



## **TERMS OF REFERENCE**

### **FOR INDIVIDUAL CONSULTANTS/CONTRACTORS**

**POST TITLE:** Terminal evaluation of the Bhutan Recovery and Reconstruction Project  
**AGENCY/PROJECT NAME:** UNDP  
**COUNTRY OF ASSIGNMENT:** BHUTAN

#### **1) GENERAL BACKGROUND**

Bhutan experienced two major natural disasters in 2009. On May 25<sup>th</sup> and 26<sup>th</sup> 2009, cyclone Aila brought unprecedented rain which caused severe flooding in seventeen of Bhutan's 20 districts. On 21<sup>st</sup> September, the eastern part of the country was hit by a strong earthquake of magnitude 6.1, followed by several aftershocks.

As a response to the natural disasters, UNDP and the Royal Government of Bhutan initiated the Bhutan Recovery and Reconstruction Project in October 2009 for a period of 2 years (2009-2011). The project is funded by UNDP-BCPR, CIDA and the UN Delivering as One Fund, and implemented by the Department of Disaster Management (DDM) under Ministry of Home and Cultural Affairs of the Royal Government of Bhutan in coordination with relevant government agencies and district authorities.

The three main outputs expected from the Bhutan Recovery and Reconstruction Project (BRRP) are:

- Output 1: Restoration of social and community services
- Output 2: support community-based livelihood regeneration
- Output 3: Strengthen capacities for response and recovery coordination through Technical assistance

#### **2) OBJECTIVES OF THE ASSIGNMENT**

The objective of the assignment is to assess the effectiveness, efficiency, and relevance of the Bhutan Recovery and Reconstruction Project and provide recommendations for future recovery and reconstruction programmes.

#### **3) SCOPE OF WORK**

The evaluation shall cover all activities undertaken in the framework of the project and the following elements:

- Assessment of project design in view of the larger goal of a reconstruction and recovery programme in the aftermath of two disasters, including the project period and resources available;
- Project performance in relation to the indicators, assumptions and risks specified in the logical framework matrix and the project document;
- Identification and, to the extent possible, quantification of any additional outputs and outcomes beyond those specified in the project document, including assessment of procedures followed and justifications

provided;

- Identification of any programmatic and financial variance and/or adjustments made during the project implementation and an assessment of their consistency with the overall objectives of the project;
- Evaluation of project coordination, management and administration provided by the Project Management and Project Board, including cooperation, coordination and synergies created by the project;
- Assessment of the technical assistance organized under the programme (did the programme have regular access to experts or institutions with expertise in programme areas?);
- Assessment of the extent of support made available by the Royal Government of Bhutan vis-à-vis the programme objectives;
- Assessment of capacity building of the Government agencies involved in the programme and/or UNDP;
- Assessment of the degree to which the overall objectives and expected outcomes of the project have been met;
- Assessment of the scope, quality and significance of the projects outputs achieved;
- Assessment of the exit plan and sustainability plan of the project within the overall recovery and reconstruction framework of the government;
- Lessons learned and best practice from project implementation, and recommendations for future recovery and reconstruction projects.

#### **4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

The duration of the assignment is 16 working days during the period from 21 November to 29 December 2011. The evaluation schedule includes a desk review and preparatory meetings (3 days), interviews/consultation with relevant stakeholders and beneficiaries at district and local levels during a field visit to Eastern Bhutan (9 days) and drafting, presentation and finalization of the evaluation report (4 days). A detailed schedule is attached as Annex 1 (tentative).

#### **5) EXPECTED OUTPUTS**

1. Detail plan of engagement at the beginning of the assignment, including regular progress reports;
2. A powerpoint presentation of the findings to key stakeholders (Project Board);
3. A detailed evaluation report including an executive summary of findings and annexes (TOR's, itinerary, list of documents reviewed, list of persons interviewed, summary of field visits, questionnaire, etc.)

The presentation and report together with the annexes shall be presented/ written in English and shall be submitted in electronic form (MS Office).

#### **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The UNDP Energy, Environment and Disaster Management Unit will ensure monitoring of deliverables as per the following deadlines:

- Submission of detail plan of engagement in the assignment (21/22 Nov 2011)
- Submission of draft evaluation report (13 December)
- Presentation of findings to key stakeholders (between 13-16 December)
- Submission of final reports addressing comments received by stakeholders (within one week after receiving comments)

UNDP in consultation with key stakeholders will review the outputs and provide comments for finalization within 2 weeks of submission.

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

A national consultant with the following qualifications shall be engaged to undertake the evaluation working according to the planned schedule (annex 1):

- Academic and professional background in fields related to Disaster Management, Environmental Management, Climate Change, Development, Engineering, Geography or related field. A minimum of 5 years of working experience in the development sector in Bhutan is required;
- Experience with recovery and reconstruction programmes, and/or familiarity with and demonstrated understanding of disaster management in Bhutan is an advantage;
- Demonstrated skills and knowledge in participatory monitoring and evaluation processes;
- Experience in monitoring and evaluation of development projects, supported by UN agencies and/or major donor agencies;
- Proficient in writing and communicating both in English and in Dzongkha. Knowledge of other local languages and ability to interpret is an advantage;
- Holder of a valid Bhutanese consultancy license; and
- Excellent in human relations, coordination, planning and team work.

## 8) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE       PARTIAL       INTERMITTENT       FULL TIME

## 9) PAYMENT TERMS AND AWARD OF CONTRACT

Combined scoring (70% technical and 30% financial) will be used in awarding of the contract.

Driver and transportation will be provided for the field trip to Eastern Bhutan.

The consultant will be paid on lump sum basis including local DSA:

- Initial payment: 15% upon signing of contract
- 2<sup>nd</sup> payment: 85% upon acceptance of final report

- i. UNDP payment certification required: Yes
- ii. Currency of payment: Bhutan Ngultrum

## Annex 1: Tentative Schedule for the evaluation

Dates	Program	Remarks	Working days
21/11/2011 - 25/11/2011	Desk review of relevant documents	DDM and UNDP will provide access to documents	3
	Meetings with officials of the Royal Government of Bhutan (DDM, DoC, BSB) and UNDP.	DDM will coordinate appointments with government agencies.	
28/11/2011 - 6/12/2011	Field visit to project sites in Eastern Bhutan	Field schedule and meetings to be confirmed	9
28/11	Thimphu to Bumthang	Town reconstruction	
29/11	Bumthang-Lhuentse		
30/11	Lhuentse	Wombur and Gortsham CPSs CBDRM and SAR trainings Timber engineering training	
1/12	Lhuentse - Trashigang		
2/12	Trashigang	Kheri, Mangkhar, Benshingmo ORCs, hospital Safe school programme Chortens renovated	
3/12	Trashigang – Samdrup-Jongkhar		
4/12	Samdrup-Jongkhar	CBDRM training, SAR&HFA training	
5/12	Samdrup-Jongkhar - Phuentsholing		
6/12	Phuentsholing - Thimphu	Chhuka – SAR training	
21/11/2011 - 13/12/2011	Debriefing Thimphu (DDM, UNDP) Prepare draft report and presentation of the findings of the evaluation		4
13/12/2011	Deadline for submission of the first draft of the evaluation report to DDM/UNDP	DDM/UNDP CO will distribute the draft report to stakeholders for comments.	
16/12/2011	Presentation of the preliminary findings of the evaluation	DDM Conference hall – will be coordinated by DDM.	
29/12/2011	Incorporation of comments/feedback in the evaluation report		
	Deadline for submission of the final report to DDM/UNDP (7 days upon receiving comments from DDM/UNDP)		