

**Midterm Review Terms of Reference****Standard Template 2: Formatted information to be entered in [UNDP Jobs website](https://jobs.undp.org/)<sup>1</sup>**

**This is an *adjusted standard terms of reference for Mid-Term Reviews of UNDP-supported GEF/LDCF/SCCF-financed projects taking into account the impact of COVID-19 on evaluations*, including consideration for COVID-19 situation assessment within countries, impact and restrictions on evaluations, alternative approaches, methodologies and considerations to mitigate the impact of COVID-19 on evaluations.**

**Underlying this guidance is a principle of “do no harm”, and a consideration that the safety of staff, consultants, stakeholders and communities is paramount and the primary concern of all when planning and implementing evaluations during the COVID-19 crisis.**

**BASIC CONTRACT INFORMATION****BASIC CONTRACT INFORMATION**

<b>Location:</b>	<b>Seychelles / Home Based</b>
<b>Application Deadline:</b>	<b>24TH June 2022</b>
<b>Type of Contract:</b>	<b>Individual Contract</b>
<b>Post Level:</b>	<b>International Consultant</b>
<b>Languages Required:</b>	<b>English (French or Creole is advantage)</b>
<b>Starting Date:</b>	<b>15<sup>th</sup> July 2022</b>
<b>Duration of Initial Contract:</b>	<b>30 Days</b>
<b>Expected Duration of Assignment:</b>	<b>30 Days over 10-12 weeks</b>

**BACKGROUND**

**A. Project Title : Mid Term Review of the UNDP-GEF Funded “A Ridge to Reef Approach for the Integrated Management of Marine, Coastal and Terrestrial Ecosystems in the Seychelles” (PIMS 5502)**

**B. Project Description**

This is the Terms of Reference for the UNDP-GEF Midterm Review (MTR) of the full-sized project titled A Ridge to Reef Approach for the Integrated Management of Marine, Coastal and Terrestrial Ecosystems in the Seychelles (PIMS 5502) implemented through the Ministry of Agriculture, Climate Change and Environment (MACCE), which is to be undertaken in 2022. The project started on the 8th January 2020 and is in its 3rd year of implementation. 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, GEF-Financed Projects](#).

The project was designed to undertake a comprehensive Ridge to Reef (R2R) approach that addresses the ‘whole island’ priorities of improved management and conservation of upland forest and agricultural ecosystems as well as coastal and marine ecosystems in the Seychelles to produce global benefits in terms of conservation

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<sup>1</sup> <https://jobs.undp.org/>

of globally significant biodiversity and the effective management of large marine ecosystems (including coastal and near-shore marine ecosystems), and to arrest and reverse ecosystem degradation.

The project was designed to:

- I. reduce threats to globally significant biodiversity by strengthening the country's system of marine protected areas and reducing negative land-based impacts on those ecosystems, as well as strengthening the management of forested Key Biodiversity Areas and their surroundings;
- II. reverse land degradation in areas outside of formally protected areas and in productive land through the promotion of SLM/SFM practices and agroforestry, leading to the restoration and sustainable flows of forest ecosystem services with positive impacts to communities as well as to adjacent coastal and marine ecosystems; and
- III. strengthen capacity and partnerships to promote integrated ecosystem management based on the R2R approach.

By addressing a range of terrestrial threats to the marine environment, including flows of pollutants, nutrients and sediment, disrupted hydrological services, degradation of critical habitat, etc. that have significant negative impacts on important coastal/marine ecosystems including wetlands, mangroves, seagrass beds and coral reefs, the project will simultaneously improve the management of the terrestrial landscape, improve the effectiveness of integrated coastal management practices, and secure the integrity of existing and new marine protected areas in the Seychelles. At the policy and strategic level, the project will unite the three most important spatial and resource planning processes in the country, namely the Marine Spatial Plan (for the seascape), the Seychelles Strategic Plan (for the landscape), and national and district level Land Use Plans. The project will build on these baseline activities by providing strategic incremental funding to implement priority actions in each of the plans.

#### **COVID 19 in Seychelles**

The first recorded case of Covid-19 in Seychelles was on March 11<sup>th</sup>, 2020, and the Government of Seychelles undertook stringent measures including closure of borders to safeguard against the pandemic. However, by June 2020 the Seychelles undertook partial reopening of borders and tourism in Seychelles prompting a spike in the number of imported cases. By December In 2021, there was a spike in cases and the number of deaths due to various strains of the COVID-19 pandemic with the Government undertaking an aggressive vaccination campaign from the onset of 2021. As of May 1<sup>st</sup> 2022, the number of cases are in excess of 42,000 with 166 recorded deaths. More than 80% of the eligible population have been vaccinated with 2 doses and nearly 40% have had a booster. The Assessment of Socio-Economic impact of Covid-19 in Seychelles, prepared by UNDP in 2020, can be found on the link below:

[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](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)

#### **C. MTR Purpose**

The MTR will assess progress towards the achievement of the project objectives and outcomes 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.

The MTR report will promote accountability and transparency, and assesses the extent of project accomplishments, bottlenecks and changes within the socio-environmental and political landscape. The recommendations will be used to a draft management response which will be taken up by the relevant

stakeholders such as MACCE and other partners. The MTR will determine the necessity of long-term continuity through future initiatives and complementarity building on successes of past projects. The recommendations of the MTR will guide the of the project team in troubleshooting specific areas and adapting the course to ensure that project outcomes can be achieved in a changing national and global context.

*The impact of COVID-19 on project activities and overall implementation should be assessed and documented including re-aligning some project activities or outputs that may have been significant in the project's adaptation towards national challenges and in accordance with overall project outcomes and objectives.*

## **DUTIES AND RESPONSIBILITIES**

### **D. MTR Approach & Methodology**

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

The MTR will be conducted by an Independent Consultant who will review all relevant sources of information including documents prepared during the preparation phase (i.e. PIF, UNDP Initiation Plan, 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, and any other materials that the team considers useful for this evidence-based review. The MTR Consultant will review the baseline GEF focal area Core Indicators/Tracking Tools submitted to the GEF at CEO endorsement, and the midterm GEF focal area Core Indicators/Tracking Tools that must be completed before the MTR field mission begins.

The MTR Consultant is expected to follow a collaborative and participatory approach ensuring close engagement with the Project Team, government counterparts (the GEF Operational Focal Point), the UNDP Country Office(s), the Nature, Climate and Energy (NCE) Regional Technical Advisor, direct beneficiaries, and other key stakeholders.

Engagement of stakeholders is vital to a successful MTR. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to; 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 Consultant is expected to conduct field missions to Seychelles including the following project sites Marine Protected Areas (Curieuse, Baie Ternay, Port Launay), Watersheds (Val D'endor, Anse Royale, Petit Cours to Pointe Chevalier), Temporal Protected Areas (Anse Grand Police, Anse Bazzarca, Anse Intendance, Anse Petite Police, Anse Corail & Anse Cachee and Key Biodiversity Areas)**

The specific design and methodology for the MTR should emerge from consultations between the MTR consultant 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 Consultant 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, stakeholders and the MTR Consultant.

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. At present, Travel to the Seychelles is currently permitted with proof of vaccination or a negative PCR test taken 72 hrs prior to travel. All travel to Seychelles must be authorized prior through Government website below:

<https://seychelles.govtas.com/>

The MTR mission will comprise a field mission, as the Seychelles is open to all visitors. It is recommended that the Consultant be fully vaccinated and take necessary precautions (such as wearing of masks or other) as prescribed by the local Health Authorities while in country for the mission.

No stakeholders, consultants or UNDP staff should be put in harm's way and safety is the key priority at all times.

## E. Detailed Scope of the MTR

The MTR Consultant will assess the following four categories of project progress. See the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* for extended descriptions.

**NOTE:** Include below COVID-19 specific questions, as needed, and/or recognise the impact of COVID-19 and limitations on the project in the guiding evaluation questions.

### 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, the elements in project design that may respond to/support COVID-19 recovery
- 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, GEF-Financed 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/Logframe:

- 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

### Progress Towards Outcomes Analysis:

- Review the logframe 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).

• **Table. Progress Towards Results Matrix (Achievement of outcomes against End-of-project Targets)**

Project Strategy	Indicator <sup>2</sup>	Baseline Level <sup>3</sup>	Level in 1 <sup>st</sup> PIR (self-reported)	Midterm Target <sup>4</sup>	End-of-project Target	Midterm Level & Assessment <sup>5</sup>	Achievement Rating <sup>6</sup>	Justification for Rating
<b>Objective:</b>	Indicator (if applicable):							
<b>Outcome 1:</b>	Indicator 1:							
	Indicator 2:							
<b>Outcome 2:</b>	Indicator 3:							
	Indicator 4:							
	Etc.							
<b>Etc.</b>								

• **Indicator Assessment Key**

Green= Achieved	Yellow= On target to be achieved	Red= Not on target to be achieved
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In addition to the progress towards outcomes analysis:

- 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

<sup>2</sup> Populate with data from the Logframe and scorecards

<sup>3</sup> Populate with data from the Project Document

<sup>4</sup> If available

<sup>5</sup> Colour code this column only

<sup>6</sup> Use the 6 point Progress Towards Results Rating Scale: HS, S, MS, MU, U, HU

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/ logframe 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?

Sources of Co-financing	Name of Co-financer	Type of Co-financing	Co-financing amount confirmed at CEO Endorsement (US\$)	Actual Amount Contributed at stage of Midterm Review (US\$)	Actual % of Expected Amount
		<b>TOTAL</b>			

- Include the separate GEF Co-Financing template (filled out by the Commissioning Unit and project team) which categorizes co-financing amounts by source as 'investment mobilized' or 'recurrent expenditures'. (This template will be annexed as a separate file.)

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. See Annex 9 of *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* for further guidelines.

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<sup>7</sup> (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.

Reporting

- Assess how adaptive management changes have been reported by the project management and shared with the Project Board.

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<sup>7</sup> 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.

- 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 including COVID-19 lessons learned.

#### Communications & Knowledge Management

- 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:

##### Financial risks to sustainability:

- 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)?

##### Socio-economic risks to sustainability:

- 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?
- What are the risks brought on by COVID-19, if any to overall realization of project outcomes



## Conclusions, Recommendations and Lessons Learned

The MTR consultant will include a section in the MTR report for evidence-based **conclusions**, in light of the findings.

Additionally, the MTR consultant 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 should make no more than 15 recommendations total.

The MTR will also include a separate section with a concise and logically articulated set of lessons learned (new knowledge gained from the project, context, outcomes, even evaluation methods; failures/lost opportunities to date, what might have been done better or differently, etc.). Lessons should be based on specific evidence presented in the report and can be used to inform design, adapt and change plans and actions, as appropriate, and plan for scaling up.

The MTR report's findings, conclusions, recommendations and lessons learned need to consider gender equality and women's empowerment and other cross-cutting issues.

## Ratings

The MTR consultant 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.

**Table. MTR Ratings & Achievement Summary Table for 'A Ridge to Reef Approach for the Integrated Management of Marine, Coastal and Terrestrial Ecosystems in the Seychelles' (PIMS 5502)**

Measure	MTR Rating	Achievement Description
<b>Project Strategy</b>	N/A	
<b>Progress Towards Results</b>	Objective Achievement Rating: (rate 6 pt. scale)	
	Outcome 1 Achievement Rating: (rate 6 pt. scale)	
	Outcome 2 Achievement Rating: (rate 6 pt. scale)	
	Outcome 3 Achievement Rating: (rate 6 pt. scale)	
	Etc.	
<b>Project Implementation &amp; Adaptive Management</b>	(rate 6 pt. scale)	
<b>Sustainability</b>	(rate 4 pt. scale)	

## F. Expected Outputs and Deliverables

The MTR consultant shall prepare and submit:

- **MTR Inception Report:** MTR consultant 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: (27<sup>th</sup> July 2022)
- **Presentation:** MTR consultant presents initial findings to project management and the Commissioning Unit at the end of the MTR mission. Completion date: (12<sup>th</sup> Aug 2022)
- **Draft MTR Report:** MTR consultant submits the draft full report with annexes within 3 weeks of the MTR mission. Completion date: (29<sup>th</sup> August 2022). Sent to the Commissioning Unit reviewed by RTA, Project Coordinating Unit, GEF OFP.
- **Final Report\*:** MTR consultant 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: (9<sup>th</sup> Sept 2022)

\*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 Country Office for 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 MTR consultant and will provide an updated stakeholder list with contact details (phone and email). The Project Team will be responsible for liaising with the MTR consultant to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

The Commissioning Unit will contract the consultant and ensure the timely provision of per diems and travel arrangements within the country for the MTR consultant. The Project Team will be responsible for liaising with the MTR consultant 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 30 days over a period of 10-12 weeks starting 20th June 2022 shall not exceed five months from when the consultant(s) are hired. The tentative MTR timeframe is as follows:

- (24<sup>th</sup> June 2022): Application closes
- (30<sup>th</sup> June 2022): Selection of MTR Consultant
- (15<sup>th</sup> July 2022): Prep the MTR Consultant (handover of project documents)
- (25<sup>th</sup> July 2022) 3 days (recommended 2-4): Document review and preparing MTR Inception Report
- (29<sup>th</sup> July) 1 day: Finalization and Validation of MTR Inception Report- latest start of MTR mission
- (01-12<sup>th</sup> August 2022) 12 days (r: 7-15): MTR mission: stakeholder meetings, interviews, field visits
- (12<sup>th</sup> August 2022): Mission wrap-up meeting & presentation of initial findings- earliest end of MTR mission
- (26<sup>th</sup> August 2022) 10 days (r: 5-10): Preparing draft report
- (1<sup>st</sup> Sep 2022): 1 day Concluding Stakeholder Workshop (virtual)
- (9<sup>th</sup> Sept 2022) 3 days (r: 1-2): Incorporating audit trail on draft report/Finalization of MTR report(note: accommodate time delay in dates for circulation and review of the draft report)
- (20<sup>th</sup> Sep 2022): Preparation & Issue of Management Response

- **(30th Sep 2022)**; Expected date of full MTR completion
- The date start of contract is **15th July 2022.**

## I. Duty Station:

*Identify the consultant's duty station/location for the contract duration, mentioning ALL possible locations of field works/duty travel in pursuit of other relevant activities, specially where traveling to locations at security Phase I or above will be required.*

The duty station is mostly home-based but the MTR Consultant will be expected to travel to Seychelles for a short field mission of **12 days** to ensure robustness of the mid-term review processes. Some inter-island travel may be required.

### Travel:

- International travel **will be** required to Seychelles 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.

### Travel to Seychelles

Travelers to Seychelles must be fully vaccinated or provide proof of negative PCR ahead of travel

### 24 hrs prior to travel,

Traveler's must register on <https://seychelles.govtas.com/>; and obtain the necessary clearances to enter Seychelles. A fee is associated with this for all non-Seychellois travelers.

## **REQUIRED SKILLS AND EXPERIENCE**

### J. Qualifications of the Successful Applicants

An International Consultant will conduct the MTR as the Lead Independent Consultant with experience and exposure to projects and evaluations in other regions globally.

The consultant 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 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 adaptation in tropical/subtropical and island environments.
- Demonstrated past experience in SIDS or/ 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 major donor agencies, within UN System on projects in focal areas of Biodiversity, protected areas, natural resources would be ideal.
- 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.
- Project evaluation/review experiences within United Nations system will be considered an asset.
- Experience with implementing evaluations remotely will be considered an asset.

### Language

- Fluency in written and spoken English. Must possess excellent communication skills.
- Knowledge of French or Creole would be an advantage

## **K. Ethics**

The MTR Consultant 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 Consultant 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 Consultant 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**

- 20% 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

- 40% payment upon satisfactory delivery of the final MTR report and approval by the Commissioning Unit and RTA (via signatures on the TE Report Clearance Form) and delivery of completed TE Audit Trail

Criteria for issuing the final payment of 40%

- 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.

**NOTE:** Include a provision for the impact of COVID-19 on the production of deliverables and any reduced payment should this occur.

#### ❖ Suggested additional text

*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**

The post will be advertised on the procurement site as well as recommendations from the GPN Roster. Those applying on the procurement site will need to provide the following information:

### **M. Recommended Presentation of Offer**

- Letter of Confirmation of Interest and Availability** using the [template](#)<sup>8</sup> provided by UNDP;
- CV and a Personal History Form** ([P11 form](#)<sup>9</sup>);
- 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)
- 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.
- Samples or links to previously published evaluation reports in focal areas mentioned.**

All application materials should be submitted to through the application portal indicating the following reference “Consultant for “Consultant for Midterm Review of the UNDP-GEF funded Ridge to Reef project” Midterm

<sup>8</sup>

<https://intranet.undp.org/unit/bom/psa/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

<sup>9</sup> [http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)

Review” or by email at the following address ONLY: ([procurement.mu@undp.org](mailto:procurement.mu@undp.org)) by (24<sup>th</sup> June 2022). Incomplete applications will be excluded from further consideration.

**Criteria for Evaluation of Proposal:** 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	Background Experience and	Evaluation Experience	Language proficiency and Report Writing	Total
20	30	40	10	100

#### O. Annexes to the MTR ToR

Include *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed 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: (reference ToR Annexes in Annex 3 of *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects*)

- List of documents to be reviewed by the MTR Team
- Guidelines on Contents for the Midterm Review Report
- Midterm Review Evaluative Matrix Template
- UNEG Code of Conduct for Evaluators/Midterm Review Consultants
- MTR Required Ratings Table and Ratings Scales
- MTR Report Clearance Form
- Audit Trail Template
- Progress Towards Results Matrix and MTR Ratings & Achievement Summary Tables (in Word)
- GEF Co-Financing Template (in Word)