



UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE

I. Post Information

Job Title:	National Consultant for End of Project Evaluation for REDD+ Project
Duty Station:	Yangon with travel to Project Area: Khamti, Layshi and Lahe Township in Sagaing Region
Type of Contract:	Individual Contract
Duration:	25 working days (August to September, 2015)

II. Background and Context

The Pillar II Programme: Environmental Governance and Disaster Resilience Unit of UNDP Myanmar is implementing the project called "Improvement of the quality of life of ethnic minorities in the Naga Hill Region in Myanmar through youth participation in Reducing Emission from Deforestation and Forest Degradation (REDD+)" with the duration of 2 years (September, 2013 to August 2015). The project is being implemented in three townships in Sagaing Region: Khamti, Layshi and Lahe with the expected outcome of increased youth participation in REDD+ and enhanced ethnic minority youth rights and measures to reduce the risk of corruption.

The project is focused to reach on three main outputs: 1) strengthened the network of Civil Society Organizations (CSOs)/Community Based Organizations (CBOs) with enhanced roles for youths, advocating a right based approach for REDD+; 2) enhanced awareness of ethnic minority youths on Climate Change, REDD+, the United Nations Declaration on the Rights of Indigenous People (UNDRIP), and implications for right based development; and 3) trained youth representatives and enhanced awareness on anti-corruption measures, and approaches to promote transparency and equity in benefit distribution.

The three local NGOs: Advancing Life and Regenerating Mother Land (ALARM), Professional Research and Consultancy (PRC) and Myanmar Forest Association (MFA) are the project implementing partners working in closed collaboration with UNDP.

UNDP is looking for a national consultant to conduct an end of project evaluation.

III. Scope of Works

Under the overall guidance of the Programme Analyst (Climate Change Mitigation), the national consultant will evaluate the impact and extent to which the project has achieved its expected outcomes. The evaluation will determine to what degree the project outcomes and outputs have been achieved by using the following methodology and key dimensions/questions:

Methodology of Evaluation:

The evaluation will provide quantitative and/or qualitative data through the following methods:

- Desk study and review of all relevant project documentation including project documents, annual work-plans, project progress reports and annual project reports.
- Focus Group discussions with project beneficiaries and other stakeholders (Project Site)
- Interviews with relevant key informants (Yangon and Project Site)
- Observations (field visits using checklist)

Key Dimensions/Questions

The following key questions will guide the end of project evaluation:

i. Relevance – Assess design and focus of the project

- To what extent did the Project achieve its overall objectives?
- What and how much progress has been made towards achieving the overall outputs and outcomes of the project;
- To what extent were the results (impacts, outcomes and outputs) achieved?
- Were the inputs and strategies identified, and were they realistic, appropriate and adequate to achieve the results?
- Was the project relevant to the identified needs?

ii. Effectiveness- Describe the management processes and their appropriateness in supporting delivery

- Was the project effective in delivering desired/planned results?
- How effective were the strategies used in the implementation of the project?
- How effective has the project been in responding to the needs of the beneficiaries, and what results were achieved?
- What are the future intervention strategies and issues?

iii. Efficiency – Project Implementation

- Was the process of achieving results efficient? Specifically did the actual or expected results (outputs and outcomes) justify the costs incurred? Were the resources effectively utilized?
- Did project activities overlap and duplicate other similar interventions (funded nationally and/or by other donors? Are there more efficient ways and means of delivering more and better results (outputs and outcomes) with the available inputs?
- Could a different approach have produced better results?
- How efficient were the management and accountability structures of the project?
- How did the project financial management processes and procedures affect project implementation?
- What are the strengths, weaknesses, opportunities and threats of the project's implementation process?

iv. Sustainability

- To what extent are the benefits of the project likely to be sustained after the completion of this project?
- How effective were the exit strategies, and approaches to phase out assistance provided by the project including contributing factors and constraints
- Does it describe key factors that will require attention in order to improve prospects of sustainability of project outcomes and the potential for replication of the approach?
- How were capacities strengthened at the individual and organizational level (including contributing factors and constraints)?
- Does it describe the main lessons that have emerged?
- What are the recommendations for similar support in future?

(The recommendations should provide comprehensive proposals for future interventions based on the current evaluation findings).

Key Results

The national consultant will be fully responsible to develop the following key results:

1) An inception report

An inception report which will outline the key scope of the work and intended work plan of the analysis, including methodology and evaluation questions. The inception report will provide UNDP the opportunity to verify that they share the same understanding about the evaluation objectives. The inception report should detail the evaluators' understanding of what is being evaluated and why, showing how each evaluation question will be answered. The inception report should include a proposed schedule of tasks, activities and deliverables. The inception report will be discussed and agreed upon with UNDP.

2) A draft evaluation report

The draft analytical report with findings, recommendations and lessons learnt covering the scope of the evaluation. This will be submitted to review by UNDP for comments.

3) The Final Evaluation Report

The content and structure of the final analytical report with findings, recommendations and lessons learnt covering the scope of the evaluation should meet the requirements and satisfaction of UNDP.

IV. Deliverables

The following deliverables are expected to deliver during the assignment period (August-September 2015).

Deliverable 1) An inception report (not later than a week after signing the contract)

Deliverable 2) Draft evaluation report (not later than 4 weeks after signing the contract)

Deliverable 3) Final Evaluation Report cleared by UNDP (not later than 6 weeks after signing the contract).

V. Duration of Assignment

The assignment is expected to start in August 2015 for an estimated duration of 25 working days: 17 days in Yangon and 8 days in project site.

VI. Institutional Arrangement

The consultant will work under the guidance of Programme Analyst (Climate Change Mitigation) of UNDP. The outputs of the assignment need to meet the satisfaction of UNDP.

The assignment will require only one time travel to Project Sites: discussion and interview with related department, CSOs and Youth Mobilizers from each Project Township and need to visit at least one project village in each township. All the travel costs including daily subsistence allowance will cover under the contracted amount and no additional payment will make by UNDP.

The consultant will use his/her own office/resources/materials and computer in the execution of this assignment. UNDP will provide liaising with the key stakeholders and the logistics support in the facilitation of the consultations required for the assignment.

VII. Recruitment Qualifications

Education:	Advanced degree in natural resource management, development studies, public administration or related fields;
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Experience:	<ul style="list-style-type: none"> • At least 2 years of experience in project formulation, implementation, appraisal and evaluation; • At least 5 year experience in the field of environmental conservation, natural resource management and community development activities, and conducting output- and outcome-based evaluations and knowledge on climate change, REDD, is an asset; • Experience in working with UN or international organizations or government agencies.
Language Requirements:	<ul style="list-style-type: none"> • Excellent ability to work in English, effective written skills.

VIII. Payment Arrangements

The consultancy fees will be made upon the satisfactory accomplishments of the respective deliverables as per the following schedule;

Deliverable No.	Description of the deliverables	Timeline	Payment
Deliverable 1.	Inception Report	By 24 August, 2015	20%
Deliverable 2.	Draft Evaluation Report	By 14 September, 2015	80%
Deliverable 3.	Final Evaluation Report cleared by UNDP	By 28 September, 2015	

IX. Criteria for Selection of the Best Offer



Combined Scoring method – where the qualifications and technical proposal will be weighted 70% and combined with the price offer which will be weighted 30%. The criteria for technical evaluation and obtainable score: (100 points)

Relevant education – 20 points

At least 2 year experience in project formulation, , implementation, appraisal and evaluation– 35 points

At least 5 year experience in the field of environmental conservation, natural resource management and community development activities, and conducting output- and outcome-based evaluations and knowledge on climate change, REDD, is an asset– 25 points

Experience of working with government, UN agencies and International Organizations – 20 points

X. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i>		
Saw Doh Wah	 Signature	Date
Programme Analyst (Climate Change Mitigation)		
Lat Lat Aye	 Signature	Date
Team Leader, Pillar II, UNDP		