

CONVENIO 07-CO1-032

**TERMS OF REFERENCE FOR
THE MID-TERM EVALUATION**



TERMS OF REFERENCE FOR THE MID-TERM EXTERNAL EVALUATION OF THE CONVENIO 07-CO1-032

Contribute to biodiversity conservation and enhance livelihood sustainability of vulnerable rural population, dependant on natural resources and living in highly sensitive ecological areas of Vietnam, Cambodia and The Philippines through the promotion of new development alternatives and the provision of basic services compatible with the conservation and regeneration of natural resources” (a four year Program and henceforth referred to as Convenio Asia 07-CO1-032 or Convenio)

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1. INTRODUCTION

The *Convenio* 07-CO1-032 is a multi-partnership and multi-year development intervention implemented in Vietnam, The Philippines and Cambodia as the result of an agreement reached between IPADE and the AECID. It has an expected duration of four years (2008-2011). The *Convenio* aims to improve living conditions for rural population in Vietnam (provinces of Lao Cai, Lai Chau, Son La, Dien Bien and Lang Son), Cambodia (provinces of Kratie and Stung Treng) and The Philippines (Regions of Caraga and Bicol) by promoting biodiversity conservation through community based natural resources management and basic environmental services.

The *Convenio* has 3 components:

- **income component**, which intends to promote initiatives related to the creation of income generating alternatives that are sustainable and environmentally-friendly;
- access to and control of **basic services** such as water, solid waste management and sanitation;
- **capacity building and advocacy activities** to improve people's access and control of natural resources.

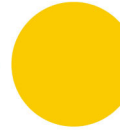
Due to the intervention in three countries with very different socio-political contexts, a high number of target provinces, which are far from each other, and the high number of activities, there is a risk of fragmentation in the activities and reduction of the *Convenio's* impact.

IPADE's partners in these three countries have a common approach on community-based natural resource management and advocacy. However, the institutional frameworks regarding community based natural resource management and basic environmental service supply of these three countries vary very much from one to another.

For that reason, the regional action line, shared between the three countries, tries to identify the common points of these three countries and facilitate exchanging best practices between partner organizations of the *Convenio*.

The *Convenio* started on the 15th of April 2008.

Following AECID's guidelines for projects and programs in development sector as well as IPADE's own philosophy, it has been deemed necessary to conduct a mid-term external evaluation to assess its impact and provide recommendations .



The evaluation will identify, with an independent perspective, mayor weaknesses of the *Convenio*, and help to reinforce its strengths in the later years of implementation in order to maximize the diverse interventions' impacts.

With its recommendations, the evaluation will assist IPADE and its partners for this *Convenio* to:

- Reinforce the **complementarities** among the different Actions and the regional line for the 3 countries
- Improve the *Convenio* appraisal and design of future activities for PAC4.
- Improve the **sustainability** of the interventions in mid-term and long term
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For this, the evaluation has the following objectives:

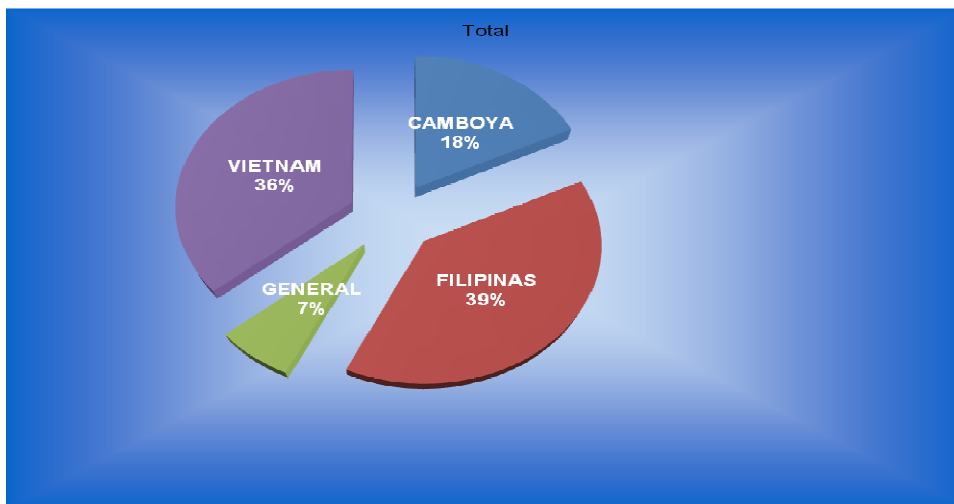
- To assess the effectiveness, efficiency and impact of the *Convenio* until now
- To redefine indicators that better measure the achievement of development results and objectives.
- To distil lessons and best practice approaches to improve the performance of the *Convenio*, with special attention on the sustainability of the intervention.



2. CONVENIO'S BACKGROUND

The Convenio implementation started on the 15th of April, 2008 in the Philippines and Vietnam. In the case of Cambodia, following the agreement reached with AECID, and given that Cambodia was both, a new country for IPADE, and for the Spanish cooperation, the activities in this country started in 2009, while the year 2008 was dedicated to their identification and preparation .

The Convenio's total budget is 6,625 million euros. From it 5,3 millions correspond to AECID contribution. The budget is allocated as follows:



The *Convenio* in The Philippines has relatively more activities and a higher budget. Of the three countries, this is the one where IPADE has a larger experience.

The duration of the first yearly implementation plan (PAC 1) was 9 months – until 31st December of 2008. During this first year, the identification of activities in Cambodia was conducted and this was approved by AECID in 2009.

The project identification and preparation in Cambodia ensured that the *Convenio* was properly aligned with the Cambodian government's priorities¹, the Association Framework of the Spanish development cooperation in Cambodia, and the III Master Plan of the Spanish development cooperation, as well as with the other Actions of the *Convenio*.

¹ National priorities, according to the rectangular development strategy of Cambodian government, are focused on employment creation, support for rural development, gender equality, and improved education and health services



As a result of the later incorporation of Cambodia to the *Convenio*, the implementation of the regional action line aiming to foster common opportunities among the different countries, has been delayed.

In the three countries, ethnic minorities who live in extremely isolated areas and are highly depend on natural resources present the highest poverty rates

Rural poor population traditionally depend on subsistence agriculture – mainly on growing rice, fishing and retail selling of wood and other non-wood forest products.

Such dependence on natural resources, makes it essential to assure its sustainable use, through alternatives such as diversified crops, promotion of organic fertilizers, composting and using non-treated seeds.

Moreover, in the three countries natural resources depletion² has high impacts on the beneficiary communities that live in isolated or mountainous areas (in the case of Vietnam), Mekong riverside near the wetlands - protected area under Ramsar Convention (in the case of Cambodia) and in the coastline (gulfs of Albay, San Miguel and Hinatuan in the case of The Philippines).

FIRST COMPONENT: CAPACITY BUILDING ON NATURAL RESOURCE MANAGEMENT

The three countries have legal frameworks for community based natural resources management inspired in the success of The Philippines decentralized model. However, in practice, and given the high poverty rate, the lack of information and the low advocacy capacities of the communities, these mechanisms are not being actually implemented.

Therefore, the *Convenio's* design stresses the need to reinforce communities' advocacy capacity through environment education and awareness raising activities (3rd component of the *Convenio*, so call CAPACITIES). This component aims to promote the organization of the communities in grassroots level associations (Community Development Committees in Cambodia, People's Organizations in The Philippines and Community Based Organizations in Vietnam). These associations should be better positioned to dialogue with local authorities at the district and province level and obtain recognition for the management of natural resource.

² caused among others by single-crop farming for exportation, strong threat of natural disasters (typhoons, flood and tsunamis), illegal forest cutting and investment in mining industry and dam building projects



In the sense, in Cambodia, the *Convenio* focuses on establishing 17 community fisheries by mapping the river areas and establish community based managed zones in 17 communities along Sekong river. Once the resource mapping and area definition process has been finished by the Fisheries Committees at village level, the community fisheries status is recognized by the final approval from authorities (Fishing Department, Environmental Department, local authorities at commune level and Provincial Governor) .

In the Philippines, the committees for aquatic and fishing resources have been set up at Barangay level (equivalent to villages). Those committees named MFARMC (Municipal Fisheries and Aquatic Resources Management Committees) or BFARMC (Barangay Fisheries and Aquatic Resources Management Committees) are formed by both community members and local authorities. They design regulations and by-laws in term of fishing protected areas creation, boundaries definition, closed season periods establishment and control of illegal fishing.

For non-coastal areas, as Jabonga, in the Midanao Island, the *Convenio* supports native indigenous communities in their demand for obtaining recognition for their *ancestral domain titles* over forest, as in stated in the Philippine Legislation. The ADT (*ancestral domain title*) will acknowledge ownership, exploitation rights and development projects for those communities.

For Vietnam, the *Convenio* started working in this area in 2010 (PAC3) through the study of customary uses in natural resource management in the Northwest area. This study is carried out along with a pilot action in integrated water resource management in Lang Son province, where the *Convenio* will support local authorities at the district and province level as well as the community in water source conservation and improvement.

SECOND COMPONENT: INCOME GENERATING ACTIVITIES

Together with this component, there are other two components in the *Convenio*. one of them refers to increase income generating opportunities in the communities through the promotion of sustainable initiatives in the fields of Agriculture, Agroforestry and Fishery .

It is considered essential to work at both levels, on one side, fostering community based natural resource management and, on the other, reducing poverty through improving the sustainable production.

Activities under this component change depending on the intervention area. However they have in common the direct support to small communities. In The Philippines case, social enterprises are being promoted and revolving funds being created to support micro bussiness initiatives.



In Jabonga, activities are implemented to diversify crop plants such as abaca, organic rice; non – chemical fertilizers and handicraft products (with natural products like abaca fiber or pandanus fiber).

In the coastlines of Hinatuan, Sorsogon, Cabusao and Siruma, the activities focus on sustainable growing and marketing of local species such as bangus, abalone, shrimp or mud crabs which have high commercial value. Investment in breeds, reproduction in natural or artificial ponds, processing techniques improvement, training on basic business plans, market research and product sale is supported by *Convenio's* partner organizations.

In the case of Cambodia, implemented activities focus on the improvement of fish processing in riverbank areas and the setting up saving groups fostering business planning capacity.

Vietnam follows a different approach. Due to the political and social structure, the *Convenio* activities focused on analyzing the value chain of two highly commercialized products in the Northwest – tea and cardamon. In the first 2 years, *Convenio* has promoted capacity building through ToT trainings for local authorities (Departments of Agriculture and Rural Development) to improve harvesting techniques to be more sustainable , and to increase product quality it attain the most competitive price on the market.

THIRD COMPONENT: BASIC SERVICES

The third component of *Convenio* refers to the access and control of basic services . Both in Vietnam and The Philippines, limited access to clean water and sanitation is one of the major causes of illness, which badly affect the human development index of these countries.

Within the framework of *Convenio* in The Philippines, a partnership was established with UNHABITAT, the UN agency for human settlement. In 2008 the *Convenio* focused in water systems assessment at two targeted areas, identifying the need of improving existing water systems, training the *Convenio's* local partners on water quality management; and assisting communities in setting up sustainable management models. In 2009, projects on water system improvement, restoration and construction in Caraga region were started. In 2010, the *Convenio* continued the activities in Bicol and assess the two water management committees established in two different targeted communities.

In case of Vietnam, during the first and second year, activities were focused on identifying obstacles in water distribution and sanitation. Together with SNV, workshops on water system operation and maintenance, sanitation awareness rising for water and rural development departments as well as information



departments at 4 targeted provinces in the North West (Dien Bien, Lao Cai and Lai Chau) were carried out. The main finding was that main problem come from the maintenance of existing water system due to the lack of technical skill of local authorities and people.

Groups of water and sanitation users have been strengthen following different pilot models. At the same time, activities were designed to build capacities of communities to access funds from local authorities, identify possible micro-enterprises and guide the improvement of water services and sanitation.

Especially in sanitation, the *Convenio* has applied the CLTS approach (Community Led Total Sanitation) centered on raising community awareness through *triggering activities* on the consequences of open defecation, and the design of Community led plans for constructing low cost latrines in conformity with each community's culture, social- economic status and demands.

In Cambodia, the identification confirmed the need to focus on water and sanitation and treatment of solid waste management. Given the weak capability of local authorities, solid waste management is a central issue affecting environment with major impacts on ecological systems because of waste discharge on rivers, uncontrolled dumping areas and non-controlled waste incineration.

Therefore, the *Convenio* introduced activities of environment education through awareness on waste classification (compost, recycle or reuse); turn organic waste into fertilizers at recycle centers managed by communities and provide necessary techniques to local authorities to facilitate the set up of new controlled dumping sites, which reduced environmental and social impact.

Being a pioneer project in Cambodia, the implementation of project activities has been preceded by dialogues with local authorities and the establishment of primary collection system, through self help groups organizations. In 2010, it is expected to start operation of preliminary waste collection system after identifying two pilot areas which have high population density in Stung Treng city (20.000 habitants).

A similar approach is being followed in the Philippines intervention areas, where due to the higher awareness of the local people and the existing legal framework (decree No. 9003) on waste classification, there are more examples of best practices.

Due to the gap in gender equality in three countries and the importance of analysing the connection between gender and environment, Asia Convenio incorporates specific interventions into Component Capability. A common issue in three countries is a lack of information and analysis of women's livelihood. Hence, interventions have been designed to focus on training and empowering IPADE's



partners on gender and development basic issues, gender and environment, and intensify specific researches on gender to achieve basic lines.

Based on researches done in Philippines and currently in Cambodia, it is expected that the organization will incorporate gender research in the implementation of Convenio's activities, therefore enhance women's participation effectively in all fields.

It is also expected to combine gender analysis into different components of project's logical framework, such as relation and role of women in community – based resources management; roles of women in income generating activities, water using and managing; role of women in basic environmental sanitation.

Convenio's partners and activity allocation

IPADE signed Memorandum of Understanding with partners in each country to implement three components of Convenio.

In The Philippines, IPADE works with four organizations namely ALTERDEV, ISO, COASTAL CORE and CERD, with proved experience in community – based natural resources management and an approach that links poverty fighting with environmental sustainability.

By this way, action No. 1, 2, 3 and 8 correspond to each partner, with activities covering two out of three components of Convenio – Incomes and Capacity Building.

The second component, water and sanitation, was included under action No.4, as all the partners were implementing activities following the coordination of the UNHABITAT. Therefore, the action was formerly called UNHABITAT and after PAC3 called WATER AND SANITATION.

In Cambodia, actions No.10, 11 and 12 correspond to each partner and address all the three components of Convenio.

Action No. 10 corresponds to CEPA, its main action is to establish fishing communities. Action No. 11 corresponds to CRDT, which deals with all three components. Action No. 12 focuses on solid waste management and corresponds to CSARO.

In the case of Vietnam, during two years of Convenio, because of the country's characteristics and low access to community – based organizations, SNV was chosen to become Convenio's partner to identify and effectively approach local authorities at district and province levels. Therefore, is the only country where actions do not correspond with different partners but to different components.



3. EVALUATION'S SCOPE AND INVOLVED STAKEHOLDERS

The **intervention** to be evaluated is referenced Convenio, which is implemented by IPADE and its partners in each country, with the participation of other important departments such as authorized departments at district and provincial levels.

Evaluation **period** is from 15 Apr 2008 to 31 May 2010 (PAC 1, 2 and the first and second quarter of PAC 3).

Geographical zones are Convenio's interventions target areas as follows:

Bicol and Caraga regions in The Philippines with selected barangays in Jabonga and Hinatuan for Caraga, and Cabusao, Siruma and Sorsogon for Bicol area.

Provinces of Dien Bien, Lao Cai and Lai Chau in Vietnam

Provinces of Kratie and Stung Treng in Cambodia

Evaluation team will have access to the following documents and information sources.

- Preconvenio
- Asia Convenio's formulation document
- Administrative documentation of the communication exchange with AECID
- PAC 1 (first year of implementation)
- PAC 2 (second year of implementation)
- PAC 3 (first quarter implemented)
- Quarterly monitoring reports in case of The Philippines, six-monthly ones in case of Vietnam and annual monitoring reports.
- Agreements with partner entities
- Meetings minutes and Memorandum of Understanding with other organizations.
- Communication and spreading information documents for the Convenio
- Researches carried out by each partner within the framework of Convenio's actions.

COUNTRY	COMPONENT	Researches
The Philippines	Income Generation Activities	Research on feasibility of commercial products in INCOME component.
The Philippines	Capacity Building	Research on gender at Janbonga region, Caraga, carried out by Alterdev
The		Evaluation research on water system at Bicol and



Philippines	Basic Services	Caraga, carried out by UNHABITAT
Vietnam	Income Generation Activities	Research on value chain of tea and cardamon
Vietnam	Basic Services	Research on CTLS application in the Northwest of Vietnam
Cambodia	Basic Services	Research on solid waste at Stung Treng city

The evaluation will use qualitative and quantitative techniques in collecting information through different actors:

- Key informants: people in charge of the Convenio and members of supervising committee.
- IPADE personnel
- Persons in charge of geographical and sectorial fields of related organizations or partners.
- Persons in charge of relation with IPADE of partner organizations: ALTERDEV, ISO, COASTAL CORE, CERD, UNHABITAT, SNV, CIRUM, CSARO, CEPA and CRDT.
- Other actors related from public administration collaborators (associations/ communities, municipalities, regional or provincial government, departments which are responsible for the environment, rural development, aquatic and coastal resources, water and sanitation).
- Persons in charge of supervising the Convenio/ agreement at OTCs of targeted countries.
- AECID's technicians who are responsible for technical supervising (NGOs) and policy- strategy supervising. Person in charge of AECID at the field.
- Evaluation administration unit
 1. Convenio 's coordinator
 2. Expatriate from each country
 3. Members of IPADE's management board.
 4. Members of sponsors in the supervision committee.

4. KEY QUESTIONS AND EVALUATION'S LEVELS OF ANALYSIS

This mid-term evaluation aims to:

- Assess preliminary impact of the *Convenio* and make recommendations to improve this impact for the rest of the Convenio 's life



- Identify opportunities to improve the coordination at both country and regional level, reinforcing the Convenio's regional Action (action 9).
- Study the *Convenio's* future sustainability, focusing on income generating activities and guide needed reformulations in this sense

The evaluation will center on **strategic** level through observation of *Convenio's* central lines on community – based natural resources management and researches on how to improve models, **operative** level with the aim to reorient *Convenio's* activities, improving coordination and coherence, and **programmatic** level focusing on impact and sustainability.

SPECIFIC OBJECTIVES

STRATEGIC LEVEL

- 1.1 Analyse the approach to community – based natural resources management in three countries, which is carried out by Convenio's interventions.
- 1.2 Draft recommendations to have better coordination among three countries by means of intensifying regional line.
- 1.3 Propose recommendation to ensure the continuity of community – based natural resources management through research of other related key factors.
- 1.4 Guide interventions to mitigate existing risks in each country.

TACTICAL LEVEL

- 2.1. Study the impact of Convenio's actions and projection for next implementation periods.
- 2.2 Draw up recommendations, which focus on the multiple of actions' impact through better coordination among stakeholders.
- 2.3 Study the forecast sustainability of Convenio's interactions.
- 2.4 Guide and suggest variations which help to strengthen the sustainability of the interventions.

OPERATION LEVEL

- 3.1 Analyse Convenio's pertinence in relation with specific needs in each context.
- 3.2 Assess accomplishment of specific goals and results (based on indicators and progress programmed in the logical framework of Convenio's planning).
- 3.3 Evaluate the future sustainability of benefits brought about by Convenio and its effects on targeted people.
- 3.4 Evaluate related efficiency of Convenio's components (human and material resources).
- 3.5. Evaluate project management capability of IPADE as an implementation unit and its partners as well as existed institutional process of information, communication and strengthening.



3.6 Verify proposed indicators, their completion progress, and propose outstanding result indicators.

3.7 Offer proper recommendations based on project experience, with the consideration of the mid-term **evaluation's intermediate characteristics** in the following aspects:

- Adjustment of Convenio's components to achieve a better result and goals indicated in Convenio in a way that is most satisfactory.
- Collaboration between IPADE with its partners, institutions and organizations named in the programming documents.
- Sustainability of Convenio's activities depending on the various targeted people and pertinence.
- Pertinence of intervention models on the basis of key issues in planned activities, particularly the integration of gender, through special consultancy.

QUESTIONS

1. Pertinence

- Do objectives answer properly to initial situation?
- Has activities' pertinence been evaluated in accordance with contextual analysis of each PAC formulation? In this sense, are objectives planned during Convenio's planning still valued? Has there been any significant change in initial hypothesis which might require activities reorientation?
- Does Convenio comply with Spanish Government's policies on environment, gender and poverty?
- And with related organization's strategies?
- Does the program contribute to improvements in community – based natural resources management by involving all stakeholders in an appropriate way?
- What is suitable strategy to mitigate existing risks in the implementation?
- Are Convenio actions aligned with national policies of the three target countries?

1.1. Suitability

- Was or is there any other alternative which solves the same problem?
- Was it taken into account while choosing the intervention?
- Is the selected alternative the best?
- Are the options selected the beneficiaries priorities ?
- Is the selection of other secondary factors during the interventions implementation expected?

1.2. Coherence

- Have local policies on environment and community – based natural resources management been taken into consideration?
- Have successful experience from similar projects or projects at the same areas been studied while planning activities?
- Has there been any pressure to allow or forbid activity implementation?



2. Efficiency

- Are specific objectives well formulated? Do they have measurement indicators? What are the recommendations for improvement?
- Were different strategies studied to achieve Convenio's goals? Is there any study on feasibility?
- Are verification sources reliable, timely and at a reasonable price and do they collect data easily?
- *Is it possible to achieve specific goals with the consideration of the results included in Convenio?*
- *Are hypothesis likely to happen?*
- *Have these hypothesis been taken into account while predicting risks and context progress?*
- Have the program achieved the expected results at this point? Have baselines been collected?

2.1. Coordination

- How has coordination among targeted countries been developed? And between IPADE and its partners? What were methods to foster a regional vision? Do partners from different countries share information?
- How was the coordination with other stakeholders? Was there coordination among local partners and other relevant organizations? Have there been any difficulties among institutions in implementing the Convenio program? How to solve incidental conflicts among institutions?
- How was the coordination with other Spanish development agents?
- In the general context of intervention and in a relation with local authorities, were there any obstacles or supports? How problems have been solved?
- Does coordination have any influence on the efficiency and impact improvement?

2.2 Coverage

- Does the coverage reach to sectors which are defined as targeted populations in the Convenio?
- Is there any significant change? Does Convenio intend to widen its preliminary coverage with supplement activities?

3. Viability

- What is the evidence for sustainability in Convenio actions?
- Will Convenio's partners have resources to continue the interventions after external funding end?
- Will beneficiaries or individuals be able to maintain and increase the benefits they get from the Convenio program?
- Are interinstitutional associations being set up and reinforced? How is the capacity building component contributing to strengthen civil society organizations?
- What is the role of training and capacity building in relation to the sustainability?



4. Impact

- At this point of the implementation, are there any positive results for beneficiaries?
- Regarding the relationship with local partners, have management models a positive impact?
- Have there been any effects on environmental education and awareness?
- Have negative impacts been evaluated? If yes, have they been taken into account?
- What adjustment long-term strategies have been considered?
- Apart from knowledge sharing, what are the benefits of training activities?
- What actions are needed to increase achieved positive impact?

5. Efficiency

- Have the results been confirmed?
- What do achieved indicators imply? Do they give us more understanding about Convenio's results and objectives' achievement?
- Do Convenio's activities correspond to results' achievement? Do they need to be more specific?
- Can these results be gained in shorter time or at minor cost?
- Was the budget used rationally? Was it timely bounded?
- Is the management structure adequate?
- Was the design flexible enough to adapt to real contexts in the implementation?

5. EVALUATION CRITERIA

Present criteria will guide the process of evaluation. Pertinence and Effectiveness will be especially relevant.

Pertinence: Assess the correspondence between goals and achievements of the interventions within the social, economic and politic situations of three countries and the implementation of community – based natural resources management.

- a. *Adjustment:* refer to the adaption of the intervention and activities to the needs, therefore improving the involvement of the beneficiaries, accountability and expenses efficiency.
- b. *Coherence:* Refer to the relationship between Convenio's goals and development policies of Spanish Government, make sure that there are consistent and take priorities of beneficiaries into account.

II. **Effectiveness** Completion level of Convenio after 2 –year implementation

- a. *Coordination:* Progress, development and effects of planification and harmonization activities of Convenio's partners and organizations in three countries; their impacts on Convenio and its objectives achievement.

III. **Coverage:** targeted people who get benefits from Convenio's achievement, with a focus on ethnic minority communities which hold the highest vulnerability rates.



- IV. **Impact:** Effects of the Convenio Programme after 2 – year implementation and desired results after at the end of the intervention.
- V. **Sustainability:** analysis of sustainability of the intervention and the achieved results taking into account the following levels
- Political level:* Policies analysis to understand their contribution to foster Convenio Program design.
 - Organizational/institutional level*
 - Socio- cultural level:*
 - Gender level*
 - Environmental level*
 - Technical and technological level*
- VI. **Efficiency:** Analysis on the implementation efficiency in terms of costs, human resources, logistics, management schemes and timeframe design.

6. WORK PLAN AND METHODOLOGY

To carry out the evaluation work within the specified time frame and achieve the evaluation objectives, IPADE proposes the following methodology, which can be adjusted depending on specific proposal from the evaluation team.

- Revision of available documentation at IPADE headquarters either in Madrid or at the Hanoi's regional office.
- Interviews with Convenio staff responsible for the implementation.
- Interviews with key informants in Madrid.
- Visits and interviews with key informants in different countries of intervention.

Workplan proposal, suitable to be adjusted by the consultant team

ACTIVITIES	MONTH 1				MONTH 2				MONTH 3				MONTH 4			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Revisions of available documentation at IPADE	X	X	X	X												
Interviews with Convenio staff				X	X	X										
Interviews with key informants in Madrid						X	X	X								
visits and interviews with key informants in the field (country coordinators, OTC)								X	X							
Meetings to present preliminary results to the Evaluation supervision committee.										X						
Systematization of collected											X	X	X			



Draft submission will be softcopy. 5 hard and softcopies of the final report will be submitted to IPADE.

8. EVALUATION TEAM

The evaluation team has to meet the following requirements:

- One of the team members must assume the role of coordinator
- All the team members must prove specific studies on development cooperation and/or project evaluation
- At least one of the team members, must prove at least 5 year experience in the management of development projects with focus on natural resource management
- At least one of the team members, must prove knowledge on water and sanitation
- At least one of the team members, must prove experience on solid waste management projects
- All the team members must prove experience in project evaluation of at least 5 years
- Proved experience in gender and development projects
- Fluency in English is a must.
- Knowledge in South East Asia region

9. GUIDING PRINCIPLES FOR EVALUATING, AUDITING AND PUBLICATION.

The evaluation must abide by following deontological clauses. The abidance of members of evaluation teams or evaluators is essentials.

- **Anonymity and confidentiality** The evaluation must respect any person right to express opinions and information guaranteeing their anonymity and confidentiality.
- **Responsibility** Any disagreement or difference in opinions that may arise among the evaluation team members or between them and of IPADE, related to the conclusions and/or recommendations, must be mentioned in the evaluation report.
- **Integrity.** The evaluators will be responsible for highlighting issues which are not specifically mentioned in Terms of References if it deemed necessary to have a more complete analysis of the *Convenio*.



- **Independence-** The evaluation team must guarantee its independence from the intervention, having no relation with its management or with any of its elements.
- **Incidents** In the case that a problem arises during the field work or any other of the evaluation phases, they shall be immediately reported to IPADE. If not, such problems could not under any circumstances, be used to justify the failure to achieve established results as stated in the Terms of Reference.
- **Validation of information.** The evaluation team guarantees the reliability of the information used to make the evaluation report and, is responsible for any information mentioned in the report.
- **Evaluation reports.** The diffusion of the information gathered and of the Final Report is a joint prerogative of IPADE and AECID.
- **Reports submission** In case of late submission or in the case that the quality of the report is inferior to what has been agreed with IPADE, the penalties mentioned in the contract between the evaluator and IPADE will be applied.

The evaluator should be the sole responsible for carrying out external evaluation, maintaining IPADE the option to orient their work in the field in case of deemed necessary.

The evaluator selected out of a minimum of three offers must receive expressly the non-objection of the AECID before signing the contract with IPADE.

10. DEADLINES AND STEPS FOR CONDUCTING THE EVALUATION

The evaluation will start on 1 SEPTEMBER 2010 and end on 31 Nov 2010.

Feed back activities, deadlines for submission of final draft and of final report must follow the agreed work plan of the contract signed between IPADE and evaluation enterprise/ evaluator.

Estimated budget for the evaluation is 30.000 € GROSS (thirty thousand euros).



11. PRESENTATION OF TECHNICAL PROPOSAL AND EVALUATION CRITERIA

To take part in the competition, the technical proposal must comply with the following characteristics:

- Its cover must include
 - Name of enterprise or expert

Evaluation title No. 07-C01-032. Biodiversity conservation and enhance livelihood sustainability of vulnerable rural population, dependant on natural resources and living in highly sensitive ecological areas of Vietnam, Cambodia and The Philippines –

4 years.

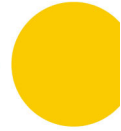
- Contact details of enterprise or expert include:
 - Detailed CV of enterprise
 - Detailed CVs of evaluation team's members of the enterprise
 - Detailed CV of experts or individual expert.
- Working methodology
 - Proposal of logical framework of evaluation
- Work plan

The offers will be assessed based on the following table



CRITERIA	CRITERIA'S VALUE	FACTORS	FACTOR'S VALUE
Professional experience of individual or evaluation team	30%	Experience in evaluating development projects on environment	10%
		Experience in evaluation or project management	10%
		Experience with development organizations and public financing	5%
		Knowledge on South East Asia region.	5%
Academic profile of individual or evaluation team	30%	Studies on development cooperation , environment or rural development.	20%
		Publications on development cooperation and/ or environment	10%
Technical value and quality of the offers	40%	Value added to evaluation objectives proposed by IPADE*	20%
		Evaluation methodology which is proposed from methodology suggested by partner entity	10%
		Value added to evaluation results proposed by partner entity.	10%

* Regarding to added value of the proposal, all the contributions which improve and develop objectives stated in Terms of reference as well as in the approach and criteria mentioned there will be positively appreciated.



All candidates will have to send (economical and technical) proposals with a motivation letter, a copy of ID card or passport. These documents should be sent via email but only valid when the candidate receives back email acknowledgment of receipt.

Deadline: 18:00 PM, **date August 9 2010** at

FUNDACION IPADE Headquarters

Raquel Álvarez

Madrid, Spain

E-mail:;ralvarez@fundacion-ipade.org and bgarcia@fundacion-ipade.org



Form of evaluation logical framework

CRITERIA:				
DIMENSION	EVALUATION QUESTIONS	EXPLANATIONS	EVALUATION INDICATORS ³	SOURCES
<u>EXAMPLE</u>				
DESIGN	INTERNAL COHERENCE Has the Convenio been designed coherently? Will the results help to achieve the objectives?			
PROCESS	Efficiency			

³ Filled in by evaluation team