

Re-tendering

Tender invitation to *Consulting Firms Registered in Jordan*

Tender No.: EPP-CCP-09/2018

for

CONDUCTING MID-TERM EVALUATION FOR JORDAN'S ADAPTATION FUND PROGRAM
"Increasing the Resilience of Poor and Vulnerable Communities to Climate Change Impacts in Jordan through Implementing Innovative Projects in Water and Agriculture in Support of Adaptation to Climate Change"

Sponsored by

Adaptation Fund of UNFCCC

National Implementing Entity: **Jordan Ministry of Planning and International Cooperation**
(MoPIC)

Date: January 2019

Country: Jordan

1. TENDER INVITATION ADDRESSED TO:

Consulting firms registered in Jordan who possess distinguished experience and prior record of accomplishment in project/program management, evaluation and/or auditing, who conducted similar assignments before.

2. DESCRIPTION OF THE ASSIGNMENT AND SERVICES NEEDED

It is the intent of this RFP to secure competitive proposals to select a consulting firm registered in Jordan. The Consulting Firm is expected to advance a competent and well-experienced team (could be all national experts but with a mix of national experts with tremendous local experience as well as national experts of good international experience with international aid agencies and organizations in the region or abroad) for this mission. The Team should have well established project/program management experience, to undertake a mid-term evaluation for the project (program) according to the Terms of Reference (ToR) posted in Appendix 1.

All eligible local consulting firms in this field who are qualified and are technically competent to provide requested services in the Terms of Reference (ToR) displayed in Appendix 1 are invited to submit their proposals. The winning service provider will enter into a fixed price agreement for the period set in the ToR. Failure to meet the conditions of the Agreement will result in cancellation of the Agreement at the risk and cost of the service provider.

3. HOW TO SUBMIT A PROPOSAL

Any interested consulting firm must purchase the tender documents package and register its name in the tender purchasers' record. The price of tender documents is Ten Jordanian Dinars (10 JOD) non-refundable, which must be paid to submit a proposal. The amount should be paid at the *Accounting Division* at the address below starting Monday 14th of January 2019 (the first day tender documents become available for purchase) to Monday 21st of January 2019 (last day tender documents available to purchase) at the following address:

Ministry of Planning and International Cooperation (MoPIC)
Zahran St., 3rd Roundabout, Amman, Jordan
Eng. Wafa Fahhad, Secretariat of Special Tendering Committee
Third Floor
Tel.: 00-962-6-4644466, ext. 646
wafa.fahhad@mop.gov.jo

A copy for the tender documents will be posted at MoPIC's site for view purposes only but interested consultants should pay its price and register their names at tender purchasers' record to be eligible to apply.

Any request for clarification on tender documents or assignment must be sent in writing to Ahmad.Abdelfattah@mop.gov.jo no later than Wednesday January 23, 2019. Responses to questions of proposers will be sent to all proposers by email and/or faxes, without identifying the source of inquiry, to all consultants by Thursday January 24, 2019.

Offers shall be presented in three separate envelopes closed and stamped and/or signed on the envelop closure edge; one envelop including the financial offer (in Jordanian Dinars) (in two copies: one should be the original copy labeled "*Master Original*" and one photo copy labeled "Copy") including all applicable taxes and fees, as well as travel fees, local travel, etc. The second envelope should contain the technical proposal package which should include:

- (i) Commercial Registration Certificate (السجل التجاري)
- (ii) Profession License (رخصة مهنة)
- (iii) Business profile/past experience and similar assignment(s) (at least two) of the consulting firm. The consulting firm should submit their credentials highlighting similar past experience and their strengths in conducting such type of missions.
- (iv) Updated CVs of the proposed team as per the list of experts required, and their skills in this regard;
- (v) Brief workplan including schedule/time frame of activities to be conducted
- (vi) The methodology on how the team will conduct the mid-term program evaluation process as elaborated in the ToR inside.

The technical offer package to be enclosed in two copies: one should be the original copy labeled “*Master Original*” and one photo copy labeled “Copy”.

The bid bond or a certified check should be included in a third separate envelope with a value of **Five Hundreds Jordanian Dinars (500 JOD)**, approved (endorsed) by an authorized local bank or using a bank performance guarantee (using the Performance Guarantee Form enclosed in Appendix 2) in the name of **His Excellency the Minister of Planning and International Cooperation**. The three envelopes should be enclosed in a bigger envelop labeled with tender number and title as follows: Tender No.: EPP-CCP-07/2018: “CONDUCTING MID-TERM EVALUATION FOR JORDAN’S ADAPTATION FUND PROGRAM”, where also the name of the bidders and their addresses as well as the address of MoPIC displayed above should be posted on the external, envelop.

Sealed offers should be dropped at the above address no later than 1:00 PM (Amman’s local time) on Sunday February 3rd, 2019. Technical offers will be opened on the same day unless the tenderers were informed otherwise.

The employer has the right to cancel or re-tender the tender without giving the reasons and without any financial or legal claim in favor of the bidders or any other party.

The awarded tenderer will bear the fees of this tender advertisement.

Appendix no. (1) **Terms of Reference (ToR)**
for

CONDUCTING MID-TERM EVALUATION FOR JORDAN'S ADAPTATION FUND PROGRAM:
"Increasing the Resilience of Poor and Vulnerable Communities to Climate Change Impacts in Jordan through Implementing Innovative Projects in Water and Agriculture in Support of Adaptation to Climate Change"

Sponsored by
Adaptation Fund of UNFCCC

National Implementing Entity: **Jordan Ministry of Planning and International Cooperation (MoPIC)**

1. INTRODUCTION

1.1. Background

The Project (or the "Program" as the two terms will be used in this document interchangeably to refer to the master project of Jordan sponsored by the Adaptation Fund, where the term "program" will be used whenever it is needed to distinguish the master project made of nine sub-projects from any of the underneath sub-projects; however, sometimes any of the nine sub-projects is referred to as "the project" as well) is titled *"Increasing the resilience of poor and vulnerable communities to climate change impacts in Jordan through implementing innovative projects in water and agriculture in support of adaptation to climate change"*. It is a 4-year grant, which the Government of Jordan has received from the Adaptation Fund of the UNFCCC at an amount of 9.226 Million U.S. Dollars in 2015 (a page for the project is available at the Adaptation Fund's Site, at which the project document (a pdf format) as well the submitted progress reports (Excel format) could be viewed or downloaded from the following link:

<https://www.adaptation-fund.org/project/increasing-the-resilience-of-poor-and-vulnerable-communities-to-climate-change-impacts-in-jordan-through-implementing-innovative-projects-in-water-and-agriculture-in-support-of-adaptation-to-climate-4/>

The program's duration is four years (initially the program was planned to be executed from 2015-2019 but due to delay in the start of implementation, which officially started by conducting the Inception Workshop in July 2016, now the new proposed period is from July 2016 to July 2020). The National Implementing Entity (NIE) is Ministry of Planning and International Cooperation (MoPIC) who has signed the agreement with the Adaptation Fund on behalf of the Government of Hashemite Kingdom of Jordan (GoJ) in May 14th 2015 and the Prime Ministry of GoJ approved the agreement on June 14th 2015.

The Program is being executed by six national institutions, which are: *Ministry of Environment (MoEnv)*, *Ministry of Water and Irrigation (MWI)*, *Ministry of Agriculture (MoA)*, *Jordan Valley Authority (JVA)*, *Petra Development Tourism Region Authority (PDTRA)*, *National Center for Agricultural Research and Extension NCARE (now National Center for Agricultural Research (NARC))*, and the *Hashemite Fund for Development of Jordan Badia (HFDJB)*, in addition to the cooperation with other national organizations like the Royal Scientific Society (RSS), Jordan Food and Drug Administration (FDA), Jordan Metrological Department (JMD) and the Jordan Institution for Standards and Metrology (now *Jordan Standards and Metrology Organization (JSMO)*).

The main objective of the program is to adapt the agricultural sector in Jordan to climate change induced water shortages and stresses on food security. This to be achieved through piloting innovative technology transfer in treated waste water reuse, water harvesting and permaculture, policy support and capacity building linked to community livelihoods and resilience utilizing advanced ICT tools and supporting agribusiness sector in policy and governance reform. Two main components comprises the program: Component 1 will address climate change adaptation of agricultural and water sector through the use of non-conventional water resources (reuse of treated wastewater, rainwater harvesting and permaculture) while Component 2 will deal with climate change adaptation capacity building, knowledge dissemination, policy and legislation mainstreaming.

The Program's Components are:

Component 1: Climate Change Adaptation of Agricultural & Water Sector through Technology Transfer (the use of non-conventional water resources – reuse of wastewater, rainwater harvesting & permaculture).

Component 2: Climate Change Adaptation Capacity Building, Knowledge Dissemination, Policy and Legislation Mainstreaming.

Component 1 consists of 4 sub-projects in treated wastewater reuse in Wadi Musa area (southern Jordan) (executed jointly by Petra Development & Tourism Region Authority-PDTRA and Hashemite Fund for the Development of Jordan Badia-HFDJB), Northern Jordan Valley area (executed by Jordan Valley Authority-JVA, Tal Al Mantah area ((executed by Water Authority of Jordan-WAJ), and North Shounneh area (executed by JVA). The fifth project will handle increasing the resilience of poor and vulnerable communities to climate change impacts through water harvesting technologies in poverty pockets (executed by JVA). The sixth project will work at extending permaculture design and technologies in the Jordan Valley areas and beyond (executed by National Agricultural Research Center-NARC).

Component 2 on the other hand consists of three sub-projects, which will address raising the awareness and strengthening the capacities of poor and remote communities to better adapt

to climate change adverse impacts using ICT as an enabling tool for more effective adaptation (two sub-projects executed by one entity Ministry of Environment-MoEnv through Royal Scientific Society-RSS), and water sustainability and agribusiness competitiveness and reform in Jordan Valley as the last sub-project (executed by NARC).

1.2. Beneficiaries of the Program

The direct beneficiaries of the program are the local communities in the targeted geographic areas of the scope of work of the nine sub-projects, which extend from the north to south of Jordan Valley served by the sub-projects: (1.2) titled *“The Northern Jordan Valley Wastewater Reuse”* (executed by JVA) and (1.4) titled *“Wastewater Reuse at North Shouneh WWTP”* (executed by JVA); the Middle Jordan Valley areas served by the sub-project (1.3) titled *“Tal El Mantah Wastewater Treatment Plant - Wastewater Reuse Project”* (executed by WAI); the Sothern Jordan valley areas up to Ghor Al-Safi served by the sub-project (1.5) titled *“Community Resilience and Adaptation to Climate Change through Water Harvesting Technologies in Poverty Pockets”* (executed by JVA); and the very far southern part of Jordan at Ma’an Governorate served by the sub-project (1.1) titled *“Reuse Of Treated Wastewater For On-farm Agricultural Adaptation In Wadi Mousa”* (executed jointly by PDTRA & HFDJB).

The rest of the Program will serve more than one region such as through the sub-project (1.6) titled *“Building Resilient Food Security Systems through Extending Permaculture Design and Technologies in the Jordan Valley and Beyond”* which will establish two permaculture demonstration sites, one at Northern Jordan Valley and the other at Sothern Jordan valley/Ghor Al-Safi region (executed by NARC); and the last three sub-projects which will serve all geographical regions mentioned above through the sub-projects (2.1) titled *“Strengthening the Capacities of Poor & Remote Communities to Better Adapt to Climate Change Adverse Impacts”* (executed by RSS); (2.2) titled *“Using ICT as an enabling tool for more effective climate change adaptation and development programmes”* (executed by RSS); and (2.3) titled *“Jordan Valley Water Sustainability and Agribusiness Competitiveness”* (executed by NARC).

One of the main beneficiary groups of these local communities is the Water User Associations (WUAs) in the targeted areas who took the responsibility to transfer management of irrigation systems from government agencies to such association’s members. Participatory Irrigation Management (PIM) is a key term in the toolbox of current approaches to improve the efficiency and performance of water resources management in the countries that are to cope with the issue of water scarcity, or problems associated with global and climate change in the foreseeable future. A WUA is a unit of individuals that have formally and voluntarily associated for the purposes of cooperatively sharing, managing and conserving a common water resource. The core activity of a WUA is to operate the waterworks under its responsibility and to monitor the allocation of water among its members. Key functions of a WUA include: Operate and maintain a water service or structure; management of a water distribution system, including

setting tariffs and collecting fees; monitor water availability and use under climate uncertainty; provide technical assistance in areas related to water use/irrigation; and resolve conflicts related to water use, to name some. WUA is generally run out through institutions that have experience with collective water management, such as irrigation boards. In Jordan a group of WUAs in one region come together to form a board or council such as South Shounneh Water Users Association Council, Northern Jordan Valley Water Users Association Council, and Ghor Al-Safi Water Users Association Council, which all represent one of the main beneficiary groups of the program. The other beneficiary groups of the program are CBOs, poor families and remote poor communities, farmers, small enterprises, agribusiness industry, among others.

2. STATUS OF THE IMPLEMENTATION OF THE PROGRAM

The program is now in the middle phase of implementation, which is illustrated through the execution of plenty of the different planned activities of the sub-projects of the program. This execution process is now evident through embarking on an extensive tendering process for purchasing technical and engineering consulting services, design, contractor services, supplies services, and training services as well as supply of equipment and needed logistic services for such activities. The lists of activities for the sub-project are listed in the master (project-long) and annual (current active 2019) work plans of each sub-project. Which will be provided to the consultant.

Moreover, focus group meetings with key targeted beneficiary group to secure the needed buy-in of such stakeholders of the program were held accordingly such as with councils of conglomerates of WUAs mentioned above. Other planned activities have fully been completed such seminars on raising awareness of farmer communities on climate change (sub-project 2.1), training course on permaculture design (sub-project 1.6). However, by the mid of the project duration, the percentage of executed work all in all still not considerable due to the long process of tendering of tenders to perform activities. The detailed status of the progress of implementation of the program is elaborated in the *2018 Annual Progress Report of the Program* (the Second Year progress report covering the period from July 2017 to July 2018). The First Year Progress Report covering the period from July 2016 to July 2017 will also shed light on the status of implementation at the starter year of the program, which also documents barriers and challenges of implementation and present an update of status of risks listed in the program document (the proposal submitted to request the grant from the Adaptation Fund). These two reports are available for the consultant to review and obtain insight of the progress status of the program.

However, the consultant is expected to conduct evaluation for the period from the beginning of execution of the program (i.e., July 2016) to the end of December 2018, which exceeds a little bit the mathematical mid-stage (which supposed to be July 2018) of the 4 year-long period (July 2016-July 2020) of the program. This extension of mid-term evaluation period beyond the real

mid-term point of the program is due to a potential that the program's conclusion date might overdo July 2020.

3. OBJECTIVES OF THE ASSIGNMENT

There are two main objectives of the assignment of the consultant team, as follows:

- 3.1. To assess the extent to which the program has so far been in the right track to succeed in meeting its **objective** to “Increasing the resilience of poor and vulnerable communities to climate change impacts in Jordan through implementing innovative projects in water and agriculture in support of adaptation to climate change”
- 3.2. To assess the internal composition of the program, components and sub-projects, its management model, and to identify whether the current model of its management will lead to timely and effective achievement of its objectives and goals.

4. SCOPE OF THE ASSIGNMENT

To ensure that this assessment would fulfill all of its intended objectives, and would yield the most comprehensive evaluation results and recommendations, given the differences in the administrative procedures and practices of entities embarked on execution of the sub-projects of the program as well as contextual/geographical differences across the two main geographical areas/eco-systems of the program (Jordan Valley from North to South vs Wadi Mousa area in the south,) the review exercise will need to draw conclusions and recommendation in the following perspectives:

At the geographical areas/eco-systems context: Addresses whether the objectives set for each of the two components have been achieved in the targeted areas, and if so, to what extent.

A holistic view of all aspects of the program, as well as cross-cutting issues of interest to MoPIC, Executing Entities, and partners including:

- value for money
- adaptive management
- gender
- coordination with other actors
- accountability to affected populations
- use of monitoring and evaluation information

These perspectives should be carefully handled while scanning the internal processes of the program, and while identifying the expected results of its different components on Increasing the Resilience of Poor and Vulnerable Communities to Climate Change Impacts in Jordan. The assessment should cover the following corresponding to the

above mentioned two perspectives:

1. An assessment of the management of the program including structure, operations, processes, strategies, monitoring and evaluation, etc. The assessment should review and assess the capacity of the Program Management Unit (PMU) at MOPIC to carry out its responsibility of the program coordination, including monitoring project status and reporting on project progress. In addition to recommendations on possible improvements including a time frame for the implementation of these improvements in the remaining time span of the project.
2. An assessment of the program's so far relevance, efficiency, effectiveness, impact and sustainability, identifying challenges, constraints and success factors and providing clear conclusions, lessons learnt and recommendations for the way forward.

It should be noted that the aim of conducting an evaluation of this program at this mid stage is not merely to judge the success or failure potential of the it, but more importantly to identify existing deviations and weaknesses and to explore means and methods to improve them as well as strengths and means to build on them in order for the Program to produce a profound positive effect on the sought climate change adaptation response capacity and overall sustainable development objectives.

5. GENERAL PRINCIPLES AND CRITERIA

The main criteria to be used in the MID-TERM EVALUATION FOR JORDAN'S ADAPTATION FUND PROGRAM should be Program's management, relevance, effectiveness, efficiency, impact and sustainability. Guiding questions related to each one of these criteria are given in the following table¹:

Main Criteria and Key Questions

Program Management	<ol style="list-style-type: none">1. Are the Program Management arrangements at all levels (MOPIC and Executing Entities) appropriate?2. What is the nature of management and accountability arrangements?3. How are the internal operations, processes at all levels inside MoPIC and outside MoPIC as relevant to the functions of the committees serving the program (Steering Committee and Special Tendering Committees/Technical Tender Evaluation Committees) related to the implementation of the Program as well as monitoring and evaluation plan and procedures affecting the implementation and progress of the program.4. To what extent are collaborative partnerships between MoPIC from one side and Executing Entities and downstream partner organizations from the other side enhancing the relevance,
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¹ The list of questions is meant to guide the assessment and is not exhaustive. The consultant can add questions as seen necessary to fulfill the objectives of this assignment.

	<p>effectiveness, sustainability, efficiency and impact of the project? Specifically, what measures are/have been put in place to ensure sustainability of the project/program's results?</p> <p>5. What changes could MoPIC, Executing Entities, and partners make to improve the adaptation response in the targeted areas of the program and achieve better outcomes for communities affected by climate change?</p> <p>6. What recommendations could be advanced to accelerate progress and achievement of program?</p>
Relevance	<p>1. How able was the Program to react to external factors during implementation?</p> <p>2. To what extent each of the two program's components contributing towards the intended impact (Goals)?</p>
Effectiveness	<p>1. Is the program at this middle stage on-course to successfully solve or contribute to solving the problem it is aiming to solve as intended in the project/program document?</p> <p>2. Is the program on-course to successfully achieve Key Milestones, Indicators (Outputs, Core Outcome Indicator) as set in the project/program document in light of complexity of administrative systems controlling the execution process, progress made so far, and results achieved of each sub-project individually and the program as a whole?</p> <p>3. What measures are being/could have been put in place to improve project/program results?</p> <p>4. Were there any unintended outcomes of the actions executed so far?</p> <p>5. What effect did any intended outcomes have on overall effectiveness?</p> <p>6. What internal and external factors may be affecting the program progress in achieving the targets/objectives?</p> <p>7. What external factors have led to delays in some activities launching?</p> <p>8. Are the risks identified in project preparation phase still hindering the progress of the program and are the steps and measures taken so far/being taken to mitigate them alleviating the impact of such risks?</p>
Efficiency	<p>1. Is the program in the right track to succeed in utilizing the least costly resources possible in order to achieve the desired results</p> <p>2. Is the program in the right track to succeed in achieving the set outputs on-time and implementing the sub-projects in the most efficient way compared to alternatives?</p> <p>3. What evidence demonstrates the program has achieved or is in</p>

	<p>the right track to building climate change adaptation resilience capacities? What other measures are needed to build capacity to cope and build adaptation capacity with potential impacts of climate change?</p>
Impact	<ol style="list-style-type: none"> 1. What have been the lessons learned so far in implementing concrete adaptation interventions that would be relevant to the design and implementation of future projects/programs implementing concrete adaptation interventions? 2. What have been the lessons learned so far in implementing climate adaptation measures that would be relevant to the design and implementation of future projects/programs for enhanced resilience to climate change? 3. What is the potential for the concrete adaptation interventions undertaken by the Program to be replicated and scaled up both within and outside the project area based on results achieved so far? 4. To what extent has the program and sub-projects' activities implemented so far been able to facilitate other on-going private or public sector activities, institute successful partnerships with beneficiaries from local communities, individuals and NGOs (facilitation and partnership)? 5. What recommendations could be put to develop a clear exit strategy designed at the outset of this program to sustain the impact of the program and to help succeeded climate resilience measures undertaken by the program/ sub-projects to be replicated and scaled up both within and outside the projects' area?
Sustainability	<ol style="list-style-type: none"> 1. Were the actions undertook and results obtained so far owned by the users and/or beneficiaries? 2. Was capacity (people, organization, systems, and institutions) built through the actions of the Program or in the right track to be built by closure phase of the program? 3. What is the potential for the climate resilience measures undertaken by the Program to be replicated and scaled up both within and outside the project area? 4. What evidence demonstrates the program is in the right track to building climate change adaptation resilience capacities? What other measures are needed to build capacity to cope and build adaptation capacity with potential impacts of climate change? 5. Are the actions and results co-planned and owned by the users and/or beneficiaries to guarantee sustainability of results?

The following guiding principles and values should be applied during the Mid-Term Review as much as possible:

- *Independence*: The Mid-Term Review team should work independently and measures should be put in place to prevent bias.
- *Usefulness*: Review findings must be articulated clearly and in a way that maximizes the potential for these findings to inform decision-making.
- *Representativeness*: The review should strive to include a wide range of beneficiaries, including from different geographical regions/sub-geographical areas and locations (e.g. urban and rural, if applicable), gender roles, age groups, as relevant to the project.
- *Gender, age and diversity sensitiveness*: The review must be gender sensitive and also, where possible, try to assess the intended or unintended effects of the project on gender relations, if any. The review should go beyond disaggregation to look at how women and men, engage differently with the program and data gathering methods should take gender considerations into account and include adjustments to ensure that respondents are able to fully and meaningfully participate in the review.
- *Accountability*: The most vulnerable targeted by the project must be able to input and/or feedback into the design and management of the review.
- *Transparency*: Best practice is that review findings are made public. MoPIC should strive to share review findings and lessons with executing entities and downstream partners, affected populations and other relevant donors.

6. LANGUAGE OF THE PROPOSAL

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

7. COMPONENTS OF THE TECHNICAL PROPOSAL

The main components of the technical proposal the consultant should submit must include:

- (vii) Commercial Registration Certificate (السجل التجاري)
- (viii) Profession License (رخصة مهنة)
- (ix) Business profile/past experience and similar assignment(s) (at least two) of the consulting firm. The consulting firm should submit their credentials highlighting similar past experience and their strengths in conducting such type of missions.
- (x) Updated CVs of the proposed team as per the list of experts required, and their skills in this regard;

- (xi) Brief workplan including schedule/time frame of activities to be conducted
- (xii) The methodology on how the team will conduct the mid-term program evaluation process. The methodology to be elaborated in the technical proposal for the Mid-Term Review should be based on all evaluation aspects addressed above and should be further outlined and articulated by the consultants based on the review scope and evaluation criteria listed above. Nonetheless, it is expected that the team will use a mixed methods approach that combines qualitative and quantitative data gathering and analysis techniques that applies a Do No Harm approach. As part of the inception phase, the selected reviewer will refine the Mid-Term Evaluation proposal including the methodology in consultation with MoPIC final approval. At this stage of the project, the scope of the evaluation is not intended to use comparison/control groups approach. However, the evaluation team should ensure that the proposed methodology and the findings of the mid-term evaluation will feed into the final project evaluation.

The Mid-Term Evaluation framework should analyze both quantitative and qualitative data in order to identify changes that maybe plausibly associated with the program and that may contribute to the desired outcomes. The analytical framework should identify potential causal mechanisms or pathways through which these changes could happen. At the same time, the analysis should consider the range of constraints and obstacles to t h i s program in Jordan.

The team should determine the sources of both quantitative and qualitative data. The methodology should address how most vulnerable beneficiaries will play a role in the review to increase the relevance of the findings. The review will be conducted in all geographical areas in which the program has been implemented.

The selected reviewer will also have access to project data that was collected throughout the program's life cycle using a variety of methods including all project documents, proposal to request funding, annual progress reports, and other relevant documents. MoPIC will also provide any relevant qualitative or quantitative local/national/international sources and datasets need to conduct the evaluation.

The methods and assessment frameworks employed for this review should facilitate the collection and analysis of data, be relevant to the scope questions, and make optimal use of existing data. Suggested sources that will be used in the review would, at a minimum, include:

- Desk review:
- Field visits: The reviewer will conduct at least one day visit to each or

selected sub-projects' locations to:

- Interview key program stakeholders including and downstream partners.
- Use of qualitative and quantitative data collection tools as necessary to capture the evaluation objectives.

The technical proposal package should be submitted in two copies: one should be the original copy labeled "*Master Original*" and one photo copy labeled "Copy".

8. FINANCIAL PROPOSAL

8.1. Financial Offer

- Financial proposal including all pertinent taxes.
- Lump sum contract
- Transportation expenses of all envisaged travels. This includes all local travel to sub-projects' field sites and executing entities' premises and relevant locations and including travels of international experts if the bidder included an international expert(s) in the proposed team, must be included in the financial proposal lump sum.
- Accommodation of any international expert(s), during the execution of the assignment must be included in the offer budget.
- Payments will be based on output, i.e. upon delivery of the services specified in the TOR as per .SCHEDULE OF PAYMENT in section 13 below.

8.2. Bid Bond

- The bid bond should be included in a third separate envelope with a value of five hundreds Jordanian Dinars (500 JOD) in the form of a bank check approved by an authorized bank or a bank guarantee (could be done using the form attached in the contract form or the form adopted by the issuing bank).

9. PERIOD OF ASSIGNMENT/SERVICES:

The duration of the assignment will be 60 calendar days (including the days of site visits for meetings and interview with top management and sub-projects' coordinators at executing entities' premises, days spent on revision of deliverables by client and other working days defined by the consultants in their technical offer). The consultants should provide breakdown of the 60 working days between the three main team members showing what number of days each will require of the 60 days.

10. DELIVERABLES OF THE ASSIGNMENT

The Evaluation Team should be committed to provide MoPIC with unlimited access to all produced materials as part of this assignment. The evaluators will produce the following documentation and actions in the process of conducting the review:

1. *Inception Report*, containing:

- Review objectives and scope, review criteria and questions, data sources, analytical approaches and elaborated methodologies to be employed;
 - Detailed work plan for the period of the assignment including schedule of activities/time frame) and schedule of engagement with executing entities and key stakeholders, a dissemination strategy, as well as the budget
 - Management plan showing distribution of level of efforts between the three consultants and how many days each will perform and on what duties and activities;
2. *Draft evaluation report for review*
 3. *Final evaluation report in a required format:*
 - Executive summary
 - Introduction/Background (Context, Theory of Change, Evaluation Criteria and Questions)
 - Purpose, scope and methods
 - Evaluation work plan
 - Limitations
 - Findings
 - Conclusions
 - Concrete and feasible recommendations
 - Annexes
 4. *Final evaluation report summary in PowerPoint format*
 5. *Presentation of final evaluation report in person or for MoPIC, Steering Committee, Executing Entities, partners and donor*

The following table summarizes the deliverables due date of submission of deliverables

Deliverables	Due date
D1. Inception Report	First Draft: Five (5) Calendar Days after commencement date. Final Draft: Ten (10) Calendar Days after commencement date
D2. Draft Evaluation Report for review	Forty (40) Calendar Days after commencement date
D3. Final Evaluation Report	Fifty (50) Calendar Days after commencement date
D4. PowerPoint format summary of the Final Evaluation Report	Fifty five (55) Calendar Days after commencement date
D5. Presentation of Final Evaluation Report	Sixty (60) Calendar Days after commencement date

11. REQUIRED QUALIFICATIONS AND EXPERIENCE OF CONSULTANTS

This mission requires a team of three members, two project evaluation experts where one should be either an international expert or a local expert of international experience ((i.e., evaluation team could be a mix of local and international experts or all members could be national experts but with a mix of national experts with tremendous local experience as well as a national expert of good international experience with international aid agencies and organizations in the region or abroad)).The third team member is operations assistant (support/coordination). The required qualifications and experience of the three-team members are listed below:

(1) International Project/Program Evaluation Expert or a Local Expert with International Experience (Team Leader)

- *Academic Degree:*
 - At least a Master's Degree (Ph.D. is preferable) in environmental studies/sciences or management or environmental engineering or civil engineering with climate change or environment and/or water resources focus, or agricultural/irrigation engineer or agricultural sciences, or any relevant field.
- *Experience and Skills*
 - At least 15 years prior demonstrated general experience in project/program management with emphasis on sustainable development fields. Preferably in climate change adaptation projects with emphasis on wastewater reuse or water harvesting practices or augmentation of wastewater treatments plants and irrigation networks of treated wastewater, permaculture, agribusiness, climate early warning systems, and climate change awareness and mainstreaming or any relevant field.
 - At least 5-year experience in Monitoring and Evaluation (M&E) of development projects.
 - Strong team leadership, interpersonal and communication skills;
 - Strong quantitative and qualitative analytical and technical writing and reporting abilities

(2) Local Project/Program Evaluation Expert

- *Academic Degree:*
 - At least a Master's Degree in environmental studies/sciences or management or environmental engineering or civil engineering with climate

change or environment and or water resources focus, or agricultural/irrigation engineer or agricultural sciences, or any relevant field.

- *Experience and Skills*
 - At least 10 years prior demonstrated general experience in project/program management with emphasis on development field. Preferably in climate change adaptation projects with emphasis on waste water reuse or water harvesting practices or augmentation of wastewater treatments plants and irrigation networks of treated wastewater, permaculture, agribusiness, climate early warning systems, and climate change awareness and mainstreaming.
 - At least 3-year experience in Monitoring and Evaluation (M&E) of development projects.
 - Good communication, analytical, and technical writing skills

(3) Local Operations Assistant/Assignment's Support and Coordinator

- *Academic Degree:*
 - A first university degree in business management, HR/Procurement or any relevant field.
- *Experience and Skills*
 - At least 2 years prior experience in assisting and supporting implementation of projects and operations of tendering, procurement, data collection, logistics coordination, etc, with emphasis on development field projects. Preferably in climate change adaptation projects with emphasis on waste water reuse or water harvesting practices or augmentation of wastewater treatments plants and irrigation networks of treated wastewater, permaculture, agribusiness, climate early warning systems, and climate change awareness and mainstreaming.
 - Good communication and coordination skills;
 - Fair knowledge in data requirements for quantitative and qualitative analyses.

12. EVALUATION CRITERIA

The received offers will be evaluated based on the following criteria:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation, which are as follows for this tender.

* *Technical Criteria weight; 70%*

* *Financial Criteria weight; 30%*

Total 100%

Only proposers obtaining a minimum of 70% out of the 70 points (i.e., 49 points) in the Technical Evaluation would be considered for the Financial Evaluation

Criteria	Weight
Technical	70% (70 points)
1. Consulting Firm <ul style="list-style-type: none"> – number of years in general project/program management experience – number of similar scope assignment(s) with local and international/development agencies 	10%
2. Team Members and CVs <ul style="list-style-type: none"> – <i>International Project/Program Evaluation Expert or a Local Expert with International Experience (Team Leader)</i> – <i>Local Project/Program Evaluation Expert</i> – <i>Local Operations Assistant/Assignment's Support &Coordinator</i> <ul style="list-style-type: none"> ○ <i>Team members(s) meet academic requirements</i> ○ <i>Team members meet minimum general years of experience and professional requirements</i> ○ <i>Team members meet minimum years of previously conducted similar work</i> 	25%
3. Methodology <ul style="list-style-type: none"> – Proposed design and approach to the assignment is clearly explained with necessary detail (quantitative and qualitative methods and tools to be used, etc) and are aligned with TOR to meet the specified objectives of assignment – How the team plans to implement and deliver the products are clearly articulated showing a brief well-ordered workplan with 	30%

timeline and deliverables due time – The methodology on how to conduct the evaluation process	
4. Overall response to ToR – Overall comprehension and understanding of the idea of the assignment – adherence to assignment’s objective and terms of reference and tender requirements	5%
<u>Financial</u>	30% (30 points)

13. SCHEDULE OF PAYMENT

- 30% upon submitting and approval of (D1: *Inception Report*)
- 70% upon submitting and approval of (D2, D3, D4, and D5--*Draft evaluation report, final evaluation report, PowerPoint format summary, and Presentation of final evaluation report*).

Appendix to the contract no (2)

Performance Guarantee Form

نموذج كفالة المناقصة

المشروع: CONDUCTING MID-TERM EVALUATION FOR JORDAN'S ADAPTATION FUND PROGRAM
العطاء رقم: EPP-CCP-09/2018

إلى السادة (صاحب العمل) : وزارة التخطيط والتعاون الدولي لقد تم إعلامنا أنّ المناقص شركة :
..... سيتقدم بعرض للمناقصة للمشروع المنوه عنه أعلاه استجابة لدعوة العطاء، ولما كانت شروط

العطاء تنص على أن يتقدم المناقص بكفالة مناقصة مع عرضه، وبناءً على طلبه، فإنّ مصرفنا:

بنك يكفل بتعهد لا رجعة عنه أن يدفع لكم مبلغ:
..... عند ورود أول طلب خطي منكم وبحيث يتضمن الطلب ما يلي:

أ- أنّ المناقص، بدون موافقة منكم، قام بسحب عرضه بعد انقضاء آخر موعد لتقديم العروض أو قبل انقضاء صلاحية العرض المحددة بـ (90) يوماً، أو

ب- أنكم قد قمت بإحالة العطاء عليه، ولكنه أخفق في إبرام اتفاقية العقد بموجب الأنظمة والتعليمات النازمة، أو

ج- أنكم قد قمت بإحالة العطاء عليه، ولكنه أخفق في تقديم ضمان الأداء بموجب الأنظمة والتعليمات النازمة.

وعلى أن يصلنا الطلب قبل انقضاء مدة صلاحية الكفالة البالغة (90) يوماً ويتعين إعادتها إلينا، كما أنّ هذه الكفالة تحكمها القوانين المعمول بها في الأردن.

توقيع الكفيل/البنك:

المفوض بالتوقيع:

التاريخ: