**Terms of Reference (ToR)**

**Impact assessment, documentation of case stories and a social media campaign**

**GEF SGP Maldives**

**Background**

The Small Grants Programme (SGP) is a corporate programme of the Global Environment Facility (GEF) implemented by the United Nations Development Programme (UNDP) since 1992. SGP grant making in over 125 countries. The programme finances community-led initiatives to address global environmental and sustainable development issues. SGP was specifically designed to generate innovative and impactful local actions by empowering civil society organizations (CSOs) and community-based organizations with a strong focus on social inclusion, including indigenous peoples, youth, women and girls, and persons with disabilities. SGP has supported over 24,000 community-based projects in biodiversity conservation, climate change mitigation and adaptation, prevention of land degradation, protection of international waters and reduction of the impact of chemicals, while generating sustainable livelihoods. Since implementation of GEF-SGP in the Maldives in 2010, a total of US$ 2,908,961.412 (MVR 43,634,421.18) has been granted to 113 projects across the country.

GEF-SGP Maldives is seeking a civil society organization (CSOs) with priority for national and local non-governmental organizations (NGOs), community-based organizations (CBOs), and research institutions to conduct an impact assessment, monitoring, and documentation, and advocacy campaign of the Country Programme. Interested CBOs/NGOs are recommended to send the applications **before 31st July 2022.**

**Objectives**

The objectives of the assignment are fourfold; (i) To undertake an impact assessment of GEF-SGP in the Maldives, (ii) visit the field, monitor and evaluate at least 5 of the ongoing projects (iii) to document success stories and the factors that contributed to the success and (iv) to document lessons and areas for improvement and (v) to communicate success stories and lessons and raise awareness of CSOs and stakeholders at local and national level on sustainable development**.**

**Methodology/Tasks/Deliverables**

The scope of the assignment includes two parts as described below.

**Part I: Assessment of impact, documentation of success stories and lessons. This includes an overall report/brief looking at the impact, successes, and lessons with 15 in-depth case studies. The key questions to include in the scope of the assessment include:**

* What change can be observed in relation to the objectives of the intervention?
* To what extent can observed changes be attributed to the relevant projects?
* Are there unintended impacts?
* What mechanisms delivered the impact? What are key contextual features for these?

The data collection tasks should include the following:

* **Extensive desk review**: GEF SGP country programme strategy, project documents, analysis of data collected at baseline/endline of projects, project proposals, interim and final reports, reports/knowledge products prepared during projects, capacity building workshop reports, sector relevant studies on sustainability, CSOs capacity relevant to the Maldives and global documentation of GEF-SGP and other small grant programmes including emerging best practices and lessons in the area of sustainable development in island contexts. This step should include a collection of project visuals including photos and video documentation.
* **Focus Group Discussions (FGDs):** Conduct FGDs with project beneficiaries, former and current NSC members, capacity building workshop facilitators
* **Key informant interviews**: with project/grantee staff, line ministries (environment, fish and agri, youth ministry), local stakeholders including council, WDCs, other CSOs
* **Validation of findings and draft knowledge products (overall report and case studies):** with NSC, GEF SGP team, project stakeholders, line ministries
* **Visit some of the ongoing projects:** visit at least seven (5) of the ongoing projects, evaluate their progress and report on the success and failures of

**Part II: Production of communication material and conducting an year-long advocacy campaign celebrating GEF SGP successes and lessons as part of the 10-year anniversary**

* Based on the findings from Part I deliverables, conceptualize a year long advocacy campaign to raise awareness and build knowledge and capacity of CSOs, line ministries and local councils on good practices and lessons from implementing community projects.
* Implement a year-long advocacy campaign which includes (i) social media engagement, (ii) mainstream digital media engagement (iii) dialogue with key stakeholders (iv) webinar series and a round table meeting with key stakeholders linking a network of CSOs with local councils, line ministries and development partners.
* Organize a virtual network of GEF SGP grantees, applicants/workshop participants, interested CSOs, local councils, ministries and development partners
* Development of short videos for media and social media actors
* Development of other communication materials including social media posts with key messages, articles for media dissemination
* Engagement of media including social media actors in advocacy campaign

**Timeframe and deliverables**

The timeframe and deliverables for the assignment are detailed in the table below:

|  |  |  |
| --- | --- | --- |
| **Deliverables** | **Timeframe /Budget** | **Level of effort** |
| **Part I: Assessment of impact, documentation of success stories and lessons** | | |
| Inception report (see template in Appendix I) | 1 August – 10 November 2022  (35% of Budget) | 20 days |
| Draft report and 15 case studies (see templates in Appendix II and III) | 60 days |
| Final report and final 15 case studies incorporating comments from reviewers and feedback from validation | 20 days |
| Field visit to at least 5 of the ongoing project sites and present a brief on:  1. Development and implementation of local environmental solutions (products and services)  2. Community behavioural change (knowledge, attitudes, practices)  3. Building and harnessing community-group action | 10 November – 30 December 2022  (5% of Budget) | 15 days |
| **Part II: Production of communication material and conducting an year-long advocacy campaign celebrating GEF SGP successes and lessons as part of the 10-year anniversary** | | |
| Advocacy strategy detailing concept, messages, activities (see template in Appendix IV) | 1 January 2023 – 1 June 2023  (5% of Budget) | 10 days |
| 15 short videos (3-4minutes) of case stories | 1 January 2023 – 1 June 2023  (20% of Budget) | 50 days |
| Weekly social media posts | 01 January 2023 – 30 June2023  (30% 0f Budget) | 50 days |
| Quarterly articles for mainstream media (4) | 12 days |
| Semi-annual webinars (2) | 10 days |
| Network activities - monthly updates and a round table meeting | 25 days |

**Organization requirements**

* Proven experience in evaluations, documentation of lessons and production of knowledge products
* Proven experience in planning and executing successful advocacy campaigns

**Team requirements**

|  |  |
| --- | --- |
| **Part I: Assessment of impact, documentation of success stories and lessons** | |
| **Senior consultant** | * Master’s degree in International Relations, Economics, Environmental Science, Political Science or related field * Minimum 6 – 10 years’ proven experience in documentation of programme learning, project management, report writing and project monitoring and evaluation in island contexts * Strong analytical and writing/documentation of lessons learned/adaptive learning skills with proven experience in producing high quality research, case studies, policy briefs with ability to present complex information in a simple and accessible manner. * Proven fluency in English and Dhivehi |
| **Junior researcher** | * Undergraduate Degree in International Relations, Economics, Environmental Science, Political Science or related field * Minimum 2 years’ experience in field research in the Maldives * Proven experience in mixed-method data collection and analysis * Proven fluency in English and Dhivehi |
| **Part II: Production of communication material and conducting a year-long advocacy campaign celebrating GEF SGP successes and lessons as part of the 10-year anniversary** | |
| **Communications and advocacy team** | Proven experience planning and executing successful advocacy campaigns  • Proven experience organizing and managing large scale public events  • Leaders in innovative communications and marketing techniques  • Experience working with NGOs is an added advantage |

**Applications should include the following**

* Organization profile
* A detailed approach and methodology for the two parts of the assignment
* CVs of the proposed team and their designated roles
* Letter of application including details of relevant experience
* References list for the organization and individual team members
* Budget breakdown including fee structure

For more information and submission of proposal please refer to the details below;

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**Appendix I: INCEPTION REPORT TEMPLATE**

* **Introduction –** research objectives, finalized research questions/topics and sub-topics
* **Findings of the literature/desk review and project data analysis**
  + Overall performance
  + Key impact areas
  + Stakeholder engagement/partnerships
  + Sustainability
  + Success stories and factors contributing to success
  + Lessons and what can be improved
* **Stakeholder/institutional or ecosystem mapping**
* **Research methodology** 
  + Which data gaps will the research address and how?
  + What are the proposed data collection activities
  + Sampling
  + Limitations
  + Quality control measures
* **Research framework (**table or matrix)
* **Organization** of research team, field schedule, logistics, time frame
* **Appendices** 
  + ToR, Bibliography of literature reviewed, secondary data/stats analysis tables
* **Annexes** 
  + Key Informant interview guide, FGD guide
  + Field schedule – including meeting times
  + Annotated outline of the report
  + Detailed case study template

**Appendix II: REPORTING TEMPLATE**

* Executive summary
* Portfolio description and presentation of data
* Purpose of the report
* Research methodology
* Findings
  + Overall performance
  + Key impact areas
  + Problem identification
  + Stakeholder engagement/community engagement /partnerships
  + Participation and inclusion of vulnerable groups
  + Sustainability
  + Success stories and factors contributing to success
  + Lessons and what can be improved
* Case Studies
* Conclusions (answers to the Questions)
* Recommendations (if required
* Annexes (list of people interviewed, key documents consulted, data collection instruments)

**Appendix III: CASE STUDY TEMPLATE**

|  |  |
| --- | --- |
| Island and project name, grantee details |  |
| Methodology |  |
| Summary |  |
| Objectives of the case study |  |
| Problems identified and solutions proposed |  |
| Project implementation status |  |
| Results and impact |  |
| Gaps and opportunities |  |
| Lessons – where there any mistakes made? What are the lessons? |  |
| Potential for replication and scaling - Can it be replicated by other NGOs and If so how? |  |

**Appendix IV: ADVOCACY STRATEGY TEMPLATE**

* Introduction and background
* Objectives of the strategy
* Analysis of the key context, findings from Part I deliverables, emerging good practices, success stories and lessons
* Advocacy campaign matrix
  + key topics/themes/issues
  + key audiences
  + key messages
  + Delivery methods
* Timeline for development and implementation