working day will be given to UNDP & EGA to read the report and give their inputs.
* The evaluation consultant shall deliver a draft evaluation report to UNDP and EGA by the end of the second week of the mission at the very latest.
* Two working days will be given to UNDP & EGA to read the report and give their inputs.
* The evaluation consultant shall deliver the final evaluation report to UNDP.

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| **Phase** | **Key Activities** | **Time Frame\*** | **Responsibility** |
| Preparatory phase | Desk review of relevant documents and database sites (project documents with amendments made,  review reports – mid-term, final, donor-specific, audit and financial) |  | Evaluation Team with the UNDP Programme Analyst and M & E Focal Point |
| Field work/ Data Collection | Field visits, interviews with partners and other key stakeholders |  | National Consultants |
| Data Analysis | Finalize evaluation design and work-plan, preparing Approach Note and Methodology |  | Evaluation Team with the UNDP Programme Analyst and M & E Focal Point |
| Report preparation | Drafting of the evaluation report, share it with UNDP/UNOPS & national counterpart for comments |  | Evaluation Team with UNDP Programme Analyst and M & E Focal Point |
| Dissemination | Finalization of the evaluation report–incorporating comments received on first draft, |  | Evaluation Team with UNDP Programme Analyst and M & E Focal Point |

\* Tentative and to be finalized with the Evaluation Team/ Evaluator(s)

1. **Cost**

The daily rate for the evaluator will be determined according to qualifications and past experience and based on UNDP rates.

The evaluation fees will be paid in three equal installments (33.33% each).

* The first installment will be paid upon signing the consultancy contract;
* The second installment upon submission of the draft report; and
* The final one, upon acceptance of the final report.

1. **Reading Materials (Annexes)**

* Country Programme Document 2006-2010
* Project Document.
* Progress Reports
* National MDG Report
* Evaluation report template Quality Criteria for Evaluation Report
* Ethical Code of Conduct for Evaluation in UNDP