## UNDP-GEF Midterm Review

## Terms of Reference

**BASIC CONTRACT INFORMATION**

**Location: Homebased, with one mission to Mongolia**

**Application Deadline:** April 30, 2016

**Category:** Energy and Environment

**Type of Contract:** Individual Contract

**Assignment Type:** International consultant

**Languages Required:** English

**Starting Date: June 15**, 2016

**Duration of Initial Contract:** 4 months between June 15, 2016 – October 5, 2016

**Expected Duration of Assignment: 29** working days

**BACKGROUND**

**A. Project Title**

“Mongolia’s Network of Managed Resource Protected Areas” MON/13/303 project

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

This is the Terms of Reference for the UNDP-GEF Midterm Review (MTR) of the full-sized project titled “Mongolia’s Network of Managed Resource Protected Areas” (PIMS #4554) implemented through UNDP and the Ministry of Environment, Green Development and Tourism of Mongolia, (MEGDT ) which is to be undertaken in 2016. The project document signed in June 30, 2013 however the actual activities started in 2014 and is considered in its third year of implementation.

In line with the UNDP-GEF Guidance on MTRs, this MTR process was initiated before the submission of the second Project Implementation Report (PIR). The MTR process must follow the guidance outlined in the document *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects*. (*see Annex 1)*

The project goal is to ensure the integrity of Mongolia’s diverse ecosystems to secure the viability of the nation’s globally significant biodiversity.

This project will help ensure the integrity and survival of a host of globally significant species

and related habitats. This includes helping to secure one of the world’s last intact grasslands, remnants

of Asia’s remaining high-alpine systems, and wide-ranging umbrella and indicator species such as

Snow leopards, Argali sheep, Asiatic wild ass, Siberian crane, Saker falcons, and critical habitat for

millions of gazelle. By establishing the frameworks and capacity required to promote large landscape conservation, the project will result in substantial stabilization and reversal of current land and forest degradation.

This represents an excellent opportunity to not only conserve habitat for globally significant species,

but will have the additional result of improving CO2 storage thereby contributing to global climate

change mitigation efforts.

The project objective is to catalyze the strategic expansion of Mongolia’s PA system through establishment of a network of community conservation areas covering under-represented terrestrial ecosystems.

The project will aim at establishing a new protected area category for strategic PA expansion, and will emplace an institutional capacity and resource base to ensure sustainability of managed resource PAs. The community conservation areas in the project concept cover all Local protected areas, PA Buffer Zones (BZ), community managed areas, special need areas, that are supposed to consist with IUCN categories IV, V and VI requirements/characters and the legislation will promote conservation of large landscapes and globally important species. Local conservation initiatives are highly popular in various regions of Mongolia. Yet, the current legislations do not offer adequate tools and guidance to successfully conserve critical ecosystems and species beyond the borders of NPAs. Therefore, there is an urgent need of enabling legal framework of these types of local endeavors.

The project will support and enhance ability of rural communities and associated LPAs to become more effective tools for biodiversity conservation.

The project will demonstrate that co-management of PAs and a participatory approach that involves local communities in decision-making can lead to better biodiversity conservation and sustainable livelihood outcomes of protected areas. By bringing in new thinking to landscape management in Mongolia, the project aims to substantially increase the amount of territory where biodiversity is conserved, cultivate broader support for large-scale biodiversity conservation.

The following 3 diverse locations were identified as project pilot sites:

1. Gulzat LPA  in Sagil, Bukhmurunsoums, Uvs aimag (216000 hectare);
2. Tumenkhaan-Shalz LPA in Norovlin soum, Khentii aimag and Tsagaan-Ovoo and Bayan-Uul soums, Dornod aimag- adjacent area to Toson Khulstai Nature Reserve (374499 hectare);
3. Khavtgar LPA in Batshireet soum, Khentii aimag (104936 hectare).

The project targets two critically under-represented eco-regions: the Altai-Sayan Eco-region and the Daurian Steppe Eco-region, recognized by WWF as part of the Global 200, containing globally important biodiversity. A collection of the Erath’s most outstanding and diverse terrestrial and freshwater, habitats are found here where its loss will be most severely felt, and where we must fight the hardest for conservation. Important species include the Snow Leopard, Argali Wild Sheep, Ibex Goat, Altai Snowcock, Mongolian Gazelle and Mongolian Marmot.

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| --- | --- | --- |
| **No** | **The project financing** | **Budget amount US$** |
|  | Global Environment Fund | **1,309,091 US$** |  |
|  | Co-financing UNDP  | 1,300,000 US$ |  |
|  | Co-financing the Government of Mongolia (in kind) | 500,000 US$ |  |
|  | Co-financing of GIZ | 200,000 Euro |  |
|  | Co-financing of WWF | 680,000 Euro |  |
|  | Co-financing of KfW | 2,000,000 US$ |  |
|  | **Total financing including co-financing** | **6, 253, 091 US$** |  |

**DUTIES AND RESPONSIBILITIES**

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

The MTR team will consist of two independent consultants that will conduct the MTR - one team leader with at least 10 year experience in relevant technical areas and exposure to projects and evaluations and one national team expert.

The MTR team will first conduct a document review of project documents (i.e. PIF, Project Document, ESSP, Project Inception Report, PIRs, Finalized GEF focal area Tracking Tools, Project Appraisal Committee meeting minutes, project operational guidelines, manuals and systems, oversight mission reports, minutes of project board meetings etc.) provided by the Project Team and Commissioning Unit (UNDP CO). Then they will consult if needed with the project team and the UNDP CO to clarify their understanding of the objectives and methods of the MTR, producing the MTR inception report thereafter. The MTR mission will then consist of interviews in Ulaanbaatar and site visits to target areas in the Dornod, Khentii and Uvs aimags.

The MTR team will assess the following four categories of project progress and produce a draft and final MTR report. See the annex *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* (Annex 1) for requirements on ratings. 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:*

* Undertake a critical analysis of the project’s logframe indicators and targets, assess how “SMART” the midterm and end-of-project targets are (Specific, Measurable, Attainable, Relevant, Time-bound), and suggest specific amendments/revisions to the targets and indicators as necessary.
* 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.
1. **Progress Towards Results**
* Review the logframe indicators against progress made towards the end-of-project targets; populate the Progress Towards Results Matrix, as described in the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects*; 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 Review.
* 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.
1. **Project Implementation and Adaptive Management**

Using the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects*; 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
1. **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 MTR consultant/team will include a section in the MTR report setting out the MTR’s evidence-based **conclusions**, in light of the findings.

Additionally, the MTR 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 MTR consultant/team shall prepare and submit:

* MTR Inception Report: MTR team clarifies objectives and methods of the Midterm Review no later than 2 weeks before the MTR mission. To be sent to the Commissioning Unit/UNDP CO and project management. Approximate due date: June 23, 2016
* Presentation: Initial Findings presented to project management and the Commissioning Unit at the end of the MTR mission. Approximate due date: July 6, 2016
* Draft Final Report: Full report with annexes within 3 weeks of the MTR mission. Approximate due date: July 25, 2016
* Final Report\*: Revised report with annexed audit trail detailing how all received comments have (and have not) been addressed in the final MTR report. To be sent to the Commissioning Unit within 1 week of receiving UNDP comments on draft. Approximate due date: September 20, 2016

\*The final MTR report must be in English and Mongolian.

**E. Institutional Arrangement**

The principal responsibility for managing this MTR resides with the Commissioning Unit. The Commissioning Unit for this project’s MTR is UNDP Country office.

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

**F. Duration of the Work**

The total duration of the MTR will be 29 working days within approximately 4 months starting June 15, 2016 and ending no later than October5, 2016. The tentative MTR timeframe is as follows:

* May 26, 2016*:* Application closes
* *June 13, 2016:* Selection of MTR Team
* *June 15, 2016:* Prep the MTR Team (handover of project documents)
* *June 19 (3 days):* Document review and preparing MTR Inception Report
* *June 23 (2 days):* Finalization and Validation of MTR Inception Report- latest start of MTR mission
* *June 24 (13 days):* MTR mission: stakeholder meetings, interviews, field visits
* *July 6:* Mission wrap-up meeting & presentation of initial findings- earliest end of MTR mission
* *July 25 (7 days):* Preparing and submitting draft report
* *September 20 (4 days):* Incorporating audit trail on draft report/Finalization of MTR report
* *October 5:* Preparation & Issue of Management Response
* *October 15, 2016:* Expected date of full MTR completion

The date start of contract is June 15, 2016

**G. Duty Station**

The MTR team will work home based with one field mission to Mongolia, including the project target sites; Dornod, Khentii and Uvs aimags, at minimum. During the mission in Ulaanbaatar the MTR team will be based at the Project Implementation Unit. For the field visit to project target sites the MTR team will travel to Uvs aimag in the west to Gulzat LPA, Dornod and Khentii aimags in the east to Tumenkhaan-Shalz and Khavtgar LPAs.

**Travel:**

* International travel will be required to Mongolia during the MTR mission;
* 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**

A team of two independent consultants will conduct the MTR - one team leader with experience and exposure to projects and evaluations in other regions and one national team expert. The Team Leader and will be responsible for the overall final deliverable of the TE inception report, draft report, and final report.

**Team Leader / International Consultant Required Experience:**

Education:

* A post-secondary/advanced degree (Masters level or higher) in nature & environment, management, evaluation, or other related subject

Experience:

* Minimum *10* years of relevant professional experience in biodiversity, conservation, land and water management, or a closely related field;
* Minimum of 5 years experience evaluations (with GEF-financed projects is an advantage);
* Previous experience with results‐based monitoring and evaluation methodologies;
* Experience applying SMART indicators and reconstructing or validating baseline scenarios;
* Competence in adaptive management, as applied to biodiversity, land and water management, protected areas designation and management, related legal frameworks;
* Experience working in Asia region;
* Demonstrated understanding of issues related to gender and biodiversity conservation, capacity development; experience in gender sensitive evaluation and analysis;
* Project evaluation/review experiences within United Nations system will be considered an asset.

**National Team Expert Required Experience:**

Education:

* A higher education degree (Bachelors level or higher) in nature & environment, land and water management, or other related subject

Experience:

* Minimum 7 years of relevant professional experience in biodiversity, conservation, management, or a closely related field;
* Technical knowledge in the targeted focal areas: biodiversity, land and water management, protected areas designation and management, related legal frameworks;
* Previous experience with results‐based monitoring and evaluation methodologies;
* Experience working in Mongolia;
* Experience working with UNDP-supported and/or GEF-financed projects is an advantage.

***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 and SELECTION PROCESS**

For selection of the consultant, the existing Roster of the Bureau in the Asia-Pacific region will be applied that is valid from February 2016 until December 31, 2020.

**Those approached by the Roster Manager will be invited to present Proposal for the assignment.**

**Recommended Presentation of Proposal:**

1. Completed **Letter of Confirmation of Interest and Availability** using the [template](https://intranet.undp.org/unit/bom/pso/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx) provided by UNDP;
2. **Personal CV or a**[P11 Personal History form](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc), 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;
3. **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)
4. **Financial Proposal** proposals must be “all inclusive” and expressed in a lump-sum for the total duration of the contract supported by a breakdown of costs. The term “all inclusive” implies all cost (professional fees, travel costs, living allowances etc.); 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. For duty travels, the UN’s Daily Subsistence Allowance (DSA) rates are USD 213 for Ulaanbaatar and USD 92 for the country side in the project target sites, 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.

Incomplete applications will be excluded from further consideration.

Upon selection of the candidate in line with UNDP IC Policy, the UNDP CO will enter into specific Individual Contract with the expert. 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:

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

**I. Schedule of Payments**

10% of payment upon approval of the MTR Inception Report by June 24, 2016

30% upon submission and acceptance of the draft MTR Report by August 15, 2016

60% upon finalization and acceptance of the MTR Report by October 5, 2016

**L. Annexes to the MTR ToR**

* Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects (referenced as ‘UNDP-GEF MTR Guidance’)
* Project document, including Project logical frame
* List of documents to be reviewed by the MTR Team
* Guidelines on Contents for the Midterm Review Report (included in the UNDP-GEF MTR Guidance)
* UNEG Code of Conduct for Evaluators/Midterm Review Consultants
* MTR Evaluative Matrix (see the UNDP-GEF MTR Guidance)
* MTR Required Ratings Table and Ratings Scales (see the UNDP-GEF MTR Guidance)
* MTR Report Clearance Form (see the UNDP-GEF MTR Guidance)
* Progress towards results matrix and achievement summary table (as per Annex 8 of the UNDP-GEF MTR Guidance)