



**PRF/ODA/2026-004**

**Call for Proposal/Invitation to Bid**

**Independent Evaluation Consultant/Consulting Firm for the Mid-Term Evaluation of the MOF/PEMSEA/Marine Plastics ODA Project**

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<b>Project Title:</b>	Reducing Marine Plastics in the East Asian Seas Region
<b>Implementing Organization:</b>	PEMSEA Resource Facility
<b>Funding Agency:</b>	Ministry of Oceans and Fisheries, Republic of Korea
<b>Assignment:</b>	Mid-Term Evaluation of the 2023–2025 Project Implementation Period
<b>Expected Duration:</b>	Maximum of eight (8) working days
<b>Evaluation Coverage:</b>	Financial and performance evaluation
<b>Evaluation Sites:</b>	PEMSEA Office, DENR-EMB, selected project sites in the Philippines and Timor-Leste via zoom interviews
<b>Deadline for Submission: of EOI</b>	9 June 2026

## **Background**

The PEMSEA Resource Facility (PRF), through the Regional Project Management Unit (RPMU) for the Marine Plastics ODA Project, is implementing the project “Reducing Marine Plastics in the East Asian Seas Region (2023-2028)” with funding support from the Ministry of Oceans and Fisheries (MOF) of the Republic of Korea.

The project is being implemented in 10 selected sites in the Philippines and Timor-Leste, in coordination with national and local government partners. As part of its project management, accountability, and adaptive learning processes, PEMSEA intends to conduct a Mid-Term Evaluation (MTE) covering the project implementation period from 2023 to 2025.

The MTE will assess both the financial management and performance implementation of the project. The results will provide an independent assessment of project progress, achievements, challenges, and recommendations for improving implementation during the remaining project period.

### **Objective**

PEMSEA invites qualified and independent evaluation consultants, companies or consulting firms to submit proposal for the conduct of the Mid-Term Evaluation of the MOF/PEMSEA Marine Plastics ODA Project.

The selected evaluator will conduct a review of project financial documents, assess project performance based on planned outputs and outcomes, and validate selected project results through consultations with national and local stakeholders.

### **Scope of Work**

The selected evaluation consultant/company shall conduct the following:

1. Review relevant project documents, work plans, progress reports, financial records, contracts, procurement documents, and supporting documentation.
2. Conduct a financial evaluation through desk review of financial documents at the PEMSEA Office.
3. Conduct a performance evaluation of the project based on the OECD DAC six evaluation criteria: Relevance, Coherence, Effectiveness, Efficiency, Impact, and Sustainability.
4. Conduct face-to-face consultations with relevant officials of the Department of Environment and Natural Resources – Environmental Management Bureau.
5. Conduct online consultations with selected project sites for output confirmation, including at least:
  - Daanbantayan Municipality, Philippines
  - Tandag City, Philippines
  - Dili, Timor-Leste
6. Prepare and submit an evaluation report with findings, conclusions, and practical recommendations.

## **Expected Duration**

The assignment shall be completed within a maximum of eight (8) working days, with the following suggested time allocation:

- Preparation and inception meeting: 1 day
- Financial evaluation: 3 days
- Performance evaluation: 3 days
- Deliberation, analysis, and reporting: 1 day

## **Required Proposal Submission**

Interested bidders shall submit the following:

1. Technical Proposal, including:
  - Understanding of the assignment;
  - Proposed methodology for financial and performance evaluation;
  - Evaluation framework based on the OECD DAC six criteria;
  - Proposed evaluation questions specific to the MOF/PEMSEA Marine Plastics ODA Project;
  - Proposed work plan and time allocation;
  - Team composition and responsibilities;
  - Relevant experience in project evaluation, ODA-funded projects, environmental projects, marine litter, solid waste management, or related fields.
2. Financial Proposal, including:
  - Professional fees;
  - Administrative costs;
  - Applicable taxes;
  - Any other relevant costs.
3. Bidder Profile, including:
  - Legal registration documents;
  - Summary of relevant completed assignments;
  - CVs of proposed evaluation team members.

## **Minimum Qualifications**

The bidder must have:

1. Demonstrated experience in conducting independent project evaluations, preferably for ODA-funded or donor-funded projects.
2. Experience in financial review, performance evaluation, or results-based project assessment.
3. Familiarity with the OECD DAC evaluation criteria.
4. Experience in environmental management, marine plastics, solid waste management, circular economy, coastal management, or related development projects is an advantage.
5. Capacity to conduct both in-person and online consultations with government agencies and local project stakeholders.

## **Submission Details**

Interested bidders are requested to submit their technical and financial proposals to PEMSEA on or before 9 June 2026.

Proposals shall be submitted electronically to:

ODA Recruitment Officer  
PEMSEA Resource Facility  
Email: [oda@pemsea.org](mailto:oda@pemsea.org)

The subject line of the email should be:

“Proposal for the Mid-Term Evaluation of the MOF/PEMSEA Marine Plastics ODA Project”

PEMSEA reserves the right to accept or reject any proposal and to annul the bidding process at any time prior to contract award without incurring any liability to the bidders.

## **TERMS OF REFERENCE**

### **Mid-Term Evaluation of the MOF/PEMSEA Marine Plastics ODA Project**

#### **Project Background**

The project “Reducing Marine Plastics in the East Asian Seas Region (2023-2028)” is supported by the Ministry of Oceans and Fisheries of the Republic of Korea and implemented by PEMSEA Resource Facility in partnership with national and local governments in participating countries.

The project aims to contribute to the reduction of marine plastic pollution in selected coastal areas through improved local waste management systems, pilot project implementation, capacity building, stakeholder engagement, monitoring activities, and regional knowledge sharing.

The project is implemented in selected sites in the Philippines and Timor-Leste. In the Philippines, project activities are carried out in coordination with the Department of Environment and Natural Resources – Environmental Management Bureau and the 6 participating local government units. In Timor-Leste, the project is implemented in coordination with the Bureau of Fisheries of the Ministry of Agriculture, Livestock, Fisheries and Forestry (MALFF) and other relevant national agencies and the 4 participating local municipalities.

As the project has completed its 2023–2025 implementation period, PEMSEA intends to conduct a mid-term evaluation to assess progress, financial management, implementation performance, challenges, and lessons learned. The findings will guide improvements in project implementation for the remaining project period.

#### **Purpose of the Evaluation**

The purpose of the mid-term evaluation is to provide an independent assessment of the project’s financial and performance implementation from 2023 to 2025.

Specifically, the evaluation aims to:

1. Assess whether project funds have been managed and utilized in accordance with approved work plans, budgets, contracts, and applicable financial procedures.
2. Review the progress of project implementation against planned outputs, activities, milestones, and expected results.
3. Assess the project’s performance using the OECD DAC six evaluation criteria: relevance, coherence, effectiveness, efficiency, impact, and sustainability.
4. Confirm project outputs and results at local project sites through consultations with national and local stakeholders.

5. Identify implementation challenges, risks, good practices, and lessons learned.
6. Provide practical recommendations for improving project management, implementation, financial management, stakeholder coordination, and sustainability during the remaining project period.

### **Scope of the Evaluation**

The evaluation shall cover the project implementation period from 2023 to 2025. The evaluation shall include two major components:

#### **A. Financial Evaluation**

The financial evaluation shall review the financial management of the project, including:

1. Approved project budgets and annual work plans.
2. Disbursements and expenditures from 2023 to 2025.
3. Supporting financial documents, including invoices, receipts, contracts, purchase orders, payment records, and liquidation reports.
4. Budget utilization by project component, activity, country, or site, as applicable.
5. Compliance with applicable financial management, procurement, and reporting procedures.
6. Adequacy of internal controls and documentation.
7. Identification of financial management issues, gaps, or risks.
8. Recommendations for improving financial tracking, documentation, reporting, and accountability.

#### **B. Performance Evaluation**

The performance evaluation shall assess project progress and achievements based on the Project Document, logical framework, work plans, annual progress reports, and reported outputs.

The assessment shall cover, among others:

1. Progress in achieving project outputs and expected outcomes.
2. Coordination with national government agencies, local government units, and other stakeholders.

3. Capacity-building activities, consultations, knowledge-sharing activities, and technical assistance.
4. Monitoring, reporting, and documentation of project activities.
5. Challenges and risks affecting implementation.
6. Sustainability prospects of project outputs and pilot interventions.
7. Lessons learned and recommendations for the remaining implementation period.

### **Evaluation of Sites and Stakeholder Consultations**

The evaluator shall conduct the evaluation through desk review, in-person meetings, and online consultations. The minimum consultation requirements are:

#### **A. PEMSEA Office**

The evaluator shall conduct a desk review of project documents and financial records at the PEMSEA Office.

#### **B. DENR-EMB**

The evaluator shall conduct face-to-face meetings with relevant officials and staff of the Department of Environment and Natural Resources – Environmental Management Bureau to assess coordination, project implementation, national-level support, and progress of activities in the Philippines.

#### **C. Local Project Sites (via zoom)**

The evaluator shall conduct online consultations with selected project sites to confirm project outputs and local implementation progress. At a minimum, the following sites shall be covered: Daanbantayan Municipality and Tandag City, Philippines and Dili, Timor-Leste.

The consultations may involve local government representatives, project focal persons, technical staff, community representatives, or other relevant stakeholders, as appropriate.

### **Evaluation Criteria and Methodology**

The financial evaluation shall be guided by the International Standards on Auditing (ISA) and examination of accounting records and auditing procedures.

The performance evaluation shall be guided by the OECD DAC six evaluation criteria. The evaluator may refine the questions in consultation with PEMSEA during the inception stage. Annex 1 is the scoring system of RO Korea for evaluating ODA projects. Although the scoring

system is developed for terminated projects, the scoring system can be applied to the mid-term evaluation or annual evaluation, if applicable. The selected evaluator is required to accomplish the scoring system for this mid-term evaluation.

The evaluator shall propose a detailed methodology as part of the technical proposal.

### **Expected Deliverables**

The selected evaluation company shall submit the following deliverables:

#### **Deliverable 1: Inception Note**

The inception note shall include:

1. Understanding of the assignment.
2. Evaluation methodology.
3. Evaluation matrix.
4. List of documents to be reviewed.
5. List of proposed respondents.
6. Work plan and schedule.
7. Data collection tools or interview guide.

#### **Deliverable 2: Financial Evaluation Findings**

The financial evaluation findings shall include:

1. Summary of financial documents reviewed.
2. Assessment of budget utilization and expenditure patterns.
3. Findings on documentation, compliance, internal controls, and financial reporting.
4. Identified financial management issues or risks.
5. Recommendations for improvement.

#### **Deliverable 3: Performance Evaluation Findings**

The performance evaluation findings shall include:

1. Assessment of progress against planned outputs and outcomes.
2. Assessment using the OECD DAC six criteria.
3. Summary of findings from DENR-EMB and site consultations.

4. Implementation challenges and lessons learned.
5. Recommendations to improve implementation and sustainability.

**Deliverable 4: Draft Mid-Term Evaluation Report**

The draft report shall integrate both financial and performance evaluation findings and shall include:

1. Executive summary.
2. Introduction and background.
3. Evaluation purpose, scope, and methodology.
4. Limitations of the evaluation.
5. Financial evaluation findings.
6. Performance evaluation findings based on OECD DAC criteria.
7. Conclusions.
8. Recommendations.
9. Annexes, including list of documents reviewed, list of persons consulted, interview guides, and evaluation matrix.

**Deliverable 5: Final Mid-Term Evaluation Report**

The final report shall incorporate comments and feedback from PEMSEA and relevant stakeholders.

**Suggested Work Plan**

The assignment shall be completed within a maximum of eight working days.

Day	Activity	Expected Output
Day 1	Preparation, inception meeting, review of initial documents, finalization of methodology and work plan	Inception note and evaluation tools
Days 2–4	Financial evaluation at PEMSEA Office, review of financial documents and supporting records	Financial evaluation findings
Days 5–7	Performance evaluation, interviews with DENR-EMB, online consultations with Daanbantayan, Tandag, and Dili	Performance evaluation findings

Day 8	Deliberation, analysis, presentation of preliminary findings, and preparation of draft report	Preliminary findings and draft report outline
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The bidder may propose a refined work plan, provided that the total assignment duration does not exceed eight working days.

### **Proposal Requirements**

Bidders shall submit a technical proposal and financial proposal.

#### **A. Technical Proposal**

The technical proposal shall include:

1. Understanding of the assignment.
2. Proposed evaluation approach and methodology.
3. Proposed OECD DAC-based evaluation framework and project-specific evaluation questions.
4. Proposed work plan and time allocation.
5. Team composition and roles.
6. Relevant company experience.
7. CVs of proposed experts.
8. Sample or summary of similar evaluation assignments completed.

#### **B. Financial Proposal**

The financial proposal shall include:

1. Professional fees.
2. Administrative costs.
3. Communication and meeting costs, if any.
4. Applicable taxes.
5. Other related costs.

The financial proposal should be presented as a lump-sum amount with a breakdown of costs.

## **Reporting and Coordination**

The selected evaluation consultant/company shall report to the Regional Project Manager of the Marine Plastics ODA Project under the PEMSEA Resource Facility.

PEMSEA will provide relevant project documents and coordinate access to project staff, DENR-EMB officials, and selected local project site representatives.

The evaluator shall be responsible for preparing interview guides, conducting consultations, analyzing findings, and preparing the evaluation report.

## **Confidentiality and Independence**

The selected evaluation company shall maintain the confidentiality of all project documents, financial records, stakeholder inputs, and internal information obtained during the assignment.

The evaluator must conduct the assignment independently and objectively. Any actual or potential conflict of interest must be disclosed in the proposal.

The evaluator shall not use or disclose any project information for purposes outside this assignment without prior written approval from PEMSEA.

## **Ownership of Outputs**

All reports, data collection tools, interview notes, analysis, and other outputs produced under this assignment shall be the property of PEMSEA. The selected evaluation consultant/company shall not publish or share any part of the evaluation outputs without prior written authorization from PEMSEA.

## **Payment Schedule**

Payment may be made based on satisfactory completion and acceptance of deliverables, as follows:

Milestone	Payment Percentage
Upon approval of inception note	20%
Upon submission of draft evaluation report	40%
Upon approval of final evaluation report	40%

PEMSEA may revise the payment schedule during contract negotiation.

## Annex: Evaluation Scoring system of RO Korea

Note: This scoring system is made for the terminal evaluation. However, this system can be utilized for the mid-term or annual evaluation, with modification if necessary.

Scoring System by Evaluation Criteria

Criteria	Item	Category	Score Value			
			4	3	2	1
Relevance	Alignment with the partner country's development strategy and needs	Highly relevant 4	4	3	2	1
	Alignment with the Korean Government's support strategy	Relevant 3				
	Appropriateness of project design and structure	Partly relevant 2	4	3	2	1
	Appropriateness of response to environmental changes and risk management	Insufficient 1	4	3	2	1
Efficiency	Efficiency of project costs	Completed within the planned budget 4	4	3	2	1
		101–120% of the planned budget 3				
		121–150% of the planned budget 2				
Over 150% of the planned budget 1						
Efficiency	Efficiency of project duration	Completed within the planned period 4	4	3	2	1
		101–120% of the planned period 3				
		121–150% of the planned period 2				
Over 150% of the planned period 1						
Efficiency	Degree of achievement of results relative to inputs	Highly efficient 4	4	3	2	1
		Efficient 3				
		Partly efficient 2				
Insufficient 1						
Effectiveness/ Impact	Degree of achievement of planned outputs and outcome targets	Achieved 90% or more of the original plan 4 Achieved 70% or more but less than 90% 3 Achieved 50% or more but less than 70% 2 Less than 50% achieved 1	4	3	2	1

	Inclusiveness of vulnerable groups in project results and degree of equity	Highly inclusive 4 Inclusive 3 Partly unequal 2 Highly unequal 1	4	3	2	1
	Impact on society, economy, and institutions	Very significant 4 Significant 3 Partly significant 2 Insufficient 1	4	3	2	1
<b>Sustain ability</b>	Availability of financial and institutional capacity	Highly sustainable 4 Sustainable 3	4	3	2	1
	Availability of human capacity and maintenance system	Partly sustainable 2	4	3	2	1
	Actual sustainability compared with the plan	Not sustainable 1	4	3	2	1
<b>Coherence</b>	Internal coherence	Highly coherent 4 Coherent 3 Partly insufficient 2	4	3	2	1
	External coherence	Insufficient 1	4	3	2	1

Total score:

< Overall Evaluation Rating >

<b>Evaluation Rating</b>	<b>Score</b>	<b>Definition</b>
Highly Successful	18 points or higher	The project has exceeded the originally planned results, or the exceeded results are judged likely to be continuously maintained and managed in the future, with clear inclusiveness of vulnerable groups.
Successful	14 points or higher and less than 18 points	Despite some underachievement, the project's overall short-term and mid- to long-term results have been achieved; the original rationale for the project remains appropriate, and implementation and operation are being carried out efficiently.

Partially Successful	10 points or higher and less than 14 points	Some originally planned results have not been achieved, or there may be some issues regarding the sustainability of the results achieved.
Insufficient	Less than 10 points	Overall, the project is judged to have failed technically, socially, or economically; only the basic elements of the originally planned results have been met, and most results have not been achieved or are not expected to be achieved.