

Terms of Reference

End of Project Evaluation Consultancy

1. Introduction

The Belize Tourism Industry Association (BTIA) is seeking a Consultant to conduct an End of Project Evaluation of the pilot project “Developing the Next Generation of Marine Conservationists.”

In June 2024, the BTIA received funding from the Belize Fund for a Sustainable Future (Belize Fund) to implement an initiative entitled, "Developing the Next Generation of Marine Conservationists: A Pilot Project." This effort will afford participants in the southern Stann Creek communities of Independence, Red Bank, San Juan, Georgetown, Maya Mopan, Santa Cruz, Seine Bight and Placencia, the opportunity to understand the importance of human activities in marine and adjacent areas to achieve ecological, economic, and social objectives as specified under the blue bond commitments. “Developing the Next Generation of Marine Conservationists” will also aid the Belize Sustainable Ocean Plan (BSOP) process by contributing to the creation and establishment of a more rational use of marine and connected spaces in southern Belize and the interactions among its uses, to balance demands for development with the need to protect the environment, and to deliver social and economic outcomes in an open and planned way.

The project’s goals are to implement a classroom instruction package and field visits for 400 upper-division students in 8 communities in southern Belize as well as training workshops for 50 tour guides to encourage increased exposure, knowledge, appreciation, and interest in marine conservation by at least 25% by June 2025.

2. Purpose of the Evaluation

The End of Project Evaluation will assess the effectiveness and efficiency of the project implementation and design, its results and challenges, as well as the project’s relevance. Evaluation should also include feedback on potential implementation in other parts of the country.

The evaluation is to be guided by the “[GEF Guidelines for Conducting Terminal Evaluations of Full-Size Projects-2023](#)”. The guidelines provide a comprehensive and systematic account of project performance, factors that affect performance, implementation, and project monitoring and evaluation. It is applicable to full-size projects including stand-alone projects, and projects approved under programmatic approaches.

3. Objectives of the Evaluation

- **Assessing achievement of objectives:** evaluate the extent to which the project objectives have been met, providing a clear picture of successes, failures, challenges, lessons learnt, and areas for improvement.
- **Identifying strengths and weaknesses:** Analyze the project’s design and implementation processes to highlight effective strategies and identify any shortcomings or challenges encountered throughout the project cycle.
- **Evaluating outcomes and impacts:** measure the tangible and intangible outcomes of the project, assessing both immediate effects and long-term impacts on the target population and relevant stakeholders.
- **Providing recommendations:** develop actionable recommendations for ensuring the sustainability of the project’s benefits and offer guidance for future replication of successful practices in similar initiatives and contribution to the ongoing development of best practices in the field.
- **Environmental and social safeguards:** ensure environmental and social safeguards were adhered to.

4. Scope of the Evaluation

The scope of the evaluation will be based on the goals, activities, and objectives of the project as outlined in the project proposal.

Timeframe: the project implementation period of July 2024 - June 2025.

Geographical coverage: Independence, Red Bank, San Juan, Georgetown, Maya Mopan, Santa Cruz, Seine Bight and Placencia.

Target population: Tour guides (members of the Placencia Tour Guide Association); upper division primary school students and their teachers.

5. Proposed Methodology

In order to use existing sources/information and avoid duplication, data will be mainly collected from various information sources that will include comprehensive desk reviews and analysis of relevant documents, information, data/statistics, triangulation of different studies, etc. Data must also be collected from stakeholders' key informants through interviews, discussions, consultative processes, and observations in field missions to be able to present disaggregated demographics such as number of males and females benefitted, etc. This is comprised of:

- i. Desktop review and analysis of relevant documents (project reports, ESS documents) ...
 - a. Includes number of reallocation of funding, reprogramming of activities, completion of approved/proposed activities (whether completed but delayed, not achieved, etc. ...)
 - b. Identifying use of approved funds, over expenditures, etc.
- ii. critical analysis of available data and reports
- iii. consultation with project leads, participants and Belize Fund, and site visits for verification of project outputs and outcomes
- iv. identify the relevance, effectiveness of delivery, cost effectiveness, project management and financial management processes aspects of the project
- v. level of project success and lessons learned
- vi. identify relevant recommendations for improved implementation should the project be replicated, and for future activities to build on the project

The GEF Guidelines "Rating status of terminal evaluation assessment criteria" must be used to assess the overall project to gather an end of project performance score (%).

6. Deliverables and Timeline (est. 4-6 weeks)

Inception report	Detailing the evaluation plan, methodology, and timeline	Within 7 days of contract signing
Draft Evaluation Report	Providing initial findings and progress updates	2 weeks after
Presentation¹ and validation of findings	To key stakeholders ² with the findings incorporated into the final evaluation report	2 weeks after
Final evaluation report³	Summarizing the demographics, findings, conclusions, challenges, lessons learnt and recommendations, etc.	1 week after

7. Budget

Submit a financial proposal that includes a detailed budget and proposed payment schedule for the consultancy. Consultancy fee and any other reimbursable costs should be included in your application.

¹ The inception report should be presented either virtual or in-person and must include the Belize Fund.

² For projects that included community-based activities, the draft evaluation report must include their feedback based on stakeholder engagements conducted.

³ The final evaluation report must be approved by the Belize Fund to proceed with project closure.

8. Qualifications of the Evaluator(s)

Educational Background: A minimum of a Bachelor's degree in Project Management, Business Administration or Social Sciences and additional certifications or specialized training in project evaluation, monitoring and evaluation (M&E), or related areas.

Professional Experience: Proven experience in conducting project evaluations, with at least 2 years in international development projects or community initiatives.

Demonstrated ability to design and implement evaluation frameworks, methodologies, and tools for project assessments.

Skills and Competencies:

- Strong analytical and critical thinking skills, with the ability to interpret complex data and generate actionable insights.
- Proficiency in both quantitative and qualitative data collection and analysis methods.
- Excellent written and verbal communication skills for preparing and presenting evaluation reports, findings, and recommendations.
- Ability to work collaboratively with project stakeholders, including project teams, beneficiaries, and partners.

Knowledge Base:

- In-depth knowledge of project evaluation theories, models, and best practices, such as the Logical Framework Approach (LFA), Theory of Change, and Results-Based Management (RBM).
- Familiarity with current trends and innovations in project evaluation and monitoring.

References and Past Work:

Availability of references from previous project evaluations conducted. Examples of past evaluation reports or projects, demonstrating the evaluator's expertise and approach in project evaluation.

Application Submission

Interested applicants should submit a cover letter, CVs and supporting documentation detailing experience and previous work along with proposal indicating proposed methodology, work schedule, and expected financial compensation.

Applications should be submitted to:

Kendra Griffith

Project Coordinator, BTIA

projects@btia.org

Kindly indicate "Project Evaluation Consultancy" in the subject line of the email. The deadline for applications is **5:00pm on April 30th, 2025**.