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| Terms of reference EVALUATOR FOR THE PROJECT FINAL EVALUATION –TEAM MEMBER | |
| **Location :** | Tbilisi, with seven day in-country field visits/interviews, GEORGIA |
| **Application Deadline :** | 05-Jan-15 |
| **Type of Contract :** | Individual Contract |
| **Post Level :** | National Consultant |
| **Languages Required :** | English |
| **Expected Duration of Assignment :**  20 days; 7 days of which for in-country field visits/interviews | |
| **Background** | | |
| The project objective is to “Minimize releases of POPs from obsolete pesticide stockpiles in Georgia and create capacity in management of the POPs pesticide stockpiles”. The project objective will directly contribute to the broader goal “support to sustainable development through elimination of POPs from the environment”.  Three principal outcomes will be used as indicators for achieving Project objective. Outcome 1 “ Legal and administrative capacity strengthened” assures that pre-conditions, such as training and improvement of legal basis necessary for project implementation and further POPs related hazardous waste management issues are met. The key outcome of the project is Outcome 2 “Minimization of releases from obsolete pesticide dumps”. This outcome ensures the biggest POPs pesticide stockpile is partly eliminated in an environmentally sound manner and further releases to the environment are minimized. The second outcome also contributes significantly to creating a local capacity in environmentally sound disposal of POPs containing wastes. The last Outcome which was designed in the project structure is to establish project monitoring, accumulation and dissemination of lessons learnt.  The project will be implemented under the national implementing modality (NIM) with the Ministry of Environment Protection of Georgia being the project implementing agency. The project duration is 3 years (2012-2014) and GEF portion of funds US$ 1 million. US$ 2.14 million is considered as co-funding both cash and in-kind from UNDP, state and local governments and EU Twinning. The total GEF project budget is US$ 4,300,000 USD. | | |
| **Duties and Responsibilities** | | |
| The purpose of terminal evaluation is to provide a comprehensive and systematic account of the performance of the completed project by assessing its project design, process of implementation, achievements against project objectives endorsed by the GEF including any agreed changes in the objectives during project implementation and any other results.  Terminal evaluations have four complementary purposes:  \* To promote accountability and transparency, and to assess and disclose levels of project accomplishments;  \* To capture and synthesize lessons that may help improve the selection, design and implementation of future GEF activities as well as to suggest recommendations of replication of project successes;  \* To provide feedback on issues that are recurrent across the portfolio and need attention, and on improvements regarding previously identified issues;  \* To contribute to the GEF Evaluation Office databases for aggregation, analysis and reporting on effectiveness of GEF operations in achieving global environmental benefits and on the quality of monitoring and evaluation across the GEF system.  Consultant, Team Member, will assist the Consultant, Team Leader, for the Final Evaluation and provide necessary technical support throughout the work dedicated to the project implemented in Georgia.  Assigned tasks and deliverables of Consultant, Team Member include:  \* Participate in the evaluation mission;  \* Collection of background materials upon request by the Team Leader;  \* Provision of important inputs in developing methodologies, work plans and final Evaluation report outlines;  \* Desk review of materials; providing translation during the meetings if needed;  \* Assistance to the Team Leader in conducting interviews with relevant stakeholders;  \* Field visit and assistance to the Team Leader in interviewing local stakeholders at project site;  \* Assistance to the Team Leader in developing the first draft of the Final evaluation report (The draft will be shared with the UNDP CO and will be reviewed by RTA );  \* Assistance to the Team Leader in finalization of the Final Evaluation report.  For more detailed information, please refer the ToR available at: https://www.dropbox.com/sh/k2r65ki3v60dv0d/AADIGT5ijLyYmZ7Z\_ds23tl7a?dl=0.  Deliverables:  \* Inception Report;  \* Presentation;  \* Draft Final Report;  \* Final Report.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Evaluation**  Individual consultants will be evaluated based on the cumulative analysis:  Individual consultants will be evaluated against combination of technical and financial criteria. Maximum obtainable score is 100, out of which the total score for technical criteria equals to 70% and for financial criteria – to 30%. Only the offerors who obtain 70% out of maximum obtainable scores of the technical criteria will be considered as qualified. Qualified candidate will be requested to submit financial proposal.  Individual consultants not meeting any of minimum technical qualification requirements will be automatically excluded from the list for further evaluation.  Only those offerors meeting minimum qualification requirements will be further considered. Offerors passing 70% threshold (i.e. 50 x 70% = 35 points) as a result of the desk review will be invited for an interview.  Offerors who pass 70% of maximum obtainable scores of the technical criteria (i.e. 70 x 70% = 49 points) as a result of a desk review and interviews will be considered as short-listed offerors. Short-listed offerors will be requested to submit financial proposal.  The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).  Once the financials proposals are received, the proposals shall be scored using following mechanism:  Minimum offer (A) is assigned 30 points, while next offers (B, C, D, etc.) are scored as: A/B\*30.  Finally, technical criteria and financial proposals are summed up and the candidate obtaining maximum points out of maximum obtainable 100 points is selected for the position.  Payment Schedule  The Consultant will be contracted under Individual Contracts (IC) for the period of 25th of January, 2015 – 16th of March, 2015 (20 consultancy days).  The payment (lump sum amount including travel, per-diems ad number of anticipated working days) will be disbursed in 3 installments:  \* 10% - upon signing the contract;  \* 40% - following submission and approval of the 1ST draft terminal evaluation report;  \* 50% - Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report.  It is estimated that the time period for fulfillment of this assignment would not exceed 20 working days. The tasks will be performed home-based with at least one mission to Georgia. If during performance of the assignment, additional mission will be required, it will be agreed on separately.  **Travel**  All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.  In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.   |  | | --- | | **Competencies** | | Core Competencies:  \* Demonstrates integrity by modeling the UN’s values and ethical standards;  \* Promotes the vision, mission, and strategic goals of UNDP;  \* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.  Functional Competencies:  \* Ability to critically analyze issues, find root-causes and suggest optimum solutions;  \* Ability to interact with a wide range of partners: government and non-government officials, development agencies and etc.;  \* Excellent communications and writing skills;  \* Ability to lead formulation, implementation, monitoring and evaluation of projects;  \* Ability to work with team.   |  | | --- | | **Required Skills and Experience** | | Education:  \* Master’s or higher degree related to natural resources management and environmental science, hazardous waste and chemicals management, management of Persistent Organic Pollutants (POPs) or other related fields (minimum qualification requirement *-* 10 points; more than 5 years - additional 5 points).  Experience:  \* At least 2 years of practical experience in a similar professional role (i.e. Consultant/ Evalua!tor for the project’s Evaluation) (minimum qualification requirement *-* 10 points; more than 2 years - additional 5 points);  \* Proved knowledge and experience in GEF M&E guidelines and procedures (15 points);  \* Previous experience with results-based monitoring and evaluation methodologies;  \* Working experience in/for UNDP or other international organizations is an asset.  Language:  \* Fluency in English and Georgian languages. | | | | | |