



66733 - International Consultant Terminal Evaluation for Improving Kiln Efficiency in the Brick Making Industry (IKEBMI) Project - Dhaka, BANGLADESH

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IMPORTANT Information: Starting April 2016, FTA/TA/SC/UNV National Volunteer jobs/assignments must go through the new eRecruit/eHire platform!

eRecruit /eHire is UNDP's new integrated recruitment and hire system. It is the first component of UNDP's Talent Management initiative. Throughout April eRecruit/eHire will be released in UNDP, region by region. More information about the timeframe can be found on the [project site](#). After implementation all the following processes must take place in eRecruit/eHire: Posting jobs/assignments, Screening applicants, Reviewing CRB/CRP cases, creating and sending offers Transferring basic data to ATLAS.

To learn more, please click [here](#) to watch a short introduction.

Remember that each office is responsible for the training and setup of its own staff. Make sure to bookmark these three links [eRecruit training material](#), [eHire training material](#), [CRB/CRP material](#) and get started now with your individual training. Click [here](#) to learn how to set up access for staff and non-staff to eRecruit/eHire in your office.

Job ID/Title :	66733 - International Consultant Terminal Evaluation for Improving Kiln Efficiency in the Brick Making Industry (IKEBMI) Project
Scope of advertisement :	Globally advertised (Including jobs.undp.org)
Category (eligible applicants) :	External
<div style="border: 1px solid black; padding: 5px;"> <p>External defines as applicants external to UNDP and to the UN Common system, including UNDP non-staff.</p> </div>	
Brand :	UNDP
Practice Area :	Resilience and Climate Change
Application Deadline :	18-Jun-16
Type of Contract :	Individual Contract
Post Type and Level :	International Consultant
Current status :	Approved by trephene.andrea on 08-Jun-16 @ 03:49:PM
<div style="display: flex; justify-content: space-around;"> SEND BATCH EMAIL VIEW APPLICANTS </div>	
<p>----- Approved by trephene.andrea on 08-Jun-16 @ 03:49:PM -----</p>	

Edited by trephene.andrea on 08-Jun-16 @ 03:48:PM

Submitted for Approval by rezwana.chaity on 07-Jun-16 @ 10:55:AM

Edited by rezwana.chaity on 07-Jun-16 @ 10:53:AM

Edited by rezwana.chaity on 07-Jun-16 @ 10:49:AM

Edited by rezwana.chaity on 07-Jun-16 @ 10:44:AM

Edited by rezwana.chaity on 07-Jun-16 @ 10:38:AM

Saved as Draft by rezwana.chaity on 06-Jun-16 @ 07:21:AM

Duty Station :	Dhaka, BANGLADESH
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	
Duration of Initial Contract :	
Expected Duration of Assignment :	36 working days over a period of 10 weeks

Background:

Project Title: Improving Kiln Efficiency in the Brick Making Industry (IKEBMI) Project

Project Description

Improving Kiln Efficiency in the Brick Making Industry – IKEBMI Project is a GEF-funded, UNDP-supported project initiated in 2010. The main objective of the project is to remove barriers to the widespread adoption of energy efficient practices in the brick making industry of Bangladesh. Traditional brick making in Bangladesh is a highly energy intensive and carbon emitting activity and is a major source of deforestation and land degradation. Brick making operations in the country fall mostly within the informal small and medium enterprises sector and do not have financial or strong regulatory incentives to become more energy efficient. Against this backdrop, the IKEBMI Project is working to promote energy efficient and environment friendly technologies in Bangladesh's brick making industry.

Outcomes that contribute to this objective:

Outcome 1: Energy Efficient Kiln Technology Support Program: thorough understudying and appreciation of technology options and their environmental impacts by brick makers, government and other stakeholders

Outcome 2: Energy Efficient Kiln Demonstration Program: Establishment of a critical mass of demonstration projects that will provide detailed information of EEK operations, energy savings and environmental impacts to interested brick makers

Outcome 3: Energy Efficient Kiln Technical and Management Capacity Building Program: Improved local vocational, technical and managerial capacity to manage and sustain operations of EEKs and EE practices in Bangladesh

Outcome 4: Communications and Awareness Program: Enhanced awareness of the public and other stakeholders on EEKs, EE molding practices and EEK brick products

Outcome 5: Energy Efficient Kiln Finance Support Program: Availability of financial and institutional support to encourage SME adoption of energy efficient kilns

Outcome 6: Energy Efficient Kiln Policy Development and Institutional Support Program

Promulgation of and compliance with favorable policies and regulations that encourage adoption of EEKs and EE brick making practices and methodologies

The project will be completed in June 31, 2016 after 14 months no-cost extension as per the MTR recommendations. The TE will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the UNDP Evaluation Guidance for GEF Financed Projects. The objectives of the evaluation are to assess the achievement of project

results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming.

Considering the innovative nature of the project - first of its kind in Bangladesh that addresses energy efficiency, air pollution and climate change mitigation - and technology intensive activities, and the direct technical assistance required by the private entrepreneurs in managing the project and accounting for emissions reduction, the project is under UNDP execution/implementation. It is being directly implemented by the private sector under the overall framework of the Country Programme Action Plan (CPAP) and following UNDP rules, regulations, procedures and guidelines where applicable. UNDP is providing support to the private sector in managing and coordinating the project through establishment of a Project Management Unit (PMU) headed by a Project Coordinator (PC).

- As a Responsible Party, Clean Energy Alternative (CEA) Inc., played a major role in coordinating with the Bangladesh Brick Owners and Manufactures Association (BBOMA), the Xian Institute of China and Financial Institutions for achieving the project objectives. CEA has conducted training needs assessment, technical training, manual development, technical training to local consulting firms, engineers and technicians, capacity development of financial institutions, facilitating the financial institutions to ensure project financing, feasibility studies including baseline data, business plan preparation, liaison and field support to Xian Institute for field implementation, develop BMI monitoring and reporting system, etc. The capacity assessment of the CEA was done during the PDF-B phase for accomplishment of the above activities and was found very satisfactory. As a Responsible Party, CEA have a Letter of Agreement (LOA) with UNDP.

Description of Responsibilities :

Scope of Work

The Evaluation will assess the key financial aspects of the project, including the extent of co-financing planned and realized. Project cost and funding data will be required, including annual expenditures. Variances between planned and actual expenditures will need to be assessed and explained. Results from recent financial audits, as available, should be taken into consideration. The evaluator(s) will receive assistance from the Country Office (CO) and Project Team to obtain financial data in order to complete the co-financing table below, which will be included in the terminal evaluation report.

UNDP supported GEF financed projects are key components in UNDP country programming, as well as regional and global programmes. The evaluation will assess the extent to which the project successfully mainstreamed other UNDP priorities, including enhanced carrying capacity of the environment and natural resource base and increased access to sustainable energy services resulting human and income poverty reduction, improved governance, the prevention and recovery from natural disasters, and gender. The evaluation will examine the project's contribution to the United Nations Development Assistance Framework (UNDAF).

The evaluators will assess the extent to which the project is achieving impacts or progressing towards the achievement of impacts. Key findings that should be brought out in the evaluations include whether the project has demonstrated: a) verifiable improvements in ecological status, b) verifiable reductions in stress on ecological systems, and/or c) demonstrated progress towards these impact achievements.

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework, which provides performance and impact indicators for project implementation along with their corresponding means of verification. The evaluation will at a minimum cover the criteria of: relevance, effectiveness, efficiency, sustainability and impact. Ratings must be provided on the following performance criteria. The completed table must be included in the evaluation executive summary.

The evaluation report must include a chapter providing a set of conclusions, recommendations and lessons. Conclusion should build on findings and be based in evidence. Recommendations should be prioritized, specific, relevant, and targeted, with suggested implementers of the recommendations. Lessons should have wider applicability to other initiatives across the region, the area of intervention, and for the future.

Expected Outputs and Deliverables

The International Consultant is expected to deliver the following with support from a national consultant:

- Inception Report: Evaluator provides clarifications on timing and method -No later than 2 weeks before the evaluation mission.
 - Evaluator submits to UNDP CO
- Presentation: Initial Findings: End of evaluation mission
 - To project management, Project Board, UNDP CO
- Draft Final Report: Full report, (per annexed template) with annexes- Within 2 weeks of the evaluation mission
 - Sent to CO, reviewed by RTA, PCU, GEF OFPs

- Final Report*: Revised report: Within 1 week of receiving UNDP comments on draft
 - Sent to CO for uploading to UNDP ERC.

*When submitting the final evaluation report, the evaluator is required also to provide an 'audit trail', detailing how all received comments have (and have not) been addressed in the final evaluation report. See Annex H for an audit trail template.

Institutional Arrangement

The principal responsibility for managing this evaluation resides with the UNDP CO in Bangladesh. The UNDP CO will contract the evaluators and ensure the timely provision of per diems and travel arrangements within the country for the evaluation team. The Project Team will be responsible for liaising with the Evaluators team to set up stakeholder interviews, arrange field visits, coordinate with the Government etc. The consultant will report to Programme Specialist (Environmental Sustainability and Energy), CCED Cluster for day to day reviewing / evaluating the performance and approval of the deliverables /outputs.

Duration of the Work

The total duration of the evaluation will be 36 working days over a period of 10 weeks according to the following plan:

Activity Timing and Completion Date:

- Preparation: 4 working Days-Second week of May, 2016
- Evaluation Mission: 15 working Days-First and Second week of June, 2016
- Draft Evaluation Report: 10 working Days-Third and Fourth week of June, 2016
- Final Report: 7 working Days-Third week of July, 2016

Duty Station

Duty station will be in Dhaka (housed in UNDP CO) with frequent travel to the project demonstration sites and meet with relevant government officials and private sector brick making industries.

Scope of Price Proposal and Schedule of Payments

In order to have a fair basis for comparison, requesting units must clearly state in the TOR that all proposals must be expressed in one of the following pricing options:

- *Daily Fee*– this option is only suited when the duration of engagement is definitive and the possibility of any extension is either very low/minimal, or manageable, if at all expected. This approach must be re-considered if the assignment has a high likelihood of extension or prolonged engagement, as it can create serious cost implications, and may undermine value-for-money.

When the daily fee option is used, the TOR must clearly specify that :

- The Daily fee must be “all-inclusive[1]and
- an IC Time Sheet must be submitted by the Contractor, duly approved by the Individual Contractor’s supervisor, which shall serve as the basis for the payment of fees.
- *Lump Sum Amount* – this is the preferred approach, because it is representative of IC payments closely linked to deliverables. It also has the added benefit of lowering transaction costs for UNDP. When this approach is used, the Requesting Unit must provide the following :
 - Clearly state that the lump sum amount must be “all-inclusive[2]”;
 - Clearly state that the contract price is fixed regardless of changes in the cost components;
 - If duty travels are expected, provide the Offerors with the UN’s Daily Subsistence Allowance (DSA) rates prevailing at the time of sourcing, for the duty station and all other cities indicated in the TOR as part of duty travel destinations. This will give them an indication of the cost of living in a duty station/destination, to aid their determination of the appropriate fees and financial proposal amount, but it does not imply that Offerors are entitled to DSA payment[3]; and
 - Include in its initial payment the actual cost of the IC’s travel to arrive at the designated Duty Station. Such cases therefore imply that the completion of the journey can be considered as one of the deliverables payable upon arrival.

Recommended Presentation of Offer

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

<http://www.bd.undp.org/content/dam/bangladesh/docs/Jobs/Interest%20and%20Submission%20of%20Financial%20Proposal-Template%20for%20Confirmation.docx>

- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services [*Note: this is optional for support services*];
- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

[1] *The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal*

[2] *Same as above*

[3] *Individuals on IC are not UN staff are therefore not entitled to DSAs. All living allowances required to perform the demands of the TOR must be incorporated in the financial proposal, whether the fees are expressed as daily fees or lump sum amount.*

The applicants may wish to visit the below link for more details regarding this assignment.

http://www.bd.undp.org/content/dam/bangladesh/docs/ShareCenter/Final%20TE_ToR_Int%20Conslt_30%20June_2016_MS.pdf

Competencies :

Competencies:

- Demonstrates commitment to UNDP's mission, vision and values.
- Strong analytical and time management skills;
- Ability to work in a challenging and complex environment;
- Independent and flexible;
- Excellent communication skills;
- Creative and result-oriented; and

Leadership and Self-Management

- Focuses on result for the client
- Has demonstrable leadership skill;
- Demonstrates openness to change;
- Remains calm, in control and good humored even under pressure;
- Responds positively to feedback and differing points of view.

Qualifications :

Qualifications of the Successful Individual Contractor

The evaluation team will be composed of one (1) International and one (1) National consultant. The international consultant will serve as the team leader and will be responsible for finalizing the report. The international consultant will have the overall responsibility for developing the evaluation methodology, leading the evaluation, and delivering the key products expected from the evaluation, including coordinating the inputs from the national consultant. The national consultant will provide professional back up and support with local consultations, background data and evidence collection, translation, arrangement of local meetings and prepare summary notes. The consultants shall have prior experience in evaluating similar projects. Experience with GEF financed projects is an advantage. The evaluators selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities.

The International Consultant must present the following qualifications:

- Minimum 10 years of relevant professional experience
- Knowledge of UNDP and GEF and experience working with the GEF or GEF-evaluations
- Previous experience with results-based monitoring and evaluation methodologies;
- Technical knowledge in the targeted focal area(s)
- Recent experience with result-based management evaluation methodologies;
- Experience applying SMART targets and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to Energy and environment.
- Knowledge of Brick Manufacturing Industry will be an added advantage

Language Requirement:

- Excellent proven written and spoken English

Criteria for Selection of the Best Offer

Interested individual Consultants must submit the following documents/information to demonstrate their qualifications:

Technical Proposal

- Explaining why the candidate as the most suitable for the work
- Provide a brief methodology on how he/she will approach and conduct the mentioned task
- Personal P-11 form including past experience in similar projects and at least 3 references

Financial Proposal

- Contract based on Lump Sum
- The Consultant will be paid in lump sum contract in monthly basis based on the report of the supervisor if following documents are delivered and accepted

Following submission and approval of the inception report

- Deadline of deliverable: Within 2 weeks before the evaluation mission
- Payment Schedule: 10 % of the contracted amount

Following submission and approval of the 1st draft terminal evaluation report

- Deadline of deliverable: Within 2 weeks before the evaluation mission
- Payment Schedule: 30 % of the contracted amount

Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report

- Deadline of deliverable: End of the assignment
- Payment Schedule: 60 % of the contracted amount

Individual Consultant will be evaluated based on the following criteria:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual Consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; 70%

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 70% point in technical criteria would be considered for the Financial Evaluation

Technical Criteria:

- Work experience in relevant technical areas especially private sector development, climate change, energy efficiency and institutional development and/or regulatory aspects : 25 points
- Experience in result based management practice, methodologies as well as applying SMART target based evaluation : 20 Points
- Experience in evaluating GEF Funded Project: 15 Points
- Relevant Project Evaluation/Review experiences: 10 Points

Financial: 30 Points

Total :100 Points

N.B.

Applicants are reminded that the UNDP application process only allows you to upload single file so please ensure that you consolidate all of the above documentation into one (1) single PDF document for uploading at the time you submit your application