

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 28 November 2019

**Country:** Bangkok, Thailand

**Description of the assignment:** Terminal Evaluation Terms of Reference (International Consultant)

**Duty Station:** Home-based with one mission to Bangkok and two domestic missions to project sites in Don Hoi Lord (Ramsar No 1099) in Samut Songkram Province and Bang Krachao, Samut Prakarn Province

**Project name:** UNDP Thailand

**Period of assignment/services (if applicable):** The total duration of the contract will be approximately 25 working days from 3 January to 31 March 2020

Proposal should be submitted no later than **12 December 2019**

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### 1. BACKGROUND

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 medium-sized project titled Sustainable Management Models for Local Government Organisations to Enhance Biodiversity Protection and Utilization in Selected Eco-regions of Thailand (PIMS#5271),**

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

#### PROJECT SUMMARY TABLE

Project Title:	Sustainable Management Models for Local Government Organisations to Enhance Biodiversity Protection and Utilization in Selected Eco-regions of Thailand (PIMS#5271),			
GEF Project ID:	#5726		<i>at endorsement (Million US\$)</i>	<i>at completion (Million US\$)</i>

UNDP GEF Project ID:	#5726			
UNDP Award ID:	00086180	GEF financing:	1,758,904	1,758,904
UNDP Project ID:	00093511			
Country:	Thailand	IA/EA own:	30,000	30,000
Region:	Asia	Government:	7,530,000	7,530,000
Focal Area:	Biodiversity	Other:		
FA Objectives, (OP/SP):	BD2: Reduce Threats to Globally Significant Biodiversity	Total co-financing:	7,560,000	7,560,000
Executing Agency:	Biodiversity-Based Economy Development Office (BEDO)	Total Project Cost:	9,318,904	9,318,904
Other Partners involved:		ProDoc Signature (date project began):		19 Feb 2016
		(Operational) Closing Date:	Proposed: 18 Feb 2020	Actual: 18 Feb 2020

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

### **Objective and Scope:**

The objective of the project is to mainstream biodiversity conservation priorities into the performance management, development planning and budgeting systems of local government in Thailand.

Thailand is one of the most biodiverse countries in the world containing over 15,000 species of plants and 4,722 species of vertebrates. However, many of these species are threatened with over 555 species of vertebrates listed as endangered domestically and 231 classified as endangered by the IUCN. These species and the diversity they represent are being threatened by on-going urban, agricultural and infrastructure development that is resulting in extensive habitat destruction or degradation as well as increasing demand for natural resources which is resulting in their unsustainable use.

Thailand has taken steps to protect its biodiversity and has an extensive protected areas network covering over 20% of the country's terrestrial and marine area. However, much of the country's biodiversity exists within areas that are not protected and will, if its survival is to be assured along with national development, need to coexist with on-going human development.

This project will support the realization of this by providing a framework for the inclusion of biodiversity into the development planning, management and performance assessment mechanisms of local government organisations (LGOs). This will be achieved through working on the development of a national level framework to guide LGOs as well as developing the tools (including a Biodiversity Health Index) and capacity to implement them.

The project will also demonstrate how this approach can be achieved within the two pilot locations of Don Hoi Lord (Ramsar No 1099) in Samut Songkram Province and Bang Krachao, an “urban oasis”, within Samut Prakarn Province. In doing so the project will enhance conservation management of 69,618 ha of land and marine area, as well as supporting the conservation of the habitats of a number of threatened species including the Great Knot (*Calidris tenuirostris*) (IUCN – VU), Bar-tailed Godwit (*Limosa lapponica*) (IUCN – NT), Eurasian Curlew (*Numenius arquata*) (IUCN – NT) and Asian Dowitcher (*Limnodromus semipalmatus*) (IUCN – NT), as well as a locally endemic earthworm (*Glyphidrilus* sp).

## EVALUATION APPROACH AND METHOD

An overall approach and method<sup>1</sup> 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 ([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 in Thailand including the following project sites

Don Hoi Lord (Ramsar No 1099) in Samut Songkram Province and Bang Krachao an “urban oasis” within Samut Prakarn Province.

Interviews will be undertaken with the following organizations and individuals at a minimum:

- Project Director (BEDO)
- Project Manager and Project Coordinator
- Field Coordinators
- Representatives from pilot areas
- Project Administrative/Financial Officer
- Members of Project Board
- King Prajadhipok's Institute
- Department of Local Administration (DLA)
- Project experts from Thailand Environment Institute (TEI) and Mahidol University
- Thammasat University
- Suan Dusit University
- es Department of Fisheries
- Office of the Permanent Secretary, Ministry of Interior
- Other project consultants as appropriate
- UNDP Thailand Country Office in Bangkok

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

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 against the expectations set out in the Project Logical Framework/Results Framework ([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
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.<sup>2</sup>

## CONCLUSIONS, RECOMMENDATIONS & LESSONS

The evaluation report must include a chapter providing a set of **conclusions, recommendations and lessons**. Conclusion should build on findings and be based in evidence. Recommendations should be prioritized, specific, relevant, and targeted, with suggested implementers of the recommendations. Lessons should have wider applicability to other initiatives across the region, the area of intervention, and for the future.

## IMPLEMENTATION ARRANGEMENTS

The principal responsibility for managing this evaluation resides with the UNDP Country Office in Thailand. The UNDP CO will contract the evaluators and ensure 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 25 days according to the following plan from 3 January – 31 March 2020:

Activity	Timing	Completion Date
Preparation	4 days	15 January 2020

<sup>2</sup> 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](#)

<b>Evaluation Mission</b>	8 days	4 February 2020
<b>Draft Evaluation Report</b>	10 days	28 February 2020
<b>Final Report</b>	3 days	20 March 2020

## 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'

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### TEAM COMPOSITION

The evaluation team will be composed of *one International consultant and one national consultant*. The consultants must possess prior experience in evaluating similar projects. Experience with GEF financed projects is an advantage. The international evaluator will be designated as the team leader and will be responsible for finalizing the report. 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 International Lead Evaluator** must present the following qualifications:

- A Master's degree in Natural Science, Environmental Management, Environmental Studies, Development Studies, Social Sciences and/or other related fields.
- Minimum of 8 years of accumulated and recognized experience in biodiversity conservation and management, local administration, and sustainable livelihoods.
- Minimum of 5 years of project evaluation and/or implementation experience in the result-based management framework, adaptive management and UNDP or GEF Monitoring and Evaluation Policy. Some experience working with GEF or GEF-evaluation will be an advantage.
- Very good report writing and speaking skills in English.
- Familiarity with the issues concerning the evaluated project in Thailand or in Asia Region is an advantage.
- Demonstrated understanding of issues related to gender and biodiversity, youth, and interlinkages with the Sustainable Development Goals.
- Very good in data analytic and visualization techniques.

### RESPONSIBILITIES:

- Documentation and review
- Leading the TE team in planning, conducting and reporting on the evaluation
- Deciding on division of labour within the Team and ensuring timeliness of reports
- Use of best practice evaluation methodologies in conducting the evaluation
- Leading the drafting and finalization of the Inception Report for the Terminal Evaluation
- Leading presentation of the draft evaluation findings and recommendations in-country
- Conducting the de-briefing for the UNDP Country Office in Thailand and Core Project Management Team

- Leading the drafting and finalisation of the Terminal Evaluation report

#### 4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

##### **Duration of the Assignment:**

The total duration of the contract will be approximately 25 working days from 3 January to 31 March 2020:

Duty Station: home-based with one mission to Bangkok and two domestic missions to project sites in Don Hoi Lord (Ramsar No 1099) in Samut Songkram Province and Bang Krachao, Samut Prakarn Province and series of meetings with project counterparts in Bangkok. The tentative TE timeframe is as follows:

TIMEFRAME	ACTIVITY
29 November – 12 December 2019	Advertisement
12 December 2019	Application Closed
13-25 December 2019	Select TE Team/contract issuance process
3 January 2020	Contract begins Prep the TE Team (handover of Project Documents)
10-14 January 2020 (4 working days)	Project Document Review Document Review, preparing TE inception Report
15 January 2020	Finalization and Validation of the TE Inception Report and re-submit to UNDP.
27 January 2020	TE Mission: Arrival in Bangkok of International Evaluation Team Lead
28 January -31 January 2020 (4 working days)	Inception meeting at UNDP Country Office Meeting with Project Director, BEDO and PMU team. TE mission: stakeholder meetings, interviews and field visits.
1-2 February 2020 (2 working days)	Preparation of presentations for wrap-up meeting.
3 February 2020 (1 working day)	Meeting with stakeholder meetings, interviews and field visits (cont.)
4 February 2020 (1 working day)	Mission wrap-up meeting & presentation of initial findings- earliest end of TE mission.
17-27 February 2020 (10 working days)	Preparing draft TE report and Tracking tool.
28 February 2020 (0 working days for consultant)	Circulation of draft report with draft management response template and Tracking tool for comments and completion.
1-18 March 2020 (3 working days)	Incorporating audit trail from feedbacks on draft report/Finalization of TE report including Management Responses. Note: Within one week of receiving UNDP comments on draft report.
20 March 2020	Submission of final TE report

## 5. FINAL PRODUCTS

### **EVALUATION DELIVERABLES**

The evaluation team is expected to deliver the following:

Deliverable	Content	Timing	Responsibilities
<b>Inception Report</b>	Evaluator provides clarifications on timing and method	15 January 2020	Evaluator submits to UNDP CO
<b>Presentation</b>	Initial Findings	4 February 2020	To project management, UNDP CO, GEF RTA
<b>Draft Final Report</b>	Full report, (per annexed template) with annexes	28 February 2020	Sent to CO, reviewed by GEF RTA, PCU, BEDO
<b>Final Report*</b>	Revised report	20 March 2020	Sent to CO for uploading to ERC and send to UNDP-GEF for uploading to PIMS.

\*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.

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

### **Institutional Arrangement:**

The Consultant will report to the assigned UNDP-GEF Regional Technical Advisor Ecosystems and Biodiversity for Asia and the Pacific and Team Leader of the Inclusive Green Growth and Sustainable Development (IGSD) Unit of UNDP Thailand Country Office.

## 7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

### **Documents to be included when submitting the proposals:**

Interested individual consultants must submit the following document's information to demonstrate their qualifications; Please group them into one1) single PDF document as the application only allows to upload maximum on document:

- Letter of Confirmation of Interest and Availability and Financial Proposal using the template provided by UNDP**
- CV** indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- Brief description of approach to work/technical proposal of why the individual considers**



him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)

d) **Financial Proposal that indicates the all-inclusive fixed total contract price and all other travel related costs** (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

## 8. FINANCIAL PROPOSAL

### **PRICE PROPOSAL AND SCHEDULE OF PAYMENT MODALITIES AND SPECIFICATIONS**

Consultant must send a financial proposal based on Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

%	Milestone
10%	Upon submission of TE inception report
40%	Following submission and approval of the 1ST draft terminal evaluation report
50%	Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources. In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed. Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP Living Allowance rates.

## 9. EVALUATION

### **Criteria for Selection of the Best Offer:**

Criteria for Evaluation of Proposal: Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest

Combined Score that has also accepted UNDP's General Terms and Conditions will be awarded the contract.

Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation. 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.

**Evaluation criteria:**

Criteria	Weight	Max. Point
Technical	70%	700
A Master's degree in Natural Sciences, Environmental Management, Environmental Studies, Development studies, Social Sciences and/or other related fields.	20%	200
Minimum of 8 years of accumulated and recognized experience in biodiversity conservation and management, local administration, and sustainable livelihoods.	15%	150
Minimum of 5 years of project evaluation and/or implementation experience in the result-based management framework, adaptive management and UNDP or GEF Monitoring and Evaluation Policy. Some experience working with GEF or GEF-evaluation will be an advantage.	15%	150
Competence in data analytic and visualization techniques	10%	100
Competency in Brief description of approach to work/technical proposal.	10%	100
Financial	30%	300

All application materials should be submitted to UNDP by 12 December 2019. The short-listed candidates may be contacted, and the successful candidate will be notified.

**ANNEXES**

Annex I - General Condition of Contract

Annex II- TOR\_ Terminal Evaluation Terms of Reference (International Consultant)

Annex III - Offerors Letter to UNDP Confirming Interest and Availability and Financial Proposal

All documents can be downloaded at : [http://procurement-notice.undp.org/view\\_notice.cfm?notice\\_id=61656](http://procurement-notice.undp.org/view_notice.cfm?notice_id=61656)