



## Terms of Reference for Project Mid-Term Evaluation

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### Introduction

ICLEI-Local Governments for Sustainability-Africa is seeking a service provider to undertake a Mid Term Evaluation for one of their flagship water and sanitation projects. The project entitled '**Sustainable Urban Resilient Water for Africa: Developing Local Climate Solutions (SURe Water 4 Africa)**' is a five year European Commission funded project. The project commenced in December 2012 and will be concluding in June 2017. The aim of the project is to **contribute to sustainable climate change (CC) resilient urban water planning mechanisms and action based on international benchmarking within local authorities (LAs) and ensuring multiplier effects to the region**. It focuses on the nexus of climate change and water, in particular droughts and floods, while identifying and implementing priority adaptation measures to assist the most vulnerable sectors in the participating local authorities.

The project's overarching goal lays the foundation for the whole project in terms of filling knowledge gaps, developing capacity and providing an enabling environment for all three objectives to be met. The main three objectives of the project are:

**Objective 1:** *To improve local authorities understanding of current and projected climate change risks associated with flooding and drought and to develop capacity amongst policy- and decision-makers to apply such knowledge, and to influence local, national and regional policy and decision-making processes.*

**Objective 2:** *To strengthen, develop, pilot and institutionalise municipal integrated flooding and drought intervention frameworks, i.e. 'SURe Water Frameworks' in 6 African local authorities with multiplier effects across the region.*

This objective builds on knowledge gathering from Objective 1, and goes further to promote knowledge sharing among project stakeholders with potential influence across the regional and global scale. It provides platform for knowledge sharing and enables efficient and direct city to city



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transfer of knowledge and lessons learned. Activities are focused on the development of the SURe Water Frameworks and establishing options for funding innovative low-cost and low-regret adaptation/resilience interventions in target 6 local authorities in 6 countries within Southern Africa. This will provide an opportunity to tailor the frameworks to each of the local authorities' own set of local parameters and to determine how these can be replicated at scale in other local authorities in the Southern African Development Community.

**Objective 3:** *To strengthen local, national and regional knowledge management and to facilitate information sharing on the water/climate change/urban development nexus towards up-scaling locally driven and successful implementation.*

Meeting this objective is directly linked to the first 2 objectives and actively contributes to knowledge sharing and upscaling.

The project targets 6 countries located in the Southern African Development Community (SADC) Region viz. Botswana, Malawi, Namibia, South Africa, Zambia and Zimbabwe.

The project has adopted a 3 tiered approach to working with local authorities in the selected countries: i) 2 **Role Model** Local Authorities; ii) 6 **Implementing Local Authorities** (ILAs) and; iii) 6 **Participating Local Authorities** (PLAs).

There is 1 ILA and 1 PLA in each of the participating countries. The ILAs are the major focus of the actions receiving technical support from the project partners, whilst the PLAs largely observe and learn from the ILAs.

This specific model was adopted to allow for rapid multiplier effects that will increase the uptake of knowledge, capacity and sustainable implementation across Africa and provide an opportunity to improve peer to peer exchange of knowledge at the local level.

Country	Implementing Local Authority
Botswana	Francistown
Malawi	Blantyre
Namibia	Walvis Bay
South Africa	Nelson Mandela Bay
Zambia	Lusaka
Zimbabwe	Bulawayo



## Scope of Works

The Mid Term Evaluation is a specific deliverable of the project that aims to assess project methodology, results and determine project impact at the local authority level. The Mid Term Evaluation must be undertaken by an independent external project evaluator.

### Objectives of the Mid Term Review

- Review progress towards set project objectives and thematic relevance
- Assess value of the water and sanitation risk assessments and asset inventories to ILAs
- Review the value of the Downscaled Climate Systems Analysis reports to ILAs
- Review the draft Local Action Plans against the stated project objectives for each of the project cities
- Review value and relevance of the Finance Mechanisms Papers developed for each of the project cities to assess access to and availability of funding
- Review the relevance and effectiveness of the GIS mapping for project cities
- Review the value and relevance of the Resilient Africa Online Tool as a vehicle to promote integrated urban and resilience planning for ILAs
- Effectiveness of the project methodology and participatory action research approach

The Mid Term Evaluation will be a two-part process comprising

1. Desktop reviews of the aforementioned project documentation
2. Face to face meeting and consultative engagement with the project coordinator, ICLEI Africa, and the project cities officials in Cape Town.

The candidates must therefore be based in South Africa and willing to travel to Cape Town, where the consultative meeting will be held in January 2017.

## Roles and Responsibilities

The Mid Term Evaluator will be required to meet the following expectations:

- Review the project Results Based Monitoring Report against the Project Proposal
- Undertake desktop reviews and remote interviews, as needed, to fully review and assess the project outputs noted above
- Undertake a consultative review in person with the 6 project cities. The review will take place in Cape Town in January 2017.
- Produce a concise evaluation report including key recommendations and observations
- Finalise the evaluation report in collaboration with the project coordinator, ICLEI Africa
- Complete design and layout of the final report in an easily accessible and printable format



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## Outputs

- Maximum 20 page report summarizing the main outcome and key outputs of the Mid-Term Evaluation for the 'SURe Water for Africa: Developing Local Climate Solutions'. This will include a synthesis of the desktop review and interview findings.
- Annexes will be accepted as required and determined in consultation with the project coordinator ICLEI Africa.

## Selection Criteria

### Application Requirements

Candidates are requested to submit the following documentation in their application:

- 1 page Expression of Interest (EOI) to provide the evaluation review services for the SURe Water for Africa: Developing Local Climate Solutions Project. The EOI needs to clearly outline relevant skills and experience for the position.
- EOI's should be accompanied by a relevant CV or company profile highlighting the skills required to undertake the review.
- Indicative budget including hourly rates based on the Scope of Works provided

The deadline for submission is **15 December 2016**. Please address all applications to Tarryn Quayle at [tarryn.quayle@iclei.org](mailto:tarryn.quayle@iclei.org), with the title **Mid Term Evaluation Application** in the subject line. If not contacted by 23 December 2016 please consider your application unsuccessful.

### Candidate Requirements

The successful candidate is required to demonstrate the following:

- Bachelor's or Master's degree in a relevant environmental discipline
- Strong understanding of the local government sustainable development arena
- Over 10 years working experience in the development sector in Africa
- Excellent written and communication skills
- Strong background in Monitoring and Evaluation
- Based in South Africa and prepared to travel to Cape Town to undertake the review
- Applications open for individuals and companies

Candidates with the following skills will be considered advantageously:

- Experience working with local governments in Africa
- Over 10 years' experience working in climate change and urban water and sanitation in Africa
- Previous experience in undertaking critical reviews of donor funded projects



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- Experience with European Commission funded projects
- Provide 2 contactable references

## Duration

The evaluation will take place in Cape Town, South Africa in January 2017. The Mid Term Evaluation will form part of a larger programme of knowledge sharing and finalisation of project deliverables. The evaluation provides the opportunity for face to face consultations with the project coordinator, ICLEI Africa and the project cities. All relevant project documentation will be made available for the desktop analysis of project outputs as of December 2016 until conclusion of the process on February 10, 2017.

## Mid Term Evaluation Overview

Item	Duration
Evaluation preparation	2 days
Project documentation review	15 days
Face to Face Consultation	2 Days
Drafting of Mid Term Review Report	5 days
Layout and design of report	2 days
Review and Finalisation of Mid Term Review Report	3 days

## Budget

Candidates are requested to submit an indicative budget based on the deliverables of the contract noted above. All costs are to be indicated inclusive of VAT at 14%.

## Eligible Costs

The following costs will be admissible under the Mid Term Evaluation Contract:

- Candidate's Professional fees
- Travel costs including flights, accommodation, subsistence and travel allowance (in line with SARS guidelines)
- Costs for internet and telephone communication may be considered if communication with project cities outside of South Africa is required



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