**Terms of Reference**

**Post title: National Consultant to conduct Terminal Evaluation**

**Agency/ Project: Low Emission Capacity Building (LECB) project/ LECB Enhanced support / Intended Nationally Determined Contributions project (INDC)**

**Country Assignment: Thimphu, Bhutan**

1. **BACKGROUND**

Bhutan is one of the 25 countries participating in the UNDP Low Emission Capacity Building (LECB) programme jointly sponsored by the European Commission (EC), the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU), and the Australian government (AusAID and the Department of Climate Change and Energy Efficiency) from 2012 until 2017. The outcomes of Bhutan’s LECB project are as mentioned below:

1) Develop/establish greenhouse gas inventory management systems;

2) Formulate Nationally Appropriate Mitigation Actions (NAMAs) in waste and transport

3) Develop low-emission development strategies (LEDS) in the context of national development in the transport and Industry and

4) Design measuring, reporting and verification (MRV) systems to support implementation and evaluation of NAMAs and LEDS

Under the same project an additional support was also received from 2015-2017 to assist the Ministry of Information and Communications to support policy and operational aspects of sustainable urban transport system for Thimphu and Phuentsholing. The project goal was to bring out both short and long term solutions to reduce GHGs emission in the transport sector by reforming the urban public transport system through implementation of attractive, cost efficient public urban transport solutions. The following are the key deliverables under the LECB enhanced support include:

1) Revision of the National Transport policy (2006),

2) Assessment to introduce intelligent transport system, for Thimphu and Phuentsholing which will lead to documentation of international best practices in the areas of ITS implementation, institutional requirements and financial costs for roll out of ITS,

3) Analyze and review existing Public transport system including management system in Thimphu and Phuentsholing and recommend measures to improve efficient public transport system by making it gender friendly and ensuring safety measures for women, children, elderly and the differently abled.

4) Carry out capacity development programs for central and local governments, private sector and other stakeholders for efficient engagement and collaboration between policy makers, government executing agencies and private sectors in design and implementation of transport systems

5) Develop Information, education and communication awareness programs to increase ridership in sustainable urban transport.

Under the umbrella of the Global LECB programme, Bhutan also received a total budget of USD 1,134,600 from 2015-2017. The fund was for preparation of the Intended Nationally Determined Contributions (NDC) towards the Paris Agreement. INDC was submitted in September 2015. The support was also utilized for elaboration of the priority action points in Bhutan’s Nationally Determined Contributions. Three strategies, and action plans have been developed for low emission development and sustainable production in the sectors of Human Settlement, Industry and Energy. Capacity building of key stakeholders including sensitization of Parliamentarians on Bhutan’s INDC and the Paris agreement have also been supported.

1. **OBJECTIVE OF THE ASSIGNMENT**

The LECB/ LECB enhanced support and INDC project is in its final year of implementation (2012-2017). The objective of the evaluation is to assess and take stock of all project results, achievements, gaps, challenges and draw on lessons that can improve the sustainability of the project for all three project components covering the LECB project under NEC implementation, the LECB enhanced support under MOIC and Bhutan Post Implementation and INDC project under NEC implementation for the purpose of the Terminal evaluation. All documentation for the one to one meetings or stakeholder consultation should be included in the annex as part of the TE report

1. **SCOPE OF WORK**

**Methodology**

The evaluation should be carried out in line with the UNDP evaluation criteria.

**The key duties and responsibilities include:**

The consultant should assess the project applying the UNDP evaluation criteria of relevance, effectiveness, efficiency, sustainably and impact of development efforts. The Final Project Terminal evaluation report should include the following elements and be submitted to UNDP Bhutan CO. Indicative page lengths for each section are provided.

1. Project Background and Rationale [5 pages]

a. Situation prior to LECB: relevant policies, institutional capacity for climate policymaking, what are the high GHG emitting sectors?

b. Why LECB was needed (e.g., briefly describe sectoral situation that led to NAMA design, and describe the pre-LECB condition of the GHG inventory, data management or MRV, and relevant institutional structures)?

c. LECB contributions to national policy goals, including discussion on your country INDC and areas of common interest with the LECB project.

d. Description of country ownership of LECB, including institutional arrangements.

e. Indicate if there were changes in scope from the Project Document, and why.

2. Summary of Project Outcomes and Outputs [5-10 pages]

a. Descriptions of outcomes and outputs, including those from LECB/ LECB-Enhanced Support and INDC

b. Description of outputs that were adjusted from the original scope based on changing needs.

3. Project Organization and Management Arrangements [3-5 pages]

a. Names, work titles, organizations, contact information of LECB project team.

b. Organizational structure of the project planning and implementation team. This will include: how the project team was engaged with the implementing partner, description of the Steering Committee (e.g., members, number of meetings per year), and project working groups (e.g., members, numbers of meetings per year, how they interacted with other sections of the project team).

c. Partnerships and collaboration: description, contact information of key partners and effectiveness.

d. Provide a general timeline for the project, tracking when the project began, major LECB milestones of key outputs, events, etc.

4. Results and Achievements [10 pages]

a. Results for each project outcome.

b. Success factors.

c. Project co-benefits or sustainable development benefits, including capacity development, institutional strengthening, job creation, health benefits, less contamination.

d. Were there unintended or unexpected benefits related to LECB activities?

e. Discussion of any gender impacts and how gender interests were addressed during project implementation.

f. Summary of key substantive products (e.g., project data, reports, training manuals, critical institutional authorizations), list of training events (including number of participants, description of institutions, and key objectives), and number of key stakeholders, and highlighted project communications.

g. Efforts to collaborate with the private sector, the nature of the collaboration, and results.

5. Communications and Outreach (3 -5pages)

a. Describe the communications strategy.

b. Describe the measures used to improve LECB project visibility.

c. Provide links, videos, photographs, interviews, publications, and quotes from key stakeholders related to LECB.

6. Sustainability of Results [3-5 pages]

a. Capacity built to conduct mitigation activities related to training, technical assistance, new systems, community outreach.

b. Efforts to ensure follow-up by national counterparts and mainstreaming efforts, including future support planned through national budget allocation and transitioning of responsibilities to national counterparts.

c. Plans to reproduce or scale-up.

d. Linkages created to National Communications, Biennial Update Reports, Intended Nationally Determined Contributions, etc.

7. Lessons and Recommendations [3-5 pages]

a. Barriers faced and solutions.

b. Key lessons learned, positive and negative.

c. Recommendations to improve future programming or similar projects, future support needs.

d. Risk management:

i. Discuss risks encountered, prevented, and addressed.

ii. Measures taken and recommendations.

e. Replicability of the project, indicating how easy it would it be to replicate the successes in another related initiative.

**IV: DURATION OF ASSIGNMENT AND EXPECTED PLACES OF TRAVEL**

The consultant will be hired for 30 days spread over 60 days from the week of 23rd October – 22nd of December 2017. He/she will be based in Thimphu with a travel to Phuntsholing to meet the representatives from the Association of Bhutanese Industries. He /She is expected to consult with project team in UNDP and the RGOB including key stakeholders from the various thematic working groups formed under the project.

**Expected Deliverables and Timeline**

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| --- | --- | --- | --- |
| Deliverable | Tasks | Timeline(indicative) | Responsibility |
| Inception Report | Desk review of documents | 23-27th October (5 days) | Submit to UNDP Bhutan CO and project team in RGOB |
| Submission of the first draft report | one to one meetings with project team (NEC, MOIC, Bhutan Post) and thematic working group members | 30th October - 10th November, 2017 (10 working days) | Submit to UNDP Bhutan CO and project team in RGOB |
| Presentation of first draft report | Presentation to UNDP, NEC and MOIC on initial findings of the first draft and seek feedback | 13th to 15th of November (3 days) | UNDP Bhutan CO to support the National consultant in organizing the meeting inviting key representatives from the government (Venue :UNDP office) |
| Presentation and submission of the final draft | Prepare report incorporating feedback from all parties | 20-24th November, 2017 (5 days) | Submit to UNDP Bhutan CO and project team and RGOB |
| Submission of final report | Final draft presentation and incorporate pending comments | 27th November to 1st of December (7 days) | Submit to UNDP Bhutan CO and project team in RGOB |

1. **MONITORING AND PROCRESS CONTROLS**

The national consultant will work from the UNDP office under the guidance of the Portfolio Manager of the Environment and livelihoods unit and the Climate Change Specialist. The consultant will also work closely with the Project Manager of the LECB/INDC/LECB enhanced project in the office of the National Environment Commission and the Ministry of Information and Communications. The work and progress of the consultant will be closely monitored by UNDP Bhutan CO based on the timeline and milestones indicated in the TOR.

1. **DEGREE OF EXPERTISE AND QUALIFICATIONS**

* Masters of higher degree in environment or Climate change, social science or related field of studies relevant to the assignment
* Minimum 3-5 years of demonstrated experience in carrying out evaluations/ impact evaluation
* Sound knowledge and understanding of Climate change mitigation, strategies and policy interventions etc
* Previous experience with results‐based monitoring and evaluation methodologies
* Strong communication, facilitation and writing skills in English language

1. **RECOMMENDED PRESENTATION OF OFFER**

Please submit the following documents with your Presentation of Offer:

1. Duly accomplished **Letter of Confirmation of Interest and Availability**;
2. **Personal CV or P11**, which can be downloaded from UNDP at <http://www.bt.undp.org/content/bhutan/en/home/operations/jobs/> 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;
3. **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
4. **Financial proposal -** please include a financial proposal and indicate the chosen fee structure:
   1. Lump sum – including a breakdown of the lump sum i.e. daily fee, per diem, travel costs, etc. Travel outside of Thimphu is not expected as the project is mainly focused in Thimpu

Applications should be submitted by email to [procurement.bt@undp.org](mailto:procurement.bt@undp.org) along with CV and P11 Form.

1. **PAYMENT TERMS AND CONDITION**

* 15% upon submission and acceptance of the inception note detailing the work plan of the assignment
* 35% following submission of the first draft report
* 50% upon submission of the final evaluation report and acceptance of the report by UNDP Bhutan CO

1. **CRITERIA FOR SELECTION OF OFFER**

**The consultant who fulfills the requirements will be assessed based on a combined scoring of:**

* Technical evaluation 70%.
* Financial evaluation 30%.

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| --- | --- | --- |
| **Criteria** | **Weight** | **Maximum Score** |
| **Technical Score**  **The technical assessment will be based on the following criteria:** | 70 |  |
| * + - 1. Academic background |  | 15 |
| * + - 1. Relevant work experience of the consultant |  | 20 |
| * + - 1. Prior experience of working in Bhutan or similar countries or region |  | 15 |
| 4.   Quality of technical proposal |  | 20 |
| Sub-total (Technical) |  | 100 |
| **Technical Score – A** |  | **70** |
| **\*Financial Score – B** |  | **30** |
| **Total (A+B)- Combined Score** |  | **100** |