# **Annex-1. Template for Terms of Reference**

**Terms of Reference**

External Expert for Project Monitoring / Evaluation

of

[Project title (AFoCO Project Number)]

1. **Background**

In accordance with the respective project agreement (MOU or MOA) and decisions made at the respective project steering/coordination meeting, the Secretariat for the Asian Forest Cooperation Organization developed an annual plan for project [monitoring/evaluation] in [YEAR].

The objective of project [monitoring/evaluation] is to [describe objectives, based on the project M&E guidelines and Project Document].

1. **Profile of the project subject to project [monitoring/evaluation]**

* Project Title:
* Project number:
* Duration:[ ] years (Month Year - Month Year)
* Budget: USD
* Participating country:
* Implementing Agency:

1. **[Monitoring/Evaluation] team**

The project **[monitoring/evaluation]** team is comprised of [NUMBER] members: (e.g. one (1) external expert (e.g. an expert nominated from the expert pool for project review) and one (1) member nominated by the Secretariat.)

* [NAME] Expert on [SPECIATIES]
* [NAME] Expert on [SPECIATIES]
* [NAME] AFoCO Secretariat

1. **Purpose and scope of work**

The purposes of this project [monitoring/evaluation] is are to:

* Develop detailed methodologies, quantitative and qualitative, based on the criteria;
* Review relevant project documents, focusing on the criteria;
* Review the progress of implementation against the Project Document and annual work plan;
* Identify the implementation issues, their impact and plan to resolve;
* Identify relevance of the project against national policy and local circumstances;
* Collect supplementary information (e.g. photos, maps, policy documents, etc.);
* Verify the negative and positive issues based on the criteria; and,
* Identifying sustainability issues, if any, and future potentials;

The scope of work for the [monitoring/evaluation] team is as follows:

* Development of [monitoring/evaluation] plan based on the information and materials provided by the Secretariat;
* Conduct of [monitoring/evaluation] activities by document review, field visits to project sites, meeting with stakeholder including local people involved in the project;
* Collect and submit supplementary data (photo, videos, policy documents, etc.) to the Secretariat; and
* Preparation and delivery of the [monitoring/evaluation] report with key findings and recommendations.

1. **Duration of consultancy**

The duration for the consultancy services will commence upon signing of the contract and complete upon submission of the [monitoring/evaluation] report.

1. **Required expertise and criteria**

The external expert must have the following expertise and criteria:

1. Strong professional knowledge and background in forest cooperation projects in Asia;
2. Practical experience on review and analysis of project implementation;
3. Fluent in English language skill;
4. Good interpersonal skill, experience in public communication, and good understanding of multi-cultural settings; and
5. Adaptation to flexible working environment.
6. **Deliverables and timeline**

|  |  |  |
| --- | --- | --- |
| Delivery date / time | Deliverables | Workload (day) |
|  | Development of [monitoring/evaluation] plan based on the information and materials provided by the Secretariat |  |
|  | Field mission  *\* Travel expenses including airfare, DSA, and accommodation is covered by the Secretariat.* | N/A |
|  | Preparation and delivery of the [monitoring/evaluation] report |  |
|  | Total working days |  |

1. **Service terms and conditions**

The fee for this service will be paid at the rate of USD xxx per working day before taxes based on the total workload calculated under section 7 above. The travel cost including airfare at actual rate, daily subsistence allowance, and accommodation will be provided according to the AFoCO staff regulations for the field mission. The Secretariat will pay the incumbent upon the completion of the services.