

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



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ANNEX I

TERMS OF REFERENCE

1. BACKGROUND

The project “Promote peace building through cross boundary wastewater management in the occupied Palestinian territories” is a UNDP/PAPP initiative that contributes to peace building and to strengthen the dialogue between the Palestinian and Israeli local authorities through addressing common interests. In this particular project, peace building will be promoted through joint management of cross boundary wastewater in order to safeguard the shared environment and protect the water resources.

This will be achieved through the construction of three wastewater collection systems in the targeted communities” Habla, Baqa El-Sharqieh and Barta’a” in Palestine; the collected wastewater will be treated in the Israeli side based upon agreed mechanisms and tariffs between both parties. The project supported development agreement between the Israeli Water Commission and the Palestinian Water Authority to regulate and coordinate trans-boundary waste water management

The above mentioned agreement is based on the interim agreement that Israel and the Palestinian Authority signed in September 1995 (Oslo 2) which includes the most updated understanding on water issues that has been reached in the peace process framework in addition to the signed MOU on 2003 that sets the Guidelines and Technical Criteria for Sewage Projects.

There are at least 10 cross boundary streams between the Israeli and the occupied Palestinian territory. Downstream Israeli streams receive wastewater from the occupied Palestinian territory which is mostly untreated or poorly treated. On the other hand the untreated wastewater runoff from the Israeli settlements on the hilltops ends up in Palestinian streams.

The untreated wastewater presents a pollution that not only destroys the rivers and the connected eco-systems, but also seeps into the groundwater, harming drinking water sources. Furthermore, it leads to mosquito infestations, allowing possible spread of waterborne diseases.

The project intended to

1. Contribute to peace building and strengthen the dialogue between the Palestinian Authorities and the Israeli Authorities through addressing common interests and maximizing benefits on both sides.
2. Promote trans-boundary wastewater management in order to safeguard the shared environment and protect the water resources.
3. Build the capacities of the service providers and the PWA regarding wastewater management issue including technical, financial and institutional aspects.
4. Enhance the quality of life and improve the wellbeing of the targeted population.

Targeted Community Situation

The project targeted three border communities in Jenin, Tulkarem and Qalqilia Governorates with a total of 16,500 residents of Baqa Al Sharqieh (Tulkarem Governorate), Habla (Qalqilia Governorate) and Barta Al-Sharqieh (Jenin Governorate). Women comprise almost 49.8% of the total beneficiaries and men comprise 50.2 % (around 8,219 are women and 8,280 are men).

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It is worth mentioning that, although this project targeted the overall population and all the beneficiaries will be positively affected by its activities, women in these communities will be the ones who will benefit the most, as the project will enhance their living standards and improve their quality of life. Traditionally, women in the targeted communities are responsible for management of water supplies at the household level. During time of shortage, women have to store water, ensure water's quality and monitor hygiene practices within the household and take care of the infirm.

The construction of wastewater collection systems in these villages contributed to improving the environmental living conditions of the population and will enhance the cleanliness level within these towns. It will as well reduce the incidents of diseases associated with wastewater pollution and contamination and improve the public health status of the population. Therefore, it will relieve women from the tasks and responsibilities to take care of the sick and the infirm within the family and provide them with more free time to develop their skills and the freedom to engage in other activities.

2. OBJECTIVES OF THE ASSIGNMENT:

To assess the performance of the project in relation to achieving the indented results

- developing recommendations for further initiating of similar projects in the future
- drawing key lessons learned in terms of strength and weaknesses to contribute to organizational learning

3. EVALUATION SCOPE AND CRITERIA:

Quality and Relevance of Design

Assess the continuing appropriateness and relevance of the Design. The project context, threats and opportunities may have changed during the course of the project. Assess what adjustments have been made and what others might be necessary. In particular:

- To what extent does the project respond to priority issues?
- To what extent are the objectives of the project still valid?
- Is the project team planning the most appropriate strategies?
- Are there any major risks or 'killer assumptions' that are currently not being taken into account?
- Do stakeholders care about the project and believe it makes sense?

Effectiveness

Assess the major achievements of the project to date in relation to its stated objectives and intended results. Focus on the higher level results.

- Assess what has been achieved, the likelihood of future achievements, and the significance/strategic importance of the achievements
- Include also qualitative evidence e.g. opinions on the project's effectiveness based on impressions and interviews with target groups, partners, government, etc.
- Describe any major short-comings of the project to date, explaining the reasons behind them.
- Describe any unforeseen impacts (whether positive or negative).

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- Identify any exceptional experiences that should be highlighted e.g. case-studies, stories, best practice

Efficiency of Planning and Implementation

Assess to what extent resources are being used economically to deliver the project. Are plans being used, implemented and adapted as necessary? And assess other program management factors important for delivery

Impact

Assess to what extent is the project contributing to a long-term positive effects and does it make a difference.

Potential for sustainability, replication and upscaling

Assess the key factors affecting **sustainability** of the project, such as:

- What are the social and political parameters that contribute to the acceptance of the project?
- Will the project contribute to lasting benefits? Which organisations could/ will ensure continuity of project activities in the project area?
- Is there evidence of possible up scaling or replicating of project activities beyond the immediate project area? Is such replication or magnification likely?
- Assess whether the program is considered as delivering **value for money** for its present scope/ scale of impact. What are the cost implications for scaling up impact?
- Are there savings that could be made without compromising delivery?
- Assess and make recommendations on the key **strategic options** for the future of the project i.e. exit strategy, scale down, replication, scale-up, continuation, major modifications to strategy
- Comment on any existing plans
- Make recommendations in addition.

4. TASKS AND RESPONSIBILITIES:

Under the overall supervision of the Project Manager and in close cooperation with the Project counterparts, the consultant will review the project file to implement the followings:

- 1- Prepare an evaluation workplan: The consultant shall prepare a workplan that describes how the evaluation will be carried out and the time table for each activity. The workplan should address the followings:
 - Overview of the project
 - Expectations of evaluations
 - Roles and responsibilities
 - Evaluation methodology
 - Evaluation frame work
 - Information collection and analysis
 - Reporting

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- 2- Data Collection: Data should be collected through field observations, interviews, focus groups, questionnaires, participatory methodologies the consultant shall include all visits that are needed to the project site, the project counterparts and the stakeholders. All visits and meetings shall be coordinated through the Project manager and the project assistant.
- 3- Evaluation report: the consultant shall prepare an evaluation report that describes the evaluation and puts forward the evaluator's findings, recommendations and lessons learnt. The report should also highlight gaps, strengths and weaknesses in the project design and implementation. It should also pinpoint all measures that can be taken into consideration in order to enhance the sustainability of the project outputs.

5. DELIVERABLES:

- An inception report is to be submitted one week after signing the contract. The inception report should include the project site visits plan.
- Draft evaluation report should be submitted five weeks after signing the contract.
- Briefing for the project team by week # 6
- Final evaluation report will be submitted three days after receiving the comments from UNDP/PAPP and the project counterparts on the draft evaluation report.

6. DOCUMENTS TO BE CONSULTED:

A list of important documents that the evaluators should read at the outset of the evaluation and before finalizing the evaluation design. This should be limited to the critical information that the evaluation team needs. Data sources and documents may include:

- Project document
- Latest Annual work plans
- Monitoring data
- progress reports
- Key outputs produced
- Partnership arrangements e.g. agreements of cooperation with local governments

7. REQUIRED FORMAT FOR THE EVALUATION REPORT :

Executive Summary (1-4 pages):

- Brief project description and context
- Purpose and expected use of the evaluation
- Objectives of the evaluation
- Summary of the evaluation methodology
- Principle findings and conclusions, especially relating to project goals / targets
- Key recommendations
- Summary of lessons learned, strength and weakness

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8. LEVEL OF EFFORTS:

It is estimated that this assignment will need 20 working days to accomplish which will be distributed over a period of six (6) AS IN THE COVER PAGE weeks. It is anticipated that the work will start during the first week of May 2013.

9. LOGISTICS

The consultant will be contracted by the UNDP/PAPP. His/her work will be facilitated and supervised by the Programme Manager. The consultant will report to the UNDP Programme Manager.

Notes: All required information about the project will be provided.

10. EVALUATION ETHICS

Evaluations in UNDP shall be conducted in accordance with the principles outlined in the UNEG "Ethical Guidelines for Evaluation".

11. PAYMENT TERMS:

Payments are based upon output, i.e. upon delivery of the services specified in the TOR:

Milestone	% Payment	Target Date
Upon satisfactory Completion of the Inception Report	25 %	1 June 2013
Upon Satisfactory Completion of the Evaluation Report	75%	30 June 2013

Feedback on the outputs will be made within two weeks after the submission is made by the Consultant.

All payments will be issued upon certification of UNDP Programme Manager.

12. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications (this is an in-out criteria):

Minimum postgraduate degree in Environmental Studies, Engineering or related fields.

II. Years of experience:

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- The team leader should have proven experience (at least 10 years) in water and environmental management projects and related fields.
- Minimum five (5) years experience in results based management and evaluation of environmental projects.
- Experience in financial management
- Proven experience in management issues.
- Excellent oral and written communication skills in English and Arabic.
- Solid analytical and conceptual skills and the ability to think creatively.
- Good knowledge of local context (culture, politics, and geography).

III. Competencies:

- Good knowledge of Article 40 in Oslo Agreement
- Adequate knowledge in water and wastewater projects.
- Enough knowledge of national environmental plans, bylaws and PWA strategies, procedures and agreements

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.