

TERMS OF REFERENCE

External Mid-Term Review (MTR) of Rainforest Foundation Norway's program "Rights-based REDD+: Indigenous peoples as guardians of the rainforest"

Background

Rainforest Foundation Norway's program "Rights-based REDD+: Indigenous peoples as guardians of the rainforest" (hereby called the climate programme) is a five year program funded by Norway's International Climate and Forest Initiative (NICFI). The program started in 2016 and ends after 2020. RFN implements the programme together with 18 partners, in seven different countries. The annual budget is about 25 million NOK. An external mid-term review (MTR) is scheduled for 2018.

The programme's expected outcomes are:

- (i) The international climate regime for land-use and forests includes a rights-based approach and provisions to protect natural ecosystems.
- (ii) Indigenous peoples and other forest-dependent communities enjoy greater respect for their land rights and are recognized for their sustainable management and protection of the rainforest.

Purpose of the mid-term review

1. Assess the overall progress towards the achievement of the programme outcomes as specified in the Programme Document.
2. Learn and improve the ongoing work for the remaining period of the programme.

Review questions

1. To what extent is RFN and partners implementation on track to achieving the programme's outcomes (effectiveness)?
2. Should RFN and partners do anything differently in the remainder of the programme period, to strengthen achievements towards the outcomes? Are there any gaps that we should address in order to achieve outcome targets?
3. Is there reason to re-consider the planned outcomes and outputs (relevance)?
4. What is RFN's added value to the partner (added value)? Should we do anything differently in order to strengthen the added value towards our partners?
5. What are the key lessons learned so far in the program implementation (lessons learned)?
6. Has the program been able to adapt to changing realities and opportunities for increased action?

The Scope of the evaluation

The MTR will cover the period from 2016 to the present. The consultant will propose the relevant scope with regard to partners, projects and locations, within the set budgetary limitations.

Methodology

The methodology shall be proposed by the consultant (s) and approved by RFN. The evaluation approach should be participatory to ensure learning for both RFN and partners.

The consultant will prepare an inception report that will outline the present proposed methodology. This report will be the first delivery of the consultancy.

The consultant will work closely with RFN and partners in setting up relevant interviews and meetings.

The consultant shall interview selected partners and actors that the program seeks to address, such as government institutions, and include their reflections in the final report.

Key milestones and deliveries

The consultant(s) will work closely with RF and partner designated staff. All deliverables will be submitted to RF team on date as mutually agreed during the inception meeting. The consultant should submit the following key deliverables.

Inception report: This should include amongst others, the proposed approach to data collection and analysis, including methods and a detailed plan with timeline to achieve the objectives stated above. It should include descriptions of data collection and analytical tools to be employed, how to solve any language issues and planned format for the report.

Schedule of field visit and meetings: This will be developed together with RFN and relevant partners, based on the inception report.

Draft report: This will include all the key elements of the final report, including a description of methodology, limitations and challenges faced, preliminary findings, conclusions and recommendations.

Presentation: Before the final report is prepared, the consultant shall organize a presentation of selected elements of the draft report to RFN, and possibly to partners via Skype. The aim of this presentation is to receive feedback on findings and preliminary conclusions and recommendations.

Final report: The final report is to be submitted after feedback has been received and integrated into the draft report. The final report should be submitted as a final, proof-read version, in a reader-friendly layout, and submitted electronically. The report shall be in English and constitute a maximum of 30 pages, excluding annexes. It should contain at least the following sections (not exhaustive):

- Executive summary (max 2 pages);
- Introduction and context background;
- Description of the evaluation questions and methodology for data collection and analysis including scope, constraints, and limitations;
- Brief description of the projects evaluated;
- Findings and conclusions;
- Recommendations for the remainder of the programme and future programming to be implemented by RFN

Annexes to be included are: The agreed Terms of Reference (ToR), work plan, data collection instruments, reference to sources of information (including interviewees) for both qualitative and quantitative data.

The consultant shall organize a presentation of the final report with the program funders in Norad.

Timeline and budget

The consultant will be expected to make her/his/their own arrangements for accommodation, travel and office facilities during the evaluation. RFN will assist with travel to partners in the project area.

The total budget, including travels, should not exceed NOK 350 000.

The consultancy is planned to be undertaken before December 2018. Proposed dates should be outlined in the proposal. Final dates will be agreed upon between consultants and RFN.

Qualification and composition of the team:

The MTR will be carried out by one or more consultants. The combined qualifications of the evaluation team shall as a minimum constitute least five years experience on evaluation or work experience from working with civil society organizations at global, regional or national levels. Among the proposed teams, RFN will select the team that provides best value for money based on a consideration of a) to what extent the team is well suited for the task, emphasising in-depth expertise (including academic work) and the relevance of the specific technical expertise and experience of the team member(s), and b) the costs expressed in daily fees.

When assessing the qualifications of the team, RFN will look particular for the following:

- Demonstrated research and evaluation skills including research methodologies including qualitative data collection and analysis
- Experience from reviewing/evaluating activities of similar nature, including REDD+ projects, technical expertise in forestry or other natural resources management
- Good understanding of climate change mitigation and FCPF/REDD+ mechanisms
- Good understanding of monitoring and evaluation, and results management as practiced in ODA-funded NGOs.

Consultant's proposal

Candidates interested in submitting a proposal should register by August 10th 2018 to the following email address: andershl@rainforest.no.

Candidates will be given the programme description and results framework. Questions regarding the assignment can be submitted and the answers will be shared with all registered candidates.

The candidates must submit the following

- CV of all consultants in the team, and a brief summary (maximum two pages combined) of their qualifications. Daily fees based on 8 working hours per day. If team members have different fees, the expected division of labour between them must be indicated.
- Proposed methodology, max 2 pages.
- If the consultant(s) is not located in Oslo, the costs for at least one travel to Oslo. Other travel costs will be agreed separately, based on economy class travel and compensated according to Norwegian government travel regulations.
- Any other costs necessary to carry out the review.

Proposals must be sent to stilling@rainforest.no by August 20th 2018.