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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 09 November 2012

**Country:** Home-based with missions to Benin, Mozambique, Tanzania, and Tunisia

**Description of the assignment:** Final Evaluation of European Union's support to the Implementation of the Integrated Drylands Development Programme (IDDP)

**Project name:** IDDP

**Period of assignment/services:** 26-28 working days spread over 3 months (21 January - 20 April 2013)

Proposals should be submitted by email to [ddc@undp.org](mailto:ddc@undp.org) no later than 23 November 2012.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. *The procurement team* will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

### 1. Background and Context

The European Union (EU) is supporting the implementation of the Integrated Drylands Development Programme (IDDP) in nine countries in Sub-Saharan Africa and the Arab States. The programme is managed by the UNDP Drylands Development Centre (DDC) and was originally envisaged to be implemented in 9 countries namely Benin, Ghana, Kenya, Mali, Mozambique, Namibia, Tanzania, Tunisia and Yemen which form part of the world's drylands. Currently, the action is implemented in six countries in collaboration with the UNDP Country Offices due to the following reasons:

- Due to the prevailing political/security situation in **Yemen** since the end of 2009, project implementation was put on hold in 2010 and 2011. In January 2012, project implementation had to be cancelled, and funds originally allocated for activities in Yemen were reallocated to urgent activities in Kenya and Tunisia.
- Due to the political/security situation in **Mali** in early 2012, project implementation was put on hold in March 2012 and subsequently had to be cancelled as of August 2012. Funds originally allocated for activities in Mali were reallocated.
- Project implementation in **Namibia** was duly completed in late 2011.

The agreement between the European Commission (EC) and UNDP was signed on 19 December 2008 for a three-year period ending in 2011. The agreement was amended twice to extend the implementation period to 48 months, i.e. to 19 December 2012.

The total funding from the EC under this agreement is EURO 1 million; while UNDP's co-financing amounts to EURO 249,188.25. Three tranches of pre-financing of EURO 300,000 each (equivalent to USD 1,246,763.31 in total) have been received from the EC to-date.

The Action is implemented within the framework of the IDDP. The IDDP is the framework through which DDC channels policy and technical support for drylands development and the implementation of the United Nations Convention to Combat Desertification (UNCCD) to programme countries. The IDDP is currently under implementation in 17 countries in Sub-Saharan Africa and the Arab States. The Programme addresses three interlinked issues of importance to poverty alleviation in the drylands:

- Mainstreaming of drylands development issues into national policy, planning and development frameworks;
- Improving local governance of natural resources;
- Reducing vulnerability of poor populations to climatic shocks especially drought.

The Action aims to achieve IDDP's goals through supporting mainstreaming of drylands issues into district development plans/local development plans; enhancing capacity for local governance of natural resources as a basis for mitigating conflicts and for promoting resource based economic opportunities; and building capacity of local communities to manage disaster risk and adapt to the effects of climate change in the drylands as well as their capacity to participate in entrepreneurial and other economic activities. The Action is also supporting cross-cutting activities on learning, knowledge sharing through exchange visits/study tours, experiences, lessons learnt and best practices.

The **overall objectives of the action** are to:

1. Contribute to the reduction of poverty and achievement of the MDGs in the drylands
2. Improve livelihoods of drylands communities especially women and youth through contribution to the effective implementation of the United Nations Convention to Combat Desertification taking into account the key issues addressed by the 10 year Strategic Plan and Framework to enhance the implementation of the CCD (2008-2018).

The **specific purpose of the Action** is to reduce vulnerability and improve resilience of drylands communities by enabling them to identify, develop and manage sustainable livelihoods opportunities.

**The following activities are being funded under this Agreement:**

1. Baseline and assessments of priority interventions
2. Capacity building and institutional strengthening
3. Programme development
4. Programme implementation
5. Knowledge management
6. Monitoring and evaluation
7. Coordination and oversight

**The expected results of the Action for the 4 year period (2009-2012) are:**

1. Institutional capacity at local levels enhanced and drylands issues mainstreamed into district level/local level development plans and interventions implemented at local levels
2. Local capacities built to respond to natural disasters/adaptation strategies to climate change impacts in the drylands
3. Local governance of natural resources improved for increased economic opportunities, environmental sustainability and conflicts prevention/resolution
4. Institutional capacities enhanced to facilitate participation in entrepreneurial and other economic activities

5. Learning promoted and knowledge shared through exchange visits/study tours, experiences, lessons learnt and best practices documented and distributed amongst countries

The implementation of the Activities under the Action is taking place at four levels, global, national, and local (districts and local government) and community.

A Mid-Term Review was carried out during September 2010 - March 2012<sup>1</sup>. The MTR was aimed at assessing the implementation of the Action as well as the extent to which the Action had achieved its intended objectives and results, and generating lessons learnt to guide the remaining implementation of the Action. MTR findings highlighted that the Action is relevant, achieved significant impact on target groups which most likely will be sustainable in most of the areas of intervention. The implementation of the Action was found to be effective and efficient. The MTR recommended to extend the Action at no additional cost until December 2012 (this extension was subsequently granted by the EU); to increase private sector involvement in the implementation of the Action; to mobilize more resources; and to develop strategies to sustain the impact of the Action after its conclusion.

## 2. Duties and Responsibilities, Expected deliverables and duration

### *Duties and Responsibilities*

The main objectives of the Final Evaluation are to assess the extent of achievement of the intended objectives, activities and results as defined in the Description of the Action (Annex 1 of the Special Conditions – especially point 1.7 of the Description of the Action, "Description of the action and its effectiveness" - signed between the EC and UNDP in 2008) and generate findings on opportunities, constraints/challenges and lessons learnt during the implementation of the Action.

More specifically, the following issues will be studied:

- Relevance of interventions under this Action (How does the Action relate to the main objectives of the IDDP outputs, outcomes, and to the environment and development priorities at the local and national levels?)
- Efficiency of implementation (Assess the Actions implementation efficiency in line with international and national norms and standards)
- Opportunities, constraints/challenges and lessons learnt during implementation of the Action
- Effectiveness (To what extent have the expected outcomes and objectives of the Action been achieved?)
- Impact (Assess whether there are indications that the Action has contributed to AND/OR enabled progress towards reducing vulnerability and improving resilience of drylands communities by enabling them to identify, develop and manage sustainable livelihoods opportunities)
- Sustainability (To what extent are there financial, institutional, social-economic, and/or environmental risks to sustaining long-term project results? OR Is there an enabling environment that supports ongoing positive impacts? Can the outcomes be sustained beyond project funding?)
- Recommended actions to be taken towards the future implementation of the IDDP.

The evaluation shall also look into identifying high-potential/priority areas of interventions for possible new programme funding building on the results achieved with the current EU funding. In line with UNDP evaluation guidelines, the evaluation will also assess how the interventions sought to strengthen the application of the right-based approach and mainstream gender into project interventions.

The evaluation shall be carried out by two international consultants, the **Lead Consultant** and the **Expert**.

The Consultants will conduct the following tasks:

<sup>1</sup> The final MTR report was submitted to the EU on 16 April 2012.

- Undertake a desk review of the main Action documents, including progress reports, and other relevant documents related to the Action and IDDP;
- Submit an evaluation inception report detailing what is being evaluated and why, showing how each evaluation question will be answered by way of proposed methods, proposed sources of data and data collection procedures. It should also contain a proposed schedule of tasks, activities and deliverables indicating lead responsibilities for each task or product.
- Conduct individual/group discussions with UNDP Drylands Development Centre staff managing the Action;
- Undertake field visits to selected programme sites in Benin, Mozambique, Tanzania and Tunisia; interview key beneficiaries and stakeholders, conduct individual/group interviews; meet and hold discussions with UNDP Country Offices and government implementing partners; hold discussions with EU Delegations; Hold debriefing meetings after field visits with UNDP Country offices and implementing partners;
- Hold discussions and debriefing with UNDP- DDC after field visits;
- Consult UNDP Country Offices and National Counterparts in countries not selected for the field visits, facilitated by UNDP/DDC if and as required. The Consultants may also consult other relevant reports and documentation as applicable and gather additional information as needed from relevant stakeholders who cannot be interviewed during the mission (via teleconference or Skype).
- Present key evaluation findings and recommendations to UNDP/DDC;
- Prepare draft evaluation report and submit to UNDP/DDC for review and feedback (UNDP DDC will share the draft report with key stakeholders for comments and feedback and forward responses received to the Consultants accordingly);
- Make amendments to draft report based on comments and feedback received, and submit final evaluation report to UNDP/DDC

#### ***Expected deliverables and duration***

This assignment will start on 21 January 2013 and end on 20 April 2013 with the submission of the final evaluation report. The evaluation will result in the following deliverables :

1. Presentation of evaluation inception report and discussions with UNDP/DDC for approval.
2.
  - i. Field missions to Benin, Mozambique, Tanzania and Tunisia; conduct meetings with key beneficiaries and stakeholders; debrief UNDP Country Offices and National Implementing partners prior to departure from countries; De-brief UNDP/DDC on key field mission findings.
  - ii. Consultations with partners in countries not being visited if required.
  - iii. Presentation of key evaluation findings and recommendations to UNDP/DDC.
  - iv. Submission of draft report to UNDP/DDC for review and feedback.
3. Submission of the final evaluation report.

Payment will be disbursed in three installments based on the milestones to be met by the Consultants as outlined below:

<b>Milestones to be Achieved</b>	<b>Payment (%)</b>
Satisfactory submission of evaluation inception report	10
Completion of field missions, presentation of key evaluation findings and recommendations to UNDP-DDC, and satisfactory submission of draft evaluation report.	30
Satisfactory submission of final evaluation report.	60
<b>Total</b>	<b>100</b>

All envisaged travel costs, including tickets, lodging and terminal expenses, are not included in the aforementioned installments, but will be agreed upon between UNDP DDC and the Individual Consultant and reimbursed prior to travel.

### **3. Requirements**

#### ***Skills and Experience***

The **Lead Consultant** should have the following qualifications:

Education:

- Masters degree in environment, development, social sciences or related fields

Professional experience:

- Minimum 10 (ten) years of relevant post Master's working experience.
- Excellent track record of carrying out complex monitoring and evaluation exercises with international organizations including assessment of quantitative and qualitative project performance indicators.
- Previous experience in UNDP programming and results-based monitoring and evaluation approaches/tools is considered an asset.
- Familiarity and knowledge of the UN Convention to Combat Desertification and integrated approaches to dryland development, particularly in Sub-Saharan Africa.
- Familiarity with UNDP work in drylands development and/or environment, poverty and governance areas would be desirable; a good understanding of natural resources/ land use issues would be an asset.
- Knowledge of the EU-UN Framework (FAFA) and experience in EU development cooperation issues would be an asset.
- Experience in supervising a team of experts in a multicultural context

**Tasks:**

Specifically, the Lead Consultant will perform the following tasks:

- Coordinate consultations with DDC
- Guide the Expert in the successful implementation of this consultancy as necessary
- Undertake field visits to Mozambique and Tanzania
- Prepare and submit the agreed deliverables to DDC

**Language:**

- Excellent written and communications skills in English.
- Working knowledge of French would be an asset.

The **Expert** should have the following qualifications:

**Education:**

- Masters degree in environment, development, social sciences or related fields

**Professional experience:**

- Minimum 7 (seven) years of relevant working experience.
- Previous involvement in carrying out monitoring and evaluation exercises with international organizations including assessment of quantitative and qualitative project performance indicators.
- Previous experience in UNDP programming and results-based monitoring and evaluation approaches/tools is considered an asset.
- Familiarity and knowledge of the UN Convention to Combat Desertification and integrated approaches to dryland development, particularly in Northern and West Africa.
- Familiarity with UNDP work in drylands development and/or environment, poverty and governance areas would be desirable; a good understanding of natural resources/ land use issues would be an asset;
- Knowledge of the EU-UN Framework (FAFA) and experience in EU development cooperation issues would be an asset.
- Ability to contribute effectively to a team project.

**Tasks:**

Specifically, the Expert will perform the following tasks:

- Support the Lead Consultant in the successful implementation of this consultancy as necessary
- Undertake field visits to Benin and Tunisia
- Provide necessary inputs to the Lead Consultant in order to produce the agreed deliverables

**Language:**

- Excellent communications skills in French and English.
- Ability to write reports in English.

**Competencies**

Both consultants must have:

- Prior experience conducting monitoring and evaluation;
- In depth knowledge and good understanding of environmental and poverty reduction issues in Africa.
- Excellent research and analytical skills and interpersonal skills with strong cultural sensitivity and

adaptability.

- Excellent report writing and communication skills.
- Ability to compile information in coherent and succinct formats.
- High attention to detail and ability to work under tight deadlines.
- IT competencies at least in Word, Excel, PowerPoint and internet.

#### 4. Application Procedure

Qualified and interested candidates should submit the following in English:

1. **Personal CV and P11 form** (attached as Annex 3), indicating all past experience from similar projects and at least three (3) professional references;
2. **A brief write up (max. 1 page)** of why the individual considers him/herself as the most suitable for the assignment;
3. **A brief write-up (max 2 pages)** on the individual understanding/interpretation of the TORs (attached as Annex 1) and how the assignment would be conducted (work plan);
4. **A sample report from previous evaluation/s undertaken;**
5. **Financial Proposal** that indicates the all-inclusive fixed total contract price (stated on a lump sum basis in USD). The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon satisfactory delivery of the services specified in the TOR.

Items 2, 3 & 4 must be completed in the attached Individual Consultant Proposal Template (Annex 4).

Interested applicants are required to submit their applications to the UNDP DDC email: [ddc@undp.org](mailto:ddc@undp.org) by 23 November 2012. Incomplete applications and/or applications received after the deadline shall not be taken into consideration.

Applications submitted should indicate in the subject line the consultancy applied for **EITHER** **"UNDP/DDC- LEAD CONSULTANT" OR "UNDP/DDC EXPERT"**.

#### 5. Evaluation

Individual consultants will be evaluated based on the following methodology:

##### Cumulative analysis

*When using this weighted scoring method, the award of the contract should 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 (=70%) of the maximum obtainable technical score of 70 points, would be considered for the Financial Evaluation.

<b>Criteria - LEAD CONSULTANT</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical (70%)</u>		
<b>Criteria A- relevance of qualifications and specialized knowledge (25%)</b>		
A-1 Masters degree in environment, development, social sciences or related fields	5%	5
A-2 In-depth knowledge and good understanding of Results-Based Monitoring and evaluation approaches and tools.	10%	10
A-3 In-depth knowledge and good understanding of environmental and poverty reduction issues in Africa. Familiarity with and knowledge of the UNCCD and integrated approaches to drylands development in general and in Sub-Saharan Africa specifically.	10%	10
<b>Criteria B- Experience on similar programme / projects (15%)</b>		
B- 1 Minimum 10 (ten) years of relevant post Master's working experience	5%	5
B-2 Excellent track record of carrying out complex monitoring and evaluation exercises with international organizations including assessment of quantitative and qualitative project performance indicators.	10%	10
<b>Criteria C- Any work/assignment done for UN / Major Multilateral /bilateral organizations and international civil society development partners (see application procedures no. 4) (10%)</b>		
C-1 Previous involvement in and understanding of environment and poverty reduction programmes within the context of national and sub-national development. Previous experience with UNDP programming and Results-Based monitoring and evaluation concepts is considered an asset.	10%	10
<b>Criteria D- Is the proposed work-plan clear and is the sequence of activities logical, realistic and promote efficient implementation to the project (20%)</b>		
D-1 To be reviewed through the work plan submitted together with the CV/P11, in which the following aspects will be examined: strong conceptual and analytical skills; communication and writing skills with proficiency in English; ability to compile information in coherent and succinct formats; high attention to detail; and ability to work under tight deadlines.	20%	20
<b>Financial</b>	30%	30
<b>Total</b>	100%	100



<b>Criteria - EXPERT</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical (70%)</u>		
<b>Criteria A- relevance of qualifications and specialized knowledge (25%)</b>		
A-1 Masters degree in environment, development, social sciences or related fields.	5%	5
A-2 In depth knowledge and good understanding of Results-Based Monitoring and evaluation approaches and tools.	10%	10
A-3 In-depth knowledge and good understanding of environmental and poverty reduction issues in Africa. Familiarity with and knowledge of the UNCCD and integrated approaches to drylands development in general and in Northern and West Africa specifically.	10%	10
<b>Criteria B- Experience on similar programme / projects (15%)</b>		
B- 1 Minimum 7 (seven) years of relevant post Master's working experience	5%	5
B-2 Previous involvement in carrying out monitoring and evaluation exercises with international organizations including assessment of quantitative and qualitative project performance indicators.	10%	10
<b>Criteria C-- Any work/assignment done for UN / Major Multilateral /bilateral organizations and international civil society development partners (see application procedures no. 4) (10%)</b>		
C-1 Previous involvement in and understanding of environment and poverty reduction programmes within the context of national and sub-national development. Previous experience with UNDP programming and Results-Based monitoring and evaluation concepts is considered an asset.	10%	10
<b>Criteria D- Is the proposed work-plan clear and is the sequence of activities logical, realistic and promote efficient implementation to the project (20%)</b>		
D-1 To be reviewed through the work plan submitted together with the CV, in which the following aspects will be examined: strong conceptual and analytical skills; communication and writing skills with proficiency in French & English; ability to compile information in coherent and succinct formats; high attention to detail; and ability to work under tight deadlines.	20%	20
<b>Financial</b>	30%	30
<b>Total</b>	100%	100

## **ANNEXES**

### **ANNEX 1- Terms of Reference**

### **ANNEX 2- Individual Consultant general terms and conditions**

### **ANNEX 3 – P11 FORM**

### **ANNEX 4 - Individual Consultant Submission Template**