



Joint GEF/UNDP SGP Evaluation: *Preparing for GEF-6*

Title: Environment/evaluation expert: evaluation of the Small Grants Programme (country study)

Location: Panama

Application deadline: 07 April 2014

Type of Contract: Individual Contract

Post level: National Consultant

Languages required: English; Spanish

Starting Date: Late April 2014

Expected Duration of Assignment: 18 working days between late April and early June 2014

Background:

The Independent Evaluation Office of the Global Environment Facility (GEF IEO) and the UNDP Independent Evaluation Office (UNDP IEO) are conducting a joint evaluation of the Small Grants Programme, entitled: Joint GEF/UNDP SGP Evaluation: Preparing for GEF-6.

The Small Grants Programme (SGP) is a Global Environment Facility (GEF) corporate programme implemented by UNDP. SGP provides small grants to communities and Civil Society Organizations (CSOs) for projects aligned with the strategic priorities of the GEF and within the framework of sustainable development. SGP targets community-level initiatives across the range of global environmental issues addressed by the GEF and seeks to integrate actions that lead to poverty reduction with a participatory approach.

The Joint GEF/UNDP SGP Evaluation is being conducted in two phases. The 1st Phase has been completed. The Phase I final report is available from:

<http://www.thegef.org/gef/Program%20Evaluation%20-%20Joint%20Evaluation%20GEFEO-UNDP%20SGP>. Applicants should familiarize themselves with the Phase I findings and

recommendations. The 2nd Phase of the evaluation has started. Key questions for the 2nd Phase include:

- i. What is the niche of the SGP within the GEF in the current evolving context?
- ii. Are SGP country programmes fully embracing the 'upgrading' process? In particular, what are the factors that favor or hinder progression from start-up to 'upgrade'?
- iii. What effectiveness and sustainability is being achieved at the project level?
- iv. To what extent have SGP results been up-scaled, replicated or mainstreamed and what are the factors favouring or hindering this? What is the role of UNDP and other GEF Agencies in this?
- v. What are the details of the picture regarding co-financing and delivery?
- vi. To what extent does SGP contribute to reducing gender inequality and promoting women's empowerment?
- vii. To what extent does SGP address issues of poverty, inequality and exclusion?

As part of the evaluation, in-depth country studies will be conducted in eight SGP countries. A number of different tools and methods will be used to gather data to answer the evaluation questions at the country level, including:

- Desk review of programme documents, SGP National Steering Committee (NSC) meeting minutes, reports from grantees, evaluations and other reports available in-country;
- Interviews (individual or group) with a wide range of stakeholders, including SGP staff, NSC members, government officials, UNDP and other GEF Agency officials, NGOs, CBOs and communities, using pre-determined interview guidelines (which will be provided to the consultant); and
- Field visits to a representative sample of projects (i.e. 10 to 15) to assess effectiveness, efficiency, M & E systems, gender and poverty reduction, using standardized grant templates and protocols (which will be provided to the consultant). The main purpose of field visits will be to validate assessments based on desk reviews and conduct further interviews with local level stakeholders.

The country studies will be conducted by a two-member team composed of one of the Evaluation Task Managers and a National Consultant. The Task Manager or Lead Consultant will spend approximately 8-10 days in the country, part of the time conducting interviews at the central level, and then visiting some of the projects. The National Consultant will accompany him/her during this time and then will continue afterwards independently for completion of the field work and related grant templates. The main report writing would be done by the Evaluation Task Manager, with inputs from the National Consultant.

DUTIES AND RESPONSIBILITIES

These TOR refer to the Environment/Evaluation Expert to participate in the Country Study for Panama. The National Consultant will work closely with the Task Manager during the evaluation process. The National Consultant's key tasks include:

- Review reference material provided by the GEF and UNDP IEOs, the SGP Central Programme Management Team (CPMT), and national SGP staff, including but not limited to: the previous Joint Evaluation of the SGP, the Phase 1 report, the previous country study, corporate strategies, programmes, project documents related to the GEF in general and to SGP in particular, SGP country programme strategies, SGP country programme reports, National Steering Committee meeting minutes and grant project proposals and progress and completion reports;
- Accompany and assist the Task Manager with interviewing the National Coordinator, other national SGP staff, NSC members, the Government GEF focal point, UNDP Country Office senior management, UNDP GEF focal point and other relevant UNDP staff, National Steering Committee members and other relevant stakeholders at the central level (capital), using established interview guidelines;
- Provide interpretation services to the Task Manager as needed;
- Together with the Task Manager, conduct field visits to 10-15 sampled projects and conduct interviews with NGOs, CBOs, and community members involved in project implementation, and fill out prescribed templates. (Note that approximately 5 projects would be visited by the

national consultant with the task manager, and then the national consultant would undertake the remaining project site visits, using the same methodology.);

- Collect additional information as requested by the Task Manager after his/her departure;
- Prepare specific sections of the draft country study report; and
- Participate in team discussions and provide technical inputs, clarification and supplemental information, as required, until the completion of the overall evaluation report.

The main deliverable of the National Consultant will be the filled project templates. Other deliverables will be sections of the draft country study report, to be agreed between the National Consultant and the Task Manager during the country visit.

COMPETENCIES

- Familiarity with the UN system and UNDP, and with GEF;
- Experience in conducting evaluations;
- Strong communications skills, including the capacity to conduct interviews effectively to gain information;
- Willingness and ability to travel to remote locations;
- Capacity to organize and analyze complex information;
- Capacity to work under time pressure; and
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Education:

- A Master's in a relevant subject area.

Experience:

The National Consultant will have the following background and experience:

- Solid background and at least 5 years of demonstrated professional experience in areas of environment and sustainable development;
- Understanding of institutional, environmental and sustainable development issues at both national and local levels in the country;
- Experience in conducting field level work and working with communities in natural resources, environment, poverty reduction and/or sustainable rural development projects; and
- Demonstrated ability to prepare quality deliverables in a timely manner.

Language:

- Excellent written and spoken English and Spanish.

Submission details:

Qualified candidates are invited to apply by submitting a cover letter, including a proposed financial rate per day, and CV (combined in one document). Applications should be submitted by email to Mr. Carlo Carugi at the following email address: ccarugi@thegef.org