

TERMS OF REFERENCE (Individual Contractor Agreement)

Title:	Terminal Evaluator
Duty station:	Chile Santiago
Section/Unit:	ECR, Development Group Cluster
Contract/Level:	LICA-SP / LICA Specialist-11
Contract No:	2015/LICA-SP/66353

1. General Background

(Brief description of the national, sector-specific or other relevant context in which the individual contractor will operate)

UNOPS mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure and procurement in a sustainable and efficient manner.

Within these three core areas of expertise, UNOPS provides its partners with advisory, implementation and transactional services, with projects ranging from building schools and hospitals, to procuring goods and services and training local personnel. UNOPS works closely with governments and communities to ensure increased economic, social and environmental sustainability for the projects we support, with a focus on developing national capacity.

Working in some of the world's most challenging environments, our vision is to advance sustainable implementation practices in development, humanitarian and peacebuilding contexts, always satisfying or surpassing partner expectations. With over 7,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, wherever they need it. A flexible structure and global reach means we can quickly respond to our partners' needs, while offering the benefits of economies of scale.

Development Group Cluster

UNOPS Development Group Cluster is based in the GPSO - New York Office and supports a diverse and complex portfolio including partners such as the United Nations Development Programme (the Bureau for Development Policy, the Special Unit for South-South Cooperation), the United Nations Population Fund, the United Nations Secretariat and a broadening community of primarily New York-based UN partners in the delivery of project management, implementation and administration services.

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 project: *Supporting Country Early Action on Protected Areas* (UNDP PIMS 3273; GEF ID 2613).

Objective and Scope

Project background: In direct response CBD COP7 decisions, the project is designed to establish a fast disbursing mechanism to assist eligible countries to undertake country driven early actions in line with the Programme of Work on Protected Areas.

Project goal: The overall goal of the project is to contribute to support eligible countries to develop their capacity to fully implement the Programme of Work on Protected Areas, as adopted by COP7.

Project objectives: The project's objectives are to assist eligible countries to undertake early action through the implementation of a set of agreed key activities identified in the Programme of Work by the agreed deadline of COP8 in 2006, and through this to create the enabling conditions necessary for full implementation of the Programme of Work on Protected Areas. The project aims to enable eligible countries in need of assistance to launch early action in response to the COP7 POW on protected areas that will not be addressed by other national programs and projects, including those supported by the GEF, by official donors and by international NGOs. The project takes a streamlined and transparent approach to facilitate prompt and effective action by eligible national governments.

The Terminal Evaluation (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.

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.

2. Functional Description

(Concise and detailed description of activities, tasks and responsibilities to be undertaken, including expected travel, if applicable)

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. 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 government counterparts, in particular the GEF operational focal points, UNDP project team, UNDP GEF Technical Adviser and key stakeholders.

The TE will review all relevant sources of information, such as the project document, project reports – including Annual APR/PIR, project budget revisions, mid-term review, progress reports, project files, national strategic and legal documents, and any other materials that the evaluator considers useful for this evidence-based assessment. A full list of documents will be provided to the successful candidate.

Evaluation Criteria and Ratings

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework, 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.

Project Finance/Co-finance

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 will receive assistance from the Project Team to obtain financial data in order to complete the co-financing table below, which will be included in the terminal evaluation report.

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 in ecological status, b) verifiable reductions in stress on ecological systems, and/or c) demonstrated progress towards these impact achievements.[1]

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 the Project Manager. The UNOPS Office will contract the evaluator while the Project Manager will ensure the timely provision of key information.

The TORs that will be provided will indicate evaluation timelines and more detailed information.

[1] A useful tool for gauging progress to impact is the Review of Outcomes to Impacts (ROtI) method developed by the GEF Evaluation Office: [ROtI Handbook 2009](#)

[1] For additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](#), Chapter 7, pg. 163

3. Monitoring and Progress Control

(Clear description of measurable outputs, milestones, key performance indicators and/or requirements which will enable performance monitoring.)

This document was created by Maiya DUISEBAYEVA, and approved by Maiya DUISEBAYEVA, Associate Portfolio Manager for and on behalf of the United Nations Office for Project Services.

Hernán Torres

Signature

Date