

Final Evaluation
“Capacity building support to the Suriname Conservation Foundation (SCF) project”

Terms of Reference for the
Local consultant Natural Resource Management (Evaluation Team Member)

Consultancy Duration: 20 discontinuous days between Nov to Dec 2011.

Duty Station: Paramaribo, Suriname

Introduction

The project “Capacity building support to the Suriname Conservation Foundation (SCF)” is Suriname’s co-financing component of US\$ 3.6 million for the project: “Conservation of Globally Significant Forest Ecosystems in Suriname’s Guayana Shield Bio-region “ as was implemented in the period 2000-2006. The project “Capacity building support to SCF” was signed in September 2004 and the actual implementation started in January 2005. This project is financed by the Government of Suriname with resources from the Dutch Treaty Fund, and scheduled for 6 years. The project is being implemented for 6 years now. The originally scheduled mid-term evaluation was changed into a management support mission support to the project. This was due to the fact that the Final evaluation of the Conservation of Globally Significant Forest Ecosystems in Suriname’s Guayana Shield Bio-region project took place at the end of 2006 and the final report was released in April 2007 and included also recommendations with regard to the SCF capacity building support project. The recommendations to have a management support mission for the “Capacity Building Support to the SCF” project and not another evaluation, was agreed and supported by the Oversight Committee. The attached Terms of Reference Final Project Evaluation Project: “Capacity building support to the Suriname Conservation Foundation (SCF) UNDP Project Number: TTO10 00036896 and award number 00034614 and SUR10 00070446 and award number 00057117” should also be consulted.

Key activities of the consultancy

The consultant is expected to deliver but not limited to the following:

1. Review and structure existing data for the SCF capacity building support project according to the instruction of the Evaluation Team Leader;
2. Access documents in Dutch and provide insights to Evaluation Team Leader;
3. Participate and report on field visits;
4. Reporting on any other meetings;
5. Face to face presentation of final evaluation report with electronic support from Evaluation Team Leader;
6. Participate in briefing meetings;
7. Coordinate mission meetings with the Ministry of Finance and UNDP country office;
8. Any other activity required in support to Evaluation Team Leader to complete the Final Evaluation, including drafting some parts of the final report according to the instructions of the Evaluation Team Leader

Scope of Work

Support / resource person to the Evaluation Team Leader/team leader in the final evaluation of the “Capacity building support to the Suriname Conservation Foundation (SCF)” project as per attached terms of reference.

Outputs

1. Detailed work plan to support the final evaluation process (this should be constructed in close coordination with the evaluation Team Leader)
2. Report on documents especially Dutch documents reviewed and input provided to Evaluation Team Leader. The written reports should clearly indicate the references.
3. Reporting on meetings, field visits and briefing meetings
4. Assist the Evaluation Team Leader in writing some parts of the evaluation report if needed.
5. Presentation Final evaluation report

Required Education Experience

Education;

Minimum Master's of Science Degree in Environmental, Social sciences or equivalent in a directly related field

Experience;

- 5 years of relevant experience at the national or international level in related environmental development issues, a minimum 3 years dealing with project management/development.
- Proven experience in providing management, advisory services, hands-on experience in the design, implementation and monitoring and evaluation of projects.
- Proven experience in biodiversity conservation, natural resource management and with economic and social development issues.
- Familiarity of the UNDP system, rules and procedures is an advantage.

Implementation arrangements

Management arrangements

The evaluation is a joint evaluation by the Government of Suriname (Ministry of Finance) and UNDP. The evaluation is being solicited by UNDP, but the Ministry of Finance has the responsibility as implementing partner of the project, has overall responsibility for the coordination and logistical arrangements of the evaluation as well as day-to-day support to the evaluation team (travel, accommodation, office space, communications, etc) with support from the UNDP Country Office in Suriname. The evaluation team will be briefed by the Ministry of Finance and the UNDP Country Team, upon the commencement of the assignment, and will also provide a terminal briefing. Other briefing sessions may be scheduled, if deemed necessary.

The evaluators will be contracted directly from the project budget. The quality of the evaluators' work will be assessed by the Ministry of Finance and UNDP-Suriname in consultation with oversight Committee. If the quality does not meet standard GOS or UNDP expectations and requirements for the UN evaluations, the evaluators will be required to re-do or revise (as appropriate) the work before being paid final instalments. The evaluation team is ultimately responsible for the quality of the evaluation report. The evaluator must clear input from other contributors before final payment is given.

These Terms of Reference follow the UNDP policies and procedures, and together with the final agenda will be agreed upon by the Ministry of Finance, The Dutch Embassy and UNDP Country

Office. These three parties will receive a draft of the final evaluation report and provide comments on it prior to its completion.

Although the final report must be cleared and accepted by UNDP before being made public, the UNDP Evaluation Policy underlines that the evaluation function should be structurally independent from operational management and decision-making functions in the organization. The evaluation team will be free from undue influence and has full authority to submit reports directly to appropriate levels of decision-making. UNDP management will not impose restrictions on the scope, content, comments and recommendations of evaluation reports. In the case of unresolved difference of opinions between any of the parties, UNDP may request the evaluation team to set out the differences in an annex to the final report.

Composition and general management arrangements evaluation team

The evaluation will be performed by a two person team. The team will comprise one international consultant (Team Leader) with expertise in Monitoring and Evaluation of Biodiversity related projects and one national consultant in Natural Resource Management.

The consultants will be responsible for preparing the final evaluation report and its completion in accordance with UNDP Monitoring and Evaluation guidelines. The Team Leader will have overall responsibility for the delivery and quality of the evaluation products. The National Consultant will work in close coordination with the Team Leader, and he/ she may be consulted before the payments.