Midterm Review Terms of Reference

This is a term of reference for Mid-Term Reviews of UNDP-and Global Climate Change Alliance Plus project Climate Change Adaptation in Suriname – Phase 2: Resilience building through integrated water resource management, sustainable use and coastal ecosystems management (ENV/2020/415-262),

BASIC CONTRACT INFORMATION

Location:
Application Deadline:
Type of Contract: Individual Contract
Post Level: International Consultant
Languages Required:
Starting Date: (30 May 2022)
Duration of Initial Contract: 12 August 2022
Expected Duration of Assignment:12 weeks

BACKGROUND

Suriname is in the northeast of South America in between Guyana and French Guyana. Historically Suriname economy has been natural resources dependent, during the twentieth century primarily based on the Bauxite Industry and currently Suriname economy is driven by large- and small-scale Goldmining and Onshore Oil production. Suriname most recently, since 2020 has also proven offshore Oil deposits, with production anticipated for 2025. Suriname has a low-lying coastline with most of its population estimated at 600.000 persons residing in the coast as well as where key infrastructure for the economy are located.

B. Project Description

This ToR sets out the expectations for this MTR. The MTR process must follow the guidance outlined in the document "Guidance for Conducting Midterm Reviews of UNDP-Supported Projects" http://web.undp.org/evaluation/guideline/section-2.shtml.

Suriname is a country highly vulnerable to climate change. Some main effects include sea level rise and increased storm surges leading to coastal erosion and flooding, combined with decreased rainfall leading to lower river discharge and saltwater intrusion. This has negative effects on coastal ecosystems and communities, has economic consequences and puts the national and local water security at risk. It is therefore vital to improve the country's capacity for adaptation and resilience to the impacts of climate change.

In response to this challenge, Suriname entered a partnership with the Global Climate Change Alliance (GCCA+), which is an initiative of the European Union (EU) aimed at strengthening vulnerable countries in their efforts to increase capacity to address the effects of climate change. A previous GCCA+ funded project was carried out in Suriname from 2016-2019. The EU has now pledged to finance a second GCCA+ project in Suriname, as guided by the EU Action Document

approved in October 2019. The 'GCCA+ support for Climate Change Adaptation in Suriname – Phase 2: Resilience building through integrated water resource management, sustainable use and coastal ecosystems management' receives implementation support and co-funding from the United Nations Development Programme (UNDP), and its implementation plan is elaborated in this Project Document.

The overall objective of this 2nd GCCA+ project in Suriname is to support the country in adapting to the main effects of climate change by improving management of water resources and coastal ecosystems in ways that increase the well-being of coastal communities through gender responsive skills enhancement.
The project has two specific objectives/outcomes:
1) Increased resilience of coastal ecosystems and communities in the Nickerie and Coronie districts through gender responsive climate actions.
2) Improved national governance in the areas of Integrated Water Resource Management (IWRM) and Integrated Coastal Zone Management (ICZM).

The implementation period commenced on the 1st of April 2020 for the period of 42 months ending 1st of October 2023. The total project budget is 5,500,000 Euro. The project is implemented under Direct Implementation Modality of the UNDP with key national partners being:
Ministry of Spatial Planning and Environment
Ministry of Natural Resources, Water Directorate
Ministry of Public Works, Hydrological and Meteorological Departments.
Ministry of Land Policy and Forest Management, Nature Conservation Division
Ministry if Finance and Planning

The Governance Structure is the Project Steering Board (PSB)[1] comprised of
1. The European Union (EU) Delegation in Suriname (Donor)
2. The Ministry of Finance (MinFin, National Authorising Office – NAO)
3. The Coordination Environment in the Office of the President (KabPresCM)12
4. The Ministry of Natural Resources (MinNH)
5. The Ministry of Spatial Planning, Land, and Forest Management (MinRGB)[2]
6. The United Nations Development Programme (UNDP) Country Office for Suriname.

For key stakeholders refer to Annex 2 of this Terms of Reference

At the time of finalizing the design of the Project Document, the world was being affected by the global pandemic (COVID-19), which causes countries worldwide including Suriname to take unprecedented measures of prevention and mitigation. It is currently too early to get an overview of what possible impacts this can have on the project since it is linked to many

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[1] Subsequent to General elections 2020 the organization and name of Ministry of Finance and Coordination Environment in the Office of the President. For Ministry of Finance, addition of planning to its mandate. Coordination Environment in the Office of the President (KabPresCM moved and subsumed under newly created Ministry of Spatial Planning and Environment. No change in substantive roles under the GCCA+ phase 2 project

[2] Ministry of Spatial Planning, Land, and Forest Management (Min RGB) changed and renamed Ministry of Land policy and forest management . No change in substantive roles under the GCCA+ phase 2 project

uncertainties. The COVID-19 was included in risk matrix, however as stated without having complete understanding of the scope and impact. It was agreed with the EU Delegation that within the Disaster Risk Management objectives of the GCCA+ Phase 2 Project Document, the project could respond and support COVID-19 measures under the remit of the GCCA+ phase 2 project objectives and targets.

C. MTR Purpose

The MTR will assess progress towards the achievement of the project objectives and results as specified in the Project Document and assess early signs of project success or failure with the goal of identifying the necessary changes to be made in order to set the project on-track to achieve its intended results.

The MTR will also review the project's strategy and its risks to sustainability as well as specific progress and results on:

- Responsiveness to/impact from COVID-19
- Gender.
- South-South and Triangular Exchange.
- Knowledge Products and Visibility
- Cost Efficiency and Effectiveness

DUTIES AND RESPONSIBILITIES

D. MTR Approach & Methodology

The MTR report must provide evidence-based information that is credible, reliable, and useful.

The MTR team will review all relevant sources of information including documents prepared during the preparation phase (i.e. EU Action Document, UNDP Social and Environmental Screening Procedure (SESP)), the Project Document, project reports including Annual Project Review/PIRs, project budget revisions, national strategic and legal documents, Call for Proposals and any other materials that the team considers useful for this evidence-based review. The MTR team will review the baseline Indicators/Results and Resource Framework for the project.

The MTR team is expected to follow a collaborative and participatory approach[3] ensuring close engagement with the Project Team, government counterparts (the EU Delegation in Guyana), the UNDP Country Office Management and Environment team, direct beneficiaries, and other key stakeholders.

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[3] For ideas on innovative and participatory Monitoring and Evaluation strategies and techniques, see UNDP Discussion Paper: Innovations in Monitoring & Evaluating Results, 05 Nov 2013.

Engagement of stakeholders is vital to a successful MTR.[4] Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to stakeholders listed in annex 2; executing agencies, senior officials and task team/component leaders, key experts and consultants in the subject area, Project Board, project stakeholders, academia, local government and CSOs, etc. Additionally, the MTR team is expected to conduct field missions to Nickerie and Coronie, including the following project sites.

The in-country mission is tentatively scheduled for June and if in country travel is not possible due to COVID-19 or other exigency circumstances virtual tools such as telephone, Zoom, Teams, WhatsApp, Survey monkey, google survey, will be utilized for the MTR. Currently COVID-19 restrictions permit travel to Suriname.

The specific design and methodology for the MTR should emerge from consultations between the MTR team and the above-mentioned parties regarding what is appropriate and feasible for meeting the MTR purpose and objectives and answering the evaluation questions, given limitations of budget, time and data. The MTR team must, however, 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 MTR report.

The final methodological approach including interview schedule, field visits and data to be used in the MTR should be clearly outlined in the Inception Report and be fully discussed and agreed between UNDP, partners, and the MTR team.

The final MTR report must describe the full MTR approach taken and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the review.

As of 11 March 2020, the World Health Organization (WHO) declared COVID-19 a global pandemic as the new coronavirus rapidly spread to all regions of the world. Travel to the country has been restricted since 16 March 2020 and travel in the country is also restricted. For country office Travel till December 2021 not possible for staff or severely restricted to only essential travel. Currently it is possible to travel to or within the country for the MTR mission, however experience learns that this situation can rapidly change, so the MTR team should develop a methodology that takes this into account the conduct of the MTR virtually and remotely, including the use of remote interview methods and extended desk reviews, data analysis, surveys and evaluation questionnaires. This should be detailed in the MTR Inception Report and agreed with the Commissioning Unit.

E. Detailed Scope of the MTR

The MTR team will assess the following four categories of project progress. See the "Guidance for Conducting Midterm Reviews of UNDP-Supported Projects" for more in-depth descriptions.

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[4] For more stakeholder engagement in the M&E process, see the UNDP Handbook on Planning, Monitoring and Evaluating for Development Results, Chapter 3, pg. 93.

1. **Project Strategy**

   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. Were lessons from other relevant projects properly incorporated into the project design?
   - Review how the project addresses country priorities. Review country ownership. Was the project concept in line with the national sector development priorities and plans of the country (or of participating countries in the case of multi-country projects)?
   - Review decision-making processes: were perspectives of those who would be affected by project decisions, those who could affect the outcomes, and those who could contribute information or other resources to the process, taken into account during project design processes?
   - Review the extent to which relevant gender issues were raised in the project design. See Annex 9 of *Guidance for Conducting Midterm Reviews of UNDP-Supported, Projects* for further guidelines.
     - Were relevant gender issues (e.g. the impact of the project on gender equality in the programme country, involvement of women's groups, engaging women in project activities) raised in the Project Document?
   - If there are major areas of concern, recommend areas for

   Results Framework/Log frame:
   - Undertake a critical analysis of the project's logframe indicators and targets, assess how "SMART" the midterm and end-of-project targets are (Specific, Measurable, Attainable, Relevant, Time-bound), and suggest specific amendments/revisions to the targets and indicators as necessary.
   - Are the project's objectives and outcomes or components clear, practical, and feasible within its time frame?
   - 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.
   - Ensure broader development and gender aspects of the project are being monitored effectively. Develop and recommend SMART 'development' indicators, including sex-disaggregated indicators and indicators that capture development benefits.

2. **Progress Towards Results**
   - Review the log frame indicators against progress made towards the end-of-project targets; populate the Progress Towards Results Matrix, as described in the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects*; 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).
   - Compare and analyse the GEF Tracking Tool/Core Indicators at the Baseline with the one completed right before the Midterm Review.

- Identify remaining barriers to achieving the project objective in the remainder of the project.
- By reviewing the aspects of the project that have already been successful, identify ways in which the project can further expand these benefits.

3. Project Implementation and Adaptive Management

Management Arrangements
- Review overall effectiveness of project management as outlined in the Project Document. Have changes been made and are they effective? Are responsibilities and reporting lines clear? Is decision-making transparent and undertaken in a timely manner? Recommend areas for improvement.
- Review the quality of execution of the Executing Agency/Implementing Partner(s) and recommend areas for improvement.
- Review the quality of support provided by the GEF Partner Agency (UNDP) and recommend areas for improvement.
- Do the Executing Agency/Implementing Partner and/or UNDP and other partners have the capacity to deliver benefits to or involve women? If yes, how?
- What is the gender balance of project staff? What steps have been taken to ensure gender balance in project staff?
- What is the gender balance of the Project Board? What steps have been taken to ensure gender balance in the Project Board?

Work Planning
- Review any delays in project start-up and implementation, identify the causes and examine if they have been resolved.
- Are work-planning processes results-based? If not, suggest ways to re-orientate work planning to focus on results?
- Examine the use of the project's results framework/ log frame as a management tool and review any changes made to it since project start.

Finance and co-finance
- Consider the financial management of the project, with specific reference to the cost-effectiveness of interventions.
- Review the changes to fund allocations as a result of budget revisions and assess the appropriateness and relevance of such revisions.
- Does the project have the appropriate financial controls, including reporting and planning, that allow management to make informed decisions regarding the budget and allow for timely flow of funds?
- Informed by the co-financing monitoring table to be filled out by the Commissioning Unit and project team, provide commentary on co-financing: is co-financing being used strategically to help the objectives of the project? Is the Project Team meeting with all co-financing partners regularly in order to align financing priorities and annual work plans?

Project-level monitoring and evaluation systems

- Review the monitoring tools currently being used: Do they provide the necessary information? Do they involve key partners? Are they aligned or mainstreamed with national systems? Do they use existing information? Are they efficient? Are they cost-effective? Are additional tools required? How could they be made more participatory and inclusive?
- Examine the financial management of the project monitoring and evaluation budget. Are sufficient resources being allocated to monitoring and evaluation? Are these resources being allocated effectively?
- Review the extent to which relevant gender issues were incorporated in monitoring systems.

Stakeholder Engagement

- Project management: Has the project developed and leveraged the necessary and appropriate partnerships with direct and tangential stakeholders?
- Participation and country-driven processes: Do local and national government stakeholders support the objectives of the project? Do they continue to have an active role in project decision-making that supports efficient and effective project implementation?
- Participation and public awareness: To what extent has stakeholder involvement and public awareness contributed to the progress towards achievement of project objectives?
- How does the project engage women and girls? Is the project likely to have the same positive and/or negative effects on women and men, girls and boys? Identify, if possible, legal, cultural, or religious constraints on women's participation in the project. What can the project do to enhance its gender benefits?

Social and Environmental Standards (Safeguards)

- Validate the risks identified in the project's most current SESP, and those risks' ratings; are any revisions needed?
- Summarize and assess the revisions made since CEO Endorsement/Approval (if any) to:
  - The project's overall safeguards risk categorization.
  - The identified types of risks[5] (in the SESP).
  - The individual risk ratings (in the SESP) .
- Describe and assess progress made in the implementation of the project's social and environmental management measures as outlined in the SESP submitted at CEO Endorsement/Approval (and prepared during implementation, if any), including any revisions to those measures. Such management measures might include Environmental and Social Management Plans (ESMPs) or other management plans, though can also include aspects of a project's design; refer to Question 6 in the SESP template for a summary of the identified management measures.

A given project should be assessed against the version of UNDP's safeguards policy that was in effect at the time of the project's approval.

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[5] Risks are to be labeled with both the UNDP SES Principles and Standards, and the GEF's "types of risks and potential impacts": Climate Change and Disaster; Disadvantaged or Vulnerable Individuals or Groups; Disability Inclusion; Adverse Gender-Related impact, including Gender-based Violence and Sexual Exploitation; Biodiversity Conservation and the Sustainable Management of Living Natural Resources; Restrictions on Land Use and Involuntary Resettlement; Indigenous Peoples; Cultural Heritage; Resource Efficiency and Pollution Prevention; Labor and Working Conditions; Community Health, Safety and Security.

<u>Reporting</u>
- Assess how adaptive management changes have been reported by the project management and shared with the Project oard.
- Assess how well the Project Team and partners undertake and fulfil GEF reporting requirements (i.e. how have they addressed poorly-rated PIRs, if applicable?)
- Assess how lessons derived from the adaptive management process have been documented, shared with key partners and internalized by partners.

<u>Communications & Knowledge Management</u>
- Review internal project communication with stakeholders: Is communication regular and effective? Are there key stakeholders left out of communication? Are there feedback mechanisms when communication is received? Does this communication with stakeholders contribute to their awareness of project outcomes and activities and investment in the sustainability of project results?
- Review external project communication: Are proper means of communication established or being established to express the project progress and intended impact to the public (is there a web presence, for example? Or did the project implement appropriate outreach and public awareness campaigns?)
- For reporting purposes, write one half-page paragraph that summarizes the project's progress towards results in terms of contribution to sustainable development benefits, as well as global environmental benefits.
- List knowledge activities/products developed (based on knowledge management approach approved at CEO Endorsement/Approval).

4. Sustainability

- Validate whether the risks identified in the Project Document, Annual Project Review/PIRs and the ATLAS Risk Register are the most important and whether the risk ratings applied are appropriate and up to date. If not, explain why.
- In addition, assess the following risks to sustainability:

<u>Financial risks to sustainability:</u>
- What is the likelihood of financial and economic resources not being available once the GEF assistance ends (consider potential resources can be from multiple sources, such as the public and private sectors, income generating activities, and other funding that will be adequate financial resources for sustaining project's outcomes)?

<u>Socio-economic risks to sustainability:</u>
- Are there any social or political risks that may jeopardize sustainability of project outcomes? What is the risk that the level of stakeholder ownership (including ownership by governments and other key stakeholders) will be insufficient to allow for the project outcomes/benefits to be sustained? Do the various key stakeholders see that it is in their interest that the project benefits continue to flow? Is there sufficient public / stakeholder awareness in support of the long-term objectives of the project? Are lessons learned being documented by the Project Team on a continual basis and shared/ transferred to

appropriate parties who could learn from the project and potentially replicate and/or scale it in the future?

Institutional Framework and Governance risks to sustainability:
- Do the legal frameworks, policies, governance structures and processes pose risks that may jeopardize sustenance of project benefits? While assessing this parameter, also consider if the required systems/ mechanisms for accountability, transparency, and technical knowledge transfer are in place.

Environmental risks to sustainability:
- Are there any environmental risks that may jeopardize sustenance of project outcomes?

Conclusions & Recommendations

The MTR consultant/team will include a section in the MTR report for evidence-based **conclusions**, 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.

Ratings

The MTR team will include its ratings of the project's results and brief descriptions of the associated achievements in a *MTR Ratings & Achievement Summary Table* in the Executive Summary of the MTR report. See the TOR Annexes for the Rating Table and ratings scales.

F. Expected Outputs and Deliverables

The MTR team shall prepare and submit:

- 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 Commissioning Unit and project management. Completion date: (22 June 2022)
- Presentation: MTR team presents initial findings to project management and the Commissioning Unit at the end of the MTR mission. Completion date: (18 July 2022)
- Draft MTR Report: MTR team submits the draft full report with annexes within 2 weeks of the MTR mission. Completion date: (29 July 2022)
- Final Report*: MTR team submits the revised report with annexed and completed Audit Trail detailing how all received comments have (and have not) been addressed in the final

MTR report. To be sent to the Commissioning Unit within 1 week of receiving UNDP comments on draft. Completion date: (04 August)

*The final MTR 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.

G. Institutional Arrangements

The principal responsibility for managing this MTR resides with the Commissioning Unit. The Commissioning Unit for this project's MTR is the UNDP Suriname Country Office.

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

H. Duration of the Work

The total duration of the MTR will be approximately *(29 days)* over a period of *12 weeks)* starting *(23 May 2022) and* shall not exceed 3 months from when the consultant(s) are hired. The tentative MTR timeframe is as follows:
- *(09th May):* Application closes
- *(13th May):* Selection of MTR Team
- *(30th May):* Prep the MTR Team (handover of project documents)
- *(06 June) 3 days:* Document review and preparing MTR Inception Report
- *(22 June) 2 days:* Finalization and Validation of MTR Inception Report
- *(27 June) 15 days:* MTR mission: stakeholder meetings, interviews, field visits
- *(18 July):* Mission wrap-up meeting & presentation of initial findings- earliest end of MTR mission
- *(22 July) 7 days:* Preparing draft report
- *(04 August) 2 days:* Incorporating audit trail on draft report/Finalization of MTR report (note: accommodate time delay in dates for circulation and review of the draft report)
- *(05 August):* Preparation & Issue of Management Response
- *(12 August):* Expected date of full MTR completion

The date start of contract is (30 May).

I. Duty Station

Travel:
- International travel will be required to Suriname during the MTR mission.
- The BSAFE training course must be successfully completed prior to commencement of travel; Herewith is the link to access this training: https://training.dss.un.org/courses/login/index.php . These training modules at this secure internet site is accessible to consultants, which allows for registration with private email.
- 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

J. Qualifications of the Successful Applicants

A team of two independent consultants will conduct the MTR - one team leader (with experience and exposure to projects and evaluations in other regions globally) and one team expert, usually from the country of the project. The consultants cannot have participated in the project preparation, formulation, and/or implementation (including the writing of the Project Document) and should not have a conflict of interest with project's related activities.

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

Education
- A Master's degree in natural resource management, coastal zone management or other closely related field (20 points)

Experience
- Demonstrated experience with result-based management project evaluations. (20 points)
- Demonstrated understanding of issues related to gender and Integrated Water Resources Management, Coastal Zone Management, Ecosystem Based Adaptation, experience in gender sensitive evaluation and analysis. (20 points)
- Competence in adaptive management, as applied to UNDP projects; (10 points)
- Work experience in relevant technical areas for at least 10 years; (8 points)
- Experience working in LAC region. (5 points)
- Excellent communication skills; (5 points)
- Demonstrable analytical skills; (5 points)
- Project evaluation/review experiences within United Nations system will be considered an asset;(5 points)

Language
- Fluency in written and spoken English. (1 point)
- Fluency in Dutch is an asset (1 point)
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K. Ethics

The MTR team will be held to the highest ethical standards and is required to sign a code of conduct upon acceptance of the assignment. This MTR will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'. The MTR team 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 MTR team must also ensure security of collected information before and after the MTR and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information, knowledge and data gathered in the MTR process must also be solely used for the MTR and not for other uses without the express authorization of UNDP and partners.

L. Schedule of Payments

- 30% payment upon satisfactory delivery of the final MTR Inception Report and approval by the Commissioning Unit
- 40% payment upon satisfactory delivery of the draft MTR report to the Commissioning Unit
- 30% payment upon satisfactory delivery of the final MTR report and approval by the Commissioning Unit and delivery of completed MTR Audit Trail

    Criteria for issuing the final payment of 30%
    - The final MTR report includes all requirements outlined in the MTR TOR and is in accordance with the MTR guidance.
    - The final MTR 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.

    In line with the UNDP's financial regulations, when determined by the Commissioning Unit and/or the consultant that a deliverable or service cannot be satisfactorily completed due to the impact of COVID-19 and limitations to the MTR, that deliverable or service will not be paid.

    Due to the current COVID-19 situation and its implications, a partial payment may be considered if the consultant invested time towards the deliverable but was unable to complete to circumstances beyond his/her control.

APPLICATION PROCESS

M.   Recommended Presentation of Offer

a) **Letter of Confirmation of Interest and Availability** using the [template][6] provided by UNDP;
b) **CV** and a **Personal History Form** ([P11 form][7]);
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)
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,

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[6]
https://intranet.undp.org/unit/bom/pso/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx
[7] http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

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 by email at the following address ONLY: procurement.sr@undp.org by **_(12 PM on 09 May 2022)._** Incomplete applications will be excluded from further consideration.

N. 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.

O. Annexes to the MTR ToR

Include Guidance for Conducting Midterm Reviews of UNDP-Supported Projects and other existing literature or documents that will help candidates gain a better understanding of the project situation and the work required.

Annexes include:
    Annex 1: [Guidance United Nations Development Programme](#)
    Annex 2: key stakeholders list
    Annex 3: http://web.undp.org/evaluation/guideline/index.shtml
    Annex 4: [UNEG Code of Conduct for Evaluators/Midterm Review Consultants](#)