**Terminal Evaluation Terms of Reference**

***[Note: TOR Annexes not included to reduce unnecessary redundancy & to avoid confusion]***

**(Individual Contractor Agreement)**

**Title:** Terminal Evaluator

**Project:**  IW:Learn

**Duty station:** Home-based

**Section/Unit:** GPSO IWC

**Contract/Level:** I-ICA 4

**Duration:** 07 March 2014 -15 May 2014 (Lumpsum)

**Supervisor:** Katrin Lichtenberg, Senior Portfolio Manager, UNOPS

**INTRODUCTION**

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. These terms of reference (TOR) sets out the expectations for a Terminal Evaluation (TE) of the GEF IW:LEARN3 Project.

The essentials of the project to be evaluated are as follows:

**PROJECT SUMMARY TABLE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project Title: | MENARID GEF:IW:LEARN III: Strengthening Portfolio Delivery and Impact | | | | | |
| GEF Project ID: | | 3900 |  | *at endorsement (Million US$)* | | *at completion (Million US$)* |
| UNDP Project ID: | | 4219 | GEF financing: | US$3,160,000 (UNDP)/$935,000 (UNEP) | | US$3,160,000 (UNDP)/$935,000 (UNEP) |
| Country: | | n/a | IA/EA own: |  | |  |
| Region: | | Global | Government: |  | |  |
| Focal Area: | | International Waters | Other: |  | | UNDP EEG (1,763,000)  UNESCO-IHP (550,000)  Cornell University (40,000)  UNECE (60,000)  SEA START (238,000)  UNEP CEP (100,000)  IUCN-WANI (202,000)  UNEP-IWG (200,000)  UNU-UNWEH (1,240,000)  UNEP-DEWA (701,824)  UNDP BRC (60,000)  UNEP (50,000) |
| FA Objectives, (OP/SP): | | IW-2 Capacity Building for IW | Total co-financing: | US$5,454,824 | | US$5,204,824 |
| Executing Agency: | | UNOPS | Total Project Cost: | US$4,095,000 | | **US$9,299,824** |
| Other Partners involved: | | UNEP | ProDoc Signature (date project began): | | | 2 March 2011 |
| (Operational) Closing Date: | | 30 June 2014 | 30 June 2014 |

**Objective and Scope**

Today, the Global Environmental Facility (GEF) is the largest public funder of projects to improve the global environment. An independently operating financial organization, the GEF provides grants for projects related to biodiversity, climate change, international waters, land degradation, the ozone layer, and persistent organic pollutants. The GEF international waters focal area targets transboundary water systems, such as river basins with water flowing from one country to another, groundwater resources shared by several countries, or marine ecosystems bounded by more than one nation. The GEF currently unites 182 countries in partnership with international institutions, civil society organizations (CSOs), and the private sector to address global environmental issues while supporting national sustainable development initiatives.

Since its inception in 1991, the GEF has achieved a strong track record with developing countries and countries with economies in transition, providing $10.5 billion in grants and leveraging $51 billion in co-financing for over 2,700 projects in over 165 countries. Through its Small Grants Programme (SGP), the GEF has also made more than 14,000 small grants directly to civil society and community based organizations, totaling $634 million.

The International Waters Learning Exchange and Resource network (**GEF IW:LEARN)** is one of these projects, and its mandate is to promote experience sharing and learning among the GEF International Waters (IW) projects and the country officials, agencies, and partners working on them. IW:LEARN operates as a central hub of information and knowledge sharing and delivers a host of programmatic initiatives for the benefit of the GEF IW portfolio of projects. In pursuit of its global and regional objectives, IW:LEARN seeks to strengthen global portfolio experience sharing and learning, dialogue facilitation, targeted knowledge sharing and replication in order to enhance the efficiency and effectiveness of GEF IW projects to deliver tangible results in partnership with other IW initiatives.

The project will achieve this through the following 5 components:

* Component 1: MENARID Programme – Support via Land/Ground Water Integrated Management and Regional Portfolio Learning and Dialogue
* Component 2: Learning and Replication of Good Practices in Transboundary Surface and Groundwater Management
* Component 3: Global and GEF IW Portfolio Learning and Dialogue to Enhance Project Delivery and Impact
* Component 4: Information Management and Communications Platform to Support GEF IW Projects Learning and Dialogue
* Component 5: Programmatic Management Tools and Innovative Approaches related to Climate / Water and Private Sector Participation to Enhance GEF IW Portfolio Project Performance

More information about GEF IW:LEARN is available at [www.IWLEARN.net](http://www.IWLEARN.net)

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.

The objectives of the evaluation are to assess the achievement of 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.

**Evaluation approach and method**

An overall approach and method for conducting project terminal evaluations of UNDP supported GEF financed projects has developed over time. The evaluator is expected to frame the evaluation effort using the criteria of **relevance, effectiveness, efficiency, sustainability, and impact,** as defined and explained in the UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects. A set of questions covering each of these criteria have been drafted and are included with this TOR ([*Annex C*](#_TOR_Annex_C:)) The evaluator is expected to amend, complete and submit this matrix as part of an evaluation inception report, and shall include it as an annex to the final report.

The evaluation must provide evidence‐based information that is credible, reliable and useful. The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with the IW: LEARN project staff, agency staff from the UNDP, UNOPS, and UNEP, the GEF, and other stakeholders. Subject to financial availability and timing, the evaluator may be expected to attend an IW:LEARN event in 2014*.* Interviews will be held in person or by phone/Skype with the following organizations and individuals at a minimum:

·       Staff of the Project Coordinating Unit (Bratislava, Bangkok and Nairobi based PCU teams)

·       Vladimir Mamaev, UNDP-GEF Regional Technical Advisor

·       Isabelle van der Beck, UNEP GEF IW Portfolio Manager

·       GEF Secretariat International Waters Technical Team

·       IW:LEARN executing partners (UNESCO, UNU, IUCN, GWP-Med, IUCN, CEP, Rhodes University)

·       Katrin Lichtenberg or Kirk Bayabos, UNOPS Senior Portfolio Manager in Copenhagen

·       Project Executing Partners (inter alia, UNESCO, IUCN, GWP, UNU)

·       Representatives of the project beneficiaries: GEF IW project managers and other project stakeholders

·       Other constituencies and stakeholders not directly involved in the project who may have experienced, or may be expected to experience, its impacts.

The evaluator will review all relevant sources of information, such as the project document, project reports – including Annual APR/PIR, project budget revisions, midterm review, progress reports, GEF focal area tracking tools, project files, national strategic and legal documents, and any other materials that the evaluator considers useful for this evidence-based assessment. A list of documents that the project team will provide to the evaluator for review is included in Annex B of this Terms of Reference.

**Evaluation Criteria & Ratings**

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework (see  [Annex A](#_TOR_Annex_A:)), which provides performance and impact indicators for project implementation along with their corresponding means of verification. The evaluation will at a minimum cover the criteria of: **relevance, effectiveness, efficiency, sustainability and impact.** Ratings must be provided on the following performance criteria. The completed table must be included in the evaluation executive summary. The obligatory rating scales are included in  [Annex D](#_TOR_Annex_D:).

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Ratings:** | | | |
| **1. Monitoring and Evaluation** | ***rating*** | **2. IA& EA Execution** | ***rating*** |
| M&E design at entry |  | Quality of UNDP Implementation |  |
| M&E Plan Implementation |  | Quality of Execution - Executing Agency |  |
| Overall quality of M&E |  | Overall quality of Implementation / Execution |  |
| **3. Assessment of Outcomes** | **rating** | **4. Sustainability** | **rating** |
| Relevance |  | Financial resources: |  |
| Effectiveness |  | Socio-political: |  |
| Efficiency |  | Institutional framework and governance: |  |
| Overall Project Outcome Rating |  | Environmental : |  |
|  |  | Overall likelihood of sustainability: |  |

**Project finance / cofinance**

The Evaluation will assess the key financial aspects of the project, including the extent of co-financing planned and realized. Project cost and funding data will be required, including annual expenditures. Variances between planned and actual expenditures will need to be assessed and explained. Results from recent financial audits, as available, should be taken into consideration. The evaluator(s) will receive assistance from the UNDP Regional Centre and Project Team to obtain financial data in order to complete the co-financing table below, which will be included in the terminal evaluation report.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Co-financing  (type/source) | UNDP own financing (mill. US$) | | Government  (mill. US$) | | Partner Agency  (mill. US$) | | Total  (mill. US$) | |
| Planned | Actual | Planned | Actual | Planned | Actual | Actual | Actual |
| Grants |  |  |  |  |  |  |  |  |
| Loans/Concessions |  |  |  |  |  |  |  |  |
| * In-kind support |  |  |  |  |  |  |  |  |
| * Other |  |  |  |  |  |  |  |  |
| Totals |  |  |  |  |  |  |  |  |

**Mainstreaming**

UNDP supported GEF financed projects are key components in UNDP country programming, as well as regional and global programmes. The evaluation will assess the extent to which the project was successfully mainstreamed with other UNDP priorities, including poverty alleviation, improved governance, the prevention and recovery from natural disasters, and gender.

**Impact**

The evaluator 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 knowledge management and experience sharing of GEF IW projects, b) successes in collecting lessons learned and best practices, and/or c) demonstrated progress towards these impact achievements.

**Conclusions****, recommendations & lessons**

The evaluation report must include a chapter providing a set of **conclusions**, **recommendations** and **lessons**.

**Implementation arrangements**

The principal responsibility for managing this evaluation resides with IW:LEARN project coordination unit. UNOPS will contract the evaluator and all travel arrangements (if applicable) will be the responsibility of the evaluator. The Project Coordination Unit will be responsible for liaising with the Evaluator to set up stakeholder interviews, coordinate with the Government etc.

**Evaluation timeframe**

The total duration of the evaluation will be according to the following plan:

|  |  |  |
| --- | --- | --- |
| **Activity** | Timing | Completion Date |
| **Preparation** |  | *No later than 10 March 2014* |
| **Evaluation Mission** |  | *No later than 15 March 2014* |
| **Draft Evaluation Report** |  | *No later than 15 April* |
| **Final Report** |  | *No later than 15 May 2014* |

**Evaluation deliverables**

The evaluation team is expected to deliver the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverable | Content | Timing | Responsibilities |
| **Inception Report** | Evaluator provides clarifications on timing and method | No later than 2 weeks before the evaluation mission. | Evaluator submits to PCU and RTA |
| **Presentation** | Initial Findings | End of evaluation mission | To project management, and RTA |
| **Draft Final Report** | Full report, (per annexed template) with annexes | Within 3 weeks of the evaluation mission | Sent PCU, and reviewed by RTA, UNDP CO |
| **Final Report\*** | Revised report | Within 1 week of receiving UNDP comments on draft | Signed by RTA and sent to UNDP CO for uploading to UNDP ERC. |

\*When submitting the final evaluation report, the evaluator is required also to provide an 'audit trail', detailing how all received comments have (and have not) been addressed in the final evaluation report.

**Evaluator Qualifications**

The Evaluator will be an international consultant. The consultant shall have prior experience in evaluating similar projects. Experience with GEF financed projects is an advantage. The evaluator selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities.

The Evaluator must present the following qualifications:

* 10 year of technical knowledge and experience in the thematic areas related to water resource management, environmental management, international waters, climate change, transboundary monitoring, and other environmental issues; (with at least one year of demonstrated senior management of a GEF International Waters project), and strongly preferred, familiarity with regulations and procedures of the UN System and execution of UN-implemented projects and in particular experience in GEF, UNDP, UNEP, UNOPS procedures and projects;
* Substantive experience in reviewing and evaluating similar technical assistance projects, preferably those involving UNDP/GEF or other United Nations agencies, development agencies and major donors. Sound RBM expertise (especially result-orientated monitoring and evaluation); Demonstrated ability to reliably contribute to output and outcome-based evaluations, both assessment and learning aspects; Familiarity with MTE process, UN and/or World Bank M&E procedures preferred.
* A Master degree in water resources management, environment, natural resource management, development studies, international relations, knowledge management or relevant field required.
* Familiarity with GEF International Waters strategic programs, operations and evaluation guidelines, and portfolio advantageous.
* Experience with knowledge management (KM) approaches and methodologies at a multi-institutional scale, with basic-level understanding of Information and Communications Technology (ICT) to support KM.
* Notable experience with transboundary waters management in GEF IW project regions, particularly where pertinent to Monitoring and Evaluation and/or documenting TWM lessons.
* Previous experience with results‐based monitoring and evaluation methodologies;
* Understanding of local actions contributing to global benefits is crucial;
* Highly knowledgeable of participatory monitoring and evaluation processes; and
* Excellent English writing and communication skills; demonstrated ability to assess complex situations in order to succinctly and clearly distil critical issues and draw well supported conclusions, required.

Also desirable:

* Familiarity with or, ideally, work experience in GEF International Waters recipient countries and/or with donors or related NGOs;
* Proficiency in at least one other UN language (Arabic, Chinese, French, Spanish or Russian).

**Evaluator Ethics**

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct (Annex E) upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the [UNEG 'Ethical Guidelines for Evaluations'](http://www.unevaluation.org/ethicalguidelines)

**Payment modalities and specifications**

(*this payment schedule is indicative, to be filled in by the CO and UNDP GEF Project Manager based on their standard procurement procedures)*

|  |  |
| --- | --- |
| % | Milestone |
| *10%* | At contract signing |
| *50%* | Following submission and approval of the 1ST draft terminal evaluation report |
| *40%* | Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report |

|  |  |  |  |
| --- | --- | --- | --- |
| Project Authority (Name/Title):  Katrin Lichtenberg,  Senior Portfolio Manager, UNOPS | | Contract holder (Name/Title): | |
|  |  |  |  |
| Signature | Date | Signature | Date |