



TERMS OF REFERENCE

Mid-term Evaluation for Climate Change Adaptation through small-scale and protective infrastructure interventions in the coastal settlements of Cambodia (CCA4CS)

Re-issued on 25 March 2024

~~Issued on 12 March 2024~~

Job Title:	Consultant for Mid-term Evaluation
Duty Station	Phnom Penh, Cambodia
Type of Contract	UNOPS Local Individual Contractor Agreement (LICA) <i>(National or International currently based in Cambodia)</i>
Level/Sublevel	Level 8
Languages required:	English and Khmer language
Duration of Initial Contract:	20 working days (Apr - May 2024)
Payment:	Lumpsum (output based)

1. BACKGROUND

Organizational Setting of UN-Habitat

The United Nations Human Settlements Programme, UN-Habitat, is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all. In collaboration with governments, UN-Habitat is charged with promoting and consolidating collaboration with all partners, including local authorities and private and non-government organizations in the implementation of the Sustainable Development Goals (SDGs), particularly Goal 11, which seeks to make cities and human settlements inclusive, safe, resilient and sustainable.

UN-Habitat's Regional Office for Asia and the Pacific aims to strengthen its support to the urban and local climate change response of national and local governments, communities, regional organizations and professional networks. UN-Habitat aims to do so in partnership with sister United Nations agencies and in support of UN country teams by building up its service offerings and growing its portfolio.

Since 1996, UN-Habitat has assisted and supported the Government of Cambodia to develop an inclusive urbanization and human settlement upgrading process. The UN-Habitat Cambodia office is under the direct supervision of the Regional Representative (OIC) and the Human Settlements Officer of UN-Habitat Regional Office in Fukuoka. It is responsible for coordinating, cooperating and implementing urban relevant targets of the New Urban Agenda (NUA) and the Sustainable Development Goals. On pursuing this, UN-Habitat harmonizes, interacts, and collaborates with other United Nations bodies, funds and programmes and cooperates with development partners, including civil society, private sector, foundations, academic institutions, research centres and others.

UN-Habitat Cambodia has implemented projects over the last decades in the areas of urban poverty reduction; water, sanitation and hygiene (WASH) initiatives; and climate change adaptation and disaster risk reduction. Currently, the UN-Habitat Cambodia office is responsible for promoting the New Urban Agenda (NUA) at the governmental and interagency level in the country. One crucial step to achieving the SDGs and NUA is the timely implementation of existing pro-poor policy documents, such as Circular 03 and the new National Housing Policy.

Project Overview

The National Council for Sustainable Development (NCSD), Ministry of Environment of Cambodia and UN-Habitat have been successful in securing funding from the Adaptation Fund Board (AFB) to implement a climate change project in the two coastal provinces (Kep and Preah Sihanouk) in Cambodia, “Climate change adaptation through protective small-scale infrastructure interventions in coastal settlements of Cambodia”.

The project’s main objective is “to enhance climate change adaptation and resilience of the most vulnerable coastal human settlements of Cambodia through concrete adaptation actions, particularly in areas where eco-tourism has the potential to sustain such interventions”.

The project started in August 2021, and it will be completed in December 2025. Therefore, the project requires conducting a mid-term evaluation by the 1st quarter 2024.

2. PURPOSE, OBJECTIVES AND SCOPE OF THE EVALUATION

The mid-term Evaluation (MTE) is mandated by both the donor and UN-Habitat as per the Agreement between AFB and UN-Habitat. It serves both accountability and learning objectives. It is intended to: (i) provide evidence on whether the project is on track towards achieving its objective and expected accomplishments (outcomes); (ii) enhance learning and identify constraints and challenges which may need corrective measures and improvement. The evaluation will therefore be formative, focusing more on the functioning of the project processes, to understand how the project is working and producing its outputs and results. Based on the findings of the MTE, actionable programmatic recommendations will be given to improve the delivery of the project for the remaining project period. The Key audiences of the evaluation are: The project team, AFB, UN-Habitat, and other partners.

Specific objectives of the mid-term evaluation are to:

- a) Assess the performance of the project in terms of its progress towards the achievement of results at the objective, expected accomplishment and output levels.
- b) Assess the appropriateness of planning, adequacy of resources, project management modalities, working arrangements and partnerships and how they may be impacting on the effectiveness of the project.
- c) Assess how cross-cutting issues such as gender equality, youth and human rights, environment and social safeguards have been integrated into the project.
- d) Identify areas of improvement, lessons learned and recommend forward-looking strategic, programmatic and management considerations to improve performance of the project for the remaining period of the project.

The evaluation will cover the planning, funding, working arrangements, performance and reporting of the project of its first two years of implementation (26 August 2021 – 30 Dec 2023). The focus will mainly be on processes, assessing achievements of outputs and expected accomplishments (outcomes) so far, identifying and analyzing constraints, challenges and opportunities.

Evaluation Questions based on the Evaluation Criteria

The evaluation will seek to answer the following overarching evaluation questions:

- a) To what extent is the project achieving its outputs and expected accomplishments?

- b) To what extent have cross-cutting issues of gender equality, human rights, youth, environmental and social safeguards and youth consideration been integrated into the project design and implementation?
- c) What are critical gaps with respect to the delivery of the project?
- d) What are lessons learned and recommendations for adjustments and improvement?

The proposed evaluation questions will be supplemented with sub-questions along with the evaluation criteria of relevance, effectiveness, efficiency, coherence, sustainability, and impact outlook of the project. The Evaluation Consultant, to conduct the evaluation, is expected to refine the questions and develop an evaluation matrix that will guide the evaluation.

Relevance

- To what extent was the project relevant to the requirements/needs of the beneficiaries (national/ sub-national governments/ vulnerable communities)?
- To what extent was the implementation strategy responsive to the donor and UN-Habitat strategies including SDG 11 and New Urban Agenda (NUA)?
- To what extent is UN-Habitat's comparative advantage in this area of work compared with other UN entities and key partners? To what extent was the identification of key stakeholders and target groups (including gender analysis and analysis of vulnerable groups) and of institutional capacity issues relevant?

Effectiveness

- To what extent is the project on track towards achieving its target results at output and expected accomplishment level?
- Which factors and processes are contributing to achieving or not achieving the expected results (internal and external factors)?
- How appropriate and effective are institutional relationships with the main target groups in which the operations of the project are engaging?
- To what extent has local capacity been strengthened so far through this programme?
- To what extent are monitoring and reporting on the implementation of the project timely, meaningful and adequate?
- How has COVID-19 affected the effectiveness of the project?
- To what extent is the project proving to be successful in terms of ownership in relation to the local context and the needs of beneficiaries?

Efficiency

- To what extent does the management structure of the project support efficient implementation?
- To what extent is the project being implemented efficiently in terms of delivering the expected results according to quality standards, in a timely manner according to budget and ensuring value for money?
- What types of products and services were provided to beneficiaries through this project?
- To what extent is monitoring and reporting on the project transparent and satisfy key stakeholders?

- How did the COVID-19 pandemic affect the project implementation?

Sustainability

- To what extent is capacity being developed to ensure the sustainability of the efforts and benefits?
- To what extent is the project engaging the participation of beneficiaries in implementation, monitoring, and reporting?
- To what extent is the project fostering innovative partnerships with local institutions and authorities and other development partners?

Impact Outlook

- To what extent did the project attain its objective and anticipated impact on partners and targeted beneficiaries, whether stakeholders or cities?
- What positive and/or transformative changes have occurred because of the project?

Coherence/complementarity

- To what extent is the project coherent and implemented in synergy with other projects of UN-Habitat funded by the Adaption fund?
- Was the project coherent or complemented with partners' policies and with other donors' interventions?
- How has the project used the lessons learned and recommendations from other evaluations relating to **enhancing climate change resilience, such as the mid-term evaluation of accelerating climate action?** The report can be accessed through this [link](#)

Cross-cutting issues

- To what extent are cross-cutting issues of gender equality, inclusion of persons with disabilities, human rights and youth environmental and social safeguards considered and are being integrated into the project design and implementation?
- Are there any outstanding examples of how these cross-cutting issues are being successfully applied in the project?

Stakeholder engagement

It is expected that the evaluation will be participatory involving key stakeholders. Stakeholders will be kept informed of the evaluation processes including design, information collection, and evaluation reporting and results dissemination to create a positive attitude toward the evaluation and enhance its utilization. Key stakeholders will be involved directly through interviews or focus group discussions. UN-Habitat will facilitate the evaluator's engagement with the main stakeholders.

3. EVALUATION APPROACH AND METHODS

Approach

The evaluation should employ a mix of approaches and methods. A results-based approach (Theory of Change Approach) should be applied to this evaluation to demonstrate how the project aims to achieve its objectives by describing the causal logic of inputs, activities, expected accomplishments and conditions and assumptions needed for the causal changes to take place. Also, the Context Input Process Product (CIPP) approach should be used to assess project implementation structures, procedures, collaboration, coordination, partnerships and targeted beneficiary needs. As aforementioned, the evaluation should be inclusive, participatory and consultative with partners and stakeholders. It should be conducted in a transparent way in line with the Norms and Standards of evaluations in the UN system and comply with UN-Habitat Evaluation Policy.

Evaluation Methods

A variety of methods will be used to collect information. They will include but not be limited to:

- Review of relevant documents in pursuit of specific data points or facts, including project documents, project logical framework, key deliverables, and meeting minutes.
- Key informant interviews, focus group discussions and consultation. An interview protocol to cover key evaluation questions will be developed by the consultant.
- A survey will be determined if it is necessary given the time constraints for this evaluation.

The evaluation consultant will describe the expected data analysis and instruments to be used in the evaluation inception report. Presentation of the evaluation findings should follow the standard format of the UN-Habitat Evaluation report.

4. EVALUATOR'S SKILLS AND EXPERIENCES

The evaluation will be conducted by an external evaluation consultant. He/she is responsible for planning and conducting the evaluation. He/she must have proven experience in evaluating projects/ programme and should have knowledge of Results-Based Management and strong methodological and analytical skills.

The consultant should have:

- 1) Advanced academic degree (Master's degree or equivalent) in environmental science, political sciences, development studies, sociology or another relevant field.
- 2) A minimum of 2 years of evaluation experience with the ability to present credible findings derived from evidence and putting conclusions and recommendations supported by findings.
- 3) Knowledge of climate change issues
- 4) Knowledge and understanding of UN-Habitat mandate and its operations is an added advantage.

5. EVALUATION MANAGEMENT AND RESPONSIBILITIES

Impartiality is an important principle of evaluation because it ensures the credibility of the evaluation and avoids a conflict of interest. For this purpose, UN-Habitat and Executing Partners responsible for the design and implementation of the project should not manage/lead the evaluation process.

The project team will be responsible for supporting the evaluation processes by providing information and documentation required as well as providing logistics and contacts of stakeholders to engage.

Expected deliverables and payment schedule

Three deliverables for this evaluation are:

1) **Inception report** (not more than 15 pages). The consultant is expected to review relevant information including TOR and develop a fully informed inception report, detailing how the evaluation is to be conducted, what is to be delivered and when. The inception report should include evaluation purpose and objectives, scope and focus, evaluation issues and tailored questions, methodology, evaluation work plan and deliverables. Once approved, it will become the key management document for the evaluation guiding the evaluation delivery in accordance with UN-Habitat’s expectations. The inception report should include:

- Context of evaluation
- Purpose, objectives and scope of the evaluation
- Theory of Change (Reconstruction of intervention logic)
- Approach and methodology for the evaluation
- Evaluation questions and judgement criteria
- Data collection and analysis methods
- Stakeholder mapping/analysis
- Consultation arrangements to maximize the relevance, credibility, quality and uptake of the evaluation
- Field visit approach
- Work plan and timelines of evaluation

2) **Draft evaluation report.** The evaluator will prepare a draft evaluation report to be reviewed by UN-Habitat. The draft should follow UN-Habitat’s standard format for evaluation reports (the format will be provided). The format is intended to help guide the structure and main contents of evaluation reports formulated by UN-Habitat.

3) **Final evaluation report** including executive summary and appendices prepared in English following UN-Habitat’s standard format of an evaluation report. The report should not exceed *50 pages, including the executive summary but excluding annexes*. The report should be technically easy to comprehend for non-evaluation specialists.

Provisional work schedule

The mid-term evaluation will be conducted during the period of 1st quarter 2024 (Expected to begin by middle of April 2024). The table below indicates timelines and expected deliverables for the evaluation process.

The duration of the evaluation is 20 working days. The exact start date will be agreed with UN-Habitat and its partners. The work schedule for the assignment is summarized in the table below.

Work schedule	Number of working days billed	Anticipated Dates
Milestone 1: Meeting with UN-Habitat team to discuss the work plan	1	Exact date to be decided later.
Milestone 2:	5	TBD

Submit/discuss the inception report, including the tentative table of contents of the evaluation report (<u>Deliverable 1</u>) through reviewing the project document and contract and evaluating project outputs (planning documents/reports)		
Milestone 3: Organize interviews, consultations, and discussions with key relevant stakeholders and civil society organizations aiming to evaluate the capacities built and future needs	5	TBD
Milestone 4: Draft project evaluation report and submit for feedback (<u>Deliverable 2</u>)	5	TBD
Milestone 5: Produce the final project evaluation report including final comments and feedback (<u>Deliverable 3</u>)	4	TBD
Total	20	

Resources and Payment

The evaluation consultant will be paid a professional evaluation fee based on the level of expertise and experience, and UN-Habitat's contracting procedures, and it will be based on delivery of three outputs as follows according to UN-Habitat's payment approved.

Installments	Expected Outputs	Payment
1 st Payment	Upon submission of the inception report, including the work plan and stakeholder analysis and approval by UN-Habitat (<u>Deliverable 1</u>)	30%
2 nd /Final Payment	Upon submission of the final evaluation report and all deliverables (documents and reports) and approval by UN-Habitat (<u>Deliverables 2 and 3</u>)	70%

How to Apply:

The application should comprise:

- Completed UN Personal History Form (P11). Please download the form (MS- Word) from UN-Habitat/ROAP-vacancy website:
https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal_History_P11.doc
- A Statement of Interest (cover letter) for the position

All applications should be submitted to:

UN-Habitat Cambodia Office

Attention to: Mr. Vanna Sok, Habitat Programme Manager
Phnom Penh Center, 6th Floor, Room 627,
Corner of Sothearos and Sihanouk Blvd.,
Phnom Penh, Cambodia
Email: vanna.sok@un.org

Please indicate the Post Title: **“Consultant for Mid-term Evaluation, Cambodia”** in your e-mail subject. Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome.

Deadline for applications: ~~25 March 2024~~, Extended up to 7 April 2024

Due to a large number of applications expected, only short-listed candidates will be contacted. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).