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PROCUREMENT NOTICE – TERMINAL EVALUATION

INTERNATIONAL INDIVIDUAL CONSULTANT - TERMINAL EVALUATION OF THE UN JOINT PROJECT ON CLIMATE CHANGE.

PROJECT DOCUMENT

COUNTRY: KENYA

BACKGROUND

In accordance with UNDP policies and procedures, all full and medium-sized UNDP 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 *Support to low carbon climate resilient development for poverty reduction in Kenya Project*, also called the *UN Joint Project on Climate Change (Project Number - 00090583.)* The UN Joint Climate Change Project titled ‘Support to Low Carbon Climate Resilient Development for Poverty Reduction in Kenya’ was designed in recognition of the impacts of climate change across all the key sectors in Kenya’s economy, because of the country’s geography and over-reliance on rain-fed agriculture, pastoral livestock production systems and tourism which are all heavily dependent on nature. The project brings together 5 UN Agencies (UNEP, UNHABITAT, UNESCO, ILO and UNDP), Delivering as One to support Kenya effectively respond to various challenges associated with climate change.

OBJECTIVE AND SCOPE

The project was designed by the Government of Kenya in recognition of the importance of climate change (CC) impacts on Kenya’s development; and risks towards achieving Vision 2030 as highlighted in the National Climate Change Response Strategy 2010. The project, was principally designed to give effect to the National Climate Change Action Plan 2013-2017 (NCCAP), which stipulates the need to mainstream CC adaptation and mitigation measures in national and county planning and budgeting processes; and in all sectors of the economy as a means to further Kenya’s people-centered development strategy.

EVALUATION APPROACH AND METHOD

The evaluation will cover all activities supported by UNDP and, where appropriate, activities supported by the host institution, State Department of Livestock. It will also cover activities that other collaborating partners are supporting as part of the co-finance to the project. The TE will be conducted according to the guidance, rules and procedures established by UNDP 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.

EVALUATION

The evaluation will be based on cumulative analysis (i.e. technical qualifications and financial proposal). **The weight of the technical criteria is 70%; the weight of the financial proposal is 30%.**

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

“Only the highest ranked candidates found qualified for the job will be considered for the Financial Evaluation”.

Technical Criteria - 70% of total evaluation – max. 70 points:

The evaluation will be conducted by **one (1) International evaluator** with a prior experience in evaluating similar projects. Experience with UN Joint Projects, and or GEF financed projects is an advantage. The evaluator selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities.

The Successful evaluator must present the following qualifications:

- Minimum 10 years of relevant professional experience (20%)
- Knowledge of UNDP, Joint Programming (15%)
- Previous experience with results-based monitoring and evaluation methodologies; (20%)
- Technical knowledge in the area of Climate Change areas (adaptation, mitigation, policies, wildlife) focal areas (30%)
- Experience of working in Africa is desirable (15%)

The financial proposal evaluation will account of 30% of the evaluation (30 points)

APPLICATION PROCEDURES

- **Cover letter** explaining why you are the most suitable candidate for the advertised position and a **brief methodology** on how you will approach and conduct the work. Please paste the letter into the "Resume and Motivation" section of the electronic application (template provided (IC Proposal form)
- **Filled P11 form** including past experience in similar projects and contact details of referees (blank form provided). Please submit a signed P11 instead of the CV.
- **Financial Proposal** - specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, travel, per diems and any other possible costs). Please refer to the “conditions of work” section for details on related travel.

- **Incomplete applications will not be considered.** Please make sure you have provided all requested materials

Useful information

*Please note that the **financial proposal is all-inclusive** and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination and any other relevant expenses related to the performance of services...). All envisaged **travel costs** must be included in the financial proposal.*

***Payments** will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner. Milestones for payment have been suggested in the terms of reference but will be discussed and agreed with the selected candidate.*

*Individual Consultants are responsible for ensuring they have **vaccinations**/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the **UN security directives** set forth under dss.un.org*

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

Please “**Terminal Evaluation- UN Joint Project on Climate Change**” on the subject line.

Qualified candidates are requested to email their applications to consultants.ken@undp.org to reach us not later than COB on Friday, 24 March 2017.

ANNEXES

ANNEX 1 - TERMS OF REFERENCES (TOR)

ANNEX 2 - IC PROPOSAL FORM

ANNEX 3 - P11 TEMPLATE

ANNEX 4 – OFFERORS LETTER TO UNDP

ANNEX 5 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS