

## Call for Expression of Interest Independent Mid-Term Programme Evaluation Consultant

NTFP-EP Asia is seeking expressions of interest from qualified consultants to conduct an Independent Mid-Term Programme Evaluation.

<b>Project Title:</b>	Independent Mid-Term Programme Evaluation
<b>Funding source:</b>	Multiple programme sources
<b>Project location:</b>	Regional (NTFP-EP Asia network), coordinated from Manila, Philippines
<b>Evaluation type:</b>	Mid-Term Programme Evaluation
<b>Type of contract:</b>	Consultancy
<b>Language:</b>	English
<b>Expected duration:</b>	Approximately 30-35 working days conducted over a three-month period (July-September 2026)
<b>Application deadline:</b>	Wednesday, 17 June 2026

### Candidates are requested to apply by providing the following information:

1. Letter of Interest – describing the candidate’s suitability, relevant experience, and availability addressed to the Executive Director of NTFP-EP Asia.
2. Curriculum Vitae (CV) - including details of qualifications and at least two previous relevant evaluation or reviews report
3. Technical proposal – brief description of the proposed methodology and approach
4. Financial proposal – daily professional fee (in PHP) and estimated total cost based on the level of effort
5. Referees – contact details of at least two referees (name, affiliation, email, and phone number)

All application materials should be submitted to [applications@ntfp.org](mailto:applications@ntfp.org) with the subject line: *“Independent Mid-Term Programme Evaluation – [Last Name] Application”*

Incomplete applications will not be considered.

## Terms of reference

### Independent Mid-Term Programme Evaluation

#### Background information

The Non-Timber Forest Products – Exchange Programme (NTFP-EP) is an association of 30 members with over 100 partner non-governmental organizations and community-based organizations working with Indigenous Peoples and Local Communities (IP&LCs) in securing their rights, land tenure and governance, and the protection and recognition of Indigenous Knowledge, Systems and Practices (IKSP). The NTFP-EP works specifically with the IP&LCs in Cambodia, India, Indonesia, Malaysia, the Philippines, and Vietnam.

NTFP-EP, as a regional network envisions that “Resilient IP&LCs with the women and youth in Asia are respected stewards of healthy forests and living securely in their land for generations to come”. This vision is articulated in the network’s 10-year regional strategy (2021-2030) and reaffirmed by its members through a shared understanding of the challenges faced by their community partners, the changes needed, and the pathways to achieve them. Additionally, the 10-year regional strategy is built on four domains of change and seven thematic areas, with cross-cutting themes on gender, youth, and culture.

In 2025, NTFP-EP Asia commissioned and completed an independent Organizational Review and Assessment (ORA) to examine the implementation of its Organizational Strengthening (OS) Strategy and assess the network’s organizational effectiveness, governance systems, human resources, membership engagement, and operational sustainability. Covering the period 2021-2025, the ORA generated a set of findings and recommendations intended to inform the second half of NTFP-EP’s 10-year regional strategy.

The Mid-Term Programme Evaluation is intended as a complementary and subsequent component of NTFP-EP’s overall midpoint assessment of its 10-year regional strategy. The evaluation will provide a holistic assessment of both organizational readiness and programme-level progress toward the network’s strategic ambitions.

#### Purpose and objectives of the Mid-Term Programme Evaluation

At this stage of the implementation of the 10-year regional strategy, the programme evaluation’s main purpose is to assess progress towards the achievement of the common goal of NTFP-EP, as a collective before completing the 2021-2030 programme cycle.

The specific objectives of the Mid-Term Programme Evaluation are to:

1. Review and consider the findings, conclusions, and recommendations of the ORA report and assess their implications for programme implementation;
2. Assess the Relevance, Coherence, Effectiveness, Efficiency, Impact, and Sustainability of the strategy’s implementation to date;
3. Monitor and identify emerging outcomes and unintended effects, especially in the absence of a unified baseline;

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4. Consolidate and synthesize existing baseline data from country programmes and projects to strengthen current monitoring and evaluation mechanisms; and
5. Reinforce downward accountability by ensuring that the voices of IP&LCs shape clear and measurable targets for 2030 across thematic areas and domains of change.

### Scope of work

The evaluation scope will cover the implementation period of the 10-year regional strategy from 2021 to 2025. All four domains of change: Voice and Agency, Forest Conservation, Culture and IKSP, and Gender Equality, together with the seven thematic areas, including organizational strengthening and network governance, will be analyzed against the indicators in NTFP-EP's Regional Results-based Monitoring, Evaluation, and Learning (rMEL) framework.

The evaluation will build on the Organizational Review and Assessment (ORA) completed in 2025. While the ORA focused primarily on organizational systems, governance, and operational effectiveness, the consultant/s is expected to identify linkages between organizational factors and programme-level results, including enabling and constraining factors that may have influenced the implementation of the strategy and the achievement of intended outcomes.

Target groups, stakeholders, and geographical areas covered by the evaluation include:

- NTFP-EP Asia Admin and Programme Staff
- NTFP-EP members and partners (Cambodia, India, Indonesia, Malaysia, the Philippines, and Vietnam)

### Adapted Evaluation Criteria

The mid-term programme evaluation will apply adapted evaluation criteria by Organisation for Economic Co-operation and Development (OECD) Development Assistance Committee (DAC), reframed to assess overall direction, positioning, and progress toward long-term outcomes. In line with OECD DAC guidance, the criteria are used to support learning, reflection, and forward-looking decision-making, rather than endline judgement.

The evaluation will also pay attention to cross-cutting themes such as equity, gender, and inclusion, as well as the organization's capacity for learning and adaptation.

#### 1. Relevance – Strategic direction and fitness.

*Is the 10-year strategic plan still heading in the right direction in a changing context?*

- To what extent does the plan remain responsive to evolving global, regional, and partner priorities?
- To what extent are the original assumptions and pathways in the Theory of Change still valid?
- What gaps or new priorities have emerged since 2021?

## 2. Coherence – Organizational positioning and advocacy alignment

*How well is the organization positioned within the broader system?*

- To what extent does the 10-year strategic plan align with regional networks, donor priorities, policy agendas, and community needs?
- To what extent does the network complement, add value to, or duplicate the effort of others?
- How effective are partnerships and alliances in advancing shared goals?

## 3. Effectiveness – Progress toward outcomes

*Are we making meaningful progress toward intended results?*

- To what extent has the organization contributed to intermediate and emerging outcomes?
- What progress has been made toward intended outcomes, and where are areas of divergence or uncertainty?
- How are results distributed across different groups and stakeholders?

## 4. Efficiency – Use of resources and ways of working

*Are resources and approaches being used in the best possible way?*

- To what extent are financial, human, and network resources aligned with priorities?
- How well are partnership-based and network approaches working in practice?
- What operational and governance bottlenecks affect timely delivery?

## 5. Impact – Emerging contribution

*What early signs point to broader or longer-term change?*

- What higher-level changes (policy, practice, narratives, systems) is the organization contributing to?
- To what extent are these contributions meaningful or transformative?
- What unintended or unexpected outcomes have emerged?

## 6. Sustainability – Future viability and resilience

*Are results and capacities likely to endure beyond 2030?*

- To what extent are partner and community capacities being strengthened for long-term continuity?
- How financially and institutionally resilient is the organization?
- Can the gains withstand political, economic, and environmental shocks?

## Methodology

The evaluation is expected to propose a methodology appropriate to the purpose of a mid-term programme evaluation, covering the period 2021 to present. The approach should be aligned with the objectives of assessing direction, progress, and position, while generating actionable insights for the remaining strategic period (2026-2030).

The methodology should be:

- **Utilization-focused**, ensuring findings are practical and will inform decision-making
- **Participatory and inclusive**, engaging diverse stakeholders across the network
- **Learning-oriented**, facilitating reflection rather than solely assessment
- **Adaptive and context-sensitive**, recognizing the complexity of regional and multi-country work

As part of the inception phase, the consultant will be required to submit a detailed methodology, including:

- Refined evaluation questions
- Data collection methods and tools
- Sampling strategy
- Analytical framework
- Limitations and mitigation strategies

The consultant/s will be provided with the full Organizational Review and Assessment (ORA) Report and is expected to review and draw upon its findings, conclusions, and recommendations as a key reference document during the inception, analysis, and reporting phases of the evaluation.

The methodology will be reviewed and agreed upon prior to full implementation.

## Timeline and Deliverables

The mid-term programme evaluation will be conducted from July to September 2026, with September allocated for finalization and October for presentation of results at the Annual Network Members Gathering.

The level of effort is estimated at 30-35 working days. The distribution of days across phases is indicative and may be refined by the consultant in the inception report.

### Indicative Workplan

Phase	Timeline	Estimated WD	Key Activities	Deliverables
Phase 1: Inception	July	5 days	Desk review of key documents; refinement of methodology and questions; development of tools and	Inception Report (including methodology, tools, and workplan)

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			detailed workplan	
Phase 2: Data collection	July-August	10 days	Interviews and stakeholder consultations; engagement with partners and network members; application of participatory and story-based methods	Progress updates (no formal deliverable)
Phase 3: Analysis and Validation	August	7 days	Data consolidation and analysis; identification of emerging findings; facilitation of validation and sense-making sessions.	Draft Report or Preliminary Findings Presentation
Phase 4: Reporting and Finalization	August-September	10 days	Final analysis; incorporation of feedback; preparation of final outputs	Final Review Report; Presentation Slides / Summary Output
Phase 5: Reviews and Dissemination	By October 2026	1-2 days	Presentation of findings at the Annual Network Members Gathering	Final Presentation to Network

## Team Composition

The assignment may be undertaken by an individual consultant or a team. In either case, the proposal should demonstrate that the required mix of skills and experience is covered.

The consultant/s is expected to have a combination of the following competencies:

- **Evaluation and analytical expertise**, including experience with organizational or strategy-level reviews.
- **Facilitation and participatory methods**, particularly in engaging diverse stakeholders across contexts.
- **Knowledge of regional and thematic context** relevant to the organization's work.
- **Strong communication skills**, including the ability to synthesize complex findings and lead reflection processes.

For team-based proposals, clear roles and responsibilities should be outlined, including the designation of a team leader responsible for overall coordination and quality assurance.

## Budget and resources

The evaluation will be conducted within a modest budget of \$8000. Cost-effective methods such as virtual consultations, use of existing data, and leveraging country teams' support will be prioritized.

Payments will be made in four installments upon satisfactory completion of the following deliverables:

Milestone	Deliverable	Payment
Contract signing		25%
Completion of inception phase	Approved inception report	25%
Submission of draft outputs	Draft report or preliminary findings	25%
Completion of final outputs	Final report and presentation at the Annual Network Gathering	25%

The final payment is contingent upon incorporation of feedback and satisfactory completion of all agreed outputs.

## Ethical considerations

The consultant/s will adhere to the **NTFP-EP Code of Conduct for Staff and Consultants** and will be required to formally acknowledge and sign it upon acceptance of the assignment. The consultant/s is expected to uphold the highest standards of integrity, honesty, and professionalism, and to conduct themselves in a manner that reflects NTFP-EP's core values, including mutual respect, inclusivity, and accountability.

The mid-term programme evaluation will also be guided by the [UNEG Ethical Guidelines for Evaluation](#), particularly the principles of integrity, accountability, respect, and beneficence, which underpin ethical evaluation practice. This includes ensuring independence and impartiality in analysis, transparency in processes and findings, and responsibility for decisions and actions throughout the evaluation.

The consultant/s must engage stakeholders in a respectful, inclusive, and culturally appropriate manner, ensuring equitable participation and sensitivity to power dynamics and gender relations. All interactions must be free from discrimination, harassment, coercion, or abuse of authority. Participation in the evaluation must be voluntary and based on informed consent. The consultant/s must apply a “do no harm” approach by identifying and mitigating potential risks to participants, particularly vulnerable groups. The rights, dignity, privacy, and confidentiality of all information providers must be safeguarded at all times. Data collection, storage, and reporting must follow appropriate ethical and legal standards, with protocols to ensure secure data management, anonymity, and confidentiality where required.

All information and data collected during the evaluation will be used solely for the purpose of the evaluation and may not be disclosed or used for other purposes without the explicit authorization of NTFP-EP and its partners. The consultant/s must also disclose and manage any actual or potential conflicts of interest. Lastly, the consultant/s is responsible for ensuring that findings are accurate, evidence-based, and fairly represent stakeholder perspectives, with due acknowledgment of limitations.

## Application Process

Interested candidates are requested to submit the following:

1. Letter of Interest – describing the candidate’s suitability, relevant experience, and availability addressed to the Executive Director of NTFP-EP Asia.
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