

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

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| Assignment Title: | National Terminal Evaluation (TE) Consultant |
| Cluster/Project: | Reducing the vulnerability of Cambodian rural livelihoods through enhanced sub-national climate change planning and execution of priority actions (SRL) |
| Post Level: | Specialist |
| Contract Type: | Individual Contractor (IC) |
| Duty Station Expected Place of Travel: | Phnom Penh and possible travel to target provinces (Kampong Thom and Siem Reap provinces). |
| Contract Duration: | 25 working days, from 10 August to 30 October 2020 |

2. Assignment Description

Over the last 20 years, Cambodia has attained impressive economic growth. With an average GDP growth of 7 percent. Cambodia has been among the fastest growing economies in Asia and becoming a lower middle-income country (LMIC). Approximately 70% of Cambodian households derive all or an important part of their income from agriculture and the majority of agricultural production is dependent on the monsoon rain and natural floods/recession of the Tonle Sap River and Lake. Climate change is likely to disrupt the natural cycle of the monsoonal system and the hydrological function of the interconnected Mekong-Tonle Sap River drainage system and therefore cause a significant impact on the livelihood and welfare of rural Cambodians.

The SRL project has been designed to reduce the vulnerability of rural Cambodians, especially land-poor, landless and/or women-headed households. This will be achieved through investments in small-scale water management infrastructure, technical assistance to resilient agricultural practices, and capacity building support, especially targeting poor women, for improved food production in home gardens. Importantly, these services will be delivered by sub-national administrations (communes, districts and provinces) with a view to strengthen their overall capacity to plan, design and deliver public services for resilience building. The objective of the project, therefore, is to improve sub-national administration systems affecting investments in rural livelihoods through climate sensitive planning, budgeting and execution. The objective will be achieved through three Outcomes: 1). Climate Sensitive Planning, Budgeting and Execution at Sub-National Level Strengthened, 2). Resilience of Livelihoods of the most vulnerable improved against erratic rainfall, floods and droughts, and 3). Enabling environment is enhanced at sub-national level to attract and manage greater volume of climate change adaptation finance for building resilience of rural livelihoods.

The Department of Climate Change (DCC) of the General Secretariat of the National Council for Sustainable Development (GSSD)/ the Ministry of Environment (MoE) is the Implementing Partner (IP), with support from number of key technical Ministries. To ensure cross-sectoral integration, responsiveness to local needs and sustainability, sub-national activities of the

Project have been integrated with the National Programme for Sub-National Democratic Development (NP-SNDD) under the coordination of National Committee for Sub-National Democratic Development Secretariat (NCDDS).

The Project is currently being implemented in ten (10) target districts of Siem Reap and Kampong Thom Provinces over a four-year period. The project start date was in January 2016 and the original planned closing date is in January 2020. However, the inception phase took longer than usual to establish the project structure for implementation and the inception workshop took place in March 2017 to kick start the project implementation. The delayed start of the project had a ripple effect on the entire activity schedule of the project. Therefore, in responding to the NCSD's letter dated 26 June 2019, the UNDP-GEF Executive Coordinator approved a request for project extension until December 31, 2020.

By the end of the project, it is expected that the following results will be achieved:

- Capacity of sub-national councils (communes and districts) and Planning and Commune Support Offices in two target provinces enhanced for climate sensitive development planning and budgeting. The vulnerability reduction assessment (VRA) conducted with climate change adaption (CCA) and gender priorities identified during the processes and fully incorporated in all the 89 target communes, within 10 districts in Kampong Thom and Siem Reap.
- 100 resilient small-scale water infrastructures designed and put in place in ten (10) districts following the resilient design standards, specifically targeting rain-fed farmers.
- 160 farmer groups (including 80 LIGs, 40 SGs and 40 WUGs) mobilized to practice climate-resilient agricultural livelihood activities in ten (10) target districts targeting landless women and farmers practicing rain-fed agriculture.
- The existing PBCR grant manual further updated, approved, and implemented in all the ten (10) target districts covering 89 target communes.

3. Objective of the Assignment

Evaluations for UNDP Supported GEF financed projects have the following complementary purposes:

- To promote accountability and transparency, and to assess and disclose the extent of project accomplishments.
- To synthesize lessons that can help to improve the selection, design and implementation of future GEF financed UNDP activities.
- To provide feedback on issues that are recurrent across the UNDP portfolio and need attention, and on improvements regarding previously identified issues.
- To contribute to the overall assessment of results in achieving GEF strategic objectives aimed at global environmental benefit.

4. Scope of Work

This is the Terms of Reference (ToR) for the Terminal Evaluation (TE) of the project titled "Reducing the vulnerability of Cambodian rural livelihoods through enhanced sub-national

climate change planning and execution of priority actions”, known as the SRL project. The main task of this assignment is to conduct an assessment of project performance against expectations set out in the Project Logical Framework/Results Framework, which provides performance and impact indicators for project implementation along with their corresponding means of verification. The evaluation will at a minimum cover the criteria of relevance, effectiveness, efficiency, sustainability and impact.

In the current Covid-19 pandemic, the International Consultant may require to work from home due to travel restriction. In such case, a National Consultant will assist him or her to collect data, reports and relevant documents for the assessment. In addition, the National Consultant will also coordinate in conducting stakeholder consultations through Zoom or Skype meetings and held face-to-face meetings with project beneficiaries at the project sites when deem necessary during the assignment.

5. Expected Specific Outputs and Deliverables

The total duration of the evaluation will be 25 working days during the calendar period of 10 August – 30 October 2020. The following tentative timetable is recommended for the evaluation; however, the final schedule will be agreed in the beginning of the assignment:

- Preparation - 3 days in August 2020;
- The Evaluation Mission to the provinces - 5 working days in early September 2020.
- Draft Evaluation Report - 10 days, completed by early October 2020;
- Final Report - 7 days, completed by late October 2020.

The National Consultant / evaluator will assist the International Consultant to deliver the following:

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

*When submitting the final evaluation report, the evaluator is required also to provide an 'audit trail', detailing how all received comments have (and have not) been addressed in the final evaluation report.

6. Institutional Arrangement

Role of the consultant

A. The consultant is responsible to provide his/her technical expertise to produce the

- expected outputs;
- B. The consultant shall arrange his/her logistic requirement for traveling to the target provinces for data collection and meeting with project stakeholders and beneficiaries.
 - C. The consultant shall report on and submit the above deliverables under this assignment to the assigned person, acting as the focal point of UNDP Cambodia;
 - D. The consultant needs to maintain daily communication with the UNDP project focal person as and when problems emerge during the consultancy period, especially if they affect the scope of the job.

Role of UNDP focal person/team

- E. The UNDP, through its Program Analyst and National Project Advisor, will link the consultant to related institutions and other partners for this assignment;
- F. The UNDP team will arrange transportation for the consultant's mobility in Phnom Penh as well as in the target provinces.
- G. The UNDP Programme and Result Unit will provide overall quality assurance for this consultancy;
- H. The UNDP Programme and Result Unit will review deliverables for payment release;
- I. UNDP Program Analyst will act as the focal person to interact with the consultant to facilitate the assignment, to facilitate the field mission, to facilitate the review of each outputs and ensure the timely generation of the comments from stakeholders on each output.

Review and Approvals

UNDP will review each output and shall provide quality assurance on all outputs produced by the consultant. The assignment will be executed under overall direct supervision of the UNDP National Project Advisor and the National Project Manager, with an oversight of UNDP's Programme Analyst and ARR/Programme Team Leader.

7. Duration of the Work and Duty Station

The consultant will work for 25 working days over the period of 10 August – 30 October 2020. This assignment is home based with some field mission to the target provinces.

8. Minimum Qualifications of the Individual Contractor

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|-------------|--|
| Education: | A Master's degree in natural resource management, climate change, agricultural development, water resources management, environmental sciences, disaster management or related field. |
| Experience: | <ul style="list-style-type: none"> - Minimum 5 years of experience in conducting evaluation for development projects and GEF funded project. Experience working in the UN system is a strong asset - Minimum of 5 years of relevant professional experience in relevant technical areas of Climate Change Adaptation, DRR and local governance. - Demonstrated understanding of issues related to gender and climate resilient development and adaption to climate change; experience in gender sensitive evaluation and analysis |

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|----------------------|---|
| | <ul style="list-style-type: none"> - Experience working for development projects, with multi stakeholders including government agencies, development agencies, and UN agencies - Knowledge of UNDP and GEF monitoring and evaluation policies - Previous experience with results-based monitoring and evaluation methodologies, application of SMART indicators and reconstructing or validating baseline scenarios. |
| Language requirement | High proficiency in English and Khmer. |

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor.

| Technical Evaluation Criteria | Obtainable Score |
|---|-------------------------|
| Minimum 5 years of experience in conducting evaluation for development projects and GEF funded project. Experience working in the UN system is a strong asset; | 30 |
| Minimum of 5 years of relevant professional experience in relevant technical areas of Climate Change Adaptation, DRR and local governance. | 15 |
| Demonstrated understanding of issues related to gender and climate resilient development and adaption to climate change; experience in gender sensitive evaluation and analysis | 10 |
| Experience working for development projects, with multi stakeholders including government agencies, development agencies, and UN agencies | 10 |
| Knowledge of UNDP and GEF monitoring and evaluation policies | 15 |
| Previous experience with results-based monitoring and evaluation methodologies, application of SMART indicators and reconstructing or validating baseline scenarios | 20 |
| Total Obtainable Score: | 100 |

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

10. Payment Milestone

The consultant will be paid on a lump sum basis (all-inclusive of expense relate to the above assignment including travels outside and inside the duty station and any tax obligation) under the following installments.

| No | Outputs/Deliveries | Payment Schedule | Payment Amount |
|-----------|---|-------------------------|-----------------------|
| 1 | Upon submission and approval of inception report | 25 August 2020 | 10% |
| 2 | Upon submission and approval of the first draft of terminal evaluation report | 05 October 2020 | 40 % |
| 3 | Upon submission and approval (UNDP-CO and UNDP RTA) of the final / terminal evaluation report | 20 October 2020 | 50 % |

List of Documents to be reviewed by the TE

1. Project Identification Form (PIF)
2. UNDP Initiation Plan – 2014
3. UNDP Project Document – 2016
4. Project Inception Report – 2017
5. All Project Implementation Reports (PIR's) – 2017, 2018 & 2019
6. Quarterly progress reports and work plans – 2017, 2018, 2019 & 2020
7. Oversight mission reports – 2018
8. All monitoring reports prepared by the project – 2018 & 2019
9. Financial and Administration guidelines
10. Technical report on district vulnerability mapping – 2018
11. Base-line survey report – 2018
12. Mid-term Evaluation report – 2018
13. Performance-based Climate Resilient Grant Manual – 2019
14. Project Exit Strategy – 2020
15. End-line survey report – 2020

The following documents will also be available:

16. Project operational guidelines, manuals and systems
17. UNDP country programme document
18. Minutes of the SRL Project Board Meetings (2017, 2018, 2019 & 2020) and other meetings
19. Project brief – 2018, 2019 & 2020 and other project case-studies
20. List of project target areas and interventions
21. Project site location maps