

## TERMS OF REFERENCE

Advertised  
TOR

Job Title:	International Consultant- Terminal Evaluation
Reports to:	Policy and Design Specialist, UNDP Sri Lanka
Duty Station:	Home based, 15 days in Sri Lanka (including 12 days mission)
Type of Contract:	Individual Contract (International)
Language required:	English
Duration of Assignment:	25 working days from 10th September 2018 – 06th November 2018
Contract Start Date:	10 <sup>th</sup> September 2018
Application Deadline:	24 <sup>th</sup> August 2018

### A. BACKGROUND

The Sustainable Biomass Production and Modern Bio-Energy Technologies project was designed to reduce greenhouse gas emissions from the use of fossil fuel for thermal energy generation in the industrial sector of Sri Lanka. The objective is “the removal of barriers to the realization of sustainable biomass plantation, increase of market share of biomass energy generation mix and adoption of biomass-based energy technologies in Sri Lanka.”

The project’s objective is to be achieved through delivery of the following components:

Component 1. Policy-institutional support for effective fuel-switching using fuel wood.

Outcome 1: Approved and implemented policy instruments that promote and support the use of sustainably produced fuel wood in industrial thermal applications

Component 2: Barrier removal for sustainable fuel wood production

Outcome 2: Enhanced knowledge of and improved support network for sustainable fuel wood production; Increased sustainable fuel wood production

Component 3: Enabling environment for fuel wood suppliers.

This component is primarily aimed at building the enabling environment for commercial investment for fuel wood suppliers and biomass energy technology companies, in order to build a larger local market for sustainably grown fuel wood. The need for sustainable and viable fuelwood suppliers (exchanges) has initiated a plan by the Ministry to establish fuelwood depots with the participation of non-governmental or private sector entities, supported by technology providers and banks. The expected outcome from this component is increased number of investment projects from commercial banks, and increased the confidence in the industrial sector on the longer-term sustainability of supply

Outcome 3: Improved confidence among industrial and banking sector on the feasibility, stability and economic benefits of sustainable fuel wood supply chains.

Component 4: Wood-based energy technology development

Outcome 4: Enhanced knowledge of, access to, and maintenance skills of biomass energy technologies as well as increased number of wood-based gasification projects

## **B. SCOPE AND OBJECTIVES**

The Terminal Evaluation 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.

## **C. RESPONSIBILITIES**

The evaluator is expected to frame the evaluation effort using the criteria of **relevance, effectiveness, efficiency, sustainability, and impact**, as defined and explained in the UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects.

The evaluation must provide evidence-based information that is credible, reliable and useful. The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, in particular the GEF operational focal point, UNDP Country Office, project team, UNDP GEF Technical Adviser based in the region and key stakeholders.

For more details on the responsibilities and the project sites in which the field mission is expected to be conducted, please refer the below link;

<https://drive.google.com/file/d/1dpIZTLbBEdz12jEN1vdRqLcoOqTfsWzD/view?usp=sharing>

## **Expected Output/Deliverables**

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 which will be included in the terminal evaluation report.

The principal responsibility for managing this evaluation resides with the UNDP CO in Sri Lanka. Integrated Knowledge Team of the UNDP CO will contract the evaluator 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 evaluation team is expected to deliver the following:

- **Inception Report**- provide clarifications on timing and method. Report need to be submitted to UNDP CO, FAO by 17<sup>th</sup> September 2018
- **Presentation on initial findings** to project management, UNDP CO, FAO by 02<sup>nd</sup> October 2018
- **Draft Final Report**- Full report (per annexed template) with annexes submitted to CO, reviewed by RTA, PCU, FAO HQ, GEF OFPs by 23<sup>rd</sup> October 2018

- **Final Report** (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. The final report need to be submitted to CO for uploading to UNDP ERC/FAO PIMS by 06<sup>th</sup> November 2018

#### **D. TIMEFRAME**

The envisaged time frame of the consultancy is 25 working days from 10th September 2018 to 06th November 2018 according to the following plan;

- **Preparation:** 3 days, completion date: 17th September 2018
- **Evaluation Mission-** 12 days, completion date: 02<sup>nd</sup> October 2018
- **Draft Evaluation Report-** 6 days, completion date: 23<sup>rd</sup> October 2018
- **Final Report-** 4 days, completion date: 06<sup>th</sup> November 2018

#### **E. CONSULTANT PROFILE**

The prospective consultant should have the following competencies and qualifications;

##### **I. COMPETENCIES**

###### **a Technical competencies**

- 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.

###### **b. Partnerships**

- The evaluation team will be composed of one international and one national evaluator. Both national and international evaluators should work in conjunction and have regular coordination during the whole evaluation process.
- Be client-oriented and open to feedback.

###### **c. Results**

- Knowledge of UNDP and GEF
- Strong interpersonal skills and ability to work with people from different backgrounds to deliver quality products within a short timeframe
- Be flexible and responsive to changes and demands;

## 2. QUALIFICATIONS

- Minimum 10 years of relevant professional experience preferably in evaluation. Excellent understanding of the local context, and in particular the climate change mitigation in the South Asian context
- Evaluation experiences on climate change mitigation projects in the South Asian region
- Have excellent technical knowledge in biomass thermal generator technology, sustainable production of biomass, processing of biomass for use as fuel, supply chains of biomass energy and policies to promote biomass energy
- Proven experience with quantitative and qualitative data collection and analysis; evaluation methodologies, tools and sampling
- Experiences in using results-based management principles, theory of change /logical framework analysis for programming;
- Proven ability to produce analytical reports and high quality academic publications in English
- Proven ability to bring gender dimensions into the evaluation, including data collection, analysis and writing

## **F. HOW TO APPLY**

To apply please access UNDP Jobs site <http://jobs.undp.org>.

### **Recommended Presentation of Offer;**

- Completed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- **Personal CV or a P11 Personal History form**, 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 approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)

## **G. FINANCIAL PROPOSAL**

**Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (based on the number of working days mentioned in Section D of this ToR). If an applicant 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 applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. See **Letter of Confirmation of Interest template for financial proposal template**.

**Note:**

Payments will be based on invoices on achievement of agreed milestones i.e. upon delivery of the services specified in the TOR and certification of acceptance by the UNDP. The applicant must factor in all possible costs in his/her "All Inclusive Lump Sum Fee/Daily Fee" financial proposal including his/her consultancy and professional fee, honorarium, communication cost such as telephone/internet usage, printing cost, return travel from home to office, ad-hoc costs, stationery costs, and any other foreseeable costs in this exercise. No costs other than what has been indicated in the financial proposal will be paid or reimbursed to the consultant. The UNDP will only pay for any unplanned travel outside of this TOR and Duty Station on actual basis and on submission of original bills/invoices and on prior agreement with UNDP officials. Daily per diems and costs for accommodation/meals/incidental expenses for such travel shall not exceed established local UNDP DSA rates.

For an Individual Contractor who is of 62 years of age or older, and on an assignment requiring travel, be it for arriving at the duty station or as an integral duty required under the TOR, a full medical examination and statement of fitness to work must be provided. Such medical examination costs must be factored in to the financial proposal above. Medical examination is not a requirement for individuals on RLA contracts.

#### **H. PAYMENT FOR SERVICES**

Payments will be based on milestones certified by the Project Management Unit.

Payment Milestones will be as follows: .

- 10% upon submission of the terminal evaluation inception report
- 40% following submission and approval of the 1st draft terminal evaluation report
- 50% following submission and approval (UNDP-CO, FAO OED and UNDP RTA) of the final terminal evaluation report

**Note:**

- Please group all your documents into one (1) single PDF document as the system only allows uploading maximum one document.
- Qualified women and members of minorities are encouraged to apply.
- Incomplete applications will not be considered. Please make sure you have provided all requested materials.

Incomplete applications will be excluded from further consideration.

To view the full Terms of Reference, please follow the link;

<https://drive.google.com/file/d/1dp1ZTLbBEz12jEN1vdRqLcoOqTfsWzD/view?usp=sharing>

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