



## REQUEST FOR CONSULTING SERVICES

**Position:** Project mid-term review and impact evaluator consultancy  
**Status:** Consultant (contract basis)  
**Reports to:** Tamia Souto (Amazon Conservation)  
**Location:** Peru

### About the Organization

**Amazon Conservation**, founded in 1999, is a 501(c)(3) nonprofit organization dedicated to uniting science, innovation, and community to protect the western Amazon – the greatest wild forest on Earth. Amazon Conservation works closely with its Peruvian sister organization, Conservación Amazónica-ACCA, to implement its conservation projects on the ground.

### Project Description

The Andean Amazon maintains large tracts of intact forest, however, increasing deforestation is a critical problem and monitoring and responding to deforestation in a timely, accurate, and effective way is a core problem for forest users, policymakers and law enforcement. Amazon Conservation and Conservación Amazónica-ACCA's innovative program focused on advancing the emerging field of near real-time deforestation monitoring in the Peruvian Amazon seeks to tackle these challenges through, 1) timely analysis of deforestation alerts and high-resolution imagery to identify current patterns and drivers of deforestation (<http://maaproject.org>), and 2) providing forest users, land managers, law enforcement and other actors on the ground in Madre de Dios, Peru with technical and legal tools to identify and act on illegal deforestation activity.

Amazon Conservation is seeking a consultant (whether an institution or an individual) with deep expertise in impact assessment of conservation projects to conduct a mid-term review of our NORAD funded project as required per our agreement. The main purpose of this consultancy is to measure through an independent evaluation the changes that can be attributed to the project using efficiency, effectiveness, impact and sustainability criteria. The evaluation will be based on the most updated Results Framework submitted to NORAD and will cover the period from May 2016 to June 2018. Interested parties should send a proposal following the guidelines below by October 31 2018. Applicant must have technical, legal, and logistical capacity to conduct work in Peru, including Madre de Dios.

## **Duties**

The main goal of the consultancy is to assess if Amazon Conservation and Conservación Amazónica-ACCA's are achieving the expected results as planned in the most updated Results Framework and to collect information on the perception of key stakeholders about the main goals and effectiveness of the project. By the end of the consultation we expect to receive a series of recommendations aimed at improving Amazon Conservation and Conservación Amazónica-ACCA's efforts to collect and document this initiative's impacts and any other suggestion that may strengthen the project outcomes and ensure sustainability over time. The consultant is expected to hold interviews with key project stakeholders in Peru, review the project's results framework and verification documents in order to assess if the project is on track regarding its indicators and if it's reaching its intended results.

## **Project duration and location**

The work will be based in Lima and Madre de Dios, Peru, however, desk research and data analysis may occur remotely. Consultancy will last up to 6 weeks from the first day of work, date upon which all deliverables must be turned in.

## **Compensation**

Consultant may propose a budget up to a maximum of \$10,000 for the deliverables described above, including implementation of all field activities and any desk/background research. The budget is inclusive of all personnel, travel, equipment, permitting, or other items required to implement the activities described here.

## **Deliverables**

All reports must be delivered in Spanish and should include as a minimum:

1. **List of key project stakeholders to be interviewed**, the list will be developed in partnership with Amazon Conservation and Conservación Amazónica-ACCA, and should include at least two government entities at the national and local level, and 30 direct beneficiaries of the project.
2. **Structured interviews in Spanish** to assess peoples' understanding of the project and perception of its impact. Among some of the questions to be answered and included in report (see item #4) are:
  - 2.1. Are the project stakeholders/participants receiving an effective level of services as planned? How have they benefited or been affected by the project?
  - 2.2. How are activities being received by participants? What do participants and stakeholders like about the current project?
  - 2.3. What is the general understanding about the project that our key stakeholders have? Do they understand its main goal?
  - 2.4. Are there any changes participants and stakeholders suggest should be made to the project?
  - 2.5. What changes has the project's activities brought to the beneficiaries to date?
3. **Hold interviews in Lima and Madre de Dios** to the list of people in Item # 1

4. **Stakeholder perception report (based on interviews):** analyzing data from interviews and the questions mentioned above (item #2).
5. **Results framework and indicator Progress Report:** this report should include an assessment of the project's result framework and assess progress towards the set of outcomes and outputs indicators (i.e., in progress, finished, started). It should answer the general question: Is the project complying with the result framework, has the project team produced the verification documents for the various outcomes and outputs? Are the indicators in the project appropriate, relevant and sufficient (or redundant) to measure the project's impact?
6. **Final report** is a compendium of all the work done by the consultant with the most important results from the evaluation and a general assessment of the overall project impact according to evaluation. It should include a section on recommendations to improve our project. The report should answer at least the following questions:
  - **Design:** What is the implicit theory of change? Is the theory of Change relevant under the current forest governance context? Has the project used the appropriate strategies to achieve its established outcomes? To what extent is the project reaching its target population?
  - **Progress:** Is the project moving towards achieving its established outcomes? What outcomes (expected and unexpected) have occurred? What expected outcomes have not occurred? To what extent are the project's key components being implemented with fidelity?
  - **Impact:** What has the program achieved regarding its outcomes to date? Where is change the greatest? What are the most outstanding results the project has achieved thus far?
  - **Efficiency:** Is the project using resources efficiently? Is the amount invested commensurate with the outputs delivered thus far? Could there have been alternative ways of delivering same or better results at less human and financial resource investment?
  - **Sustainability:** is there evidence that the achieved and expected results will be maintained after the project ends? Which activities and outcomes are more likely to continue in the future?
  - **Lessons learned:** How could things be done better in the future? What are the most important practices and lessons learned of the project so far?
  - **Recommendations:** The consultant is expected to make clear and detailed recommendations in terms of the way forward for the project and how to increase effectiveness of implementation and exit most strategically

### **Required Qualifications**

- Must hold a postgraduate degree in conservation, social research, Project Management, Program Evaluation, or any other relevant field;
- At least 10 years of experience performing impact evaluation of projects, with a particular experience in biodiversity conservation;
- Prior impact assessment experience is required;
- Excellent communication skills necessary for building rapport with stakeholders;

- Fluency in written and spoken Spanish is required;
- Availability to travel to Peru, both to Lima and Madre de Dios;
- Computer literate (Word, Excel, PowerPoint)

### **Other Desired Qualifications**

- General background and experience in the Amazon and with forest conservation issues
- Prior experience in the region is an added advantage.
- Excellent written and verbal skills in English.

### **Eligibility:**

Consultant may be an individual or organization, including a non-profit, private sector or university. Applicant must indicate their legal form and structure.

The applicant must state their commitment to zero tolerance for corruption and financial irregularities, with clearly stated financial management practices to prevent this from occurring.

In addition, applicants must affirm that none of the following situations apply:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a final judgment;
- c) they have been guilty of grave professional misconduct;
- d) they have not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or with those of the country where the contract is to be performed;
- e) they or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organization or money laundering by a final judgment;
- f) they make use of child labor or forced labor and/or practice discrimination, and/or do not respect the right to freedom of association and the right to organize and engage in collective bargaining pursuant to the core conventions of the International Labor Organization (ILO).

Please be advised that offers will be rejected if illegal or corrupt practices have taken place in connection with this award. Additionally, the contract resulting from this award may be

terminated in the event of illegal or corrupt practices in connection with the contract award or execution.

## **Submission Information**

### ***Application Procedures***

Applicants must submit a proposal with the following information:

1. Curriculum Vitae (max 2 pages)
2. Summary of the applicant's qualifications including background, history, capabilities, and experience related to the RFP (max 1 page)
3. Work plan with (max 1 page):
  - 3.1. Deliverables, with draft and final submission timelines
  - 3.2. List of tasks to be performed, linked to deliverables and a timeline
4. Three most recent reports or midterm reviews completed by the consultant

Please send proposals by October 31 2018. Proposals (excluding mid-term report examples) should be no longer than 4 pages, using font size 12 and 1.5-line spacing.

Additionally, applicants must provide written responses to each point in the "Eligibility" section of this call.

Applications should be submitted by email to [applications@amazonconservation.org](mailto:applications@amazonconservation.org) with the subject line "RFP third party evaluation." Applications will be accepted until October 31, 2018.

Questions may be submitted by email to [applications@amazonconservation.org](mailto:applications@amazonconservation.org) until October 25, 2018 with the subject line "RFP third party evaluation Questions."

### ***Process***

The selection process will occur during November 2018. Applicants will be scored on the following criteria:

- Expertise on impact evaluation of conservation projects (40%)
- Clear knowledge and understanding of Peru's legal and technical framework on forest governance and deforestation drivers in the Amazon (25%)
- Expertise and capacity to design interviews and conduct them with stakeholders in Lima and Madre de Dios, Peru; this includes Spanish Language capabilities (25%)
- Ability to write high quality reports in Spanish (10%)