



blueSpace Secretariat
Office 18, Block 13
The University of the West Indies
St. Augustine
Tel. (848) 662-2002 ext. 83482/82565/83398
www.bluespacecaribbean.com
info@bluespacecaribbean.com



THE CARIBBEAN NETWORK FOR URBAN AND LAND MANAGEMENT

Terms of Reference: Consultancy for Project Evaluator

Background:

The Caribbean Network on Urban and Land Management (CNULM) based at the University of the West Indies, St. Augustine Campus aims to bring together the agencies and organizations involved in Urban and Land management across the region. The main objective is to contribute to poverty alleviation and sustainable development by building on human resources capacities and making available to actors of the sector, and the greater population, state of the art research and techniques. It does so by implementing a range of projects and actions that foster inter-agency communication and cross-disciplinary exchanges.

The CNULM is currently completing a project under the European Union ACP Science and Technology Programme, entitled *Strengthen research development and uptake capacity in Urban, Land and Municipal Management in the Caribbean [NSUS Network for the application of STI to the urban sector]* and wishes to engage an independent consultant for evaluation of the project. Started in November 2009, the overall objective of this 40 month project scheduled to conclude in May 2013 is: *To contribute to poverty alleviation in the urban areas, and the sustainability of the urban Caribbean by placing Science, Technology and Innovation (STI) at the heart of applied research and policy making.*

There are four specific objectives. First, the implementation of the relevant aspects of the existing regional STI policy for research of CARICOM applied to the urban sector. Second, the establishment of a regional mechanism for the development, review and updating of a research agenda in the area of Urban, Land and Municipal management. Third, to provide regional national and municipal authorities with findings-based decision-making support through the network. Fourth, making research findings in the subject area socially relevant through collaborations and the sharing of best practices. Key partners in this action are the St. Augustine campus of the University of the West Indies (UWI), CARICOM, University of Guyana (UG), Anton de Kom University of Suriname (AdeKUS) and University of Amsterdam (UvA). Further information is available on <http://bluespacecaribbean.com/projects-main/nsus/>

Evaluation Objectives:

The key objectives of this consultancy are to determine the extent to which project objectives have been met by the project operation, the effectiveness of the project management system, and to provide specific recommendations to improve implementation of projects in the future. The purpose is to provide information which can be used in the preparation of the final narrative report. This report is to be examined by the European Union. The evaluator shall seek to address the following questions:

1. Project objectives and outputs:
 - Have they been met according to the intended timeline?
 - Did the activity lead to the result as planned in the Logical framework?
 - Were the OVI benchmarks of the Logical framework attained?
 - If the results were not attained by the activity, what were the reasons?
2. Means:
 - Were the means used effectively to implement the activity as planned in the original project proposal and Logical framework?
 - Did the resources suffice to organize the activity?
 - How effective was the Project Management Team and its systems and the relationship with other entities within UWI for executing the project management functions?
 - Did the support provided by the European Union's Project Management Unit (PMU) assist the implementation process?
3. Finances:
 - Did the activity remain within the expenditure limit as planned in the original project budget?
 - If not, what issues was the project management team faced with?
4. Communication among the project partners:
 - Did the communication enhance the cooperation between partners?
 - Did it allow – if necessary - for timely adjustment of the activities?
5. The involvement and appraisal of the direct target groups?
 - Were the intended target groups influenced by the action?
 - Were the relevant authorities duly informed of the action?
 - What are the short term and mid-term impacts of the action?

Scope of the Evaluation

The Consultant will be required to perform the following activities:

- (1) Review project documentation
 - a) The Grant Contract
 - b) Reports (Annual and Financial)
 - c) Minutes of Project Management Team Meetings and Work Plans
 - d) Consultancy evaluation reports
 - e) Any additional documents in discussing with Project Director
- (2) Conduct in-country interviews with partners and stakeholders in Guyana, Suriname and Trinidad. Interviews with persons from the Netherlands will be done remotely.
- (3) Conduct a survey of urban professionals in the region to determine reach and impact in consultation with Project Director

Products and deliverables:

The duration of the consultancy is 28 days with a start date of 9th April 2013 and a completion date of 6th May 2013 (final report). A draft report will be submitted to the Project Director on 26th April 2013.

A draft evaluation report highlighting the Approach, Findings, Lessons Learnt and Recommendations will be submitted by April 26th 2013 for comment by Project Director and a final report by May 6th 2013.

Value of Consultancy:

The fee for the consultancy is equivalent to a maximum of 15,000 euros (minus conversion and transfer charges). This is inclusive of travel expenses and other materials required for conducting of the work. 50% of fees will be paid upon approval of signed contract with UWI and 50% upon delivery and acceptance by the Project Director of the Final Evaluation Report.

Requirements:

The Consultant should possess qualifications in Monitoring and Evaluation as well as experience in the evaluation of European Union funded projects.

Reporting:

The Consultant reports to the Project Director

Application procedure:

Interested persons are required to email a cover letter and CV to:

Dr. Perry Polar
NSUS Project Coordinator
Caribbean Network for Land and Urban Management
The University of the West Indies
Perry.Polar@sta.uwi.edu

Deadline for receipt

Tuesday 2nd April 2013. 4pm (TT time)

