

## Evaluation Terms of Reference

# Ex-post External Evaluation of the Project “Addressing Environmental Migration Resulting from Coastal Change in Timor-Leste” (NC.0050)

**Commissioned by:** IOM Country Office Dili, Timor-Leste

**Managed by:** Emergency Post Crisis Unit, IOM Timor-Leste

**Funded by:** IOM Development Fund

## 1. Evaluation context

The International Organization for Migration (IOM) is part of the United Nations System and is the leading intergovernmental organization in the field of migration. With 175 member states, a further eight states holding observer status, and offices in 171 countries, IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing support to migrants across the world, developing effective responses to the shifting dynamics of migration and providing advice on migration policy and practice. The organization collaborates with governmental, intergovernmental and non-governmental partners to improve the resilience of people on the move, particularly those in situations of vulnerability. In response to the broader objective, IOM endeavours to reduce the risks and impacts of climate change, environmental degradation, conflict and instability for communities affected by or at risk of displacement.

Timor-Leste is vulnerable to climatic impacts on coastal areas, with a significant population residing in areas already impacted by coastal erosion and sea-level rise, leading to migration out of coastal areas while some populations are living with the risks. In the region, sea levels have risen about 9 mm per year since 1993 (compared to a global average of 2.8-3.6 mm per year). While projections for Timor-Leste vary, sea levels around the country are expected to continue to rise, especially in areas along the south coast. Anecdotal evidence, from the south coast, already exists of communities having moved due to shoreline changes and impacts such as submersion of land by seawater. There is, however, no accurate evidence on the magnitude of coastal change and constant measurements of sea level across the country.

Therefore, IOM Timor-Leste, with support from the IOM Development Fund, implemented this project named “Addressing Environmental Migration Resulting from Coastal Change in Timor-Leste” to contribute to building the Government of Timor-Leste's capacity to address coastal communities' vulnerabilities and adaptive capacities to climate change. This project proposed to enhance knowledge on coastal change with a focus on shoreline evolution, its impact on coastal communities as well as possible responses to mobility resulting from coastal change.

**Objective:** To contribute to building the Government of Timor-Leste's capacity to address coastal communities' vulnerabilities and adaptive capacities to climate change.

**Outcome 1:** Government stakeholders utilize the improved evidence base on coastal change and migration in the development of national climate change programming.

Output 1.1: One desk review of existing evidence and data on coastal change and migration is available to strengthen coastal migration programming for vulnerable and at-risk communities in Timor-Leste.

Output 1.2: One remote sensing-based national shoreline assessment is available.

Output 1.3: Stakeholders have the capacity to collect and manage mobility and coastal change information and data.

**Outcome 2:** Communities at-risk to coastal change implement gender-inclusive community-based planning (CBP) initiatives that foster preparedness, prevention, and management of environmental migration resulting from coastal change.

Output 2.1: Community-Based Planning measures are developed and implemented in target communities.

## 2. Evaluation purpose and objective

The ex-post external evaluation is being conducted for accountability and learning, and the United Nations' overarching commitment to generate useful and evidence-based information. This evaluation will be conducted from 08 August 2024 to 09 October 2024 to measure the success of the project.

This will be central to sustaining heightened awareness, improving migration governance practices and contributing to more evidence-based policymaking. The intended audience and users for this evaluation will be UN Country Offices, Regional Offices, and government partners.

**The evaluation's objectives are to:**

1. Assess the overall performance towards meeting the project's expected results.
2. Identify what were the success factors and barriers in project implementation (efficiency and effectiveness) and how IOM solved /overcame the challenges encountered.
3. Evaluate the success of the project in regard to the degree of government ownership and stakeholder engagement, especially the communities.
4. Document lessons learned and best practices.
5. Provide actionable recommendations for future programming.

## 3. Evaluation scope

This ex-post evaluation will be used to evaluate the 24-month project, which aim was to promote sustainable adaptation for communities that have or are likely to migrate as a result of coastal change, mainly in the form of a reduction in land area as a result of receding shorelines, increased capacities at all levels to address loss and damage as well as prepare for coastal migration through improved evidence base, supporting integrated community-based adaptation and development planning, thereby preventing and preparing communities for a possible environmental migration.

The evaluation will cover the entire project duration from 06 October 2020 till 05 October 2022. The evaluation will also show how gender and a rights-based approach have been mainstreamed in its activities, especially at the community-level.

#### 4. Evaluation criteria

The evaluation will address the OECD/DAC evaluation criteria (relevance, efficiency, effectiveness, coherence, impact and sustainability) to measure the success of the project, particularly with regards to the degree of government ownership and stakeholder engagement, especially with the communities. The evaluation will assess the relevance of project design, coherence of the interventions, the effectiveness and performance of the project, the efficiency of project management and implementation, the impact and sustainability of the project. The evaluation will explore the extent to which the intervention has or is likely to reach the intended benefit. In analyzing the findings against each criteria, the evaluator will be expected to use the [IOMDF scoring matrix](#), that will be shared during the inception phase.

More specifically, the evaluation may address the following key questions<sup>1</sup>

#### 5. Evaluation questions

Criteria	Questions
Relevance	<ul style="list-style-type: none"> <li>- Was the project aligned with and supported national and regional and global strategies, beneficiary needs and donor priorities?</li> <li>- To what extent has the project adapted or is able to adapt to changing external conditions (environmental, governance, gender, etc.) to ensure project outcomes?</li> <li>- How is the quality of the intervention logic design? Was the project designed with a logical connection between its objective, outcomes, outputs and indicators based on a solid rationale/needs assessment?</li> </ul>
Efficiency	<ul style="list-style-type: none"> <li>- How cost-effective was the project? Were the incurred costs proportional to the results achieved? Could the activities have been executed with fewer resources without compromising the quality and quantity of the results?</li> <li>- How efficient was the overall management and implementation of the project? Were there any significant delays in the overall implementation? Did the project require a no-cost or costed extension?</li> <li>- Were the project monitoring and reporting (technical and financial) procedures well-established and conducive to tracking implementation progress in a timely manner?</li> </ul>
Effectiveness	<ul style="list-style-type: none"> <li>- To what extent did the project achieve its outcomes and objective?</li> <li>- Were targeted beneficiaries reached as expected?</li> <li>- Were the target beneficiaries satisfied with the services provided?</li> </ul>

<sup>1</sup> This list of question is not exhaustive, but rather a guide for the evaluator; so that prior to the beginning of the evaluation can complete a more specific list of questions based on the established criteria.

Coherence	<ul style="list-style-type: none"> <li>- To what extent the project aligns and is compatible with other IOM projects or activities? Have any complementarities or synergies been observed?</li> <li>- To what extent the project aligns and is compatible with projects or activities implemented/ funded by other organizations? Have any complementarities or synergies been observed?</li> </ul>
Impact	<ul style="list-style-type: none"> <li>- What change(s) did the intervention bring (whether positive or negative, unintended or intended) in the social/economic/political /environmental circumstances of Timor-Leste?</li> <li>- How did the project activities improve government stakeholders use of improved evidence base on coastal change and migration in the development of national climate change programming?</li> <li>- Did the intervention bring any attitudinal change in the relevant authorities or communities? Such as capacity to collect and manage mobility, coastal change information, data, etc.</li> </ul>
Sustainability	<ul style="list-style-type: none"> <li>- Are structures, resources, and processes in place to ensure that benefits generated by the project continue once external support ceases?</li> <li>- Is the project supported by local institutions and well-integrated into local social and cultural structures?</li> <li>- Are project partners adequately capacitated (technically, financially, and managerially) for continuing to deliver the project’s benefits/services?</li> </ul>
Gender and human rights mainstreaming	<ul style="list-style-type: none"> <li>- Did the community-based planning (CBP) respond to the practical and strategic gender needs of women or persons with disabilities?</li> <li>- To what extent were human rights and gender approaches integrated in design and implementation of the project?</li> <li>- What impact has the project had on the rights of those most left behind?</li> </ul>

## 6. Evaluation methodology

This ex-post external evaluation will be a remote/in-person evaluation study. The evaluator should discuss and agree on the final methodology and evaluation approach with the evaluation manager before the commencement of the evaluation. The methodology will be aligned with the [IOM Monitoring and Evaluation Guidelines](#).

IOM Timor-Leste suggests a mixed methods approach reliant on secondary and primary data sources. Data collection methods in this evaluation should employ qualitative and quantitative approaches to ensure triangulation. Participative field data collection is envisioned as part of the evaluation. Appropriate data collection methods may include a desk review of project documentation, survey, focus group discussions (FGDs) and key informant interviews. For data analysis, the evaluator is expected to provide an analysis of the data with both qualitative and quantitative information, in both descriptive and infographics format, as necessary. The evaluator should propose how gender and human rights will be mainstreamed in their overall evaluation approach and methodology.

## 7. Ethics, norms and standards for evaluation

IOM abides by the Norms and Standards of UNEG and expects all evaluation stakeholders and the evaluator to be familiar and compliant with the UNEG Ethical Guidelines for Evaluation, as well as the UNEG Codes of Conduct for Evaluation in the UN System. The evaluation must be conducted in full respect of IOM Data Protection Principles. The evaluator must use as main M&E institutional reference all the resources shared at <https://evaluation.iom.int/>.

## 8. Evaluation deliverables

The following deliverables are to be provided by the evaluator throughout the evaluation process, upon a pre-agreed schedule:

- Inception report (including evaluation matrix, data collection tools and work plan)
- Draft evaluation report submitted for comments to evaluation manager
- Final evaluation report
- Evaluation brief
- Presentation of the evaluation findings
- Partially completed Management Response Matrix

## 9. Specifications of roles

The evaluator is responsible for carrying out data collection and analysis, timely delivery of quality deliverables according to the agreed timelines, and ethical conduct at all stages of the evaluation process. The IOM Evaluation Manager is responsible for timely review of deliverables, and any necessary internal coordination for input from project stakeholders and to facilitate the evaluation and providing relevant documents to the evaluator.

## 10. Time schedule

The evaluation will be conducted tentatively from 08 August 2024 to 09 October 2024 (mixed approach: remote and in-person). All deliverables must be submitted no later than the date specified in the deliverables table. Primary data collection should occur between inception report and draft final report. A detailed work plan should be presented as part of the inception report.

Activity	Responsible party	Number of days	Timing
Inception online meeting between Evaluation and Project team to clarify the TORs	Evaluation manager & Evaluator	1 day	1 <sup>st</sup> Week
Compile and share relevant documentation	Evaluation manager	1 day	1 <sup>st</sup> Week
Review documents and prepare inception report (including, the evaluation matrix and the data collection tools)	Evaluator	5 days	1 <sup>st</sup> Week
Review of inception report, evaluation matrix and data collection tools	Evaluation manager	7 days	2 <sup>nd</sup> Week
Finalizing inception report, evaluation matrix and data collection tools	Evaluator	2 days	2 <sup>nd</sup> Week
Planning and facilitation of the field visits (meetings, focus groups, phone calls), logistical arrangements and agenda	Evaluation manager	8 days	3 <sup>rd</sup> & 4 <sup>th</sup> Week

Field visits, including travel time and data collection (meetings, focus groups discussions)	Evaluator		
Data cleaning, data analysis and preliminary findings	Evaluator	5 days	5 <sup>th</sup> Week
Draft presentation and de-brief evaluation manager and stakeholders on the initial findings	Evaluator	1 days	6 <sup>th</sup> Week
Draft report	Evaluator	3 days	6 <sup>th</sup> Week
Review and comment on the draft evaluation report	Evaluation manager	7 days	7 <sup>th</sup> Week
Final evaluation report, two-page evaluation brief and Management Response Matrix partially filled out	Evaluator	5 days	8 <sup>th</sup> Week

\*The evaluator is expected to submit travel expense claims by 30<sup>th</sup> September 2024.

\*The number of days per deliverable is an estimate and may overlap

## 11. Evaluation requirements

The evaluator should meet the experience and qualifications below:

### Education and experience:

- At least 7-10 years of experience in conducting project and program evaluations as a lead evaluator.
- Sound experience with both quantitative and qualitative research methods and analytical tools.
- The lead evaluator should have a master’s degree or equivalent or any related field to public health, social science, public policy, development studies, or related fields.

### Competences:

- Excellent analytical, oral, and written communication skills in English. (Tetum will be desirable)
- Experience with peer-to-peer data collection through FGDs, KIIs, survey etc.
- Ability to create graphic visuals on key findings.
- Experience in technical and analytical report writing.
- Experience in working in complex institutional environments.
- Displays cultural, gender, religion, race nationality and age sensitivity and adaptability.
- Ability to work with minimal supervision and to meet deadlines.
- Languages: Excellent command of English and working knowledge of Tetum is desirable

## 12. Evaluation Budget

Payment will be on a deliverable basis. Upon the satisfactory completion of each deliverable, a percentage of the total contract value will be made based on the payment schedule in Table below.

Milestone	% of payment per contract value
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Following submission and approval of the Inception Report (IOM/ Commissioning Unit)	40%
Submission of the first draft of the Evaluation Report	40%
Approval of the Evaluation Report (IOM/ Commissioning Unit), Evaluation Brief and the partially completed Management Response Matrix	20%

Note: Payments will be based on invoices on achievement of agreed deliverables i.e., upon delivery of the services specified in the TOR and certification of acceptance by the IOM.

The contractual value established will include all costs including the professional fee. The consultant is expected to consider all possible costs that may be incurred during the assignment.

\*All possible costs in his/her “All Inclusive Lump Sum Fee/Daily Fee” financial proposal will include his/her consultancy and professional fee, accommodation, travel costs applicable, communication cost such as telephone/internet usage, ad-hoc costs, stationery costs. No costs other than what has been indicated in the financial proposal will be paid or reimbursed to the consultant.

## 1. Submission of application

Applicants are requested to send their application to [hrfocalpoint-timor-leste@iom.int](mailto:hrfocalpoint-timor-leste@iom.int) on or before Midnight (IST) 23 July 2024.

Candidates are expected to submit a technical offer and a proposed budget (5,600 USD max). The offer should include a cost estimation, including all necessary costs to carry out the evaluation. Documents should contain recent examples of similar work.

The application should contain the documents below.

- Updated CV with a sample of similar assignments
- Technical Proposal  
Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 5 pages)
- Financial Proposal

All Inclusive Lump Sum Fee (Professional Fee): US\$ \_\_\_\_\_

All-inclusive Lump Sum Fee (Costs other than Professional Fee): US\$ \_\_\_\_\_

Total Lump Sum Fee (a+b) US\$ \_\_\_\_\_