

National Environment & Planning Agency

**Integrated Management of the Yallahs and Hope River Watershed Management
Areas Project**

Terms of Reference: Midterm Evaluator

**Prepared by:
National Environment & Planning Agency
November 2017**

**TERMS OF REFERENCE
FOR
MIDTERM EVALUATOR**

1.0 BACKGROUND

- 1.1 The Government of Jamaica (GOJ) with the support of the Inter-American Development Bank (IDB) is executing the “Integrated Management of the Yallahs and Hope River Watershed Management Areas” project. The project will be financed with resources from the Global Environment Facility (GEF) and the Government of Jamaica. The executing entity is the National Environment and Planning Agency (NEPA).
- 1.2 The project agreement was signed on October 1, 2014, (the Non-reimbursable Financing Agreement GRT/FM-14607-JA) herein referred to as “the Agreement”. This Agreement was signed between Jamaica and the Inter-American Development Bank (IDB), in the capacity as the Administrator of the Global Environment Facility Fund (GEF) grants for this project.

Project Sites and Importance

- 1.3 The project is being implemented within the Yallahs and Hope Rover Watershed Management Units (WMUs). The Yallahs River and Hope River WMUs are adjoining hydrologic basins on the southern slopes of the Blue Mountain range and east of the capital city of Kingston (population 667,000). Together, these WMUs extend for 44,486ha and supply 37% of Kingston’s water. The Yallahs River also recharges the aquifers and provides irrigation water for farmers in the rural Yallahs Valley. This water is vital for the livelihoods of the farmers because the competitiveness of agriculture in the Yallahs watershed is affected by water supply which is mainly rain-fed and limited. The area contains 7% of the island's farmland and has more poor households (29%) than the national average (19%). The Forestry Department estimates that flood-prone areas make up 8% of the area of the WMUs, 49% is prone to landslides while 65% of the two WMUs are subject to soil erosion due to the steep slopes and poor land use and agricultural practices. Approximately 10% of the forest in the Blue and John Crow Mountains National Park is located on the upper slopes of these two watersheds.
- 1.4 The Blue and John Crow Mountains ranges are found in eastern Jamaica, covering an area of nearly 52,000ha of primary broadleaf forest in remote areas and higher altitudes, with increasing disturbed forested coverage as one descends the mountains. Numerous rivers flow from these ranges, and they also contain very high

levels of endemism in most taxa of flora and fauna. The area is also known for its value as a transit destination for seasonal migrant birds from North America. This unique combination of flora and fauna is why the ranges are declared as Forest Reserves and a National Park (Blue and John Crow Mountains National Park), are one of the World Wildlife Fund (WWF) Global 200 Ecoregions, and has been designated as a World Heritage Site.

- 1.5 The mountains provide water for domestic, agricultural and industrial uses to 40% of Jamaica's population. Rainfall ranges from over 7,000mm per annum on the northern slopes, to less than 1,200mm on the lower southern slopes. High intensity rainfall in the upper watersheds contributes to soil erosion, and landslides and debris flows are common.
- 1.6 Threats to biodiversity and watershed integrity in the Blue Mountain include subsistence and commercial agriculture, extraction of timber and fuelwood, mining and quarrying, and the clearing of land for housing. The major effect of human activity in the upper reaches of the watershed management units are deforestation and degradation of high-biodiversity habitats and increased vulnerability of rare and endemic species to invasive alien species. It has also contributed to reduced water available from surface and underground sources, increased soil erosion, and debris flows. Increased sediment load and the excessive use of agricultural chemicals in the watersheds reduces the quality and quantity of water available for domestic use and results in higher levels of sediment and pollutants entering the Caribbean Sea and the Palisades-Port Royal Protected Area, damaging marine and coastal biodiversity.
- 1.7 Although reducing deforestation and restoring forests are priorities for the GoJ, the primary weaknesses and threats to natural resources within watersheds have not been tackled.

Project Objectives and Components

- 1.8 The objective of the Project is to improve the conservation and management of biodiversity and the provision of ecosystem services in the Yallahs River and Hope River watershed management units.
- 1.9 The project will achieve its objective through incremental activities under three components: i) strengthening institutions and building capacity for integrating biodiversity into watershed management, ii) creating economic and financial mechanisms to support sustainable biodiversity and watershed management and iii)

implementing sustainable livelihoods, agriculture and forestry in watershed communities. Since implementation capacity is limited, it is prudent that the project focus on only a few sites to concentrate efforts and resources and maximize the chances of success.

Partnership for Project Implementation

1.10 The NEPA will be responsible for the overall coordination and management of the Project. The project is being implemented collaboratively with the Water Resources Authority (WRA), National Water Commission (NWC), Meteorological Service of Jamaica (Met Service), Jamaica Conservation and Development Trust (JCdT), Forestry Department, the Rural Agricultural Development Authority (RADA), other local authorities and community stakeholders.

2.0 OBJECTIVE AND SCOPE OF THE REVIEW

- 1.1 The Mid-term Evaluation (MTE) of the Project “**Integrated Management of the Yallahs and Hope River Watershed Management Areas**” is undertaken half way through project implementation to analyze whether the project is on-track, what problems or challenges the project is encountering, and what corrective actions are required. The MTE is to assess operational aspects, such as project management and implementation of activities and the level of progress towards the objectives. The evaluation will assess project performance to date (in terms of relevance, effectiveness and efficiency), and determine the likelihood of the project achieving its intended outcomes and impacts, and the implementation of planned project activities and planned outputs against actual results. It will focus on identifying corrective actions needed for the project to achieve maximum impact. Evaluation findings will feed back into project management processes through specific recommendations and ‘lessons learned’ to date.
- 1.2 The MTE has two primary purposes: (i) to provide evidence of results to date and of the likelihood of outcomes and impact in the future, to meet accountability requirements, and (ii) to identify the challenges and risks to achievement of the project objectives and to derive corrective actions needed for the project to achieve maximum impact and sustainability. In addition, the MTE is expected to promote learning, feedback, and knowledge sharing through results and lessons learned among NEPA and its partners. It will focus on the following sets of **key questions**, based on the project’s results framework and current implementation issues, which may be expanded by the consultants as deemed appropriate:

- 1.3 **In how far has the project built capacity and how much progress was made on institutional strengthening and capacity building for integrating biodiversity into watershed management?** More specifically: To what extent has national capacity (at individual, organisational and enabling environment level) been built for sustainable management of biodiversity at the watershed level.
- 1.4 **What is the status of the creation of economic and financial incentives to support biodiversity and integrated water resource management?** What can realistically be achieved in the pilot in the time remaining to the project?
- 1.5 **What progress was made on the implementation of sustainable livelihoods, agriculture and forestry in watershed communities?** Are the interventions adequate for the target communities? Have the interventions resulted in measurable changes within the targeted communities? Has there been adoption and replication of interventions by the watershed communities?
- 1.6 **What are the key challenges to project implementation and what remedies can be proposed?** Is technical backstopping provided by the IDB to the PEU effective? Is the Project Executing Unit (PEU) working efficiently and effectively? Are AOPs being successfully implemented? How well are the project partnerships functioning?
- 1.7 **Can the project realistically achieve its intended outputs and objectives within the time remaining?** If not, what would be a more realistic time frame or what activities should be prioritized so that the main outputs and objectives can still be achieved in a timely manner?

Key Evaluation Principles

In attempting to evaluate any outcomes and impacts that the project may have achieved, evaluators should remember that the project's performance should be assessed by considering the difference between the answers to two simple questions "**what happened?**" and "**what would have happened anyway?**". These questions imply that there should be consideration of the baseline conditions and trends in relation to the intended project outcomes and impacts. In addition, it implies that there should be plausible evidence to attribute such outcomes and impacts to the actions of the project.

Sometimes, adequate information on baseline conditions and trends is lacking. In such cases, this should be clearly highlighted by the evaluator, along with any simplifying assumptions that were taken to enable the evaluator to make informed judgements about project performance. At Mid-Term, impacts are unlikely; however, every effort should be made to assess the project's progress towards the intended outcomes.

3.0 Main Activities

1. Assessment of project assumptions, objectives and design

The evaluation will examine the following:

Project Theory

Assessment of the assumptions and of the theory of change (causal pathways) underpinning the project idea and design, including its coherence, internal and external validity.

Project Objectives and Logical Framework

Analysis of the project Results Framework and variations over time if any, including:

- the links and causal relationships between inputs, activities, outputs, outcomes and impact (specific and development objectives);
- relevance and appropriateness of indicators;
- validity of assumptions and risks
- existence of formal approvals to any modifications of the results framework

Project Design

Analysis of the project strategy and structure including:

- approach and methodology;
- time frame and resources;
- institutional set-up;
- management arrangements;
- stakeholders and beneficiaries identification.

2. Project Performance with respect to GEF Evaluation Parameters

A. Attainment of objectives and planned results (progress to date):

The assessment of project results seeks to determine the extent to which the project objectives have been, or are expected to be achieved, and assess whether the project has led to any other positive or negative consequences. While assessing a project's progress towards the intended outcomes / objectives as stated in the project document (PD), the evaluation will also indicate if there were any changes to the outputs and performance indicators in the PD and whether those changes were approved. If the project did not establish a baseline (initial conditions), the evaluator should seek to estimate the baseline condition so that achievements and results can be properly established (or simplifying assumptions used). Outcomes are the likely or achieved short-term and medium-term effects of an intervention's outputs. Examples of outcomes could include but are not

restricted to stronger institutional capacities, higher public awareness (when leading to changes of behaviour), and transformed policy frameworks.

- *Effectiveness*: Evaluate how, and to what extent, the stated project objectives will be met, taking into account the “achievement indicators” specified in the project document and logical framework.
- *Relevance*: Are the project’s actual or intended outcomes consistent with the focal areas/operational program strategies and country priorities? Ascertain the nature and significance of the contribution of the project outcomes to the wider GEF International Biodiversity portfolio.
- *Efficiency*: Includes an assessment of *outcomes* achieved to date in relation to inputs, costs, and implementation times based on the following questions: Is the project cost-effective? How does the cost-time vs. outcomes compare to other similar projects? Has the project implementation been delayed? Is it on track?

B. Assessment of Sustainability of project outcomes:

Sustainability is understood as the probability of continued long-term project-derived outcomes and impacts after the GEF/IDB project funding ends. The evaluation will identify and assess the key conditions or factors that are likely to contribute or undermine the persistence of benefits after the project ends. ***At mid-term, identification of any likely barriers to sustaining the intended outcomes of the project is especially important.*** Some of these factors might be outcomes of the project, e.g. stronger institutional capacities or better informed decision-making, legal frameworks, socio-economics incentives or public awareness.

Other factors will include contextual circumstances or developments that are not outcomes of the project but that are relevant to the sustainability of outcomes. The evaluation should ascertain to what extent follow-up work has been initiated and how project outcomes will be sustained and enhanced over time. In this case, sustainability will be linked to the likelihood of continued use and influence of best practices promoted by the project to plan and manage aquatic resources and ecosystems on a sustainable basis.

Four aspects of sustainability should be addressed: financial, socio-political, institutional frameworks and governance, and environmental. The following questions provide guidance on the assessment of these aspects:

- *Financial resources*. To what extent are the outcomes of the project dependent on continued financial support? What is the likelihood that any required financial resources will be available to sustain the project outcomes/benefits once the GEF/IDB assistance ends (resources can be from multiple sources, such as the public and

private sectors, income generating activities, and market trends that support the project's objectives)?

- *Socio-political*: To what extent are the outcomes of the project dependent on socio-political factors? What is the likelihood that the level of stakeholder ownership will allow for the project outcomes/benefits to be sustained? Is there sufficient public / stakeholder awareness in support of the long term objectives of the project?
- *Institutional framework and governance*. To what extent are the outcomes of the project dependent on issues relating to institutional frameworks and governance? What is the likelihood that institutional and technical achievements, legal frameworks, policies and governance structures and processes will allow for, the project outcomes/benefits to be sustained? While responding to these questions consider if the required systems for accountability and transparency and the required technical know-how are in place.
- *Environmental*. Are there any environmental risks that can undermine the future flow of project environmental benefits?

C. Achievement of outputs and activities:

- Delivered outputs: Assessment of the project's success in producing each of the programmed outputs to date, both in quantity and quality as well as usefulness and timeliness.
- Assess the soundness and effectiveness of the methodologies used for developing the technical documents and related management options in the participating countries.
- Assess to what extent the designed demonstrations have the weight of scientific authority/credibility, necessary to influence policy and decision-makers, particularly at the national level and suggest any possible improvements.

D. Catalytic Role and Replication

The mid-term evaluation will also describe any catalytic or replication effect of the project. Replication approach, in the context of GEF projects, is defined as lessons and experiences coming out of the project that are replicated or scaled up in the design and implementation of other projects. Replication can have two aspects, replication proper (lessons and experiences are replicated in different geographic area) or scaling up (lessons and experiences are replicated within the same geographic area but funded by other sources).

If no effects are identified, the evaluation will describe the catalytic or replication actions that the project carried out or possible strategies for this purpose.

E. Assessment of Monitoring and Evaluation (M&E) Systems:

- **M&E design.** Does the project have a sound M&E plan to monitor results and track progress towards achieving project objectives? The Mid-term Evaluation will assess whether the project met the minimum requirements for project design of M&E and the application of the Project M&E plan (Minimum requirements are specified in **Annex 2**). The evaluation shall include an assessment of the quality, application and effectiveness of project monitoring and evaluation plans and tools, including an assessment of risk management based on the assumptions and risks identified in the project document. The time frame for various M&E activities and standards for outputs should have been specified based on results based management principles.
- **M&E plan implementation.** Is an M&E system in place and does it facilitate tracking of results and progress towards projects objectives throughout the project implementation period? Are annual project reports complete, accurate and with well justified ratings? Is the information provided by the M&E system used to improve project performance and to adapt to changing needs? Does the project have an M&E system in place with proper training for parties responsible for M&E activities to ensure data will continue to be collected and used after project closure?
- **Budgeting and funding for M&E activities.** Were adequate budget provisions for M&E made and are such resources made available in a timely fashion during implementation?
- **Long-term Monitoring.** Is long-term monitoring envisaged as an outcome of the project? If so, comment specifically on the relevance of such monitoring systems to sustaining project outcomes and how the monitoring effort will be sustained.

F. Preparation and Readiness

Are the project's objectives and components clear, practicable and feasible within its timeframe? Were the capacities of executing institution and counterparts properly considered when the project was designed? Were lessons from other relevant projects properly incorporated in the project design? Were the partnership arrangements properly identified and the roles and responsibilities negotiated prior to project implementation? Were counterpart resources (funding, staff, and facilities), enabling legislation, and adequate project management arrangements in place?

G. Country ownership / drivenness:

This is the relevance of the project to national development and environmental agendas, recipient country commitment, and regional and international agreements. Examples of possible evaluative questions include: Was the project design in-line with the national sectoral and development priorities and plans? Are project outcomes contributing to national development priorities and plans? Were the relevant country representatives, from

government and civil society, involved in the project? Did the recipient government maintain its financial commitment to the project?

H. Stakeholder participation / public awareness:

Does the project involve the relevant stakeholders through information sharing, consultation and by seeking their participation in project's design, implementation, and monitoring and evaluation? For example, does the project implement appropriate outreach and public awareness campaigns? Does the project consult and make use of the skills, experience and knowledge of the appropriate government entities, community groups, private sector, local governments and academic institutions in the design, implementation and evaluation of project activities? Are perspectives of those that would be affected by decisions, those that could affect the outcomes and those that could contribute information or other resources to the process taken into account while taking decisions? Specifically the evaluation will:

- Assess the mechanisms put in place by the project for identification and engagement of stakeholders in each participating country and establish, in consultation with the stakeholders, whether this mechanism was successful, and identify its strengths and weaknesses.
- Assess the degree and effectiveness of collaboration/interactions between the various project partners and institutions during the course of implementation of the project.
- Assess the degree and effectiveness of any various public awareness activities that have been undertaken during the course of implementation of the project thus far.

I. Financial Planning

Does the project have the appropriate financial controls, including reporting and planning, that allowed management to make informed decisions regarding the budget and allow for timely flow of funds. Specifically, the evaluation should:

- Assess the strength and utility of financial controls, including reporting, and planning to allow the project management to make informed decisions regarding the budget and allow for a proper and timely flow of funds for the payment of satisfactory project deliverables throughout the project's lifetime.
- Present the major findings from the financial audit if one has been conducted.
- Did promised co-financing materialize thus far? Identify and verify the sources of co-financing as well as leveraged and associated financing.
- Assess whether the project has applied appropriate standards of due diligence in the management of funds and financial audits.

The evaluation should also include a breakdown of actual expenditures of GEF and co-financing for the project to date.

J. Implementation approach:

This includes an analysis of the project's management framework, adaptation to changing conditions (adaptive management), partnerships in implementation arrangements, changes in project design, and overall project management. The evaluation will:

- Ascertain to what extent the project implementation mechanisms outlined in the project document have been closely followed. In particular, assess the role of the various committees established and whether the project document was clear and realistic to enable effective and efficient implementation, whether the project was executed according to the plan and how well the management was able to adapt to changes during the life of the project to enable the implementation of the project.
- Evaluate the effectiveness and efficiency and adaptability of project management and the supervision of project activities / project execution arrangements at all levels.
- Assess whether the logical framework was used during implementation as a management tool and whether feedback from M&E activities more broadly was used for adaptive management.

K. IDB Supervision and Backstopping

- Assess the effectiveness of supervision, administrative and financial support provided by IDB. Did they identify problems in a timely fashion and accurately estimate the seriousness? Did they provide quality support and advice to the project, approve modifications in time and restructure the project when needed? Did they provide the right staffing levels, continuity, skill mix and frequency?
- Identify administrative, operational and or technical problems and constraints that influenced the effective implementation of the project.

The ***ratings will be presented in the form of a table***. Each of the eleven categories should be rated separately with **brief justifications** based on the findings of the main analysis. An overall rating for the project should also be given. The following rating system is to be applied:

HS	= Highly Satisfactory
S	= Satisfactory
MS	= Moderately Satisfactory
MU	= Moderately Unsatisfactory
U	= Unsatisfactory
HU	= Highly Unsatisfactory

Wherever possible, the consultant will provide recommendations for improvement of project performance in each of the eleven categories above, so that the project could incorporate them into the implementation of the remaining duration of the project

In addition, the evaluator should prepare a draft 'performance table' for the project. This table should specify, for each of the main objectives and outcomes in the project logical framework, levels of performance (and their means of assessment) using the six performance categories above (HS to HU). This performance table will be discussed and finalized during the next Project Steering Committee Meeting and will be used as a rubric for assessing project performance in the Terminal Evaluation of the project.

4.0 RESPONSIBILITIES OF NEPA

The NEPA through the PEU will be responsible for the following:

- Call inception meeting to clarify the Terms of Reference.
- Provide documentation available within the Agency to assist consultancy.
- Provide the consultant with a letter of introduction for entities to be engaged.
- Plan the schedule for the evaluation.
- Elevate issues as necessary for resolution.
- Manage the implementation of the consultancy.

NEPA's Logistical Support:

NEPA will also provide as available, technical papers and reports, maps and GIS data to support the work to be carried out by the Mid-term Evaluator. The Agency will provide transportation as needed to conduct site visits to demonstration and reforestation sites. Transportation to meeting site will be provided as needed based on availability of Project Vehicle. The incumbent is expected to be in-country for the duration of the consultancy.

Consultants Responsibilities

The Consultant will manage time and responsibilities to ensure efficient and effective delivery of outputs required under this Terms of Reference.

The Mid-term Evaluator will work according to the schedule provided for execution of the consultancy. The Consultant will work under the coordination and in cooperation with NEPA, through the PEU and in collaboration with external Project partners- RADA, FD, WRA, NWC, Met Service and JCDT.

The Mid-term Evaluator shall liaise with the Project Manager and other project partners in order to execute the scope of work. Working within the framework of the terms of engagement, the Consultant shall:

- i. Work closely to network with the PEU as necessary and seek clarification and resolution of issues;
- ii. Elevate any issues and request in writing meetings with Director-PPER Division/Manager of Projects Branch and the Project Coordinator to resolve any issues as soon as they arise;
- iii. Coordinate all inputs/outputs of field visits, data collection and analysis, community based meetings and stakeholder workshops;
- iv. Ensure proper identification during the implementation of consultancy; and
- v. Submit all deliverables on time and within budget.

Approval of deliverables:

Deliverables must be approved and be found satisfactory by the Director of Projects before payment is made to the consultant.

5.0 Deliverables

No	Deliverables	Proposed Payment (%)	Due date (Proposed)
1.	Detailed work plan, methodology and instrument(s) for undertaking the mid-term evaluation of the project	10	February 2018
2.	Inception report outlining the findings of the desk review, preliminary meetings and other activities	20	February 2018
3.	Draft mid-term evaluation report including findings from stakeholder consultations	30	March 2018
4.	Final mid-term evaluation report	40	March 2018
Total		100	

6.0 CHARACTERISTICS OF ENGAGEMENT

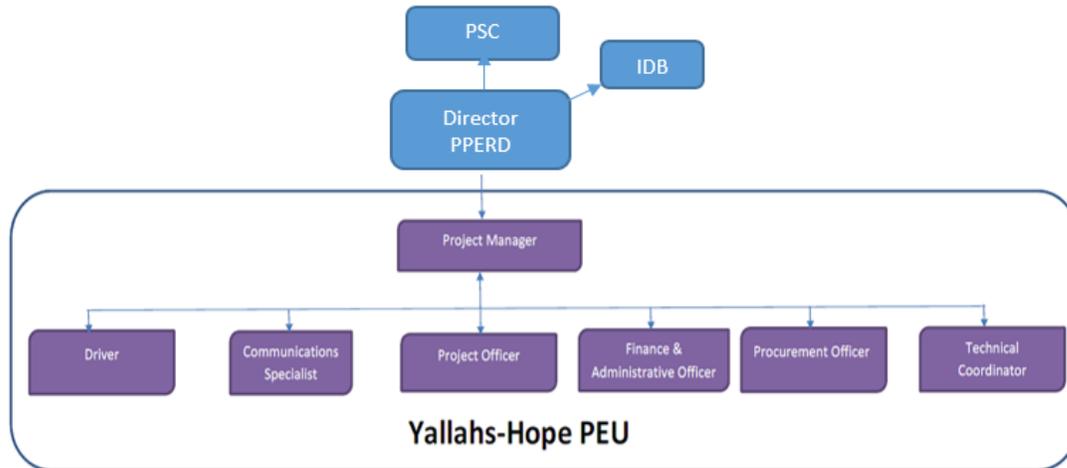
Language of delivery: English – British Standard

Type of Contract:	Individual Consultant
Duration of Engagement:	Six (6) weeks over a two months period
Date of Engagement:	February – March 2018
Work Logistics:	The Consultant is expected to operate as an independent entity NEPA will provide project documentation.

7.0 QUALIFICATIONS AND EXPERIENCE

- a. Post-graduate degree in Natural Resource Management, Forestry, Environmental Sciences, or Environmental Management from recognized tertiary educational institution(s)
- b. Technical experience in Natural Resource Management, Forestry, Environmental Sciences, or Environmental Management projects and policy
- c. Years of demonstrated experience in implementation, management, evaluations of internationally funded projects
- d. Delivery of programmatic reviews, evaluations or similar assignments in the last two years
- e. Ability to meet deadlines and prioritize multiple tasks
- f. Possess strong communication skills (verbal and written)
- g. Experience with government agencies, NGOs, research institutions and community groups in the Caribbean
- h. Possess computer skills including a working knowledge of Microsoft Word, Power Point, Excel

8.0 INSTITUTIONAL AND OPERATIONAL ARRANGEMENTS



9.0 SUPERVISION

Planning, Projects, Evaluation and Research (PPER) Division

The PPER Division within NEPA provides direct oversight and will monitor the implementation of the project to ensure successful implementation.

Project Executing Unit (PEU)

The Entity/Firm will have direct reporting relationship with the PEU and Projects Branch. The PEU is established within NEPA under the Projects Branch and has full responsibility for the successful delivery of the project. The PEU consists of the Project Manager, Technical Coordinator, Communications Specialist, Project Accountant and Procurement Officer.

Technical Review Committee

The Multi-Agency committee will comprise of key implementation partners who will review and approve all technical deliverables prepared by project consultants.

10.0 REPORTING FORMAT

All final reports and deliverables must be prepared and submitted to NEPA in Word format (where applicable), 1.15 spacing (except for Tables), font Calibri 12pt, in the form of two electronic copies (one on compact disk and one by electronic mail), and three (3) hard copies. The draft reports/deliverables may be submitted in electronic format only. Datasets should be submitted in an Excel format on a CD. Additionally, all documents prepared on behalf of NEPA under the project must include a Copyright page. See Copyright page at Annex 1 and the Report template at Annex 2.

11.0 ELIGIBILITY AND INTEGRITY CERTIFICATION

ELIGIBILITY AND INTEGRITY CERTIFICATION

(APPLICABLE TO INDIVIDUAL CONSULTANTS' CONTRACTS – POLICIES FOR THE SELECTION AND CONTRACTING OF CONSULTANTS FINANCED BY INTER-AMERICAN DEVELOPMENT BANK)
(MUST INTEGRATE THE RESPECTIVE CONSULTING SERVICES AGREEMENT AS AN ANNEX)

In order to comply with the ELIGIBILITY and INTEGRITY REQUIREMENTS for my contracting, by the Inter-American Development Bank (hereinafter the Bank), as an international or national consultant in connection with a project (or program) financed by the Bank, I HEREBY CERTIFY THAT:

- 1) I am a citizen or a "bona fide" permanent resident of the following Bank member country: _____
- 2) I will hold only one full-time contract financed with Bank resources at any given time and should I hold more than one part-time contract financed with Bank resources at any given time, I will only charge a single project or program for the tasks I carry out in any given day.
- 3) If I was part of the Bank's staff within two years prior to the execution of this consulting services contract, I have not participated directly and principally in the operation to which this contract relates.
- 4) I will provide objective and impartial advice, and I confirm that I have no conflicts of interest in accepting this contract.
- 5) I have no working or family relationship with any member of of the Borrower, Executing Agency, Contracting Agency or, in the case of a Technical Cooperation, the Project Beneficiary management or staff who may have been directly or indirectly involved in the: (i) preparation of Terms of reference (TOR) of this contract, (ii) the selection process or the supervision of this contract.
- 6) If I am a government official or public servant I hereby declare that: (i) I am on leave without pay during the execution period of this contract, (ii) I have not worked for the Borrower, Executing Agency, Contracting Agency or, in the case of a Technical Cooperation, the Beneficiary for the period of _____ (expressly specify the period) (days, months...) prior to such leave, and (iii) my hiring does not result in a conflict of interest as indicated in paragraph 1.9 of the Bank's Consultants Policy.
- 7) I will uphold the highest ethical standards, and will not incur in any of the Prohibited Practices set forth in the Bank's Consultants Policy, whose definition I hereby acknowledge. Moreover, I hereby declare that I have not been considered ineligible to participate in any contract financed by another international financial institution with whom the Bank has entered into agreements for the mutual recognition of sanctions (cross disbarment). Should the Bank determine, in accordance with its sanctions procedures, that I have engaged in any Prohibited Practice during the selection process or during the execution of this contract, the Bank may adopt one or more of the following measures:
 - (a) Issue a warning;
 - (b) Inform the Borrower, Executing Agency Contracting Agency or, in the case of a Technical Cooperation, the Beneficiary and/or the t authorities responsible for enforcing the laws in the respective country, about the conclusions reached by the Bank as a result of its internal procedures in order to enable them to take the appropriate action;
 - (c) Object to my contract, and
 - (d) Consider me ineligible, either temporarily or permanently, to be contracted or subcontracted by an eligible third party if my fees will be financed with Bank resources or with funds administered by the Bank.

I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION I MAY HAVE PROVIDED IN CONNECTION WITH THIS CERTIFICATION OR IN CONNECTION WITH THE BANK'S POLICIES WILL RENDER THIS AGREEMENT NULL AND VOID, WILL ENTITLE THE BANK TO ADOPT THE MEASURES IT DEEMS PERTINENT IN ACCORDANCE WITH ITS POLICIES AND REGULATIONS, INCLUDING SANCTIONS AND WILL NOT ENTITLEME TO ANY INDEMNIFICATION OR TO ANY OTHER FORM OF COMPENSATION.

SIGNATURE: _____ NAME: _____ DATE: _____

Appendix 1: COPY RIGHT PAGE

Document Title

Prepared by [*Consultant's Name*] for the National Environment and Planning Agency (NEPA)

10&11 Caledonia Avenue
Kingston 5
Jamaica W.I.

Telephone: (876) 754-7540

Fax: (876) 754-7596

E-mail: pubed@nepa.gov.jm

Website: www.nepa.gov.jm

All rights reserved. This publication may not be reproduced in whole or part for education or non-profit purposes without the special permission from the copyright holder. Acknowledgement of the source must be made and the National Environment & Planning Agency would appreciate receiving a copy of any such publication.

Copyright © [*year of copyright*] by the National Environment and Planning Agency

Appendix 2: REPORTING TEMPLATE

Inception Report

The Consultant will issue an Inception Report within the first month of the commencement. The Inception Report will include the first views of the work after reviewing all the available information and interviewing the project Manager and the members of the PEU. It will also include the consultant's work plan and itinerary, draft document outline and preliminary identification of key issues.

Draft and Final Report

The report should be brief, to the point and easy to understand. It must explain the purpose of the evaluation, exactly what was evaluated and the methods used. The report must highlight any methodological limitations, identify key concerns and present evidence-based findings, consequent conclusions, recommendations and lessons. The report should provide information on when the evaluation took place, the places visited, who was involved and be presented in a way that makes the information accessible and comprehensible. The report should include an executive summary that encapsulates the essence of the information contained in the report to facilitate clear managerial responses.

The evaluation will rate the overall implementation success of the project and provide individual ratings of the eleven implementation aspects as described above (A-K). The ratings will be presented in the format of a table with brief justifications based on the findings of the main analysis.

Evidence, findings, conclusions and recommendations should be presented in a complete and balanced manner. Any dissident views in response to evaluation findings will be appended in an annex. The evaluation report shall be written in English, be of no more than 50 pages (excluding annexes), use numbered paragraphs and include:

- i) An **executive summary** (no more than 3 pages) providing a brief overview of the main conclusions and recommendations of the evaluation;
- ii) **Introduction and background** giving a brief overview of the evaluated project, for example, the objective and status of activities, its relevance and project theory / intervention logic;
- iii) **Scope, objective and methods** presenting the evaluation's purpose, the evaluation criteria used and questions to be addressed;

- iv) **Project Performance and Impact** providing factual evidence relevant to the questions asked by the evaluator and interpretations of such evidence. This is the main substantive section of the report and should provide a commentary on all evaluation aspects (A – K above).
- v) **Conclusions and rating** of project implementation success giving the evaluator’s concluding assessments and ratings of the project against given evaluation criteria and standards of performance. The conclusions should provide answers to questions about whether the project is considered good or bad, and whether the results are considered positive or negative;
- vi) **Lessons learned** presenting general conclusions from the standpoint of the design and implementation of the project, based on good practices and successes or problems and mistakes. Lessons should have the potential for wider application and use. All lessons should ‘stand alone’ and should:
 - Specify the context from which they are derived
 - State or imply some prescriptive action;
 - Specify the contexts in which they may be applied (if possible who when and where)
- vii) **Recommendations.** High quality recommendations should be *actionable* proposals that are:
 - Implementable within the timeframe and resources available
 - Commensurate with the available capacities of project team and partners
 - Specific in terms of who would do what and when
 - Contain results-based language (i.e. a measurable performance target)
 - Include a tradeoff analysis, when its implementation may require utilizing significant resources that would have otherwise been used for other project purposes.
- viii) **Annexes** include Terms of Reference, list of interviewees, documents reviewed, brief summary of the expertise of the evaluator / evaluation team, a summary of co-finance information etc. Dissident views or management responses to the evaluation findings may later be appended in an annex.

Review of the Draft Mid-Term Evaluation Report

The Draft report shall be submitted to the Director of Planning, Projects, Evaluation and Research at NEPA. The report will be reviewed by the executing agency and the relevant national implementing partners. They may provide feedback on any errors of fact and may highlight the significance of such errors in any conclusions. The consultation also seeks agreement on the findings and recommendations. The Project Manager will collate the review comments and provide them to the evaluator for consideration in preparing the final version of the report.

Appendix 3: ELIGIBILITY CRITERIA

Deadline to submit the curriculum vitae (CV) in hard copy or via email is **Monday, 22 January 2018 at 15:00 hours or 3:00 PM local time.**

A copy of a Valid Tax Compliance Certificate (TCC)/Tax Compliance Letter from Tax Administration Jamaica (TAJ) is required:

- 1. At bid/CV submission for local individuals; and**
- 2. At contract award/sign for international individual consultants**

The CVs will be evaluated based on experiences stated in the Terms of Reference. The consultant is required to receive a minimum of 70 points to be considered for engagement.

The Supplier/Consultant shall have the nationality of a Bank's member country. A Supplier or Consultant shall be deemed to have the nationality of a country if it complies with the following requirements:

- (a) An individual is considered to be a national of a member country of the Bank if he or she meets either of the following requirements:
 - (i) is a citizen of a member country; or
 - (ii) has established his/her domicile in a member country as a "bona fide" resident and is legally entitled to work in the country of domicile.

Please state country of Citizenship.

ELIGIBLE COUNTRIES

Eligibility for the Provision of Goods, Works and Services in Bank-Financed Procurement

List of Member Countries when the Inter-American Development Bank is financing:

Argentina, Austria, Bahamas, Barbados, Belgium, Belize, Bolivia, Brazil, Canada, Colombia, Costa Rica, Chile, Croatia, Denmark, Dominican Republic, Ecuador, El Salvador, Finland, France, Germany, Guatemala, Guyana, Haiti, Honduras, Israel, Italy, Jamaica, Japan, Mexico, Netherlands, Nicaragua, Norway, Panama, Paraguay, People's Republic of China, Peru, Portugal, Republic of Korea, Slovenia, Spain, Suriname, Sweden, Switzerland, Trinidad & Tobago, United Kingdom, United States, Uruguay and Venezuela.