

TERMS OF REFERENCE FOR PROJECTS EVALUATION

Project Title:

1. “Strengthening Urban Forestry Demonstration Site of Bang Kachao (Thailand) for Biodiversity Conservation and Natural Learning Center [2012P1-THA]”
2. “Rehabilitation and Management of Degraded Forests in Miyun Reservoir Watershed, Beijing [2015P2-MY]”
3. “Construction of Multifunction Forest Management Demonstration Sites - Phase II [2015P8-INM(II)]”

1. Projects Description

The three projects were funded by APFNet successively since 2013.

The project “Strengthening Urban Forestry Demonstration Site of Bang Kachao (Thailand) for Biodiversity Conservation and Natural Learning Center [2012P1-THA]” was officially launched in March, 2013 for 24 months duration (Suspended and postponed to May 2018 for various reasons). The goal of the project is to maximize biodiversity conservation and strengthen urban forestry development through establishment of natural learning center and ecotourism promotion in local communities.

The project “Rehabilitation and Management of Degraded Forests in Miyun Reservoir Watershed, Beijing [2015P2-BFS]” was officially launched in July, 2015 for a 3 year duration. The overall goal of this project is to safeguard water quality of Miyun Reservoir watershed in Beijing, China by applying integrated forest management approaches.

The project “Construction of Multifunction Forest Management Demonstration Sites - Phase II [2015P8-INM(II)]” was officially launched in January, 2016 for 48 months duration. The overall goal of this project is to build a pilot and demonstration of sustainable forest management for China and Asia-Pacific region with orientation of multifunction forest combining community participation, forest recreation and forest eco-tourism together, and make a contribution to the SFM.

2. Purpose of the Evaluation

This is a package evaluation tasks which including 2 Terminal Evaluation (TE) tasks and 1 Midterm Evaluation (MTE) task. Specifically:

- Conduct TE of project “Strengthening Urban Forestry Demonstration Site of Bang Kachao (Thailand) for Biodiversity Conservation and Natural Learning

Center [2012P1-THA]” and project “Rehabilitation and Management of Degraded Forests in Miyun Reservoir Watershed, Beijing [2015P2-BFS]”;

- Assess whether the goal(s) and objectives of the project are met and whether extension is needed;
- Assess the efficiency, effectiveness, sustainability of the project;
- Summarize the achievements of the project and assess how the achievements can be sustained;
- Conduct MTE of the project “Construction of Multifunction Forest Management Demonstration Sites - Phase II [2015P8-INM(II)]”;
- Assess project progress to date against objectives and indicators agreed for the project and likelihood to achieve project goal and objectives;
- Figure out problems/challenges, corrective actions and give recommendations to the remaining project activities to ensure project goal and objectives achieved; and
- Share evaluation findings among stakeholders to make any necessary adjustments in the project follow-ups.
- Summarize the impacts of the three APFNet’s projects.

3. Scope of the Evaluation

For the project “Strengthening Urban Forestry Demonstration Site of Bang Kachao (Thailand) for Biodiversity Conservation and Natural Learning Center [2012P1-THA]”, the TE is expected to cover the following project components:

- (1) Establishment of demonstration and learning site for interested groups and visitors.
- (2) Development and promotion of biodiversity conservation through linking the number of visitors and the income flow to the local people.
- (3) Improvement of the habitat for endemic flora and fauna species and maximization of the ecotourism attraction of the area
- (4) Project dissemination.

For the project “Rehabilitation and Management of Degraded Forests in Miyun Reservoir Watershed, Beijing [2015P2-BFS]”, the TE is expected to cover the following project components:

- (1) Establishment of demonstration project sites on close-to-nature forest management;
- (2) Improvement of local communities livelihood through promoting eco-tourism;

- (3) Improvement of the capacity building of relevant stakeholders in managing forest and eco-tourism;
- (4) Project dissemination and lessons learned.

For the project “Construction of Multifunction Forest Management Demonstration Sites - Phase II [2015P8-INM(II)”, the MTE is expected to cover the following project components:

- (1) Establishment of the demonstration sites of high standard reforestation approach on cut-over land, intermediate cutting to young and middle-aged natural secondary forest, and close to nature forest management theory using on the mature forest;
- (2) Development of the regional technical guideline on close-to-nature forest transformation on Larch and Chinese pine artificial forest;
- (3) Establishment of APFNet Multifunctional forest experimental and training center to serve as an outreach and education platform on multifunction forest management;
- (4) Improvement of the capacity of local communities and forest farm on sustainable forest management.

4. Deliverables

The output of the mission will be:

- (1) **Evaluation Plan.** The plan should involve:
 - Background introduction both to the 3 projects (context, goal/objectives/outputs) and the Evaluation mission (purposes);
 - Roles and responsibilities as well as specific tasks for the evaluation consultant;
 - Explicit evaluation scope and priorities (what is to be assessed);
 - Evaluation criteria and indicators (according to what to assess);
 - Proper methods & approaches of collecting & analysing data (based on what to and how to assess);
 - Expected outputs after conduct of the mission;
 - A evaluation report format;
 - Other supporting documents (such as questionnaire, scoring sheets, etc.).
- (2) **Two TE Report.** The report should:

- Focus on the project “Strengthening Urban Forestry Demonstration Site of Bang Kachao (Thailand) for Biodiversity Conservation and Natural Learning Center [2012P1-THA]” and “Rehabilitation and Management of Degraded Forests in Miyun Reservoir Watershed, Beijing [2015P2-BFS]” specifically;
- Contain an executive summary (mandatory);
- Be analytical in nature (both quantitative and qualitative);
- Be structured around issues and related findings/lessons learnt;
- Include conclusions;
- Include recommendations.

(3) **A MTE Report.** The report should:

- Focus on the project “Construction of Multifunction Forest Management Demonstration Sites - Phase II [2015P8-INM(II)]”;
- Contain an executive summary (mandatory);
- Be analytical in nature (both quantitative and qualitative);
- Be structured around effectiveness, sustainability and related lessons learnt;
- Include conclusions;
- Include recommendations.

(4) **A Synthesis Impact Report.** The report should:

- Summarize the common aspects of the 3 projects as a whole;
- Synthesize the impacts of the 3 projects as a whole;
- Contain an executive summary (mandatory);
- Be analytical in nature (both quantitative and qualitative);
- Be structured around effectiveness, sustainability and related lessons learnt;
- Include conclusions;
- Include recommendations.

5. Timing and Duration

The total duration of the evaluation will up to **25 days** within the period of August–October 2018, according to the following plan:

- (1) *Preparation (up to 4 working days home office):*

- Collection of and acquaintance with the project document, project progress reports and other relevant project-related materials;
- Designing the detailed evaluation scope and methodology (including the methods for data collection and analysis) through submitting the **Evaluation Plan**;
- Setting up the mission dates and preparation of the detailed mission programme in cooperation with the APFNet Project Officer (The Project Officer will organize the schedule of the mission, arrange transportation for the consultant and translation/interpretation, when necessary);
- Communication with the Project Officer to clarify any other matters.

(2) *Mission to Project Management Office and project sites (up to 8 working days during the month of September 2018):*

- Briefing with APFNet (if necessary);
- Meeting with the Project Director;
- Meetings with project management officials;
- Visit to project sites in Thailand and China;
- Debriefing with APFNet;
- Presentation of preliminary evaluation results to key project stakeholders;

(3) *Elaboration of the draft reports (up to 11 working days home office – by October, 2018):*

- Additional desk review;
- Completion of the draft reports;
- Presentation of draft report for comments and suggestions;
- Additional information and further clarification with APFNet, project management team and Project Coordinator.

(4) *Elaboration of the final reports (up to 2 days home office by October, 2018):*

- Incorporation of comments and additional findings into the draft reports;
- Finalization of the reports.

6. Required Qualification

- Professional knowledge and experience in the fields of forest management, community forestry and eco-tourism;
- Understanding of the specifics of the current forest management strategy in the Asia Pacific region;
- Proven experience in project evaluation, evaluation experiences will be considered an asset;
- Doctor or Master Degree in Forestry, Natural Resources Management, Sustainability, or any other related major;
- Minimum of 10 years of working experience in the relevant field;
- Fluency in English with excellent communication skill (oral, written and speaking);
- Good health condition.

7. Performance Indicators

The performance of the consultant will be measured by:

- Timely submission of outputs;
- Quality of synthesis and summarizing of the findings from the task;
- Readability of the outputs.

8. Terms of Payment

- (1) The Contractor's fee will be commensurate with experience;
- (2) Payments will be initiated upon successful completion or documented progress made on tasks as mentioned in the above Terms of Reference;
- (3) The Consultant will be paid in two parts upon certification from APFNet that the tasks have been satisfactorily carried out as follows:
 - A first payment of 20% of the total fee will be paid upon acceptance of the Evaluation Plan;
 - A second payment of the remaining 80% of the total fee will be paid upon satisfactory completion of the reports.