

TERMS OF REFERENCE FOR PROJECT EVALUATION

Project Title: “Strengthening Urban Forestry Demonstration Site of Bang Kachao (Thailand) for Biodiversity Conservation and Natural Learning Center [2012P1-THA]”

1. Project Description

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 overall goal of this project is to maximize biodiversity conservation and strengthen the urban forestry program through a demonstration site and learning center establishment including ecotourism promotion and benefits flowing to local communities, with the following objectives to be achieved:

- (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.

Please see <http://www.apfnet.cn/en/show-model6-960.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;
- 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) The establishing of demonstration and learning site for interested groups and visitors;
- (2) The improvement of biodiversity conservation area and habitat for endemic flora and fauna species in Bang Kachao;
- (3) The increasing of income flow of local people through maximization of the ecotourism attraction;
- (4) The availability of project information for the public outreach.

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 **10 days** within the period of late February to late April 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 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 4 working days during the month of March 2019):*
- Meeting with the Project Director and project management officials;
 - Visit to project sites in Thailand;
 - Debriefing with APFNet;
 - Present the preliminary evaluation results to key project stakeholders;
- (3) *Elaboration of the draft report (up to 3 working days home office – by April, 2019):*
- Additional desk review;
 - Completion of the draft report;
 - Presentation of draft report for comments and suggestions;
 - Additional information and further clarification with APFNet, project management team.
- (4) *Elaboration of the final report (up to 1 day home office by April, 2019):*
- Incorporation of comments and additional findings into the draft report;
 - Finalization of the report.

6. Required Qualification

- Professional knowledge on eco-tourism and nature education;
- Sound knowledge and understanding of development of urban forestry and its 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.