

LOCAL EVALUATION CONSULTANT FOR ‘HCFC Phase-out Management Plan – First Stage implementation’ PROJECT
(Mid-Term EVALUATION)

Location :	Kingston, Jamaica
Application Deadline :	
Type of Contract :	Individual Contract
Post Level :	National Consultant
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	5 December 2016
Duration of Initial Contract :	30 working days (over 2 months)

1. Background and Context

Jamaica has an operational licensing system to monitor and control ODS (Ozone Depleting Substances). The Montreal Protocol (Trade in Ozone Depleting Controlled Substances) Order, 2014, under the Trade Act (1955) was promulgated. It not only regulates the import and export of Hydro-chlorofluorocarbons (HCFCs) but also other Ozone Depleting Substances.

As a result of surveys conducted during the preparation of the HCFC Phase-out Management Plan (HPMP), it was found that the main HCFCs consumed in the country are: HCFC-22 used for servicing refrigeration and air-conditioning systems; and HCFC-141b used as a blowing agent in the manufacturing of foam products. Based on the consumption data reported under Article 7 for 2009 and 2010 (18.2 ODP t and 14.4 ODP t, respectively), the HCFC baseline for compliance has been established at 16.3 ODP t. About 67 per cent of the total consumption of HCFC-22 is used for servicing domestic and split air-conditioning systems and 27 per cent for servicing commercial and industrial refrigeration equipment. The remaining 6 per cent is for servicing other HCFC-based refrigeration equipment including chillers and containers.

In total, 33 Mt (3.6 ODP t) of HCFC-141b are used by only one enterprise, Seal Sprayed Solutions, for the production of sprayed polyurethane foam used in roofing systems, general insulation and water proofing and sealing. The amount of chemicals used by the enterprise varies considerably depending on customer demand. No other HCFC-141b-based foam manufacturing enterprise was identified in the country.

The preparation of the Hydro-chlorofluorocarbons Phase Out Management Plan (HPMP) was supported by a wide consultation process that included the public and private sector. All consumption except HCFC-141b is in the refrigeration and air conditioning service sector. Considering the data between 2008 and 2010, inclusive, there is an increase in consumption of about 11% between 2008 and 2010. However, it was decided to use an annual consumption growth of 6% to determine future demand.

The 2009 and 2010 consumption data submitted to the Ozone Secretariat (the Secretariat for the Vienna Convention for the Protection of the Ozone Layer and for the Montreal Protocol on Substances that Deplete the Ozone Layer) were used to extrapolate demand up to 2020. In doing this analysis, only consumption in the servicing sector was subjected to annual escalation because the HCFC 141b based foam manufacturing

enterprise will be converted to use methyl formate thereby removing its consumption permanently. The baseline consumption of HCFC-141b was then added to the refrigeration baseline to provide an accurate starting point for determining future consumption reductions. The Government of Jamaica has decided to follow a staged approach to meeting its HCFC phase out obligations. In this first implementation stage, Jamaica pursued its HCFC phase out commitments in line with Decision XIX/6 up to 2020, at which time it will re-assess its readiness to accelerate the phase out based on the successes of this stage as well as on the state of the technology options which may become available by that time. The overall strategy is based on four key interventions:

(a) Conversion of the HCFC-141b based Foam Manufacturing Enterprise to use methyl formate, an ODS alternative and climate friendly alternative

Seal Sprayed Solutions Limited consumed 33.0 Mt of HCFC 141b in foam manufacturing in both 2009 and 2010, thereby adding 3.63 ODP t to the baseline. Conversion of this operation to a non-ODS technology will therefore permanently eliminate this consumption and move the country that much towards meeting its phase out targets. To this end, a conversion project to transform the manufacturing process to use methyl formate was prepared and included in the HPMP which was approved by the ExCom at its 64th meeting.

(b) Technology Support to the Refrigeration and Air Conditioning (RAC) Servicing Sector

Whereas technical support to enhance the skills of service personnel to transition away from HCFC technologies is necessary to achieve compliance with the Protocol's HCFC phase out schedule, it will not be sufficient to achieve this goal. Other supportive measures proposed under this first stage include further strengthening of the policy, legal and institutional framework to support the phase out goals. RAC is the largest consumer of HCFCs in Jamaica. As such, achievement of the target consumption reductions will depend heavily on the ability of this sector to reduce consumption levels. In this regard, this HPMP places emphasis on technology support to the service industry by developing the capacity of this sector to transition away from HCFCs to other, particularly Hydrocarbon refrigerants through a cluster of initiatives.

(c) Policy, Legal and Institutional Framework

The goal of this intervention is to create an enabling environment to support the phase out of Annex C Group 1 HCFCs in accordance with the agreed phase out schedule. As noted earlier, the regulatory framework established to support the phase out of CFCs was effective in enabling the country to phase out the use of these chemicals ahead of the Montreal Protocol's schedule. Already the importation of HCFCs requires an import permit issued by the Ministry of Health. Although necessary, this provision alone is not sufficient to create an effective legal framework to monitor and control HCFC consumption. The Trade (Montreal Protocol) (Trade in Ozone Depleting Controlled Substances) Order, 2014 under the Trade Act, 1955 not only regulates the import and export of Hydro-chlorofluorocarbons (HCFCs) but also other Ozone Depleting Substances such as CFCs.

In addition to the legal framework, the policy environment is also being strengthened to support the phase out effort. Under the supervision of the Bureau of Standards Jamaica Labelling Committee and its attendant Labelling-ozone depleting substances sub-committee, 'JS 1: Part 29: 2015- Jamaican Standard Specification for the Labelling of Commodities Part 29: Labelling of products and equipment containing or manufactured using ozone depleting substances and/or their substitutes' was gazetted. The Standard for Transportation,

Handling and Storage of Refrigerants was drafted by the Refrigerants Technical Committee convened by the Bureau of Standards, Jamaica (BSJ). Market based incentives/disincentives will be pursued to encourage importation of non- ODS and procedures developed for monitoring consumption (use) of controlled substances on Jamaican flagged ships.

UNDP Jamaica and National Environment and Planning Agency (NEPA) developed a project titled, 'HCFC Phase-out Management Plan – First Stage implementation' with the following objectives:

- a. Development of the technical capability of refrigeration service personnel to comfortably make the transition away from HCFC based technologies to ozone friendly technologies with reduced carbon footprints;
- b. Develop national capability to reduce demand for virgin refrigerant through retrofitting and recovery schemes;
- c. Build understanding of the choice of refrigerants for specific applications; and
- d. Provide the tools and equipment necessary to facilitate the transition.

UNDP is seeking to hire a qualified and experienced consultant to conduct the evaluation of the '*HCFC Phase-out Management Plan – First Stage implementation*' project.

2. Evaluation Purpose

This HCFC Phase-out Management Plan – First Stage Implementation' evaluation will assess the efficiency and effectiveness of the project in achieving its intended results. It will also assess the relevance and sustainability of outputs as contributions to medium term and longer term outcomes¹. This evaluation will determine:

- The level and quality of capacity building for the refrigeration and air-conditioning service sector (technicians and trainers)
- Whether the project achieved its objectives and whether outcomes were relevant, efficient, effective, sustainable, and what are the early signs of impact. If there is a variance in actual and target, the reasons for such difference
- The quality of implementation and management arrangements of the project and make recommendations/suggestions for implementation of the next phase of the project based on lessons learned and/or best practices.

a. Evaluation Scope and Objectives

The mid-term evaluation will focus on the project period (July 2011- March 2016) and should embody a strong results-based orientation. The scope of the evaluation includes the main areas of the project and has the following criteria:

- a. *Relevance*: The Consultant will assess the degree to which the project takes into account the local context and development problems. The evaluation will also review the extent to which the project design was logical and coherent, and it will assess the link between activities and expected results, and between results and objectives to be achieved.
- b. *Effectiveness*: The evaluation will assess the extent to which the Project's objectives have been achieved, compared to the overall project purpose. In evaluating effectiveness it is useful to consider: 1) if the planning activities were consistent with the overall objectives and project

¹ 2012-2017 Country Programme Document, Outcome 7

purpose; 2) the analysis of principal factors influencing the achievement or non-achievement of the objectives.

- c. *Efficiency*: This area measures how economically resources and inputs (such as funds, expertise and time) are converted to results and the cost effectiveness of the efforts, whether the results achieved are worth the monies spent. A project is efficient when it uses resources appropriately and economically to produce the desired outputs.
- d. *Sustainability*: The evaluation will assess the project capacity to produce and to reproduce benefits over time. In evaluating the project sustainability it is useful to consider to what extent intervention benefits may continue even after the project is concluded and the principal factors influencing the achievement or non-achievement of the project's sustainability.
- e. *Impact*: The evaluation will assess any credible evidence of impact effectively achieved/or potentially achieved by the Project in the context of reference.

Key questions to be answered by the evaluation

Relevance:

- Are the project outputs relevant to the purpose/objectives of the project intervention?
- How does the project relate to the main objectives, mandates and priorities of the 2012-2016 CPAP?
- Does the project address needs of policy makers, state or/and non-state practitioners active in the field of energy efficiency?
- Does the project respond to key needs of primary/secondary beneficiaries? Does it differ for sexes?
- Were the project indicators relevant to the designed outputs?
- Were the intended results (outputs and outcomes) adequately defined, appropriate and stated in measurable terms, and are the results verifiable?

Effectiveness

- To what extent have the expected project objectives/outputs been achieved?
- What were the success factors for the achievement or reasons for non-achievement of project outputs?
- What were the major challenges, opportunities and obstacles encountered by the project generally?
- What are the potential intended and unintended, positive and negative, long term effects of the project on direct beneficiaries?
- What, if any, progress toward the outcomes has been made?

Efficiency

- Was project funding spent as planned? Were all activities addressed with the respective budget?
- Did the project M&E systems and practices allow for in-time corrective actions and tracking of the progress towards the expected results (outputs)? (As stated in the document, periodic reviews shall be conducted every quarter to assess the performance of the project and appraise the Quarterly Work Plan (QWP) for the following period. Of importance is also the fact that the management of the project, including all reporting, is in itself an output of the project. The time for the production of quarterly reports is the respective indicator).
- Were project risks identified during project development? Were other risks identified during the course of the project and were mitigation measures implemented?
- Were management arrangements appropriate and to what extent did they support the efficiency of the project? What financial management barriers/challenges were experienced during the project period?
- Are the benefits identified in the evaluation worth the cost?

Sustainability

- Has a sustainability plan developed? Is it expected to be implemented?
- Are the beneficiaries committed to continuing working towards project objectives after the project ended?
- Are services developed under the project likely to continue, be scaled up or replicated after the project funding ceases?

Evidence of Impact/potential impact

- Is there any evidence of project impact? If not, does the project have the future potential in impacting the relevant sector(s)? In what ways? How should it be measured?

Gender responsiveness

- Did the project identify gender issues in the design or implementation phase of the project? How did it deal with these issues?
- Could the project have been more gender- sensitive? In what ways?
- Have the project benefits distributed between men and women disproportionately?

Partnerships

- Were coordination mechanisms among the relevant partners successfully established?
- What were the opportunities, achievements and/or challenges of the partnerships?

b. Methodology

The project evaluation will be undertaken following the UN evaluation norms and guidelines including the UNDP Handbook on Planning, Monitoring and Evaluation for Development Results and in particular the UNDP project-level evaluation, and the UN Standards and Norms for Evaluations. The overall evaluation approach and the selected methodology should be suitable to the evaluation questions and the feasibility of data collection, given the constraints of time and resources. The evaluation should include an analysis of source of information including desk review as well as interviews with project partners and beneficiaries.

3. Evaluation Ethics

The evaluation should be conducted in accordance with the principles laid out in the UNDP Evaluation Policy (<http://www.undp.org/evaluation>, <http://www.undp.org/evaluation/handbook>) as well as in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'². Evaluators must address evaluation ethics and enact safeguards to protect the rights and confidentiality of information providers, provisions to store and maintain security of collected information and protocols to ensure anonymity and confidentiality. The evaluator will remain impartial and will not act as representative of any party throughout the evaluation process. The evaluation process will be managed by UNDP's Monitoring and Evaluation Team and the evaluation reports will undergo the standard evaluation review process.

² UNEG, "Ethical Guidelines for Evaluation", June 2008. Available at <http://www.uneval.org/search/index.jsp?q=ethical+guidelines>

4. Duties and Responsibilities

Planning and Implementation Arrangements

The evaluation should be planned and conducted in close consultation with UNDP Jamaica CO. The evaluation tools and methodology must be also be agreed with the CO. Although the evaluator should be free to discuss all matters relevant to this assignment with the authorities concerned, the evaluator is not authorized to make any commitment on behalf of UNDP. The evaluator reports directly to UNDP Jamaica CO. To the extent possible, the draft report will also be circulated to the relevant stakeholders for review. While considering the comments provided on the draft, the evaluators would use their independent judgment in preparing the final report. The final draft will be an independent and impartial evaluation of the project.

Indicative timeframe for the evaluation process

The evaluation is expected to start on 21 November 2016 and the expected duration is 30 working days within 2 calendar months. The final work plan will be confirmed by the UNDP M&E/Programme Team.

Evaluation Products (Expected Deliverables)

Expected deliverables:

1. Evaluation inception report – This report allows the programme unit and the evaluator to have a shared understanding about the evaluation. This report should detail the evaluators’ understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of proposed methods, proposed sources of data, and data collection procedures. The inception report should include a proposed schedule of tasks, activities and deliverables.
2. Draft evaluation report that include preliminary findings – the purpose of this report is to demonstrate progress on the assignment and adherence to the TOR and will identify any issues that may need further clarification before completion of the assignment.
3. Power point presentation with main evaluation findings and recommendations - The purpose of this session is to provide opportunity for initial validation and support further elaboration of the evaluators’ findings and recommendations. Consultant is responsible for organizing and presenting the findings to stakeholders.
4. Final evaluation report - within a week of receiving the consolidated comments from projects’ stakeholders, the Consultant will submit a final document and power point presentation that addresses relevant comments and provides comprehensive reporting on all elements of the assignment.

The Evaluation report should not be longer than 35 pages, excluding the annexes and the executive summary.

The report should be developed with respect to the following chapters:

- List of acronyms and abbreviations
- Table of Contents, including list of annexes
- Executive summary (maximum 4 pages)
- Introduction (including evaluation purpose, objectives and scope)

- Description of the Intervention
- Evaluation approach and methodology
- Evaluation findings (including limitations)
- Summary and explanation of findings and interpretations
- Conclusions
- Recommendations, lessons learned and best practices (Recommendations should be related to the specific actions that might be used to improve the efficiency, effectiveness, and impact and management arrangements of similar projects in the future).

In addition, the final report should contain the following annexes:

- Terms of reference for evaluation
- List of persons interviewed
- List of key reference documents
- Any other relevant material

Outputs and Deliverables

Deliverable	Percentage of Payment	Estimated Duration	Target due date
Deliverable 1: Inception report and work plan	20%	2 day	9 December 2016
Deliverable 2: Draft evaluation report	30%	15 days	27 January 2017
Deliverable 3: Validation session and powerpoint presentation of findings (based on draft report)	20%	2 day	15 February 2017
Deliverable 4: Final evaluation report and presentation	30%	11 days	1 March 2017
Total	100%	30 days	

5. Competencies

The consultant should be familiar with and use the results based monitoring approach of UNDP.

- Strong evaluation skills and use of evaluation methodology (in-depth interviews, focus groups, data analysis/synthesis)
- Excellent analytical skills
- Excellent communication and report writing skills
- Understanding of gender/gender mainstreaming

6. Required Skills and Experience

Academic Qualifications/Education

- University degree in Social Sciences or other related area
- Certificate in Research Methodology including Evaluation, Monitoring & Evaluation, or Results Based Management (RBM) would be an asset

Desirable Skills and Experience

- Solid knowledge of Monitoring & Evaluation (evaluation of at least 3 projects)
- Experience in research analysis
- Strong report-writing skills
- Good oral and written communication skills
- Familiarity of UN programming and evaluation principles.
- Experience with national/ project stakeholder engagement using participatory methodologies (including quantitative, qualitative methods)
- Knowledge of energy sector and/or renewable energy issues preferably through country experience in Jamaica and/or Caribbean an asset

Language skills

- Excellent working knowledge of English

Application procedure

Qualified and interested candidates are requested to apply no later than 21 November 2016.

Please submit the following to demonstrate your interest and qualifications by explaining why you are the most suitable for the work:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position.
- **Completed P11 form** (Personal History Form) for Service Contracts and Individual Contracts, including past experience in similar projects and contact details of referees. A resume/CV should also be included.
- **Technical Proposal** – should include (a) detailed proposed strategy/methodology, work plan timeline; risks/limitations; consideration of a gender approach for assignment; (b) detailed profile of the expertise of the consultant, especially as it relates to experience in the evaluation; (c) an evaluation matrix that describes what the most appropriate questions and feasible data collection methods are for each of the questions identified in your evaluation plan
- **Financial Proposal** - specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days and any other costs such as per diems, travel and incidental expenditures in project sites). It should include all potential expenditures to complete work. This financial proposal should include costs to deliver the work plan.

Incomplete applications will not be considered. Please make sure you have provided all requested documents.

UNDP applies a fair and transparent selection process that would take into account both the technical qualification of Individual Consultants as well as their financial proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores. UNDP retains the right to contact references directly. In cases where a large number of applications are received, we are able to inform only the successful candidates about the outcome or status of the selection process.

Evaluation of Applicants

Individual consultant will be evaluated based on a cumulative analysis taking into consideration the combination of the applicant's qualifications and financial proposal.

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/acceptable
- Having received the highest score out of a predetermined set of weighted technical and final criteria specific to the solicitation
- Only the highest ranked candidates who would be found qualified for the job for the job will be considered for the Financial Evaluation.

1. *Technical Criteria* - 70% of total evaluation – max points: 70
2. *Financial Criteria* - 30% of total evaluation – max points: 30

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

Annex I: Key Stakeholders

It is suggested that the Consultant conduct consultations with representatives of the following persons/institutions:

- Dr. Earle Wilson, University of Technology (Consultant who conducted the training)
- Mr. Derick Goulbourne – Heart/National Tool and Engineering Institute (Technical Assistant at training workshops)
- Ruben Marchand – International Consultant
- Mr. Terence Lyn - Heart/National Tool and Engineering Institute
- Jamaica Air-conditioning, Refrigeration and Ventilation Association
- Project Steering Committee (PSC) members (Planning Institute of Jamaica, UNDP, National Environment and Planning Agency, Ministry of Finance)
- Seal Sprayed Solutions – Vaughn Morris (project beneficiary)
- Jamaica Customs Agency
- Pharmaceutical and Regulatory Affairs Division/Ministry of Health
- Bureau of Standards Jamaica, Training of Trainers and Training of Technicians workshop participants

Annex 2. Preliminary List of key documents

- a) 'HCFC Phase-out Management Plan – First Stage implementation' project document
- b) Annual Work Plan (2012-2016)
- c) Quarterly Work Plan (January – March 2014)
- d) Quarterly Progress Reports (2012-2016)
- e) Annual Progress Report 2012
- f) Annual Progress Report 2013
- g) Annual Progress Report 2014
- h) Annual Progress Report 2015
- i) UNDP Jamaica Country Programme Action Plan 2012-2016
- j) Country Programme Document for Jamaica 2012-2016
- k) Importation of HCFC Refrigerants for the period January 2014 to December 31, 2014 by Noel Brown, 2015
- l) Importation of HCFC Refrigerants for the period January 2015 to December 31, 2015
- m) Final Report on Implementation of Scope of Work including Lessons Learnt and Recommendations with respect to 3-3 Days Train the Trainers Workshops by Earle Wilson, November 2014
- n) Project Board Meeting Minutes, 2012-2015

Approval

This TOR is approved by:

Signature: _____

Name and Designation: Elsie Laurence-Chounoune, Deputy Resident Representative

Date: _____