**Terms of Reference**

**Consultancy to support the Terminal Evaluation of the *Addressing barriers to the adoption of improved charcoal production technologies and sustainable land management practices through an integrated approach in Uganda***

**Programme /Project Title:** Addressing barriers to the adoption of improved charcoal production technologies and sustainable land management practices through an integrated approach in Uganda

**Scope of Advertisement:** International

**Type of Contract:** Individual Consultant

**Post Type:** National Consultant

**Duty Station:** Kampala

**Expected Areas of Travel:** Kiboga, Kiryandongo, Mubende and Nakaseke

**Languages:** English

**Duration of Contract:** 32 working days spread over a period of two calendar months

**Start Date:** 20 May 2019

1. **Introduction**

In accordance with UNDP and GEF M&E policies and procedures, all full-size UNDP supported GEF financed projects are required to undergo a terminal evaluation upon completion of implementation. These terms of reference (TOR) sets out the expectations for a Terminal Evaluation (TE) of the *Addressing Barriers to Adoption of Improved Charcoal Production Technologies and Sustainable Land Practices through an Integrated Approach* (PIMS *#4493*).

1. **Background**

Biomass is the main source of energy in Uganda, contributing about 94% of all energy consumed. Of the total biomass consumed, wood fuel accounts for about 80%, charcoal 10% and crop residues 4%. Firewood and crop residues are majorly consumed in rural areas while charcoal is consumed in urban areas. Limited storage space in urban areas, high standards of living, higher calorific value of charcoal than for wood and easier handling by vendors makes charcoal the favoured fuel over firewood in urban areas.

Recent estimates indicate that the demand for charcoal has been increasing steadily at an estimated 6% per annum. This demand is attributed to a high rate of urbanization coupled with a rapidly increasing population, as well as high cost of using electricity especially for cooking and heating purposes. Notwithstanding its popularity, the charcoal sub-sector remains plagued by inefficient production practices, lack of sustainable supplies of woody biomass and inadequate, often conflicting, policy statements.

To address the barriers that impede sustainable charcoal production, the Ministry of Energy and Mineral Development (MEMD) on behalf of Government of Uganda is, with support from UNDP Green Environment Facility (UNDP-GEF) implementing a project: Addressing Barriers to Adoption of Improved Charcoal Production Technologies and Sustainable Land Practices through an Integrated Approach (Green Charcoal Project).

The objective of the project is to secure multiple environmental benefits by addressing the twin challenges of unsustainable utilization of fuel wood (including charcoal) and poor land management practices common in Uganda’s woodlands through technology transfer, enhancement of the national policy framework and promotion of Sustainable Land Management (SLM) and Sustainable Forest Management (SFM) practices.

The project implemented since May 2014 involves piloting low carbon emission sustainable charcoal technologies and broader sustainable land and forest management practices in four districts: Mubende, Kiboga, Nakaseke and Kiryandongo.

1. **Objective and Scope**

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:

1. assess the achievement of project results, and
2. draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming
3. **Evaluation Approach and Method**

An overall approach and method for conducting project terminal evaluations of UNDP supported GEF financed projects has developed over time. 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.

A set of questions covering each of these criteria have been drafted and are included with this TOR (fill in Annex C) The national evaluator will support the international evaluator in amending and completing this matrix as part of an evaluation inception report, and shall include it as an annex to the final report.

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. The national evaluator is expected to, along with the international evaluator, conduct a field mission to the following project sites (Mubende, Kiboga, Nakaseke and Kiryandongo). Interviews will be held with the following organizations and individuals at a minimum:

1. Leadership of the Ministry of Energy and Mineral Development
2. Officials of the Renewable Energy Department in Ministry of Energy and Mineral Development
3. Select officials from the Ministry of Water and Environment
4. Select officials of the Ministry of Agriculture, Animal Industry and Fisheries
5. Select officials of the National Forestry Authority
6. Select officials of the Nyabyeya Forestry College
7. Leadership of Kiboga District Local Government
8. Kiboga District Natural Resources department
9. Leadership of Kiryandogo District Local Government
10. Kiryandogo District Natural Resources department
11. Leadership of Mubende District Local Government
12. Mubende District Natural Resources department
13. Leadership of Nakaseke District Local Government
14. Nakaseke District Natural Resources department
15. Officials of UNDP RSCA and UNDP Uganda

The national evaluator will support the review all relevant sources of information, such as the project document, project reports – including Annual APR/PIR, project budget revisions, midterm review, progress reports, GEF focal area tracking tools, project files, national strategic and legal documents, and any other materials that the evaluator considers useful for this evidence-based assessment. A list of documents that the project team will provide to the evaluator for review is included in Annex B of this Terms of Reference.

1. **Evaluation Criteria and Ratings**

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework (see  [Annex A](#_TOR_Annex_A:)), 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 obligatory rating scales are included in  [Annex D](#_TOR_Annex_D:).

1. **Project Finance/ Cofinance**

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, which will be included in the terminal evaluation report.

1. **Mainstreaming**

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 was successfully mainstreamed with other UNDP priorities, including poverty alleviation, improved governance, the prevention and recovery from natural disasters, and gender.

1. **Impact**

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.

1. **Conclusions****, recommendations & lessons**

The evaluation report must include a chapter providing a set of **conclusions**, **recommendations** and **lessons**.

1. **Implementation arrangements**

The principal responsibility for managing this evaluation resides with the UNDP CO in Uganda*.* 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.

1. **Evaluation timeframe**

The total duration of the evaluation will be 30 days (spread over two calendar months) according to the following plan:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Duration** | **Completion Date** |
| **Preparation** | 04 days | 24 May 2019 |
| **Evaluation Mission** | 15 days | 14 June 2019 |
| **Draft Evaluation Report** | 10 days | 28 June 2019 |
| **Final Report** | 03 days | 19 July 2019 |

1. **Evaluation deliverables**

The evaluation team is expected to deliver the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Content**  | **Timing** | **Responsibilities** |
| **Inception Report** | Evaluator provides clarifications on timing and method  | No later than 1 weeks before the evaluation mission.  | Evaluator submits to UNDP CO  |
| **Presentation** | Initial Findings  | End of evaluation mission | To project management, 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.

1. **Team Composition**

The evaluation team will be composed of 1 international evaluator and 1 national evaluator*.* The consultants shall have prior experience in evaluating similar projects. Experience with GEF financed projects is an advantage.

The international evaluator will be designated as the team leader and will be responsible for finalizing the report. 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.

**Requirements for Experience and Qualifications**:

Academic Qualifications:

* Advanced University Degree (Masters or equivalent) in an environmental-related field such as environmental science or Natural resources Management or other closely related fields.

Experience:

* Minimum 7 years of relevant professional experience in relevant technical areas;
* Minimum of 4 years proven track record of application of results-based approaches to evaluation of projects focusing on renewable energy and biomass energy. Demonstrated knowledge of and recent experience in applying UNDP and GEF M&E policies and procedures is an added advantage;
* Highly knowledgeable of participatory monitoring and evaluation processes;
* Competence in adaptive management, as applied to climate change adaptation;
* Demonstrated understanding of issues related to gender and climate change response;
* Excellent English writing and communication skills

Competences:

* Excellent analytical skills;
* Demonstrates integrity and ethical standards;
* Ability to act professionally and flexibility to engage with Government Officials, Development Partner Representatives and the Private Sector
1. **Selection Criteria**

Qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Only those applications which are responsive and compliant will be evaluated. The Consultant will be evaluated based on qualifications and the years of experience, as outlined in the qualifications/requirements section of the Terms of Reference. In addition, the consultant will also be evaluated on the following methodology:

Technical Criteria weight: 70%

Financial criteria weight: 30%

The award of the contract shall be made to the 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 Terms of Reference.

1. **Evaluator Ethics**

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct (Annex E) upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the [UNEG 'Ethical Guidelines for Evaluations'](http://www.unevaluation.org/ethicalguidelines)

1. **Payment modalities and specifications**

|  |  |
| --- | --- |
| % | Milestone |
| *25%* | Upon submission and approval of inception report and work plan |
| *35%* | Following submission and approval of the 1st draft terminal evaluation report |
| *40%* | Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report  |

1. **Application process**

Applicants are requested to apply online at http://jobs.undp.org by Tuesday 07 May 2019. Individual consultants are invited to submit applications together with their CV for these positions. The application should contain a current and complete C.V. in English with indication of the e‐mail and phone contact. Shortlisted candidates will be requested to submit a price offer indicating the total cost of the assignment (including daily fee, per diem and travel costs).

UNDP applies a fair and transparent selection process that will take into account the competencies/skills of the applicants as well as their financial proposals. Qualified women and members of social minorities are encouraged to apply.

Interested individual consultants are requested to apply online at http://jobs.undp.org by Tuesday 07 May 2019 must submit the following documents/information to demonstrate their qualifications:

1. Letter of Confirmation of Interest and Availability using the template 3 provided by UNDP;
2. Curriculum Vitae (CV) 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 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 3 pages);
4. Financial Proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template.

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.

Applicants are requested to group the requested documents into one (1) single PDF document as the application only allows to upload maximum one document: All application materials should be submitted to UNDP by Tuesday 07 May 2019. Incomplete applications will be excluded from further consideration.