



FAO/WHO Project and Fund for Enhanced Participation in Codex
(CODEX TRUST FUND)

**CALL FOR EXPRESSION OF INTEREST
FOR
THE FINAL PROJECT EVALUATION OF THE CODEX TRUST FUND**

Closing date: 15 October 2013

Approximate duration of assignment: 4-5 months

Tentative contract starting date: January 2014

Location: To be determined, field trips required

I. Background

The Codex Alimentarius (Latin for "food code") is a collection of international food standards, guidelines and codes of practice whose main purpose is to protect the health of consumers and ensure fair practices in food trade. The Codex Alimentarius Commission (CAC) is a joint intergovernmental body of the Food and Agriculture Organization of the United Nations (FAO) and the World Health Organization (WHO), which encompasses 182 Member States, one member organization and over 200 observer organizations for civil society participation.¹

The FAO/WHO Project and Fund for Enhanced Participation in Codex (Codex Trust Fund) was launched on 14 February 2003 by the Directors-General of WHO and FAO. The main objective of the Trust Fund is to help developing countries and those with economies in transition to enhance their level of effective participation in the development of global food safety and quality standards by the FAO/WHO Codex Alimentarius Commission. It aims to achieve this by providing support to eligible countries to:

- Prepare for and participate in Codex Committees and related meetings;
- Participate in Codex training courses to enhance participation in Codex meetings;
- Prepare and present scientific/technical positions and data related to the work of Codex.²

The Project and Fund will come to an end in December 2015. An independent Mid-term Review was carried out between November 2009 and April 2010 to evaluate the progress of the Codex Trust Fund after 6 years of operation and provide actionable recommendations that could be applied looking forward to the second half of the Codex Trust Fund lifespan and beyond.³ The first half of 2014 is considered the optimal period to undertake a final project evaluation as this is deemed to be close enough to the end of the project to pick up the

¹ For more information on the Codex Alimentarius Commission please see <http://www.codexalimentarius.org/>.

² For more information on the Codex Trust Fund Project, please visit our website: <http://www.who.int/foodsafety/codex/trustfund/en/>

³ The report of the Mid-term Review can be accessed at http://www.who.int/foodsafety/codex/cac33_14_Add1e.pdf

maximum amount of impact, while still allowing time for the report to be finalized and translated in time for presentation to the 38th Session of the Codex Alimentarius Commission meeting in July 2015.

II. Description of requirement

The Codex Trust Fund is seeking an external independent consultant/consulting firm, academic institution, or specialized center to conduct the final project evaluation of the Codex Trust Fund.

The **purpose** of the final project evaluation is to evaluate the functioning and results of the Codex Trust Fund after ten and a half years of its 12 year lifespan. The results of the final project evaluation will be used, along with other sources of information, to inform discussions in FAO/WHO and among Codex Member States on possible future measures that may be necessary to enhance further the effective participation in Codex by developing and transition economy countries.

The specific **objectives** of the review are to:

1. Evaluate the results of the Codex Trust Fund against the stated objectives and expected outputs in the founding project document.⁴
2. Identify and analyze the strengths and weaknesses of the Codex Trust Fund from both strategic and operational perspectives.
3. Identify lessons that could be learned from the operations and results of the Codex Trust Fund for similar projects in the future.

III. Methodology

The final project evaluation will cover the Trust Fund's activities since it became operational in March 2004. The focus of the evaluation is on the outputs, outcomes and impact of the Trust Fund on eligible countries, both quantitatively and qualitatively. The final project evaluation would include analyses of various information sources including desk reviews; focus groups and interviews with key stakeholders (relevant WHO and FAO staff, donors, beneficiary country representatives, etc.), field visits to beneficiary countries and/or focus group discussions with participants from beneficiary countries and/or other stakeholders at Codex meetings taking place during the timeframe of the evaluation. Both quantitative and qualitative methods should be used and participatory methodologies are encouraged.

The Terms of Reference (TOR) for the final project evaluation will be made available to short-listed candidates. The selected evaluator(s)/evaluation team will work closely with the Administrator of the Codex Trust Fund Secretariat who will act as evaluation manager on behalf of the Consultative Group for the Trust Fund on the design and implementation of the final project evaluation.

⁴ The project document can be accessed at http://www.who.int/entity/foodsafety/codex/en/proj_doc_e.pdf

The **deliverables** expected are:

1. Detailed work plan and timeline which elaborate further the methodology proposed in the Terms of Reference.
2. Summary of preliminary findings by mid June 2014.
3. Draft report containing findings/preliminary conclusions by end August 2014.
4. Final report of 50-60 pages (excluding annexes) in English, and including an executive summary of 1-2 pages by end October 2014.
5. Presentation of conclusions and recommendations at the 70th Session of the Executive Committee of the Codex Alimentarius Commission, and the 38th Session of the Codex Alimentarius Commission which will be held in Geneva, Switzerland from 30 June-11 July 2015 (exact dates to be confirmed).

Covered **expenses** will include consultant fees, travel costs, and per diems. Fees will be determined based on experience.

IV. Skills and experience required/highly desirable in the evaluator/evaluation team

- Senior-level experience in leading evaluations for international organizations, bilateral or multilateral donors;
- Experience with international standard setting bodies, preferably with the Codex Alimentarius Commission;
- Experience in the management of international and/or national food safety programmes;
- Experience designing and/or delivering capacity building programs for developing countries;
- PhD or Masters degree in an area related to evaluation science, food safety, biological sciences, international development or management studies;
- Fluency in English. A combined working knowledge of French, Spanish and Arabic on the team would be an asset.

V. Submission of Applications

Interested candidates should submit their applications in English, consisting of:

1. *Curriculum vitae*
2. Letter expressing interest and clearly identifying how the candidate/candidate team meets the required skills and experience, and fee expectations.

Applications should be submitted no later than **15 October 2013**.

All applications must be submitted through the online form available at:

https://extranet.who.int/datacol/survey.asp?survey_id=1282

Username: codex

Password: trustfund

Please note that applications submitted through other channels will not be considered. If you encounter any difficulties accessing the form, please contact the Codex Trust Fund Secretariat by email at codextrustfund@who.int.
