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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-35-22589)

Date: 01 September 2014

Country:	Cambodia
Description of the assignment :	International Consultant for Terminal Programme Evaluation
Project name:	Cambodia Community Based Adaptation Programme (CCBAP)
Period of assignment/services	Maximum 20 working days during the period of September and October 2014

1. BACKGROUND

United Nations Development Programme (UNDP) in Cambodia is looking for an Individual Contractor to perform the above mentioned assignment. Interested offeror is strongly advised to read the INDIVIDUAL CONSULTANT (IC) PROCUREMENT NOTICE for more detail about term of references, instructions to offeror, and documents to be included when submitting offeror.

Any request for clarification/additional information on this procurement notice shall be communicated in writing to UNDP office or send to email dalis.heng@undp.org or procurement.kh@undp.org. While the Procurement Unit would endeavor to provide information expeditiously, only requests receiving at least 5 working days prior to the submission deadline will be entertained. Any delay in providing such information will not be considered as a reason for extending the submission deadline.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

To assist you in understanding the requirements of this assignment, scope of work, responsibilities, and description of the proposed analytical work, we have attached hereto the following:

- Terms of Reference (Annex 1)
- The Individual Contract and its General Terms and Conditions (which are available on UNDP website at http://www.un.org.kh/undp/media/files/procurement/IC/Form%20and%20Template/Annex%204-a_Template%20IC%20and%20General%20Conditions.pdf) or Reimbursable Loan Agreement¹ (which are available on UNDP website at http://www.un.org.kh/undp/media/files/procurement/IC/Form%20and%20Template/Annex%204-a_Template%20IC%20and%20General%20Conditions.pdf)

¹ RLA is an instrument used to engage individuals that are employed with another legal entity, at the time of their engagement with UNDP. It must be the individual who will decide if the contract should be IC or RLA, not UNDP

[204-b_Template%20RLA%20and%20General%20Conditions.pdf](#)), which you would be expected to sign in the event you are the selected Offeror in this procurement process.

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested offeror/individual must submit the following documents/information to demonstrate their qualifications:

- Cover letter: Explaining why the candidate the most suitable for the work;
- Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment and Final all-inclusive price proposal with breakdown of costs as per UNDP template, which is available on UNDP website at http://www.un.org.kh/undp/media/files/procurement/IC/Form%20and%20Template/Annex%202_Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx;
- UNDP Personal History Form (P11), which is available on UNDP website at http://www.un.org.kh/undp/media/files/procurement/IC/Form%20and%20Template/Annex%203_P11%20modified%20for%20SCs%20and%20ICs.doc;
- Note for Interested Candidates above the age of 62: UNDP regulations require, at their own cost, to undergo a full medical examination including x-rays. Medical evaluation documentation does not need to be submitted with the other requested documents listed above, but will be requested should the candidate be chosen.

Your offer [proposal/application] should be submitted online through UNDP Online Recruitment System at the URL address http://jobs.undp.org/cj_view_job.cfm?job_id=49429 no later than application submission deadline. **Late application submission will be rejected.**

To submit your offer through UNDP Online Recruitment System, please follow the steps below:

1. Go to above mentioned URL address;
2. Click "Apply Now" button below, fill in necessary information on the first page, and click "Submit Application";
3. Upload your offer. **Please note that UNDP Online Recruitment System allow only one uploading, so please make sure that you merge all your documents into a single file;**
4. You will receive an automatic response to your email confirming receipt of your application by the system.

4. FINANCIAL PROPOSAL

This is Lump sum contracts. Therefore, the interested offeror is requested to submit **Final All-Inclusive Price** with breakdown of costs.

5. EVALUATION

Offerors will be evaluated based on the Cumulative analysis.

- Technical Qualification (100 points) weight; [70%]
- Financial/Price Proposal (100 points) weight; [30%]

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

5. 1. Technical qualification evaluation criteria:

The total number of points allocated for the technical qualification component is 100. The technical qualification of the offeror/individual is evaluated based on following technical qualification evaluation criteria:

Technical Evaluation Criteria	Obtainable Score
- At least 10 years of relevant experience, including experiences in conducting review or evaluation of development projects in the field of climate change adaptation, agriculture, forestry, fisheries, rural development or related field	30
- Good experiences in data collection, analysis and evaluation report writing - Good experience in project and programme management, as well as capacity development - Demonstrated knowledge of climate change adaptation approaches and related monitoring and evaluation tools.	30
- Experience in rural livelihood improvement through climate change adaptation knowledge - Prior experience in Cambodia or South-East Asia will be an asset	20
- Strong technical background and proven competency in environmental management, climate change adaptation, rural development or related areas - Excellent evaluation skills, including capacity to produce high quality and constructive reports	20
Total Obtainable Score	100

Only the offeror/candidate who have attained a minimum of 70% of total points will be considered as technical qualified offeror/candidate.

5. 2. Financial/Price Proposal Comparison:

- Only the financial/price proposal of offeror/candidate who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.
- The total number of points allocated for the price component is 100.
- The maximum number of points will be allotted to the lowest price proposal that is opened/evaluated and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price. $[\text{Lowest Price} \times 100 / \text{Other Price under Consideration}] = \text{Points for Other Candidate's Price Component}$.

5.3. Selection Method and Award Criteria:

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. The total score for each offeror will be calculated independently by this formula: $\text{Total Score} = \text{Technical Score} \times 0.7 + \text{Finance Score} \times 0.3$

6. ANNEXES

- ANNEX 1 - TERMS OF REFERENCES (TOR)

ANNEX I – TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR

Post title	International Consultant for Terminal Programme Evaluation
Project title	Cambodia Community Based Adaptation Programme (CCBAP)
Project no	00077094
Post Level	Specialist
Duty station	Phnom Penh, with traveling to project sites
Duration	Maximum 20 working days during the period of September and October 2014

1. Introduction

The Cambodia Community Based Adaptation Programme (CCBAP), funded by Sweden has an overall objective of improving community based adaptation and climate resilience in vulnerable communities in flood/drought prone provinces of Cambodia. The CCBAP started on 10 December 2010 and will end on 31 March 2015 with a total budget of US\$ 4,774,228.8. The CCBAP has three main outputs: (1) improved necessary capacity within NGOs, CBOs and local communities to implement community adaptation measures; (2) mainstreaming of adaptation to climate change at commune level; and (3) lessons learned and good practices documented and shared to influence changes of policy and programme development. The CCBAP is being implemented under the existing established UNDP/GEF/SGP implementation infrastructure.

Since the launch of the programme in January 2011, 71 LNGOs / CBOs have been funded by CCBAP to plan and implement adaptation measures in 428 villages, 113 communes, 59 districts and 21 provinces of Cambodia. The projects of LNGOs / CBOs aimed to increase adaptive capacity of rural poor communities in locations in question by providing them access to water to improve agricultural yields, to productive assets such as finance, quality seeds, and animals, by improving agricultural techniques of rural communities, by raising awareness of rural communities and local authorities on climate change, its impacts, and adaptation measures, and by working with all concerned stakeholders to integrate adaptation measures into commune development plans to ensure sustainability.

In order to implement CCBAP-funded projects, LNGOs/CBOs have been working closely with local stakeholders and authorities such as the Commune Councils, Provincial department of water resources (PDOWRAM), and Provincial Department of Agriculture (PDA).

CCBAP is now looking to hire a qualified and experienced evaluation team to conduct the CCBAP terminal project evaluation.

2. Overall Objective:

The objectives of this evaluation are to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this programme, and aid in the overall enhancement of UNDP programming.

The overall objectives of the CCBAP terminal evaluation are as follows:

- To review and assess the overall development progress to date at 3 levels of development results (outputs, outcomes and impacts), as well as to identify opportunities and challenges in

related to design, implementation and management of the CCBAP based on the following criteria: relevance, effectiveness, efficiency, impact and sustainability,

- To assess how the programme is related to or complements other climate change and gender sensitivities and equality activities including overall contribution to the UNDP Country Programme Action Plan (CPAP) 2011-2015;
- To identify lessons and good practices from CCBAP, with potential for replication or inclusion in national policies or programmes; and
- To synthesize lessons and provide recommendations on the design of the future UNDP's work on community-based adaptation and engagement with civil society organisations.

3. Specific Objectives of the Evaluation

The CCBAP terminal programme evaluation has three (3) main objectives as follows:

a. Progress in implementing

- To overview and assess the overall development progress to date in the implementation of CCBAP for each results, in-particularly:
 - Building capacity of LNGOs/CBOs and building the adaptive capacity of local community to adapt to climate change impacts, what are lessons-learnt in terms of what have been most successful and why,
 - Number (gender disaggregated) of direct and indirect beneficiaries;
 - Integration of adaptation activities into-local development planning through using decentralization reform,
 - Analyse how the lessons learnt from CCBAP can provide input into the centralization reform, both regarding the planning guidelines at sub-national level and the integration of climate change in the Commune Investment Plans,
 - Lessons learned and good practices demanded and shared influence policy and project development.
- Review the extent to which the planned programme activities and lead to programme outputs/outcomes by end of May 2015;
- Review the risk and risk management (at output level) in the risk log have been taken action and recommendation for alternative mitigation; if any
- Review and assess the budget expenditure and provide recommendation going forward;
- Identify the key challenges the programme faced to date and assess progress in addressing these;
- To provide feedbacks and identify lessons learned, and good practice which can be used and links/aligns to the prioritize national policy and programme development;
- To identify the critical/prioritized areas and opportunities and improvement that CCBAP should focus on during the next round of funding beyond March 2015.

b. Management :

- Overall performance of the National Steering Committee (NSC) in providing support to LNGOs/CBOs;
- Assess and recommend on the effectiveness, and efficiency of the support provided by UNDP/SGP team to the LNGOs/CBOs partners;

- Review and recommend on relationship between GEF and Sweden funding and how manage funding to LNGOs/CBOs partners.

C. System and procedure

Review and assess the management process uses to implement against all three intended results of the CCBAP (planning, financial, implementation and M&E system).

4. Scope of the Evaluation

The evaluation team will be undertaken and focused on the scope of work as follows:

Geographic areas and timeframe:

- **Geographical areas:** 59 districts of 21 provinces of Cambodia
- **Timeframe of the evaluation:** Maximum 20 working days during the period of 03 September to 19 October, 2014

Scope of Evaluation: The evaluator is expected to frame this 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.

- **Relevance:** to evaluate the relevance of the CCBAP's strategy, design and implementation arrangements in today's development context while also considering future challenges. This includes overall relevance of the CCBAP in the national and local context.
 - To what extent does the CCBAP intervention meets the needs of communities;
 - To what extent are the objectives of CCBAP still valid in the current Cambodia's development context or align with a prioritized country strategy of climate change adaptation;
 - Are the activities and outputs of CCBAP's partners consistent with the overall objectives and goal CCBAP;
 - Related to activities and capacity level, was the programme timeframe (including each result) reasonable to achieve the outputs and outcomes;
- **Effectiveness:** to evaluate how effective CCBAP is in achieving its objectives using CCBAP logical framework as a basis for programme evaluation of the four years implementation. The evaluation team will also look at how the project identify, manage and mitigate risks and provide practical recommendations concerning the improvement of future project effectiveness.
 - To what extent were the programme objectives achieved / are likely to be achieved by end of May 2015;
 - What were the major factors influencing the achievement or non-achievement of the objectives;
 - To what extend the National Steering Committee (NSC) or Small Grant Programme (SGM) team have been effectiveness support the LNGOs/CBOs partners;
- **Results:** assessment of intended results elaborated in the CCBAP Results Resource Framework (RRF) shall be conducted to measure to what extent CCBAP has achieved the stated results in the RRF. There are two levels of CCBAP results in the RRF: outputs and outcomes.

Outputs:

- ✓ to assess to what extent CCBAP has achieved tangible results as stated in the RRF benefiting local communities and how those tangible results contribute to CCBAP outcomes
- ✓ to define what the main factors are that have affected the achievement of CCBAP outputs
- ✓ To identify lessons learnt / strategies which improve cooperation among NGO partners and concerned stakeholders

Outcomes:

- ✓ to assess to what extent that CCBAP's outcomes contribute to UNDP's Country Programme Action Plan (CPAP)'s outcome 2
 - ✓ to define what the main factors are that have affected or will affect the achievement of CCBAP outcomes
 - ✓ To identify the lessons learned of good practices and recommendations which can be used and shared to influence other national policy and programme development, and brought for designing the most relevant new project/programme.
- **Efficiency:** To the extent possible, the Evaluation Team will compare the benefits (adaptation/resilience capacity related to community level) from the CCBAP with the budget to assess how efficient the programme is. The evaluation team will provide practical recommendations regarding how to improve the efficiency, as required.
 - ✓ Were activities cost-efficient?
 - ✓ Were outputs achieved on time?
 - **Impacts:** The objective of the Cambodia Community Based Adaptation Programme is to improve community based adaptation and climate resilience in vulnerable communities in flood/drought prone provinces of Cambodia. It should be noted that it takes significant time to improve or build adaptive capacity; therefore, the team should analyse both how adaptive capacity has been developed and how project achievements contribute to future strengthening of adaptive capacities.
 - ✓ What were the changes resulting from CCBAP intervention in the way in which Cambodia is addressing climate change issues;
 - ✓ What were the impacts of the CCBAP Programme (including CCCA funded projects) on adaptive capacities of target beneficiaries;
 - ✓ What were the changes in the livelihood/behaviour of the local communities contributing to better adaptive capacity at the ground level;
 - ✓ How many people (gender disaggregated) have benefitted from the impacts by aggregated sex and groups;

- **Sustainability:** The Evaluation Team will assess how the programme achievements contribute to sustainability by engaging appropriate Government, non-Government and community level stakeholders.
 - ✓ To what extent are the benefits of CCBAP funded projects likely to continue after its completions;
 - ✓ What were the major factors which influenced the achievement or non-achievement of sustainability;
- **Coherence/Complementarity:**
 - ✓ Does the CCBAP intervention complement other Climate Change Initiatives implemented in mainstreamed adaptation to climate change at commune level;

5. Products expected from the Evaluation

During the course of work, the evaluation team will be required to produce the following:

Deliverable	Estimated Duration to Complete	Target Due dates	Review and Approvals Required
Deliverable 1: A programme evaluation methodology prior to the assignment to discuss with UNDP/SGP	3 working days	First week of September	UNDP SGP team, and E&E senior management
Deliverable 2: Preliminary findings presented to CCBAP's project partners and other stakeholders for comments	8 working days	Third week of September	UNDP SGP team, and E&E senior management
Deliverable 3: A draft version of findings/lessons learnt/approaches which are important and can be used as inputs for other national policies or programme development	3 working days	Fourth week of September	UNDP SGP team, and E&E senior management
Deliverable 4: Draft version of the evaluation report circulated for comments to the NSC or project partners within 7 days after the end of the field mission. Donor will have 15 days for review comments prior to the evaluation official reports submit to the UNDP SGP	3	First week of October	UNDP SGP team, and E&E senior management
Deliverable 5: The final project evaluation report submitted to UNDP / SGP by addressing in a systematic and analytic way consolidated finding and recommendations and lessons learnt (use the quality standard template of UNDP evaluation report.	3	Second week of October	UNDP SGP team, and E&E senior management
Total number of working days:	20 days		

6. Time frame for evaluation

During the course of work, the evaluation team should strictly follow the below timeframe:

Activity or product	No. of working day	Deadline
Desk review and Detailed evaluation methodology (Inception report)	1	03 September 2014
Brief meetings (to provide the project overview, survey methodology, and overall UNDP framework)	1	4 September 2014
Field work	10	5 – 18 September 2014
Debriefing meeting/presentation of preliminary finding	0.5	19 September 2014
Draft project evaluation report and policy brief submitted	5	20 - 26 September 2014
Comments/feedback from concerned stakeholders	-	30 September 2014
Final (draft) project evaluation report and policy brief	1	1 October 2014
Comments/feedback RBAP/Evaluation Officer, HQ, if any	-	
End of project evaluation report	0.5	2 October 2014
Proposed M&E approach for CCBAP partners	1	3 October 2014
Total	20 days	

7. Payment Milestones

The payment of the consultants will be made upon the delivery of each agreed output:

- First payment: 60% upon submission of an inception report detailing evaluation methodology; and after the presentation of preliminary findings is conducted; and
- Final payment: 40% upon satisfactory submission of the final report, policy brief.

8. Methodology or Implementation Arrangement

The consultants will propose the CCBAP terminal project evaluation methodology in the proposal. The detailed and final methodology shall be worked out in close consultation with CCBAP team after the evaluation team is selected for the work.

The terminal programme evaluation methodology should be included well-thought-out sampling methods for selecting NGOs partners, sampling methods for selecting beneficiaries at the local level, and methods for assessing results stated in the RRF using methods as follows:

- ✓ Desk reviews,
- ✓ Interviews with CCBAP team and National Steering Committee members,
- ✓ Interviews with UNDP staff / senior management team,

- ✓ Interviews with NGO partners,
- ✓ Field visits to partners' project sites,
- ✓ key informant interviews at the national and local levels, and
- ✓ Interviews and focus groups discussions with beneficiaries.

SGP team will work closely with the evaluation team to facilitate the process, including providing relevant document related to the CCBAP for desk review, identified stakeholders and sources of information, assisting in organizing meetings with stakeholders, assisting in arranging field visit and identifying key issues that it is a necessary during the assignment period and assisting to resolve these whenever possible. However, the evaluation team will be fully independent and will retain enough flexibility to determine the best approach to collecting and analyzing data for the evaluation.

9. Institutional Arrangement

The Consultant will working closely with the Small Grants Programme (SGP) team and Environment and Energy (E&E) Cluster. The immediate supervisor during the assignment for the consultant is ACD, Team Leader E&E Cluster a.i. The CCBAP National Project Manager will be focal person to contact, day-to-day interact and liaise during the assignment with the consultant.

The E&E Cluster Team Leader is expected to provide the overall supervision, monitoring and evaluation the deliverable results of consultant and ensure quality of the product is timely submitted.

The SGP/CCBAP team is expected to conduct the technical and quality reviews of consultant's outputs. In case the consultant needs to conduct interview to beneficiaries and clarify on the data/information in the target provinces, the SGP/CCBAP team will provide the transportation based on the actual date to be travelled. In addition, the consultant will also work together with another national consultant for this evaluation. In order to complete the work, therefore, the consultant is required to work alone in case of delay from another one.

10. Evaluation Team

The Evaluation Team will consist of the following members:

- 1) Independent International Consultant (Team Leader);
- 2) National Consultant

Two Consultants, one International and one National Consultant will be responsible for conducting and reporting on the evaluation, under the guidance of and reporting to CCBAP team, UNDP's Senior Management and Sweden Embassy.

The international consultant will be designated as Team Leader and will carry out overall responsibilities for designing evaluation framework, leading the evaluation team, collecting and analyzing data, and delivering the final terminal project evaluation report and other as the above stated.

Both national and international consultants are expected to work in close collaboration with each

other throughout in order to complete the work.

Minimum Requirement/Qualifications

Education	Minimum of a master's degree or equivalent in natural resource management, environment, development studies or related field demonstrably relevant to the position.
Experiences	<ul style="list-style-type: none"> - At least 10 years of relevant experience, including experiences in conducting review or evaluation of development projects in the field of climate change adaptation, agriculture, forestry, fisheries, rural development or related field - Good experiences in data collection, analysis and evaluation report writing - Good experience in project and programme management, as well as capacity development - Demonstrated knowledge of climate change adaptation approaches and related monitoring and evaluation tools. Knowledge of community-based approaches will be an asset. - Experience in rural livelihood improvement through climate change adaptation knowledge - Prior experience in Cambodia or South-East Asia will be an asset - Previous work experience with UNDP will be an asset.
Competencies	<ul style="list-style-type: none"> - Strong technical background and proven competency in environmental management, climate change adaptation, rural development or related areas - Excellent evaluation skills, including capacity to produce high quality and constructive reports - Excellence in writing evaluation reports with constructive and practical recommendations - Demonstrated analytical skills, ability to assess complex situations, to succinctly and clearly distill critical issues, and to draw practical conclusions - Demonstrated ability to work with developing country government agencies and NGOs. - Experience leading multi-disciplinary, multi-national teams. Ability to meet short deadlines. - Excellent interpersonal, coordination and planning skills. Sense of diplomacy and tact. - Ability and willingness to travel to provincial areas. - Computer literate (MS Office package).
Language Requirement	<ul style="list-style-type: none"> - English fluency

11) Criteria for Evaluation

Technical Evaluation Criteria	Obtainable Score
<ul style="list-style-type: none"> - At least 10 years of relevant experience, including experiences in conducting review or evaluation of development projects in the field of climate change adaptation, agriculture, forestry, fisheries, rural development or related field 	30

<ul style="list-style-type: none"> - Good experiences in data collection, analysis and evaluation report writing - Good experience in project and programme management, as well as capacity development - Demonstrated knowledge of climate change adaptation approaches and related monitoring and evaluation tools. 	30
<ul style="list-style-type: none"> - Experience in rural livelihood improvement through climate change adaptation knowledge - Prior experience in Cambodia or South-East Asia will be an asset 	20
<ul style="list-style-type: none"> - Strong technical background and proven competency in environmental management, climate change adaptation, rural development or related areas - Excellent evaluation skills, including capacity to produce high quality and constructive reports 	20
Total Obtainable Score	100

12) Annexes to the TOR

Overall TOR for Terminal Evaluation