



## REQUEST FOR PROPOSAL (RFP)

To All Interested and Qualified Firms	DATE: August 13, 2020
	<b>REFERENCE: RFP/UNDPKEN/009/2020</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal to undertake **a Mid-Term Evaluation of FCPF REDD+ Readiness Project.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

In the course of preparing and submitting your proposal, it shall remain your responsibility to ensure that it is submitted into the system before the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

It shall remain your responsibility to ensure that your quotation is submitted on or before the deadline indicated by UNDP in the eTendering system . Bids must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using

username: event.guest  
password: why2change

and follow the registration steps as specified in the system user guide.

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Your proposal must be expressed in English, and valid for a minimum period of 120 days from the bid closing date. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation”.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

**Queries about this Request for Proposal can be directed to: [undp.kenya.procurement@undp.org](mailto:undp.kenya.procurement@undp.org)**

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-webuy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP. UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf) Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Taye Amssalu*  
*Deputy Resident Representative/ Operations*  
8/13/2020

### Description of Requirements

Context of the Requirement	To assess progress made in Kenya's REDD+ Readiness process. The assignment will also determine broader achievements, challenges, opportunities and lessons learnt and make recommendations for accelerating Kenya's readiness and strengthening implementation of FCPF REDD+ Readiness Project.
Implementing Partner of UNDP	Ministry of Environment and Forestry
Brief Description of the Required Services <sup>1</sup>	<p>The objective of this assignment is to undertake a Mid-Term Evaluation of FCPF REDD+ Readiness Project for Kenya.</p> <p><b>SCOPE OF ASSIGNMENT</b></p> <p>This assignment will involve a detailed assessment of Kenya's REDD+ preparedness based on a 5-cluster evaluation criteria and key questions specified in the Terms of Reference.</p>
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>a) Inception report.</li> <li>b) Data collection tools.</li> <li>c) Raw data sets.</li> <li>d) Draft report.</li> <li>e) Final report.</li> <li>f) Dissemination of PowerPoint presentation.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	The team will have reporting requirements to the Project Manager REDD+ with the daily supervision by the Monitoring and Evaluation Specialist.
Frequency of Reporting	As needed
Progress Reporting Requirements	Regularly (frequency and format to be agreed upon at the start of services)
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At the Contractors Location with scheduled meetings at the Ministry offices
Expected duration of work	40 working days.
Target start date	15 September 2020
Latest completion date	10 November 2020
Travels Expected	<ul style="list-style-type: none"> <li>i. Baringo and Elgeyo Marakwet counties</li> <li>ii. Bungoma and Trans Nzoia counties</li> <li>iii. Nyeri and Laikipia counties</li> <li>iv. Taita Taveta and Kwale counties</li> </ul>

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Special Security Requirements	<p><b>N/A for this assignment</b></p> <p><input type="checkbox"/> Security Clearance from UN prior to travelling</p> <p><input type="checkbox"/> Completion of UN's Basic and Advanced Security Training</p> <p><input type="checkbox"/> Comprehensive Travel Insurance</p> <p><input type="checkbox"/> Others <i>[pls. specify]</i></p>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<p><input type="checkbox"/> Office space and facilities</p> <p><input type="checkbox"/> Land Transportation</p> <p><input type="checkbox"/> Others <i>[pls. specify]</i></p> <p><b>None under this assignment</b></p>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<p><input checked="" type="checkbox"/> <b>Required</b></p> <p><input type="checkbox"/> Not Required</p>
Names and curriculum vitae of individuals who will be involved in completing the services	<p><input checked="" type="checkbox"/> <b>Required</b></p> <p><input type="checkbox"/> Not Required</p>
Currency of Proposal	<p><input type="checkbox"/> United States Dollars</p> <p><input type="checkbox"/> Euro</p> <p><input checked="" type="checkbox"/> <b>Local Currency (Kenya Shillings)</b></p>
Value Added Tax on Price Proposal <sup>2</sup>	<p><input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes. A breakdown of all costs should be provided</b></p> <p><input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes</p>
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<p><input type="checkbox"/> 60 days</p> <p><input type="checkbox"/> 90 days</p> <p><input checked="" type="checkbox"/> <b>120 days</b></p> <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted		
Payment Terms <sup>3</sup>	<b>Deliverable</b>	<b>Duration</b>	<b>Percentage</b>
	Inception report	5 days	20%
	Data collection tools and raw data sets	15 days	20%
	Draft report	10 days	30%
	Final report and dissemination presentation deck	10 days	30%
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager REDD+ with the daily supervision by the Monitoring and Evaluation Specialist.		
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Purchase Order</b> <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> <b>Contract for Professional Services</b> <input type="checkbox"/> Long-Term Agreement <sup>4</sup> <input type="checkbox"/> Other Type of Contract		
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</b> <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.		
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 40%		

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	<p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> <b>One and only one Service Provider</b></p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors:</p>
Contract General Terms and Conditions <sup>5</sup>	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts</p> <p>Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
Annexes to this RFP <sup>6</sup>	<p><input checked="" type="checkbox"/> <b>Form for Submission of Proposal (Annex 2)</b></p> <p><input checked="" type="checkbox"/> <b>Detailed TOR</b></p> <p><input type="checkbox"/> Others<sup>7</sup> [pls. specify]</p>
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<p><b>undp.kenya.procurement@undp.org</b></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Allowable Manner of Submitting Proposals	<p><input checked="" type="checkbox"/> <b>Electronic submission of Bid</b></p>
Conditions and Procedures for electronic submission and opening	<p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> <b>Format:</b> PDF files only</p> <p><b>Technical and Financial proposals should be separated. Password protected for the financial proposals ONLY. Technical proposals should NOT be password protected. Password for the financial proposals must not be provided to UNDP until the date and time requested. This request will be to firms that meet the 70% score in the technical evaluation.</b></p> <p><input checked="" type="checkbox"/> <b>Digital Certification/Signature:</b> Required</p>
Deadline of Submission	<p><b>Wednesday, 26 August 2020 at 11: 59 P.M (GMT +3.00)</b></p>

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## Annex 2

### FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

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Nairobi  
August 13, 2020

To: The Deputy Resident Representative (Operations)  
UNDP Kenya UN Complex Gigiri, Block N, Level 3  
P.O. Box 30218-00100, Nairobi,  
Kenya:

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP **(to undertake a Mid-Term Evaluation of FCPF REDD+ Readiness Project for Kenya)** in conformity with the requirements defined in the RFP dated 8/13/2020 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

#### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

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<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Inception report	20%	
2	Data collection tools and raw data sets	20%	
3	Draft report	30%	
4	Final report and dissemination presentation deck	30%	
	Total	100%	

*\*This shall be the basis of the payment tranches*



E. **Cost Breakdown by Cost Component** *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*

## TERMS OF REFERENCE

### **CONSULTANCY FIRM TO UNDERTAKE THE MID-TERM REVIEW OF THE FOREST CARBON PARTNERSHIP FACILITY (FCPF) REDD+ READINESS PROJECT FOR KENYA.**

<b>Title:</b>	Consultancy for the Mid-Term Evaluation of FCPF REDD+ Readiness Project for Kenya
<b>Duty Station:</b>	Nairobi with travel to counties where project has sites
<b>Duration of Assignment:</b>	40 working days
<b>Project:</b>	FCPF REDD+ Project - 00102487

#### **1. Introduction**

Kenya signalled its intention to engage in REDD+ in 2009, received funding from the UN-REDD Programme through Targeted support in 2012, for a range of activities and has since received funding from the Forest Carbon Partnership Facility (FCPF) Readiness Fund to undertake a two year project on REDD+ readiness.

The FCPF REDD+ Project was developed through a broad and consultative process over a period of two years. The Project Document (prodoc) has been approved by the Government of Kenya and UNDP. This project will focus on REDD+ readiness; i.e. development of a **National REDD+ Strategy and investment plan, a safeguards information system, capacity building and support for stakeholders' engagement in the REDD+ readiness process, and technical support for finalization of the National Forest Monitoring System, and Forest Emission Reference Level**, in line with the requirements of the Warsaw Framework for REDD+ under the United Nations Framework Convention on Climate Change (UNFCCC).

The readiness process will identify effective ways to reduce deforestation and forest degradation, enable participatory and sustainable management of forests, and leverage investments for Kenya for both REDD+ implementation and results-based finance including through the Green Climate Fund. This is aligned to the efforts on national delivery of the UN Sustainable Development Goals (SDGs) 13 and 15.

Although Kenya's GHG emissions is less than 0.1% of total global emissions, the country requires action to reduce its GHG emissions that are projected to increase due to population and economic growth with 75% being from the land use, land-use change and forestry (LULUCF) and agriculture sector. The country in its nationally Determined Contribution (NDC) to the UNFCCC seeks to abate its GHG emissions by 30% by 2030 relative to the BAU scenario of 143 MtCO<sub>2</sub>eq. The forestry sector was determined in the Kenya's NDC Sectoral Analysis Report 2017 to have a mitigation potential of between 11.3 and 20.1 MtCO<sub>2</sub>e per year with a technical maximum potential of 40.2 MtCO<sub>2</sub>e per year by 2030.

The Government of Kenya seeks to enhance and maintain its forest cover to a minimum of 10% of the national area by 2030. Kenya submitted its Forest Reference Level (FRL) in December 2019 to the UNFCCC.

Based on data collected as part of this process, deforestation in the country is estimated at 103,368 ha per year (0.17% of the national area) but conservation efforts achieve about 90,477 ha of reforestation annually (0.15% of national area).

The FRL allows Kenya to exploit opportunities for reducing current emissions arising from deforestation and forest degradation and take advantage of opportunities for enhancement of carbon stock arising from afforestation, reforestation and restoration of degraded forest areas. The definition of forests is a minimum 15% canopy cover, minimum land area of 0.5 ha and a minimum height of 2 meters. The baseline Kenya proposes is 52,204,059 t CO<sub>2</sub>/year.

## **2. FCPF REDD+ Readiness Project**

FCPF REDD+ Readiness Project seeks to put in place mechanisms to enable Kenya reach its overall REDD+ Goal to improve livelihoods and wellbeing, conserve biodiversity, contribute to attaining the national target of 10% forest cover and mitigate climate change for sustainable national development. The project has been working towards four main outcomes (i) an operational national REDD+ Strategy and Investment Plan; (ii) an operational safeguards information system for REDD+; (iii) functional multi-stakeholder engagement and capacity building for REDD+, and (iv) technical support provided for finalization and implementation of the National Forest Management System and Forest Reference Level.

### **Outcome 1: An operational national REDD+ Strategy and Investment Plan finalized**

The project seeks to achieve this outcome through:

- Analytical work and studies for REDD+ Strategy Options
- A structured approach on engagement of the private sector in REDD+
- Strong institutional framework for REDD+ policies and measures (PAMs)
- Development of the REDD+ Investment Plan for the Strategy
- Mobilization of resources to support implementation of Kenya REDD+ Readiness and Implementation

### **Outcome 2: An operational SIS for REDD+**

Under this outcome, the project will undertake:

- Multi-stakeholder consultations including with forest dependent, indigenous peoples and local communities, engagement integrated in all REDD+ processes and outcomes
- Establishment and strengthening of a National REDD+ governance system
- Knowledge management (KM) and communication around selected and strategic initiatives to support strategy

### **Outcome 3: Functional multi-stakeholder engagement and capacity building for REDD+**

To establish a functional multi-stakeholder engagement and capacity building for REDD+, the project will:

- Develop a National Safeguards Framework, including design of a Safeguards Information System (SIS)
- Develop a grievance, feedback and redress mechanism for REDD+ covering NFA, IPLCS and other forest dependent communities

- Develop, validate and consult on Environmental Safeguards Management Framework (ESMF), Environmental Safeguards Management Plan (ESMP), Indigenous Peoples Plan (IPP), Local Peoples Plan (LPP), Community H Management Plan (CHMP), Livelihoods Action Plan (LAP), Gender Action Plan (GAP)

#### **Outcome 4: Technical support for finalization and implementation of NFMS and FRL**

Under this outcome, the project will undertake:

- Technical advisory support to consolidate and refine the National Forest Monitoring System
- Development of REDD+ technical annex as part of the Biannual Update Report (BUR) to inform NFMS and FRL
- Experiential learning, internship and mentorship for youth and PWDs

It is against this background that the project seeks to engage a consultancy to undertake a mid-term evaluation of the FCPF REDD+ Readiness Project for Kenya.

### **3. Objectives**

The objective of the Mid-Term Review is to assess progress made in Kenya's REDD+ Readiness process. The assignment will also determine broader achievements, challenges, opportunities and lessons learnt and make recommendations for accelerating Kenya's readiness and strengthening implementation of FCPF REDD+ Readiness Project.

### **4. Scope of Work**

This assignment will involve a detailed assessment of Kenya's REDD+ preparedness based on a 5-cluster evaluation criteria and key questions below.

#### **Key Questions for the Mid-Term Evaluation**

The evaluation questions are based on need for Kenya to put in place key policy, legal and institutional frameworks for the implementation of REDD+ and the standard OECD/DAC Results Based Management, Monitoring and Evaluation Framework. The evaluation questions are informed by FCPF Evaluation Framework, FCPF REDD+ Readiness Project Document, UNDP Evaluation Guidelines and UNDP Policy on Programme and Projects (POPP).

#### **Cluster 1 – Kenya's REDD+ Readiness Process**

- What is the status of national REDD+ process coordination mechanism and development of the REDD+ Strategy, Investment Plan, Safeguards Information System, Stakeholder Engagement Plan and Resource Mobilization Plan?
- What factors have affected Kenya's endeavour to establish key institutional, legal and policy frameworks for REDD+ implementation?
- What priority actions need to be implemented to enhance Kenya's REDD+ readiness ahead of closure of the project?

## **Cluster 2 – Relevance and alignment to Kenya’s climate change priorities**

- To what extent has FCPF REDD+ Readiness Project aligned its implementation to the national climate change policies and strategies, including the National Climate Change Action Plan (2018-2022), implementation framework of the NDC, National Forest Policy 2016, the Big Four Agenda, National Strategy for the Attainment and Maintenance of 10% Tree Cover, Greening Kenya initiative etc?
- To what extent have these national policies and strategies affected the implementation of FCPF REDD+ Readiness Project?
- Is Kenya well positioned in relation to its governance structure, national and county participants capacities, resource availability, to manage and meet the FCPF REDD+ Readiness Project objectives, and to be ready for FCPF implementation by the target date?
- Is the FCPF REDD+ Readiness Project on track to meet its objectives and outcomes as set in the results and resources framework (RRF)?
- How have the initiatives under FCPF REDD+ Readiness Project remained nimble to changes in the priorities of the national and county governments, indigenous peoples and local communities?

## **Cluster 3 – Effectiveness of FCPF REDD+ Readiness Project**

- To what extent has the FCPF REDD+ Readiness Project contributed to understanding of issues relevant to addressing deforestation and forest degradation in Kenya?
- How has the project catalysed learning and knowledge sharing between government, indigenous peoples, local communities, private sector, civil society organizations and other stakeholders in addressing deforestation and forest degradation in Kenya?
- How effective is the FCPF REDD+ Project management structure and how has it enhanced delivery of project outcomes?
- What lessons can be drawn from implementation of the project to further enhance Kenya’s REDD+ Readiness process?
- Has the project successfully built or strengthened an enabling environment (systems, policies, stakeholder’s engagement, etc.)?
- What have been the main contributing and challenging factors towards project’s success in attaining its targets?
- To what extent has the design and implementation of the project identified and addressed the needs of women, youth, people with disabilities, and other marginalized demographics?

## **Cluster 4 - Efficiency of the FCPF REDD+ Readiness Project**

- To what extent has the FCPF REDD+ Readiness Project been efficient in achieving results?
- Based on project activity monitoring and achievement of indicator targets, to what extent has each of the expected project objectives and their related outputs been achieved according to the work plan or are likely to be achieved? Please disaggregate this by project component outcomes and outputs.
- To what extent have the FCPF REDD+ Readiness Project resources been used to maximize its outcomes/outputs and provide early lessons for REDD+ Readiness and Implementation in Kenya?
- How predictable has the disbursement of FCPF resources to support Kenya’s REDD+ Readiness process?

- How efficiently have resources (human resources, time, expertise, funds etc.) been allocated and used to provide the necessary support and to achieve the broader project objectives?
- How can implementation of the REDD+ Readiness Project be improved to attain efficiencies, based on the lessons learnt from the project so far?

## **Cluster 5 – Impacts and Sustainability**

- What are the key lessons, intended and unintended outcomes for Kenya's REDD+ readiness process?
- To what extent are intended outcomes aligned to countries capacity to reducing deforestation and forest degradation, and ability to leverage performance-based payments?
- What, if any, unintended outcomes have been realized so far? What are the key opportunities and risks associated with these unintended outcomes?
- What impacts has the FCPF REDD+ Readiness Project had on (i) national and county level coordination of various climate change, afforestation and REDD+ initiatives?
- What catalytic impacts has the FCPF REDD+ Readiness Project had in shaping the REDD+ policy and institutional framework in countries that could determine longer term sustainability of national efforts on REDD+?
- What good practices can be learned from the project that can be applied in accelerating delivery, improving the next phase and/or inform similar future projects?
- What should have been different, and should be avoided in the next phase of the project or in similar projects?
- Are project activities sustainable? What steps can be taken to enhance the sustainability of project objectives, components and results?
- Has the project started building the capacity of people and national institutions or strengthened an enabling environment (laws, systems, policies, people's skills, attitudes etc.)?

## **5. Approach and Methodology**

The consultancy will propose an approach and methodology appropriate for delivery of the objectives of this assignment. Data collection shall be undertaken in the following 8 counties clustered as follows:

- v. Cluster 1 – Baringo and Elgeyo Marakwet counties
- vi. Cluster 2 – Bungoma and Trans Nzoia counties
- vii. Cluster 3 – Nyeri and Laikipia counties
- viii. Cluster 4 - Taita Taveta and Kwale counties

## **6. Expected Deliverables**

- g) Inception report.
- h) Data collection tools.
- i) Raw data sets.
- j) Draft report.
- k) Final report.
- l) Dissemination of PowerPoint presentation.

## 7. Payment schedule

Deliverable	Duration	Percentage
Inception report	5 days	20%
Data collection tools and raw data sets	15 days	20%
Draft report	10 days	30%
Final report and dissemination presentation deck	10 days	30%

## 8. Resources

Document	Author
FCPF REDD+ Readiness Project Document Including the REDD+ assessment report	UNDP
FCPF REDD+ Readiness Project Annual Work Plan 2019	UNDP
FCPF REDD+ Readiness Project Annual Work Plan 2018	UNDP
FCPF REDD+ Readiness Project Annual Work Plan 2020	UNDP
FCPF Monitoring and Evaluation Framework	FCPF
FCPF REDD+ Readiness Project Results and Resources Framework	UNDP
National Climate Change Action Plan	GoK
National 10% Tree Cover Strategy	GoK
Third Medium Term Plan of Kenya Vision 2030 (MTPIII)	GoK

## 9 . Qualifications of the Firm

The minimum qualification for firms applying for this assignment will include:

1. At least 5 years' experience in conducting baseline, mid-term or end-term evaluations of projects dealing with natural resource management, forestry, human rights or related fields.
2. Experience working with the United Nations or any other reputable international NGO, bilateral or multilateral development partners.
3. Demonstrable experience in engagement with local communities and indigenous peoples.
4. Demonstrable experience working with National Government institutions, county governments, civil society institutions and the private sector at national and subnational level.

The firm shall put together a team of three experts comprising the **evaluation lead, a safeguards expert and social inclusion (gender, youth, marginalized, etc) expert** to support the evaluation. The Lead Consultant will have overall responsibility for the quality and timely submission of all deliverables including the final MTE Report. Specifically, the Lead Consultant will perform the following tasks:

- Lead and manage the mid-term evaluation team.
- Coordinate the study ensuring quality and responsiveness to the ToR.
- Design the detailed mid-term evaluation plan, methodology and survey instruments.

- Ensure efficient division of tasks between the members of the MTE team.
- Draft and communicate the evaluation report to REDD+ PMU, ERU Team Leader and Portfolio Analyst and UNDP management.
- Presentation of the draft report to stakeholders, capturing and incorporating stakeholder feedback into the final report; and
- Submission of a Final Mid-Term Evaluation Report containing as a minimum:
  - I. Title
  - II. Table of contents
  - III. List of acronyms and abbreviations
  - IV. Executive summary
  - V. Introduction
  - VI. Description of the intervention
  - VII. Evaluation scope and objectives
  - VIII. Evaluation approach and methods
  - IX. Data analysis
  - X. Findings and conclusions
  - XI. Recommendations
  - XII. Lessons learned
  - XIII. Annexes

## **10. Qualifications of the Evaluation Lead**

- An advanced degree in Project Planning Design and Management, Project monitoring and evaluation, Strategic Management, Results-Based Management, Natural Resource Management or related disciplines.
- At least 7 years' experience in coordinating monitoring, evaluation assignments, developing monitoring and evaluation systems, or research.
- An in-depth knowledge of results-based management, national planning and results accountability systems, monitoring and evaluation, knowledge management or related fields.
- Experience working with the United Nations, national or county government institutions, international non-governmental organizations, bilateral or multilateral development partners.
- Professional expertise in international development co-operation, in areas of environment and resilience, programme evaluations and impact assessments.
- Demonstrated analytical, communication and report writing skills.
- Fluency in written and spoken English and Swahili.

## **11. Qualifications of the Evaluation Team members**

- Advanced degree in Project Management, Strategic Management, Law, environment, natural resource management, forestry, gender, safeguards or any other relevant discipline.
- At least 7 years of professional experience in climate change, environmental management, forest management or results-based evaluations, with demonstrable bias to gender and social inclusion.
- At least five years' experience in conducting programmatic evaluations of complex projects in the development sector in developing countries.



- Solid understanding of evaluation methodologies, and/or a proven expertise of research in social science relevant for the evaluation.
- Demonstrate knowledge of and ability to apply theoretical knowledge in the design, management and evaluation of complex multidisciplinary projects supported by multiple development partners.
- Have a strong understanding of the climate change and environmental management context in Kenya and national strategies relevant to elections.

## **12. Financial Proposal**

The financial proposal should indicate how much the entire assignment will cost in terms of professional fee, reimbursable costs, field travel to the selected counties (transport, accommodation etc).

## **13. Logistics/ Field expenses**

The firm is required to quote for all expenses for field travel to the selected counties (transport, accommodation etc). as specified above.

UNDP will organise for the final validation workshop venue including transport costs for the team of three experts only if required.

## **14. Monitoring and Progress Control**

The team will have reporting requirements to the Project Manager REDD+ with the daily supervision by the Monitoring and Evaluation Specialist.

## **15. Mid-Term Evaluation Ethics**

This mid-term evaluation will be guided by the principles outlined in the UNDP evaluation policy and UNEG 'Ethical Guidelines for Evaluation'. The evaluation shall be independent, impartial and rigorous. It is expected to contribute to knowledge development, learning and accountability. hence the evaluation team and the data collection assistants will uphold the highest standards of ethics and professionalism.

The evaluation team will comply to the following ethical considerations:

1. To avoid conflict of interest and undue pressure, evaluators need to be independent, implying that members of an Evaluation Team must not have been directly responsible for the policy/programming-setting, design, or overall management of the subject of evaluation, nor expect to be in the near future. Evaluators must have no vested interest and have the full freedom to conduct impartially their evaluative work, without potential negative effects on their career development. They must be able to express their opinion in a free manner.

2. Should protect the anonymity and confidentiality of individual participants. 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 (not targeted at persons) and must balance an evaluation of management functions with this general principle.
3. Evaluations sometimes uncover evidence of wrongdoing. Such cases must be reported discreetly to the appropriate investigative body.
4. 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 the 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.

5. They are responsible for the clear, accurate and fair writing and/or oral presentation of study limitations, evidence-based findings, conclusions, recommendations and lessons learned.

## 16. Technical Evaluation Criteria

### Summary.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm / Organisation submitting Proposal	20%	200					
2.	Proposed Work Plan and Approach	40%	400					
3.	Personnel	40%	400					
	Total		1000					

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of firm / organisation submitting proposal							
1.1	Reputation of Organisation and Staff (Competence / Reliability)	30					
1.2	Proven experience in performing similar assignments	15					
1.3	General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	20					
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills).	15					
1.5	Data quality assurance procedures, and respondent’s protection safeguards	30					
1.6	At least 5 years’ experience in conducting baseline, mid-term or end-term evaluations of projects dealing with natural resource management, forestry, human rights or related fields.	40					
1.7	Experience working with National Government institutions, county governments, civil society institutions and the private sector at national and subnational level	20					
1.8	Experience in engagement with local communities and indigenous peoples.	15					
1.9	Experience working with the United Nations or any other reputable international NGO, bilateral or multilateral development partners in developing countries, especially in Sub Saharan Africa	15					
Total part 1		200					

Technical Proposal Evaluation Form 2		Points Obtainabl e	Company / Other Entity				
			A	B	C	D	E
Proposed Work Plan and Approach							
2.1	To what degree does the Offeror understand the task?	40					
2.2	Have the important aspects of the task been addressed in sufficient detail?	50					
2.3	Are the different components of the project adequately weighted relative to one another?	40					
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	40					
2.5	Is the conceptual framework adopted appropriate for the task?	40					
2.6	Is the scope of task well defined and does it correspond to the TOR?	50					
2.7	Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?	50					
2.8	Is the proposed assignment action plan pragmatic enough to enable finalizing of this task in a timely manner?	50					
2.9	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	40					
	<b>Total Part 2</b>	<b>400</b>					

Technical Proposal Evaluation Form 3		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
3.1	Team Leader						
	An advanced degree in Project Planning Design and Management, Project monitoring and evaluation, Strategic Management, Results-Based Management, Natural Resource Management or related disciplines.	40					
	At least 7 years’ experience in coordinating monitoring, evaluation assignments, developing monitoring and evaluation systems, or research.	40					
	An in-depth knowledge of results-based management, national planning and results accountability systems, monitoring and evaluation, knowledge management or related fields.	40					
	Experience working with the United Nations, national or county government institutions, international non-governmental organizations, bilateral or multilateral development partners.	20					
	Professional expertise in areas of environment and resilience, programme evaluations and impact assessments.	20					
	Demonstrated analytical, communication and report writing skills.	20					
	Fluency in written and spoken English and Swahili.	20					
	Total for 3.1.	200					
3.2	Team Members						
	Advanced degree in Project Management, Strategic Management, Law, environment, natural resource management, forestry, gender, safeguards or any other relevant discipline.	20					
	At least 7 years of professional experience in climate change, environmental management, forest management or results-based evaluations, with demonstrable bias to indigenous peoples, local communities, safeguards, gender or social inclusion.	20					
	At least five years’ experience in conducting programmatic evaluations of complex projects in the development sector in developing countries.	20					

Technical Proposal Evaluation Form 3		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
	Solid understanding of evaluation methodologies, and/or a proven expertise of research in social science relevant for the evaluation.	20					
	Demonstrable knowledge of and ability to apply theoretical knowledge in the design, management and evaluation of complex multidisciplinary projects supported by multiple development partners.	10					
	Strong understanding of the climate change and environmental management context in Kenya and national strategies relevant to environment and climate change.	10					
	Total for each experts	100					
	Total for Part 3.2.	200					
	<b>Total Part 3</b>	<b>400</b>					