Annex I
Terms of Reference (TOR)

Providing National Consultancy Services for

INTRODUCTION

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP support GEF financed projects are required to undergo a Mid-term evaluation in the mid of the project implementation. This terms of reference (TOR) sets out the expectations for a Mid-term Review (MTR) of the GEF financed project: Policy Reforms and Market Transformation of the Energy Efficient Buildings Sector of the I.R. Iran (Iran EEEB PIMS 4078).

The essentials of the project to be evaluated are as follows:

PROJECT SUMMARY TABLE

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GEF Project ID: UNDP GEF Project ID:</td>
<td>3800 4018</td>
</tr>
<tr>
<td>Atlas award ID: Atlas project ID:</td>
<td>00063735 00080660</td>
</tr>
<tr>
<td>GEF financing:</td>
<td>US$ 4,000,000</td>
</tr>
<tr>
<td>Country:</td>
<td>The Vice Presidency for Science and Technology</td>
</tr>
<tr>
<td>Islamic Republic of Iran</td>
<td></td>
</tr>
<tr>
<td>Region:</td>
<td>Co-Financing</td>
</tr>
<tr>
<td>Asia Pacific</td>
<td></td>
</tr>
<tr>
<td>Focal Area:</td>
<td>UNDP Cash</td>
</tr>
<tr>
<td>Biodiversity</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>US$125,000</td>
</tr>
<tr>
<td>FA Objectives, (OP/SP):</td>
<td>Total co-financing:</td>
</tr>
<tr>
<td>Climate Change Mitigation/ Energy Efficiency</td>
<td></td>
</tr>
<tr>
<td>Total Project Cost:</td>
<td>US$ 32,516,760</td>
</tr>
<tr>
<td>Executing Agency:</td>
<td>US$ 522,914</td>
</tr>
<tr>
<td>The Vice Presidency for Science and Technology</td>
<td></td>
</tr>
<tr>
<td>Other Partners involved:</td>
<td>ProDoc Signature (date project began):</td>
</tr>
<tr>
<td>(Operational) Closing Date:</td>
<td>1 August 2016</td>
</tr>
<tr>
<td>Proposed:</td>
<td>Actual:</td>
</tr>
<tr>
<td>31 Dec 2020</td>
<td>31 Dec 2020</td>
</tr>
</tbody>
</table>
OBJECTIVE AND SCOPE

The project was designed to achieve GHG emission reduction in Iran's buildings sector through legislative, policy and regulatory reforms and implementation of cost-effective mitigation measures as well as increasing the share of solar water heating to meet the energy requirements of new buildings and existing stock. Implementation of policies on energy efficiency and developing appropriate means of applying building energy codes are among the interventions of the present project that would lead to reduced GHG emissions. It is envisaged that this objective will be achieved by:

- Reviewing the legislative, policy and regulatory frameworks that impact building efficiency in Iran to come up with enhanced laws, policies and regulations on building energy efficiency, and facilitating their enforcement; revisiting the building code and products standards and labels to develop improved energy efficiency requirements for the design and operation of buildings, as well as improved energy efficiency specifications for appliances and equipment used in buildings; and, enhancing professional infrastructure of the local energy service industry by contributing to the development of a training system on energy efficient and conserving operation, installation and operation of smart BEIMS, and maintenance of energy-consuming building facilities and services.

- Developing and implementing demonstration building retrofit projects showcasing combined energy efficient and renewable energy measures in demonstration buildings; implementing pilot hybrid energy efficiency system (hybrid of fossil and renewable energy sources) in selected buildings; and, piloting of energy service (ESCO) business thus stimulating EE market transformation.

- Introducing mechanisms for a competitive energy efficiency and environment market; utilization of sectoral energy price differentials, thus providing the margins for trading of certified energy savings, i.e. white certificates, developing policy framework for promoting energy service and energy efficiency business, identifying and formulating mechanisms for promoting development and diffusion of energy efficient technologies, preparing procedures for developing infrastructures for training energy service professionals and issuing professional certificates, developing a system of quality assurance of energy efficiency and environmental quality services in the building sector, developing a stakeholder awareness-raising campaign and developing proposals for financing mechanisms for households.

- The Project document was signed in August 2016 between UNDP and Presidential Deputy for Science and Technology and has a total budget of $32,516,760, with $4,000,000 from GEF, $125,000 co-financing from UNDP and a pledged $28,391,760 co-financing from Presidential Deputy for Science and Technology. The project is overseen by a National Project Director and Project Steering Committee and has a Project Central Office in Tehran at the Presidential Deputy for Science and Technology.

The MTR will assess progress towards the achievement of the project objectives and outcomes as specified in the Project Document and the Inception Report and assess early signs of project success or failure with the goal of identifying the necessary changes to be made in order to set the project on-track to achieve its intended results. The MTR will also review the project's strategy, its risks to sustainability.

EVALUATION APPROACH AND METHOD

An overall approach and method\(^1\) for conducting project Mid-Term Review (MTR) of UNDP supported GEF financed projects has developed over time\(^2\).

The MTR must provide evidence-based information that is credible, reliable and useful. The MTR team\(^3\) will review all relevant sources of information including documents prepared during the preparation phase (i.e. PIP, UNDP

\(^1\) For additional information on methods, see the Handbook on Planning, Monitoring and Evaluating for Development Results, Chapter 7, pg. 163


\(^3\) The MTR team consists of an international team leader and a national consultant
United Nations Development Programme

Initiation Plan, UNDP Environmental & Social Safeguard Policy, the Project Document, Inception Report, project reports including Annual Project Review/PIRs, project budget revisions, lesson learned reports, national strategic and legal documents, and any other materials that the team considers useful for this evidence-based review. The MTR team will review the baseline GEF focal area Tracking Tool submitted to the GEF at CEO endorsement, and the midterm GEF focal area Tracking Tool that must be completed before the MTR field mission begins. 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.

The MTR team is expected to follow a collaborative and participatory approach ensuring close engagement with the Project Team, government counterparts (the GEF Operational Focal Point), the UNDP Country Office(s), UNDP-GEF Regional Technical Advisers, and other key stakeholders. Engagement of stakeholders is vital to a successful MTR. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to UNDP, National Project Director, National Project Manager and PCO team, International and National project consultants, key experts and consultants in the subject area, Project Steering Committee members, project stakeholders (in particular the Ministry of Petroleum, Ministry of Energy, and Ministry of Road and Urban Development), academia, local government and CSOs, etc.

The final MTR report should describe the full MTR approach taken and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the review.

DETAILED SCOPE OF THE MTR

The MTR team will assess the following four categories of project progress. See the Guidance for Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects for extended descriptions.

i. Project Strategy

Project design:

- Review the problem addressed by the project and the underlying assumptions. Review the effect of any incorrect assumptions or changes to the context to achieving the project results as outlined in the Project Document.
- Review the relevance of the project strategy and assess whether it provides the most effective route towards expected/intended results. Were lessons from other relevant projects properly incorporated into the project design?
- Review how the project addresses country priorities. Review country ownership. Was the project concept in line with the national sector development priorities and plans of the country (or of participating countries in the case of multi-country projects)?
- Review decision-making processes: were perspectives of those who would be affected by project decisions, those who could affect the outcomes, and those who could contribute information or other resources to the process, taken into account during project design processes?
- Review the extent to which relevant gender issues were raised in the project design. See Guidance for Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects for further guidelines.
- If there are major areas of concern, recommend areas for improvement.

Results Framework/Logframe (See Annex A):

---

4 For ideas on innovative and participatory Monitoring and Evaluation strategies and techniques, see UNDP Discussion Paper: Innovations in Monitoring & Evaluating Results, 05 Nov 2013.
5 For more stakeholder engagement in the M&E process, see the UNDP Handbook on Planning, Monitoring and Evaluating for Development Results, Chapter 3, pg. 93.
Undertake a critical analysis of the project’s logframe indicators and targets, assess how “SMART” the midterm and end-of-project targets are (Specific, Measurable, Attainable, Relevant, Time-bound), and suggest specific amendments/revisions to the targets and indicators as necessary.

- Are the project’s objectives and outcomes or components clear, practical, and feasible within its time frame?
- Examine if progress so far has led to, or could in the future catalyse beneficil development effects (i.e. income generation, gender equality, and women’s empowerment, improved governance etc...) that should be included in the project results framework and monitored on an annual basis.
- Ensure broader development and gender aspects of the project are being monitored effectively. Develop and recommend SMART ‘development’ indicators, including sex-disaggregated indicators and indicators that capture development benefits.

ii. Progress Towards Results

Progress Towards Outcomes Analysis:

- Review the logframe indicators against progress made towards the end-of-project targets using the Progress Towards Results Matrix and following the Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects; colour code progress in a “traffic light system” based on the level of progress achieved; assign a rating on progress for each outcome; make recommendations from the areas marked as “Not on target to be achieved” (red).

Table. Progress Towards Results Matrix (Achievement of outcomes against End-of-project Targets)

<table>
<thead>
<tr>
<th>Project Strategy</th>
<th>Indicator6</th>
<th>Baseline Level7</th>
<th>Level in 1st PIR (self-reported)</th>
<th>Midterm Target8</th>
<th>End-of-project Target</th>
<th>Midterm Level &amp; Assessment9</th>
<th>Achieveyme Rating10</th>
<th>Justification for Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcome 1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outcome 2:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Indicator Assessment Key

- Green = Achieved
- Yellow = On target to be achieved
- Red = Not on target to be achieved

In addition to the progress towards outcomes analysis:

- Compare and analyse the GEF Tracking Tool at the Baseline with the one completed right before the Midterm Review.
- Identify remaining barriers to achieving the project objective in the remainder of the project.
- By reviewing the aspects of the project that have already been successful, identify ways in which the project can further expand these benefits.

iii. Project Implementation and Adaptive Management

6 Populate with data from the Logframe and scorecards
7 Populate with data from the Project Document
8 If available
9 Colour code this column only
10 Use the 6 point Progress Towards Results Rating Scale: HS, S, MS, MU, U, HU
Management Arrangements:
• Review overall effectiveness of project management as outlined in the Project Document. Have changes been made and are they effective? Are responsibilities and reporting lines clear? Is decision-making transparent and undertaken in a timely manner? Recommend areas for improvement.
• Review the quality of execution of the Executing Agency/Implementing Partner(s) and recommend areas for improvement.
• Review the quality of support provided by the GEF Partner Agency (UNDP) and recommend areas for improvement.

Work Planning:
• Review any delays in project start-up and implementation, identify the causes and examine if they have been resolved.
• Are work-planning processes results-based? If not, suggest ways to re-orientate work planning to focus on results?
• Examine the use of the project’s results framework/logframe as a management tool and review any changes made to it since project start.

Finance and co-finance:
• Consider the financial management of the project, with specific reference to the cost-effectiveness of interventions.
• Review the changes to fund allocations as a result of budget revisions and assess the appropriateness and relevance of such revisions.
• Does the project have the appropriate financial controls, including reporting and planning, that allow management to make informed decisions regarding the budget and allow for timely flow of funds?
• Informed by the co-financing monitoring table to be filled out, provide commentary on co-financing: is co-financing being used strategically to help the objectives of the project? Is the Project Team meeting with all co-financing partners regularly in order to align financing priorities and annual work plans?

Project-level Monitoring and Evaluation Systems:
• Review the monitoring tools currently being used: Do they provide the necessary information? Do they involve key partners? Are they aligned or mainstreamed with national systems? Do they use existing information? Are they efficient? Are they cost-effective? Are additional tools required? How could they be made more participatory and inclusive?
• Examine the financial management of the project monitoring and evaluation budget. Are sufficient resources being allocated to monitoring and evaluation? Are these resources being allocated effectively?

Stakeholder Engagement:
• Project management: Has the project developed and leveraged the necessary and appropriate partnerships with direct and tangential stakeholders?
• Participation and country-driven processes: Do local and national government stakeholders support the objectives of the project? Do they continue to have an active role in project decision-making that supports efficient and effective project implementation?
• Participation and public awareness: To what extent has stakeholder involvement and public awareness contributed to the progress towards achievement of project objectives?

Reporting:
• Assess how adaptive management changes have been reported by the project management and shared with the Project Board.
• Assess how well the Project Team and partners undertake and fulfil GEF reporting requirements (i.e. how have they addressed poorly-rated PIRs, if applicable?)
• Assess how lessons derived from the adaptive management process have been documented, shared with key partners and internalized by partners.

Communications:
• Review internal project communication with stakeholders: Is communication regular and effective? Are there key stakeholders left out of communication? Are there feedback mechanisms when communication is received? Does this communication with stakeholders contribute to their awareness of project outcomes and activities and investment in the sustainability of project results?
• Review external project communication: Are proper means of communication established or being established to express the project progress and intended impact to the public (is there a web presence, for example? Or did the project implement appropriate outreach and public awareness campaigns?)
• For reporting purposes, write one half-page paragraph that summarizes the project’s progress towards results in terms of contribution to sustainable development benefits, as well as global environmental benefits.

iv. Sustainability
• Validate whether the risks identified in the Project Document, Annual Project Review/PIRs and the ATLAS Risk Management Module are the most important and whether the risk ratings applied are appropriate and up to date. If not, explain why.
• In addition, assess the following risks to sustainability:

Financial risks to sustainability:
• What is the likelihood of financial and economic resources not being available once the GEF assistance ends (consider potential resources can be from multiple sources, such as the public and private sectors, income generating activities, and other funding that will be adequate financial resources for sustaining project’s outcomes)?

Socio-economic risks to sustainability:
• Are there any social or political risks that may jeopardize sustainability of project outcomes? What is the risk that the level of stakeholder ownership (including ownership by governments and other key stakeholders) will be insufficient to allow for the project outcomes/benefits to be sustained? Do the various key stakeholders see that it is in their interest that the project benefits continue to flow? Is there sufficient public / stakeholder awareness in support of the long-term objectives of the project? Are lessons learned being documented by the Project Team on a continual basis and shared/ transferred to appropriate parties who could learn from the project and potentially replicate and/or scale it in the future?

Institutional Framework and Governance risks to sustainability:
• Do the legal frameworks, policies, governance structures and processes pose risks that may jeopardize sustenance of project benefits? While assessing this parameter, also consider if the required systems/mechanisms for accountability, transparency, and technical knowledge transfer are in place.

Environmental risks to sustainability:
• Are there any environmental risks that may jeopardize sustenance of project outcomes?

Conclusions, Recommendations & Lessons

The MTR team will include a section of the report setting out the MTR’s evidence-based conclusions, in light of the findings\textsuperscript{11}. Conclusions should build on findings and be based in evidence.

\textsuperscript{11} Alternatively, MTR conclusions may be integrated into the body of the report.
United Nations Development Programme

Recommendations should be succinct suggestions for critical intervention that are prioritized, specific, measurable, achievable, and relevant. A recommendation table should be put in the report’s executive summary. See the Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects for guidance on a recommendation table. The MTR team should make no more than 15 recommendations total.

Lesson should have wider applicability to other initiatives across the region, the area of intervention, and for the future.

Ratings

The MTR team will include its ratings of the project’s results and brief descriptions of the associated achievements in a MTR Ratings & Achievement Summary Table in the Executive Summary of the MTR report. See Annex B for ratings scales. No rating on Project Strategy and no overall project rating is required.

Table. MTR Ratings & Achievement Summary Table for (Policy Reforms and Market Transformation of the Energy Efficient Buildings Sector of the I.R. Iran)

<table>
<thead>
<tr>
<th>Measure</th>
<th>MTR Rating</th>
<th>Achievement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Strategy</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Progress Towards Results</td>
<td>Objective Achievement Rating: (rate 6 pt. scale)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outcome 1 Achievement Rating: (rate 6 pt. scale)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outcome 2 Achievement Rating: (rate 6 pt. scale)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outcome 3 Achievement Rating: (rate 6 pt. scale)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Etc.</td>
<td></td>
</tr>
<tr>
<td>Project Implementation &amp; Adaptive Management</td>
<td>(rate 6 pt. scale)</td>
<td></td>
</tr>
<tr>
<td>Sustainability</td>
<td>(rate 4 pt. scale)</td>
<td></td>
</tr>
</tbody>
</table>

IMPLEMENTATION ARRANGEMENTS

The principal responsibility for managing this evaluation resides with the UNDP CO in the Islamic Republic of Iran. 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.

MID-TERM REVIEW TIMEFRAME

The contract will start on 12 June 2019 and expire on 11 September 2019. The duty station will be Tehran, Iran.

MID-TERM REVIEW DELIVERABLES

The evaluation team is expected to deliver the following:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Content</th>
<th>Timing</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception Report</td>
<td>MTR team clarifies objectives and methods of Midterm Review</td>
<td>No later than 2 weeks before the MTR mission: 15 July 2019</td>
<td>MTR team submits to the Commissioning Unit and project management:</td>
</tr>
<tr>
<td>Presentation</td>
<td>Initial Findings</td>
<td>End of MTR mission: 2 Aug 2019</td>
<td>MTR Team presents to project management: and the Commissioning Unit</td>
</tr>
</tbody>
</table>
**United Nations Development Programme**

<table>
<thead>
<tr>
<th>Draft Evaluation Report</th>
<th>Full report (using guidelines on content outlined in Annex B) with annexes</th>
<th>Within 3 weeks of the MTR mission: 23 Aug 2019</th>
<th>Sent to the Commissioning Unit, reviewed by RTA, Project Coordinating Unit, GEF OFP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Report*</td>
<td>Revised report with audit trail detailing how all received comments have (and have not) been addressed in the final MTR report</td>
<td>Within 1 week of receiving UNDP comments on draft: 4 Sept 2019</td>
<td>Sent to the Commissioning Unit</td>
</tr>
</tbody>
</table>

*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 MTR report must be in English. If applicable, the Commissioning Unit may choose to arrange for a translation of the report into a language more widely shared by national stakeholders.

### TEAM COMPOSITION

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

**Main tasks of the MTR National Consultant**

- Close collaboration with the International team leader and assist him/her in all Midterm Review process including preparation/mission/reporting phases.
- Close cooperation with the project team to identify and prepare a package of necessary project documents to be shared with the International team leader.
- Support the International team leader to better understand social, economic and political atmosphere of Iran and its northern region.
- Accompany the International team leader in her/his mission to Iran and provide any support to ensure better execution of the evaluation mission (including but not limited to interpretation, translation of documents, mission planning, logistic coordination with the project office, etc.)
- Assess the milestones and early achievement of project results and draw lessons that can both improve the sustainability of benefits from this project.
- Frame the evaluation effort using the criteria of relevance, effectiveness, efficiency, sustainability, and impact, as defined and explained in the Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects.
- Review all relevant sources of information which includes any materials that the review team considers useful for this evidence-based assessment, provide evidence-based information that is credible, reliable and useful.
- Together with the International Team Leader, draft an information synthesis report (in English), and exchange ideas and issues.
- Assess the key financial aspects of the project which will be included in the Midterm Review report and will consider the extent of co-financing planned and realized, and variances between planned and actual expenditures.
United Nations Development Programme

- 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.
- Assess the extent to which the project is achieving impacts or progressing towards the achievement of impacts.
- Assist International team leader to draft and finalize MTR report, with copies to be made available in both Persian and English.

Supervision, Review and Acceptance

The National Consultant will work closely with the International Consultant who will lead the work and overall process for the MTR.

The National Evaluator must present the following qualifications:
- Recent experience with result-based management evaluation methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to climate change mitigation projects;
- Experience working with the GEF or GEF-evaluations;
- Experience working in Asia/the Middle East (experience in Iran will be an asset);
- Work experience in relevant technical areas for at least 6 years;
- Demonstrated understanding of issues related to gender; experience in gender sensitive evaluation and analysis.
- Excellent communication skills;
- Demonstrable analytical skills;
- Project evaluation/review experiences within United Nations system will be considered an asset;
- At least a Master's degree in Energy, or other closely related field. Acquaintance with Energy Efficiency Project is an asset.

EVALUATOR ETHICS

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct (Annex C) upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluations'.

PAYMENT MODALITIES AND SPECIFICATIONS

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Due Date</th>
<th>Amount (IRR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation/Inception Report</td>
<td>15 July 2019</td>
<td>45,000,000</td>
</tr>
<tr>
<td>Evaluation Mission and National Meetings, Interviews, pilot visits</td>
<td>2 August 2019</td>
<td>117,000,000</td>
</tr>
<tr>
<td>Draft Evaluation Report</td>
<td>23 August 2019</td>
<td>51,000,000</td>
</tr>
<tr>
<td>Incorporating audit trail from feedback on draft report, Management Response, Final Report</td>
<td>4 Sept 2019</td>
<td>48,000,000</td>
</tr>
</tbody>
</table>
Note

- In full consideration for the complete and satisfactory performance of the Services under this contract, UNDP shall pay the total amount of IRR 261,000,000 (two hundred sixty-one million Iranian Rial) based on the above payment schedule.
- Confirmation of the Vice Presidency for Science and Technology on delivery by the consultant, and acceptance by UNDP of all deliverables is a prerequisite to each payment.
- Each payment will be made in Iranian Rials within two weeks from receiving NPD’s verification and payment request by UNDP.
- Upon receiving and verification of deliverables, payments will be transferred by UNDP to the account number of the consultant introduced through an official letter indicating SHEBA (ین) identification number.
- Payments will be made according to UNDP regulations as explained in the contract documents.
- Confirmation of National Project Director on delivery by the consultant, and acceptance by the PO and UNDP of all the final deliverables is prerequisite to the final payment.
- If any travel is required during the assignment, the travel costs including tickets, accommodation and living allowances should be agreed upon, between UNDP and Individual Contractor, prior to travel and will be reimbursed by UNDP according to UNDP’s rules and regulations. UNDP should not accept travel costs exceeding those of an economy class ticket. Should the contractor wish to travel on a higher class he/she should do so using their own resources. The living allowances will be reimbursed after completion of each mission upon submission of travel claim form and boarding passes and based on the actual rate on travel dates.

TRAVEL

If travel is required under the contract, the individual consultant shall:
1. Obtain the security clearance from UNDP office (the details of travel including date of departure and arrival, accommodation and purpose of travel shall be submitted to UNDP office 2 working days before date of travel)
2. Undertake the training courses on Basic Security in the Field and Advanced Security in the Field (only applicable for certain destination; to be checked with UNDP) and provide UNDP with both certificates; the related CD ROMs are available at UNDP office.
3. Undertake a full medical examination including x-rays and obtain medical clearance from an UN-approved physician. This is only applicable for the contractors on the age of 65 years or more.
4. All envisaged travel costs must be included in the Offeror’s financial proposal. This includes all duty travels, travels to join duty station and repatriation. The anticipated mission travel has been included in the TOR; however, in the event of unforeseen travel, UNDP and the Individual Contractor will agree upon the manner in which travel costs including tickets, lodging and terminal expenses are to be reimbursed to the traveler.

APPLICATION PROCESS

Recommended Presentation of Proposal:

a) Letter of Confirmation of Interest and Availability using the template provided by UNDP;
b) CV and a Personal History Form (P11 form13);
c) 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)

13 http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

No. 8, Shahrzad Blvd, Darrous, 1948773911 Tehran, I.R. Iran (P.O. Box 15875-4557)
Tel: (98 21) 2286 0691-4, 286 0925-8, Fax: (98 21) 22869547, Email: registry@undp.org, website: www.ir.undp.org
d) Candidates are asked to submit a financial proposal that indicates the all-inclusive total price (consultancy fee + travel costs), supported by a breakdown of costs as per the deliverables outlined in this TOR.

e) 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.

Criteria for Evaluation of Proposal: Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments as well as the technical proposal will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP’s General Terms and Conditions will be awarded the contract.