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Final Evaluation Terms of Reference (ToR) Template
for UNDP-supported AF-finance projects
Template 2 - formatted for the UNDP Jobs website

BASIC CONTRACT INFORMATION

Location: Seychelles
Application Deadline: 15th September 2021
Type of Contract: IC
Assignment Type: Short Term
Languages Required: English
Starting Date: 1st November 2021
Duration of Initial Contract: 30 working days
Expected Duration of Assignment: 12-15 weeks (due to some breaks foreseen between December and January)

BACKGROUND

1. Introduction

In accordance with UNDP and AF M&E policies and procedures, all regular UNDP-supported AF-financed projects are required to undergo a Final Evaluation (FE) at the end of the project. This Terms of Reference (ToR) sets out the expectations for the FE of the regular-sized project titled Ecosystem Based Adaptation to Climate Change in Seychelles (PIMS 4775) implemented through the Programme Coordinating Unit of the Ministry of Agriculture Climate Change and Environment. The project inception was on the 30 October 2014 and the project is in its 6th year of implementation. The FE process must follow the guidance outlined in the document Guidelines for Project/Programme Final Evaluations[1]

2. Project Description

The GOS-UNDP-GEF Programme Coordination Unit (PCU) within the Ministry of Agriculture, Climate Change and Environment (MACCE) is implementing a project funded by the Adaptation Fund, the "Ecosystem Based Adaptation to Climate Change in Seychelles" (EBA project). The project has a budget of $5,950,000 allocated resources and a total of $ 3,261,840 co-financing recorded to date.

The project strategy is for an ecosystem-based adaptation approach to be applied to watershed and coastal rehabilitation on the main Island of Mahe and on the (second largest) Island of Praslin, to address water shortages and watershed and coastal flooding that have

[1] [1] Please also refer to the Guidance for Conducting Terminal Evaluations of UNDP-Supported, GEF-Financed Projects

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been accentuated by climate change. The project location will focus in the following 5 watersheds and 2 coastal areas:

3. Baie Lazare Watershed
4. Caiman Watershed
5. Mont Plaisir Watershed
6. Mare Aux Cochons Watershed (in Morne Seychellois National Park)
7. Praslin Watershed, comprising the micro watersheds of Fond Boffay and Nouvelle Decouverte
8. North East Point coastal area
9. Anse Royale coastal area.

The project seeks to reduce the vulnerability of the Seychelles to climate change, focusing on two key issues, water scarcity and flooding. The climate change projections in the Seychelles show that rainfall, while increasing in overall terms, will become even more irregular. Much of the precipitation is falling in sharp bursts, creating heavy flooding in the wet season, while imposing extended period of drought during the dry season. As the country does not have a large water storage capacity, and the topography of the islands constrains such infrastructure, water supplies are heavily dependent on rainfall. Furthermore, the coastal zone is vulnerable to flooding as a consequence of rising sea surface levels, and increased storm surges from cyclonic activity in the Western Indian Ocean. The project will reduce these vulnerabilities by spearheading ecosystem-based adaptation as climate change risk management—restoring ecosystem functionality and enhancing ecosystem resilience and sustaining watershed and coastal processes in order to secure critical water provisioning and flood attenuation ecosystem services from watersheds and coastal areas.

The overall **goal** of the project is to ensure that development in the Seychelles is sustainable, and resilient to anticipated climate change effects. The **objective** is incorporate ecosystem-based adaptation into the country's climate change risk management system to safeguard water supplies, threatened by climate change induced perturbations in rainfall and to buffer expected enhanced-erosion and coastal flooding risks arising as a result of higher sea levels and increased storm surge.

The following are the 3 components of the EBA project:

Component 1: Ecosystem-based adaptation approach to enhancing freshwater security and flood control in Mahé and Praslin under conditions of climate change.
Component 2: Ecosystem-based adaptation approaches along the shorelines of the Granitic Islands reduce the risks of climate change induced coastal flooding.
Component 3: Ecosystem based adaptation mainstreamed into development planning and financing.

The following are the outputs of the EBA project:

Output 1:1: Management and rehabilitation of critical watersheds to enhance

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functional connectivity and the resilience of these areas to climate change and reduce water scarcity and watershed flooding.

Output 1.2: Small-scale water storage and detention facilities designed and constructed or rehabilitated in critical waterways for communities to benefit from enhanced ecosystem functioning by forests.

Output 2:1: Ecosystem based measures for flood protection on an urban shoreline.

Output 2.2: Ecosystem based measures for flood protection and mitigating salt water intrusion in an agricultural and tourism development area.

Output 3.1: Policy and legal frameworks for watershed and coastal climate change adaptation.

Output 3.2: Capacity Development for Ecosystem Based Adaptation Methods.

Output 3.3: Lessons learned and Knowledge Dissemination.

It is a six-year project, with an inception date of 30 October 2014 and a revised operational closing date of 30 October 2020. The recommendations of the UNDP Mid Term Evaluation in 2018 concluded that most project indicators were impractical and were not SMART. Following the Project Steering Committee approval, the EBA project team followed UNDP MTE recommendation to "add a number of new additional and more feasible (SMART) indicators with more realistic targets to the existing project indicators (i.e., a set of "shadow indicators")". The "shadow indicators" were endorsed by UNDP and the AF, and "shadow indicators" are also measured by the project team on a quarterly and annual basis.

The EBA project is being implemented in association with a number of project stakeholders, namely: Seychelles Agricultural Agency and Ministry of Agriculture, Seychelles National Parks Authority (SNPA), Division of Risk and Disaster Management, Public Utilities Corporation (PUC), Public Health Authority, the District Administration office of the Local Government, 5 Watershed Committees set up by the project, Land Use Plan department, the NGO Plant Conservation Action Group (PCA), Seychelles Fire and Rescue Agency (SFRSA) including the Climate Change Department of the Ministry of Agriculture, Climate Change and Environment (MACCE).

COVID 19 in Seychelles

The first recorded case of Covid-19 in Seychelles was on March 11th 2020 and the Government of Seychelles undertook stringent measures including closure of borders to safeguard against the pandemic. However by June the Seychelles undertook partial reopening of borders and tourism in Seychelles prompting a spike in the number of imported cases. By December 2020, community transmission of Covid-19 was confirmed with the spike in cases. The current number of total cases has exceeded 18,000 cases with a total of 94 deaths between January - July 2021. The vaccination programme is considered to be a success with the majority of the target population having received at least one or both doses of their vaccines. Given the spike in cases, it is expected that booster jabs will be rolled out in the coming months. The Assessment of Socio-Economic impact of Covid-19 in Seychelles, prepared by UNDP, can be found on the link below:

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https://www.mu.undp.org/content/mauritius_and_seychelles/en/home/library/an-assessment-of-the-socio-economic-impact-of-covid-19-in-seyche.html

3. TE Purpose

The FE report will assess the achievement of project results against expected achievements, and draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming. The FE report will also measure the project performance against both the original set of project indicators and the "shadow indicators" approved by UNDP and AF. The FE report promotes accountability and transparency, and assesses the extent of project accomplishments. The recommendations will be used to a draft management response which will be taken up by the relevant stakeholders such as MACCE, Watershed committees, PUC, SFRSA and the SNPA, to ensure continuity of activities. This AF project is a flagship project for the Seychelles and the FE will determine the necessity of replication for more long-term continuity through future Adaptation Fund projects. The Watershed Committees will use the recommendations of the FE to guide their work in the decision-making process for watershed management. This will be further supported by the long-term finalization of legal frameworks for watershed and coastal climate change adaptation.

DUTIES AND RESPONSIBILITIES

4. TE Approach & Methodology

The FE must provide evidence-based information that is credible, reliable and useful.
The FE team will review all relevant sources of information including documents prepared during the preparation phase (i.e., Concept document, UNDP Initiation Plan, UNDP Social and Environmental Screening Procedure/SESP) the Project Document, project reports including PPRs, project budget revisions, lesson learned reports, national strategic and legal documents, and any other materials that the team considers useful for this evidence-based evaluation. The FE team will review the AF Results Tracker

The FE team is expected to follow a participatory and consultative approach ensuring close engagement with the Project Team, government counterparts , Implementing Partners, the UNDP Country Office(s), the Regional Technical Advisors, direct beneficiaries and other stakeholders.

Engagement of stakeholders is vital to a successful FE. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to Ministry of Agriculture, Climate Change and Environment, Seychelles National Parks Authority, Project Steering Committee, DRDM, Public Utilities Corporation, Public Health Authority, 5 Watershed Committees, University of Seychelles, NGO TRASS, Land Use Plan

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department, the NGO Plant Conservation Action Group (PCA), SFRSA, SLTA and the District Administration office of the Local Government.

Additionally, the FE team is expected to conduct field missions to the rehabilitated areas (wetlands and forests) including the following project sites Baie Lazare, Anse Royale and Mont Plaisir, Caiman, Mare Aux Cochons, Praslin and North East Point.

The specific design and methodology for the FE should emerge from consultations between the FE team and the above-mentioned parties regarding what is appropriate and feasible for meeting the FE purpose and objectives and answering the evaluation questions, given limitations of budget, time and data. The FE team must use gender-responsive methodologies and tools and ensure that gender equality and women's empowerment, as well as other cross-cutting issues and SDGs are incorporated into the FE report.

The final methodological approach including interview schedule, field visits and data to be used in the evaluation should be clearly outlined in the inception report and be fully discussed and agreed between UNDP, stakeholders and the FE team.

The final TE report should describe the full FE approach taken and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the evaluation.

Covid-19 guidance

Although travel to Seychelles is permitted, the rules and regulations may be subject to change based on Public Health Authority. All visitors must have proof of vaccinations (2 doses) or must present a negative PCR test at least 72 hrs prior to travel.

More information on travel to Seychelles can be found on http://www.health.gov.sc/wp-content/uploads/Entry-and-Stay-Conditions-for-Arrivals-v1.0.pdf

5. Detailed Scope of the TE

The FE will assess project performance against expectations set out in the project's Logical Framework/Results Framework (see TOR Annex A).

The Findings section of the FE report will cover the topics listed below. A full outline of the FE report's content is provided in ToR Annex C.

The asterisk "(*)" indicates criteria for which a rating is required.

Findings

i. <u>Project Design/Formulation</u>

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- National priorities and country driven-ness
- Theory of Change
- Gender equality and women's empowerment
- Social and Environmental Safeguards
- Analysis of Results Framework: project logic and strategy, indicators
- Assumptions and Risks
- Lessons from other relevant projects (e.g., same focal area) incorporated into project design
- Planned stakeholder participation
- Linkages between project and other interventions within the sector
- Management arrangements

ii. <u>Project Implementation</u>

- Adaptive management (changes to the project design and project outputs during implementation)
- Actual stakeholder participation and partnership arrangements
- Project Finance and Co-finance
- Monitoring & Evaluation: design at entry (*), implementation (*), and overall assessment of M&E (*)
- Implementing Agency (UNDP) (*) and Executing Agency (*), overall project oversight/implementation and execution (*)
- Risk Management, including Social and Environmental Standards

iii. <u>Project Results</u>

- Assess the achievement of outcomes against indicators by reporting on the level of progress for each objective and outcome indicator at the time of the FE and noting final achievements
- Relevance (*), Effectiveness (*), Efficiency (*) and overall project outcome (*)
- Sustainability: financial (*), socio-political (*), institutional framework and governance (*), environmental (*), overall likelihood of sustainability (*)
- Country ownership
- Gender equality and women's empowerment
- Cross-cutting issues (poverty alleviation, improved governance, climate change mitigation and adaptation, disaster prevention and recovery, human rights, capacity development, South-South cooperation, knowledge management, volunteerism, etc., as relevant)
- Contribution of project achievements to AF targets, objectives, impact, and goal
- Catalytic Role / Replication Effect

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- Progress to impact

iv. <u>Main Findings, Conclusions, Recommendations and Lessons Learned</u>

- The FE team will include a summary of the main findings of the FE report. Findings should be presented as statements of fact that are based on analysis of the data.
- The section on conclusions will be written in light of the findings. Conclusions should be comprehensive and balanced statements that are well substantiated by evidence and logically connected to the FE findings. They should highlight the strengths, weaknesses and results of the project, respond to key evaluation questions and provide insights into the identification of and/or solutions to important problems or issues pertinent to project beneficiaries, UNDP and the AF, including issues in relation to gender equality and women's empowerment.
- Recommendations should provide concrete, practical, feasible and targeted recommendations directed to the intended users of the evaluation about what actions to take and decisions to make. The recommendations should be specifically supported by the evidence and linked to the findings and conclusions around key questions addressed by the evaluation.
- The FE report should also include lessons that can be taken from the evaluation, including best practices in addressing issues relating to relevance, performance and success that can provide knowledge gained from the particular circumstance (programmatic and evaluation methods used, partnerships, financial leveraging, etc.) that are applicable to other AF and UNDP interventions. When possible, the FE team should include examples of good practices in project design and implementation.
- It is important for the conclusions, recommendations and lessons learned of the FE report to include results related to gender equality and empowerment of women.

The FE report will include an Evaluation Ratings Table, as shown in the ToR Annex.

6. Expected Outputs and Deliverables

The FE *team* shall prepare and submit:

- **FE Inception Report**: FE team clarifies objectives and methods of the FE no later than 2 *weeks* before the FE mission. FE team submits the Inception Report to the Commissioning Unit and project management. Approximate due date: (*15th November 2021*)
- **Presentation:** FE team presents initial findings to project management and the Commissioning Unit at the end of the FE mission. Approximate due date: (*10th December 2021*)

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- **Draft FE Report**: FE team submits full draft report with annexes *within 3 weeks* of the end of the FE mission. Approximate due date: *(15th January 2022 (due to breaks for Christmas and New Year)*
- **Final FE Report* and Audit Trail**: FE team submits revised report, with Audit Trail detailing how all received comments have (and have not) been addressed in the final FE report, to the Commissioning Unit *within 1 week* of receiving all comments on draft. Approximate due date: *(10th February 2022)*

*****The final FE report must be in English. If applicable, the Commissioning Unit may choose to arrange for a translation of the report into a language more widely shared by national stakeholders.

All final FE reports will be quality assessed by the UNDP Independent Evaluation Office (IEO). Details of the IEO's quality assessment of decentralized evaluations can be found in Section 6 of the UNDP Evaluation Guidelines.[2]

7. TE Arrangements

The principal responsibility for managing the FE resides with the Commissioning Unit. The Commissioning Unit for this project's FE is *the UNDP Country Office in Mauritius and Seychelles*

The Commissioning Unit will contract the consultants and ensure the timely provision of per diems and travel arrangements within the country for the FE team. The Project Team will be responsible for liaising with the FE team to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

8. Duration of the Work

The total duration of the FE will be approximately *30 working days* over a time period of *12-15 weeks)* starting *1st November 2021* and shall not exceed five months from when the FE team is hired. The tentative FE timeframe is as follows:

- *By 15th September 2021:* Application closes
- *20th October – 30th October:* Selection of FE Team and contracting
- *1st November:* Preparation period for the FE team (handover of project documents)
- *1st November-4th November* (3 days): Document review and preparing FE Inception Report
- *By 15th November* (2 days): Finalization and Validation of FE Inception Report- latest start of FE mission
- *15th November- 6th December* (15 days): FE mission: stakeholder meetings, interviews, field visits

[2] Access at: http://web.undp.org/evaluation/guideline/section-6.shtml

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- *10th December* :* Mission wrap-up meeting & presentation of initial findings- earliest end of FE mission *(* If travel to Seychelles is not permissible- otherwise at the end of FE mission which is 15 days*)
- *15th January (8 days):* Preparation of draft FE report *(excluding time between 20th December- 05th January as most stakeholders might be unavailable at this time)*
- *(15th -30th January:* Circulation of draft FE report for comments
- *4th February (2 days):* Incorporation of comments on draft FE report into Audit Trail & finalization of FE report
- *10th February:* Preparation & Issue of Management Response
- *():* (optional) Concluding Stakeholder Workshop
- *(01st March):* Expected date of full FE completion

The expected date start date of contract is *1st November 2021*.

9. Duty Station

Travel:

- International travel may be required to Seychelles (Indian Ocean) during the FE mission, depending on the prevailing COVID-19 conditions and public health guidelines;
- The BSAFE course must be successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director.
- Consultants are required to comply with the UN security directives set forth under: https://dss.un.org/dssweb/
- All related travel expenses will be covered and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents.

REQUIRED SKILLS AND EXPERIENCE

10. TE Team Composition and Required Qualifications

A team of ***two*** *independent evaluators* will conduct the FE – *one team leader (International- with experience and exposure to projects and evaluations in other regions) and one team expert (National/Resident, usually from the country of the project)*. The team leader will be responsible for the overall design and writing of the FE report – and facilitating and leading the FE mission. The team expert will be based in country and provide valuable insight into local context. The Team Expert will be responsible to facilitate meetings and conduct site visits in the event that the Team Leader is unable to travel to Seychelles.

The evaluator(s) cannot have participated in the project preparation, formulation and/or implementation (including the writing of the project document), must not have conducted this project's Mid-Term Review and should not have a conflict of interest with the project's related activities.

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The selection of evaluators will be aimed at maximizing the overall "team" qualities in the following areas:

Education

- Master's degree or higher in Environment, Natural Resource Management or related fields, and adequate experience in the management, design and/or evaluation of comparable natural resources management projects.

Experience

- A minimum of 10 years of relevant working experience is required in biodiversity conservation and/ ecosystem based adaptation in tropical/subtropical and island environments.
- Must have demonstrated experience in SIDS. Past experience in/Knowledge of Seychelles will be considered an advantage.
- At least 5 years of evaluation experience with result-based management evaluation methodologies, including use of SMART tools. Competence in adaptive management would be an advantage
- Prior experience in conducting evaluations for focal areas of Biodiversity, protected areas, natural resources or other relevant areas. will be considered as a significant advantage
- Must Demonstrated ability to work in a diverse environment.
- Demonstrated analytical skills and being able to incorporate gender aspects in reporting.
- Excellent report writing skills. Ability to deliver quality reports within the given time.

Language

- Fluency in written and spoken English is required.
- Creole or French would be an advantage

11. Evaluator Ethics

The TE team will be held to the highest ethical standards and is required to sign a code of conduct upon acceptance of the assignment. This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'. The evaluator must safeguard the rights and confidentiality of information providers, interviewees and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The evaluator must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information

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knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses without the express authorization of UNDP and partners.

12. Payment Schedule

- 20% payment upon satisfactory delivery of the final FE Inception Report and approval by the Commissioning Unit.
- *20% payment upon presentation of initial findings from stakeholder meetings*
- 20% payment upon satisfactory delivery of the draft FE report to the Commissioning Unit
- 40% payment upon satisfactory delivery of the final FE report and approval by the Commissioning Unit and RTA (via signatures on the FE Report Clearance Form) and delivery of completed FE Audit Trail

Criteria for issuing the final payment of 40%

- The final FE report includes all requirements outlined in the FE TOR and is in accordance with the guidance.
- The final TE report is clearly written, logically organized, and is specific for this project (i.e., text has not been cut & pasted from other MTR reports).
- The Audit Trail includes responses to and justification for each comment listed.

APPLICATION PROCESS

(Adjust this section if a vetted roster will be used)

13. Scope of Price Proposal and Schedule of Payments

Financial Proposal:

- Financial proposals must be "all inclusive" and expressed in a lump-sum for the total duration of the contract. The term "all inclusive" implies all cost (professional fees, travel costs, living allowances etc.);
- The lump sum is fixed regardless of changes in the cost components.

14. Recommended Presentation of Proposal

a) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
b) **CV** and a **Personal History Form** (P11 form);
c) **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)

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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.

All application materials should be submitted to the address (insert mailing address) in a sealed envelope indicating the following reference "Consultant for Terminal Evaluation of Ecosystem Based Adaptation to Climate Change in Seychelles" or by email at the following address ONLY: (*procurement.mu@undp.org*) by (midnight New York Time on 15th September 2021). Incomplete applications will be excluded from further consideration.

15. Criteria for Selection of the Best Offer

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.

Education:	Experience:	Technical Expertise	Stakeholder Engagement	Language proficiency
MA in Environment, natural resources maagement or other related fields/ BA in related fields plus 2 year experience	Min. 10 years working experience in biodiversity conservation or ecosystem based adaptation in island environments. Demonstrated experience in SIDS. Knowledge of Seychelles is an advantage.	Min 5 years evaluation experience with adaptive management and SMART Tools. Experience with donor funded projects such as GEF-AF is an advantage	Demonstrated ability to work with a wide range of stakeholders and identification of gender related results is an advantage	Demonstrated Report writing skills and fluency in English is a requisite
15	30 (Of which 20 is work ex and 10 for SIDS/Seychelles)	25	20	10

16. Annexes to the FE ToR

Suggested ToR annexes include:

- ToR Annex A: Project Logical/Results Framework with Shadow Indicators from Mid Term Review

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- ToR Annex B: Project Information Package to be reviewed by FE team
- ToR Annex C: Content of the FE report
- ToR Annex D: Evaluation Criteria Matrix template
- ToR Annex E: UNEG Code of Conduct for Evaluators
- ToR Annex F: FE Rating Scales and FE Ratings Table
- ToR Annex G: FE Report Clearance Form
- ToR Annex H: FE Audit Trail template

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ToR Annex A: Project Logical/Results Framework with Shadow Indicators approved at Mid Term Review

Objective & Components	Indicators	Baseline	Targets	Source of Verification	Risks and Assumptions
Project Objective: To incorporate ecosystem-based adaptation into the country's climate change risk management system to safeguard water supplies, threatened by climate change induced perturbations in rainfall and to buffer expected enhanced erosion and coastal flooding risks arising as a result of higher sea levels and increased storm surge.	Ecosystem services and natural assets maintained or improved under climate change and variability-induced stress	Project watersheds and coastal areas are regularly subject to water shortages and flooding events	Reduced water shortages and flooded area involving about 4,000 ha of watershed and coastal ecosystems	Project Monitoring Reports on the Status of Project Watershed and Coastal Ecosystems	Impacts of climate change do not outpace project adaptation responses (this will be alleviated by the project's interventions targeted build resilience)
	Shadow indicator 1 *1. Ecosystem Based Adaptation principles demonstrated in 5 catchments and recommendations are incorporated into national plans covering 5 catchments by end of project.*	**Shadow baseline** *EBA not included in spatial plans or other national plans*	**Shadow targets** *-Catchment storage capacity increased by 52,000m3 by end of project.* *-Area of forest under sustainable management 150ha+ by end of project* *-Land use of 2000 ha in 5 catchments influenced by EBA principles (3 LUPs and 2 Management Plans).*	**Shadow source of verification** *Documented planning processes*	
	August mean daily discharge on two rivers (Mare aux Cochons & Baie Lazare) with increased base flows[3]	Mare aux Cochons August Avg Mean Daily Discharge: 261.1 L/S Baie Lazare August Mean Daily Discharge: 33.4 L/S	Mare aux Cochons and Baie Lazare: Aug. baseline flows +20 – 30%	PUC stream gauge data	Annual variability in rainfall and discharge can mask improvements PUC stream gauges stay functional
	Shadow indicator 2 *Component 2:* *Coastal wetlands at Anse Royale and North East Point are enhanced to improve flood attenuation capacity by end of project.*	**Shadow baseline** *Coastal wetlands are degraded, polluted, heavily silted and not functional.*	**Shadow targets** *-17 – 20ha coastal wetland rehabilitated at Anse Royale and North East Point by end of project.* *-Formation provided to national plans to enable protection of wetlands.*	**Shadow source of verification** *-Project reports validated by MEECC (MACCE)* *-Planning process documentation*	

[3]Baseline streamflow data for Mare aux Couchons are averages for 9 years available data within 2000 – 2011 stream flow records; baseline data for BaieLazare are averages for available 2007 – 2011 stream flow records. Seychelles Publis Utilities Corporation

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Objective & Components	Indicators	Baseline	Targets	Source of Verification	Risks and Assumptions
	January mean daily discharge on two rivers with decreased flood flows	Mare aux Cochons January Avg Mean Daily Discharge: 595.4 L/ Baie Lazare January Mean Daily Discharge: 173.1 L/S	Mare aux Cochons and Baie Lazare: January baseline flows -20%	PUC stream gauge data	Annual variability in rainfall and discharge can mask improvements PUC stream gauges stay functional
	Shadow indicator 3 *Component 3: National capacity to implement ecosystem based adaptation is increased with greater civil society participation in water management by End of Project*	**Shadow baseline** *Little EBA capacity and civil society participation in water or catchment management*	**Shadow targets** *Representatives of Watershed Committees participate in decision making through Rivers Committee and new regulatory body*	**Shadow source of verification** *-Record of rivers committee meetings* *- Draft legislation and policy documents which makes provision for civil society participatory*	
Component 1: Ecosystem-based adaptation approaches along the shorelines of the Granitic Islands reduce the risks of climate change induced coastal flooding	Number of water users with more reliable water supply	10% of PUC water supply customers in project watersheds without fully reliable surface water supply	• 100% of PUC customers in target watersheds with more reliable water supply	Water use directives and reports by PUC	Continued high dependence on catchment area water resources
	Shadow indicator 4 *Enhancement of the (in-watershed) water retention capacity by 52,000m³ in 5 water catchments; Caiman, Baie Lazare, Mont Plaisir, Mare aux Cochons and Praslin*	**Shadow baseline** *No retention facility in the 5 project catchment; Caiman, Baie Lazare, Mont Plaisir, Mare aux Cochons and Praslin*	**Shadow targets** *Total additional retention volume: 52,000 m3* *-Caiman: 10,000 m3* *-Baie Lazare: 35,000 m3* *-Mont Plaisir: 1,000 m3* *-Mare aux Cochons: 2,000 m3/ m3* *-Praslin: 4000m3*	**Shadow source of verification** *-Completion reports* *-Surveys/ monitoring by PUC/SAA/DOE responsible for management of wetlands*	*River Committee support proposals.* *Approvals granted (EIAs, Planning permissions)* *Caiman catchment is protected against development.*
	Number of days per year water supply is not available at two sites:	Number of days per year when stream flows at	0 days of no water availability per year in project watersheds	PUC stream flow gauge data	PUC stream gauges stay functional

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Objective & Components	Indicators	Baseline	Targets	Source of Verification	Risks and Assumptions
	BaieLazare and Mare aux Cochons[4]	critical low: Baie Lazare: avg. 18 days Mare aux Cochons: avg. 75 days (2010 – 2011)			
	Shadow indicator 5 *Data from 2 catchments provide baseline for long-term monitoring programme*	**Shadow baseline** *No baseline available, no data being collected*	**Shadow targets** *River flow and water quality being monitored at Baie Lazare from 2016 & at Mont Plaisir in 2019, indicating water resources availability all year*	**Shadow source of verification** *- University of Seychelles research programme,* *-water reports*	*University of Seychelles maintains capacity to continue monitoring*
	Volume of raw water production from PUC facilities in project watersheds	Annual water production at: • Mare aux Cochons: 614,336 KL • Baie Lazare: 191,232 KL	Annual water production figures increase by 20%	PUC stream flow gauge data	PUC stream gauges stay functional
	No shadow indicator *The Project will measure this indicator in relation to shadow indicator 5 when measuring progress as PUC (Regulating Authority) stream gauges are not functional to measure water production.*				
	Number of hectares of watersheds covered by site-based water management plans	0 hectares	3,000 ha of critical watersheds	Ministry of Environment and Energy reports on water management planning process	Water use conflicts are resolvable
	Shadow indicator 6 *-EBA recommendations incorporated into Land Use Plans for 5 target catchments by end of Project*	**Shadow baseline** *-No catchments have agreed land use plans incorporating adaptation measures* *-National Park management plans are out of date and do*	**Shadow targets** *-Land Use Plans drafted for Baie Lazare, Caiman and Mont Plaisir catchments by end of project.* *- National Park Management plans drafted for Morne Seychellois and Fond B'Offay*	**Shadow source of verification** *-MOU with MHILT or land-use plans drafted.*	*Land use plans and Management Plans are supported by stakeholders* *LUPs are not gazetted by end of project*

[4]Days below 'Dry weather flow' threshold for the stream: BaieLazaredwf = 7.1 L/S; Mare aux Cochonsdwf = 25.8 L/S; the baseline numbers are based on available PUC records – i.e. 1999 – 2010 annual average for BaieLazare River and 2010 – 2011 (only available) annual average for Mare aux Couchons River. Seychelles Public Utilities Corporation

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Objective & Components	Indicators	Baseline	Targets	Source of Verification	Risks and Assumptions
	-EBA recommendations are incorporated in to into 2 National Park Management Plans by end of Project	*not consider adaptation measures*		*-SNPA draft Management Plans*	
	Area of rehabilitated water provisioning and watershed flooding attenuation ecosystems	Total hectares of watershed with increased resilience to climate change: 0 Total area of watershed that has undergone total rehabilitation: 0	Total hectares of watershed with increased resilience to climate change: 3000 ha Total area of forest that has undergone total rehabilitation: at least 60 ha	Field reports from project and PUC staff	Forest rehabilitation has not been tested in Seychelles previously
	Shadow indicator 7 *160ha of catchment forest are under sustainable management by end of project*	**Shadow baseline** *0ha sustainably managed*	**Shadow targets** *Area of forest under sustainable management* *-50ha in Morne Seychellois National Park* *-15ha in Fond B'Offay (Praslin National Park)* *-50ha in Caiman Catchment* *-25ha in Baie Lazare*	**Shadow source of verification** *-National Park management Plans* *-Community based wood land management plans*	*Forest management methodology improves the quality of the forest* *Communities and responsible authorities support sustainable management*
	Active community watershed committees (with gender balance)	No watershed committees established	At least 4 watershed committees established with gender balance	Minutes of committee meetings	Communities are mobilised and committed
	Indicator more appropriately measured under component 3. *The Project will measure this indicator in relation to shadow indicator 12 when measuring progress.* **See shadow indicator 12**				

Outputs

1.1: Technology application to rehabilitate critical watershed so as to enhance stream base flows and control erosion to reduce climate change induced water scarcity and watershed flooding

1.2: Management and rehabilitation of critical watersheds to enhance functional connectivity and the resilience of these areas to climate change and reduce water scarcity and watershed flooding

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Objective & Components	Indicators	Baseline	Targets	Source of Verification	Risks and Assumptions
Component 2: Ecosystem based adaptation approaches along the shorelines of the Granitic Islands reduce the risks of climate change induced coastal flooding	Area of rehabilitated coastal ecosystems	# of tidal sluice gates installed: 0 Little wave energy attenuation provided by reef (5% of the pre-1998 bleaching event reef size) Total hectares of wetlands rehabilitated to provide flood attenuation services: 0 ha Total km of rehabilitated beach berms providing a barrier for coastal floods: 0 km Total hectares of mangroves, wetlands, fringing reef, beach berms and other ecosystems with increased resilience to climate change impacts: 0	# of tidal sluice gates installed: 2 by end of project 150 m of artificial breakwater providing substrate for coral growth and wave energy attenuation and more than 10% of original reef area rehabilitated at NE Point Total hectares of wetlands rehabilitated to provide flood attenuation services: 17 ha Total km of rehabilitated beach berms providing a barrier for coastal floods: 5 km Total hectares with increase resilience: 1,000 ha	Project reporting Follow-up field surveys	Local communities are active participants in the project Effects of flood attenuation are measurable at the project sites
	<u>Shadow indicator 8</u> *Area of 17 – 20ha of rehabilitated coastal wetlands have improved resilience to climate change by EOP*	**<u>Shadow baseline</u>** *No wetlands rehabilitated to attenuate climate change*	**<u>Shadow targets</u>** *Total hectares of wetlands rehabilitated to provide flood attenuation services: 17ha - 20ha **	**<u>Shadow source of verification</u>** - Project reporting -Follow-up field surveys	

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Objective & Components	Indicators	Baseline	Targets	Source of Verification	Risks and Assumptions
	Farm pond salinity levels reduced	Up to 6.0 ppt salinity levels in farm ponds during dry season	70% less salinity levels in farm ponds during the dry season	Discussion with residents and farmers	Farmers are involved in cost sharing
	Shadow indicator 9 *Farm irrigation water salinity levels reduced*	**Shadow baseline** *5 Farmers using saline ponds for irrigation at Anse Royale*	**Shadow targets** *Farmers using freshwater for irrigation line on 5 farms at Anse Royale by end of project*	**Shadow source of verification** *Discussion with residents and farmers*	*Farmers are involved in cost sharing*
	Number of hectares of coastal ecosystems covered by Integrated Shoreline Management Plans	0 hectares	1,000 ha of coastal ecosystems	Ministry of Environment and Energy reports on coastal management planning process	Local stakeholders and administration participate in project implementation
	Shadow indicator 10 *EBA management recommendations are incorporated in the strategic land use plans for 17-20ha of coastal land at North East Point and Anse Royale.*	**Shadow baseline** *Coastal management plans are not in place for North East Point and Anse Royale* *LUPs do not include areas below low water mark*	**Shadow targets** *Coastal management plans are in place for North East Point and Anse Royale* *EbA practices are covered in Land Use Plans cover at North East Point and Anse Royale*	**Shadow source of verification** *- MEECC (MACCE) reports on Coastal Management plans* *-Draft LUPs*	*Local communities and private land owners are receptive to adaptation measures.*
Outputs 2.1: Ecosystem based measures for flood protection on an urban shoreline 2.2: Ecosystem based measures for flood protection and mitigating salt water intrusion in an agricultural and tourism development area					
Component 3: Ecosystem-Based Adaptation mainstreamed into development planning and financing	Approved water management policy framework being implemented for watershed areas	No policy and financing framework	Approved water management policy for watershed areas	Policy documents approved by Cabinet Funds collected by PUC for watershed management	Government is committed to policy development Funds allocated or generated for watershed management are targeted at relevant programmes

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Objective & Components	Indicators	Baseline	Targets	Source of Verification	Risks and Assumptions
			Core annual funding for local watershed management provided by tariffs and fees: $ 500,000[5]		
	Shadow indicator 11 *EBA principles incorporated into three policies and or Acts related to water and wetland management by end of project.*	**Shadow baseline** *Existing PUC act, existing policies and legislation does not enable ecosystem based adaptation*	**Shadow targets** *-A water policy that enables ecosystem based adaptation is approved by Government by 2017* *-A Water Bill that incorporates provisions for a water regulator, holistic catchment management and sustainable funding mechanisms to support adaption is validated by 2017* *-A wetlands policy that supports ecosystem based adaptation is validated and approved by cabinet by 2018*	**Shadow source of verification** *-Water Policy approved* *-Draft Legislation* *-Wetland policy approved*	*Passage of policies and legislation completed by end of project*
	Capacity developed for EbA methods: • Rivers Committee meet regularly • A National Watershed Monitoring System developed, applied and influences watershed management decisions	No institutional mechanisms Little information available regarding functional connectivity, watershed integrity and water balance of watersheds	River Committee meets every quarter to discuss and address issues Institutionalised and operational watershed monitoring system ensures adaptive management of watershed systems.	Records of meetings of Rivers Committee Data on key indicators regarding functional connectivity, watershed integrity and water balance available	Local residents committed to watershed and coastal ecosystem management Technical standards are adequately tested in the project interventions.

[5]This figure is based on approximately 23,000 households served by PUC x 26 rps/mth = 598,000/mth income ($43,490) based on fixed monthly water "environmental charge" established by the PUC Schedule on Water & Sewerage Charges.

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Objective & Components	Indicators	Baseline	Targets	Source of Verification	Risks and Assumptions
	• Technical standards established for watershed, tidal wetland and beach and reef rehabilitation • Number of trainees by gender skilled in EbA methods	Incomplete and ad hoc specifications for ecosystem rehabilitation Few government or NGO staff experienced in watershed or wetland rehabilitation	Technical standards are established and provide the basis for training 50 persons (gender balanced) trained in watershed, tidal wetland and beach and reef rehabilitation	Survey of methods to rehabilitate forests and ecosystems Manuals and protocols produced to guide practitioners Post training surveys	
	Shadow indicator 12 *National Capacity to influence catchment management and implement technical solutions is increased by end of project*	**Shadow baseline** *No watershed committees or other bodies to facilitate participatory management established*	**Shadow targets** *-Five watershed Committees established and registered as CBOs by end of project* *-Watershed Committee Members participate in the River Committee* *-Catchments monitored under the project contribute data through pilot studies* *-50 community persons (gender balanced) trained in EBA techniques*	**Shadow source of verification** *-Records of meeting of Committees* *-Registrations of WSC* *- Pilot project reports* *-Post Training reports*	
	Number of knowledge products on watershed and coastal ecosystem-based adaptation	Limited awareness of EbA methods related to watersheds and coastal ecosystems	10 knowledge products produced to assist awareness building	Project reporting Experience sharing workshops	The knowledge products address user needs and practical methods appropriate for local communities
	Shadow indicator 13 *At least 10 knowledge*	**Shadow baseline**	**Shadow targets** *10 Knowledge products*	**Shadow source of verification**	

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Objective & Components	Indicators	Baseline	Targets	Source of Verification	Risks and Assumptions
	products detailing adaptation techniques and incorporating lessons learned are available by end of project.	*No EBA resources specific to national conditions available*	*produced to assist awareness building and reflects the best practices and lessons learnt presented as handbooks / guides, accessible video resources and scientific publications.* • *Thematic outputs:* • *Forest rehabilitation* • *Restoration of fire degraded lands* • *Restoration of wetlands* • *Construction of gabion barrages and other soft engineering outputs*	*Project communication s strategy and project reports*	
Outputs 3.1: Policy and legal frameworks for watershed and coastal climate change adaptation 3.2: Capacity development for ecosystem based adaptation methods 3.3: Lessons learned and Knowledge Dissemination					

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ToR Annex B: Project Information Package to be reviewed by FE team

#	Item (electronic versions preferred if available)
1	Concept document
2	UNDP Initiation Plan
3	Final UNDP-AF Project Document with all annexes
4	CEO Endorsement Request
5	UNDP Social and Environmental Screening Procedure (SESP) and associated management plans (if any)
6	Inception Workshop Report
7	Mid-Term Review report and management response to MTR recommendations
8	All Project Performance Reports (PPRs)
9	Progress reports (quarterly, semi-annual or annual, with associated workplans and financial reports)
10	Oversight mission reports
11	Minutes of Project Board Meetings and of other meetings (i.e. Project Appraisal Committee meetings)
12	AF Results Tracker(from CEO Endorsement, midterm and terminal stages)
13	Financial data, including actual expenditures by project outcome, including management costs, and including documentation of any significant budget revisions
14	Co-financing data with expected and actual contributions broken down by type of co-financing, source, and whether the contribution is considered as investment mobilized or recurring expenditures
15	Audit reports
16	Electronic copies of project outputs (booklets, manuals, technical reports, articles, etc.)
17	Sample of project communications materials
18	Summary list of formal meetings, workshops, etc. held, with date, location, topic, and number of participants
19	Any relevant socio-economic monitoring data, such as average incomes / employment levels of stakeholders in the target area, change in revenue related to project activities
20	List of contracts and procurement items over ~US$5,000 (i.e., organizations or companies contracted for project outputs, etc., except in cases of confidential information)
21	List of related projects/initiatives contributing to project objectives approved/started after AF project approval (i.e., any leveraged or "catalytic" results)
22	Data on relevant project website activity – e.g., number of unique visitors per month, number of page views, etc. over relevant time period, if available
23	UNDP Country Programme Document (CPD)
24	List/map of project sites, highlighting suggested visits

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25	List and contact details for project staff, key project stakeholders, including Project Board members, RTA, Project Team members, and other partners to be consulted
26	Project deliverables that provide documentary evidence of achievement towards project outcomes
	Add documents, as required

ToR Annex C: Content of the FE report

i. Title page
    - Tile of UNDP-supported AF-financed project
    - UNDP PIMS ID and AF ID
    - FE timeframe and date of final FE report
    - Region and countries included in the project
    - AF Focal Area/Strategic Program
    - Executing Agency, Implementing partner and other project partners
    - FE Team members

ii. Acknowledgements

iii. Table of Contents

iv. Acronyms and Abbreviations

1. Executive Summary (3-4 pages)
    - Project Information Table
    - Project Description (brief)
    - Evaluation Ratings Table
    - Concise summary of findings, conclusions and lessons learned
    - Recommendations summary table
2. Introduction (2-3 pages)
    - Purpose and objective of the FE
    - Scope
    - Methodology
    - Data Collection & Analysis
    - Ethics
    - Limitations to the evaluation
    - Structure of the FE report
3. Project Description (3-5 pages)
    - Project start and duration, including milestones
    - Development context: environmental, socio-economic, institutional, and policy factors relevant to the project objective and scope
    - Problems that the project sought to address: threats and barriers targeted
    - Immediate and development objectives of the project

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- Expected results
- Main stakeholders: summary list
- Theory of Change

4. Findings
(in addition to a descriptive assessment, all criteria marked with (*) must be given a rating6)

4.1 Project Design/Formulation

- Analysis of Results Framework: project logic and strategy, indicators
- Assumptions and Risks
- Lessons from other relevant projects (e.g., same focal area) incorporated into project design
- Planned stakeholder participation
- Linkages between project and other interventions within the sector

4.1 Project Implementation

- Adaptive management (changes to the project design and project outputs during implementation)
- Actual stakeholder participation and partnership arrangements
- Project Finance and Co-finance
- Monitoring & Evaluation: design at entry (*), implementation (*), and overall assessment of M&E (*)
- UNDP implementation/oversight (*) and Implementing Partner execution (*), overall project implementation/execution (*), coordination, and operational issues
- Risk Management incl. Social and Environmental Standards (Safeguards)

4.2 Project Results

- Progress towards objective and expected outcomes (*)
- Relevance (*)
- Effectiveness (*)
- Efficiency (*)
- Overall Outcome (*)
- Country ownership
- Gender
- Other Cross-cutting Issues
- Sustainability: financial (*), socio-economic (*), institutional framework and governance (*), environmental (*), and overall likelihood (*)
- Country Ownership
- Gender equality and women's empowerment
- Cross-cutting Issues

[6] See ToR Annex F for rating scales.

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- Contribution of project achievements to AF targets, objectives, impact, and goalCatalytic Role / Replication Effect
- Progress to Impact

5. Main Findings, Conclusions, Recommendations & Lessons
    - Main Findings
    - Conclusions
    - Recommendations
    - Lessons Learned
6. Annexes
    - FE ToR (excluding ToR annexes)
    - FE Mission itinerary
    - List of persons interviewed
    - List of documents reviewed
    - Summary of field visits
    - Evaluation Question Matrix (evaluation criteria with key questions, indicators, sources of data, and methodology)
    - Questionnaire used and summary of results
    - Co-financing tables (if not include in body of report)
    - FE Rating scales
    - Signed Evaluation Consultant Agreement form
    - Signed UNEG Code of Conduct form
    - Signed FE Report Clearance form
    - *Annexed in a separate file*: FE Audit Trail
    - *Annexed in a separate file:* AF Results Tracker

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ToR Annex D: Evaluation Criteria Matrix template

Some questions are illustrated below but is not exhaustive

Evaluative Criteria Questions	Indicators	Sources	Methodology
Relevance: How does the project relate to the main objectives of the AF Focal area, and to the environment and development priorities a the local, regional and national level?			
(include evaluative questions)	*(i.e., relationships established, level of coherence between project design and implementation approach, specific activities conducted, quality of risk mitigation strategies, etc.)*	*(i.e., project documentation, national policies or strategies, websites, project staff, project partners, data collected throughout the TE mission, etc.)*	*(i.e., document analysis, data analysis, interviews with project staff, interviews with stakeholders, etc.)*
To what extent are lessons from other relevant projects incorporated into the project design?	Lessons learned identified and appearing in project documents.	Project documents; UNDP CO	Document analysis
Were stakeholders thoroughly consulted?	Stakeholder analysis	Project documents; stakeholders	Document analysis; Stakeholder consultation
How thoroughly were environmental and social risks – including externalities – identified, and addressed with mitigation strategies?	Risk management strategies; Sustainability plan	Project documents	Document analysis
Effectiveness: To what extent have the expected outcomes and objectives of the project been achieved?			
To what extent does the project address country priorities and is country-driven? Is the project concept in line with national development priorities and plans of the country (or of participating countries in the case of multi-country projects)?	Policy, legislation and safeguard analyses	Project documents; UNDP documents; Government documents; Inception report	Document analysis
By each Outcome, to what progress has been made towards the EOP targets?	Progress towards project indicators	Project documents; Project Annual & Quarterly Reports; APRs; PIRs; GEF Tracking Tool; Stakeholders in Project Team and implementing partners	Document analysis; Stakeholder consultation; Site visits
What are the reasons for success in reaching/ exceeding EOP targets? What are the reasons/ challenges in slower-than-expected progress?	Candid and useful project commentaries	Project Annual & Quarterly Reports; APRs/ PIRs; GEF TT; Stakeholders in Project Team and implementing partners	Document analysis; Stakeholder consultation; Site visits
Efficiency: Was the project implemented efficiently, in line with international and national norms and standards?			
How do current management arrangements compare with those originally outlined? Have changes been made and are they effective? Are reporting and responsibility lines clear? Is decision-making transparent and timely?	Clear and effective project implementation manual, management arrangements	Project documents; Project Annual & Quarterly Reports; UNDP/ Project team	Document analysis; Stakeholder consultation

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Is there appropriate focus on results, by Partner Agency and Implementing Partner? Is reporting candid and realistic?	Results-based, cogent reporting by UNDP	Project documents; Project Annual & Quarterly Reports	Document analysis
Is technical support by UNDP and consultants to Implementing Partner adequate?	Form and results of support provided	Project Annual & Quarterly Reports; APRs/ PIRs; Stakeholders	Document analysis; Stakeholder consultation
Are risks to progress – environmental, social, administrative – identified and mitigated in a timely manner?	Risk management approaches and outcomes	Project Annual & Quarterly Reports; APRs/ PIRs	Document analysis
Sustainability: To what extent are there financial, institutional, socio-political, and/or environmental risks to sustaining long-term project results?			
What risks or opportunities are there for financial sustainability once AF financing ends? Are there plans, or steps taken, for establishing mechanisms for financial sustainability?	Financial sustainability plans and actions	Project documents; Project Team	Document analysis; Stakeholder consultation
What are the social or political risks to stakeholder ownership allowing sustainability of project outcomes? Are the project's successful aspects being transferred to appropriate parties for replication or scaling up?	Social and political risk mitigation strategy, with actions taken	Project documents; Project Team	Document analysis; Stakeholder consultation
Are there institutional or governance structures or processes that pose risks to sustainability of project outcomes, or is the project putting such structures/ processes into place to encourage sustainability?	Institutional sustainability plans and actions	Project documents; Project Team	Document analysis; Stakeholder consultation
Has the project developed appropriate institutional capacity that will be self-sufficient after the End of Project date? Has the project identified "champions" in government or civil society who will promote sustainability of outcomes?	Institutional capacity built and/or identified and encouraged.	Project documents; Project Annual & Quarterly Reports; Project Team; Stakeholders in government and local areas	Document analysis; Stakeholder consultation; Site visits
Does the project have a Theory of Change and/ or a sustainability strategy?	Theory of Change; Sustainability strategy developed	Project documents; Project Team	Document analysis; Stakeholder consultation
Gender equality and women's empowerment: How did the project contribute to gender equality and women's empowerment?			
Has the project engaged local and national stakeholders effectively in support of project objectives and sustainability?	Stakeholders at different levels engaged	Project Team; Stakeholders	Stakeholder consultation; Site visits
How well are gender issues identified and addressed?	Gender strategies	Project documents	Document analysis
Impact: Are there indications that the project has contributed to, or enabled progress toward reduced environmental stress and/or improved ecological status?			
(Expand the table to include questions for all criteria being assessed: Monitoring & Evaluation, UNDP oversight/implementation, Implementing Partner Execution, cross-cutting issues, etc.)			

ToR Annex E: UNEG Code of Conduct for Evaluators

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Independence entails the ability to evaluate without undue influence or pressure by any party (including the hiring unit) and providing evaluators with free access to information on the evaluation subject. Independence provides legitimacy to and ensures an objective perspective on evaluations. An independent evaluation reduces the potential for conflicts of interest which might arise with self-reported ratings by those involved in the management of the project being evaluated. Independence is one of ten general principles for evaluations (together with internationally agreed principles, goals and targets: utility, credibility, impartiality, ethics, transparency, human rights and gender equality, national evaluation capacities, and professionalism).

Evaluators/Consultants:

1. Must present information that is complete and fair in its assessment of strengths and weaknesses so that decisions or actions taken are well founded.
2. Must disclose the full set of evaluation findings along with information on their limitations and have this accessible to all affected by the evaluation with expressed legal rights to receive results.
3. Should protect the anonymity and confidentiality of individual informants. 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, and must balance an evaluation of management functions with this general principle.
4. Sometimes uncover evidence of wrongdoing while conducting evaluations. Such cases must be reported discreetly to the appropriate investigative body. Evaluators should consult with other relevant oversight entities when there is any doubt about if and how issues should be reported.
5. 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 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.
6. Are responsible for their performance and their product(s). They are responsible for the clear, accurate and fair written and/or oral presentation of study imitations, findings and recommendations.
7. Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.
8. Must ensure that independence of judgement is maintained, and that evaluation findings and recommendations are independently presented.
9. Must confirm that they have not been involved in designing, executing or advising on the project being evaluated and did not carry out the project's Mid-Term Review.

Evaluation Consultant Agreement Form

Agreement to abide by the Code of Conduct for Evaluation in the UN System:

Name of Evaluator: _____

Name of Consultancy Organization (where relevant): _____

I confirm that I have received and understood and will abide by the United Nations Code of Conduct for Evaluation.

Signed at _____ (Place) on _____ (Date)

Signature: _____

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ToR Annex F: FE Rating Scales & Evaluation Ratings Table

TE Rating Scales	
Ratings for Outcomes, Effectiveness, Efficiency, M&E, Implementation/Oversight, Execution, Relevance	Sustainability ratings:
6 = Highly Satisfactory (HS): exceeds expectations and/or no shortcomings 5 = Satisfactory (S): meets expectations and/or no or minor shortcomings 4 = Moderately Satisfactory (MS): more or less meets expectations and/or some shortcomings 3 = Moderately Unsatisfactory (MU): somewhat below expectations and/or significant shortcomings 2 = Unsatisfactory (U): substantially below expectations and/or major shortcomings 1 = Highly Unsatisfactory (HU): severe shortcomings Unable to Assess (U/A): available information does not allow an assessment	4 = Likely (L): negligible risks to sustainability 3 = Moderately Likely (ML): moderate risks to sustainability 2 = Moderately Unlikely (MU): significant risks to sustainability 1 = Unlikely (U): severe risks to sustainability Unable to Assess (U/A): Unable to assess the expected incidence and magnitude of risks to sustainability

Evaluation Ratings Table	
Monitoring & Evaluation (M&E)	Rating[7]
M&E design at entry	
M&E Plan Implementation	
Overall Quality of M&E	
Implementation & Execution	Rating
Quality of UNDP Implementation/Oversight	
Quality of Implementing Partner Execution	
Overall quality of Implementation/Execution	
Assessment of Outcomes	Rating
Relevance	
Effectiveness	

[7] Outcomes, Effectiveness, Efficiency, M&E, I&E Execution, Relevance are rated on a 6-point rating scale: 6 = Highly Satisfactory (HS), 5 = Satisfactory (S), 4 = Moderately Satisfactory (MS), 3 = Moderately Unsatisfactory (MU), 2 = Unsatisfactory (U), 1 = Highly Unsatisfactory (HU). Sustainability is rated on a 4-point scale: 4 = Likely (L), 3 = Moderately Likely (ML), 2 = Moderately Unlikely (MU), 1 = Unlikely (U)

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Efficiency	
Overall Project Outcome Rating	
Sustainability	Rating
Financial resources	
Socio-political/economic	
Institutional framework and governance	
Environmental	
Overall Likelihood of Sustainability	

ToR Annex G: FE Report Clearance Form

Final Evaluation Report for (*Project Title & UNDP PIMS ID*) **Reviewed and Cleared By:**

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Commissioning Unit (M&E Focal Point)

Name: _____

Signature: _____ Date: _____

Regional Technical Advisor (Nature, Climate and Energy)

Name: _____

Signature: _____ Date: _____

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ToR Annex H: FE Audit Trail

The following is a template for the FE Team to show how the received comments on the draft FE report have (or have not) been incorporated into the final FE report. This Audit Trail should be listed as an annex in the final FE report but not attached to the report file.

To the comments received on *(date)* **from the Final Evaluation of** *(**Ecosystem Based Adaptation Fund**) (UNDP Project PIMS #*4775*)*

The following comments were provided to the draft FE report; they are referenced by institution/organization (do not include the commentator's name) and track change comment number ("#" column):

Institution/ Organization	#	Para No./ comment location	Comment/Feedback on the draft TE report	FE team response and actions taken