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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Consultant: Project Evaluator Global Water and Ocean Governance Support Programme

Date: 27 May 2022

Description of assignment:	Project Evaluator Global Water and Ocean Governance Support Programme.
Type of Consultancy:	International Consultant:
Duty Station:	Homebased
Period of assignment/services:	Estimated level of effort 30 working days through 31 July 2022
Estimated Starting Date:	15 June 2022
Supervisor:	Head, Water and Ocean Governance Programme

Important Notices:

Request for Clarification: Any request for clarification must be sent in writing and submitted via email to gef.procurement@undp.org the Deadline for submitting requests for clarifications/ questions is **COB 3rd June 2022**. UNDP will provide a written response, via email without identifying the source of inquiry.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

TERMS OF REFERENCE

1. Project Background:

By way of supporting partners to improve water and ocean governance at local, national, regional and global levels, this project addresses matters of increasing stress on freshwater and marine resources and related ecosystems, its repercussions on food systems and the sustainability of water and sanitation services. The problems are rooted in poverty, exclusion, market failures and the lack of governance systems to protect livelihoods and fragile resources. Solutions are found in the support to innovation and the implementation of reforms towards sustainable, inclusive and integrated freshwater and marine resources management. This includes enhancing the application and complementarity of ecosystem-based, gender-transformative and human rights-based approaches.

This project is to contribute meaningfully to Sustainable Development Goal(SDG) 6 on water management and sanitation; SDG 14 on conservation and sustainable use of marine resources; and related SDG targets of the 2030 Agenda, including SDG targets 1.4 on equal rights to resources and services, 1.5 on reducing vulnerability, and 2.3 on increased productivity and income of small-scale food producers.

Built on UNDP's Water and Ocean Governance theory of change, the Global Water and Ocean Governance Support Programme assists partners in formulating, coordinating and implementing water/ocean governance reforms by providing necessary policy advice and technical assistance, knowledge and capacity development. To spur local action, seed funding is provided to innovative and scalable solutions.

The global project includes four mutually supportive output components promoting water and ocean governance through:



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1. Water/ocean governance thought leadership, thematic expertise, technical support, and policy advocacy promoted and strengthened globally.¹
2. Freshwater and coastal resources management frameworks strengthened at local and national² level.
3. Enhanced individual and institutional knowledge and capacities for sustainable water management.³
4. Innovative and scalable solutions to ocean challenges identified and supported.⁴

The results of these endeavours together, enhance the contribution of freshwater and marine resources governance to sustainable development and the achievement of the 2030 Agenda.

The project contributes across the UNDP Strategic Plan (SP) to the development settings / areas of work and signature solutions; most directly to poverty alleviation through climate-resilient, equitable natural resources governance and nature-based solutions for a sustainable planet, constituting:

SP Outcome: 1: Advance poverty eradication in all its forms and dimensions.

SP Output: Signature Solution 4: Promote nature-based solutions for a sustainable planet.

As a global ‘support’ project, the project is implemented by the Water and Ocean Governance Programme (WOGP) housed within the Nature Climate and Energy (NCE) team within UNDP’s Bureau for Policy and Programme Support (BPPS). Responsible parties, the Stockholm International Water Institute (SIWI) and Global Water Partnership Organization (GWPO), implement the UNDP-SIWI Water Governance Facility (WGF) and Cap-Net UNDP delivery mechanisms.

Purpose and Objective of Project Mid-Term Evaluation:

The objectives of the evaluation are to:

1. Determine results of the Global Water and Ocean Governance Support Programme to-date in terms of their Relevance, Effectiveness, Impact, Coherence, Efficiency, and Sustainability;
2. Assess contribution and cooperation among of responsible parties (SIWI, GWPO) and delivery mechanisms (WGF, Cap-Net, GoAL-WaterS, OIC) to thought leadership, technical assistance, capacity development and the positioning of UNDP as a leading actor on water governance;
3. Evaluate the project’s functioning as ‘umbrella’ for the various delivery mechanisms (WGF, Cap-Net, GoAL-WaterS, OIC). Discuss gaps, overlaps and alternative organizational models for achieving the Programmes vision through its theory of change.
4. Evaluate ‘value for money,’ e.g. the relation between administrative/management costs of UNDP HQ / implementing party hosting a global challenge fund or local capacity development, compared to other/similar challenge funds or support to institution-building and local capacity.
5. Capture lessons learned, success stories and good practices to maximize the experiences gained. Consider how the Programme has been documenting achievements and sharing insights.
6. Provide specific recommendations on
 - a. how to build on the achievements of the project and ensure that is sustained by the relevant stakeholders;
 - b. how to streamline improve the various delivery mechanisms of the project for greater effectiveness and impact;
 - c. how to mobilize funds for budget-constrained outputs and assure scaling, expansion and continuation, as appropriate.

¹ Implemented by UNDP-BPPS, with WGF support.

² Implemented through signature programme GoAL-WaterS (Governance, Accountability and Learning for Water Sustainability), delivered through UNDP Country Offices, with WGF support.

³ Implemented by Cap-Net UNDP.

⁴ Delivered through [Ocean Innovation Challenge](#) (OIC)



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7. Provide constructive and concrete guidance for the project's imminent update / revision / amendment of its project document.

List of project evaluation relevant documents:

- A. Project Document ([Global Water and Ocean Governance Support Programme](#))
- B. Project Progress Reports
- C. Project Annual Work Plans
- D. WOGP Donor Reporting to Sida
- E. WOGP External Review (2016)

Methodology:

The present Mid-Term Evaluation of the Global Water and Ocean Governance Support Programme should adhere to the OECD DAC Evaluation criteria and assess the project according to: Relevance, Effectiveness, Impact, Coherence, Efficiency, Sustainability.⁵

In view of the nature of this specific project, methodology will include the following assessment tools:

1. Desk review of relevant project documents
2. One- to-one interviews or survey questions, as appropriate, with selected target groups / beneficiary population, e.g. OIC innovators and/or Cap-Net affiliated networks.
3. One- to-one interviews with Project Team and Responsible Parties/Implementing Partners
4. Discussions with Senior Management and relevant programme staff of UNDP;
5. Consultations with relevant central and other government representatives/implementing partners involved with the UNDP projects and all other relevant initiatives at national level;
6. Consultations with government counterparts, all relevant donors, and national non-governmental organizations who were engaged in the project's achievements.

Findings from both the desk review and the interviews will be triangulated to assess findings. Overall evaluation will be home based given the focus of the project target coverage.

Overall evaluation will be undertaken by a qualified Independent evaluator selected through UNDP's standard procurement procedures. The evaluator will be assisted by UNDP Programme Team's and project staff where necessary.

This is a home-based assignment. No travel expected. All interviews and surveys, as appropriate, to be conducted through on-line means.

Deliverables and outputs:

The Consultant will be responsible for producing the below deliverables. These deliverables are changeable subject to UNDP approval, in case unexpected incidents take place in the project, such as delay of the project or change of project scope, due to reasons uncontrollable by the Consultant.

Deliverables and Output	Location	Target Date	Payment %(US\$)	
1. Evaluation reporting template developed in close consultation with the Project Team	Home Base	22 June 2022	20%	100%

⁵ See [Evaluation Criteria - OECD](#).

2. One- to-one interview questionnaire developed in close consultation with the Project Team				
3. List of interviewees and desk review documents developed in close consultation with the Project Team Estimated level of effort required is 6 Working Days				
4. First Draft of the evaluation report.				
5. Presentation of the main findings to the Project team to collect comments on the draft report Estimated level of effort required is 15 Working Days		15 July 2022	50%	
6. Final evaluation report with comments from the Project Team incorporated. Estimated level of effort required is 9 Working Days		31 July, 2022	30%	
TOTAL:			*100%	

Time and Method of payment:

- Payment shall be provided upon satisfactory completion of the deliverables outlined in the table above. Payment requests submitted by the Consultant must be certified by the supervisor(s) specified below
- Payments are to be made within 30 days from receipt of invoice.
- For each payment a certification of payment needs to be signed and approved by the direct supervisor attached to it explaining the accomplishment of the tasks.

Key Performance Indicators during implementation of Services:

Overall, the Consultant's performance will be evaluated based on the following key criteria:

- Planning and organizing skill: Identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; Uses time efficiently.
- Communication skill: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.
- Client Orientation skill: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Meets time line for delivery of product or services to client.
- Quality of deliveries: Professional skill required for delivering outputs will be assessed.
- Satisfactory and timely completion of tasks and submission of the deliverables within the provision of above explained deliverables and outputs.

Upon signing of the contract, a detailed work plan will be prepared by the experts with activities, outputs and performance indicators and to be agreed with the supervisor as implementation follow ups and performance yardsticks.



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Reporting:

The consultancy contract will be overseen by the Head of the Water and Ocean Governance Programme, with day-to-day management support by the UNDP Senior Water Advisor and Ocean Advisor.

Travel Plan:

No travel is required.

Competencies:

Corporate Competencies:

- Demonstrates commitment to the UN's values and ethical standards;
- Promotes the mission, vision and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly and with impartiality.

Functional Competencies:

- Consistently approaches work with energy and a positive, constructive attitude;
- Ability to work under pressure and to meet deadlines;
- Demonstrates excellent oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities;
- Self-reliant and able to work as a part of a multi-cultural team in a stressful environment.

Professionalism:

- Shows pride in work and in achievements; is conscientious and efficient in meeting commitments; observing deadlines and achieving results; is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

Communication:

- Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

Planning and Organizing:

- Identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Client Orientation:

- Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Meets time line for delivery of product or services to client.

Teamwork:

- Works collaboratively with colleagues to achieve organisational goals; Builds consensus for task purpose and direction with team members; Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position.

Technological awareness:

- Keeps abreast of available technology; actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

Facilities:

a) Office Facility:

- The consultant is responsible for her/his logistical and administrative requirements [including Office Supplies and Printing Facilities, Communication Facilities].
- The consultant is expected to use his/her own laptop /computer.
- Consultant is expected to be well-equipped with his/her own technological solutions (internet, roaming, email address, etc.).

Qualifications and Requirements:

Minimum Qualifications Criteria (Pass/Fail):

- Academic Qualifications: Advanced degree (Master) in water resources management, marine science, environmental management or other closely related field **(Pass/Fail)**.
- Years of experience: At least 10 years' experience in evaluation of development issues in developing countries **(Pass/Fail)**
- Language: Fluency in English (spoken and written), Can be demonstrated if the candidate has earlier worked in an English working environment, and/or has any formal English language training/certification) **(Pass/Fail)**;
- Recent experience (within 5 years) with result-based management evaluation methodologies required **(Pass/Fail)**;
- **Sample reports** of previous work in English **(Pass/Fail)**

Evaluation Criteria (Scoring Criteria):

- Specialized in water and/or ocean governance, integrated water resources management or marine science innovative projects **(Max 5 Points)**
- Good understanding of Challenge Funds for innovation projects **(Max 5 Points)**
- Experience in mentoring, incubating, capacity and institution building **(Max 5 Points)**;
- Experience applying SMART targets and reconstructing or validating baseline scenarios required **(Max 5 Points)**;
- Extensive experience in writing analytical research reports/ project reports/consultancy reports, provide sample of previous work in English. **(Max 5 Points)**;
- Experience in adaptive management, as applied to International Waters transboundary fresh and marine water systems required **(Max 5 Points)**;
- Experience of working with government institutions in low-income settings **(Max 5 Points)**;
- Experience of working on issues related to Programme Management, Monitoring and Evaluation **(Max 5 Points)**;
- Experience in working for the UN or other international development organisations on a similar assignment would be an asset **(Max 5 Points)**;
- Experience of working at the policy level/strategic level and demonstrated ability to influence policy makers. **(Max 5 Points)**;



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Documents to be included when submitting the Proposal:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications and interest.

- a) Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment
- b) Applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including Education/Qualification, Professional Certification, Employment Records /Experience to be downloaded from the link;[P11](#).
- c) **Sample reports** of previous work in English.
- d) Financial proposal as per the template provided.
- e) The financial proposal will specify a total lump sum amount and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

Selection Criteria:

The award of contract will be made to one individual consultant whose offer has been evaluated and determined as being:

- a) Responsive/compliant/acceptable, and
 - b) Achieving the highest combined score (financial and technical).
- The technical criteria (education, experience, language [max. 50 points] and interview [max. 20 points]) will be based on a maximum 70 points. Only the top 3 candidates that have achieved a minimum of 35 points from the review of education, experience and language will be considered for the interview;
 - All candidates obtaining 14 points or higher in the interview will be deemed technically compliant and considered for financial evaluation;

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Criteria		Max. Point 70	Weight
Technical	Criteria A: relevance and responsiveness of candidate's past experience, Qualification based on submitted documents: <ul style="list-style-type: none">Specialized in water and/or ocean governance, integrated water resources management or marine science innovative projects (Max 5 Points)Good understanding of Challenge Funds for innovation projects (Max 5 Points)Experience in mentoring, incubating, capacity and institution building (Max 5 Points);Experience applying SMART targets and reconstructing or validating baseline scenarios required (Max 5 Points);Extensive experience in writing analytical research reports/ project reports/consultancy reports, provide sample of previous work in English. (Max 5 Points);Experience in adaptive management, as applied to International Waters transboundary fresh and marine water systems required (Max 5 Points);Experience of working with government institutions in low-income settings (Max 5 Points);Experience of working on issues related to Programme Management, Monitoring and Evaluation (Max 5 Points);Experience in working for the UN or other international development organisations on a similar assignment would be an asset (Max 5 Points);Experience of working at the policy level/strategic level and demonstrated ability to influence policy makers. (Max 5 Points);	50 Points	70%
	<ul style="list-style-type: none">Interview - Competency/ Questions		
Financial	<u>Lowest Qualified Offer / Offer under evaluation*100</u>		30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)			

Annexes:

Annex I – Term of Reference.

Annex II – Template Confirmation of Interest.

Annex III – Template for Financial proposal.

Annex IV Individual Consultant General Terms and Conditions.