

Terms of Reference

National Consultant for Mid Term Review of the Development for Renewable Energy Applications for Market Mainstreaming and Sustainability Project

A. Project Title

Development for Renewable Energy Applications for Market Mainstreaming and Sustainability

B. Context

UNDP Philippines has been working to improve the lives of the Filipino people since 1965, and is committed to help the country progress on the Sustainable Development Goals (SDGs) as well as national development priorities as set out in the Philippine Development Plan. Under the UNDP Strategic Plan for Environment and Sustainable Development's outcomes, UNDP aims for strengthened national capacities to mainstream environment and energy concerns into national development plans and implementation systems. It also aims to improve environmental sustainability of development processes.

The Development for Renewable Energy Applications for Market Mainstreaming and Sustainability Project's objective of the Project is to reduce GHG emissions through the promotion and facilitation of the commercialization of renewable energy (RE) markets through the removal of barriers to increase investments in RE-based power generation projects. This will be achieved through 4 components with the following outcomes: 1) Enforcement of a supportive policy and regulatory environment for leveraging investment in RE development and applications at the local level; 2) Strengthened institutional capacity that leads to increased RE investment at the local level; 3) Increased share of RE-based power capacity; and 4) Enhanced confidence of local RE developers that leads to an enhanced uptake of RE projects and successful replication using proven and merging RE technologies. The Project will lead to direct lifetime GHG emission reductions of 2.445 ktonnes of carbon dioxide reduction ranging from 4,889 to 141,000 ktonnes of carbon dioxide, and some 20,000 sitio-based households in far flung areas will obtain access to reliable sources or renewable energy by end of the project.

C. Scope of Work

The mid-term review shall be composed of a two-man team (one international and one national consultant). The MTR team will first conduct a document review of project documents (i.e. PIF, UNDP Initiation Plan, Project Document, ESSP, Project Inception Report, PIRs, Finalized GEF focal area Tracking Tools, Project Appraisal Committee meeting minutes, Financial and Administration guidelines used by Project Team, project operational guidelines, manuals and systems, etc.) provided by the Project Team and Commissioning Unit. Then they will participate in a MTR inception workshop to clarify their understanding of the objectives and methods of the MTR, producing the MTR inception report thereafter. The MTR mission will then consist of interviews and site visits to 5 pilot cities Manila, and possibly Iloilo and Palawan, where pilot sites are located.

The MTR team will assess the following four categories of project progress and produce a draft and final MTR report. See the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* ([Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects](#)), for requirements on ratings. No overall rating is required.

1. 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.
- Review how the project addresses country priorities
- Review decision-making processes

Results Framework/Logframe:

- 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.

- Examine if progress so far has led to, or could in the future catalyse beneficial 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.

2. Progress Towards Results

- Review the logframe indicators against progress made towards the end-of-project targets; populate the Progress Towards Results Matrix, as described in 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 the project objective and each outcome; make recommendations from the areas marked as “not on target to be achieved” (red).
- 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.
- By reviewing the aspects of the project that have already been successful, identify ways in which the project can further expand these benefits.

3. Project Implementation and Adaptive Management

Using the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects*; assess the following categories of project progress:

- Management Arrangements
- Work Planning
- Finance and co-finance
- Project-level monitoring and evaluation systems
- Stakeholder Engagement
- Reporting
- Communications

4. Sustainability

Assess overall risks to sustainability factors of the project in terms of the following four categories:

- Financial risks to sustainability
- Socio-economic risks to sustainability
- Institutional framework and governance risks to sustainability
- Environmental risks to sustainability

The MTR consultant/team will include a section in the MTR report setting out the MTR’s evidence-based **conclusions**, in light of the findings.

Additionally, the MTR consultant/team is expected to make **recommendations** to the Project Team. Recommendations should be succinct suggestions for critical intervention that are specific, measurable, achievable, and relevant. A recommendation table should be put in the report’s executive summary. The MTR consultant/team should make no more than 15 recommendations total.

The MTR consultant/team shall prepare and submit:

- **MTR Inception Report:** MTR team clarifies objectives and methods of the Midterm Review no later than 1 week before the MTR mission. To be sent to the Commissioning Unit and project management. Approximate due date: 10 January 2020
- **Presentation:** Initial Findings presented to project management and the Commissioning Unit at the end of the MTR mission. Approximate due date: 27 January 2020
- **Draft Final Report:** Full report with annexes within 1 week of the MTR mission. Approximate due date: 5 February 2020
- **Final Report*:** Revised report with annexed audit trail detailing how all received comments have (and have not) been addressed in the final MTR report. To be sent to the Commissioning Unit within 1 week of receiving UNDP comments on draft. Approximate due date: 30 March 2020

*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.

D. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required	Name and Email address of designated person who will review and accept the output
MTR Inception Report	1.5 months	10 January 2020	Monica.edralin@undp.org	Floradema.eleazar@undp.org
Presentation	2 weeks	27 January 2020	Monica.edralin@undp.org	Floradema.eleazar@undp.org
Draft Final Report	1 month	15 February 2020	Monica.edralin@undp.org	Floradema.eleazar@undp.org
Final Report	1 month	28 February 2020	Monica.edralin@undp.org	Floradema.eleazar@undp.org

E. Institutional Arrangement

The Climate Action Outcome Lead shall directly supervise the Mid Term Review Team. At different points during the contract, the Consultant is expected to liaise/interact/collaborate/meet with the Department of Energy.

F. Duration of Work

The total duration of the MTR will be 38 days spread over five (5) months. The tentative MTR timeframe is as follows:

- 1-15 December 2019: Preparation of the MTR Team (handover of project documents)
- 15 December 2019-10 January 2020 (3 days): Document review and preparing MTR Inception Report
- 10-15 January 2020: Finalization and Validation of MTR Inception Report- latest start of MTR mission
- 15-25 January 2020 (10 days): MTR mission: stakeholder meetings, interviews, field visits
- 27 January 2020: Mission wrap-up meeting & presentation of initial findings- earliest end of MTR mission
- 27 January to 15 February 2020 (10 days): Preparing draft report
- 15 February 2020: Incorporating audit trail on draft report/Finalization of MTR report
- 15 February-28 February 2020 (2 weeks): Preparation & Issue of Management Response
- 28 February 2020 (2 weeks): Expected date of full MTR completion

G. Duty Station

The consultant's duty station/location for the contract duration is mainly home based with mission within Manila and field visits of at least 4 nights in Palawan and Iloilo, if necessary.

H. Qualifications of the Successful Individual Contractor

Qualification	Obtainable Points
<i>Education</i> <ul style="list-style-type: none"> A Master's degree in engineering, environmental management, industrial development, or other closely related field 	10
<i>Experiences</i> <ul style="list-style-type: none"> At least 5 years of work experience with result-based management evaluation methodologies, applying SMART indicators and reconstructing or validating baseline scenarios 	15
<ul style="list-style-type: none"> Competence in adaptive management, as applied to energy, decarbonization, especially in relation to the renewable energy industry or commercialization expertise a strong asset, experience working in Asia will be an asset. 	10
<ul style="list-style-type: none"> At least 5 years experience working with the GEF or GEF-evaluations, experience within the UN system will be considered an asset. 	30
<ul style="list-style-type: none"> Demonstrated understanding of issues related to gender sensitive evaluation and analysis 	15
<ul style="list-style-type: none"> Excellent communication skills and demonstrable analytical skills 	20
TOTAL	100

Consultant Independence:

The consultants cannot have participated in the project preparation, formulation, and/or implementation (including the writing of the Project Document) and should not have a conflict of interest with project's related activities

I. Scope of Price Proposal and Schedule of Payments

Financial Proposal:

- Financial proposals must be "all inclusive" and expressed in a lump-sum for the total duration of the contract. The term "all inclusive" implies all cost (professional fees, all related expenses for travels mentioned in Clause G, living allowances etc.).

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates
20% Upon submission and approval of the MTR Inception Report	1.5 months	10 January 2020
10% Upon completion of the Presentation	2 weeks	27 January 2020
30% Upon submission and approval of the Draft Final Report	1 month	15 February 2020
40% Upon submission and approval of the Final Report	1 month	15 March 2020

J. Recommended Presentation of Offer

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

- b) **Personal CV or 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;
- c) **Comprehensive outline** of methodology
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror 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 Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

K. Criteria for Selection of the Best Offer

The combined scoring method:

- Qualifications = 50 points;
- Methodology = 20 points;
- Financial Proposal = 30 points