Terms of Reference for Terminal Evaluation of Capacity Building for Sustainable Land Management in Sierra Leone project

I. Position Information

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Terminal Evaluation of the Capacity Building for Sustainable Land Management in Sierra Leone project.</th>
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<tbody>
<tr>
<td>Contract type:</td>
<td>Individual contract (National Consultant)</td>
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<tr>
<td>Duration:</td>
<td>3 weeks</td>
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<td>Duty Station:</td>
<td>Freetown</td>
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II. Background

This project was submitted under the global UNDP-GEF Targeted Portfolio Project for SLM in LDC and SIDS. Sierra Leone was originally a forested country with over 60% of its land covered by closed high forest of moist evergreen and semi-deciduous types, the rest being woodland savannah of the guinea type. Today nearly 70% of its forest cover has been lost. The Land area is roughly divided into four physical regions: coastal plains, plateau and hills and mountains, with approximately 56% of the land is below 150m. The principal direct causes of land degradation in Sierra Leone are the unsustainable use of forest resources, unsustainable agricultural practices, especially those resulting in soil fertility loss and decline in crop yields on upland rainfed sites, wildfires on farm fallows and wooded savannas; deforestation from clearing for agriculture and mining. Forest fire prevention and control is taking place, but there is the need for a holistic approach, which would include models for sustainable land management on savanna woodlands and coastal mangroves areas. Unsustainable harvesting of forest products is on the increase and made worse because of lack forest management models. Soil conservation in agriculture is not effectively addressed because of lack of basic knowledge on soil conservation practices, non-effective extension work, and the non-existence of soil testing facilities. The Capacity Building for Sustainable Land Management in Sierra Leone project was to build capacity for Sustainable Land Management in Sierra Leone by the removal of the key barriers to SLM and mainstreaming of SLM into laws, university and school curricula and the national budget. This project seeks to create sustainable capacity and ownership in Sierra Leone to mitigate land degradation and thereby meet the country's obligations under the United Nations Convention to Combat Desertification.

II. Justification

The project Capacity Building for Sustainable Land Management in Sierra Leone seek to enhance the adaptive capacity of decision-makers and to support the government to develop individual, institutional and systemic capacity to improve planning and implementation of efforts to address land degradation and to promote the mainstreaming of Sustainable Land Management (SLM). The project enhanced the building of capacity for sustainable land management in Sierra Leone by the removal of key barriers to SLM and mainstreaming of SLM into laws, university and school curricula and budgets, through a Mid-Term Investment Plan which are criteria to meet the country's obligations under the Convention on Combating Desertification.

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP support GEF financed projects are required to undergo a terminal evaluation upon completion of implementation. The Terminal evaluation will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the UNDP Evaluation Guidance for GEF Financed Projects.
### III. Objective

The main objective of the consultancy is to evaluate and assess the achievement of Capacity Building for Sustainable Land Management in Sierra Leone project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming.

### IV. Functions / Key Results Expected

The terminal evaluation must provide evidence based information that is credible, reliable and useful. The consultant is expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, in particular the GEF operational focal point, UNDP Country Office, project team, UNDP GEF regional office and key stakeholders. The consultant is expected to conduct a field mission to the sustainable land management project sites.

In preparing the terminal evaluation, the local Consultant will work closely and under the supervision of the UNDP Sierra Leone Deputy Country Director, Programme and the sustainable land management project Unit and will also work closely with government officials, donors, NGOs, CBOs and the private sector.

### V. Deliverables

The evaluators will assess the extent to which the project is achieving impacts or progressing towards the achievement of impacts. Key findings that should be brought out in the evaluations include whether the project has demonstrated: a) verifiable improvements in ecological status, b) verifiable reductions in stress on ecological systems, and/or c) demonstrated progress towards these impact achievements. The TE will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the UNDP Evaluation Guidance for GEF Financed Projects (2011).

The consultant is expected to:

- Assess overall performance against the project objectives as set out in the Project Document and other related documents
- Assess project relevance to national priorities, as well as UNDP and GEF strategic objectives
- Assess the effectiveness and efficiency of the project
- Critically analyze the implementation and management arrangements of the project, including financial management.
- Assess the sustainability of the project interventions and consider project impacts
- Document lessons and best practices concerning project design, implementation and management which may be of relevance to other projects in the country and elsewhere in the world.

### VI. Reporting Mechanism

The consultant will work closely with and under the supervision of UNDP Sierra Leone Deputy Country Director, Programme and the UNDP/GEF Capacity Building for Sustainable Land Management in Sierra Leone Project Manager. The consultant will also work closely with government officials, donors, NGOs, CBOs and the private sector. All reports will be done for the attention of the UNDP Sierra Leone Deputy Country Director, Programme with copies for the attention of the Country Director, Programme, UNDP and the UNDP/GEF Capacity Building for Sustainable Land Management in Sierra Leone Project Manager.

### VII. Duration

The consultancy is expected to be 3 weeks upon the signing of the contract and payments are based upon the deliverables.
VIII. Payment Modalities

Payment to the consultant will be made in three installments upon satisfactory completion of the following deliverables:

1st installment: 20% upon signing the contract
2nd installment: 40% upon submission of the draft Evaluation Report
3rd installment: 40% upon submission of the final approved Terminal Evaluation of the Capacity Building for Sustainable Land Management in Sierra Leone Project Report

IX. Evaluation criteria

The consultant will be evaluated against a combination of technical and financial criteria. Maximum score is 100% out of a total score for technical criteria equals 70% and 30% for financial criteria. The technical evaluation will take into account the following as per the weightings provided:

1. Background and education: 10%
2. Methodology of approach in accomplishing the consultancy including though not limited to (a) timelines, (b) data collection and sources, (c) strategies addressing possible risks and barriers and management responses: 60%
3. Professional Experience with respect to TOR: (a) Demonstrated experience with GEF projects, with particular focus on design of adaptation project; (b) A good understanding of the water sector in Africa, as well as mainstreaming climate change into policies; (c) Strong analytical skills, particularly applied to project design: 20%
4. Substantial professional knowledge and experience in the Region: 10%

Financial proposal: 30%

XI. Recruitment Qualifications

Education:

- The candidates should have at least MSc or higher degree in Environment, Agriculture, Natural Resource Management or related fields.

Experience:

- Should have adequate experience in the management, design and/or evaluation of comparable projects.
- In-depth understanding of land and environment issues in tropical/subtropical and island environments. A minimum of 10 years of relevant working experience is required.
- Prior experience in evaluation of international technical assistance projects with major donor agencies, including UNDP-GEF projects, is an advantage.
- Familiar with SLM approaches in Indian Ocean either through management and/or implementation or through consultancies in evaluation of land related projects. Understanding of local actions contributing to global benefits is crucial.
- Demonstrated ability to assess complex situations, succinctly distils critical issues, and draw forward-looking conclusions and recommendations.

Competences

- Excellent written and verbal communication skills in English.
- Ability to deliver quality reports within the given time.

Language Requirements:

- Fluency in written and spoken English
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<tr>
<th>X. Application Procedures</th>
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<tr>
<td>Qualified and interested national candidates are hereby requested to apply. The application must contain the following:</td>
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<tr>
<td>i.  Technical Proposal- a detailed methodology on how to conduct the work</td>
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<td>ii. Financial proposal based on a lump sum which should include: a consultancy fee, administrative expenses and travel expenses (if applicable).</td>
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<td>iv. Detailed achievement based CV</td>
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<td>The financial proposal should be a breakdown of consultancy fee inclusive printing of the report.</td>
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Applications clearly marked “Capacity Building for Sustainable Land Management in Sierra Leone project” should reach UNDP Sierra Leone, 55 Wilkinson Road on or before 28 February 2013 at 4pm.

Please note that applications will only be considered if they have both the technical (methodology) and financial proposals as well as CV.