

## Midterm review workshop of the Strengthening capacities in the use of geospatial information for improved resilience in Asia-Pacific and Africa

### Background

1. The **United Nations Institute for Training and Research (UNITAR)** is a principal training arm of the United Nations, with the aim to increase the effectiveness of the United Nations in achieving its major objectives through training and research. UNITAR's mission is to develop individual, institutional and organizational capacities of countries and other United Nations stakeholders through high quality learning solutions and related knowledge products and services to enhance decision making and to support country-level action for overcoming global challenges.
2. The United Nations Satellite Centre (UNOSAT), hosted by UNITAR's Division for Satellite Analysis and Applied Research, is a knowledge centre within the UN dedicated to supporting fellow agencies and Member States in their use of Geospatial Information Technologies (GIT). UNOSAT has spearheaded the use of these technologies in various fields of application, namely for emergency response, disaster risk reduction, peace and security, but also for the protection of cultural heritage and monitoring and evaluation of development projects.
3. Since 2011, UNOSAT has been implementing, with the financial support from the Norwegian Ministry of Foreign Affairs and NORAD, training and capacity development activities in Asia with support from its centre in Bangkok hosted at United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), and in East Africa with key contribution from its centre in Nairobi.
4. The **“Strengthening capacities in the use of geospatial information for improved resilience in Asia-Pacific and Africa”** project aims to improve resilience in Africa and in the Asia – Pacific region using geo-spatial information technologies. This will be accomplished through capacity development that is comprised of training delivered in various modalities, and in developing actual solutions tailored to beneficiaries' needs and resources. The aim will be accomplished through a user-centered approach focusing on practical technical training, technical backstopping and support from peers through a community of practice.
5. The project builds on past experiences by:
  - Deepening the impact of past capacity development training.
  - Replicating success from the Pacific SIDS in other regions; and
  - Revealing the inter-connections between various risks in developing applications of geo information technologies to other thematic areas where it brings high benefits, like Climate Resilience, Environmental Preservation and Land Use Management, and fostering exchanges of knowledge acquired between project stakeholders by inter alia assisting selected countries to apply GIT to the interlinked thematic areas to improve knowledge sharing among project stakeholders.
6. More precisely, the project design intends to further strengthen capacities from previous project cycles, introduce modern technological advancement including artificial intelligence, and provide integrated solutions for decision making related to the thematic areas. Through awareness raising activities the project shall promote project achievements and impacts of innovative technological solutions at the regional/national level. Also, a community of practice shall be created, and technical backstopping will be continued for sustaining developed knowledge and capacities. Finally, a

training of trainers and a knowledge hub is planned to ensure capacities will be sustained in the future.

7. The project document calls for an independent baseline, midline and endline evaluation. The baseline evaluation can be found [here](#). In the context of capacity development training activities that have been started to be implemented as of November 2022, the Planning, Performance Monitoring and Evaluation Unit and UNOSAT agreed that the midline evaluation will take the format of an interactive workshop instead of a full-fledged report.

### **Purpose of the midline workshop**

8. The purpose of this midline workshop is to reflect upon opportunities and challenges (what went well, what did not) during the first 1,5/2 years of the project, both during the scoping time and the implementation. The progress will be discussed compared to the baseline evaluation situation and revised ToC and implementation plan in an After-Action Review (AAR), with the specific objective to reflect on the progress, gaps and contributing factors, and identification of areas of improvement from the project up until the AAR takes place.
9. The AAR will bring stakeholders together to exchange experiences and views and try to analyse in-depth what has happened in the project implementation, and what can be done differently in the longer term to improve the responses of the project's activities until the project's end.

### **Scope of the workshop and target audience**

10. The midline workshop will cover the first half of the project timeframe (01 August 2021 to April/May 2023). Project management, the donor, the partner Commonwealth Secretariat, and other relevant stakeholders including those from all project countries (1 representative from Bhutan, Bangladesh, Fiji, Nigeria, Lao PDR, the Solomon Islands, Uganda and Vanuatu) will be invited to the face-to-face workshop (or participate through distance communication means in case they cannot join in person).

### **Proposed structure and principal questions for the midline workshop**

1. The following questions are proposed to guide the workshop. Presentation and discussion of the revised ToC and implementation plan:
  - i. Does the revised ToC and implementation plan reflect on what has happened during the first half of the project implementation? What is missing or more?
  - ii. What has been required to achieve the planned outputs? What requirements for change were experienced?
2. Guiding questions on the implementation experience based on the revised ToC:
  - i. What has gone well in the first half of the project implementation? Which factors have enabled implementation of the project as planned?
  - ii. What has not gone so well in the first half of the project implementation? Has there been any deviations from the proposed ToC and implementation plan and why? How have these been addressed?
  - iii. To what extent is the project on track in delivering according to the project document and implementation plan? In which areas is it advanced or delayed?
3. Lessons learned:
  - i. What have we learned from the project implementation so far?
  - ii. What to do differently during the second half of the project?

### **Evaluation Approach and Methods**

11. The midline workshop is to be undertaken in accordance with the [UNITAR Evaluation Policy](#) and [Norms and Standards of the United Nations Evaluation Group](#).

12. The midline workshop shall follow a participatory approach and engage a range of project stakeholders in the process. To collect data, the midline workshop will use a debrief AAR format. Table 1 presents the summary of the debrief AAR.

Table 1. Summary of the debrief AAR, adapted from WHO (2019)<sup>1</sup>

When to use	Outcomes	Results and follow-up
Appropriate when there is a limited number of responses (interventions) to review.	Focused on learning within a team. Produces brief report, including a plan of action identified during the session.	Final workshop summary report.

13. The midline workshop will be facilitated by an international consultant (the “evaluator”) under the overall responsibility of the UNITAR Planning, Performance Monitoring and Evaluation (PPME) Manager.

### Workshop objectives

- Reflect upon opportunities and challenges (what went well, what did not) during the first 1,5/2 years of the project, both during the scoping time and the implementation.
- Discuss progress compared to the baseline evaluation situation and revised ToC and implementation plan in an AAR, with the specific objective to reflect on the progress, gaps and contributing factors, and identification of areas of improvement from the project up until the AAR takes place.

### Format and duration

- Two days face-to-face in the week of 20-21 June 2023 (the last day will be dedicated to the midline evaluation only) in a conference room (Pullman King Power hotel) Bangkok, Thailand – to be combined with meeting of project management to minimize the impact on the environment
- Interactive format, using tools such as Miro/Mural for the pre-online workshop and whiteboards and group discussions and brainstorming during face-to-face workshop. Prior to face-to-face meeting, hold an online meeting and issue two surveys: one to beneficiaries and one to workshop participants.
- Workshop language: English (translation required for Lao PDR)

### Timeframe, work plan, deliverables and review

14. The proposed timeframe for the midline workshop spans from April 2023 to August 2023 (submission of workshop summary report).

15. Indicative timeframe: April 2023 – August 2023

Activity	April	May	June	July	August
Evaluator selected and recruited					

<sup>1</sup> <https://www.who.int/fr/publications-detail/WHO-WHE-CPI-2019.4>

Initial desk review and stakeholder analysis					
After Action Review design, including survey and pre-workshop organization					
After Action Review workshop					
Zero draft workshop summary report submitted to UNITAR evaluation manager					
Draft workshop summary report submitted to Project Management					
Project Management reviews draft workshop summary report and shares comments and recommendations					

#### 16. Measurable outputs/Deliverables/Schedule of Deliverables\*:

Deliverable	From	To	Deadline
After Action Review design including survey and pre-workshop organization	Evaluator	Evaluation manager	May 2023
Comments on design	Evaluation manager	Evaluator	May 2023
Delivery of After Action Review Workshop	Evaluator	Stakeholders	June 2023
Zero draft workshop summary report	Evaluator	Evaluation manager	July 2023
Comments on zero draft	Evaluation manager	Evaluator	July 2023
Draft workshop summary report	Evaluator	Evaluation manager/Project Management	July 2023
Final workshop summary report	Evaluator	Evaluation manager	August 2023

\*Subject to review and adjustment on agreement between the consultant and the Evaluation Manager.

The After Action Review design should include:

- Confirmed event objectives
- Content and Structure
- Methodology
- Targeted Audience

- Logistics
- Additional Information

The workshop summary report shall be 8-10 pages (without annexes) long and follow the following outline:

- Title page
- Executive summary
- Acronyms and abbreviations
- Introduction
- Midline workshop findings
- Conclusions
- Recommendations
- Lessons Learned
- Annexes
  - Terms of References
  - Agenda
  - List of participants

### **Communication/dissemination of results**

17. The midline workshop summary report shall be written in English. The final report will be shared with all partners and be posted on an online repository of evaluation reports open to the public.

### **Evaluation management arrangements**

18. The evaluation consultant will be contracted by UNITAR and will report directly to the Director of the Strategic Planning and Performance Division and Manager of Planning, Performance Monitoring, and Evaluation Unit (PPME) ('evaluation manager').

19. The evaluation manager reports directly to the Executive Director of UNITAR and is independent from all programming related management functions at UNITAR. According to UNITAR's Monitoring and Evaluation Policy, in due consultation with the Executive Director/programme management, PPME issues and discloses final evaluation reports without prior clearance from other UNITAR Management or functions. This builds the foundations of UNITAR's evaluation function's independence and ability to better support learning and accountability.

20. The evaluator should consult with the evaluation manager on any procedural or methodological matter requiring attention. The evaluator is responsible for planning any meetings, organizing online surveys and undertaking administrative arrangements for any travel that may be required (e.g., accommodation, visas, etc.). The travel arrangements, if any, will be in accordance with the UN rules and regulations for consultants.

### **Evaluator Ethics**

21. The evaluator selected should not have participated in the project's design or implementation or have a conflict of interest with project activities. The selected consultant shall sign and return a copy of the code of conduct under Annex F prior to initiating the assignment and comply with [UNEG Ethical Guidelines](#).

### **Professional requirements**

22. The evaluator should have the following qualifications and experience:

- MA degree or equivalent in evaluation, environmental science or a related discipline. Training and/or experience in the area of GIS, disaster risk reduction and climate resilience and environmental preservation and land use management would be a clear advantage. Alternatively, experience in facilitation of workshops and after action review methods or similar would be an asset.
- At least 7 years of professional experience conducting evaluation in the field of capacity building, sustainable learning, GIS, disaster risk reduction and climate resilience and environmental preservation and food security.
- Technical knowledge of the focal area (optional).
- Field work experience in developing countries.
- Excellent research and analytical skills, including experience in a variety of evaluation methods and approaches.
- Excellent writing skills.
- Strong communication and presentation skills.
- Cross-cultural awareness and flexibility.
- Availability to travel.
- Fluency in English.

**Annexes: (to be added)**

**A: List of documents and data to be reviewed**

**B: List of Project Partners and Contact Points**

**D: Revised project ToC, logical framework, and implementation plan**

**E: Audit trail**

**F: Evaluator code of conduct**