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## TERMINAL EVALUATION TERMS OF REFERENCE

### PROJECT: CABO VERDE APPLIANCES & BUILDING ENERGY-EFFICIENCY PROJECT

#### CABEEP (PIMS 4996)

**Application Deadline:** 13<sup>th</sup> July 2020

**Category:** Energy and Environment

**Type of Contract:** Individual Contract

**Assignment Type:** International Consultant

**Duty Station:** Praia, Cabo Verde

**Languages Required:** English. Working knowledge of Portuguese (or alternatively Spanish) preferred.

**Starting Date:** 20<sup>th</sup> July 2020

**Duration of Initial Contract:** 35 Working days

**Expected Duration of Assignment:** 10 weeks

#### 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 terminal evaluation upon completion of implementation. These terms of reference (TOR) sets out the expectations for a Terminal Evaluation (TE) of the Medium sized project titled **Cabo Verde Appliances & Building Energy-Efficiency Project - CABEEP** (PIMS4996),

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

#### PROJECT SUMMARY TABLE

<b>Project Title:</b>	Cabo Verde Appliances & Building Energy-Efficiency Project - CABEEP (PIMS4996)			
<b>GEF Project ID:</b>	5344		<i>at endorsement</i> <i>(Million US\$)</i>	<i>at completion</i> <i>(Million US\$)</i>
<b>UNDP Project ID:</b>	4996	GEF financing:	1.9184	1.9184
<b>Country:</b>	Cabo Verde	IA/EA own:	0.3000	0.3000
<b>Region:</b>	Africa	Government: National Directorate of Industry, Commerce and Energy – DNICE (Ministry of Industry, Commerce and Energy), National Directorate for Environment (DNA)	Government (MTIE) 4.9113	4.9113



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Focal Area:	RBA	Other:	4.8250	4.8250
FA Objectives, (OP/SP):	Energy, Infrastructure, Transport and Technology	Total co-financing:	9.7236	\$ 10.036
Executing Agency:	UNDP	Total Project Cost:	11.642	11.955
Other Partners involved:	ProDoc Signature (date project began):			30/07/2015
	(Operational) Closing Date:		Proposed:	Actual:
			31.12. 2019	31.07.2020

## OBJECTIVE AND SCOPE

The project, ‘Removing barriers to energy efficiency in the Cabo Verdean built environment and for appliances’, is aimed to address legal and regulatory frameworks, legislation and nationally coordinated policies in Cabo Verde to address the issue for energy efficiency in buildings as well as in appliances. The appliances being targeted are Air Conditioners, Refrigerators & Freezers, Electric Water Heater, Televisions, Bulbs and Washing Machines.

The Project aim to enable and facilitate market transformation leading to substantial energy savings and greenhouse gas reductions. The project implementation is estimated to result in direct emission reductions of 297.8 ktCO<sub>2</sub>e through pilot demonstration projects, minimum energy efficiency and water efficiency standards for buildings and appliances. The indirect emission reduction is expected to be nearly 703.9 ktCO<sub>2</sub>e resulting from replication and dissemination activities from project implementation. The outcome will be significant in supporting the country’s economic development, improving quality of life and leading to significant environmental benefits in accordance to the national plans and priorities.

The Project is grouped into four (4) components each consisting of a number of complementary activities designed to achieve the goal.

Listed below are major components:

1. Component 1: Enabling policy, institutional, and legislative framework for energy efficiency in buildings
2. Component 2: Enabling energy efficiency improvements through S&L for appliances
3. Component 3: Energy efficiency solutions in a selection of public buildings through selected pilot demonstration projects
4. Replication and dissemination of lessons learnt and best practices

In an international context in which countries are called to face the “Emergency Health of International Reach” imposed by the COVID-19 pandemic, Cape Verde response is presented in a National Contingency Plan, which aims to be a document guiding on disease prevention and control actions.

As part of prevention efforts, the Government created a National Technical Intervention and Response Team (ETNIR), to prepare for the emerging threat. The National Technical Team for Rapid Intervention, in conjunction with the National Coordination Organization (ICN), is responsible for: coordinating response actions at the national level;



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mobilizing the country's health structures for prevention and emergency response; and articulating information among all levels of the health pyramid, ensuring the integration of other sectors and institutions, including the private sector. ETNIR adopts the “one health” approach and articulates with professionals in the technical areas of human, animal and environmental health, in addition to civil protection, airport and port management and defense and security forces (police and armed forces). The Government of Cabo Verde drew up a National Contingency Plan to serve as a guiding document for the prevention and control of the disease, with clear responsibilities at the central and local levels, and a multisectoral and multidisciplinary perspective.

On March 26, through Ministerial Resolution 53/2020, the Government declared a calamity risk situation with measures for the whole national territory aimed at reducing the risks of spread and contagion of virus from March 27, at midnight until April 17. On March 28, 2020, through Presidential Decree 6/2020, the state of emergency of the country was decreed, with severe restriction measures throughout the national territory until the 17th April. The follow-up of the evolution of the situation continues to be followed very strictly. The state of emergency was extended to the island of Santiago until the 29th of May, while the remaining islands began their gradual return to activities, with well-defined precautionary measures, which differ from island to island, depending on the epidemiological situation.

Inter-island travel remains suspended, with the possibility of resuming from 30 June. International travel is still closed. Various economic activities, including tourism, are gradually being resumed. Cape Verde currently has 760 identified cases, 449 active cases, of which 301 have been recovered and 7 have died.

The situation linked to COVID19 had a negative impact on the activities of the project, where several activities were delayed and others had to be replanned, favoring the use of new technologies for holding meetings, training sessions and collecting information, among others. Considering the above, we strongly recommend taking into account the situation of COVID19 in the financial proposal and work plan / methodology to be used in this consultancy.

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 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.

## EVALUATION APPROACH AND METHOD

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An overall approach and method<sup>1</sup> 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 (*Annex C*) The evaluator is expected to amend,

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<sup>1</sup> For additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](#), Chapter 7, pg. 163



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complete and submit 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 evaluator is expected to conduct a field mission to Praia, Cabo Verde, including the following project sites (*Santiago Island, Mindelo, Sal, Maio, Fogo and Brava*). Interviews will be held with the following organizations and individuals at a minimum: DNICE, National Directorate of Environment, UNDP- CO, CERMI, GESTO, PWC, ECREE; National Institute for Territorial Management (INGT), National Association of Municipalities (ANMCV), University of Cabo Verde (Uni CV), University of Jean Piaget, Order of Architects, General Directorate of Customs.

The evaluator will 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.

#### ***COVID-19 national situation and specificities***

As of 11 March 2020, The World Health Organization (WHO) declared COVID-19 a global pandemic as the new coronavirus rapidly spread to all regions of the world. Travel to the country has been restricted since 28th March, 2020 and travel within the country is also restricted. If it is not possible to travel to or within the country for the TE, then the TE team should develop a methodology and approach that takes this into account. This may require the use of remote interview methods, extended desk reviews, data analysis, surveys and evaluation questionnaires. These approaches and methodologies should be detailed in the Inception Report and agreed with the Commissioning Unit.

If a data collection/field mission is not possible then remote interviews may be undertaken through telephone or online (skype, zoom etc.) arranged by the evaluation team (international and national consultants). If all or part of the TE is to be carried out virtually then consideration should be taken for stakeholder availability, ability and willingness to be interviewed remotely and the constraints this may place on TE. These limitations must be reflected in the final TE report.

International Consultants can be engaged to work remotely with National evaluator support in the field if it is safe for them to operate and travel. No stakeholders, consultants or UNDP staff should be put in harm's way and safety is the key priority.

A short evaluation mission may be considered if it is confirmed to be safe for staff, consultants, stakeholders and communities, and if such a mission is possible within the TE schedule. Equally, qualified and independent National Consultants can be hired to undertake the TE and interviews in country as long as it is safe to do so.

#### **EVALUATION CRITERIA & 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), which provides performance and impact indicators for project implementation along with their corresponding means of verification. The evaluation will at a minimum cover the



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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.

<b>Evaluation Ratings:</b>			
<b>1. Monitoring and Evaluation</b>	<i>rating</i>	<b>2. IA&amp; EA Execution</b>	<i>rating</i>
M&E design at entry		Quality of UNDP Implementation	
M&E Plan Implementation		Quality of Execution - Executing Agency	
Overall quality of M&E		Overall quality of Implementation / Execution	
Limitations on the project in the guiding evaluation questions related to the COVID-19 context		Impact of COVID-19 in the Project implementation	
<b>3. Assessment of Outcomes</b>	<i>rating</i>	<b>4. Sustainability</b>	<i>rating</i>
Relevance		Financial resources:	
Effectiveness		Socio-political:	
Efficiency		Institutional framework and governance:	
Overall Project Outcome Rating		Environmental:	
		Overall likelihood of sustainability:	

## 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 below, which will be included in the terminal evaluation report.

Co-financing (type/source)	UNDP own financing (mill. US\$)		Government (mill. US\$)		Partner Agency (mill. US\$)- GEF		Total (mill. US\$)		
	Planned	Actual	Planned	Actual	Planned	Actual	Actual	Actual	
Grants	0.3000	0.3000			1.9184	1.9184			
Loans/Concessions									
• In-kind support			4.9113						
• Other			4.8250						
Totals	0.3000	0.3000	4.9113		1.9184	1.9184	11.955	11.955	



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## 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.

## IMPACT

The evaluators (a team of international consultant- team leader and national consultant) 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.<sup>2</sup>

## CONCLUSIONS, RECOMMENDATIONS & LESSONS

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

## IMPLEMENTATION ARRANGEMENTS

The principal responsibility for managing this evaluation resides with the UNDP CO in Cabo Verde. The UNDP CO will contract the evaluators (international consultant- team leader and national consultant) 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.

## EVALUATION TIMEFRAME

The total duration of the evaluation will be 10 weeks (35) working days) according to the following plan:

Activity	Timing	Completion Date
Preparation	3 days ( <i>recommended: 2-4</i> )	<i>August 1, 2020</i>
Evaluation Mission	12 days ( <i>r: 7-15</i> )	<i>August 12 – 22,2020</i>
Draft Evaluation Report	15 days ( <i>r: 5-10</i> )	<i>September 1, 2020</i>
Final Report	5 days ( <i>r;: 1-2</i> )	<i>September 30 2020</i>

<sup>2</sup> A useful tool for gauging progress to impact is the Review of Outcomes to Impacts (ROtI) method developed by the GEF Evaluation Office: [ROTI Handbook 2009](#)



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## EVALUATION DELIVERABLES

The evaluation team is expected to deliver the following:

Deliverable	Content	Timing	Responsibilities
<b>Inception Report</b>	Evaluator provides clarifications on timing and method	No later than 2 weeks before the evaluation mission. August 1, 2020	Evaluator submits to UNDP CO
<b>Presentation</b>	Initial Findings	End of evaluation mission August 22, 2020	To project management, UNDP CO
<b>Draft Final Report</b>	Full report, (per annexed template) with annexes	Within 3 weeks of the evaluation mission <i>September 1 2020</i>	Sent to CO, reviewed by RTA, PCU, GEF OFPs
<b>Final Report*</b>	Revised report	Within 1 week of receiving UNDP comments on draft September,30 2020	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.

## TEAM COMPOSITION

The evaluation team will be composed (*2 evaluators -1 international and 1 national evaluators*). The consultants shall have prior experience in evaluating similar projects. Experience with GEF financed projects is an advantage. (*If the team has more than 1 evaluator, one 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.

The Team members must present the following qualifications:

- A Master's degree in Energy, Environment Science, Natural Resource Management, or other closely related field. (10 points)
- Recent experience with result-based management evaluation methodologies; (5 points)
- Competence in adaptive management, as applied to Climate Change; (5 points)
- At least 5 years Work experience in relevant technical areas; (10 points)
- Experience working with the GEF or GEF-evaluations; (10 points)
- Demonstrated understanding of issues related to gender and Climate Change; experience in gender sensitive evaluation and analysis. (10 points)
- Recent experience with result-based management evaluation methodologies; (10 points)
- Project evaluation/review experiences within United Nations system will be considered an asset; (5 points)



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- Financial proposal (30 points)
- Mastery of written English is a requirement, as the key deliverables will be in English; Working knowledge of Portuguese (or alternatively Spanish) preferred, as many of the reports to be analyzed are only available in Portuguese (5)

## EVALUATOR ETHICS

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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'

## PAYMENT MODALITIES AND SPECIFICATIONS

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*(this payment schedule is indicative, to be filled in by the CO and UNDP GEF Technical Adviser based on their standard procurement procedures)*

%	Milestone
10%	At contract signing and approval of work plan
40%	Following submission and approval of the 1ST draft terminal evaluation report
50%	Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report

In line with the UNDP’s financial regulations, should it be determined by the UNDP and/or the consultant that a deliverable or service cannot be satisfactorily completed due to the impact of COVID-19 and limitations to the evaluation, that deliverable or service will not be paid or will be partially paid.

Due to the current COVID-19 situation and its implications, a partial payment may be considered if the consultant invested time towards the deliverable but was unable to complete to circumstances beyond his/her control.

## APPLICATION PROCESS

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Applications should be submitted to the following email address: **procurement.cv@cv.jo.un.org** indicating the following reference “**International consultant - Terminal Evaluation Project: Cabo Verde Appliances & Building Energy-Efficiency (CABEEP-PIMS 4996)**” by July 13, 2020 (, 04.30 pm Cabo Verde time.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- Personal CV and P11, 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 why the individual considers him/herself as the most suitable for the assignment;
- Financial Proposal, as per template provided



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The selected consultant will have the obligation to:

1. Before any travel, obtain the security permits for traveling to the countries where the services will be required. These permits may be obtained at [www.undss.org](http://www.undss.org).
2. Have the contract signed by the country office and the expert before starting the work and before starting any travel. If the expert travels and starts the work without having signed the contract, the work and travel will be at the expert's own risk and responsibility.
3. All background compiled, and deliverables produced by the expert are the property of the UN agency. The expert must obtain written permission from the UN agency to use all or part of the documents for any other consulting or work.
4. Have passed the necessary UNDP trainings and courses, as advised by UNDP, most notably the BSAFE Security in the Field training.

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.



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**ANNEX A: PROJECT LOGICAL FRAMEWORK**

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**SECTION III: STRATEGIC RESULTS FRAMEWORK AND GEF INCREMENT**

<p>This project will contribute to achieving the following Country Programme Outcome as defined in CPAP or CPD: Institutions reinforce environmental governance and integrate principles of environmental sustainability, climate change and disaster relief reduction; public and private institutions adopt a holistic approach to conservation and protection of critical habitats and biodiversity.</p>
<p>Country Programme Outcome Indicators: % of public resources allocated to environment; Number of key sector strategies integrating environmental dimension.</p>
<p>Primary applicable Key Environment and Sustainable Development Key Result Area (same as that on the cover page, circle one): 1. Mainstreaming environment and energy OR2. Catalyzing environmental finance OR 3. Promote climate change adaptation OR 4. Expanding access to environmental and energy services for the poor.</p>
<p>Applicable GEF Strategic Objective and Program: Climate Change Mitigation Objective 2: Promote market transformation for energy efficiency in industry and the building sector</p>
<p>Applicable GEF Expected Outcomes:</p> <ul style="list-style-type: none"> <li>• Appropriate policy, legal and regulatory frameworks adopted and enforced</li> <li>• Sustainable financing and delivery mechanisms established and operational</li> <li>• GHG emissions avoided</li> </ul>
<p>Applicable GEF Outcome Indicators:</p> <ul style="list-style-type: none"> <li>• Extent to which EE policies and regulations are adopted and enforced (score of 0 to 4)</li> <li>• Volume of investment mobilized</li> <li>• Tonnes of CO<sub>2</sub> equivalent</li> </ul>



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Objective/Outcome or Output	Indicator	Baseline	Targets End of Project	Source of verification	Risks and Assumptions
<p>Project Objective To remove barriers to energy efficiency in Cabo Verdean built environment and domestic appliance.</p>	<p>Cumulative GHG emissions reduced from building sector and through domestic appliances by end-of project (EOP), ktCO<sub>2</sub>e</p>	<p>0</p>	<p>297.8</p>	<p>M&amp;E reports of the pilot/model projects. Reports and documents available on code compliance. GHG national inventory (energy sector) and national Energy balance.</p>	<p>Risk: Energy performance reports may not be made available unless mandated and they may not be accurate Assumptions: Government of Cabo Verde commitment to energy efficiency remains firm All energy performance reports are made available</p>



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	Reduction of energy consumption in the buildings sector by EOP, MWh	0	4634	Project implementation reports Building sector energy database GHG national inventory (energy sector) and national Energy balance and utilities report to DGE.	
	Reduction of energy consumption by use of energy efficient appliances annually, MWh	0	111,184	Sales Data on energy efficient appliances	



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**Outcome 1.: Policy, Institutional and Legislative Framework for energy efficient buildings are enabled**

Indicator :

National Energy efficiency building code developed

Institutional and legislative framework developed for EEBC code implementation

<p>Output 1.1. New building code focused on energy savings in Cabo Verde (includes minimum energy performance standards and energy passports) and which promotes climate resiliency and adaptation' and includes water usage considerations</p>	<p>New building space compliant with new energy efficiency code by EOP, million m2</p>	<p>to be determined</p>		<p>EE code compliance reports/documents</p>	<p>Risks: Lack of political will to introduce a new law on energy savings which includes new energy efficiency building codes Assumptions: Government of Cabo Verde commitment to energy efficiency remains firm No change in stakeholder commitments for co-financing and other co-operation to facilitate the output 1.1</p>
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	Direct energy savings in the projects by EOP, MWh/yr. (energy and water efficiency)	None	4634	Energy monitoring reports of demonstration buildings	
	No of trained professionals and government officials by EOP to conduct code compliance	Absence of trained officials	50	Workshop proceedings and evaluation reports  Completion reports for training and capacity building workshops.	
Output1.2  Inventory and database management system for national energy balance, detailed consumption statistics and related GHG's emissions in the building by major end-use (air conditioning, lighting, water heating, appliances.).	No. of professionals trained to conduct energy audits	Limited professional skill for energy audit	50	Completion reports of trainings and capacity building workshops	
	No. of buildings energy performance in the database	Absence of buildings energy use database	100	Inventory and database management reports  Energy management system developed  Project implementation reports	



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	No. of energy audits carried out annually	Limited energy audit reports	15	Reports generated from database	<p>Risk: Insufficient data collection. Too many variations in energy</p> <p>Consumption/savings.</p> <p>Poor quality of energy audits and no flow of information to database</p> <p>Assumptions:</p> <p>Reporting of building energy performance is consistent and well understood by key stakeholders</p>
Output 1. 3 MRV Protocol to measure energy savings, water usage, and emission reductions in public buildings	No. of professionals trained in the building sector for MRV	NA	25	Documentation on the training courses; training reports MRV approach report	<p>Risk:</p> <p>Limited qualified professionals to develop MRV protocol</p>
	No. of buildings adopted MRV protocol	NA	30	Building MRV reports	



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<p>Output1.4 Amendments to construction permit regulations to include mandatory requirements for minimum energy performance standards and including robust enforcement mechanism</p>	<p>No. of municipalities carrying out mandatory enforcement of the new energy efficiency code compliance</p> <p>No. of building permits approvals processed according to new EE code compliance mechanism</p>	<p>Municipalities are currently responsible to oversee the new construction</p> <p>Lack of inspecting and monitoring mechanisms of new construction</p>	<p>5</p>	<p>Official notifications issued by municipal bodies</p>	<p>Risk: Lack of continued commitment of the key public authorities and government entities to develop and implement effective energy efficiency building policies and practices</p> <p>Non availability of qualified staff to promote the new energy efficiency code and energy efficiency programs</p> <p>Assumption: Key public authorities are aware of the need to learn on energy efficiency code compliance need. A continued support to promote energy efficiency code and other programs.</p>
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	No of professionals and govt. staff trained to conduct energy efficiency code compliance	Limited capacity for compliance enforcement	60	Capacity building program reports	
	No. of verified energy efficiency code compliant buildings each year project implementation EOP	Technical code of buildings (2012) and contains few provisions on energy efficiency	25	Documentation of revised building permits	
	No. of accredited local authorities (at municipal level) to validate and verify mandatory energy efficiency code compliance by EOP	None	5	Accredited local authorities list available with DGE	



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Outcome 2: Energy-Efficiency improvements through Standards & Labelling for appliances					
Indicator : Standards and Labeling programs for imported appliances launched					
Output 2.1 Labelling programme for appliances imported into Cabo Verde in line with ECOWAS labelling programme	No. of verification and enforcement procedures developed in line with ECOWAS labelling program	ECOWAS concept note on S&L programs available  No energy efficiency policy for refrigerators / freezers, Air-conditioners etc.	1	New energy efficiency policy draft for appliances	Risk: No motivation from the market for energy efficient appliances  Assumption:  Manufacturers are willing to commit staff time for appliance S&L training and financial resources to improve their products.
	No of manufacturers, retailers and consumers attend educational workshop on energy efficiency labels on appliances	No awareness on energy efficiency labelling of appliances  Some awareness campaigns implemented on incandescent bulbs targeting households	50	Education workshops reports	



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	% Increase in sales of energy efficient appliances with labelling and certification	Absence of data on sales of energy efficient appliances	30%	Sales data analysis report	
Output 2.2 Regulations including import regulations for energy-efficiency standards for a first selection of appliances	% Increase in import of energy efficient appliances due to developed new law and regulatory changes	Absence of data on appliances imported with improved efficiency	60%	Import data from customs	Risk: Lack of collaboration on Customs officials to implement new regulations. Lack of continued Ministry of Finance commitment to introduce fiscal and financial incentives.
	No of trained energy efficiency standard compliance and enforcement officials	NA	60	Workshop reports and outcomes	
Output 2.3 Testing mechanism for selected appliances to be developed and established	% Increase in testing of appliances as per new testing mechanism developed	No mechanism in place to test appliance efficiency	60%	Appliance testing reports	Risk: Limited capacity to establish a national testing mechanism for new appliances and a framework for labelling and certification of appliances
	No. of officials trained to conduct and adopt periodic testing and reporting of selected appliances (as per international testing procedures)	Absence of trained officials	25	Project implementation reports  Documentation on the training courses; training reports	



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<p>Output 2.4 National certification procedures to promote energy efficiency</p>	<p>% Increase in energy efficient appliance sales through certification procedures.</p>	<p>No sales of energy efficient appliances</p>	<p>50%</p>	<p>Annual sales report</p>	<p>Risk: : Limited consumer trust on the certification procedure and label system.  Assumption: appliances sales will continue to increase</p>
<p>Output 2.5 Public awareness programme and diffusion strategy, which includes training seminars on the new regulations for importers, appliances distributor’s retail chains, and the general public.</p>	<p>No of officials (manufactures, retailers, customs officials) trained to comply with new energy efficient appliance law/regulation</p>	<p>Absence of awareness raising campaign for energy efficient appliances</p>	<p>25</p>	<p>Training program reports  Documentation on the training courses</p>	<p>Risk: Limited adherence of importers and commerce to the awareness raising initiatives  Assumption:</p>
	<p>% Increase in consumers and retailers understanding of trade-off between higher purchase cost and lower running cost of energy efficient appliances</p>	<p>Limited awareness of energy efficient appliances benefits</p>	<p>40%</p>	<p>Surveys reports of consumes and retailer understanding and perceptions of energy efficient appliance.  INE thematic surveys or ADECO reports.</p>	



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	% Increase in local retailers and distributors to market more efficient appliances	Market for energy efficient appliances is non existential	40%	Customs reports on volume of energy efficient appliances import	
Output 2.5 Demand Side Management program, run by the national utility, built around a “turn-in or exchange” mechanism/modality	No. of professionals and state officials trained on DSM programs by EOP	Lack of information on DSM programs	25		Risk: Limited adherence of utilities, financing institutions and retailers to the program
	No. of energy audits carried out annually	Few energy audit reports available	15		
	No of pilot DSM programs launched	No mechanism for phasing out of inefficient appliance with some initiatives to replace incandescent	2	Pilot program case study documentation	Assumption: Retailers and/or importers are interested in turn-in mechanism to increase their sales
	No. of satisfied users of building DSM program	NA	25		



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<p>Output 2.6</p> <p>The most relevant financial incentive is identified &amp; introduced in a pilot programme for the scale up of energy efficient refrigerators, air conditioners and water heater.</p>	<p>No. of applicable project financing schemes on energy efficient appliances identified, designed and launched during project implementation</p>	<p>No data available on energy efficiency finance.</p> <p>No energy efficient appliance finance scheme</p>	2	<p>Documentation of the designed financing scheme, including implementation mechanisms, and rules and regulations</p> <p>EE finance scheme launched</p>	<p>Risk: Limited awareness and sensibility of financial institutions and commerce sector on the advantages of supporting this type of schemes.</p> <p>Assumptions:</p> <p>Banks/FIs are willing to finance building energy efficiency projects</p>
	<p>% Increase in sales of energy efficient appliances as a result of energy efficiency finance</p>	<p>Absence of energy efficiency finance schemes</p>	20%	<p>Sales data reports</p> <p>Facility/mechanism management agency report</p>	

**Outcome 3 Energy efficiency solutions in a selection of public buildings through selected pilot demonstration projects**

**Indicator : Demonstration projects completed and energy efficiency best practices disseminated**

	<p>No. of finalized and approved demonstration project designs (engineering and construction)</p>	NA	6	<p>Documentation of demonstration projects</p>	
	<p>No. of demo projects implemented each year</p>	NA	2		



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<p>Output 3.1 Selection of at least 4 public buildings and 2 social housing programmes for pilot demonstration projects in energy efficiency investment</p>	<p>No of building stakeholders trained each year (certified professions)</p>	<p>Limited professionals trained to monitor energy performance</p>	<p>15</p>	<p>Training needs assessment Report Documentation of the training courses Training course evaluation report</p>	<p>Risk: market-size is limited to absorb all certified professionals  Assumption: regulation catalyze demand of professional services</p>
<p>Output 3.2 Building Stakeholders (architects, engineers, designers, developers, financial institutions) trained to monitor energy performance / water usage at the selected buildings in accordance with database management system</p>					



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	No of professionals certified as accredited professional	No accredited professional program	25	Launch of Accredited program in the first year of project	
Output 3.3 Monitoring and Reporting System of energy performance / water usage for the demonstration projects	No. of energy and water audits conducted in pilot projects	NA	8	Audit Reports	
	No. of M&V reports published from pilot projects	NA	2	M&V reports	



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Outcome 4: Additional investment mobilized in energy-efficiency as a result of the dissemination and replication activities.					
Indicator : Increased investment due to dissemination and replication activity after project completion					
Output 4.1 Elaboration of case study guides and disseminated among relevant audience	No of published comprehensive energy efficiency buildings user manuals and case study guides	User manual available on sustainable architecture	5	Project implementation reports	Risk: Failure to trigger positive response from key stakeholders and certified practitioners
	No. of set of guidelines prepared on energy efficient buildings for developed and investors by EOP		5	User manual reports Published guidelines for energy efficient buildings	
Output4.2 Public awareness raising campaign on standards and labels	No of awareness raising campaigns (websites, newsletters, media outreach activities)	Absence of campaigns on S&L of appliances	15	Consumer awareness campaign reports	Assumption: Experts to deliver trainings are available and willingness of the targeted stakeholders to benefit from the training. Accredited authorities willing to cooperate on energy efficiency in buildings
	% Increase in sales of energy efficient appliances during the project implementation	No data available	30%	Sales data reports	
	No. of training courses conducted for key stakeholders each year	Limited trainings for energy efficiency techniques	4	Documentation on the training courses; training reports	



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<p>Output 4.3</p> <p>Training of Key Building Stakeholders (senior policy makers, introduction of energy efficiency technique and practices in Vocational Training Schools across the country) on energy efficient buildings</p>	<p>No. of vocational training /vocational training schools or courses/units/modules within university programs</p>	<p>NA</p>	<p>5</p>	<p>Vocational training modules</p>	
<p>Output 4.4</p> <p>A thorough monitoring of the impacts of the new energy efficient requirement is performed.</p>	<p>% Reduction in energy consumption due to new energy efficiency requirements</p>	<p>NA</p>	<p>30%</p>	<p>Documented monitoring plan and audit reports</p>	
<p>Output 4.6</p> <p>Lessons learned study prepared and disseminated</p>	<p>No. of sets of knowledge sharing products developed by EOP</p>	<p>NA</p>	<p>4</p>	<p>Launched knowledge products</p>	



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## **ANNEX B: LIST OF DOCUMENTS TO BE REVIEWED BY THE EVALUATORS**

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### *Project documents*

- *GEF Project Information Form (PIF),*
- *Project Document and Log Frame Analysis (LFA)*
- *Project Implementation Plan*
- *Implementing/executing partner arrangements*
- *List and contact details for project staff, key project stakeholders, including Project Boards, and other partners to be consulted*
- *Project sites, highlighting suggested visits*
- *Midterm evaluation (MTE) and other relevant evaluations and all Annual Project Implementation Reports (PIR)*
- *Project budget, broken out by outcomes and outputs*
- *Project Tracking Tool*
- *Financial Data*
- *Sample of project communications materials, i.e. press releases, brochures, documentaries, etc.*

### *UNDP documents*

- *Development Assistance Framework (UNDAF)*
- *Country Programme Document (CPD) and Country Programme Action Plan (CPAP)*
- *GEF documents*



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**ANNEX C: EVALUATION QUESTIONS**

*This is a generic list, to be further detailed with more specific questions by CO and UNDP GEF Technical Adviser based on the particulars of the project.*

Evaluative Criteria Questions	Indicators	Sources	Methodology
<b>Relevance: How does the project relate to the main objectives of the GEF focal area, and to the environment and development priorities at the local, regional and national levels?</b>			
•	•	•	•
•	•	•	•
•	•	•	•
<b>Effectiveness: To what extent have the expected outcomes and objectives of the project been achieved?</b>			
•	•	•	•
•	•	•	•
•	•	•	•
<b>Efficiency: Was the project implemented efficiently, in-line with international and national norms and standards?</b>			
•	•	•	•
•	•	•	•
•	•	•	•
<b>Sustainability: To what extent are there financial, institutional, social-economic, and/or environmental risks to sustaining long-term project results?</b>			
•	•	•	•
•	•	•	•
•	•	•	•
<b>Impact: Are there indications that the project has contributed to, or enabled progress toward, reduced environmental stress and/or improved ecological status?</b>			
•	•	•	•
•	•	•	•



**ANNEX D: RATING SCALES**

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<p><b><i>Ratings for Outcomes, Effectiveness, Efficiency, M&amp;E, I&amp;E Execution</i></b></p> <p>6: Highly Satisfactory (HS): no shortcomings          5: Satisfactory (S): minor shortcomings          4: Moderately Satisfactory (MS)          3. Moderately Unsatisfactory (MU): significant shortcomings          2. Unsatisfactory (U): major problems          1. Highly Unsatisfactory (HU): severe problems</p>	<p><b><i>Sustainability ratings:</i></b></p> <p>4. Likely (L): negligible risks to sustainability          3. Moderately Likely (ML): moderate risks          2. Moderately Unlikely (MU): significant risks          1. Unlikely (U): severe risks</p>	<p><b><i>Relevance ratings</i></b></p> <p>2. Relevant (R)          1.. Not relevant (NR)</p> <p><b><i>Impact Ratings:</i></b></p> <p>3. Significant (S)          2. Minimal (M)          1. Negligible (N)</p>
<p><b><i>Additional ratings where relevant:</i></b>          Not Applicable (N/A)          Unable to Assess (U/A)</p>		



**ANNEX E: EVALUATION CONSULTANT CODE OF CONDUCT AND AGREEMENT FORM**

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**Evaluators:**

1. Must present information that is complete and fair in its assessment of strengths and weaknesses so that decisions or actions taken are well founded.
2. Must disclose the full set of evaluation findings along with information on their limitations and have this accessible to all affected by the evaluation with expressed legal rights to receive results.
3. Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time, and respect people’s right not to engage. Evaluators must respect people’s right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source. Evaluators are not expected to evaluate individuals, and must balance an evaluation of management functions with this general principle.
4. Sometimes uncover evidence of wrongdoing while conducting evaluations. Such cases must be reported discreetly to the appropriate investigative body. Evaluators should consult with other relevant oversight entities when there is any doubt about if and how issues should be reported.
5. Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, evaluators must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact in the course of the evaluation. Knowing that evaluation might negatively affect the interests of some stakeholders, evaluators should conduct the evaluation and communicate its purpose and results in a way that clearly respects the stakeholders’ dignity and self-worth.
6. Are responsible for their performance and their product(s). They are responsible for the clear, accurate and fair written and/or oral presentation of study imitations, findings and recommendations.
7. Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.

<b>Evaluation Consultant Agreement Form<sup>3</sup></b>
<b>Agreement to abide by the Code of Conduct for Evaluation in the UN System</b>
<b>Name of Consultant:</b> _____
<b>Name of Consultancy Organization (where relevant):</b> _____
<b>I confirm that I have received and understood and will abide by the United Nations Code of Conduct for Evaluation.</b>
Signed at <i>place</i> on <i>date</i>
Signature: _____

<sup>3</sup>[www.unevaluation.org/unegcodeofconduct](http://www.unevaluation.org/unegcodeofconduct)



## ANNEX F: EVALUATION REPORT OUTLINE<sup>4</sup>

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- i.** Opening page:
  - Title of UNDP supported GEF financed project
  - UNDP and GEF project ID#s.
  - Evaluation time frame and date of evaluation report
  - Region and countries included in the project
  - GEF Operational Program/Strategic Program
  - Implementing Partner and other project partners
  - Evaluation team members
  - Acknowledgements
- ii.** Executive Summary
  - Project Summary Table
  - Project Description (brief)
  - Evaluation Rating Table
  - Summary of conclusions, recommendations and lessons
- iii.** Acronyms and Abbreviations  
(See: UNDP Editorial Manual<sup>5</sup>)
- 1.** Introduction
  - Purpose of the evaluation
  - Scope & Methodology
  - Structure of the evaluation report
- 2.** Project description and development context
  - Project start and duration
  - Problems that the project sought to address
  - Immediate and development objectives of the project
  - Baseline Indicators established
  - Main stakeholders
  - Expected Results
- 3.** Findings  
(In addition to a descriptive assessment, all criteria marked with (\*) must be rated<sup>6</sup>)
- 3.1** Project Design / Formulation
  - Analysis of LFA/Results Framework (Project logic /strategy; Indicators)
  - Assumptions and Risks
  - Lessons from other relevant projects (e.g., same focal area) incorporated into project design
  - Planned stakeholder participation
  - Replication approach
  - UNDP comparative advantage
  - Linkages between project and other interventions within the sector
  - Management arrangements
- 3.2** Project Implementation

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<sup>4</sup>The Report length should not exceed 40 pages in total (not including annexes).

<sup>5</sup> UNDP Style Manual, Office of Communications, Partnerships Bureau, updated November 2008

<sup>6</sup> Using a six-point rating scale: 6: Highly Satisfactory, 5: Satisfactory, 4: Marginally Satisfactory, 3: Marginally Unsatisfactory, 2: Unsatisfactory and 1: Highly Unsatisfactory, see section 3.5, page 37 for ratings explanations.



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- Adaptive management (changes to the project design and project outputs during implementation)
- Partnership arrangements (with relevant stakeholders involved in the country/region)
- Feedback from M&E activities used for adaptive management
- Project Finance:
- Monitoring and evaluation: design at entry and implementation (\*)
- UNDP and Implementing Partner implementation / execution (\*) coordination, and operational issues

**3.3** Project Results

- Overall results (attainment of objectives) (\*)
- Relevance(\*)
- Effectiveness & Efficiency (\*)
- Country ownership
- Mainstreaming
- Sustainability (\*)
- Impact

**4.** Conclusions, Recommendations & Lessons

- Corrective actions for the design, implementation, monitoring and evaluation of the project
- Actions to follow up or reinforce initial benefits from the project
- Proposals for future directions underlining main objectives
- Best and worst practices in addressing issues relating to relevance, performance and success

**5.** Annexes

- ToR
- Itinerary
- List of persons interviewed
- Summary of field visits
- List of documents reviewed
- Evaluation Question Matrix
- Questionnaire used and summary of results
- Evaluation Consultant Agreement Form

**This TOR is approved by :**

Signature

Name and Designation Maria Celeste Benchimol

Programme Specialist - Energy, Environment and Climate Change Portfolio

Date of Signing 19/6/2020



**ANNEX G: EVALUATION REPORT CLEARANCE FORM**

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*(to be completed by CO and UNDP GEF Technical Adviser based in the region and included in the final document)*

Evaluation Report Reviewed and Cleared by	
UNDP Country Office	
Name: Maria Celeste Benchimol _____	
Signature: _____	Date: _____
UNDP GEF RTA	
Name: Teresa Le _____	
Signature: _____	Date: _____