**Terms of Reference for the Terminal Evaluation of the Solar Energy Project for Awareness Raising in the Potentials of Solar as Alternative Source of Energy in Nigeria**

TITLE  International Consultancy Services – Terminal Evaluation

SECTOR Energy Sector

LOCATION Nigeria

DUTY STATION Abuja

ASSIGNMENT International Terminal Evaluator

DURATION 20 working days over 1.5 months  (1 mission - overall duration of 7 working days in Nigeria)

STARTING DATE Mar 2018

**1.0 BACKGROUND**

Rural energy is recognized as an important element of rural socio -economic development through the services it makes possible. For the micro business which makes up almost 80 per cent of business in the country especially in the rural areas, energy is as important as the air in which they breathe. The absence of reliable energy supply has reduced productivity in these rural settlements and thereby contributed to the urban migration syndrome which in a sense is depriving the rural areas of its workforce. Most rural settlements are off-grid, and do not have access to energy for their daily basic needs. This means that rural communities have a higher carbon footprint than they need to and are often higher, per person than their urban compatriots mainly because they are forced into choosing high-polluting energy sources, such as coal, heating oil or wood for their daily needs. Having access to a variety of alternative energy sources, inexpensive and supported by government will go a long way in helping these communities bring themselves out of energy poverty to be able to maximize their potential. The objective of this project – Solar Energy Programme – to demonstrate the sustainability and commercial viability of solar energy solutions via a suitable business model, for rural electrification, especially for off-grid communities which are completely unserved, thereby being the worst hit and most vulnerable communities in Nigeria vis-a-vis the impact of electricity on socio-economic development. Successful deployment of the projects is also aimed at attracting the necessary funding to facilitate replication and upscaling of these projects to serve the energy needs of MSMEs in Nigeria

As stipulated in the project document (www.ng.undp/energy), the programme must be subjected to Terminal Evaluations by an external evaluator at the end of the programme. The objective of this call is to recruit an International consultant to undertake an independent Terminal Evaluation of the programme.

**2.0 EVALUATION OBJECTIVES**

The Terminal Evaluation (TE) is initiated by the UNDP Country Office in Nigeria in order to assess the success and impact of the programme.

The main objectives of the TE are to:

* Determine on the deliverable of outcomes since the programme ended;
* focus on the effectiveness, efficiency and timeliness of project implementation;
* highlight issues requiring decisions and actions;
* present lessons learnt and best practices about project design, implementation and management, and state how they can be applied to future and other on-going projects;
* examine the performance of the project since the beginning of its implementation as measured against planned outputs set forth in the Project Document in accordance with rational budget allocation and the assessment of features related to the process involved in  achieving those outputs, as well as the initial and potential impacts of the project;
* address underlying causes and issues contributing to targets not adequately achieved;
* identify weaknesses and strengths of the project design;
* recommend any necessary changes in the overall design and orientation of the project by evaluating the adequacy, efficiency, and effectiveness of its implementation, as well as assessing the project outputs and outcomes to date;
* assess if there is evidence that sustainability of benefits is being built into the project (institutional and financial capacity);
* provide detailed recommendations on the work plan for the remaining project period and  to assess early signs of the project success or failure, and prompt any necessary adjustments.
* Findings of the TE will be incorporated as recommendations for enhanced implementation during the remainder of the project’s term.

Within this context the project would like to recruit an international consultant to undertake the evaluation.

**3.0 SCOPE OF THE TERMINAL EVALUATION**

The evaluation will focus on a range of aspects as elaborated at Annex 1. In addition to a descriptive assessment, all criteria marked with (R) should be rated with the 6 point GEF/UNDP rating scales shown at Annex 3, by using the following divisions: Highly Satisfactory (HS), Satisfactory (S), Moderately Satisfactory (MS), Moderately Unsatisfactory (MU), Unsatisfactory (U), Highly Unsatisfactory (HU). All ratings given should be properly substantiated:

1. **Project Formulation**
* Conceptualization/Design (R):
1. Assess the efficiency of project planning.
2. Assess whether the approach used in design and selection of project interventions  addressed the root causes and principal threats in the project area.
3. Assess the logical framework and determine whether the different project components and activities proposed to achieve the objectives were appropriate, viable and  responded to contextual, institutional, legal and regulatory settings of the project.
4. Assess the adequacy of indicators for guiding implementation and measurement of  achievement.
5. Assess to what extent lessons and experiences from other relevant projects were  incorporated into the design.
* Stakeholder participation (R):
1. Assess the adequacy of involvement of the relevant stakeholders through information- sharing, consultation, and their participation in the project’s design.
2. Assess whether the project adequately consulted and made use of the skills, experience and knowledge of the appropriate government entities, NGOs, community groups, private sector, local governments and academic institutions in the design of project activities.
3. **Project Implementation**
* Implementation Approach (R):
1. Assess the use of the project’s logical framework as a management tool during implementation and any changes made to it.
2. Assess other elements that reflect adaptive management (e.g., comprehensive and realistic work plans routinely developed) and any changes in management arrangements to enhance implementation.
3. Assess use/establishment of electronic information technologies to support implementation, participation and monitoring, as well as other project activities.
4. Assess the general institutional arrangements and operational relationships between institutions involved and others, and how these relationships have contributed to effective implementation and achievement of project objectives.
5. Assess the technical capacities associated with the project and their role in project development, management and achievements.
6. Assess stakeholder participation during the implementation of the project.
* Monitoring and Evaluation (R):
1. Assess to what extent there has been supervision of activities during project implementation.
2. Assess progress against predetermined indicators as per the logical framework.
3. Assess the extent to which inputs, work schedules, other required actions and outputs  are proceeding according to plans.
4. Examine if the monitoring framework is in place and is being adequately implemented  and hence generating critical information needed to manage the project.
* Stakeholder participation (R):
1. Assess to what extent local stakeholders participated in project management and decision- making. Include an analysis of the strengths and weaknesses of the approach adopted by the project and suggestions for improvement, if necessary.
2. Assess whether the project consulted and made use of the skills, experience and knowledge of the appropriate government entities, NGOs, community groups, private sector, local governments and academic institutions in the implementation and evaluation of project activities.
3. Assess the adequacy of the dissemination of project information to partners and stakeholders and if necessary suggest more appropriate mechanisms.
4. Provide an over-all assessment of project implementation as per the 6-point UNDP/GEF rating scale for project implementation (see Annex 3).
5. **Results**
* Attainment of Outcomes/Achievement of Objectives (R):
1. Assess whether the project has made the expected progress towards achievement of intended outputs and outcomes/measurement of change.
2. Assess th4.0 e level of achievement of project outcomes and objectives based on the following three criteria:
* Relevance: Are the project’s outcomes consistent with the focal areas/operational program strategies and country priorities?
* Effectiveness: Are the actual project outcomes commensurate with the original or modified project objectives? In case the original or modified expected results are merely outputs/inputs then the evaluators should assess if there are any real outcomes of the project and if yes then whether these are commensurate with the realistic expectations from such a project. Will the achievement of outputs and outcomes lead to the attainment long-term objective/impacts of the project?
* Efficiency: Is the project cost effective? Is the project the least cost appropriate option? Is the project implementation delayed and if it is, then does that affect cost- effectiveness? Has the level of co-finance influenced the project’s result? Wherever possible, the evaluator should also compare the cost-time vs. outcomes relationship of the project with that of other similar projects. Evaluator should also consider that list cost option may not necessarily be the most appropriate (cost versus results) c. Assess the whole project for relevance, effectiveness, efficiency and sustainability. This includes assessing to which extent organizational structure, managerial support and coordination mechanism used by UNDP supports the project/programme

**4.0 ANALYSIS OF USE OF COMPARATIVE ADVANTAGE (R)**

For the UNDP Country office specifically, it is important to highlight the overall contribution of the project to the Energy focal area where the UNDP in Nigeria is said to have a comparative advantage by virtue of its on-the-ground presence and good relations with stakeholders.

**5.0 DELIVERABLES**

The Consultant will produce the following deliverables to UNDP/GEF, UNDP Country Office in Nigeria and the Project Management Unit based at the BOI:

1. Draft Evaluation Report
2. Final Detailed Evaluation report with incorporated comments on the draft report in  accordance with the structure of the sample report outline provided at Annex 2; The Report will also contain annexes prepared by the consultant including TOR, itinerary, List of persons interviewed, summary of field visits, list of documents reviewed, questionnaires and summary of results, co-financing and leveraged resources, etc..
3. A presentation of the findings to key stakeholders at the end of the Mission;
4. An executive summary including findings and recommendations, and an overall rating of  the project based on GEF Rating Scales provided in Annex 3;

The report together with the annexes shall be written in English and shall be presented electronically in MS Word format. The consultant must bring his/her own computing equipment;

The selected consultant will have to complete the sample statement of ethics provided at Annex 2, and to submit same as an annex to the evaluation report.

The views of key stakeholders will be sought on the draft evaluation report and any contradictory views shall be included as an annex to the final report.

**6.0 RESOURCES AND LOGISTICAL SUPPORT**

In order to obtain the necessary information, the evaluators are expected to consult the stakeholders as well as appropriate documents to be provided by the latter. The main stakeholders concerned by the project are as follows:

* UNDP Country Office
* BOI in Lagos
* Members of the Programme Steering Committee
* Energy Commission of Nigeria
* Value chain actors in the 3 project sites
* Ministry of Environment

**6.1 Reporting lines:** The consultant will report to the Head of the Sustainable Development Cluster at UNDP. UNDP and the Project Management Unit team at the BOI will jointly review the assignment’s deliverables.

**6.2 Duty Station:** The consultant will work from their home country and will only be required in Abuja during the 7 days mission over the assignment period.

**6.3 Administration Arrangements:** The Consultant will be provided with office space at the UNDP and BOI. The consultant is expected to bring his/her own laptop, photography equipment etc.

**6.4 Travel Arrangements:**During the evaluation, the consultant will be expected to meet with the stakeholders as well as the Project Steering Committee. The project management unit will arrange and provide transport (vehicle and air fares) to visit the 3 project sites during the 7 days mission period.

**6.6 Duration:**The contract will be spread over a period of 45 days but the consultant is expected to carry out the assignment in 20 days worked and certified, out of which 7 days which will be a mission to Nigeria.

**6.7 Payment:**The consultant will be paid upon satisfactory delivery. The draft final report should be submitted to UNDP Nigeria and Project Management Unit, for necessary comments from stakeholders. The consultant will finalize the report within one week upon receiving comments and feedback from the stakeholders.

**7.0 TIME FRAME**

The evaluation will take place in Mar-April 2018 and it requires a 7-day country mission in Nigeria as well as a desk review (prior to the country mission) and drafting and finalization of the report (following the country mission).

**8.0 COMPETENCIES**

* Excellent communication (spoken and written) skills
* Excellent writing, analytical and research skills
* Showing strong attention to details
* Excellent interpersonal skills
* Ability to work in a multicultural and international environment
* Ability to work under pressure and to meet tight deadlines

**9.0 QUALIFICATIONS & EXPERIENCE**

* At least a first degree in science or engineering with a minimum of six years relevant experience in energy efficiency or related field. Must have undertaken at least 3 Mid-Term and/or Final Evaluations, including one in the field of Solar Energy, preferably for a similar UNDP or GEF project;
* Demonstrated ability to assess complex situations, succinctly distils critical issues, and draw forward-looking conclusions and recommendations. Highly knowledgeable of GEF and UNDP-GEF monitoring and evaluation policies procedures an advantage;
* Familiarity with Nigeria or any Developing Countries; Excellent in human relations, coordination, planning and team work. Have exemplary written and oral communication skills in English, be fully IT literate

**10.0 LANGUAGE**

The language of the assignment shall be English. All deliverables shall be in English language. Therefore, excellent English communication skills (oral, written, and presentation) are essential.

**11.0 MODE OF APPLICATION**

As indicated in the Procurement Notice.