



TERMS OF REFERENCE (ToR)

BMZ Ambaro Bay Project evaluation

Title : Consultant for BMZ-Ambaro Bay project evaluation
Project reference : Madagascar project MG 2015
Date : December 2016
Reference : AO-062/2016

1. BACKGROUND

The WWF Madagascar Country Office -WWF MDCO- has started implementing a project related to the Mangrove and fisheries management and poverty reduction in Ambaro Bay in the Northwest coast of Madagascar. Funded by the Federal Ministry for Economic Cooperation and Development (BMZ) via WWF Germany, the project started in January 2014 and will end by December 2017. It targets the mangroves of Ambaro Bay because it is one of the country's largest and ecologically most valuable mangrove habitats. The mangroves are an important spawning and nursery area for shrimp in the region. It provides sources of income for the local people through small scale fisheries.

The project's goals are (i) the conservation and sustainable use of Ambaro Bay's mangrove ecosystem as a protective belt and carbon sink and (ii) the sustainable increase in the income of the impoverished local population. For the implementation of the project, WWF focuses on 4 CBOs located in 4 villages of the Commune of Bemaranja (Ankazomborona, Antsatrana) and the Commune of Antsohombondrona (Ampasivelona and Antenina). Those villages were selected for its high community dependence on mangroves, high level of poverty high levels of illegal and abusive practices against mangroves, the direct or indirect effects of climate change forehand in the zones, and the presence of active community-based mangrove management associations in the 04 villages with whom the project can partner. So, the project mainly works towards achieving the following results:

- 1) The management plans for mangrove ecosystems and natural resources (fish, shrimps, timber) are revised and recognized by the authorities.
- 2) The management plans are implemented, illegal logging and the use of illegal fishing gear is reduced.
- 3) The sustainable mangrove crab production in the villages is improved and contributes more to local livelihoods.
- 4) 4. Alternative income opportunities will be investigated. In each village, two activities will be promoted
- 5) More efficient charcoal production methods will be applied by local coalmen and will decrease the demand for mangrove wood.
- 6) The demand for charcoal in the 3 urban centers is reduced by introducing energy saving stoves
- 7) 300 hectares of mangroves are reforested.
- 8) Two weather stations collect local meteorological data to improve local warning systems and monitoring of coastal changes due to climate change.
- 9) The project results and lessons are disseminated in the region and presented at international conferences.

An external evaluation is required in order to undertake an independant analysis of the project' smain achievements.

2. PURPOSE AND OBJECTIVE

In perspective to feeding the next phase, the evaluation aims to assess project interventions in order to ensure and enhance its efficiency, progress, and impact. Also, this evaluation will be conducted for enhancing effectiveness of Ambaro Bay project by developing recommendations for improving its design and implementation and also its overall impacts.

3. SCOPE AND FOCUS

The evaluation will cover the project implementation period from January 2014 to December 2016. When evaluating the project, the consultant is expected to consider the following evaluation criteria:

3.1. Quality and relevance of the project design: The extent to which the project is suited to the national/regional priorities and policies, and to the needs/priorities of the target groups. In evaluating the relevance of the project, it may be useful to consider the following questions:

- To what extent are the objectives of the project still valid? Are the rationale and the design of the project relevant regarding to the local context? Are the project activities in accord with the conservation and development needs, and priorities at local, regional and national level? Do they correspond to the policy of the Ministries involved and the national objectives? Does the project respond to WWF Madagascar strategic plan?
- Are the activities and outputs of the project consistent with the overall goal and the attainment of its objectives?
- Are the activities and outputs of the project consistent with the intended impacts and effects?

3.2. Effectiveness: A measure of the extent to which the project attains its objectives. In evaluating the effectiveness of a project, it is useful to consider the following questions:

- To what extent were the objectives achieved / are likely to be achieved?
- What were the major factors influencing the achievement or non-achievement of the objectives?

3.3. Efficiency of the planning and implementation: Efficiency measures the outputs -- qualitative and quantitative -- in relation to the inputs. It is an economic term which signifies that the project uses the least costly resources possible in order to achieve the desired results. This generally requires comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been adopted. When evaluating the efficiency of a programme or a project, it is useful to consider the following questions:

- Have the resources been used for the project implementation as in the plan?
- Were activities cost-efficient?
- Were objectives achieved on time?
- Was the project implemented in the most efficient way compared to alternatives?
- Could the results be achieved with resources which are more economical?

Here, the resources should be regarded to its wide meanings: financial resources, human resources and materials from the project and local actors.

3.4. Impacts: This consists of evaluating the positive and negative changes produced by the project intervention, directly or indirectly, intended or unintended. This involves the main impacts and effects resulting from the activity on the local social, economic, environmental and other indicators. When evaluating the impact of the project, it is useful to consider the following questions:

- What has happened as a result of the project in terms of biodiversity/ecosystem conservation, resource management and local communities' livelihood?
- What real difference has the activity made to the beneficiaries?
- How many people have been affected?

3.5. Sustainability: Sustainability is concerned with measuring whether the benefits of an activity are likely to continue after donor funding has been withdrawn. Projects need to be environmentally as well as financially sustainable.

When evaluating the sustainability of a project, it is useful to consider the following questions:

- To what extent did the benefits of a project continue after donor funding ceased?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the project?

4. METHODOLOGY

The consultant will independently conduct the evaluation activities. However, a participatory approach (using relevant tools such as Outcomes Mapping, Most Significant Changes, etc.) is recommended to have a wide involvement of stakeholders.

If necessary for practical reason, the consultant is allowed to involve 2 young people -(as “enquêteur”) preferably speaking the local dialect- to help field data collection.

5. OUTPUTS AND DELIVERABLES

The consultant shall provide to WWF Madagascar Country Office (MDCO), the following documents:

- a) A reference document giving detailed methodology, the organization of the evaluation mission, the means used, and timetable of the intervention (for technical supervisor approval) by **February 06, 2017**;
- b) A digital copy in MS word format using Arial font 11 (Not in Acrobat) of a draft evaluation report, including an overview table as for every single output against the OECD DAC criteria, and recommendations (main text excluding summary and annexes not to exceed 25 pages as per the template provided by WWF MDCO) by **March 01, 2017**;
- c) A PowerPoint presentation of the methodology used for the evaluation and the findings (not to exceed 10 slides) by **March 07, 2017**; .
- d) A digital copy in MS word format using Arial font 11 (Not in Acrobat) of the final evaluation report (main text excluding summary and annexe not to exceed 25 pages as per the report template provided by WWF MDCO) by **March 23, 2017**

6. LANGUAGE REQUIREMENTS

The offer and deliverables a) b) c) shall be written in English, except for the final evaluation report d) which shall be presented in two versions French and English.

7. REQUIREMENTS OF THE CONSULTANT

WWF seeks to hire a national individual consultant having:

- At least a Master Degree in the relevant field related to the project scope (project management and evaluation, marine science, socio-economy or natural resource management);
- Undertaken a similar evaluation using relevant participatory approach for data collection and analysis (reference required);
- a solid understanding of community-based management of marine resources;
- a proficiency/fluency both in French and in English;
- Computer literate (Microsoft: Word, Excel, Access, PowerPoint, Publisher)
- Having good abilities for a field trip.

8. COORDINATION AND SUPERVISION:

This work will be realized under the supervision of the RBM Senior Advisor who will approve all deliverables and all receipts.

9. IMPLEMENTATION ARRANGEMENTS

The consultant should work towards timely submission of the final evaluation report following the methodology approved in the reference document. The consultant will be contracted by

WWF Madagascar Country office (MDCO) in consultation with WWF Germany. The WWF MDCO will arrange for the consultant all necessary site visits and meetings in the project sites according to the approved methodology. WWF will also arrange logistics for the mission including accommodations and transportation during the mission.

10. TIME FRAME/DURATION

The evaluation will be carried out through the period of February 06, 2017 to March 24, 2017. The total duration is estimated to be 25 working days.

11. WORKING RELATIONSHIPS

- a) Internal: WWF Germany and Madagascar Project team at all levels.
- b) External: CBOs & CSOs and relevant partners at regional and local levels.

12. WORK EXECUTION CONDITIONS

1- Tender presentation

The candidate has to send a proposal (printed and electronic version in a CD), in French with the following elements:

- Signed submission letter,
- A technical offer explaining the detailed methodology, organization of the mission, means (including how information will be gathered and what are the field trips foreseen), a detailed planning of execution; the consultant's resume which shall state clearly any experience similar to the object of the present service and indicating some references and the field of specialization. A template is available from WWF web site <http://www.wwf.mg/aboutus/tenders/> (or request to be sent to procurement@wwf.mg)
- A financial offer in Ariary (printed and electronic version in a CD). The budget should give details of consultancy days as well as daily rates, along with management secretariat costs. Daily rates and expenditures should be shown separately. The offer should also show tax-except and taxable costs. Where costs are tax-exempt, explanations should be provided.

WWF will directly pay for all expenses related to the field mission during the project evaluation (Perdiem, accommodations and travel costs). The rate of Per diem and Accommodation should not exceed WWF's rate and the airfare is based on Economic class.

2- Validity of the offer:

Proposals shall remain valid for three (03) months after the date of proposal submission prescribed by the procuring WWF entity.

3- Conditions for submitting offers:

Offer comprising of technical and financial proposal, in separated sealed envelopes, themselves in outer sealed envelope should reach the following address – no later than **January 9th 2017 at 5.00 p.m.**, with the following reference: **AO-062/2016 Consultant for BMZ Ambaro Bay Project evaluation**

WWF Madagascar Country Office,
Près LOT II M 85 Ter Antsakaviro, Antananarivo 101, Madagascar

13. OPENING OF PROPOSALS

An internal committee will examine the offers from the group to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

14. EVALUATION OF PROPOSALS

An evaluation committee will review and rank the received offers. The evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The technical evaluation criteria are as follows:

Methodology	20
Relevant experience of the consultant	25
Qualifications and capacity of the consultant	25
Mission Timetable	10

The adjudication returns to the technical best offer (among those higher than 50/80) whose financial offer does not exceed the budget available. The possibility of negotiation is not excluded in conditions that the technical best offer makes a financial offer not exceeding the budget available.

15. NOTES ON CANCELING THE CURRENT TENDER

The current offer may be canceled under the following conditions:

- Competitiveness is not adequate;
- No offers meet the requirements ;
- Received offers significantly overreach the proposed budget.

16. CONDITIONS OF THE TENDER

The proposed work will be carried out under contract attached as an annex to the present TORs. The contract will be drawn up after the offer has been confirmed.

The consultant will assume all fiscal responsibilities relative to his/her tax status. As an independent employee, the consultant is responsible for the payment of any tax that might be demanded within the framework of this agreement, assuming that he is able to justify he is in good standing and up to date vis-à-vis administrative and tax authorities; otherwise, and in accordance with the law, WWF is obliged to withhold at source on the amount of its services or fees / bills, the percentage to be paid to the taxes authorities.

The consultant will be subject to WWF management procedures at all times.

17. PAYMENT OF FEES

Payments will be made in two installments as follows:

- (i) 10% of the total amount of fees, upon the approval of the methodology, and its acceptance by the WWF Project Supervisor; and submission and approval of an invoice detailing services rendered.
- (ii) 50% of the total amount of fees, upon submission of the draft report (deliverables a-b), and its acceptance by the WWF Project Supervisor; and submission and approval of an invoice detailing services rendered.
- (ii) 40% of the total amount of fees, upon completion and submission of the *final Report* (deliverables c-d) and its acceptance by the WWF Project Supervisor; and submission and approval of an invoice detailing services rendered.

The invoice must contain the following information: name and address of the consultant, invoice date, unique invoice number, amount of fees free of charges, amount of taxes, service rendered, deliverable and/or number of hours charged, period in which service was provided, bank details.

WWF cannot grant in advance honorary fees. Though, field trip expenses, in accordance with WWF procedures, are payable in advance once the consultancy contract established and methodology approved. WWF will directly cover travel costs, accommodation and perdiem.

18. FRAUD, CORRUPTION AND CONFLICT OF INTEREST DECLARATION

Candidates have read entirely the WWF Policy for interests and the WWF Policy Conflicts for Prevention and the Survey of Fraud and Corruption. He understands his responsibilities to comply, and fully commit to it. He acknowledges he has no conflicts, as described in the WWF's Policy on Conflicts of Interest: <http://www.wwf.mg/aboutus/jobs/>

19. ETHICS

Candidates must respect the professional rules of conduct without any reproach in the conduct of its mandate. Furthermore, the contractor will ensure not to tarnish the image of the WWF execution of its mandate. WWF gives the right to terminate the agreement in proven cases of misconduct that can harm the WWF.