



Solomon Islands Government



Empowered lives.
Resilient nations.

GEF funded Solomon Islands Water Sector Adaptation Project (SIWSAP)

Job Title: **Terminal Evaluation Consultancy: International (Team Leader)**

Ref No: **UNDP-SOI-IC-2019-016**

Reports to: MMERE/UNDP

Application Deadline: **8th April 2019**

Type of Contract: Individual Contract

Duty Station: (10 days in Duty Station and 10 days home Based)

Language required: English

Expected Duration: 20 working days (April-May 2019)

TERMINAL EVALUATION TERMS OF REFERENCE

INTRODUCTION

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 *Solomon Islands Water Sector Adaptation Project (SIWSAP)* (PIMS 4568)

The essentials of the project to be evaluated are as follows:

PROJECT SUMMARY TABLE

Project Title:	Solomon Islands Water Sector Adaptation Project (SIWSAP)			
GEF Project ID:	4725		<u>at endorsement</u> <u>(Million US\$)</u>	<u>at completion</u> <u>(Million US\$)</u>
UNDP Project ID:	00088631	GEF financing:	6,850,000	6293324.42 as of 10/01/2019

Country:	Solomon Islands	IA/EA own:	6,400,000	0
Region:	Asia Pacific	Government:	37,222,462	3376324 (as of midterm review)
Focal Area:	Climate Change Adaptation	Other:		
FA Objectives, (OP/SP):		Total co-financing:	43,622,462	3,376,324 (as of midterm review)
Executing Agency:	Ministry of Mines, Energy and Rural Electrification, Water Resources Division (MMERE-WRD)	Total Project Cost:	50,472,462	9,669,648 (not final figures),
Other Partners involved:	Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), Ministry of Health and Medical Services – Environmental Health Division, Ministry of Development Planning and Aid Coordination	ProDoc Signature (date project began):		17 June 2014
		(Operational) Closing Date:	Proposed: 30 June 2018	Actual: 30 June 2019

OBJECTIVE AND SCOPE

The project was designed to improve the resilience of water resources to the impacts climate change and improve health, sanitation and quality of life, so that livelihoods can be enhanced and sustained in the targeted vulnerable areas. The impacts of climate change, particularly sea-level rise (SLR) and pronounced droughts have severe consequences on water and sanitation in the Solomon Islands. Due to SLR, low-lying islands, atolls and flat deltaic regions are faced with salt water intrusion, affecting the groundwater resources and limiting access to freshwater supply. Droughts have severely affected water supplies; during the 1997/1998 droughts that resulted in reduction of freshwater availability in Honiara by around 30-40%. Droughts have also damaged crops and livelihoods. Likewise, climate-related impacts on the quality and quantity of water has a gender dimension; in the context of the ethnic tensions, the safety and security of women and girls are compromised as they need to travel further to collect water, also leading to less time for other activities.

The project titled “Solomon Islands Water Sector Adaptation Project (SIWSAP)” will worked with partners such as Government of the Solomon Islands, Ministries of Mines, Energy, and Rural Electrification (MMERE), in partnership with Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), Ministry of Health and Medical Services – Environmental Health Division and UNDP with funding from GEF Least Developed Countries Fund (LDCF).

The project is designed to achieve its objective through 1) formulating, integrating, and mainstreaming water sector-climate change adaptation response plans in the water-related sectors as well as broader policy and development frameworks, 2) increasing the reliability and improving the quality of water supply in targeted areas, 3) investing in cost-effective and adaptive water management interventions and technology transfer, and 4) improving governance and knowledge management for climate change adaptation in the water sector at the local and national levels.

At the end of project implementation, the Government of Solomon Island will have enhanced systems, tools, and knowledge for water resource resilience at the national and local levels, which will contribute to the implementation and achievement of national priorities outlined in various policies and strategies, including the National Adaptation

Program of Action (NAPA) 2008, National Development Strategy (NDS) 2011 – 2020, National Water and Sanitation Sector Plan (2007).

The TE 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.

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 APPROACH AND METHOD

An overall approach and method¹ 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 UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects. A set of questions covering each of these criteria have been drafted and are included with this TOR (*fill in Annex C*). 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. The evaluator is expected to conduct a field mission to *Makira and Choiseul Province*, including the following project sites (*Santa Catalina in Makira and Taro in Choiseul Province,). Interviews will be held with the following organizations and individuals at a minimum: (Provincial government stakeholders, such as the Provincial secretary, RWASH counterparts and the community committee, women and youth groups) etc.*

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. A list of documents that the project team will provide to the evaluator for review is included in [Annex B](#) of this Terms of Reference.

EVALUATION CRITERIA & RATINGS

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework (see [Annex A](#)), 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. The completed table must be included in the evaluation executive summary. The obligatory rating scales are included in [Annex D](#).

Evaluation Ratings:			
1. Monitoring and Evaluation	rating	2. IA& EA Execution	rating

¹ For additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](#), Chapter 7, pg. 163

M&E design at entry		Quality of UNDP Implementation	
M&E Plan Implementation		Quality of Execution - Executing Agency	
Overall quality of M&E		Overall quality of Implementation / Execution	
3. Assessment of Outcomes	rating	4. Sustainability	rating
Relevance		Financial resources:	
Effectiveness		Socio-political:	
Efficiency		Institutional framework and governance:	
Overall Project Outcome Rating		Environmental :	
		Overall likelihood of sustainability:	

PROJECT FINANCE / COFINANCE

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 co-financing table below, which will be included in the terminal evaluation report.

Co-financing (type/source)	UNDP own financing (mill. US\$)		Government (mill. US\$)		Partner Agency (mill. US\$)		Total (mill. US\$)	
	Planned	Actual	Planned	Actual	Planned	Actual	Actual	Actual
Grants								
Loans/Concessions								
• In-kind support								
• Other								
Totals								

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.²

² A useful tool for gauging progress to impact is the Review of Outcomes to Impacts (ROtI) method developed by the GEF Evaluation Office: [ROtI Handbook 2009](#)

CONCLUSIONS, RECOMMENDATIONS & LESSONS

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

IMPLEMENTATION ARRANGEMENTS

The principal responsibility for managing this evaluation resides with the UNDP CO in Solomon Islands. The UNDP CO will contract the evaluators and ensure the timely provision of per diems and travel arrangements within the country for the evaluation team. The Project Team will be responsible for liaising with the Evaluators team to set up stakeholder interviews, arrange field visits, coordinate with the Government etc.

EVALUATION TIMEFRAME

The total duration of the evaluation will be 20 days according to the following plan:

Activity	Timing	Completion Date
Inception Report	02 days	17 – 20 April 2019
Presentation	12 days	21 April – 2 May 2019
Draft Final Report	04 days	3 – 7 May 2019
Final Report*	02 days	13 May 2019

EVALUATION DELIVERABLES

The evaluation team is expected to deliver the following:

Deliverable	Content	Timing	Responsibilities	Payment
Inception Report	Evaluator provides clarifications on timing and method	No later than 2 weeks before the evaluation mission.	Evaluator submits to UNDP CO	10%
Presentation	Initial Findings	End of evaluation mission	To project management, UNDP CO	40%
Draft Final Report	Full report, (per annexed template) with annexes	Within 3 weeks of the evaluation mission	Sent to CO, reviewed by RTA, PCU, GEF OFPs	20%
Final Report*	Revised report	Within 1 week of receiving UNDP comments on draft	Sent to CO for uploading to UNDP ERC.	30%

*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.

TEAM COMPOSITION

The evaluation team will be composed of 1 international and 1 national evaluator with the international evaluator acting as the team leader and will be responsible for finalizing the report.

The International Consultant shall be responsible for completing and delegating tasks as appropriate for the Terminal Evaluation to the National Counterpart. He/she will ensure the timely submission of the first draft and the final version of the Terminal Evaluation Report with incorporated comments from UNDP and others.

National Consultant (Team member)

The National Consultant will, jointly with, and under the supervision of the International Consultant, support the evaluation. He/she will be responsible to review documents, translate necessary documents and interpret interviews, meetings and other relevant events for the International Consultant. He/she will work as a liaison for stakeholders of the project and ensures all stakeholders of the project are aware of the purposes and methods of the evaluation and ensures all meetings and interviews take place in a timely and effective manner. Provide logistical support for the evaluation mission as per travel schedule in liaison with the project management unit.

The consultants shall have prior experience in evaluating similar projects. Experience with GEF financed projects is an advantage. The evaluators selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities.

The Team Leader must present the following qualifications:

International (Team Lead)

Education (15%):

- Masters Degree in Climate change related discipline, environment, disaster risk management, social sciences or closely related field. (15%)

Experience (70%)

- Minimum 10 years of relevant professional experience working in climate change adaptation, disaster risk management and related fields; (20%)
- Experience working with LDCF or GEF evaluations; (20%)
- Previous experience with results-based monitoring and evaluation methodologies; (20%)
- Technical knowledge in the targeted focal area(s): Climate Change Adaptation, Disaster Risk Management, Water Resource Management and related fields; (10%)

Competencies (15%):

- Demonstrated knowledge of UNDP and LDCF/GEF; (15%)

EVALUATOR ETHICS

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct (Annex E) upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the [UNEG 'Ethical Guidelines for Evaluations'](#)

PAYMENT MODALITIES AND SPECIFICATIONS

(this payment schedule is indicative, to be filled in by the CO and UNDP GEF Technical Adviser based on their standard procurement procedures)

The evaluation team is expected to deliver the following:

1. Inception Report (10%): Evaluators provides clarifications on timing and method, Evaluator submits to UNDP Pacific Solomon Islands no later than a week before the evaluation mission

International	National
Evaluator provides clarifications on timing and method	Background report and stakeholder appointments

- **Presentation of Initial Findings (20%):** Evaluator presents preliminary findings o project management and the Project Board at the end of evaluation mission:

International	National
Preliminary findings presentation	Consultation Field Mission Report

- **Draft Report (30%):** Following submission and approval of the 1ST draft terminal evaluation report and annexes

International	National
Synthesis draft report, (per annexed template) with annexes	Stakeholder Consultation Report

- **Final Report (40%):** Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report

International	National
Revised report	Revised report

APPLICATION PROCESS

The application should contain:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position, a concise description of the bidders understanding of the consultancy assignment, a summary of the comments on the TOR, and a **brief methodology** on the proposed approach and conduct of the required work.
- **Updated and signed P-11 along with your CV** to include qualifications/competencies and relevant past experience in similar projects and contact details of 2 professional referees who can certify your competencies, professionalism, quality of writing, presentation and overall suitability to this TOR
- Individual consultants will be evaluated based on a combination of factors including cover letter, the credentials on offer and brief interview (optional) and the offer which gives the **best value for money for the UNDP**.

- Please duly fill the below financial proposal and attach to the last page of the CV along with all other required documentation above.

Applicants are requested to apply online on <http://jobs.undp.org> by **08 April 2018**. Shortlisted candidates will be requested to submit a price offer indicating the total cost of the assignment (including daily fee, per diem and travel costs).

UNDP applies a fair and transparent selection process that will take into account the competencies/skills of the applicants as well as their financial proposals. Qualified women and members of social minorities are encouraged to apply.

ANNEX A: PROJECT LOGICAL FRAMEWORK ANNEX A: PROJECT LOGICAL FRAMEWORK

Project Result Framework

<p>This project will contribute to achieving the following Country Programme Outcome as defined in UNDAF: Improved national, provincial and community preparedness and responsiveness to climate change and disaster risks and sustainable management of natural resources</p>					
<p>UNDAF Outcome Indicators: 1.1.1 – Strengthened capacity to integrate and implement policies/strategies for environmental sustainability, disaster risk reduction/management and climate change adaptation and mitigation at national level 1.1.3 – Strengthened national capacity for effective management of natural and water resources, renewable energy, waste, land and land rehabilitation that promote good agricultural practices for conservation of the environment and biodiversity.</p>					
<p>Primary applicable Key Environment and Sustainable Development Key Result Area (same as that on the cover page, circle one): 3. Promote climate change adaptation</p>					
<p>Applicable GEF Strategic Objective and Program (GEF Cycle 5): CCA-1: ‘Reduce vulnerability to the adverse impacts of climate change, including variability, at local, national, regional and global levels’ CCA-2: ‘Increase adaptive capacity to respond to the impacts of climate change, including variability, at local, national, regional and global levels’ CCA-3: ‘Promote transfer and adoption of adaptation technology’</p>					
<p>Applicable GEF Expected Outcomes (GEF Cycle 5): Outcome 1.1: Mainstreamed adaptation in broader development frameworks at country level and in targeted vulnerable areas Outcome 1.2: Reduced vulnerability in development sectors Outcome 2.1: Increased knowledge and understanding of climate vulnerability and change – induced risks at country level and in targeted vulnerable areas Outcome 2.2: Strengthened adaptive capacity to reduce risks to climate-induced economic losses Outcome 2.3: Strengthened awareness and ownership adaptation and climate risk reduction processes at local level Outcome 3.1: Successful demonstration, deployment and transfer of relevant adaptation technology in targeted areas</p>					
<p>Applicable GEF Outcome Indicators (GEF Cycle 5): Outcome 1.1: Outcome Indicator 1.1.1: Adaptation actions implemented in national/sub-regional development frameworks (no. and type) Outcome 1.2: Outcome Indicator 1.2.3 Number of additional people provided with access to safe water supply and basic sanitation services given existing and projected climate change (disaggregated by gender) Output 1.2.1: Output Indicator 1.2.1.4: Sustainable drinking water management practices introduced to increase access to clean drinking water (type and level) Examples: Tube wells • Rainwater harvesting • Purification • Water storage • Other Outcome 2.1: Output Indicator 2.1.1.2: Risk and vulnerability assessments conducted and updated Outcome 2.2: Output Indicator 2.2.2.1: % of population covered by climate change risk measures (disaggregated by gender) Outcome 2.3: Outcome Indicator 2.3.1: % of targeted population awareness of predicted adverse impacts of climate change and appropriate responses (Score) – Disaggregated by gender. The score ranges from 1 to 3 and below are the explanations of the rankings based on survey results - 1. No awareness level (<50% correct) 2. Moderate awareness level (50- 75%) 3. high awareness level (>75% correct) Outcome 3.1: Outcome Indicator 3.1.1: % of targeted groups adopting adaptation technologies by technology type (disaggregated by gender)</p>					
	Indicator	Baseline	Targets End of Project	Source of verification	Risks and Assumptions
	1. Number of Water Sector Climate Adaptation Response Plans	No adaptation plans or adaptation guidance exists for the water sector at the National or Provincial levels	1.1 At least 6 Water Sector Climate Change Adaptation Response Plans developed and implemented which	Project reports and technical outputs. Assessments of National Water and	Assumptions Willingness amongst stakeholders and projects to share climate related information

Project Objective³ To improve the resilience of water resources to the impacts of climate change in order to improve health, sanitation and quality of life, and sustain livelihoods in targeted vulnerable areas	developed and implemented (aligned with new AMAT Indicator 13)	(including both for water resources and water supply, sanitation and hygiene) Water and adaptation responses are not integrated into national policy or on the ground actions NAPA is implemented mainly through development partner projects – no national learning mechanism in place	inform relevant provincial and/or national plans	Sanitation Policy and Implementation Plan and provincial level plans to see whether they include water adaptation and associated budget allocations. Meeting minutes, outputs from water and adaptation fora. Mid-term and terminal evaluation reports	Pilot Site Communities and Stakeholders remain willing to be involved in the project Adequate support from all the Provincial Administrations to implement project activities (sometimes jointly) Climate and natural disasters do not hinder project activities and logistics National Security situation remains stable and improving Rural WASH and Climate Change Adaptation remain a priority for Government
	2. Number of people directly benefiting from water resources and improvised sanitation that are resilient to climate change impacts (disaggregated by gender) (aligned with new AMAT Indicator 1)	Rural water supply and sanitation is focused on service delivery and not medium to long term sustainability of water resources and supplies Insufficient attention is paid to protection / restoration of natural infrastructure capturing, storing, cleaning and conveying water	2.1 12,000 people (including at least 5,760 women) in at least 6 sites across 6 Provinces have resilient water supply options and improvised sanitation, with sustainable financing, operation and maintenance plans, and better managed watersheds, including groundwater	Project reports and technical outputs Assessment of the quality and effectiveness of operation and maintenance plans Assessment of whether and how watershed, including groundwater, are better managed and protected including water quality testing. Mid-term and terminal evaluation reports	Risks Weather impedes travel to some Provinces Insufficient ownership and collaboration with Pilot Site communities and other beneficiaries National economic situation is not able to allocate adaptation related components in budgets at end of project Sectoral uptake of water adaptation planning is low

³ Objective (Atlas output) monitored quarterly ERBM and annually in APR/PIR

Outcome 1⁴ Water Sector – Climate Change Adaptation Response plans formulated, integrated and mainstreamed in water sector-related and in broader policy and development frameworks	3. Number of Provincial plans with allocated budget informed by vulnerability assessments and Water Sector Climate Change Adaptation Response Plans (aligned with new AMAT Indicators 6 and 13)	No adaptation plans or adaptation guidance exists for the water sector at the National or Provincial levels (including both for water resources and water supply, sanitation and hygiene) Sporadic and anecdotal data and lessons on adaptation at Provincial level Lack of downscaled details from national assessments across a wide area	3.1 At least 6 vulnerability assessments and Water Sector Climate Change Adaptation Response Plans at Pilot Site level developed 3.2 At least 6 vulnerability assessments and additional Water Sector Climate Change Adaptation Response Plans at replication sites developed (1 per Province) 3.3 At least 6 Provincial Plans informed by vulnerability assessments and Water Sector Climate Change Adaptation Response Plans undertaken in pilot and replica sites, including training of relevant Provincial and National Staff.	Water Vulnerability Framework and Assessments Water Adaptation Response Plans Provincial Plans with budget allocations Pre and post workshops/capacity building training surveys/questionnaires Project reports and technical outputs Mid-Term and Terminal Evaluation reports	Assumptions Willingness amongst stakeholders and projects to share climate related information Pilot Site Communities and Stakeholders remain willing to be involved in the project Adequate support from all the Provincial Administrations to implement project activities (sometimes jointly) Climate and natural disasters do not hinder project activities and logistics National Security situation remains stable and improving Risks Weather impedes travel to some Provinces Insufficient ownership and collaboration with Pilot Site communities and other beneficiaries Capacity at Provincial level is unable to adequately perform tasks (lack of service providers) Provincial Administration are unable to secure budget allocations at the end of the project to improve adaptation responses
	Outputs to deliver Outcome 1: 1.1. Vulnerability assessments of water supplies (in terms of quantity and quality) to climate change in targeted critical areas refined or formulated 1.2. WS-CCAR plans prepared in the context of IWRM and in line with and integrated into existing local and national policy and development planning processes 1.3. Government budgets allocated to support implementation of key components of WS-CCAR plans				
Outcome 2 Increased reliability and improved quality of water supply	4. Number of sites adopting sustainable water resources management practices that	Rural sanitation coverage is at best only 18% of the population. Composting toilets are not well understood, and sanitation is not considered a viable	4.1 Six sites with increased water storage provides a diversified approach to capturing and storing freshwater safely through island appropriate	Technical pilot site reports: rainwater harvesting surveys, sanitation surveys, feasibility studies	Assumptions Willingness amongst stakeholders and projects to share climate related information Pilot Site Communities and Stakeholders remain willing to be involved in the project

⁴ All outcomes monitored annually in the APR/PIR. It is highly recommended not to have more than 4 outcomes.

in targeted areas	enable continuous availability of a sufficient quantity of safe drinking water, given existing and projected climate change (aligned with new AMAT Indicators 1, 2 and 4)	<p>option for rural communities</p> <p>Tuwo: 100% of community have no water >5 times per annum.</p> <p>Gizo: reticulated system operates at 70% supply, with a further 70% leakage rate.</p> <p>Manaaoba: 90% of community has no RW supply >5 times per annum.</p> <p>Taro: 73% of community have no access to a toilet and no alternative safe water supply than existing RW tank system covering only 70% of community (empty >5 times per annum.)</p> <p>Santa Catalina: 94% of community have inadequate roofing to capture water, with 79% of tanks empty > 5 times per annum.</p> <p>Tiggoa: 55% of the community have no water supply >5 times per annum.</p>	<p>technologies (100% of communities have regular annual supply)</p> <p>4.2 At least one pilot site where strategic freshwater reserves are rehabilitated and protected</p> <p>4.3 At least four pilot sites with appropriate sanitation technologies (e.g., composting toilets) trialled, to protect groundwater and other sources of water supply, supported through appropriate sanitation mobilisation approaches</p> <p>4.4 More than 3 sites with key groundwater recharge areas, identified, cleaned and/or protected</p> <p>4.5 Comprehensive diversified and integrated water supply systems established in at least six sites, through at least 20 adaptation response projects (Outcome 3)</p>	<p>Assessment of whether and how watershed, including groundwater, are better managed and protected including water quality testing.</p> <p>Technical pilot site reports: rainwater harvesting surveys, sanitation surveys, feasibility studies</p> <p>Guidelines and appropriate Ordinances for sustainable operation and maintenance of water supply systems and sustainable use of water sources, especially groundwater</p>	<p>Adequate support from all the Provincial Administrations to implement project activities (sometimes jointly)</p> <p>Climate and natural disasters do not hinder project activities and logistics</p> <p>National Security situation remains stable and improving</p> <p>Risks Weather impedes travel to some Provinces</p> <p>Insufficient ownership and collaboration with Pilot Site communities and other beneficiaries</p> <p>Capacity at Provincial level is unable to adequately perform tasks (lack of service providers)</p> <p>Provincial Administration are unable to secure budget allocations at the end of the project to improve adaptation responses</p> <p>Inappropriate use of additional sanitation facilities intensifies point source pollution of fresh and marine waters</p>
-------------------	---	---	---	---	--

				Mid-Term and Terminal Evaluation reports	
	5 Number of sites with active Community Based Early Warning Systems in place. (aligned with new AMAT Indicator & and 8)	Limited coverage of Community Based Early Warning Systems in place in the six pilot sites	5.1 At least 6 sites with Community based Early Warning 'Systems' (CBEWS) in place	CBEWS communication products and dissemination platforms Project reports and technical outputs	
Outputs to deliver Outcome 2: 2.1. Community-level WS-CCA soft and concrete measures implemented to improve sanitation and water supply in times of scarcity, that may include, but not limited to: diversification of water sources; protection and restoration of ecosystems that protect critical water resources; improvements in water-use efficiency and overall demand-side management; use of innovative instruments; building on traditional knowledge; protection of freshwater lens through better sanitation practices in small islands (e.g., composting toilets) (in about 6 sites) 2.2. Community-based Climate Early Warning and Disaster Preparedness Information System tailored for water resources management developed and implemented in targeted areas					
Outcome 3 Investments in cost-effective and adaptive water management interventions and technology transfer	6 Number of projects implemented for cost-effective and adaptive water resource management interventions/technologies, based on community driven Water and Adaptation Response Projects with co-financer interventions (aligned with new AMAT Indicators 2 and 4)	No current direct access to funding for community projects focusing on adaptation and water risks Development partner and national interventions focused on rural WASH provision do not include adaptation response in project delivery-investments or in climate proofing projects Only 1 publicly owned potable water filter/desalination unit exists for the entire country	6.1 At least 20 community driven, designed, developed and implemented Water and Adaptation Response Projects (aligned with co-financer interventions) 6.2 Appropriate water supply equipment successfully procured and delivered to pilot sites and key disaster stakeholders such as NDMO for enhanced preparation and response to water scarcity	Project reports and technical outputs Water supply equipment procured and piloted in the pilot sites with assessment and monitoring reports Mid-Term and Terminal Evaluation reports	Assumptions Willingness amongst stakeholders and projects to share climate related information Communities and Stakeholders remain willing to be involved in the project Adequate support from all the Provincial Administrations to implement project activities (sometimes jointly) Climate and natural disasters do not hinder project activities and logistics National Security situation remains stable and improving Volunteers are available Communications specialists and journalists are interested in working on the project Risks Weather impedes travel to some Provinces

					<p>Insufficient ownership and collaboration with communities and other beneficiaries</p> <p>Capacity at Provincial level is unable to adequately perform tasks (lack of service providers)</p> <p>Provincial Administration are unable to secure budget allocations at the end of the project to improve adaptation responses</p> <p>Inappropriate use of additional sanitation facilities intensifies point source pollution of fresh and marine waters</p>
<p><u>Outputs to deliver Outcome 3:</u></p> <p>3.1. Strategic investments in water infrastructure in target areas, including but not limited to: new household and communal water storage systems and infrastructure; provision of up to 4 portable water filtration and/or desalination systems for sharing across communities in times of extreme water scarcity.</p> <p>3.2. Compilation of best practices on applicable technologies for dissemination and replication by project partners with support from the project</p>					
<p>Outcome 4</p> <p>Improved governance and knowledge management for Climate Change Adaptation in the water sector at the local and national levels</p>	<p>7 Number of fora held where key stakeholders generate and exchange knowledge generation, and develop policies that facilitate climate change mainstreaming in the water sector (aligned with new AMAT Indicators 5)</p>	<p>No national forum exists for sharing, discussing, and learning from adaptation and water management programmes</p>	<p>7.1 A total of 3 National Water and Adaptation Forums held</p> <p>7.2 One Sanitation and Adaptation Partnership with IWRM participating countries in place</p>	<p>National Water and Adaptation Forum Report and Outputs</p> <p>Mission and meeting minutes' reports from partnership visits and meetings</p>	<p>Assumptions</p> <p>Willingness amongst stakeholders and projects to share climate related information and to support the National Water and Adaptation Forum and Sanitation Campaign</p> <p>Willingness of IWRM participating countries to join the Partnership</p> <p>Adequate support from all the Provincial Administrations to implement project activities (sometimes jointly)</p> <p>National University has capacity and willingness to actively support the development of a Diploma</p>
	<p>8. Number of awareness and knowledge materials on climate change risks and vulnerability of water sector, and appropriate adaptation and response measures produced through the SIWSAP</p>	<p>No specific guidelines exist for water resources, supply, and sanitation relative to climate change impacts and how to plan for these</p> <p>Until recently, very little national advocacy for sanitation or</p>	<p>8.1 One academic/scientific and/or policy publication on the climate change impacts on the water resources of the Solomon Islands</p> <p>8.2 At least six site specific guidelines and one national guideline</p>	<p>Scientific and policy reports and publication</p> <p>Assessment of guidelines on climate resilient</p>	<p>Climate and natural disasters do not hinder project activities and logistics</p> <p>National Security situation remains stable and improving</p> <p>Risks</p> <p>Weather impedes travel to some Provinces</p>

	<p>project with national partners providing cross-sector adaptation relevant information (aligned with new AMAT Indicators 5)</p>	<p>understanding of climate change impacts</p> <p>Existing hydrological monitoring systems is not adequate for existing climate variability, or for predicted (and often very localized) climate changes</p>	<p>produced for climate resilient water supply and sanitation development and management in vulnerable areas of the Solomon Islands</p> <p>8.3 One National Sanitation Campaign with partners designed and implemented to reach more than 20% of national population.</p> <p>8.4 Six Peer-to-Peer Learning Network established across Pilot and Replication Sites (Outcome 2)</p> <p>8.5 One National Diploma on Water and Adaptation with Solomon Islands National University in place</p> <p>8.6 4 sites with hydrological monitoring equipment installed to improve and expand current national hydrological monitoring network</p> <p>8.7 At least two creative and/or audio-visual products are produced utilizing participatory communications approaches to communicate, train, influence and provide learning from the project (participatory video,</p>	<p>water supply and sanitation development</p> <p>Event reports with number of attendees</p> <p>Water committee meeting minutes</p> <p>Survey of teachers/students on quality of National Diploma curriculum</p> <p>Data from new hydrological monitoring sites</p> <p>Survey/ dissemination records of communication outputs</p> <p>Mid-Term and Terminal Evaluation reports</p>	<p>Insufficient ownership and collaboration with Pilot Site communities and other beneficiaries</p> <p>Capacity at Provincial level is unable to adequately perform tasks (lack of service providers)</p> <p>Provincial Administration are unable to secure budget allocations at the end of the project to improve adaptation responses</p>
--	---	--	--	---	--

			video diaries, theatre, music, etc)		
<u>Outputs to deliver Outcome 4:</u> 4.1. Overarching policy and legislation for the water sector that integrates CCA components in IWRM plans drafted and advocated, including guidelines for climate resilient water supply development in vulnerable areas 4.2. Institutional and community capacities strengthened toward water-sector CCA formulation, implementation and monitoring at the national and local levels 4.3. Multi-media knowledge products on CC, CCA, IWRM, lessons learned and best practices developed and disseminated extensively to communities, schools and the general population and through ALM					

ANNEX B: LIST OF DOCUMENTS TO BE REVIEWED BY THE EVALUATORS

- Project Document
- Project Results Framework (versions 1 and 2)
- Mid Term Review Report (version 2)
- Annual and Multi-Year Workplans (AWP/MYWP) and associated Implementation Plans
- Procurement Plans
- Annual Progress Reports (APR)
- Quarterly Progress Reports (QPR)
- Project Implementation Report (PIR)
- Project Board Meeting Minutes
- Impact and sustainability strategy
- Baseline survey reports and data
- Climate Change Vulnerability Assessment (CCVA) Reports for six pilot sites
- Water Sector Climate Change Adaptation Response Plan (WSCCARP) Reports for six pilot sites
- Replica site Expression of Interest (EOI) documents
- Ferafalu exit documents
- Combined Integrated Vulnerability Assessment (IVA) and Water Sector Climate Change Adaptation Response Plan (WSCCARP) Reports and Executive Summaries for six Replica sites
- Training package for IVA/WSCCARP field assessments
- MoUs – Gizo water supply project / site specific desalination & ultrafiltration MoUs / Government notices of funds commitment to O&M (Taro Specific)
- Contracts and Terms of References for technical consultancies
- Six Groundwater Assessment Reports for Pilot sites
- Back To Office Reports (BTORs) for Pilot and Replica sites
- SIWSAP Water Committee and Pilot Project Committee quarterly meeting minutes
- Ad hoc community meeting minutes (e.g. Ghizo South Coast Communities)
- Civil works contracts
- Civil works engineer verification reports, contractor performance evaluations and Provisional and Final Project Completion Certificates
- Engineering feasibility assessments, designs, BoQs, costs estimates and tender documents
- Water Management Guidelines and Water Safety Plans
- RWASH Post Construction Training Reports (Rural sites only) / Pre & Post Training Evaluation Forms
- Early Warning Products (rainfall and groundwater) for four Pilot sites
- Operational running data logs (Weekly Service checklist/Water desalination troubleshoot logs) and costings for estimated and actual capital and operational costs for desalination/ultrafiltration plants
- Neon online system with weather, climate and hydrological data
- SIWSAP El Nino 2018/19 Preparedness Plan
- Water Quality Monitoring Plan and water quality results
- Co-financing tracking sheet
- National Water and Climate Change Forums – concept notes, attendance lists and meeting report
- Briefing note for Taro SIWSAP Project Board Visit
- Communications products, including brochures, posters, press releases, films etc.
- Email communications

- NIWA Final Report
- ESSI Micro Grant Agreement – Final Report
- Presentations from SIWSAP to NWCCF
- National Water Resources and Sanitation (WATSAN) Policy and Implementation Plan
- RWASH Policy
- Hydrological survey reports (Ghizo)
- Tracking matrix for status of implementation of MTR Recommendation

ANNEX C: EVALUATION QUESTIONS

Evaluative Criteria Questions	Indicators	Sources	Methodology
Relevance: How does the project relate to the main objectives of the GEF focal area, and to the environment and development priorities at the local, regional and national levels?			
<ul style="list-style-type: none"> Was/Is the project a good idea given the situation needing improvement? 	<ul style="list-style-type: none"> Improved resilience of water resources to the impact of climate change in order to improve health, sanitation and quality of life, and sustainable livelihoods in targeted vulnerable areas 	<ul style="list-style-type: none"> Annual and Quarterly Reports Mid-Term Review Report Media articles/reports Field Reports from project personnel National/Ministerial policy documents/strategic plans Other 	<ul style="list-style-type: none"> Individual interviews Desk reviews Reports FGDs Other
<ul style="list-style-type: none"> How have the project beneficiaries been satisfied with the project deliverables and outcomes? Does it deal with target group priorities? Why or why not? 	<ul style="list-style-type: none"> Number of people directly benefiting from water resources and improvised sanitation that are resilient to climate change impacts? 	<ul style="list-style-type: none"> Annual and Quarterly Reports Mid-Term Review Report Media articles/reports Field Reports from project personnel National/Ministerial policy documents/strategic plans Other 	<ul style="list-style-type: none"> Individual interviews Desk reviews Reports FGDs Other
Effectiveness: To what extent have the expected outcomes and objectives of the project been achieved?			
<ul style="list-style-type: none"> Have the planned purpose and component objectives, outputs and activities been achieved? 	<ul style="list-style-type: none"> Water Sector – Climate Change Adaptation Response plans formulated, integrated and mainstreamed in water sector-related and in broader policy and development frameworks Increased reliability and improved quality of water supply in targeted areas Investments in cost-effective and adaptive water management interventions and technology transfer Improved governance and knowledge management for Climate Change Adaptation in the water sector at the local and national levels 	<ul style="list-style-type: none"> Annual and Quarterly Reports Mid-Term Review Report Media articles/reports Field Reports from project personnel National/Ministerial policy documents/strategic plans Other 	<ul style="list-style-type: none"> Individual interviews Desk reviews Reports FGDs Other

<ul style="list-style-type: none"> How were the realised outputs delivered or why did expected outputs fail in some cases? 	<ul style="list-style-type: none"> Water Sector – Climate Change Adaptation Response plans formulated, integrated and mainstreamed in water sector-related and in broader policy and development frameworks Increased reliability and improved quality of water supply in targeted areas Investments in cost-effective and adaptive water management interventions and technology transfer Improved governance and knowledge management for Climate Change Adaptation in the water sector at the local and national levels 	<ul style="list-style-type: none"> Annual and Quarterly Reports Mid-Term Review Report Media articles/reports Field Reports from project personnel National/Ministerial policy documents/strategic plans Other 	<ul style="list-style-type: none"> Individual interviews Desk reviews Reports FGDs Other
Efficiency: Was the project implemented efficiently, in-line with international and national norms and standards?			
<ul style="list-style-type: none"> Were inputs (resources and time) used in the best possible way to achieve the outcomes? 	<ul style="list-style-type: none"> Number of projects implemented for cost-effective and adaptive water resource management interventions/technologies, based on community driven Water and Adaptation Response Projects with co-financer interventions 	<ul style="list-style-type: none"> Annual and Quarterly Reports Mid-Term Review Report Media articles/reports Field Reports from project personnel National/Ministerial policy documents/strategic plans Other 	<ul style="list-style-type: none"> Individual interviews Desk reviews Reports FGDs Other
Sustainability: To what extent are there financial, institutional, social-economic, and/or environmental risks to sustaining long-term project results?			
<ul style="list-style-type: none"> To what extent has the project contributed towards its longer-term goals? What unanticipated positive or negative consequences did the project have? Why did they arise? 	<ul style="list-style-type: none"> Number of Water Sector Climate Adaptation Response Plans developed and implemented Number of people directly benefiting from water resources and improvised sanitation that are resilient to climate 	<ul style="list-style-type: none"> Annual and Quarterly Reports Mid-Term Review Report Media articles/reports Field Reports from project personnel National/Ministerial policy documents/strategic plans Other 	<ul style="list-style-type: none"> Individual interviews Desk reviews Reports FGDs Other
<ul style="list-style-type: none"> What has been put in place to ensure continuity of the project (financial, institutional arrangements, socio-economic programs)? What are the remaining risks to project sustainability? 	<ul style="list-style-type: none"> Number of Provincial plans with allocated budget informed by vulnerability assessments and Water Sector Climate Change Adaptation Response Plans Number of fora held where key stakeholders generate and exchange knowledge generation, and develop 	<ul style="list-style-type: none"> Annual and Quarterly Reports Mid-Term Review Report Media articles/reports Field Reports from project personnel 	<ul style="list-style-type: none"> Individual interviews Desk reviews Reports FGDs

	<ul style="list-style-type: none"> policies that facilitate climate change mainstreaming in the water sector Number of sites with active Community Based Early Warning Systems in place 	<ul style="list-style-type: none"> National/Ministerial policy documents/strategic plans Other 	<ul style="list-style-type: none"> Other
Impact: Are there indications that the project has contributed to, or enabled progress toward, reduced environmental stress and/or improved ecological status?			
<ul style="list-style-type: none"> To what extent has better managed, monitored and planned adaptation to climate change impacted environmental stress and/or ecological stress? (Water?) 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> How can the impact be improved? 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

ANNEX D: RATING SCALES

<i>Ratings for Outcomes, Effectiveness, Efficiency, M&E, I&E Execution</i> 6: Highly Satisfactory (HS): no shortcomings 5: Satisfactory (S): minor shortcomings 4: Moderately Satisfactory (MS) 3. Moderately Unsatisfactory (MU): significant shortcomings 2. Unsatisfactory (U): major problems 1. Highly Unsatisfactory (HU): severe problems	<i>Sustainability ratings:</i> 4. Likely (L): negligible risks to sustainability 3. Moderately Likely (ML): moderate risks 2. Moderately Unlikely (MU): significant risks 1. Unlikely (U): severe risks	<i>Relevance ratings</i> 2. Relevant (R) 1.. Not relevant (NR) <i>Impact Ratings:</i> 3. Significant (S) 2. Minimal (M) 1. Negligible (N)
<i>Additional ratings where relevant:</i> Not Applicable (N/A) Unable to Assess (U/A)		

ANNEX E: EVALUATION CONSULTANT CODE OF CONDUCT AND AGREEMENT FORM

Evaluators:

1. Must present information that is complete and fair in its assessment of strengths and weaknesses so that decisions or actions taken are well founded.
2. Must disclose the full set of evaluation findings along with information on their limitations and have this accessible to all affected by the evaluation with expressed legal rights to receive results.
3. Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time, and respect people's right not to engage. Evaluators must respect people's right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source. Evaluators are not expected to evaluate individuals, and must balance an evaluation of management functions with this general principle.
4. Sometimes uncover evidence of wrongdoing while conducting evaluations. Such cases must be reported discreetly to the appropriate investigative body. Evaluators should consult with other relevant oversight entities when there is any doubt about if and how issues should be reported.
5. Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, evaluators must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact in the course of the evaluation. Knowing that evaluation might negatively affect the interests of some stakeholders, evaluators should conduct the evaluation and communicate its purpose and results in a way that clearly respects the stakeholders' dignity and self-worth.
6. Are responsible for their performance and their product(s). They are responsible for the clear, accurate and fair written and/or oral presentation of study imitations, findings and recommendations.
7. Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.

Evaluation Consultant Agreement Form⁵

Agreement to abide by the Code of Conduct for Evaluation in the UN System

Name of Consultant: _____

Name of Consultancy Organization (where relevant): _____

I confirm that I have received and understood and will abide by the United Nations Code of Conduct for Evaluation.

Signed at *place* on *date*

Signature: _____

⁵www.unevaluation.org/unegcodeofconduct

ANNEX F: EVALUATION REPORT OUTLINE⁶

- i. Opening page:
 - Title of UNDP supported GEF financed project
 - UNDP and GEF project ID#s.
 - Evaluation time frame and date of evaluation report
 - Region and countries included in the project
 - GEF Operational Program/Strategic Program
 - Implementing Partner and other project partners
 - Evaluation team members
 - Acknowledgements
- ii. Executive Summary
 - Project Summary Table
 - Project Description (brief)
 - Evaluation Rating Table
 - Summary of conclusions, recommendations and lessons
- iii. Acronyms and Abbreviations
(See: UNDP Editorial Manual⁷)
- 1. Introduction
 - Purpose of the evaluation
 - Scope & Methodology
 - Structure of the evaluation report
- 2. Project description and development context
 - Project start and duration
 - Problems that the project sought to address
 - Immediate and development objectives of the project
 - Baseline Indicators established
 - Main stakeholders
 - Expected Results
- 3. Findings
(In addition to a descriptive assessment, all criteria marked with (*) must be rated⁸)
- 3.1 Project Design / Formulation
 - Analysis of LFA/Results Framework (Project logic /strategy; Indicators)
 - Assumptions and Risks
 - Lessons from other relevant projects (e.g., same focal area) incorporated into project design
 - Planned stakeholder participation
 - Replication approach
 - UNDP comparative advantage
 - Linkages between project and other interventions within the sector
 - Management arrangements
- 3.2 Project Implementation
 - Adaptive management (changes to the project design and project outputs during implementation)
 - Partnership arrangements (with relevant stakeholders involved in the country/region)

⁶The Report length should not exceed 40 pages in total (not including annexes).

⁷ UNDP Style Manual, Office of Communications, Partnerships Bureau, updated November 2008

⁸ Using a six-point rating scale: 6: Highly Satisfactory, 5: Satisfactory, 4: Marginally Satisfactory, 3: Marginally Unsatisfactory, 2: Unsatisfactory and 1: Highly Unsatisfactory, see section 3.5, page 37 for ratings explanations.

- Feedback from M&E activities used for adaptive management
- Project Finance:
- Monitoring and evaluation: design at entry and implementation (*)
- UNDP and Implementing Partner implementation / execution (*) coordination, and operational issues

3.3 Project Results

- Overall results (attainment of objectives) (*)
- Relevance(*)
- Effectiveness & Efficiency (*)
- Country ownership
- Mainstreaming
- Sustainability (*)
- Impact

4. Conclusions, Recommendations & Lessons

- Corrective actions for the design, implementation, monitoring and evaluation of the project
- Actions to follow up or reinforce initial benefits from the project
- Proposals for future directions underlining main objectives
- Best and worst practices in addressing issues relating to relevance, performance and success

5. Annexes

- ToR
- Itinerary
- List of persons interviewed
- Summary of field visits
- List of documents reviewed
- Evaluation Question Matrix
- Questionnaire used and summary of results
- Evaluation Consultant Agreement Form

ANNEX G: EVALUATION REPORT CLEARANCE FORM

(to be completed by CO and UNDP GEF Technical Adviser based in the region and included in the final document)

Evaluation Report Reviewed and Cleared by

UNDP Country Office

Name: _____

Signature: _____ Date: _____

UNDP GEF RTA

Name: _____

Signature: _____ Date: _____