ToR for Review of PROMISE Project

1. Overall Objective of the ToR
The overall objective of the ToR is to conduct a comprehensive technical review of the Promotion of Inclusive, Sustainable growth & diversity to Strengthen Local Governments project (PROMISE to Strengthen Local Governments) and evaluate success towards attainment of overall objectives, specific objectives and expected results of the project; and to make recommendations for future EU actions, if any.

Specific Objectives of the Evaluation

- To assess the performance of the PROMISE project in achieving the overall objective of the project and the specific objectives towards improving Local Authority’s capacity to perform as local development actors for improving local quality of life in an inclusive manner.
- To assess completion of key tasks listed under work packages for the project and highlight the key achievements and shortfalls (if any) of the project.
- To assess the benefits for stakeholders from the project, particularly the participating Municipalities.
- To assess outreach of European Union support to participating cities and other stakeholders and also visibility for EU through project implementation.
- To assess the value for money that the project has been able to deliver and for future replication of the project and next steps.

2. Scope of the Evaluation
This evaluation is a technical evaluation of the PROMISE project. The scope of tasks includes:
- Understanding of project objectives, specific objectives and expected results.
- Discussions with team from ICLEI South Asia on various aspects of the project.
- Visit to any of the 2 project cities out of 4 project cities namely Karnal, Ajmer, Jabalpur & Warangal and undertaking meetings/consultations with City Municipalities and other key stakeholders (select).
- Review of key aspects of the project including, but not limited to:
  - Assessment of overall success of the PROMISE project implementation in developing the PROMISE Tool based on the feedback from the stakeholders.
  - Assessment of extent of attainment of overall project objective.
  - To assess the benefits to the stakeholders including the stakeholders from study area, city municipalities and capacity building interventions undertaken as part of the project at local and city level.
  - Identification of potential for future outreach of the project and replication to other cities.
  - Assessment of visibility for EU at local, state and national level and dissemination of the project activities and achievements at various platforms.

3. Professional Qualifications
Project implementation shall be externally evaluated by independent evaluator with proven track record and relevant expertise in the urban sector. The evaluator should not have been associated with the design and implementation of the project. The evaluator should have the following minimum qualifications:
- At least 12 years of technical experience in the project-related areas;
- Expertise in urban/ open spaces /water, waste water/ solid waste/ mobility related issues;
- Experience with assessment of projects for local authorities, in particular, projects funded by international organizations.
- Experience in working in the region (of project cities) would be an additional advantage.
4. Deliverables and Schedule

The deliverables for the project would be:
- Project briefing meeting with ICLEI South Asia
- Visit to project cities (any 2 cities out of 4 project cities) based on the availability of city officials
- Draft Evaluation report: This report will include:
  - Key findings by the reviewer on the aspects of the project mentioned under ‘Specific objectives of the Evaluation’ and ‘Scope of the Evaluation’
  - Report on site visits as part of the evaluation report
- Incorporation of comments or queries by EU and submission of final evaluation report, if required

5. Contract amount

The evaluator is expected to provide detailed quote along with breakup of costs for travel, accommodation, per diems, logistics and others (taxes) if any. The evaluator is expected to provide schedule of the evaluation process. The payment shall be made by ICLEI South Asia to the reviewer under the PROMISE project, subject to completion of tasks under this contract to the satisfaction of EU and ICLEI South Asia.

6. Payment schedule

The payment schedule for the project shall be as follows:
- First instalment (40%): At the time of signing the contract.
- Second instalment (60%): After the final approval from EU.

Following tasks to the satisfaction of ICLEI South Asia and European Union
- Documentation review (desk study) to assess successful achievement of project overall objectives, specific objectives and expected results.
- Visits to project cities for direct interviews with project stakeholders (especially City Municipalities) (2 project cities).
- Submission of evaluation report on findings described under ‘Specific Objectives of the Evaluation’, ‘Scope of Evaluation’, and other related sections of this contract.
- On acceptance of evaluation report by European Union (EU) and incorporation of any observations suggested by EU.

7. Contract Duration

The evaluation process should be conducted within 2 weeks from the date of signing of contract between ICLEI South Asia and the external reviewer. The contract shall remain valid till the evaluation report is accepted by the European Union.

Interested parties are requested to email their technical and financial proposal latest by 15th Nov 2019 to Mr. Ashish Rao Ghorpade, Deputy Director, ICLEI South Asia on his email id- ashish-rao.ghorpade@iclei.org.

The proposal should include a letter of interest, area of work experience in the sector, approach & methodology to complete the exercise along with a detailed CV.