United Nations
Educational, Scientific and
Cultural Organization

Request for Expression of Interest (EOI)
Limited International Competition (LIC)

Country of Destination: Japan

Reference Number: 2

Description: Evaluation of the International Centre for Water Hazard and Risk Management under the Auspices of UNESCO (ICHARM)

Deadline for Submission of EOI: 30 October 2024 (Midnight Beijing Time)

Posting Date: 10 October 2024

United Nations Educational, Science and Cultural Organization (UNESCO) hereby invite qualified entities to submit their expression of interest for a planned solicitation process as follows:

Objectives and Scope

1) Background

The International Centre for Water Hazard and Risk Management (ICHARM) in Japan is a member of this UNESCO Water Family. The Centre was approved as a category 2 centre under the auspices of UNESCO (C2C) by the 33th General Conference of UNESCO in 2005. It was established through an agreement signed on 3 March 2006 and renewed on 23 July 2013 and 13 February 2020. The current agreement for ICHARM as a C2C will expire on 12 February 2026. On 28 July 2023, the Permanent Delegation of Japan to UNESCO expressed to the Division of Water Sciences its interest and commitment regarding the renewal of the agreement with the Centre.

The mission of ICHARM is to serve as the Global Centre of Excellence for Water Hazard and Risk Management by, inter alia, observing and analyzing natural and social phenomena, developing methodologies and tools, building capacities, creating knowledge networks, and disseminating lessons and information in order to assist governments and all stakeholders in managing risks of water-related hazards at global, national, and community levels. The hazards to be addressed include floods, droughts, landslides, debris flows, tsunamis, storm surges, water contamination, and snow and ice disasters. For more information on the Centre, please consult the ICHARM website: https://www.pwri.go.jp/icharm/ .

The findings of the review and evaluation will serve as the basis for the Director-General's recommendation to the Executive Board of UNESCO as to whether the Agreement between UNESCO and the government of Japan concerning ICHARM should be renewed or not. The planning, design, management and resources for evaluations will observe the evaluation norms and standards as stated in the UNESCO Evaluation Policy 2022-2029 .
The evaluation report will be shared with the Japanese government and with ICHARM and be included in the final report to the Executive Board on the execution of the Programme, as specified in the Integrated Comprehensive Strategy. They will also be made available on the website of the Natural Science Sector of UNESCO. The management response and action plan to the evaluation report will be implemented based on the Strategy for Category 2

institutes centres under the auspices of UNESCO (2019), contained in document 40 C/79 and its annexes.

2) Status of the Centre

ICHARM is independent of UNESCO. The Centre, in accordance with the laws and regulations of Japan, enjoys the functional autonomy necessary for the execution of its activities and the legal capacity to contract, institute legal proceedings, and acquire and dispose of movable and immovable property

Expected Procurement Components

Two international independent consultants will work remotely with travel to the institute. The expected number of working days is up to 30 days per person between November 2024 and January 2025.

1) Evaluation criteria

To meet the purpose of the evaluation described above, the following possible evaluation criteria shall be considered by the independent evaluation expert/s (consultant/organization) (and all other references to a singular consultant) responsible for conducting the evaluation, in line with Section E.2.i.d of the Strategy:

* *Coherence*: This will be done at double levels:

- Internally, the evaluator will analyse the synergies and interlinkages between the intervention and other interventions carried out by ICHARM as well as their consistency with relevant international norms and standards to which ICHARM adheres.
- Externally, the evaluator will analyse the consistency of ICHARM 's interventions with those of other institutions/actors (other centres under the auspices of UNESCO) in the same context. This includes complementarity, harmonisation and co-ordination with others and the extent to which the intervention is adding value while avoiding duplication of effort.

* *Efficiency*: The extent to which ICHARM delivers, or is likely to deliver, results in an economic and timely way. This will analyse how well are resources being used within ICHARM in the most cost-effective way possible to achieve results.

* *Effectiveness*: The extent to which ICHARM achieved or is expected to achieve its objectives and its results, including any differential results across groups, taking into account their relative importance. This will involve taking into account *the relative importance of the objectives or results.*

* *Impact:* This will contribute to understand the extent to which ICHARM has or is expected to have positive or negative, intended or unintended, long-term effects. Under these criteria, the evaluator will address the ultimate significance and potentially transformative effects of the intervention of ICHARM, by identifying social, environmental and economic effects of the intervention of ICHARM that are longer term or broader in scope than those already captured under the effectiveness criterion. The evaluator here will examine the holistic and enduring changes of ICHARM in systems or norms, and potential effects on people's well-being, human rights, gender equality, and the environment.
* *Relevance*: This will help to understand the extent to which the ICHARM objectives and design respond to beneficiaries, global, country and partner/institution needs, policies and priorities and continue to do so, if circumstances change.

* *Sustainability*: The extent to which the net benefits of the ICHARM as category 2 centre under the auspices of UNESCO continue or are likely to continue. The evaluator will examine the financial, economic, social, environmental, and institutional capacities of ICHARM, needed to sustain net benefits over time.

Therefore, the following points will also be assessed:

i. The extent to which the Centre's objectives, as set out in the agreement signed with UNESCO, were achieved.
ii. The extent to which the activities and outputs by the centre are in conformity with those set out in the Agreement signed with UNESCO and the Government of Japan
iii. The extent to which the Centre's outputs are in line with UNESCO's strategic programme objectives and expected results, including the two global priorities of the Organization (Global Priority Africa and Global Priority Gender Equality), and related sectoral or programme priorities and themes
iv. What is the contribution of the Centre to sustainable development targets on water and sciences-technology
v. The effectiveness of the Centre's programmes and activities to achieving its stated objectives;
vi. To what extent is the Centre planning and coordinating the implementation of its programmes with UNESCO Headquarters, UNESCO Field Offices, National Commissions and other thematically related category 1 and 2 institutes or centres.
vii. To what extent the partnerships developed and maintained with government agencies, public or private partners and donors contributed to the results of the Centre
viii. The efficiency of the Centre's governance, including organizational arrangements, management, human resources and accountability mechanisms
ix. The financial and human resources available for ensuring sustainable institutional capacity and viability
x. The extent to which the Centre enjoys within its territory the autonomy necessary for the execution of its activities and legal capacity to contract, institute legal proceedings, and to acquire and dispose of movable and immovable property
xi. What has been the contribution of the Centre to sustainable development targets on water and sciences-technology and to UNESCO's Intergovernmental Hydrological Programme (IHP)
xii. How effective were the partnerships developed and maintained with government agencies, public or private partners and public and private donors of the centre?
xiii. How effective were the partnerships developed especially on the two global priorities of UNESCO for the cultivation of engineering technicians in African countries and areas and the training of female engineers?
xiv. Did the delivery of projects, outputs and outcomes meet the basic minimum requirements and standards?

2) Focus Areas for Evaluation

In observing these parameters, the evaluator should pay special attention to

- What has been the contribution of the Centre to sustainable development targets on water, sciences-technology and to UNESCO's Intergovernmental Hydrological Programme (IHP)?
- How effective were the partnerships developed and maintained with government agencies, public or private partners and public and private donors of the centre?
- How effective were the partnerships developed especially on the two global priorities of UNESCO for the cultivation of engineering technicians in African countries and areas and the training of female engineers?

- Did the delivery of projects, outputs and outcomes meet the basic minimum requirements and standards?
- How do ICHARM activities, actions and projects align with UNESCO's C5 expected outcomes articulated in Major Programme II and Medium-Term Strategy (MTS)?
- How the Centre's contribution was conducted in collaboration with the broad international network of the Japanese Academy of Sciences, and other basic science related Centres under the auspices of UNESCO, as well as with other relevant partners and institutions?
- How effective were the partnerships developed and maintained with government agencies, public or private partners and public and private donors of the centre?
- Whether the delivery of projects, outputs and outcomes meet the basic minimum requirements and standards?

3) Evaluation Approach and Methodology

The evaluation will utilize a mixed method approach making use of qualitative and quantitative data. All findings will be triangulated from multiple data sources. Possible data collection methods include:

1. A desk study of relevant documents, provided by the Centre and the UNESCO Beijing Office;
2. Interviews the Centre's management and staff (telephone, online, via e-mail and physical visit where possible)
3. Interviews (telephone, online and/or via e-mail and physical visit where possible) with the Centre's stakeholders, including implementing partners, beneficiaries as well as staff at UNESCO Beijing office, Natural Sciences Sector and other relevant offices in Headquarters, relevant regional offices and elsewhere
4. Conduct on-site visits and observation to the Centre.

The selected team of evaluators will prepare a detailed approach (information collection tools, data sources and data collection methods, people to be interviewed, travel itinerary and duration) and present the methodological approach in the draft evaluation inception report.

4) Planning and Implementation Arrangements

A designated UNESCO staff member will assist in the preparation and implementation of the evaluation exercise. The evaluator(s) will be responsible for being self-sufficient as regards logistics (office space, administrative and secretarial support, telecommunications, etc.). However, suitable working space, when necessary, will be provided

The evaluation expert will be expected to:

- Keep close communication with UNESCO Beijing Office throughout the review process. Discuss key findings and recommendations with UNESCO and partners;
- Keep a clear archive of all records of desk reviews, interviews, photos taken and any other documents for the review by UNESCO Beijing Office;
- Formulate a first progress report that clarifies objectives and methods of the evaluation.

Make travel arrangements in coordination with the Centre and submit all original documentation of travel to UNESCO for reimbursement. The contractor will be responsible for costs of travel, telecommunications and printing of documentation.

The final evaluation report should make include actionable recommendations on how the Centre can improve and reinforce its contribution to UNESCO's programme. It shall also assess the extent to which the provisions of the current agreement need to be updated in order

to conform to the 2030 Sustainable Development Agenda, the provisions of the model agreement in the Strategy for Category 2 Institutes and Centres (2019). UNESCO Natural Science Sector is responsible for the overall preparation of the renewal agreement.

Prepare and submit to UNESCO Beijing office for its comments and approval, by **22 November 2024** at the latest, an inception report explaining the evaluation methodology to be implemented.

Prepare and submit to UNESCO Beijing office for its comments and approval, by **20 December 2024** at the latest, a draft *executive summary report:*

The draft executive summary of the evaluation is to be submitted in English. The process for preparing the draft executive summary should allow sufficient time for a discussion and validation of the findings and the recommendations with the relevant UNESCO Natural Science programme sector and pertinent stakeholders, including the government(s) that proposed the designation of the Centre and the Centre itself.
In consultation with the Director of UNESCO Beijing and UNESCO Secretariat, prepare and submit to UNESCO for its comments and approval, by **17 January 2025**, a final review report in English.

The final evaluation report should be in English language of maximum 20-25 pages, excluding the executive summary and annexes.

5) Reporting

- The inception report should be maximum 5 pages explaining the methodology to be used for the evaluation process of the C2C.
- The draft summary shall be maximum 2 pages.
- The final report should be structured as follows:
    - Cover page
    - Table of contents
    - Executive summary, including recommendations (maximum 2 pages)
    - Purpose of the review (maximum 2 page)
    - Scope of the review (maximum 2 page)
    - Methodology (maximum 2 page)
    - Findings, recommendations and conclusions (core part of the report), including an assessment of the centre against each of the criteria of Strategy and a formal recommendation on the continuation of the category 2 status. The finding, conclusions and recommendations should be structured by evaluation question. (maximum 12 pages)
    - Annexes - including list of interviewees (name, title, contacts and institutional affiliation), key research questions asked, tables and figures (if needed) which provide evidence on main findings, key documents consulted, Terms of Reference.

6) Supporting Documentation

The following documents will be made available to the evaluation expert by UNESCO and the Centre:

- Strategy for Category 2 institutes centres under the auspices of UNESCO (2019), contained in document 40 C/79 and its annexes
- UNESCO Evaluation Policy 2022-2029
- A copy of the existing agreement between the Member State and UNESCO establishing the centre

- Annual progress reports and biennial self-assessment reports on the contribution to UNESCO's programme objectives
- Details of online platforms and their use nationally and internationally
- Periodic independent audit reports of the financial statements
- List of staff
- List of key publications
- List of donors and project partners
- Minutes of the meetings of the Governing Body of the Centre
- Support provided to Member States
- Available audit and evaluation reports
- Available information on future activities

7) Instalments

The financial support is payable in instalments upon certification by the UNESCO Officer responsible for this contract of satisfactory fulfilment by the Contractor of the conditions corresponding to each payment.

8) Required qualifications for evaluators

EDUCATION

- Advanced degree in basic or environmental sciences, engineering.

WORK EXPERIENCE

- A minimum of 5 years of relevant job experience.
- Prior experience in evaluating institutions would be an advantage.

SKILLS/COMPETENCIES

- Excellent technical knowledge and writing skill.

LANGUAGES

- Excellent knowledge of English (oral and written).

Special Procurement Conditions and Additional Information:

In order to be considered, interested entities should submit their Expression of Interest including the following information:

- brief presentation of your enterprise including number of staff, turnover, years in business if not individual consultant
- reference list demonstrating your qualifications for participating in this possible upcoming solicitation process
- CVs of the evaluator(s)
- contact information (full name and address, country, telephone and fax numbers, e-mail address, website and contact person)
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The Expression of Interest and accompanying documents including technical and financial proposal following the template attached in annex and CV in English must be received by UNESCO no later than **30 October 2024 (Midnight Beijing Time)**. Expressions of Interest shall be sent by e-mail to **UNESCO Beijing office jobvacancy@unesco.org** (max. 10 pages).

This request for Expression of Interest does not constitute a solicitation. No further details of the planned solicitation can be made available prior to issuance of the solicitation documents.

UNESCO reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. UNESCO also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents.

Submitting a reply to a call for EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to Bid or Requests for Proposals and any subsequent purchase order or contract will be issued in accordance with the rules and procedures of UNESCO.

UNESCO Contact Information

UNESCO Beijing office
jobvacancy@unesco.org

Proposal of Template

Title of the Proposal: [Proposal Title]
Consultant/company's Name: [Your Full Name]

Contact Information:
- Email: [Your Email]
- Phone: [Your Phone Number]
- Address: [Your Full Address]

Proposal Submission Date: [Today's Date]

Table of Contents

Technical Proposal

1.16 Introduction

- Brief introduction about yourself and your interest in the ICHARM evaluation project.

1.17 Overview of Relevant Experience

- Detail your professional background, especially highlighting experience relevant to evaluating educational or scientific institutions.

1.18 Understanding of the Assignment

- Summarize your understanding of the ICHARM evaluation, including the objectives and the importance of the evaluation to UNESCO.

1.19 Proposed Methodology

- Outline the approach you will use for the evaluation, including the mixed method of qualitative and quantitative data analysis.

1.20 Work Plan and Timeline

- Provide a detailed work plan with milestones and a proposed timeline that aligns with the contract duration (November 2025 - January 2025).

1.21 Key Deliverables

- List the deliverables expected from the evaluation, including the final report and any interim reports.

1.22 Qualifications and Expertise

- Describe your educational background and any specific skills or competencies that make you suitable for this role.

1.23 References

- Provide contact information for three professional references who can vouch for your qualifications and work ethic.

Financial Proposal

1.24 Fee Structure

- State your total fee for the project, including any additional costs such as travel or accommodation if necessary.

1.25 Breakdown of Costs

- Provide a detailed breakdown of the costs, including daily consultancy rates, any expenses, and contingency fees.

1.26 Payment Terms

- Specify your preferred payment schedule, including the percentage of the fee due upon signing the contract, upon completion of each milestone, and final payment upon delivery of the final report.

Appendices

1.27 Curriculum Vitae

- Attach your updated CV detailing your educational qualifications and professional experience.

1.28 Relevant Publications or Writing Samples

- Include samples of your work that are relevant to the evaluation task.

1.29 Letters of Recommendation

- If available, attach letters of recommendation from previous clients or employers.

1.30 Any Additional Supporting Documentation

- Include any other documents that support your proposal, such as certificates or awards.

Signature: [Your Signature]

Date: [Today's Date]

Please note that this is a basic template and should be customized according to the specific details and requirements of the ICHARM evaluation project. It's also important to adhere to

any specific instructions provided by UNESCO in the vacancy notice when preparing the actual proposal.