

## TERMS OF REFERENCE

Job Title:	National Consultant- Terminal Evaluation
Reports to:	Policy and Design Specialist, UNDP Sri Lanka
Duty Station:	Home based, including regular travel to the field
Type of Contract:	Individual Contract (National)
Language required:	English
Duration of Assignment:	25 full time work days from 07 <sup>th</sup> October 2019 – 06 <sup>th</sup> December 2019
Contract Start Date:	07 <sup>th</sup> October 2019
Application Deadline:	19 <sup>th</sup> August 2019

### A. BACKGROUND

These are the Terms of Reference for the UNDP-GEF Terminal Evaluation (TE) of the medium-sized project titled Appropriate Mitigations Actions in the Energy Generation and End-User Sectors in Sri Lanka (PIMS#5232) implemented through the Ministry of Power and Renewable Energy, which is to be undertaken in September 2019. The project started on the 10<sup>th</sup> June 2015 and is now in its fourth year of implementation. The TE process must follow the guidance outlined in the document Guidance For Conducting Terminal Evaluation Reviews of UNDP-Supported, GEF-Financed Projects.

The project has been designed to support appropriate climate change mitigation actions in the energy generation and end-use sectors as part of the initiatives to achieve the voluntary GHG mitigation targets of Sri Lanka. This will be achieved by:

- Develop a robust provincial inventory system that could be updated periodically and aggregated at the national level using web-based EnerGIS database management system
- Develop a decision making tools such as MACC tools for analyzing and prioritizing a pipeline of bankable NAMAs that could be implemented
- Leverage public, private and CSOs resources through the NAMA Implementing Entity for the implementation of bankable RE and EE NAMAs based on viable and cost effective business models to incentivize value chain actors to reduce supply risks and create demand and
- Develop a robust and transparent MRV system that are accurate, reliable and credible and avoid double accounting.

The project is funded by the Global Environmental Facility (GEF) and operational from June 2015 June to December 2019. The project is being implemented by the Sri Lanka Sustainable Energy Authority (SLSEA) under the purview of the Ministry of Power Energy & Business Development of Sri Lanka and Sri Lanka Climate Change Secretariat under the Ministry of Mahaweli Development & Environment.

## **B. SCOPE AND OBJECTIVES**

This 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.

The terminal evaluation team will consist of two independent consultants. The team leader, an international expert (with experience and exposure to projects and evaluations in other regions globally) and one local expert (national consultant) who will assist the team leader in delivering the outlined TOR's deliverables.

## **C. RESPONSIBILITIES**

The evaluator (national consultant) 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. The national consultant should closely work with the international consultant delivering the expected output below.

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/open?id=1PG5OqOKIKGEYeBza3qyKVdNVlZpSG4rD>

## **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 Management 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 by 15<sup>th</sup> October 2019.
- **Presentation on initial findings** to project management, UNDP CO by 15<sup>th</sup> November 2019
- **Draft Final Report-** Full report (per annexed template) with annexes submitted to CO, reviewed by RTA, PCU, GEF OFPs by 20<sup>th</sup> November 2019.
- **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 by 06<sup>th</sup> December 2019.

The national consultant should assist the team leader who will be an international expert, in timely completion of above deliverables.

#### **D. TIMEFRAME**

The envisaged time frame of the consultancy is 25 working days from 10<sup>th</sup> October 2019 to 06<sup>th</sup> December 2019 according to the following plan;

- **Preparation:** 4 days, completion date: 15<sup>th</sup> October 2019
- **Evaluation Mission-** 9 days, completion date: 15<sup>th</sup> November 2019
- **Draft Evaluation Report-** 8 days, completion date: 20<sup>th</sup> November 2019
- **Final Report-** 4 days, completion date: 06<sup>th</sup> December 2019

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

The prospective consultant should have the following competencies and qualifications;

##### **1. COMPETENCIES**

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

- The consultant shall have an understanding about climate change mitigation, renewable energy and energy efficiency, adaptive management, as applied to Climate Change Mitigation. Experience in Energy, Energy Technology and /or Environmental Engineering will be an added advantage.
- 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 consultant must be able to builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.

- 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
- Proven ability to work in a complex environment with different national and international experts/consultants.
- Strong interpersonal skills and ability to work with people from different backgrounds to deliver quality products within a short timeframe

#### **c. Results**

- The consultant shall have Experience with result-based management evaluation methodologies and Experience applying SMART targets and reconstructing or validating baseline scenarios
- Knowledge of UNDP and GEF
- Be flexible and responsive to changes and demands;

## **2. QUALIFICATIONS**

- A Master's degree in Energy/Energy Technology/Environmental Engineering, or other closely related field (10%);
- Experience with result-based management evaluation methodologies for at least 05 years (15%);
- Experience applying SMART targets and reconstructing or validating baseline scenarios (10%);
- Competence in adaptive management, as applied to Climate Change Mitigation (10%);
- Experience working with the GEF or GEF-evaluations (10%);
- Experience working with other foreign donor agencies/projects in Sri Lanka or Other Countries (10%);
- Work experience in relevant technical areas for at least 10 years (15%);
- Demonstrated understanding of issues related to gender and Climate Change Mitigation; experience in gender sensitive evaluation and analysis (5%);
- Excellent communication skills (5%);
- Demonstrable analytical skills (5%);
- Project evaluation/review experiences within United Nations system will be considered an asset

Language requirements:

- Fluency in English.

## **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)
- Applicants should duly fill the financial proposal and send as a separate email to [consultants.lk@undp.org](mailto:consultants.lk@undp.org) and The Position/Title - Financial Proposal should be entered as the Subject Line. Incomplete applications will be excluded from further consideration.

## **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 including air fares, 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 65 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: .

- 20% upon submission of the terminal evaluation inception report
- 40% 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

**Note:**

- Please group all your documents into one (1) single PDF document as the system only allows uploading maximum one document. This should not include your financial proposal.
- 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/open?id=1PG5QqOKIKGEYeBza3qyKVdNVIZpSG4rD>

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