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**REQUEST FOR PROPOSAL (RFP)**

**(For Low-Valued Services)**

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| --- | --- |
| Intersted Firms | DATE: August 11, 2021 |
| REFERENCE: BBFRP149387 |

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Mid-term Evaluation of the project “Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER).

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Thursday, September 02, 2021**and via email to the address below:

**United Nations Development Programme**

***procurement.bb@undp.org***

***Procurement Unit***

Your Proposal must be expressed in the **English**, and valid for a minimum period of **90 days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

**UNDP encourages every prospective Service Provider to** prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : <https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf>

**Thank you and we look forward to receiving your Proposal.**

Sincerely yours,

*Procurement Unit*

8/12/2021

**Annex 1**

**Description of Requirements**

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| --- | --- |
| Context of the Requirement | Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER) |
| Implementing Partner of UNDP | UNDP |
| Brief Description of the Required Services | Completion of a mid-term evaluation for the EnGenDER project. Prepare an evaluation report which should outline the progress the project has made toward achieving the intended project outcomes. The assessment should focus on criteria such as relevance, efficiency, effectiveness and impact. Recommendations on how EnGenDER and UNDP (and its implementing partners) could better align/improve the current interventions, structure and processes in order to achieve intended outcomes should also be included in this evaluation. |
| List and Description of Expected Outputs to be Delivered | 1. *An Inception Report - Evaluation framework/design and implementation plan*   An inception report should be prepared by the company prior to conducting any full evaluation exercise.  The report should contain an evaluation matrix that displays for each of the evaluation criteria, the questions and sub questions that the evaluation will answer, and for each question, the data that will be collected to inform that question and the methods that will be used to collect that data (all based on the evaluation criteria outlined). It should also include a proposed schedule of tasks/activities and deliverables and a table of contents for the final evaluation report    This information shall be reflected in an evaluation matrix, for example:     |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **SAMPLE EVALUATION MATRIX** | | | | |  |  | | **Criteria/Sub-criteria** | **(Examples of) questions to be addressed by outcome-level evaluation** | **What to look for** | **Data sources** | **Data collection methods** | **Indicators/Success Standards** | **Methods for Analysis** |      1. *Presentation of the preliminary findings*   The company should present the preliminary findings of the evaluation. The outline of the presentation should form part of the inception report.     1. *Draft evaluation report*   The draft report will be circulated to all with any responsibility in oversight regarding the project as well as key government counterparts and other key stakeholders to ensure that the evaluation needs are met based on the quality criteria, as well as validate the finding, recommendations and lessons identified in the report.     1. *Final Evaluation Report and Power Point Presentation*   The key product (deliverable) expected from this outcome evaluation is a comprehensive analytical report that should include the following content:   * Executive summary * Introduction (Background and approach/methodology, Evaluation Scope and Objectives, Evaluation Criteria, Evaluation Approach and Methods) * Description of the project and its response/work * An in-depth analysis of the situation with regard to the outcomes and development results (Presentation of findings based on evaluation criteria) * Key findings * Forward-looking analysis and Lessons Learned * Conclusions and Recommendations * Annexes: TOR, list of stakeholders interviewed, documents reviewed, etc.     The power point presentation should include the key findings, forward-looking analysis and recommendations. |
| Person to Supervise the Work/Performance of the Service Provider | The company will report directly to the EnGenDER M&E Analyst with final approval of the EnGenDER Project Manager. The company is required to liaise with stakeholders in project countries as needed.  The meeting schedule will be determined in collaboration with the Project Management Unit and the relevant UNDP country offices. |
| Frequency of Reporting | Guided by the deliverables and as needed |
| Progress Reporting Requirements | Reporting will be completed with each major deliverable. |
| Location of work | Virtual Assignment  It is noted that stakeholder participation is a key component in the successful execution of this work. However, recognising that the threat of the spread of COVID-19 throughout the Caribbean is redefining the way business is conducted, it for this reason that alternative methods and innovative approaches (such as virtual meetings) to conduct aspects of the work should be identified and listed as an essential component of the proposed methodology. |
| Expected duration of work | September - December |
| Target start date | 20 September 2021 |
| Latest completion date | 6 December 2021 |
| Travels Expected | N/A |
| Special Security Requirements | N/A |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | N/A |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | Required  Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | Required  Not Required |
| Currency of Proposal | United States Dollars  Euro  Local Currency |
| Value Added Tax on Price Proposal | must be inclusive of VAT and other applicable indirect taxes  must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | 60 days  90 days  120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
| Partial Quotes | Not permitted  Permitted |
| Payment Terms | |  |  |  |  | | --- | --- | --- | --- | | Outputs | Percentage | Timing (working days) | Condition for Payment Release | | Inception Report | 10 | 8 | Within thirty (30) days from the date of meeting the following conditions:   1. UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and 2. Receipt of invoice from the Service Provider. | | Presentation of the Preliminary Findings | 15 | 10 | | Draft Evaluation Report | 50 | 8 | | Final Evaluation Report | 25 | 6 | |  |  |  | |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | EnGenDER Project Management Unit, UNDP |
| Type of Contract to be Signed | Purchase Order  Institutional Contract  Contract for Professional Services  Long-Term Agreement  Other Type of Contract |
| Criteria for Contract Award | Lowest Price Quote among technically responsive offers  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | **Technical Proposal (70%) Please See TOR for further breakdown**  Expertise of the Firm *[indicate percentage]*  Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 20 %  Management Structure and Qualification of Key Personnel 50 %  **Financial Proposal (30%)**  To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | One and only one Service Provider  One or more Service Providers, depending on the following factors: |
| Contract General Terms and Conditions[[1]](#footnote-2) | General Terms and Conditions for contracts (goods and/or services)  General Terms and Conditions for de minimis contracts (services only, less than $50,000)  Applicable Terms and Conditions are available at:  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| Annexes to this RFP[[2]](#footnote-3) | Form for Submission of Proposal (Annex 2)  Detailed TOR  Annexes  1. Project Document  2. Results Framework (updated)  3. List of partners and key stakeholders  4. Preliminary List of key documents to consult  5. Evaluation matrix template  6. Outline of the evaluation report format  7. Code of conduct forms |
| Contact Person for Inquiries  (Written inquiries only)[[3]](#footnote-4) | *Procurement Unit*  *Procurement.bb@undp.org*  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information *[pls. specify]* |  |

**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[4]](#footnote-5)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[5]](#footnote-6))***

[insert: *Location]*.

[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

1. **Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
7. **Proposed Methodology for the Completion of Services**

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| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.* |

1. **Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications must be submitted if required by the RFP; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | Deliverable 1 |  |  |
| 2 | Deliverable 2 |  |  |
| 3 | …. |  |  |
|  | Total | 100% |  |

*\*This shall be the basis of the payment tranches*

1. **Cost Breakdown by Cost Component *[This is only an Example]*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate** |
| **I. Personnel Services** |  |  |  |  |
| 1. Services from Home Office |  |  |  |  |
| a. Expertise 1 |  |  |  |  |
| b. Expertise 2 |  |  |  |  |
| 2. Services from Field Offices |  |  |  |  |
| a . Expertise 1 |  |  |  |  |
| b. Expertise 2 |  |  |  |  |
| 3. Services from Overseas |  |  |  |  |
| a. Expertise 1 |  |  |  |  |
| b. Expertise 2 |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
| 1. Travel Costs |  |  |  |  |
| 2. Daily Allowance |  |  |  |  |
| 3. Communications |  |  |  |  |
| 4. Reproduction |  |  |  |  |
| 5. Equipment Lease |  |  |  |  |
| 6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3**

**TERMS OF REFERENCE**

**Mid-term Evaluation of the project “Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER)”**

**GENERAL iNFORMATION**

**Services/Work Description:** Mid-term Evaluation for the EnGenDER Project

**Project/Programme Title:** Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER)

**Procurement Title:** Mid-term Evaluation for the EnGenDER Project

**Duty Station:** Home based

**Duration:** September - December 2021 (32 working days)

**Expected Start Date:** 20th September 2021

**I. BACKGROUND AND CONTEXT**

The physical impacts of climate change and natural hazards are being seen to compound pervasive structural inequalities and socioeconomic vulnerabilities since gender equality and human rights are given insufficient consideration required in climate change mitigation and adaptation, and in disaster risk, recovery and response. While this is a general pattern where women and girls face a disparity in terms of (amongst other things) access to economic participation, nuances exist in each country in the needs and vulnerabilities of women, men, girls and boys, which warrant more detailed investigation and articulation.

Women and men typically respond and react differently at various stages of disaster and recovery; and the groups with the least knowledge and capacity to take short-term measures to limit impacts from climate-related disasters are often the most affected. Through the funding support provided by the Global Affairs Canada and the UK Government, the Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER) project, seeks to further integrate gender equality and human-rights based approaches into disaster risk reduction (DRR), climate change (CC) adaptation and mitigation, environmental management frameworks and interventions.

The United Nations Development Programme (UNDP) along with the two donor governments concluded an agreement to implement this regional initiative in April 2019 with the official launch occurring in September 2019. In an effort to support the initiative’s theory of change, the logical framework for the project focuses on two main Intermediate Outcomes and three Immediate Outcomes:

***INTERMEDIATE OUTCOME 1100:*** Enhanced practices of relevant actors for the sustainable implementation of gender-responsive climate change action and disaster recovery

**Immediate Outcome 1110:** Improved national capacity for gender-responsive climate change planning and implementation among state and non-state actors in the target countries

**Immediate Outcome 1120** Improved integrated recovery planning and frameworks at the national and regional levels for gender-responsive and resilient disaster recovery by key vulnerable groups

***INTERMEDIATE OUTCOME 1200:*** Improved governance by relevant actors for gender-responsive climate and risk resilience planning and decision-making in 9 Caribbean countries

**Immediate Outcome 1210** Increased application of gender-responsive and rights-based approaches by national CC and DRR decision making bodies

Subsequent to the project launch in September 2019, the project has consistently worked on implementing activities under the above Outcomes and related outputs across the nine project countries (Antigua and Barbuda, Belize, the Commonwealth of Dominica, Grenada, the Republic of Guyana, Jamaica, Saint Lucia, St. Vincent and the Grenadines, and the Republic of Suriname.). The project is implemented directly by United Nations Development Programme (UNDP) with support from three implementing partners – UN Women, Caribbean Disaster Emergency Management Agency (CDEMA) and the World Food Programme (WFP). The UNDP Barbados Multi-country Office serves as lead office for the project, where the Project Management Unit (PMU) therefore sits. The UNDP other country offices in the region, namely Belize, Guyana, Jamaica and Suriname are responsible for implementing agreed activities in their respective countries.

**II. EVALUATION PURPOSE**

The evaluation is being conducted as agreed in the project document and in accordance with the UNDP’s Strategic Plan, and UNDP’s Evaluation Policy, which sets out a number of guiding principles, norms and criteria for evaluation in the organization. Amongst the norms that the Policy seeks to uphold, the most important are that the evaluation exercise should be independent, impartial and of appropriate quality, but also that it should be intentional and designed with utility in mind. The evaluation should generate relevant and useful information to support evidence-based decision making. Further, as per the project document of EnGenDER, a Mid-term Evaluation by company should be conducted so as to assess progress towards achieving the EnGenDER identified outcomes and the extent to which interventions/activities completed and planned have been and will contribute to these project outcomes. The evaluation will also identify any changes that may be needed to achieve the stated outcomes.

Under the direction of the Monitoring and Evaluation (M&E) Analyst for the EnGenDER Project, the company is expected to conduct a mid-term evaluation and prepare an evaluation report which should outline the progress the project has made toward achieving the intended project outcomes. The assessment should focus on criteria such as relevance, efficiency, effectiveness and impact. Recommendations on how EnGenDER and UNDP (and its implementing partners) could better align/improve the current interventions, structure and processes in order to achieve intended outcomes should also be included in this evaluation.

**III. EVALUATION SCOPE AND OBJECTIVES**

The evaluator will review all outcomes, project activities (past, current and planned) to assess the alignment of these interventions with intended outcomes as well as to assess how management structure (capacity), and work processes affect the achievement of these outcomes. The evaluation will directly assess the achievements of the project against its key objectives, as set out in the project document and revised results framework. It will also identify factors that have facilitated or impeded the achievement of the objectives. Pertinent issues such as management arrangements, procurement and financial procedures, timeliness of interventions, selection of beneficiaries, incorporation of innovative solutions and prospects for sustainability should also be included in the analysis. Additionally, the project’s implementation in the context of COVID and its response to it should also be considered.

More specifically, the midterm evaluation will seek to:

* Review the status of the outcomes and the key factors that affect (both positive and negative) to the outcomes;
* Review and assess the project’s partnerships with stakeholders – implementing partners, governments, civil society, other international organisations and provide recommendations for how these partnerships can be strengthened;
* Review and assess the project’s interventions as it relates to the Project Document and Quality Assurance Assessment; UNDP Barbados and OECS Evaluation Plan; UNDP Strategic Plan; UNDP Gender Strategy and the UNDP Youth Strategy, and provide recommendations for the future direction interventions/activities which can better enable the project to contribute to the achievement of the stated outcomes in these strategy documents. (In cases where interventions have already commenced, provide recommendations on any amendments that may be necessary);
* Review current Monitoring Tools, Reporting templates and roles and provide recommendations for better alignment if necessary;
* Assess how the project has targeted and met (will meet) current beneficiary needs (as dictated by project document and updated Results Framework) and as disaggregated as recommended
* Identify any amendments in process, activities and reporting necessary and provide recommendations on best practices;

**IV. EVALUATION CRITERIA AND KEY QUESTIONS**

The following key evaluation criteria should be utilized and applied with specifics to the project:

1. **Relevance:** concerns the extent to which the project and its intended outputs are consistent with national and local policies and priorities and the needs of intended beneficiaries. Relevance also considers the extent to which the project is responsive to UNDP corporate plan and human development priorities of empowerment and gender equality issues
   1. To what extent is the project in line with UNDP’s mandate, the Sustainable Development Goals, national priorities and the requirements of targeted women and men?
   2. How has the project been contributing to its expected outcomes?
   3. How has the gender questions been taken into account in the project?
   4. How has the project contributed to the priorities of UNDP?
   5. Has the project been relevant to the needs of target beneficiaries?
   6. Is there a clear and logical consistency between, inputs, activities, outputs and progress towards achievement of objectives (quality, quantity and time-frame)?
   7. Has the project been relevant to the country’s national policies and plans?
   8. How have counterparts been appropriately involved in the implementation of activities?
   9. Is the local ownership of the project ensured? Of the Government, counterparts and at the level of beneficiaries?
2. **Effectiveness:** is a measure of the extent to which the project’s intended results (outputs or outcomes) have been achieved or the extent to which progress toward outputs or outcomes has been achieved.
   1. Has there been progress towards achieving the outcomes, outputs, milestones and targets?
   2. Has there been any progress toward the impact?
   3. What factors have been contributing to achieving or not achieving intended outputs and outcomes?
   4. What has been the contribution of partners and other organizations to the outcome, and how effective have UNDP partnerships been in contributing to achieving the outcomes?
   5. To what extent are the current and planned results benefitting beneficiaries as intended?
   6. To what extent are project management and implementation participatory and is this participation contributing towards achievement of the project objectives?
   7. In which areas is the project having the greatest progress? Why and what have been the supporting factors? How can the project build on or expand these achievements?
   8. In which areas is the project having the fewest achievements? What have been the constraining factors and why? How can or could they be overcome?
3. **Efficiency:** measures how economically resources or inputs (such as funds, expertise and time) are converted to results. An initiative is efficient when it uses resources appropriately and economically to produce the desired outputs
   1. Have the implementation strategies which are being utilized contributed to maximum intervention efficiency?
   2. Has the use of recourses been efficient? Is there economic use of resources?
   3. To what extent are quality outputs delivered on time?
   4. To what extent are partnership modalities conducive to the delivery of outputs?
   5. How is monitoring used to manage the project?
4. **Sustainability:** measures the extent to which benefits of initiatives continue after external development assistance has come to an end.
   1. What strategies and mechanisms have been incorporated to the implementation of the project to guarantee the sustainability of expected outputs after the project?
   2. To what extent has a sustainability strategy, including capacity development of key national stakeholders, been developed or implemented?
   3. To what extent are policy and regulatory frameworks in place that will support the continuation of benefits?
   4. To what extent have partners committed to providing continuing support?
   5. To what extent do stakeholders support the project’s long-term objectives?
   6. To what extent are lessons learned being documented by the project team on a continual basis and shared with appropriate parties who could learn from the project?
   7. How will concerns for gender equality, human rights and human development be taken forward by primary stakeholders?
   8. To what extent has the knowledge being produced planned to be utilized to implement evidence-based and policy-driven programming?
5. **Human rights**
6. Does the project have capacity to provide data for a HR & GE responsive evaluation?
7. Is there baseline data on the situation of rights holders, and in particular women, at the beginning of the intervention?
8. Has the project been systematically targeted and included vulnerable groups such as persons with disabilities, the elderly etc?
9. **Gender equality**
10. To what extent has gender equality and the empowerment of women been addressed in the design, implementation and monitoring of the project?
    1. Have women and women’s groups been specifically involved in implementation and monitoring?
    2. Is there evidence that the project will expand women's access to opportunities?
11. Is the gender marker data assigned to this project representative of reality?
12. To what extent has the project promoted positive changes in gender?
13. How is the programme contributing to the progress on international and regional commitments on gender equality of the SDGs, CEDAW, Belém Do Pará Convention, and others?
14. How is the programme contributing to the progress of advocating and/or shaping the gender equality agenda in the countries subject to evaluation? On what levels?
15. Is the programme on-track to address principles of intersectionality, inclusivity and Leaving No One Behind? If so, how?

**V. METHODOLOGY**

The project evaluation is to be undertaken in accordance with UN evaluation norms and policies, including UN Standards and Norms for Evaluations and UNDP Handbook on Planning, Monitoring and Evaluation for Development Results. Evaluation methods should be selected for their rigor in producing empirically based evidence to address the evaluation criteria, to respond to the evaluation questions, and to meet the purpose of the evaluation.

The type of information and methods selected must produce evidence, and they should combine both qualitative and quantitative aspects. The evaluation findings should not rely only on perceptions, but the evidence should be validated by triangulation of different data sources /or methods) The evaluation should use primary and secondary data, and should include a presentation of the results matrix of the initiative, updated with the new indicator status, but delimited by the possible restrictions identified in the analysis of the evaluation. The central focus of the evaluation is the contribution to outcomes but should also include output level results.

It is expected that the review, findings and recommendations would be derived from the following methods:

* Desk review of related documents such as project related documents such as Project Document,; Annual Work Plans (AWPs), Progress reports and Monitoring Tools
* Consultation with stakeholders and counterparts (interviews and focus groups);
* Consultation with beneficiaries (interviews and focus groups);
* Technical consultation with the Planning, Monitoring and Reporting Specialist at the MCO
* Meetings with regional partners, beneficiaries and other stakeholders, other regional and international key stakeholders. The evaluation methods and parties to be consulted should be selected so that all the participation countries will be covered in the evaluation. This may require use of electronic survey and complement to the other data collection tools.
* Consultation meetings with EnGenDER project staff, project staff and senior management as appropriate.
* Surveys, interviews and questionnaires

**VI. ETHICS**

UNDP evaluations will be conducted in accordance with the principles outlined in the UNEG “Ethical Guidelines for Evaluation” available at <http://www.unevaluation.org/document/detail/102>

**VII. IMPLEMENTATION ARRANGEMENTS**

The company will report directly to the EnGenDER M&E Analyst with final approval of the EnGenDER Project Manager. The company is required to liaise with stakeholders in project countries as needed.

The meeting schedule will be determined in collaboration with the Project Management Unit and the relevant UNDP country offices.

***IMPORTANT:*** *It is noted that stakeholder participation is a key component in the successful execution of this work. However, recognising that the threat of the spread of COVID-19 throughout the Caribbean is redefining the way business is conducted, it for this reason that alternative methods and innovative approaches (such as virtual meetings) to conduct aspects of the work should be identified and listed as an essential component of the proposed methodology.*

**VIII. DELIVERABLES**

The company will conduct a preliminary scoping exercise and design an inception report (containing an evaluation matrix, evaluation protocols for different stakeholders and a description of the methodology (using quantitative and qualitative data and means of collection), to be discussed with EnGenDER M & E Analyst and Project Manager, before the evaluation commences and before the consultations.

1. *Inception Report - Evaluation framework/design and implementation plan*

An inception report should be prepared by the company prior to conducting any full evaluation exercise. The report should contain an evaluation matrix that displays for each of the evaluation criteria, the questions and sub questions that the evaluation will answer, and for each question, the data that will be collected to inform that question and the methods that will be used to collect that data (all based on the evaluation criteria outlined). It should also include a proposed schedule of tasks/activities and deliverables and a table of contents for the final evaluation report

This information shall be reflected in an evaluation matrix, for example:

| **SAMPLE EVALUATION MATRIX** | | | | |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria/Sub-criteria** | **(Examples of) questions to be addressed by outcome-level evaluation** | **What to look for** | **Data sources** | **Data collection methods** | **Indicators/Success Standards** | **Methods for Analysis** |

1. *Presentation of the preliminary findings*

The company should present the preliminary findings of the evaluation. The outline of the presentation should form part of the inception report.

1. *Draft evaluation report*

The draft report will be circulated to all with any responsibility in oversight regarding the project as well as key government counterparts and other key stakeholders to ensure that the evaluation needs are met based on the quality criteria, as well as validate the finding, recommendations and lessons identified in the report.

1. *Final Evaluation Report and Power Point Presentation*

The key product (deliverable) expected from this outcome evaluation is a comprehensive analytical report that should include the following content:

* Executive summary
* Introduction (Background and approach/methodology, Evaluation Scope and Objectives, Evaluation Criteria, Evaluation Approach and Methods)
* Description of the project and its response/work
* An in-depth analysis of the situation with regard to the outcomes and development results (Presentation of findings based on evaluation criteria)
* Key findings
* Forward-looking analysis and Lessons Learned
* Conclusions and Recommendations
* Annexes: TOR, list of stakeholders interviewed, documents reviewed, etc.

The power point presentation should include the key findings, forward-looking analysis and recommendations.

**The annexes to the TOR to be provided to the company will include:**

1. Project Document
2. Results Framework (updated)
3. List of partners and key stakeholders
4. Preliminary List of key documents to consult
5. Evaluation matrix template
6. Outline of the evaluation report format
7. Code of conduct forms

Please note detailed deliverable schedule below:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EnGenDER Mid-term Evaluation Delivery Schedule - August – November 2021** | | | | | |  | |  |  |
| No. | Deliverables | Sub-tasks | Number of w/days | Tentative  Due dates | Expected result | |
| 1 | Inception Report | Desk review of project documents, reports and other background documents | 8 | 29th September 2021 | Inception report containing work plan, key findings of desk review and evaluation methodology | |
| Development of evaluation methodology/inception report |
| Comments on Inception Report by Management |
| Final Inception Report |
| 2 | Presentation of the Preliminary Findings | Meetings and interviews with stakeholders, beneficiaries and Partners; (site visits) | 10 | 27th October 2021 | Data from major stakeholders collected; | |
| Debriefing (last day of the mission) |
| 3 | Draft Evaluation Report | Data analysis and preparation of the draft report | 8 | 15th November 2021 | Draft evaluation report with findings, lessons learned and results submitted to UNDP for review.  The audit trail should also be conducted and submitted. | |
| 4 | Final Evaluation Report | Collecting comments on draft report from UNDP | 5 | 26th November 2021 | Evaluation report | |
| Finalization of the report on the basis of comments received including audit trail and relevant annexes |
| Presentation of final evaluation report | 1 | 6th December 2021 | Evaluation report presented | |
|  | **Total working days** | | **32** | | | |

**IX. REQUIRED COMPETENCIES**

The technical capacities within the company should include a Team Lead/Evaluation Specialist, a Gender Equality designate and a Climate Change designate. The company will determine and designate which consultant will be the team leader for this assignment.

The Evaluation Specialist within the company must possess:

* MSc degree in Project Management and Evaluation, Monitoring and Evaluation, Evaluation, Economics, Public Administration, Regional development/planning, Statistics or any other related social sciences.
* Minimum of 8 years professional experience in project management or quantitative and qualitative monitoring and related reporting.
* 7 years of proven and documented practical skill and experience in design of M+E systems, based upon Logical Framework and outcome evaluations.
  + Solid foundation and experience in results-based management/logical framework approach and other strategic planning approaches, evaluation methods and approaches (qualitative and quantitative)
* Practical experience in UN-related projects and knowledge of UN system and procedures
* Working experience in the Caribbean/SIDS, particularly on climate change adaptation and mitigation
* Working experience of evaluating regional projects is an asset.
* Ability to transfer analytical results into simple and workable solutions.
* Excellent conceptual and analytical skills.

The members of the company must present the following qualifications:

|  |  |
| --- | --- |
| **Gender Equality designate** | |
| Education | * Postgraduate degree (MSc, MA, or higher) in development studies, gender studies, poverty reduction, international policy, sustainable development, social sciences, or a related field |
| Experience | * At least 5 years of strong experience in gender equality analysis in relevant areas such as gender responsive policy analysis and inter-sectoral approaches; strategic planning and gender equality advocacy to national and other partners, strengthening institutional capacities. * At least 4 years of experience addressing issues specific to Caribbean SIDS surrounding gender equality. Experience in climate change vulnerability, risk and inequality, or other related development issues is an asset. * Sound understanding of national and local development planning processes in the Caribbean. * Previous work experience in a UN organisation is desirable. * Previous work in any of the beneficiary countries and in a similar project is highly desirable. * Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work). * Excellent conceptual, analytical, writing and communication skills. |

|  |  |
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| **Climate Change designate** | |
| Education | * Postgraduate degree (MSc, MA, or higher) in climate change and development, disaster risk management natural resource management, environmental science, risk assessment, environmental engineering or a related field. |
| Experience | * At least 8 years of experience addressing issues specific to Caribbean SIDS surrounding climate change vulnerability and risk, or other related development issues. * At least 5 years of strong experience in addressing issues specific to Caribbean SIDS surrounding climate change and vulnerability. * Previous work experience in a UN organisation is desirable. * Previous work in any of the beneficiary countries and a similar project is highly desirable. * Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work). * GIS and/statistical analysis and writing skills would be a strong asset. |

**IX. a SELECTION CRITERIA**

The technical component for the scope of works (technical capacity and related qualifications) for the Evaluation Specialist, Gender Equality designate, Climate Change designate and Methodology would cumulatively contribute to 70%. Companies whose proposal fail to obtain a minimum of 49% will not be considered for financial review. The financial proposal will be assigned 30%.

The company will be evaluated based on the selection criteria listed below.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Selection Criteria -Team Leader** | | | | | | | | |
| 1. **Technical Capacity and Related Qualifications** | | | **Weight (30%)** | | **Max. Points (100pts)** | | | |
| 1.1 | | MSc degree in Project Management, Project Evaluation, Monitoring and Evaluation, Evaluation, Economics, Public Administration, Regional development/planning, Statistics or any other related social sciences. |  | | 15 | | | |
| 1.2 | | Significant experience in leadership positions and demonstrated effective supervision/management of others in the performance of their duties to ensure timely delivery of planned activities (based on job experience/field work) |  | | 20 | | | |
| 1.3 | | 8 years professional experience in project management or quantitative and qualitative monitoring and related reporting with proven and documented practical skill and experience in design of M+E systems, based upon Logical Framework and outcome evaluations |  | | 20 | | | |
| 1.4 | | Experience in results-based management/logical framework approach and other strategic planning approaches, evaluation methods and approaches (qualitative and quantitative |  | | 15 | | | |
| 1.5 | | Working experience in the Caribbean/SIDS |  | | 10 | | | |
| 1.6 | | Practical experience in UN-related projects and knowledge of UN system |  | | 10 | | | |
| 1.7 | | Proven ability to work with complex stakeholders and familiarity with project dynamics |  | | 10 | | | |
| **Total Points** | | | **30%** | | **100** | | | |
| **Selection Criteria- Gender Equality designate** | | | | | | | | |
| 1. **Technical Capacity and Related Qualifications** | | | | **Weight (10%)** | | **Max. Points (50pts)** | |  |
| 2.1 | | Postgraduate degree (MSc, MA, or higher) in development studies, gender studies in gender equality/studies, poverty reduction, international policy, sustainable development, social sciences, or a related field. | |  | | 10 | |  |
| 2.2 | | 4 years of experience addressing issues specific to Caribbean SIDS surrounding gender equality and climate change vulnerability, risk and inequality, or other related development issues. | |  | | 15 | |  |
| 2.3 | | 5 years of strong experience in gender equality analysis in relevant areas such as gender responsive policy analysis and inter-sectoral approaches; strategic planning and gender equality advocacy to national and other partners, strengthening institutional capacities. | |  | | 10 | |  |
| 2.4 | | Sound understanding of national and local development planning processes in the Caribbean. | |  | | 5 | |  |
| 2.5 | | Previous work in any of the beneficiary countries and in a similar project. | |  | | 5 | |  |
| 2.6 | | Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work).  Excellent conceptual, analytical, writing and communication skills. | |  | | 5 | |  |
| **Total Points** | | | | **10%** | | **50** | |  |
| **Selection Criteria- Climate Change designate** | | | | | | | |  |
| 1. **Technical Capacity and Related Qualifications** | | | | **Weight (10%)** | | **Max. Points (50pts)** | |  |
| 3.1 | | Postgraduate degree (MSc, MA, or higher) in climate change and development, disaster risk management natural resource management, environmental science, risk assessment, environmental engineering or a related field | |  | | 10 | |  |
| 3.2 | | 4 years of experience addressing issues specific to Caribbean SIDS surrounding climate change vulnerability and risk, or other related development issues. | |  | | 15 | |  |
| 3.3 | | 5 years of strong experience in addressing issues specific to Caribbean SIDS surrounding climate change and vulnerability. | |  | | 10 | |  |
| 3.4 | | Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work). | |  | | 5 | |  |
| 3.5 | | Previous work experience in a UN organisation is desirable | |  | | 5 | |  |
| **Total Points** | | | | **10%** | | 45 | |  |
| 1. **Methodology** | | | | **Weight (20%)** | | | **Max. Points (50pts)** | |
| 4.1 | To what degree does the Proposer understand the task? | | |  | | | 15 | |
| 4.2 | Have the important aspects of the task been addressed in sufficient detail? | | |  | | | 20 | |
| 4.3 | Is the scope of task well defined and does it correspond to the TOR? | | |  | | | 15 | |
| **Total Points** | | | | **20%** | | | **50** | |
| **Final Score** | | | | **70%** | | | 245 | |

**IX. b. Evaluation Method**

* Only those proposals deemed to be responsive and compliant will be evaluated;
* Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
* Applicant receiving the Highest Combined Score and has accepted UNDP’s General Terms and Conditions will be awarded the contract.

**X. PAYMENT**

Payments would be made upon submission and approval of the following deliverables as highlighted in Section VIII above:

1. Final Inception Report – 10%
2. Presentation of Preliminary Findings – 15%
3. Draft evaluation report and presentation of findings, conclusions and recommendations – 50%
4. Final evaluation report – 25%

**XI. OTHER**

Candidates will submit their **CV and P11 form** together with **financial proposals** with a per day rate.

Applications must be submitted in English, and incomplete proposals will not be considered.

**Documents to be included when submitting the proposals**

* **Proposed Methodology for the Completion of Services.** The company must describe how they will address/deliver the demands of the assignment;
* **CVs of specialist** in alignment with the required qualifications, references, and relevant experience (please make sure to include email and phone number of each reference)..
* **Financial Proposal/ Daily Rate**

No Travel is envisioned at this time. However, the company must submit a financial proposal

reflecting the final and all inclusive cost for the full range of services required broken down into all major components associated with the service to be provided.

**XII. ANNEXES**

1. Project Document (As attachment)
2. Results Framework (updated)
3. List of partners and key stakeholders
4. Preliminary List of key documents to consult
5. Evaluation matrix template
6. Outline of the evaluation report format
7. Code of conduct forms

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Annex 2 – Results Framework (updated)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Outcome indicators as stated in the Sub-Regional Programme Results and Resources Framework, including baseline and targets: | | | | | | | | | | |
| Number of countries with National Adaptation Plans (NAPs) under implementation; Baseline: 1 Target: 6 | | | | | | | | | | |
| Number of countries with at least 2 sector specific disaster risk reduction strategies under implementation; Baseline: 2 Target: 10. | | | | | | | | | | |
| Number of countries with functioning mechanisms (to systematically collect, analyse and use disaggregated data and other forms of information) which use regionally established tools for monitoring and reporting on the situation of women and children; Baseline: CARICOM Gender | | | | | | | | | | |
| Applicable Output(s) from the UNDP Strategic Plan 2018-2021: | | | | | | | | | | |
| 1.3.1 National capacities and evidence-based assessment and planning tools enable gender-responsive and risk-informed development investments, including for response to and recovery from crisis | | | | | | | | | | |
| 2.3.1 Data and risk-informed development policies, plans, systems and financing incorporate integrated and gender-responsive solutions to reduce disaster risks, enable climate change adaptation and mitigation, and prevent risk of conflict | | | | | | | | | | |
| Project title and Atlas Project Number: Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER) | | | | | | | | | | |
| ULTIMATE OUTCOME | OUTCOME INDICATORS | DATA SOURCE | BASELINE | | TARGETS (by frequency of data collection) | | | | | DATA COLLECTION METHODS & RISKS |
| Value | Year | Year | Year | Year | Year | FINAL |
| 1 | 2 | 3 | 4 |
| Improved climate resilience for women and girls and key vulnerable populations and  future generations in the Caribbean | Number of countries with improved resilience to key climate-related, sector-level risks | Ex-ante and ex-post sector-level climate risk indicator assessment | 0 | 2018 | 0 | 0 | 4 | 5 | 9 |  |
| INTERMEDIATE OUTCOME 1100: Enhanced  practices of relevant actors for the sustainable implementation of gender- responsive climate change action and  disaster recovery | Number of coordination bodies systematically including gender analysis within their decision-making systems | Terms of Reference of committees | 1 | 2018 | 1 | 2 | 3 | 2 | 9 |  |
| Analysis tools in use |
| Reports/minutes from formal and informal  national coordination mechanisms |
| Immediate Outcome 1110: Improved national capacity for gender-responsive climate change planning and implementation among state and non-state actors in the target countries | Percentage of women and men in targeted groups demonstrating increased capacity for gender equality analysis in resilience planning  and action at national levels | Ex-ante and ex-post training reports | 0,0 | 2018 | 20,20 | 20,20 | 20,20 | 20,20 | 80,80 | Quantitative/question-based survey per participant |
| Number of countries with data-informed[1] development and investment plans that incorporate integrated solutions to reduce disaster risks and enable climate change adaptation and  mitigation (SP 2.3.1.1) | Costed and approved development and investment plans for climate and risk resilience |  | 2018 | 0 | 2 | 3 | 4 | 9 |  |
| Output 1111 Technical support provided on gender equality policy mainstreaming to agencies with responsibility for development and implementation of gender-responsive and inclusive NAPs and NAMAs | Number of gender equality mainstreaming training workshops for technical and senior-level Government personnel, NGOs and private sector completed | Training modules | 0 | 2018 | 1 | 2 | 0 | 0 | 3 | Sub-regional workshop reports and evaluations |
| Training report |
| Registration sheets |
| Number of sector-level NAPs and NAMA action plans produced with explicit gender-equality and poverty reduction outcomes, impact indicators and targets | Technical reports | 0 | 2018 | 2 | 5 | 0 | 0 | 7 | Cabinet submissions |
| Action plans |
| Number of reports generated using gender-responsive data from  operationalised MRV frameworks | Monitoring reports utilising data from the MRV  system | 0 | 2018 | 0 | 25 | 30 | 45 | 100 |  |
| Output 1112 Gender-responsive and inclusive NAP and NAMA priority interventions implemented in target sectors in collaboration with state and non-state sectoral actors | Number of gender-responsive, sector-level NAPs and NAMAs action plans under implementation | Implementation plans | 0 | 2018 | 0 | 1 | 3 | 5 | 9 |  |
| Field visit/monitoring reports |
| Media reports |
| Average percentage of direct beneficiaries of NAP and NAMA interventions that are women, disaggregated by age (and other factors if available e.g. PWDs, income) | NAP and NAMA implementation reports | 0 | 2018 | 50 | 50 | 50 | 50 | 50 |  |
| Cumulative reduction in/avoided GHG emissions from implemented activities | NAMA implementation reports | 0 | 2018 |  |  |  |  |  | Electricity output |
| MRV reports | Utility bills |
|  | Emissions calculations |
| Immediate Outcome 1120 Improved integrated recovery planning and frameworks at the national and regional levels for gender-responsive and resilient disaster recovery by key vulnerable groups | Average number of indicators of national recovery capacities for which scores improve | Pre and post UNDP Recovery Preparedness Assessment Tool and/or CDM Audit Tool | 0 | 2018 | 0 | 0 | 0 | 7 | 7 | CDM Audit |
|  |  | Meeting reports |  |  |  |  |  |  |  |  |

Number of stakeholder consultations 0 2018 6 24 0 0 30

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ULTIMATE OUTCOME | OUTCOME INDICATORS | DATA SOURCE | BASELINE | | TARGETS (by frequency of data collection) | | | | | DATA COLLECTION METHODS & RISKS |
| Value | Year | Year | Year | Year | Year | FINAL |
| 1 | 2 | 3 | 4 |
| Output 1121 Technical support provided to gender machineries for a detailed analysis of gender inequality of climate risk and its associated costs in the Caribbean to inform decision-making |  | Media reports |  |  |  |  |  |  |  |  |
| Number of completed gender inequality of risk reports and policy briefs | Published reports | 0 | 2018 | 2 | 16 | 0 | 0 | 18 | Qualitative and quantitative research |
| Cabinet papers |
| Number of advocacy and training activities undertaken using gender- sensitive data | Country level reports | 0 | 2018 | 3 | 12 | 0 | 0 | 15 |  |
| Media reports |
| Output 1122 Technical assistance provided to CDEMA to significantly enhance gender- responsive resilient recovery approaches and solutions in the Model National Recovery Framework | Completed update of national model recovery framework | MNRF document | 0 | 2018 | 1 | 0 | 0 | 0 | 1 | Consultation with and endorsement by Participating States |
| CDEMA website |
| Output 1123 Training and systems development or strengthening for gender- responsive and inclusive recovery provided to national agencies with responsibilities in recovery in select countries | Number of national recovery capacity assessments completed | CDM Audit reports | 6 | 2018 | 3 | 3 | 0 | 0 | 12 | CDM Audit Tool |
| In-country visits |
| Number of countries with recovery frameworks and systems in place utilising sex, age and disability disaggregated data and gender analysis (SP 1.3.1.1) | National recovery framework documents | 0 | 2018 | 0 | 2 | 3 | 0 | 5 | Output-based monitoring reports from countries |
| Agreed prioritisation plan for implementation |
| Number of national personnel across sectors/agencies trained in applying/using resilient recovery systems, disaggregated by sex | Training reports | 0 | 2018 | 20,20 | 40,40 | 40,40 | 0 | 200 | Quantitative/questioned based survey per participant for pre- and post-training |
| Registration sheets |
| Media reports |
| Number of stakeholder consultations held in which national gender  machinery and women’s interest groups are active participants | Training reports and participant lists |  |  |  |  | 6 | 3 | 9 | Training reports and participant lists |
| Number of shock responsiveness analyses of social protection systems completed | Case study report with recommendations | 1 | 2018 | 2 | 3 | 0 | 0 | 6 | Country consultations |
| Percentage of high priority actions implemented | Priority reports | 0 | 2018 | 0 | 5 | 20 | 20 | 45 |  |
| Implementation reports |
| Output 1124 Technical support provided to CARICOM (or one of its organs) to design and operationalise a regional mechanism for rapid deployment of expertise to support gender-responsive and resilient recovery in the Caribbean | Completed agreement for operationalisation of the regional recovery facility | Signed CARICOM agreement to establish  facility | 0 | 2018 | 1 | 0 | 0 | 0 | 1 | Regional consultations |
| Media reports |
| Completed Standard Operating Procedures | SOPs | 0 | 2018 | 1 | 0 | 0 | 0 | 1 |  |
| Expert TORs |
| Recruitment procedure |
| Number of experts deployed through the Caribbean Resilient Recovery Facility, disaggregated by sex | Roster of experts disaggregated by sex | 0 | 2018 | 0 | 10 | 0 | 10 | 20 | Deployment authorisations |
| Expert task reports | Mission reports |
| Situation reports |  |
| Output 1125 Support to COVID-19 response initiatives through established national recovery and response frameworks focused on the socio-economic needs of the most vulnerable and which enhance gender- responsive recovery in 9 Caribbean countries | Number of women and girls with a strengthened capacity to prevent  and respond to GBV. | Training reports  Social Department Reports | 0 | 20 | 480 |  |  |  |  | Evaluation of training reports |
| Number of Awareness programmes focused on GBV | Department report |  |  | 36 |  |  |  |  |  |
| Number of persons with a heightened awareness of GBV | Statistical report on media reach (secondary);  media reports |  |  | 146,000 |  |  |  |  |  |
| Number of women and girls who accessed protection services | Social Department reports |  |  | 30 |  |  |  |  | Country consultations; interviews |
| Number of social response workers (police, counsellors, social workers) with a strengthened capacity to prevent GBV and provide psychosocial  support to survivors |  |  | 640 |  |  |  |  |
| Number of beneficiary households with the income support they  received (female headed households) |  |  | 450 |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ULTIMATE OUTCOME | OUTCOME INDICATORS | DATA SOURCE | BASELINE | | TARGETS (by frequency of data collection) | | | | | DATA COLLECTION METHODS & RISKS |
| Value | Year | Year | Year | Year | Year | FINAL |
| 1 | 2 | 3 | 4 |
|  | Number of persons that benefit from the income support provided (disaggregated by women, elderly, persons with disabilities) |  |  |  | 2,000 |  |  |  |  |  |
| Number of vulnerable persons with access to essential goods and services (disaggregated by women, elderly, persons with disabilities) |  |  | 5,300 |  |  |  |  |
| INTERMEDIATE OUTCOME 1200: Improved  governance by relevant actors for gender- responsive climate and risk resilience planning and decision-making in 9 Caribbean countries | Percentage of decision makers demonstrating change in knowledge, attitude and behaviour | Comparison of ex-ante and ex-post behavioural analyses | 0 | 2018 | 10 | 15 | 15 | 20 | 60 |  |
| Immediate Outcome 1210 Increased application of gender-responsive and rights- based approaches by national CC and DRR decision making bodies | Number of decision-making tools being applied for more inclusive and responsive decision making | Pre and post behaviour insights surveys | 0 | 2018 | 0 | 1 | 3 | 5 | 9 | Behavioural insights tool |
| Standard Operating Procedures |
| Output 1211: Technical assistance provided for gender responsive behavioural analysis of national climate change and DRR coordinating bodies | Completed behavioural insight tool and methodology inclusive of recommendations for behaviour change activities and  recommendations for increasing women’s participation in national  climate change and DRR coordinating bodies | Completed methodology | 0 | 2018 | 1 | 0 | 0 | 0 | 0 |  |
| Number of behavioural analyses including recommendations for targeted awareness raising and changes in practice completed | Behavioural analysis reports | 0 | 2018 | 3 | 6 | 0 | 0 | 9 |  |
| Output 1212: Technical assistance provided for implementation of behavioural change strategies to national climate change and DRR coordinating bodies | Number of activities from change strategies completed | Workshop reports, including pre- and post- evaluation | 0 | 2018 | 4 | 12 | 14 | 0 | 30 | Quantitative/questioned based survey per participant for pre- and post-training |
| Advocacy events |
| Media reports |

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| **Country** | **Title** | **Name** | **Function** | **Organisation** | **Address** | **Email** |
| ANB | Mr | Philmore Mullin | Director | National Office of Disaster Services |  | [pfmullin@gmail.com;](mailto:pfmullin@gmail.com)  [nodsanu@gmail.com](mailto:pfmullin@gmail.com) |
| BLZ | Lt Col (ret'd) | Shelton Defour | National Emergency  Coordinator | National Emergency Management Organisation |  | defour\_shelton@yahoo.com; [nemohqbmp@nemo.org.bz](mailto:nemohqbmp@nemo.org.bz) |
| DOM | Mr | Fitzroy Pascal | Director | Office of Disaster Management |  | odm@dominica.gov.dm;  [odmdominica@gmail.com](mailto:odmdominica@gmail.com) |
| GRN | Mr | Sylvan McIntyre | National Disaster  Coordinator a.i. | National Disaster Management Agency |  | [sylvamac.biz@gmail.com;](mailto:sylvamac.biz@gmail.com)  [nadma@spiceisle.com](mailto:sylvamac.biz@gmail.com) |
| GUY | Lt Col | Kester Craig | Director General | Civil Defence Commission |  | [kestercraig@hotmail.com](mailto:kestercraig@hotmail.com) |
| JAM | Mr. | Richard Thompson | Director General | Office of Disaster Preparedness and Emergency  Management |  | ddgrichardthompson@gmail.com;rThom  [pson@odpem.org.jm](mailto:pson@odpem.org.jm) |
| SLU | Ms | Dorine Gustave | Director a.i. | National Emergency Management Organisation |  | [director@nemo.gov.lc;](mailto:director@nemo.gov.lc)  [d.gustave@gosl.gov.lc](mailto:director@nemo.gov.lc) |
| SVG | Ms | Michelle Forbes | Director | National Emergency Management Organisation |  | [nemosvg@gmail.com; nemosvg@gov.vc](mailto:nemosvg@gmail.com) |
| SUR | Col | Jerry S. Slijngard | Coordinator | National Coordination Center for Disaster Management |  | [NCCR@sr.net](mailto:NCCR@sr.net) |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Country** | **Title** | **Name** | **Function** | **Organisation** | **Address** | **Email** | **Tel no** |
| ANB | Ms | Sharon Stevens | Permanent Secretary | Ministry of Social Transformation, Human Resource  Development, Youth and Gender Affairs |  | [sharon.stevens@ab.gov.ag](mailto:sharon.stevens@ab.gov.ag) |  |
| BLZ | Ms | Judith Alpuche | Chief Executive Officer | Ministry of Human Development, Social Transformation  and Poverty Alleviation |  | [ceo@humandev.gov.bz ; senior.secretary@humandev.gov.bz](mailto:ceo@humandev.gov.bz) |  |
| DOM | Ms | Helen Royer | Permanent Secretary | Ministry of Ecclesiatical Affairs, Family and Gender Affairs |  | helenroyer@hotmail.com;  [pssocialservices@dominica.gov.dm](mailto:pssocialservices@dominica.gov.dm) |  |
| GRN | Ms | Veronica Charles | Permanent Secretary | Ministry of Social Development, Housing and Community  Empowerment |  | [veronica.charles@gov.gd;](mailto:mofhlcd@gov.gd)  [ministrysod@yahoo.com](mailto:mofhlcd@gov.gd) |  |
| GUY | Ms | Loraine Baird | Permanent Secretary | Ministry of Social Protection |  | [psmlhsss@gmail.com](mailto:psmlhsss@gmail.com) |  |
| JAM | Ms | Sharon Coburn Robinson | Senior Director | Bureau of Gender Affairs, Ministry of Culture, Gender ,  Entertainment & Sports |  | [srobinson@mcges.gov.jm](mailto:srobinson@mcges.gov.jm) | 876-260-1577 |
| SLU | Ms | Janey Joseph | Director | Gender Relations, Ministry of Health, Wellness, Human  Services and Gender Relations |  | [joseph.janey@gmail.com](mailto:joseph.janey@gmail.com) | 758-930-0396 |
| SLU | Ms | Michelle Charles | Permanent Secretary | Department of Education, Innovation and Gender Relations |  |  |  |
| SVG | Ms | Nerissa Gittens- McMillan | Permanent Secretary | Ministry of National Mobilisation, Social Development, Family, Gender Affairs, Persons with Disabilities and Youth |  | office.socialdevelopment@mail.gov.vc; [mobilisation1@hotmail.com](mailto:mobilisation1@hotmail.com) |  |
| SUR | Ms | Putridewi Amatsoemarto | Permanent Secretary | Ministry of Home Affairs, Wilhelmina Street no. 3, Paramaribo, Suriname |  | [amatsoemarto@gmail.com](mailto:amatsoemarto@gmail.com) |  |
| GRN | Ms | Elaine Henry-McQueen | Director |  |  |  | 473-417-6048 |
| ANB | Ms | Farmala Jacobs | Director | Directorate of Gender Affairs |  | [farmala.jacobs@genderaffairs.gov.ag](mailto:farmalia.jacobs@genderaffairs.gov.ag)  [Farmala.Jacobs@ab.gov.ag](mailto:farmalia.jacobs@genderaffairs.gov.ag) | 268-720-3794 |
| GUY | Mr | Adel Lily | Manager | Gender Affairs Bureau |  | [genderaffairsgy@hotmail.com](mailto:genderaffairsgy@hotmail.com) |  |
| DOM | Ms | Melissa Morgan |  |  |  | [melissa.morgan@live.com](mailto:melissa.morgan@live.com) |  |
| ANB | Mr | Jamie Saunders | Programme Officer | Directorate of Gender Affairs |  | [Jamie.Saunders@ab.gov.ag](mailto:Jamie.Saunders@ab.gov.ag) |  |
| BLZ | Ms | Anna Williams | Director | Women and Family Support Department |  | [director.wd@humandev.gov.bz](mailto:director.wd@humandev.gov.bz) |  |

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| --- | --- | --- | --- | --- | --- |
| **Country** | **Title** | **Name** | **Function** | **Organisation** | **Email** |
| ANB | Amb | Diann Black-Layne | Director | Department of Environment | [dcblack11@gmail.com](mailto:dcblack11@gmail.com) |
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| DOM | Ms | Gloria Joseph | Permanent Secretary/NDA | Ministry of Planning, Economic Development and  Investment |  | [psplanning@dominica.gov.dm](mailto:psplanning@dominica.gov.dm) |
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**Annex 4 - Preliminary List of key documents and databases to consult**



|  |  |
| --- | --- |
| **No.** | **Title of Document** |
| 1 | Annual Reports 2019-2020 (2) |
| 2 | Quarterly Progress Reports 2020-2021 (6) |
| 3 | Annual Work Plans 2020-2021 (4) |
| 4 | Project Board Minutes - 2019-2021 (6) |
| 5 | Monitoring Tool |
| 6 | Monthly Bulletins |
| 7 | Monitoring and Evaluation Plan |
| 8 | Quality Assurance Assessments |
| 9 | Gender based Climate Resilient Analysis reports |
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**Annex 5 – Evaluation Matrix Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SAMPLE EVALUATION MATRIX** | | | | |  |  |
| **Criteria/** | **(Examples of)** | **What to** | **Data** | **Data collection** | **Indicators** | **Methods** |
| **Sub-** | **questions to be** | **look for** | **sources** | **methods** | **/Success** | **for Analysis** |
| **criteria** | **addressed by** |  |  |  | **Standards** |  |
|  | **outcome-level** |  |  |  |  |  |
|  | **evaluation** |  |  |  |  |  |
|  |  |  |  |  |  |  |

**ANNEX 6 – Evaluation Report Format**

**Title and Opening pages. This should include:**

* + *Name of Project and Evaluation Intervention*
  + *Time frame of the evaluation and date of the report.*
  + *Countries of the evaluation intervention.*
  + *Names and organizations of evaluators.*
  + *Name of the organization commissioning the evaluation*

Acknowledgements Table of Contents

Acronyms and Abbreviations Glossary of Evaluation Terms Map

**Executive Summary**

1. **Introduction and background**
   * *Explain why the evaluation was conducted (the purpose), why the intervention is being evaluated at this point in time, and why it addressed the questions it did.*
   * *Identify the primary audience or users of the evaluation, what they wanted to learn from the evaluation and why, and how they are expected to use the evaluation results.*
   * *Identify the intervention of the evaluation (the project(s) programme(s) policies or other intervention—see upcoming section on intervention).*
   * *Acquaint the reader with the structure and contents of the report and how the information contained in the report will meet the purposes of the evaluation and satisfy the information needs of the report’s intended users*
2. **Description of Project being Evaluated/Intervention**
   * *Describe what is being evaluated, who seeks to benefit and the problem or issue it seeks to address.*
   * *Explain the expected results model or results framework, implementation strategies*
   * *Link the intervention to national priorities, UNDP priorities, corporate multi-year funding frameworks or Strategic Plan goals, or other programme or country-specific plans and goals.*
   * *Identify the phase in the implementation of the intervention and any significant changes (e.g., plans, strategies, logical frameworks) that have occurred over time, and explain the implications of those changes for the evaluation.*
   * *Identify and describe the key partners involved in the implementation and their roles.*
   * *Describe the scale of the intervention, such as the number of components (e.g., phases of a project) and the size of the target population for each component.*
   * *Describe the context of the social, political, economic and institutional factors, and the geographical landscape within which the intervention operates and explain the effects (challenges and opportunities) those factors present for its implementation and outcomes*
   * *Indicate the total resources, including human resources and budgets.*
   * *Point out design weaknesses (e.g., intervention logic) or other implementation constraints (e.g., resource limitations).*
3. **Evaluation purpose, scope and objective (include limitations of the evaluation)**
   * *Evaluation scope. The report should define the parameters of the evaluation, for example, the time period, the segments of the target population included, the geographic area included, and which components, outputs or outcomes were and were not assessed.*
   * *Evaluation objectives. The report should spell out the types of decisions evaluation users will make, the issues they will need to consider in making those decisions and what the evaluation will need to achieve to contribute to those decisions.*
   * *Evaluation criteria. The report should define the evaluation criteria1 or performance standards used and it should explain the rationale for selecting the particular criteria used in the evaluation.*
   * *Evaluation questions define the information that the evaluation will generate. The report should detail the main evaluation questions addressed by the evaluation and explain how the answers to these questions address the information needs of users.*
4. **Evaluation Methodology**

*The evaluation report should describe in detail the selected methodological approaches, methods and analysis; the rationale for their selection; and how, within the constraints of time and money, the approaches and methods employed yielded data that helped answer the evaluation questions and achieved the evaluation purposes. It should include discussion on*

* + *Evaluation approach.*
  + *Data sources*
  + *Sample and sampling frame: If a sample was used: the sample size and characteristics; the sample selection criteria (e.g., single women under age 45); the process for selecting the sample (e.g., random, purposive);*
  + *Data-collection procedures and instruments: methods or procedures used to collect data, including discussion of data-collection instruments (e.*
  + *Performance standards: the standard or measure that will be used to evaluate performance relative to the evaluation questions*
  + *Ethical considerations: the measures taken to protect the rights and confidentiality of informants (see UNEG ‘Ethical Guidelines for Evaluators’ for more information)*
  + *Background information on evaluators: the composition of the evaluation team, the background and skills of team members, and the appropriateness of the technical skill mix, gender balance and geographical representation for the evaluation.*
  + *Major limitations of the methodology should be identified and openly discussed as to their implications for evaluation, as well as steps taken to mitigate those limitations.*

1. **Assessment**

*Data analysis. The report should describe the procedures used to analyse the data collected to answer the evaluation questions.*

*Findings: should be presented as statements of fact that are based on analysis of the data. They should be structured around the evaluation questions so that report users can readily make the connection between what was asked and what was found. Variances between planned and actual results should be explained, as well as factors affecting the achievement of intended results. Assumptions or risks in the project or programme design that subsequently affected implementation should be discussed. Findings should reflect a gender analysis and cross- cutting issue questions such as environmental sustainability, South/South cooperation and contribution to international development goals. The management and details of arrangements should also be assessed. The findings should also be reflected under the criteria noted – Relevance, Efficiency, Effectiveness and Sustainability and Impact*

1 Relevance, Efficiency, Effectiveness, Impact and Sustainability

1. **Conclusions, recommendations and lessons learned**

*Conclusions should be comprehensive and balanced and highlight the strengths, weaknesses and outcomes of the intervention*

*Recommendations: The report should provide practical, actionable and feasible recommendations directed to the intended users of the report about what actions to take or decisions to make. The recommendations should address sustainability of the initiative and comment on the adequacy of the project exit strategy, if applicable.*

*Recommendations should also provide specific advice for future or similar projects or programming.*

*Recommendations should also address any gender equality and women’s empowerment issues and priorities for action to improve these aspects*

*Lessons learned. As appropriate, the report should include discussion of lessons learned from the evaluation, that is, new knowledge gained from the particular circumstance (intervention, context outcomes, even about evaluation methods) that are applicable to a similar context. Lessons should be concise and based on specific evidence presented in the report.*

1. **Annexes – should include the following (but not limited to):**
   * *TOR for the evaluation.*
   * *Additional methodology-related documentation, such as the evaluation matrix and data-collection instruments (questionnaires, interview guides, observation protocols, etc.) as appropriate.*
   * *List of individuals or groups interviewed or consulted, and sites visited. This can be omitted in the interest of confidentiality if agreed by the evaluation team and UNDP.*
   * *List of supporting documents reviewed.*
   * *Project or programme results model or results framework.*
   * *Summary tables of findings, such as tables displaying progress towards outputs, targets and goals relative to established indicators.*
   * *Code of conduct signed by evaluators.*

**Annex 7: United Nations Evaluation Group – Code of Conduct for Evaluation in the UN System**

**Evaluation Staff Agreement Form**

To be signed by all staff engaged full or part time in evaluation at the start of their contract.

Agreement to abide by the Code of Conduct for Evaluation in the UN System

*Name of Staff Member:*

I confirm that I have received and understood, and will abide by the United Nations Evaluation Group Code of Conduct for Evaluation.

Signed at: (place) on (date)

Signature:

**The Project Document is included as a separated Attachment**

1. *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*  [↑](#footnote-ref-2)
2. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-3)
3. *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.* [↑](#footnote-ref-4)
4. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-5)
5. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-6)