



TERMS OF REFERENCE

Job Title:	Project Interim Evaluation Support Assistant
Project title:	“De-risking and Scaling-up Investment in Energy Efficient Building Retrofits” UNDP-GCF/00098348-00101711 Project
Portfolio:	Climate, Environment and Resilience
Contract modality:	Individual Contract (IC)
Duration:	08 September 2020 to 05 October 2020 (20 working days)
Duty Station:	Yerevan, Armenia

Background:

The Project objective is to use an integrated suite of interventions to systematically decarbonise the existing building stock to realize both energy savings and sustainable development benefits. The project will create a favorable market environment and scalable business model for investment in energy efficiency retrofits, leading to sizeable energy savings and accompanying GHG emission reductions (directly, 1.4 million tCO₂ over the 20-year lifetime of the investments; including additional indirect savings, a total of between 4.2-4.4 tCO₂eq). It will also catalyze additional private and public sector financing of approximately US\$ 100 million.

The project has four components as indicated below:

Component 1: Establishment of Building Sector MRV: Provision of technical assistance to establish and implement energy measurement, reporting and verification (MRV) systems for the building sector for various categories of buildings.

Component 2: Policy de-risking: Provision of technical assistance to: (i) national, sub-national and local authorities to adopt and implement an enabling policy framework for EE retrofits using UNDP’s framework to support policy-makers in selecting public instruments to promote renewable energy investment; (ii) support on-going legislative reform; and (iii) building owners, associations and energy service companies on legal matters related to energy efficiency.

Component 3: Financial de-risking: Provision of technical assistance to banks, financial institutions and local banks in developing and implementing financial instruments to finance EE retrofits in private and public owned buildings.

Component 4: Financial Incentives: Provision of financial incentives (ex-post capital grants) to low-income households and public building administrators to invest in EE retrofits.

Scope of work:

The Project Interim Evaluation must provide evidence-based analytic information that is credible, reliable and useful. The International Evaluator and national assistant are expected to follow a collaborative and participatory

approach¹ ensuring close engagement with the Project Team, Implementing Partner, NDA focal point, government counterparts, the UNDP Country Office, Regional Technical Advisers, and other principal stakeholders and beneficiaries.

Under the overall coordination of UNDP Climate, Environment and Resilience (CER) Team Leader and direct supervision of the International Evaluator, the Evaluation Support Assistant will help the International Evaluator in country-level data gathering, organizing interviews, surveys/questionnaires and field visits. In particular, the Evaluation Support Assistant will provide inputs for defining national/local context as per the International Evaluator's specifications, will help International Evaluator communicate with national stakeholders and beneficiaries, will provide oral and written translation as necessary. The Evaluation Support Assistant enables the International Evaluator to interact with executing agency and national stakeholders to collect necessary data, discuss main findings and take notes, while keeping the overall independence and integrity of the evaluation process.

Duties and responsibilities:

As per the request and requirements of the International Evaluator, the National Evaluation Support Assistant will:

- Support the International Evaluator with data collection, including on-the-ground data and documents (project documentation, progress reports, work plans, mission reports, monitoring data, workshop reports, UNDP's data, etc).
- Support the International Evaluator with relevant sources of information including documents prepared during the preparation phase (i.e. baseline Funding proposal submitted to the GCF, the Project Document, project reports including Annual Performance Reports, Quarterly Progress Reports, UNDP Environmental & Social Safeguard Policy, project budget revisions, records of surveys conducted, national strategic and legal documents, stakeholder maps, and any other materials that the team considers useful for this evidence-based review).
- Assist the International Evaluator with conducting interviews, including online (via Zoom) and/or face to face (considering health security measures in the situation of COVID pandemic) with key project stakeholders as identified in the UNDP-GCF Project Document. Taking notes of the interviews/meetings.
- Conduct surveys/questionnaires with stakeholders who have project responsibilities, including but not limited to executing agencies, senior officials and task team/component leaders, key experts and consultants in the subject area, Project Steering Committee, project stakeholders, local government, CSOs, project beneficiaries, etc.
- If required and as per methodology and requirements defined by International Evaluator, conduct field missions (as long as it is safe to do so) to project sites in *retrofitted public and residential buildings* in Armenia.

Required Qualifications:

Education

- Master's degree in (Economics, Energy, Engineering, Environment, Climate Change) or other closely related field.

¹ For ideas on innovative and participatory Monitoring and Evaluation strategies and techniques, see [UNDP Discussion Paper: Innovations in Monitoring & Evaluating Results](#), 05 Nov 2013.

Experience

- At least 5 years of overall work experience in relevant technical areas;
- Proven practical experience in information gathering and research methodology; experience in data analysis by using innovative approaches and good writing of prompt recommendations;
- Proven practical experience in interaction with multiple stakeholders, organization and facilitation of meetings and interviews;
- Advanced experience in working with government agencies (central and local), international organizations and private sector;
- Proven experience in UNDP and/or other international organizations in the area of *Energy Efficiency/Climate Change finance/Energy Efficiency in Buildings* or relevant would be an asset;
- Demonstrated understanding of issues related to gender and climate change mitigation; experience in gender sensitive analysis;
- Excellent communication skills;
- Demonstrable analytical skills;
- Project evaluation/review experiences within United Nations system will be considered an asset.

Language Skills:

- Fluency in Armenian and English (written and oral).

Competencies

- Good understanding of the international, especially UNDP projects implementation and evaluation principles;
- Strong interpersonal skills with ability to establish and maintain effective work relationships with people of different social and cultural backgrounds;
- Ability to create and promote enabling environment for open communication;
- Advanced communication capacity and proven knowledge of communication tools, excellent writing skills;
- Strong analytical capacity;
- Ability to work efficiently and provide high quality outputs under time pressure;
- Ability to work independently and participate effectively in a team-based information sharing;
- Advanced IT and Microsoft Office operating capacities.

Expected deliverables:

#	Deliverables	Delivery time
1.	Support provided to the International Evaluator: interviews/surveys/questionnaires, field missions conducted; documents/data collected; notes, provided; records documented; translations made.	05 October 2020

Payment mode:

Lump sum payable modality will be applied for this assignment. Payment will be made in one installment upon completion of the tasks and approval of deliverable by the International evaluator and UNDP country office.

Payment will be issued in AMD according to the official UN exchange rate.