

TERMS OF REFERENCE

TERMINAL EVALUATOR – INTERNATIONAL CONSULTANT

BASIC INFORMATION

Position Title:	TERMINAL EVALUATOR – International Consultant
Location:	Home based with travel to Dili, Timor-Leste
Organizational Unit:	programme Delivery Unit, UNDP
Reporting to:	Programme Officer, Programme Delivery Unit, UNDP Timor Leste
Supervised by:	Project Manager/CTA, DARDC, UNDP Timor Leste
Type of Contract:	Individual Contract
Languages required	English
Starting Date:	April 1, 2019
Contract Date(s):	between April 1, 2019 to May 30, 2019
Duration of Contract:	25 working days

A. Project Title:

Strengthening Community Resilience to Climate-induced disasters in the Dili to Ainaro Road Development Corridor, Timor-Leste – DARDC.

B. Project Description:

Timor-Leste has been experiencing unpredictable extreme weather events. Furthermore, climate change projections indicate that these trends are likely to intensify in the future, increasing the frequency and severity of climate-induced disasters, such as floods and landslides. These disasters are likely to put road infrastructure and community assets at increased risk and as a consequence the vulnerability of communities will increase.

The Dili to Ainaro Road Development Corridor (DARDC) comprises a joint investment by the Government of Timor-Leste and the World Bank to upgrade and strengthen the climate resilience of the road infrastructure linking Dili to the capitals of Aileu and Ainaro Districts. The problem that the proposed LDCF project sought to address is that climate change is expected to increase damage to road infrastructure in the DARDC resulting from an increased intensity of climate-induced disasters. Damage to road infrastructure is expensive to repair and restricts: i) economic development; ii) market access; iii) access to services such as education and health care; iv) evacuation during natural disasters; and v) provision of disaster relief. Furthermore, this threat of damage to road infrastructure is exacerbated by ecosystem degradation resulting from existing land-use practices. Such ecosystem degradation increases the risk of floods and landslides owing to reduced water infiltration and increased soil erosion.

The proposed solution to this problem was to strengthen the resilience of communities living along road infrastructure in DARDC to climate-induced disasters such as floods and landslides and to

reduce the risk of damage to road infrastructure. This would also safeguard associated social and economic benefits such as access to markets and essential services. Strengthening livelihoods assets on which communities depend also safeguards household income as households are less prone to – and in a better position to recover from – climate-induced disasters. The proposed project mainstreams gender considerations into its various activities and deliverables

The project aimed to achieve this by specifically targeting and strengthening institutional and technical capacities of sub-national government officials to plan for and implement disaster risk management (DRM) measures using ecosystem-based approaches. Significant barriers to achieving the implementation of DRM using ecosystem-based approaches include: i) limited knowledge and understanding of climate-induced disasters; ii) limited capacity of sub-national officials to plan for and respond to disasters; and iii) insufficient financial resources to deliver DRM measures using ecosystem-based approaches.

The project contributed to overcoming these barriers by: i) enhancing integration of climate change into national DRM policy; ii) providing access to knowledge and training on DRM; iii) strengthening institutional capacity for planning, budgeting and delivering investments into DRM, particularly at sub-national level; iv) developing early warning systems to reduce risks posed by climate-induced disasters; and v) reducing vulnerabilities of communities along the DARC by reducing damage to road infrastructure through implementing climate-resilient and ecosystem-based approaches to DRM. The ecosystem-based approach to DRM will support community livelihoods and restore ecosystems to reduce the risks posed by climate-induced disasters. Communities in the vicinity of the project area were included in the selection and implementation of project activities, with a particular focus on ensuring that the interests of local women are adequately represented through implementation of a gender action plan. The project also contributed to clarify the link between climate risk reduction and sustainable agricultural practices. Although local and international NGOs are actively promoting such practices, these programmes currently do not focus on the reduction of climate change risks, nor are they systematically used within road development corridors and other types of infrastructure to increase climate resilience. The project has expected outcomes as follows

- OUTCOME 1. Knowledge and understanding of local drivers of climate induced natural disasters enhanced, and consequent impacts on economic infrastructure better understood and available to policy makers, planners and technical staff
- OUTCOME 2. Subnational DRM institutions able to assess, plan, budget and deliver investments in climate change related disaster prevention, linked to critical economic infrastructure and assets in the Dili to Ainaro development corridor.
- OUTCOME 3. Community driven investments implemented to reduce climate change and disaster induced losses to critical infrastructure assets and the wider economy.

The GEF/LDCF project is part of a joint project with the World Bank. The implementing partner is the National Disaster Management Directorate within the Ministry of Social Solidarity. Other responsible parties include the National Directorate for International Environmental Affairs and Climate Change of the Ministry of Commerce, Industry and Environment, Ministry of State Administration, Ministry of Public Works, Ministry of Finance and the Ministry of Agriculture and Fisheries.

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP support GEF financed 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 project “Strengthening Community Resilience to Climate-induced disasters in the Dili to Ainaro Road Development Corridor, Timor-Leste” (PIMS # 5108). Therefore, UNDP is seeking a qualified International consultant to undertake the terminal evaluation of the project and all activities undertaken between 2015 – 2019 and prepare and present the Terminal Evaluation Report.

The Terminal Evaluation will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the UNDP Evaluation Guidance for GEF Financed Projects.

C. OBJECTIVE:

The Terminal Evaluation will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the ‘UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects’ (2012), henceforth referred to as ‘TE Guidance’.

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.

D. EVALUATION APPROACH AND METHOD:

An overall approach and method for conducting project terminal evaluations of UNDP supported GEF financed projects has developed over time. The evaluator is expected to frame the evaluation effort using the criteria of **relevance, effectiveness, efficiency, sustainability, and impact**, as defined and explained in the TE Guidance. A set of questions covering each of these criteria will be provided to the selected evaluator. The evaluator is expected to amend, complete and submit this matrix as part of an evaluation inception report, and shall include it as an annex to the final report.

The evaluation must provide evidence-based information that is credible, reliable and useful. The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, in particular the GEF operational focal point, UNDP Country Office, project team, UNDP GEF Technical Adviser based in the region and key stakeholders.

E. DUTIES AND RESPONSIBILITIES:

Under the overall supervision of the responsible officer of Sustainable Development Unit, UNDP Timor Leste, the Consultant will be responsible for the evaluation covering all activities as outlined in the framework of the project.

The evaluator is expected to conduct a field missions to Ailieu, Ermera, Ainaro and Manufahi Municipalities, including the selected project sites. Interviews will be held with the following organizations and individuals at a minimum:

- Ministry of Social Solidarity (MSS)
- Ministry of Agriculture and Fisheries (MAF)
- Ministry of State Administration (MSA)
- Ministry of Commerce, Industry and Environment (MCIE)
- Ministry of Public Works, Transport and Communication (MPWTC)
- Director General for Environment and GEF Focal Point
- Director General for Secretary of State of Civil Protection
- National Director for Climate Change, Secretary of State of Environment
- National Director for Meteorology (MPWTC)
- National Director for national disaster management directorate (NDMD)
- Director, Centre for Climate Change and Biodiversity (CCCB)
- Municipal administrators of Ermera, Ailieu, Ainaro and Manufahi
- Community beneficiaries of Ermera, Ailieu, Ainaro and Manufahi municipalities
- UNDP Country Team

The evaluator will review all relevant sources of information, such as the project document, project reports – including Annual APR/PIR, project budget revisions, midterm review, progress reports, GEF focal area tracking tools, project files, national strategic and legal documents, and any other materials that the evaluator considers useful for this evidence-based assessment. The project team will provide these documents to the selected evaluator.

F. EVALUATION CRITERIA & RATINGS:

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework, which provides performance and impact indicators for project implementation along with their corresponding means of verification. The evaluation will at a minimum cover the criteria of: **relevance, effectiveness, efficiency, sustainability and impact**. Ratings must be provided on the following performance criteria:

- Monitoring and Evaluation design at entry
- Monitoring and Evaluation Plan Implementation
- Overall quality of M&E
- Relevance
- Effectiveness
- Efficiency
- Overall Project Outcome Rating
- Quality of UNDP Implementation – Implementing Agency (IA)
- Quality of Execution - Executing Agency (EA)

- Overall quality of Implementation / Execution
- Sustainability of Financial resources
- Socio-political Sustainability
- Institutional framework and governance sustainability
- Environmental sustainability
- Overall likelihood of sustainability

The completed Required Ratings table (as found in the TE Guidance) must be included in the evaluation executive summary. The obligatory rating scales can be found in the TE Guidance. A full recommended report outline can be found in the TE Guidance.

The other aspects to be included in the evaluation are:

Project Finance and Co-Finance:

The Evaluation will assess the key financial aspects of the project, including the extent of co-financing planned and realized. Project cost and funding data will be required, including annual expenditures. Variances between planned and actual expenditures will need to be assessed and explained. Results from recent financial audits, as available, should be taken into consideration. The evaluator(s) will receive assistance from the Country Office (CO) and Project Team to obtain financial data in order to complete the Required Co-Financing Table (as found in the TE Guidance), which will be included in the terminal evaluation report.

Mainstreaming:

UNDP supported GEF financed projects are key components in UNDP country programming, as well as regional and global programmes. The evaluation will assess the extent to which the project was successfully mainstreamed with other UNDP priorities, including poverty alleviation, improved governance, the prevention and recovery from natural disasters, and gender.

Impact:

The evaluators will assess the extent to which the project is achieving impacts or progressing towards the achievement of impacts. Key findings that should be brought out in the evaluations include whether the project has demonstrated: a) verifiable improvements in ecological status, b) verifiable reductions in stress on ecological systems, and/or c) demonstrated progress towards these impact achievements.

Conclusions, Recommendations & Lessons:

The evaluation report must include a chapter providing a set of conclusions, recommendations and lessons.

The main phases of the terminal evaluation are as follows:

i. Preliminary Document Review

- The evaluation team will carry out a preliminary documentation review which is expected to help the team to identify the evaluation questions and indicators to guide the evaluation process.

ii. Inception Phase

- The international consultant is expected to support the drafting and submission of an inception report based on the documentation review and proposed the evaluation structure (evaluation matrix, evaluation questions, indicators, sources of information and collection methods to be used). The report will include the sites selected for the field visits in the municipalities, proposed field mission timetable based on the selection of sites and stakeholders to be interviewed in the field, an updated work plan for the evaluation process, and interview protocols designed for each of the different type of stakeholder to be interviewed.

iii. Field Mission in Timor-Leste and Presentation- Initial Findings

- Conduct field mission in Timor-Leste, facilitate meetings and conduct interviews with stakeholders and beneficiaries in Dili, Ailieu, Ainaro, Manufahi and Ermera Municipalities.
- At the end of the field mission, the evaluation team will facilitate a comprehensive mission debriefing in UNDP Timor-Leste Country Office providing the initial findings and recommendations from the evaluation mission.

iv. Draft Evaluation Report:

- Prepare and submit the Draft Final report in English within 3 weeks of completion of the field mission detailing the key findings and recommendations which should be submitted to UNDP Timor-Leste and UNDP GEF RTA.

v. Terminal Evaluation (Final) Report.

- The final report should be submitted within 1 week of receiving comments from UNDP CO, UNDP GEF RTA, Government counterparts and other key stakeholders. When submitting the final 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.

G. IMPLEMENTATION ARRANGEMENTS:

The principal responsibility for managing this evaluation resides with the UNDP CO in Timor Leste. The UNDP CO will contract the evaluators and facilitate travel arrangements within the country for the evaluation team.

The consultant will report to a responsible officer of Sustainable Development Unit of UNDP Timor Leste. UNDP project team will facilitate administrative arrangements and logistical support including providing the international consultant with support for coordinating and facilitating the in-country

mission and field visits. The evaluation mission consultants will be provided office space in the DARDC project office, transportation to the municipalities outside of Dili, and related logistical support for implementation of project activities. Field visit and travel will be required to the municipalities.

The evaluation team will be composed of 2 evaluators (1 international consultant and 1 national consultant). The international consultant/evaluator will be designated as the team leader and will be responsible for finalizing the report. The international consultant is responsible for supervision of the work of the national consultant (during entire evaluation period).

H. DELIVERABLES

The evaluation team is expected to deliver the following:

- Inception Report: Evaluator provides clarifications on timing and method, Evaluator submits to UNDP CO no later than 2 weeks before the evaluation mission
- Presentation of Initial Findings: Evaluator submits to project management and UNDP CO at the end of evaluation mission
- Draft Final Report: Full report (per template provided in TE Guidance) with annexes, Evaluator submits to CO within 3 weeks of the evaluation mission, reviewed by RTA, PCU, GEF OFPs
- Final Report: Revised report, Evaluator submits to CO within 1 week of receiving UNDP comments on draft
- *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.

Timeline for implementation

No	Deliverables/ Outputs	Estimated Time to Complete	Target Due Dates	Review and Approvals Required
1	Inception Report	4 days (desk review – home based)	April 5, 2019	Approval by UNDP, PM/CTA DARDC Project
2	Presentation- Initial Findings	12 days (In-country mission)	25 April, 2019	
3	Draft Final Report (per annexed template) with annexes	7 days (home based)	10 May , 2019	
4	Final Report – incorporating all comments received on the draft report	2 days (home based)	30 May, 2019	

	Total days	25		
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Schedule of Payments

The payment will be made based on the deliverables. The selected IC must submit documents as per deliverables which must be duly approved and serve as the basis for the payment of fees. The consultant will be expected to produce the following deliverables within the agreed timeline of this TOR to be reviewed and approved as specified in the TOR.

No.	Deliverable/Output	Target Due date	Percentage disbursement
1	Submission and acceptance of Inception Report	5 April, 2019	10%
2	Submission and approval of the 1st draft terminal evaluation report	10 May, 2019	40%
3	Submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report	30 May, 2019	50%

I. DUTY STATION

This is a home based assignment with travel to Dili, Timor-Leste. The consultant will be required to travel to municipalities outside Dili as well.

J. LANGUAGE OF THE SPECIFIC CONTRACT AND DELIVERABLES

The language of this specific contract shall be English. All reports are to be submitted in English unless otherwise stated.

K. SUBCONTRACTING

Subcontracting under this contract is not allowed.

L. COMPETENCIES

CORPORATE COMPETENCIES:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission and strategic goals of UN/UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

FUNCTIONAL COMPETENCIES:

- Ability to lead strategic planning, results-based management and reporting;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;

- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills.
- Capability to work effectively under deadline pressure and to take on a range of responsibilities;
- Ability to work in a team, good decision-making skills, communication and writing skills.

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the UNEG 'Ethical Guideline for Evaluations.'

M. REQUIRED SKILLS AND EXPERIENCE

Education:

Advanced post-graduate university degree in natural resources, environmental studies, developmental studies, rural development, public policy, climate change, or other closely related field OR Undergraduate university degree with relevant combination of professional training, certification and experience may be accepted in lieu of the advanced university degree.

Experience:

- Minimum 10 years professional experience in climate change adaptation, DRM, rural development, gender sensitive evaluation and analysis with experience working and conducting evaluations with UNDP and GEF.
- Previous experience with results-based monitoring and evaluation methodologies;
- Technical knowledge in the targeted focal area(s): climate change, climate change adaptation, disaster risk management, rural development, local governance, rural livelihood and resilience
- Broad experience working in Timor-Leste and considerable knowledge of the local context.

Language requirements:

- English Language required with good written and oral communication skills. Working knowledge on Portuguese, Tetun and/or Bahasa Indonesia would be an asset.

N. FINANCIAL PROPOSAL

The financial proposal must be expressed in the form of an "all-inclusive" lump-sum amount, supported by breakdown of costs as per template provided. The term "all inclusive" implies all cost (professional fees, travel costs, living allowances etc.) Under the lump sum approach, the contract price is fixed, regardless of changes in cost components.

For duty travels, all living allowances required to perform the demands of the TOR must be incorporated in the financial proposal. A total of around 6 travel days will be required to the four focus municipalities' during the period of the assignment with approximately 4 of these may require overnight stay.

O. RECOMMENDED PRESENTATION OF OFFER

- Letter of application with duly accomplished Letter of Confirmation of Interest and Statement of Availability for the entire duration of the assignment;
- Personal CV and P11 Form, indicating all past relevant experience, as well as the contact details (email and telephone number) and three (3) professional references;
- Brief description of why the individual considers him/herself as the most suitable and how they will approach and complete the assignment;
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided by UNDP.

P. CRITERIA FOR SELECTION OF BEST OFFER

Individual consultants will be evaluated based on a 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 weighting: 70%*
 - * Financial criteria weighting: 30%*

Only candidates obtaining a minimum of 49 points in the technical evaluation criteria would be considered for the Financial Evaluation

Technical Criteria	Maximum obtainable points	Weight Percentage
Education:	15	15
Advanced post-graduate university degree in natural resources, environmental studies, developmental studies, rural development, public policy, climate change, or other closely related field OR Undergraduate university degree with relevant combination of professional training, certification and experience may be accepted in lieu of the advanced university degree.	15	15%
Years of Experience and Knowledge of Sector:	45	45%
Minimum 10 years professional experience in climate change adaptation, DRM, rural development, gender sensitive evaluation and analysis with experience working and conducting evaluations with UNDP and GEF.	20	20%
Technical knowledge in the targeted focal area(s): climate change, climate change adaptation, disaster risk management, rural development, local governance, rural livelihood and resilience	15	15%

Previous experience with results-based monitoring and evaluation methodologies	10	10%
Language requirements:	10	10%
Fluency in in English and excellent communication skills. Working knowledge of Portuguese and/or Tetun desirable for the Team Leader and fluency required for national consultant.	10	10%
Total technical score	70	70%
Financial: 30%	30	30%
Final Score	100	100%

Q. ANNEXES TO THE TOR


Please submit your applications together with all relevant requested supporting documents (including academic qualifications) to the following address:

Procurement Unit
United Nations Development Programme
UN House, Caicoli Street, P.O Box 558 Dili
Dili, Timor-Leste
Fax: +670 331 3534
E-mail: procurement.staff.tp@undp.org

The deadline for submitting applications is **15 March, 2019**

Only short-listed candidates will be notified. **Women candidates are strongly encouraged to apply.**

TOR

Prepared by

SHyam K. Pavde
(C DARDRE CTA)

Approved



Auxiliary

(PA UNDP)

by

dos Santos