

TERMS OF REFERENCE FOR PROJECT EVALUATION

Project Title: “Adaptation of Asia-Pacific Forests to Climate Change - Phase II [2015P7-UBC(II)]”

1. Project Description

The project “Adaptation of Asia-Pacific Forests to Climate Change - Phase II [2015P7-UBC (II)]” was officially launched in September, 2015 for a 3 year duration. The overall goal of this project is to build upon the successfully completed outputs of phase one and continue to substantially improve the capacity of policy makers and forest managers in selected economies to develop robust adaptation strategies to improve the health and productivity of forest ecosystems and their resilience to climate change, with the following objectives to be achieved:

- (1) Improve and expand the essential tools developed in the previous phase of the project, including climate, niche and process-based models, to further facilitate and promote related research and applications in more locations throughout the Asia-Pacific;
- (2) Continue to build a strong scientific basis and provide adaptive management options to enhance the target economies’ capacity for decision making regarding adaptation to climate change;
- (3) Expand the network built in phase one and continue capacity building through workshops, communication and policy notes to further enhance information sharing and technology transfer.

Please see <http://www.apfnet.cn/en/show-model6-968.html> for more information.

2. Purpose of the Evaluation

The Terminal Evaluation (TE) is undertaken at completion of the project to assess project performance, and determine outcomes and impacts stemming from the project, specifically seeks to:

- Assess whether the goal(s) and objectives of the project are met and whether extension is needed;
- Provide evidence of results to meet accountability requirements,
- Assess the efficiency, effectiveness, sustainability of the project;
- Promote operational improvement, learning and knowledge sharing through results and lessons learned;
- Summarize the achievements of the project and assess how the achievements can be sustained;
- Analyze the impact/potential impact of the project for better promotion and dissemination;
- Identify lessons of operational relevance for future project formulation and implementation.

3. Scope of the Evaluation

The TE is expected to cover the following project components:

- (1) Development of climate, niche and progress-based models;
- (2) Tentative impact analysis of climate change on regional forest management;
- (3) Tentative evaluation of adaptive forest ecosystem management strategies;
- (4) Development of web-based platform for data access and sharing;
- (5) Stakeholders' capacity building in SFM;
- (6) Project summary and dissemination.

4. Deliverables

The output of the mission will be:

- (1) **Evaluation Plan.** The plan should involve:
 - Background introduction both to the project (context, goal/objectives/outputs) and the Evaluation mission (purposes);
 - Roles and responsibilities as well as specific tasks for the TE 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;
 - An evaluation report format;
 - Other supporting documents (such as questionnaire, scoring sheets, etc.).
- (2) **Terminal Evaluation Report.** The report should:
 - 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.

5. Timing and Duration

The total duration of the evaluation will up to **12 days** within the period of late March to early May 2019, according to the following plan:

- (1) *Preparation (up to 2 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 Monitoring and Evaluation (M&E) Unit of APFNet (APFNet will facilitate the schedule of the mission, arrange transportation for the consultant and translation/interpretation, when necessary);
 - Communication with the M&E officer to clarify any other matters.
- (2) *Mission to Project Management Office and project sites (up to 4 working days during the month of April 2019):*
- Meeting with the project director and project management officials;
 - Interview project stakeholders;
 - Present the preliminary evaluation results to key project stakeholders;
- (3) *Elaboration of the draft report (up to 4 working days home office – by April, 2018):*
- Additional desk review;
 - Completion of the draft report;
 - Presentation of draft report for comments and suggestions;
 - Additional information and further clarification with APFNet and project management team.
- (4) *Elaboration of the final report (up to 2 days home office by May, 2018):*
- Incorporation of comments and additional findings into the draft report;
 - Finalization of the report.

6. Required Qualification

- Professional knowledge on sustainable forest management (SFM) and climate change impact on forests;
- Sound knowledge and understanding of SFM strategies in the Asia Pacific region;
- Professional knowledge on development programme monitoring and evaluation. Experiences in conducting project midterm/terminal evaluations as added advantage;

- Advanced university degree (Master or higher level) in Forestry, Natural Resources Management, Sustainability, Project Management or related field;
- A minimum of 3 years' experiences in the field of monitoring and evaluation;
- Fluency in English with excellent communication skill (oral, written and speaking).

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 and not exceed USD550/day (pre-tax);
- (2) APFNet will cover the Consultant's travel and augmentation expense for providing services outside her/his residence;
- (3) Payments will be initiated upon successful completion or documented progress made on tasks as mentioned in the above Terms of Reference;
- (4) 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.