

# UNDP-GEF Midterm Evaluation

## Terms of Reference

### **BASIC CONTRACT INFORMATION**

**Location:** Cook Islands (3 islands: Rarotonga, Aitutaki, Atiu)  
**Application Deadline:** March 20, 2015  
**Category:** Energy and Environment  
**Type of Contract:** Individual Contract  
**Assignment Type:** International Consultant  
**Languages Required:** English  
**Starting Date:** April 5th, 2015  
**Duration of Initial Contract:** 24 days  
**Expected Duration of Assignment:** 2.5 months, final report to be finalized by June 15, 2015

### **BACKGROUND**

#### **A. Project Title**

"Strengthening the Resilience of our islands and our Communities to Climate Change project in the Cook Islands"

#### **B. Project Description**

This is the Terms of Reference for the UNDP-GEF Midterm Evaluation (MTE) of the full-sized project titled *"Strengthening the Resilience of our islands and our Communities to Climate Change project in the Cook Islands"* 4569 implemented through the Office of the Prime Minister, which is to be undertaken in 2015. The project started in 2012 and is in its third year of implementation.).

The project was designed to:

- The objective of the programme is to strengthen the ability of all Cook Island communities, and the public service, to make informed decisions and manage anticipated climate change driven pressures (including extreme events) in a pro-active, integrated and strategic manner. In achieving this objective, the programme supports, at the national, sectoral, and island levels, implementation of the Cook Islands' new NAP for DRM and CCA.

## **DUTIES AND RESPONSIBILITIES**

### **C. Scope of Work and Key Tasks**

One independent consultant will conduct the MTE.

The MTE team will first conduct a document review of project documents (i.e. PIF, UNDP Initiation Plan, Project Document, ESSP, Project Inception Report, PPRs, Finalized AF focal area Tracking Tools, Project Appraisal Committee meeting minutes, Financial and Administration guidelines used by Project Team, project operational guidelines, manuals and systems, etc.) provided by the Project Team and Commissioning Unit. Then they will participate in a MTE inception workshop to clarify their understanding of the objectives and methods of the MTE, producing the MTE inception report thereafter. The MTE mission will then consist of interviews and site visits to (Aitutaki and Atiu).

The MTE team will assess the following four categories of project progress and produce a draft and final MTE report. No overall rating is required.

#### **1. Project Strategy**

##### *Project Design:*

- Review the problem addressed by the project and the underlying assumptions. Review the effect of any incorrect assumptions or changes to the context to achieving the project results as outlined in the Project Document.
- Review the relevance of the project strategy and assess whether it provides the most effective route towards expected/intended results.
- Review how the project addresses country priorities
- Review decision-making processes

##### *Results Framework/Logframe:*

- Examine if progress so far has led to, or could in the future catalyse beneficial development effects (i.e. income generation, gender equality and women's empowerment, improved governance etc...) that should be included in the project results framework and monitored on an annual basis.

#### **2. Progress Towards Results**

- Review the logframe indicators against progress made towards the end-of-project targets; populate the Progress Towards Results Matrix, colour code progress in a "traffic light system" based on the level of progress achieved; assign a rating on progress for the project objective and each outcome; make recommendations from the areas marked as "not on target to be achieved" (red).
- Compare and analyse the GEF Tracking Tool at the Baseline with the one completed right before the Midterm Evaluation.
- Identify remaining barriers to achieving the project objective.
- By reviewing the aspects of the project that have already been successful, identify ways in which the project can further expand these benefits.

#### **3. Project Implementation and Adaptive Management**

Assess the following categories of project progress:

- Management Arrangements
- Work Planning
- Finance and co-finance
- Project-level monitoring and evaluation systems
- Stakeholder Engagement
- Reporting
- Communications

#### 4. Sustainability

Assess overall risks to sustainability factors of the project in terms of the following four categories:

- Financial risks to sustainability
- Socio-economic risks to sustainability
- Institutional framework and governance risks to sustainability
- Environmental risks to sustainability

The MTE consultant/team will include a section in the MTE report setting out the MTE's evidence-based **conclusions**, in light of the findings.

Additionally, the MTE consultant/team is expected to make **recommendations** to the Project Team. Recommendations should be succinct suggestions for critical intervention that are specific, measurable, achievable, and relevant. A recommendation table should be put in the report's executive summary. The MTR consultant/team should make no more than 15 recommendations total.

## D. Expected Outputs and Deliverables

The MTE consultant/team shall prepare and submit:

- MTE Inception Report: The expert should clarify objectives and methods of the Midterm Evaluation no later than 2 weeks before the MTE mission. To be sent to the Commissioning Unit and project management. Approximate due date: April 15<sup>th</sup>, 2015
- Presentation: Initial Findings presented to project management and the Commissioning Unit at the end of the MTE mission. Approximate due date: April 25<sup>th</sup>, 2015
- Draft Final Report: Full report with annexes within 3 weeks of the MTE mission. Approximate due date: May 20<sup>th</sup>, 2015.
- Final Report\*: Revised report with annexed audit trail detailing how all received comments have (and have not) been addressed in the final MTE report. To be sent to the Commissioning Unit within 1 week of receiving UNDP comments on draft. Approximate due date: May 30<sup>th</sup>, 2015.

\*The final MTR report must be in English. If applicable, the Commissioning Unit may choose to arrange for a translation of the report into a language more widely shared by national stakeholders.

## E. Institutional Arrangement

The principal responsibility for managing this MTE resides with the Commissioning Unit. The Commissioning Unit for this project's MTE is the UNDP Country Office.

The Commissioning Unit will contract the consultants and ensure the timely provision of per diems and travel arrangements within the country for the evaluation. The Project Team will be responsible for liaising with the MTE team to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

## F. Duration of the Work

The total duration of the MTE will be approximately *10 weeks* starting *April 5th*, and shall not exceed five months from when the consultant(s) are hired. The tentative MTE timeframe is as follows:

- *March 20*: Application closes
- *March 25*: Selection of consultant
- *April 1*: Prep the consultant (handover of project documents)
- *April 5-7, 2 days*: Document review and preparing MTE Inception Report
- *April 15, 2 days*: Finalization and Validation of MTR Inception Report- latest start of MTE mission
- *April 14-26, 12 days*: MTE mission: stakeholder meetings, interviews, field visits (*2 days travel incl*)
- *April 25*: Mission wrap-up meeting & presentation of initial findings- earliest end of MTE mission
- *May 20, 6 days*: Preparing draft report
- *May 30<sup>th</sup>, 2 day*: Incorporating audit trail on draft report/Finalization of MTE report
- *June 10th* Preparation & Issue of Management Response
- *June 15th* Expected date of full MTE completion

The date start of contract is April 5, 2015.

## G. Duty Station

### **Travel:**

- International travel will be required to Cook Islands, the islands of Rarotonga, Aitutaki and Atiu
- The Basic Security in the Field II and Advanced Security in the Field courses must be successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director.
- Consultants are required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>
- All related travel expenses will be covered and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents.

## **REQUIRED SKILLS AND EXPERIENCE**

## H. Qualifications of the Successful Applicants

The selected consultant should have the following qualities:

- Recent experience with result-based management evaluation methodologies;
- Experience applying SMART targets and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to climate change adaptation
- Experience working with the AF, GEF or GEF-evaluations, AF evaluations;
- Experience working in the Pacific region, or in SIDS countries
- Work experience in relevant technical areas for at least 10 years;
- Demonstrated understanding of issues related to gender and climate change adaptation, experience in gender sensitive evaluation and analysis;
- Excellent communication skills;
- Demonstrable analytical skills;
- Project evaluation/review experiences within United Nations system will be considered an asset;
- A Master's degree in environmental science or climate change, engineer/science degree in water management, geography, or other closely related field.

### ***Consultant Independence:***

The consultants cannot have participated in the project preparation, formulation, and/or implementation (including the writing of the Project Document) and should not have a conflict of interest with project's related activities.

## **APPLICATION PROCESS**

### **I. Scope of Price Proposal and Schedule of Payments**

#### ***Financial Proposal:***

- Financial proposals must be “all inclusive” and expressed in a lump-sum for the total duration of the contract. The term “all inclusive” implies all cost (professional fees, travel costs, living allowances etc.);
- For duty travels, the UN’s Daily Subsistence Allowance (DSA) rates are USD276 in Rarotonga, USD180 elsewhere, which should provide indication of the cost of living in a duty station/destination (*Note: Individuals on this contract are not UN staff and are therefore not entitled to DSAs. All living allowances required to perform the demands of the ToR must be incorporated in the financial proposal, whether the fees are expressed as daily fees or lump sum amount.*)
- The lump sum is fixed regardless of changes in the cost components.

#### ***Schedule of Payments:***

10% of payment upon approval of the MTE Inception Report  
30% upon submission of the draft MTE Report  
60% upon finalization of the MTE Report

### **J. Recommended Presentation of Offer**

- a) Completed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or a [P11 Personal History form](#)**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Brief description of approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. See Letter of Confirmation of Interest template for financial proposal template.

Incomplete applications will be excluded from further consideration.

## **K. Criteria for Selection of the Best Offer**

The award of the contract will be made to the Individual Consultant who has obtained the highest Combined Score and has accepted UNDP's General Terms and Conditions. Only those applications which are responsive and compliant will be evaluated. The offers will be evaluated using the "Combined Scoring method" where:

- a) The educational background and experience on similar assignments will be weighted a max. of 70%;
- b) The price proposal will weigh as 30% of the total scoring.

## **L. Further information about the MTE ToR**

Candidates that wish to have more information or background documents about how to conduct the evaluation, UN guidelines and codes of conduct, can contact the UNDP Samoa Multi-country office, [mina.veydahl@undp.org](mailto:mina.veydahl@undp.org)