



Terms of Reference

Assignment Title	National Individual Consultant for the Mid Term Review of Climate Resilience Initiative in Malawi (CRIM) Project -IC/MWI/004-2021
Project	Climate Resilience Initiative in Malawi (CRIM) Project
Type of Contract	Individual Contract
Contract Period	20 working days
Supervisor	Andrew Spezowka
Location	Lilongwe
Country	Malawi

Background

Malawi is highly vulnerable to climate change, and is experiencing increase in extreme weather, higher temperatures, and more erratic rainfall patterns, all of which are negatively impacting the well-being of Malawians, especially rural communities. In addition, Malawi's narrow economic base, high dependence on rain-fed agriculture, over-reliance on biomass for household energy, means the country is highly vulnerable to the adverse impacts of climate change and extreme weather events. Despite a comprehensive policy framework, there exists significant gaps in the implementation of such policies and strategies.

Against this background, the Environmental Affairs Department through the District Councils of Mzimba and Kasungu, and with financial support from the Flanders Government and UNDP are implementing the Climate Resilience Initiative in Malawi (CRIM) project. The project originates out of recognition that, without significant adaptation efforts, the risks posed by climate change will undermine years of development assistance and asset accumulation in Malawi. The project aims to enhanced adaptive capacity for vulnerable communities and improve capacity of district councils to better manage, monitor and respond to climate change in in Mzimba and Kasungu districts. This will be done through implementation of three key outputs:

1. Improved capacity of district councils for Integration of Climate Adaptation into District Development Plans, Budgets and Service Delivery;
2. Strengthened Integrated Watershed Protection; and
3. Adaptive capacity of vulnerable households strengthened and exposure to climate risks reduced.

The project is in line with the Malawi Growth and Development Strategy (MGDS III 2017-2022) in which the Government of Malawi has made strong commitments to address the impacts of climate change by improving investments in integrated and community-based natural resource management, including through decentralization and local governance at district levels. The project specifically

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contributes to one of the five priority areas of the MGDS III priority area 1 being agriculture, water development and climate change management, which also relates to UNDAF pillar 3 on Inclusive and Resilient Growth through its. Under this Theme the project falls under outcomes 7 and 8: ‘Households have increased food and nutrition security, equitable access to WASH and healthy ecosystems and resilient livelihoods’ and ‘Malawi has more productive, sustainable and diversified agriculture, value chains and market access’ respectively.

The project commenced implementation in 2019 and implementation period is 2019-2022. UNDP/EAD is seeking the services of a national consultant to conduct a Mid-Term review of the project in the target districts.

Objectives

- The objective of the Mid-term review is to assess the effectiveness, efficiency, sustainability and relevance of the project in line with the project goals, objectives and progress in implementation. The MTR will review: Project progress against results
- Monitoring of project implementation (including intended and unintended outcomes)
- Review risks to sustainability and
Provide recommendations for improved project management and delivery

Scope of Work, Evaluation Approach and Methodology

The MTR will constitute the analysis of the CRIM project in the following areas

Project Design:

- Review the problem addressed by the project and the underlying assumptions.
- Review the effect of any incorrect assumptions or changes to the context to achieving the project results as outlined in the Project Document.
- Review the relevance of the project strategy and assess whether it provides the most effective route towards expected/intended results.
- Review how the project addresses country priorities and took stock of linkages with the SEM project.
- Review decision-making processes

Results Framework/Log frame:

- Undertake a critical analysis of the project’s log frame indicators and targets, assess how “SMART” the midterm and end-of-project targets are (Specific, Measurable, Attainable, Relevant, Timebound), and suggest specific amendments/revisions to the targets and indicators as necessary.
- Examine if progress so far has led to, or could in the future catalyse beneficial development effects (i.e. income generation, gender equality and women’s empowerment, improved governance etc...) that should be included in the project results framework and monitored on an annual basis.

Progress Towards Results:

- Review the log frame indicators against progress made towards the end-of-project targets; populate the Progress Towards Results Matrix, colour code progress in a “traffic light system” based on the level of progress achieved; assign a rating on progress for the project objective and each outcome; make recommendations from the areas marked as “not on target to be achieved” (red).
- Identify remaining barriers to achieving the project objective.

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- By reviewing the aspects of the project that have already been successful, identify ways in which the project can further expand these benefits.
- Project Implementation and Adaptive Management

Evaluation Criteria

The consultant will consider the following categories and criteria when undertaking the evaluation:

a) Design and Relevance:

- Whether the problem the projects addressed is clearly identified and the approach soundly conceived;
- Whether the target beneficiaries of the projects are clearly identified;
- Whether the outcome and outputs of the projects were stated explicitly and precisely in verifiable terms with SMART indicators;
- Whether the relationship between outcome, outputs, activities and inputs of the projects are logically articulated;
- Whether the projects are relevant to the development priorities of the country;
- Did the design of the projects take scale and scaling up into consideration;
- Given the capacity building objectives of the projects, how effective were the projects' capacity building interventions?

b) Implementation:

- Whether the management arrangements of the projects were appropriate;
- How effective was the delivery of inputs specified in the project documents, including selection of sub-grantees, institutional arrangements, identification of beneficiaries, scheduling of activities and actual implementation;
- The fulfilment of the success criteria as outlined in the project document;
- The responsiveness of the project management to significant changes in the environment in which the project functions (both facilitating or impeding project implementation);
- Determine whether or not lessons learnt from other relevant programmes/projects were incorporated into the project.
- The monitoring and backstopping of the projects as expected by the Government and UNDP;
- The projects' collaboration with industry, associations, private sector and civil society, if relevant.
- The role of UNDP CO and EAD and its impact (positive and negative) on project delivery.

c) Efficiency:

- Whether the projects resources (financial, physical and manpower) were adequate in terms of both quantity and quality;
- Whether the projects resources are used effectively to produce planned results (Are the disbursements and project expenditures in line with expected budgetary plans)?
- Whether the projects are cost-effective compared to similar interventions;
- Whether the technologies selected (any innovations adopted, if any) were suitable;
- Whether there is evidence to support accountability of the projects (to be used by UNDP in fulfilling its accountability obligations to its development partners); and
- The delivery of Government counterpart inputs in terms of personnel, premises and equipment.

d) Effectiveness:

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- What are the major achievements of the project vis-à-vis its objectives, performance indicators and targets? Please explain in detail in terms of impact, sustainability of results and contribution to capacity development.
- Have there been any unplanned effects/results?
- What major factors affected project delivery and offer what appropriate interventions might have strengthened or addressed them.

e) Sustainability

- Assess whether or not the projects' achievements are sustainable?
- Is there an exit strategy for any of the elements of the programme?
- What should be done to strengthen sustainability of project outcomes?
- Assess overall risks to sustainability factors of the project in terms of the following four categories:
 - Financial risks to sustainability
 - Socio-economic risks to sustainability
 - Institutional framework and governance risks to sustainability
 - Environmental risks to sustainability.

The MTR team will include a section in the MTR report setting out the MTR's evidence-based conclusions and recommendations, in light of the findings. Additionally, the MTR consultant/team is expected to make recommendations to the Project Team. Recommendations should be succinct suggestions for critical intervention that are specific, measurable, achievable, and relevant. A recommendation table should be put in the report's executive summary. The MTR consultant/team should make no more than 15 recommendations total.

Results/Expected Outputs and Payment Schedule:

The MTR consultant/team shall prepare and submit as outlined below.

Deliverables	Tentative payment date	Percentage of payment
Payment upon submission and acceptable of MTR Inception Report – MTR team clarifies objectives and methods of the Midterm Review no later than 2 weeks before the MTR mission. To be sent to the UNDP/DOE project management.	1/04/2021	10%
Payment upon submission and acceptable of following milestone: <ul style="list-style-type: none">• Presentation: Initial Findings presented to project management at the end of the MTR mission.	10/04/2021	30%
Payment upon submission and acceptable of draft final Report	20/03/2021	30%

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(Full report with annexes within 3 weeks of the MTR mission).		
Payment upon submission and acceptable of Final Report - Revised report with annexed audit trail detailing how all received comments have (and have not) been addressed in the final MTR report. To be sent to the UNDP/EAD within 1 week of receiving UNDP comments on draft.	31/04/2021	30%

Institutional arrangements/reporting lines

The Consultant will work under the direct supervision of the Resilience and Sustainable Growth Portfolio Manager and in close coordination with designated country office focal points and other UN officials and advisers. Payment will be made only after satisfactory delivery and acceptances of each milestone.

Resources provided

UNDP will facilitate initial introduction of the consultant to project staff, district councils, Environmental Affairs Department (EAD) and other agencies with a primary role in the period of the consultancy.

UNDP and EAD will also provide meeting spaces during consultations with stakeholders at UNDP, EAD and with district councils and support planning for consultative forums at district level.

UNDP will not provide transport, computers, printing services or other specialized equipment (e.g. computer software) to the review team. The Service provider is also expected to cover expenses of any persons to support data collected and communication expenses.

Requirements for Consultant

The assignment will be led and undertaken by a National Consultant who shall have prior experience in evaluating similar projects. The National Consultant will have the overall responsibility for the conduct of the evaluation exercise as well as quality and timely submission of reports (inception, draft, final etc) and delivery of results on this assignment. The evaluator selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities.

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Education and Experience Required

- At least Master's degree in Climate Change, Natural Resource Management, Agriculture, Geography, Environment, Social Sciences, Development Studies, or other closely related field.
- Minimum seven (7) years of relevant professional experience in conducting evaluations of development programmes and projects supported by the UN or other similar international organizations.
- Minimum five (5) years of work experience in climate change adaptation.

Competencies and values:

- Fluency in local languages of Malawi is required.
- Demonstrated understanding of issues related to gender and climate change vulnerability and adaptation; experience in gender sensitive evaluation and analysis

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

a) Responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
Qualification		18%
<ul style="list-style-type: none">• At least Master's degree in Climate Change, Natural Resource Management, Agriculture, Geography, Environment, Social Sciences, Development Studies, or other closely related field.	18	
Experience		50%

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<ul style="list-style-type: none"> Minimum seven (7) years of relevant professional experience in conducting evaluations of development programmes and projects supported by the UN or other similar international organizations. 	25	
<ul style="list-style-type: none"> Minimum five (5) years of work experience in climate change adaptation. 	25	
Competencies		2%
<ul style="list-style-type: none"> Fluency in local languages of Malawi is required. Demonstrated understanding of issues related to gender and climate change vulnerability and adaptation; experience in gender sensitive evaluation and analysis 	1 1	
Technical Criteria		70%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- Provide a brief methodology on how you will approach and conduct the work
- Latest updated Curriculum vitae (CV) or Resume including past experience in similar projects and at least 3 references.
- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP. **Template of Letter of Confirmation of Interest and Availability can be accessible from this [UNDP Malawi Procurement page](#)**
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror 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 Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

Travel

In general, UNDP should not accept travel costs exceeding those of an economy return class ticket; should the IC wish to travel on a higher class, they should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

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Submission Instructions

Proposals may be submitted on or before the deadline as indicated below. Proposals must be submitted using this generic email etenderbox.mw@undp.org with the **Mandatory email subject: National Individual Consultant for the Mid Term Review of Climate Resilience Initiative in Malawi (CRIM) Project** (bids will not be considered, if failed to adhere to this instruction) address only.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

Completed proposals should be submitted using no later than **8th March 2021 (Malawi Time)**.

For any clarification regarding this assignment please write to Tirthesh Prasad on procurement.mw@undp.org. Only written communication will be responded.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approval

This TOR is approved by:

Name and Designation Andrew Spezowka
UNDP Malawi RSG Portfolio Head