TERMS OF REFERENCE

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| Additional category Energy and Environment Unit  Location Kampala, Uganda  Post level National Consultant  Type of Consultancy Individual  Languages Required English  Starting Date 30 October, 2015  End date 20 November, 2015  Expected duration of assignment 19 working days  **Description of the assignment:** Conduct a Terminal Evaluation of the UNDP/COMESA project on enhancing adoption of Climate Smart Agriculture [CSA] in five districts of Bugiri, Busia, Budaka, Namutumba and Buyende in Uganda.    **Project title:**  Enhancing adoption of Climate Smart Agriculture [CSA] practices in Uganda’s farming systems.  Proposal should be submitted through the UNDP Jobs site no later than 4th September, 2015     1. **BACKGROUND**     The Government of Uganda through the Ministry of Agriculture, Animal Industry and Fisheries [MAAIF] with support from the Common Market for Eastern and Southern Africa [COMESA] and the United Nations Development Programme [UNDP] is implementing the project "Enhancing adoption of Climate Smart Agriculture [CSA] practices in Uganda’s farming systems” specifically focussing on five districts, namely Bugiri, Busia, Budaka, Namutumba and Buyende.  This project is part of Uganda Government’s Strategic Investment Framework [SIF] on Sustainable Land Management [SLM]. The SLM SIF is within the framework of the Agricultural Sector Development Strategy and Investment Plan [DSIP]. The SIF identified CSA practices such as Conservation Agriculture [CA] as relevant and underscored the need to address climate adaptation and mitigation measures in the agricultural sector to improve food security and minimize land degradation. Implementation arrangements also seek to contribute to objectives of the climate change National Adaptation Plan of Action [NAPA], which are within the Agriculture Sector Development Strategy and Investment Plan [DSIP]. The project intends to use lessons learnt to inform policy and strengthen decentralized governance mechanisms and institutions and practices that empower local governments and CSOs in CSA and climate change adaptation and mitigation.  Whereas Uganda’s population largely depend on natural resource based sectors like agriculture, forestry and fisheries, climate change and the strain on natural resources, due to population growth and environmental degradation, are intensifying poverty and vulnerability of many people in the country. With a big number of Ugandans still depending on agriculture for livelihood, Climate Smart Agriculture [CSA] is crucial for reducing widespread poverty and livelihood improvement; more especially to the poorest and vulnerable sections of society whose livelihoods depend on natural resource ecosystems.  This project thus focuses on enhancing productivity of land through sustainable land management of soil and water resources, particularly integrating CSA as a climate change adaptation strategy to build climate change resilient societies. The intention is to scale up CSA practices in the 5 districts, putting in place measures/ systems to improve input supply, develop produce markets for economic sustainability for CSA enterprises; and supporting research activities to generate baselines, monitoring and evaluation guidelines and national recommendations on CSA technologies and practices.  The project document [PRODOC] covering the period 2014-2015 was signed by Government, UNDP and COMESA in 2014, following pilot implementation of activities by MAAIF; and full project implementation began in July 2014. The project is scheduled to end on 31 December 2015.  The overall goal of the project is to promote sustainable land management practices and improve agricultural productivity. The CSA is expected to propel land users to attain higher levels of production, efficiency in use of agricultural resources and profitability from their land while improving soil health and contributing to climate change adaptation and mitigation. From a broad perspective, the project will contribute to development of a national CSA strategy as contribution to the Comprehensive Africa Agricultural Development Programme [CAADP] agenda, to the current Uganda National Development Plan [NDP] and the DSIP.  This project has only been running for a year and so no Mid-Term Review was carried out. The UNDP in partnership with MAAIF is therefore, seeking the services of a Consultant whose assignment will be to assess progress of project activities basing on the baseline situation that existed with regard to the agricultural practice in the focus districts and document success stories/lessons from implementation of this Climate Smart Agriculture [CSA] project in the five districts of Bugiri, Busia, Budaka, Namutumba and Buyende in Uganda. The consultant will undertake field work in the five districts and document what worked and what didn’t by assessing the supported farmer groups and schools. The project initially supported six farmer groups and five schools per focus district, and later implemented a grant scheme which supported over 15 grantees in the five districts as well as various capacity building activities.  **OBJECTIVE AND SCOPE**  The Monitoring and Evaluation [M&E] policy at the project level in UNDP has four key objectives namely:- i] to monitor and evaluate results and impacts; ii] to provide a basis for decision making on necessary amendments and improvements; iii] to promote accountability for resource use; and iv] to document, provide feedback on, and disseminate lessons learned. A mix of tools is used to ensure effective project M&E. These might be applied continuously throughout the lifetime of the project, e.g. periodic monitoring of indicators, or as specific time-bound exercises such as mid-term reviews, audit reports and independent evaluations but also apply to the Terminal Evaluations.  TE is beneficial for project performance assessment as it provides an independent in-depth review of project outcomes and impact. TEs are intended to identify unforeseen project design problems and implementation challenges, assess progress towards the achievement of objectives, identify and document lessons learned [including lessons that might improve design and implementation of other UNDP projects], and to make recommendations regarding specific actions that might be taken if a follow up project is to be designed.  The proposed TE will cover the project period up to the end. The TE will be conducted according to the guidance, rules and procedures established by UNDP in the UNDP Evaluation guidelines.  **Overall Objective of the Terminal Evaluation:**  The main objective is to: assess the extent of achievement of the intended results defined in the PRODOC, and identify opportunities, challenges and lessons learnt during implementation, and determine relevance of a next phase of programming. The specific objectives of the TE are to:-   * Assess extent to which project has addressed set objectives and improved livelihoods; * Identify the changes caused by the project in terms of impact to target beneficiaries.   **Scope of work and Deliverables:**  The National Consultant will report to the Lead consultant on all activities of this assignment and s/he will deliver on the following:   1. Identify strengths and weaknesses in the Programme design and implementation 2. Ascertain achievements to date; to what extent the Programme has moved towards achievement of the objectives and outputs under the three outcomes in the results framework and the need for continued focus 3. Assess likelihood of sustainability of results 4. Examine the significance of un-expected effects, whether beneficial or detrimental in character 5. Assess to what extent the Programme has contributed to building capacity at national, district and community levels to formulate, implement and monitor actions/activities for sustainable land management 6. Assess the validity of assumptions used in the development of the project 7. Identify and assess lessons learnt and best practices in relation to achievement of the programme objectives and outputs 8. Assess how the CSA programme has adapted to emerging issues and trends such as climate change, and energy needs, etc.   Evaluation questions are suggested [but are not limited to these] in Annex A and Annex B.  **In addition to the above the National Consultant will:**   * Review documentation related to the project [implementation/evaluation reports] [list in Annex C] * Conduct fieldwork together with the international consultant and interview stakeholders, national and local Government officials, UNDP Country office, and communities to generate authentic information and opinions. * Write and compile the information and reports as needed. * Present the key findings highlighting achievements, constraints, and make practical recommendations to decision makers and stakeholders. * Finalize the Terminal Evaluation Report using the format in Annex F.   **Products Expected from the TE**   1. An Inception Report [within 3 working days of signing the contract], this should provide details of the methodological approach to be used by the consultants to undertake the study. 2. A Draft evaluation report of approximately 40 pages, excluding annexes, according to the attached detailed breakdown. The report will be in English and will be prepared and submitted in MS Word, with tables in Excel where necessary. 3. A PowerPoint presentation [10 – 15 slides] covering the key points of the TE with the main findings and recommendations also provided. 4. A Final TE Report submitted within a week of receiving written comments on the drafts from UNDP and partners.     **Expected Outputs and Deliverables**   | **Deliverables / Outputs** | **Estimated Duration to Complete** | **Target Due Dates** | **Review and Approvals Required** | | --- | --- | --- | --- | | Desk review of documents and preparation of inception Report | 3 days | Monday, November 2, 2015 | None | | Presentation of Inception Report | 1 day | Tuesday, 3rd November, 2015 | UNDP Team Leader E&E and SLM Project Coordinator MAAIF | | Fieldwork [at both national level and in the districts] | 8 days | 4th -16th November, 2015 | Program Manager | | Presentation of field work findings to Key stakeholders including UNDP, Ministry of Finance Planning and Economic Development and MAAIF, and, the 5 District Local Governments | 1 day | 17th November, 2015 | Program Manager, SLM Project Coordinator MAAIF, Program Officer UNDP and Team Leader E&E | | Prepare and submit Draft Report to UNDP for review by COMESA, MAAIF and SLM Project Coordination Unit. | 2 days | Friday, 20th November, 2015 | SLM Project Coordinator MAAIF, Program Officer UNDP and Team Leader E&E | | Preparation and submission of Final Terminal Evaluation Report | 3 days | **25th November, 2015** | Program Analyst and Team Leader E&E , RTA, SLM Project Board | | Total | 19 days |  |  |   N.B If there are any significant discrepancies between the impressions and findings of the evaluation team and stakeholders these should be explained in an Annex attached to the final report.  **Working Arrangement**  **Institutional Arrangement:**  a] With overall reporting to the UNDP Country Director, the Consultant will work on day to day basis with SLM Project Manager and the Project Coordinator MAAIF, and shall be supervised by the Team Leader, Energy and Environment Unit. The consultant will include travel costs and per diems within the country in their financial proposals. The Project Implementing partner, MAAIF, will be responsible for liaising with the Evaluation team to set up stakeholder interviews, arrange field visits and coordinate with Government. The planning and the administrative arrangements for the TE will be done in collaboration with the UNDP Head Quarters and COMESA. UNDP will support organization of stakeholder workshop to review and Validate the report.  b] The Consultant will liaise, interact, and collaborate/meet with officials from District Local Governments of Bugiri, Busia, Namutumba, Budaka and Buyende as well as relevant Central Government Ministries, Departments and Agencies.  c] UNDP will support the Consultant in the following areas;   * Access to required information [copy of project document, Annual Work plans, Progress reports and other project related reports]. * Access to UNDP Office and its infrastructure [e.g conference room and internet while at UNDP]. * Support and assistance to gain access to relevant stakeholders for consultations * Transport for visits both within Kampala and in the field [for official purposes only]; * UNDP Kampala and the Project Office will coordinate the Evaluation and keep abreast of the mission’s activities during the consultant’s stay.   **Reporting Arrangements**  The National consultant will report to the Lead Consultant on all technical obligations and to the Country Director UNDP on all contractual obligations.  **Duration of the Work**  The assignment will be executed in a period of 19 working days from October 30, 2015 to November 20, 2015. The Consultant is expected to adhere to the specific dates.  **Required Skills and Experience of the Lead Consultant**   * An MSc degree and at least 10 years experience in natural resources management, Agriculture, socio-economic development or related fields. * Familiarity with sustainable land management related projects in Uganda and particularly the cattle corridor Region, either through managing or evaluating donor-funded projects. * Substantive knowledge of participatory M&E processes is essential, and experience with CBOs/community development processes; design, implementation and/or management of community and local level sustainable livelihoods initiatives and country experience in Uganda are advantages. * Demonstrable understanding of both conservation and development decision-making processes at national and district level is essential. * Approaches to drylands development and capacity development projects would be an asset * Excellent English writing and communication skills. Demonstrated ability to assess complex situations in order to analyse critical issues succinctly and clearly and draw forward-looking conclusions. * Experience in working with local communities and small multi-disciplinary teams to deliver quality products in high stress, short deadline situations. * Experience with COMESA, the United Nations or other development agencies is an advantage.   **cOMPETENCIES**   * Excellent Analytical Skills; * Positive, constructive attitude towards work; * Ability to act professionally and flexibly to engage with government officials, donor representatives, and local communities.   **LANGUAGE REQUIREMENT**   * Excellent English writing and communication skills; |