REF No.: IC/001/18

Country: Uzbekistan

Description of the assignment: Mid-Term Review (MTR) of the implemented by UNDP Component 2 on “Technical Capacity Building” (hereinafter Project) of the “Sustainable Management of Water Resources in rural areas in Uzbekistan” Programme funded by the European Union.

Project name: Component 2 on “Technical Capacity Building” of the “Sustainable Management of Water Resources in rural areas in Uzbekistan” Programme funded by the European Union

Period of assignment/services (if applicable): 25 working days during April-June 2018.

Application Process:

To apply, interested individuals should upload the combined1 Technical Proposal/Methodology (if applicable), CV and Offeror’s Letter to “UNDP Jobs” by navigating to the link below and by clicking “APPLY NOW”, no later than the date indicated on the “UNDP Jobs” website:

UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=77605 (cut and paste into browser address bar if the link does not work).

NOTE: The Financial Proposal should not be uploaded to “UNDP Jobs”.

ONLY if requested by the Procurement Unit, the Financial Proposal should be submitted to bids.uz@undp.org within 24 hours from the date of such request. Failure to submit the Financial Proposal within 24 hours will result in disqualification.

Requests for clarification must be sent in writing to pu.uz@undp.org, ensuring that the reference number above is included in the subject line.2 Answers to such queries will be posted on UNDP portal at:

http://www.uz.undp.org/content/uzbekistan/en/home/operations/procurement/IC_001_18.html (cut and paste into browser address bar if the link does not work)

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1 PLEASE NOTE: Online submission tool allows uploading only one (1) file, hence you are required to submit your Technical Proposal/Methodology along with your CV and Offeror’s Letter as one combined document in .pdf.

2 UNDP shall endeavour to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.
A detailed Procurement Notice, TOR, and all annexes can be found at:

Application submitted via email, incomplete applications or applications received after the closing date will not be given consideration.

1. BACKGROUND

The operating practice of water management organizations is that the entire irrigation system should be maintained and water demands of population and the national economy should be satisfied with consideration of environmental needs for water. This is a costly exercise, but consequences of a reduced irrigation system should be examined taking into account all economic, social and environmental implications. However, water sector investments should include the ‘soft’ investments, i.e. training and capacity development, facilitating improved management and innovation, cost-recovery and introduction of water and energy saving technologies.

Primary responsibility for training and re-training of managers and specialists of the water management sector lies with the Ministry of Agriculture and Water Resources and its territorial departments. However, at present, there is no unified training system for technical specialists of water management organizations. A number of trainings and programmes have been developed and introduced by various international development agencies. Existing modules, which are often contradictory to each other in terms of contents and concepts, are delivered in an ad-hoc manner, hence there is no reliable information on number, content and duration of trainings conducted.

The Project is implemented jointly with the Ministry of Agriculture and Water resources of Uzbekistan (MAWR) and aims at strengthening institutional frameworks and technical capacities for water management at basin, water user association and farm levels while increasing awareness on efficient management and use of water resources.

The project has three interlinked components:

Component 1: National Policy Framework for Water Governance and Integrated Water Resources Management (IWRM);
Component 2: Technical Capacity Building;
Component 3: Awareness Raising.

The project office is located in Tashkent, Uzbekistan within the national implementing agency premises. Project has 6 pilot regions - Fergana, Syrdarya, Samarkand, Karshkadarya, Surkhandarya and Khorezm.

The project duration is 4 years (January 2016 – December 2019) with the total budget of USD 5,678,755.

The International Consultant/Evaluator will be responsible for undertaking a Mid-Term Review (MTR) of the implemented by UNDP Component 2 on “Technical Capacity Building” (hereinafter Project) of the “Sustainable Management of Water Resources in rural areas in Uzbekistan” Programme funded by the European Union. The project’s start date is 02 January 2016.

The overall approach and method of conducting MTR should be guided by UNDP evaluation policy
http://www.undp.org/content/undp/en/home/operations/accountability/evaluation/evaluation_policyofundp) and the UNDP Handbook on Monitoring and Evaluating for Results
The MTR will determine the progress being made toward the achievement of project outcomes and will identify course correction if needed. It will focus on the effectiveness, efficiency and timeliness of project implementation; will highlight issues requiring decisions and actions; will present initial lessons learned about the project design, implementation and management. Findings of this review will be incorporated as recommendations for enhanced implementation during the final half of the project’s term.

The evaluator will review all relevant sources of information, such as the project document, annual project progress reports, project budget revisions, project board meeting minutes, project files, UNDAF 2016-2020, CPD 2016-2020, national strategic and legal documents, and any other materials that the evaluator considers useful for this evidence-based assessment.

The principal responsibility for managing this evaluation resides with the UNDP CO in Uzbekistan. Throughout the assignment, the International Consultant/ Evaluator will work under the direct supervision of the Head of the Sustainable Development Cluster (SDC), Country Office, UNDP Uzbekistan and overall guidance of the SDC Programme Associate, UNDP CO.

The International Consultant/ Evaluator is expected to follow a collaborative and participatory approach ensuring close engagement with the Project Team, government counterparts, the UNDP Country Office, and other key stakeholders.

2. SCOPE, DELIVERABLES AND TIMEFRAME

SCOPE OF THE EVALUATION

The MTR offers the opportunity to identify potential project design problems, assess progress towards the achievement of objectives, identify and document lessons learned, and make recommendations regarding specific actions that might be taken to improve the project implementation and approach.

Deliverables and Timeframe:

The evaluation team is expected to deliver the following:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Content</th>
<th>Timing</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MTR Inception Report</strong></td>
<td>The evaluator clarifies objectives and methods of Midterm Review</td>
<td>Before the MTR mission</td>
<td>The evaluator submits to Sustainable Development Cluster and project management</td>
</tr>
<tr>
<td><strong>Presentation</strong></td>
<td>Initial Findings</td>
<td>End of MTR mission</td>
<td>The evaluator presents to project management and the Sustainable Development Cluster</td>
</tr>
<tr>
<td><strong>Draft Final Report</strong></td>
<td>Full report (using guidelines on content outlined in Annex A) with annexes</td>
<td>Within 2 weeks of the MTR mission</td>
<td>Sent to the Sustainable Development Cluster and reviewed by Head of Cluster, CO M&amp;E Focal Point, and Programme Associate</td>
</tr>
</tbody>
</table>

3 For ideas on innovative and participatory Monitoring and Evaluation strategies and techniques, see UNDP Discussion Paper: Innovations in Monitoring & Evaluating Results, 05 Nov 2013
The final MTR report must be in English. If applicable, the Sustainable Development Cluster may choose to arrange for a translation of the report into a language more widely shared by national stakeholders. When submitting the final evaluation report, the evaluator is required also to provide an 'audit trail', detailing how all received comments have (and have not) been addressed in the final evaluation report.

Evaluation timeframe

The tentative MTR timeframe is as follows:

<table>
<thead>
<tr>
<th>TIMEFRAME</th>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>2 April 2018</td>
<td>Handover of Project Documents</td>
</tr>
<tr>
<td>April 2-6, 5 days</td>
<td>Document review and preparing MTR Inception Report</td>
</tr>
<tr>
<td>April 9-13, 2018, 2 days</td>
<td>Finalization and Validation of MTR Inception Report - latest start of MTR mission</td>
</tr>
<tr>
<td>16-25 April 2018, 9 days</td>
<td>MTR mission: stakeholder meetings, interviews, field visits</td>
</tr>
<tr>
<td>25 April 2018</td>
<td>Mission wrap-up meeting &amp; presentation of initial findings- earliest end of MTR mission</td>
</tr>
<tr>
<td>30 April - 8 May 2018, 7 days</td>
<td>Preparing draft report</td>
</tr>
<tr>
<td>Period of 21-25 May 2018, 2 days</td>
<td>Incorporating audit trail from feedback on draft report/Finalization of MTR report</td>
</tr>
<tr>
<td>May 29 2018</td>
<td>Preparation &amp; Issue of Management Response</td>
</tr>
<tr>
<td>N/A</td>
<td>Concluding Stakeholder Workshop (not mandatory for MTR evaluator)</td>
</tr>
<tr>
<td>8 June 2018</td>
<td>Expected date of full MTR completion</td>
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</tbody>
</table>

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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*Timeframe is subject to adjustment based on contract date*
### I. Academic Qualifications:
Undergraduate or higher degree in a relevant discipline e.g. water resources management, natural resources management or environmental sciences.

### II. Years of experience:
- Work experience in the field of water resources management, natural resources or environmental management for at least 5 years;
- Experience in training, professional development and continuous education of water or environment industry professionals, and knowledge of relevant international best-practices;
- Proven track record of application of results-based management evaluation methodologies to development programs/projects in areas of water management or environmental management including gender sensitive evaluations;
- Good knowledge of IWRM;
- Experience working in Central Asia and/or CIS regions would be an asset;
- Project evaluation/review experiences within United Nations system will be considered an asset.

### III. Competencies:
- Demonstrates integrity by modeling the UN’s values and ethical standards
- Demonstrable analytical skills;
- Excellent communication skills.

3. LOCATION OF WORK
The assignment will be based on the deskwork at home-country and mission to Uzbekistan. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to key partners at the central level (Tashkent, Uzbekistan) and at sub-national level; executing agencies, senior officials and task team/component leaders, key experts and consultants in the subject area, Project Board, project stakeholders, academia, local government and CSOs, etc.

Additionally, the evaluator is expected to conduct field missions to 5 project pilot provinces (Fergana, Syrdarya, Samarkand, Karshkadarya and Khorezm) provisionally within 25 working days during the calendar period from April to June 2018. The International Consultant will be fully and solely responsible for undertaking the above tasks and quality and timely producing the expected outputs and deliverables indicated below.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS
Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

a) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex III);

b) **CV** with indication of the e-mail and phone contact, but successful consultant will be requested to submit filled in and signed a **Personal History Form (P11 form)** before contract issuance;

c) **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).

For more detailed information about UNDP Uzbekistan please visit our website at [http://www.uz.undp.org/](http://www.uz.undp.org/). UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.
5. FINANCIAL PROPOSAL

Financial Proposal shall indicate the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc.), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. 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.

Lump sum contracts
This is a lump sum contract that should include costs of consultancy and international travel costs (in-country travel cost will be covered by the project), accommodation and meal (DSA or per diems in Tashkent and provinces) and visas costs required to produce the above deliverables. The below payment schedule is indicative, and is filled in accordance with UNDP’s standard procurement procedures.

<table>
<thead>
<tr>
<th>%</th>
<th>Milestone</th>
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</thead>
<tbody>
<tr>
<td>20%</td>
<td>payment upon approval of the MTR Inception Report</td>
</tr>
<tr>
<td>80%</td>
<td>upon finalization of the MTR report</td>
</tr>
</tbody>
</table>

6. EVALUATION

Criteria for Evaluation of Proposal: Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP’s General Terms and Conditions will be awarded the contract.

Cumulative analysis
The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:
a) responsive/compliant/acceptable, and
b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
* Technical Criteria weight; [70%]
* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>Technical</td>
<td></td>
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<tr>
<td>• Education, working experience in relevant technical areas; required skills and language</td>
<td>20%</td>
<td>20</td>
</tr>
<tr>
<td>• Recent experience in applying result-based management evaluation methodologies to development programs/projects in areas of water management including gender sensitive evaluations</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>• Experience in training, professional development and continuous education of water or environment industry professionals, and knowledge of relevant international best-practices</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Criteria</td>
<td>Weight</td>
<td>Score</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Good knowledge of IWRM</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Experience working in Central Asia and/or CIS regions and project evaluation/review experience within United Nations system</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Financial</td>
<td>30%</td>
<td>30</td>
</tr>
</tbody>
</table>

ANNEX

ANNEX I - TERMS OF REFERENCES (TOR)

ANNEX II - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX III - OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

ANNEX IV – IC TEMPLATE