**Annex 1: Terms of Reference**

**Terms of Reference**

**Evaluation/Formulation mission**

**Egyptian Italian Environmental programme**

**1. Introduction**

The overall objective of the Egyptian Italian Environmental Cooperation Programme (EIECP) is to

contribute to the protection f Egypt's natural and cultural resources. By acting in specific but

interconnected areas of intervention particularly releva nt to the Ministry of State for Environmental

Affairs (MSEA) and its executive arm, the Egyptian Environmental Affairs Agency (EEAA) it aims at

The specific objectives are:

* To strengthen Egyptian capacities to analyze, plan and implement adequate measures for the conservation and rehabilitation of natural, cultural and man-made environments;
* To enhance current strategies and ways to protect and expand available natural resources b-ase, with the aim to leading to higher productivity, reduced migration and improvement of the living conditions in rural areas.
* To contribute to reinforce the role of EEAA, as the central coordinating and competent body and its partner institutions, for the protection and promotion of the environment.

**II. Objectives of the evaluation/formulation mission**

The evaluation/formulation mission will be organised by UNDP and DGCG with the participation of EEAA as it was agreed during a meeting held on 1 October 2012. The overall purpose of the evaluation is to assess the efficiency of the previous phase which concluded in 2010, identify potential project design problems, assess progress the achievements, identify and document lessons learned and to make recommendations for improvement in the new phase.

The evaluation! formulation should investigate the relevance of the projects to environmental priorities of Egypt and MSEA and implementing agencies policy objectives, as well as to the needs of direct beneficiaries. The team will cover the performance of the projects in terms of timeliness, quality, quantity and cost-effectiveness of the activities undertaken including national and international consultants inputs, training programs, and projects impact and sustainability. The findings of the evaluation will be useful to determine the way ahead for the design of the third phase including activities, outputs and targeted areas. Furthermore, whenever needed the stakeholders will help in suggesting prioritization of project activities in the design of the third phase. On this basis decisions will be taken to ensure a better implementation for the new phase and advice will be submitted to improve

project sustainability.

bridging over important aspects of its policy implementation.

**III. Evaluation/formulation audience:**

It aims to provide managers with strategy and policy options for more effectively and efficiently achieving the project's expected results and for replicating the results. **It** also provides the basis for learning and accountability for mangers and stakeholders.

The Evaluation/formulation mission will highlight issues requiring decisions and actions; and will present initial lessons learned about project design, implementation and management which will be reflected in the third phase.

**III. Tasks to be undertaken**

1. Evaluate the Programme and projects of the concluded EIECP programme in terms of stated objectives, strategy, outputs and activities;
2. Assess the achieved results and impact;
3. Identify strengths and weaknesses in implementation of projects;
4. Provide basis for decision making on the priorities for the new phase;
5. Provide recommendations for necessary amendments and improvements and make
 recommendations regarding the specific areas and work in;
6. Provide feedback and disseminate lessons learned, identify opportunities for partnership for sustainability of results and noting any issues that had policy impact;
7. Produce a new project document for the third phase.

**IV. Evaluation/formulation approach and methodology**

The consultant together with the Italian team will adopt the following working methodology:

* Review all relevant information including on-going and pipeline projects under the GEF programme to build synergies between all projects
* Review EEAA's policy and operational documents
* Conduct individual and focused group interviews: the DGCG, UNDP, EEAA, NCS, Ministry of Tourism, and project managers for the GEF projects
* Conduct selected field visits to selected sites.

**VIII. Timetable and duration**

The evaluation/formulation team is to start as soon as possible. The duration of the assignment is one month as of signature of the contract.

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| Activity  | **Timeframe**  |
| Desk Review  | 5 Working Days  |
| Meetings with the Stakeholders  | 9 Working Days  |
| Writing draft evaluation report and project document  | 10 working days  |
| Presentation of findings and of the new project document  | 1 working day  |

**IX. Required qualification**

The Evaluation/formulation will be carried out by an independent national consultant that has not participated in the projects preparation and/r implementation and does not have any conflict of interest with project related activities. This may apply equally to evaluators who are associated with organisations, or entities that are, or have been, involved in the delivery of the project. Any previous association with the project, the executing of national implementing Agency or other partners/stakeholders must be disclosed in the application.

If selected, failure to make the above disclosures will be considered just grounds for immediate contract termination, without recompense. In such circumstances, all notes, reports and other documentation produced by the evaluator will be retained by UNDP.

**General requirements:**

* Advanced university degree in the subject related to natural resources management,
 development or other relevant field.
* At least eight years of work experience in biodiversity, protected areas and eco-tourism.
* Experience in environmental policy implementation and familiarity with biodiversity, protected areas and eco-tourism activities.
* Previous experience in evaluation for international development agencies, preferable for UNDP projects.
* Conceptual thinking and analytical skills.
* Excellent English communication skills, strong writing and analytical skills coupled with
 experience in monitoring and evaluation techniques.
* Previous involvement in and understating of UNDP procedures is an advantage and extensive international experience in the files of project formulation, execution and evaluation is required.

UNDP is an equal opportunity employer and all qualified candidates are encouraged to apply.