

TERMS OF REFERENCE (Individual Contractor Agreement)

Title: Terminal Evaluator

Project: UNDP/GEF project: Catalysing Implementation of the Strategic Action Programme for the Sustainable Management of Shared Living Marine Resources in the Caribbean and North Brazil Shelf Large marine Ecosystems (PIMS 5247)

Duty station: Home based + mission travel

Section/Unit: UNOPS ECR WEC

Contract/Level: IICA - 3

Duration: contract expected to be issued in January 2020 – expected final deliverable due November 30th 2020

Supervisor: WEC Head of Unit

1. Background information

The UNOPS Water and Energy Cluster

UNOPS Water and Energy Cluster (WEC) supports the design and management of multi-stakeholder initiatives by providing services in financial and grant management, procurement, human resources, and project management. The cluster has supported projects in the areas of water resource management, climate change adaptation, mitigation and transparency, energy access and distribution and environmental conservation under the Paris Agreement.

The WEC has also supported operations and financial management services, in Vienna, the rest of the ECR region and beyond. The main partners include UN agencies, bilateral agreements (with the Nordics, Germany, and Italy), the Green Climate Fund and several NGOs (such as CIFF and CWF).

The UNDP/GEF “CLME+ Project”

The Caribbean and North Brazil Shelf Large Marine Ecosystems (jointly referred to as CLME+) are two of the world's 66 Large Marine Ecosystems. Together, they cover a total marine area of ± 4.4 million km². This vast marine space is a major contributor to regional socio-economic development and is key to many globally important ecological processes. The CLME+ region is bordered by over 35 States and Territories, and is therefore considered one of the most geopolitically diverse and complex marine regions in the world.

A US\$ 12.5 million grant was released by the Global Environment Facility (GEF) -through the United Nations Development Programme (UNDP)- to support the execution of a new 5-year Project (the “CLME+ Project”; 2015-2020). This project is seeking to catalyze the implementation of the larger 10-year, region-wide “CLME+ 10-year Strategic Action Programme (SAP) which provides Governments and Inter-Governmental Organisations (IGOs) with a roadmap to reverse degradation of the marine environment and to secure its important resource base. The SAP had been endorsed at the political level by 35 Ministers representing 25 countries and 6 overseas territories from the region.

The CLME+ Project consists of five complementary and inter-linked components. The 5 components reflect the Project Rationale and Strategy, and are designed to collectively deliver the Project's objective: Facilitating EBM/EAF (Ecosystem-based Management/ Ecosystem Approach to Fisheries) in the CLME+ for the sustainable and climate resilient provision of goods and services from shared living marine resources

2. Purpose and Scope of Assignment

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP support GEF financed projects are required to undergo a terminal evaluation upon completion of implementation. This is the Terms of Reference (ToR) for the UNDP-GEF Terminal Evaluation (TE) of the full sized CLME+ project implemented through the United Nations Office for Project Services, which is to be undertaken in 2020.

The TE will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the UNDP Evaluation Guidance for GEF Financed Projects.

The objectives of the evaluation are to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming.

Evaluation approach and method

An overall approach and method¹ for conducting project terminal evaluations of UNDP supported GEF financed projects has developed over time. The evaluator is expected to frame the evaluation effort using the criteria of **relevance, effectiveness, efficiency, sustainability, and impact**, as defined and explained in the UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects. A set of questions covering each of these criteria have been drafted and will be provided. The evaluator is expected to amend, complete and submit this matrix (Evaluation question Matrix) as part of an evaluation inception report, and shall include it as an annex to the final report.

The evaluation must provide evidence-based information that is credible, reliable and useful. The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, in particular Project Focal Points, the GEF operational focal point, project team, UNDP GEF Technical Adviser based in the region and IGO's with an oceans mandate and the national focal points to the IGO's whose work programs the project has been supporting. The evaluator is expected to conduct a field mission to Cartagena, including any potential required project sites. Interviews will be held with project's co-executing partner organizations and individuals at a minimum.

The evaluator will review all relevant sources of information, such as the project document, project reports – including Annual PIR, project budget revisions, midterm review, progress reports, GEF focal area tracking tools, project files, national strategic and legal documents, and any other materials that the evaluator considers useful for this evidence-based assessment.

Evaluation Criteria & Ratings

An assessment of project performance will be carried out, based against expectations set out in the Project Results Framework, which provides performance and impact indicators for project implementation along with their corresponding means of verification. The evaluation will at a minimum cover the criteria of: **relevance, effectiveness, efficiency, sustainability and impact**. Ratings must be provided on the following performance criteria. The completed table must be included in the evaluation executive summary. The obligatory rating scales will be provided ("Rating Scales").

¹ For additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](#), Chapter 7, pg. 163

Project Finance / Cofinance

The Evaluation will assess the key financial aspects of the project, including the extent of co-financing planned and realized. Project cost and funding data will be required, including annual expenditures. Variances between planned and actual expenditures will need to be assessed and explained. Results from recent financial audits, as available, should be taken into consideration. The evaluator(s) will receive assistance from the related UNOPS or UNDP office and Project Team to obtain financial data in order to complete the co-financing table provided, which will be included in the terminal evaluation report.

Mainstreaming

UNDP supported GEF financed projects are key components in UNDP country programming, as well as regional and global programmes. The evaluation will assess the extent to which the project was successfully mainstreamed with other UNDP priorities, including poverty alleviation, improved governance, the prevention and recovery from natural disasters, and gender.

Impact

The evaluators will assess the extent to which the project is achieving impacts or progressing towards the achievement of impacts. Key findings that should be brought out in the evaluations include whether the project has demonstrated: a) verifiable improvements in ecological status, b) verifiable reductions in stress on ecological systems, and/or c) demonstrated progress towards these impact achievements.²

Conclusions, Recommendations & Lessons

The evaluation report must include a chapter providing a set of **conclusions, recommendations** and **lessons**.

3. Duration and Milestones

The total duration of the evaluation will be 37 days according to the following plan:

Activity	Timing	Completion Date
Preparation	5 days	<i>January 24th, 2020</i>
Evaluation Mission	12 days	<i>February 14th, 2020</i>
Draft Evaluation Report	10 days	<i>February 28th, 2020</i>
Final Draft Report	7 days	<i>October 2nd, 2020</i>
Final Report	3 days	<i>November 30th, 2020</i> (includes feedback from the Project Steering Committee meeting)

Evaluation Deliverables

The consultant is expected to deliver the following:

² A useful tool for gauging progress to impact is the Review of Outcomes to Impacts (ROtI) method developed by the GEF Evaluation Office: [ROtI Handbook 2009](#)

Deliverable	Content	Timing	Responsibilities
Inception Report	Evaluator provides clarifications on timing and method	No later than 2 weeks before the evaluation mission.	Evaluator submits to UNDP CO
Presentation	Initial Findings	End of evaluation mission	To project management, UNDP CO
Draft Evaluation Report	Draft report	No later than 2 weeks after the evaluation mission	To project management, UNDP CO
Final Draft Report	Full report (per template) with annexes	As a minimum 3 weeks before the last Project Steering Committee	Sent to project management, UNDP, reviewed by RTA, PCU, GEF OFPs
Final Report*	Revised report	Within 1 week of receiving UNDP comments on draft	Sent to UNDP for uploading to UNDP ERC.

*When submitting the final evaluation report, the evaluator is required also to provide an 'audit trail', detailing how all received comments have (and have not) been addressed in the final evaluation report.

Payment Modalities And Specifications

%	Milestone
10%	At contract signing
45%	Following submission and approval of the draft evaluation report
25%	Following submission and approval of the 1st draft terminal evaluation report
20%	Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report

3. Qualifications, Experience and Language skills:

The evaluation team will be composed of one international evaluator.

a. Education

Advanced University degree in Natural Resource Management, Marine and/or Environmental Sciences or Policy, or Environmental Law on Marine Transboundary Issues, Fisheries, Marine Biology, Oceanography or related fields (required);

b. Work Experience

- At least 7 years of work experience in IW/LME related matters and with substantial practical experience regarding Large Marine Ecosystem and/or associated Governance/Fisheries/Biodiversity Projects financed by the GEF (required). Preferably a fisheries expert, governance expert or an environmental expert.
- Competence in adaptive management, as applied to international waters GEF focal area, as well familiar with both Caribbean mainland and islands is desired.
- Demonstrated and recent experience with result-based management evaluation methodologies. Experience applying SMART targets and reconstructing or validating baseline scenarios is desired
- Experience working with the GEF or GEF-evaluations is desired
- Experience working in CLME+ region is desired

- Project evaluation/review experiences within United Nations system will be considered an asset;
- Demonstrated understanding of issues related to gender and experience in gender sensitive evaluation and analysis is desired.
- Excellent communication skills; sufficient exposure to the issues, alert to the cultural, political and social sensitivities of the region is desired.
- Demonstrable analytical skills, attention to detail and respect for deadlines is desired.
- The evaluators selected should NOT have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities is required.

c. Language

- Fluency in English is required;
- Knowledge of Spanish will be considered an asset

Evaluator Ethics

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the [UNEG 'Ethical Guidelines for Evaluations'](#)