



GLOBAL ENVIRONMENT FACILITY
UNITED NATIONS DEVELOPMENT PROGRAMME

TERMS OF REFERENCE



**TERMINAL EVALUATION OF DEVELOPMENT OF SUSTAINABLE RENEWABLE ENERGY
POWER GENERATION (SREPGEN) PROJECT**

Project Title: Development of Sustainable Renewable Energy Power Generation (SREPGen) Project

Functional Title: International Consultant and National Consultant for Terminal Evaluation

Duration: Estimated 30 days (per consultant) over a period of October-December 2020, including field mission to Char Montaz in Rangabali Upazila at Patuakhali district, South Sakuchia Union, Monpura Upazilla, Bhola District, Monpura Union, Monpura Upazilla, Bhola District, Chuadanga, Thanchi, Ruma, Bandarban hill district).

1. INTRODUCTION

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP-supported GEF financed projects are required to undergo a terminal evaluation (TE) upon completion of implementation. This terms of reference (TOR) sets out the expectations for the TE of the full-sized project titled Development of Sustainable Renewable Energy Power Generation (SREPGen) Project (PIMS #3948) implemented through the Sustainable and Renewable Energy Development Authority (SREDA) under the Power Division, Ministry of Power Energy and Mineral Resources (MoPEMR). The project started on November 26, 2013 and it is in its 5th year of implementation since the inception workshop of the project was held on March 5, 2015. The TE process must follow the guidance outlined in the document 'Guidance for Conducting Terminal Evaluations of UNDP-Supported, GEF-Financed Projects' ([Guidance for Conducting Terminal Evaluations of UNDP-Supported, GEF-Financed Projects](#)).

Basic information of the project to be evaluated is as follows:

PROJECT SUMMARY TABLE

Project Title:	Development of Sustainable Renewable Energy Power Generation (SREPGen) Project			
F Project ID:	4459		<i>at endorsement (Million US\$)</i>	<i>at completion (Million US\$)</i>
UNDP Project ID:	00086516	GEF financing:	4.07	4.07
Country:	Bangladesh	IA/EA own:	5.00	
Region:	Asia & Pacific	Government :	21.15	1.03

Focal Area:	Climate Change - Mitigation	Other:	23.45	
FA Objectives, (OP/SP):	CCM3 Promote investment in renewable energy technologies	Total co-financing:	49.60	1.03
Executing Agency:	Sustainable and Renewable Energy Development Authority (SREDA)	Total Project Cost:	53.67	5.10
Other Partners involved:	N/A	ProDoc Signature (date project began):		26 November 2013
		(Operational) Closing Date: 31 December 2019		(Actual) Closing Date: 31 December 2020

2. PROJECT BACKGROUND AND CONTEXT ¹

Background

To mitigate the impacts of the increasing intermittency of the power supply, the Government of Bangladesh (GoB) announced targets for capacity additions of 9,000 MW (nearly a tripling of current capacity) by 2015 based on their Power System Master Plan 2010 (PSMP) to improve and expand electricity supply to support the 8% GDP growth. The country's current power-generation capacity stands at 20,430MW, while average production hovers between 6,500MW to 11,500MW according to the Power Cell estimate. The country has a target of generating 24,000MW of electricity by 2021, 40,000MW by 2030, and 60,000MW by 2041. Commendable progression has been made in the renewable energy sector in the last few years. At present, 568.53 MW (3% of total energy) is being generated from renewable energy sources. The PSMP outlined a time bound reform process focusing on infrastructural development, tariff rationalization, efficiency improvement, energy sources and fuel diversification with a target to supply power to all its citizens by the Year 2021.

In recognition of the potential contribution of renewable energy (RE) to sustainable economic growth, Bangladesh has had RE development as a part of its energy policies since 1996. In 2002, a Renewable Energy Policy (REP) was first drafted and a "Vision and Policy Statement on Power Sector Reforms" was issued in 2002 with the objectives of: i) universal access by the year 2020 with improved reliability and quality ; ii) stabilizing the financial status of the power sector and increasing its efficiency; iii) operating the sector on commercial principles and increasing private sector participation; and iv) establishing an independent institution, Sustainable Energy Development Agency (SEDA) , under the Companies Act, 1994, as a focal point for sustainable energy development and promotion, 'sustainable energy' comprising renewable energy and energy efficiency.

Objectives of the project

The overall objective of the SREPGen project is to reduce the annual growth rate of GHG emissions from the fossil fuel-based power generation by exploring Bangladesh's renewable energy resources for

¹ Project Document (ProDoc):

<https://info.undp.org/docs/pdc/Documents/BGD/PIMS%203948%20BGD%20SREPGen%20ProDoc%20070813%20CEO%20Endors ed.pdf>

electricity generation. The basic approach of the project is to promote renewable energy in Bangladesh through the recently established Sustainable and Renewable Energy Development Authority (SREDA). It aims to contribute to helping Bangladesh to achieve a greater share of renewable energy (RE) in its energy mix.

Detailed objectives of the project are to contribute to:

- (i) evolving SREDA into a facilitation center to support private sector RE investment development; to enable regulators to determine fair flexible tariff structures, develop RE power plans, and adopt RE power management and incentive regulations; to bring confidence to private RE investors; and to increase the number of approved RE projects;
- (ii) increasing capacities of relevant government agencies to generate, process, obtain and disseminate reliable RE resource information for use by GoB and potential project developers and investors;
- (iii) increasing affordability and access to solar power and associated livelihood benefits for low income households; and
- (iv) increasing the share of RE in Bangladesh's power mix through facilitating the financing, implementation and operation of pilot (RE) energy projects using rice husk and solar panels.

Project components

The SREPGen project has the following 4 components based on which the terminal evaluation is expected to assess the project.

Component 1: RE policy and regulatory support program: This component addresses the barrier concerning the lack of appropriate policy and regulatory framework for RE power investment. The expected outcome is to evolve SREDA into a facilitation center that supports private sector in RE investment development, enable regulators in determining fair flexible tariff structures, develop RE power plans, and adopt RE power management and incentive regulations, bring confidence in private RE investors, and increase the number of approved RE projects.

Component 2: Resource assessment support program:

This component is intended to address the barriers associated with the lack of reliable RE resource data that can be used by prospective RE project developers and investors. The expected outcome from the deliverables of the activities under this component is increased capacity of SREDA and other relevant government agencies in generating, processing, obtaining, and disseminating reliable RE resource information for use by GoB and potential project developers and investors (including increased availability of wind, solar and biomass resource information). Thus, it is important to note the capacity building aspect of the outcome – the target is not just data, but also capacity building. Outcome 2 as originally designed has three target outputs: (1) Output 2.2 Wind resource maps, (2) Output 2.3 Investment grade solar resource data, and (3) Output 2.3 Biomass resource data.

Component 3: Increased affordability and access to of photovoltaic solar power and associated livelihood benefits LED lanterns (PVSLs) for low income households: Component 3, “Increased affordability of photovoltaic solar LED lanterns (PVSLs) for low income households”, is fully focused on the distribution of solar PV lanterns with a partial subsidy covered by GEF funds. This component, which represents more than half of the project's GEF budget has been stalled due to the lack of uptake in the Bangladesh market for

solar PV lanterns. The original three outputs, as designed, were all meant to be focused on distribution of solar PV lanterns. The original three outputs were as follows: (a) “established financial mechanism that includes a credit scheme and buy-down” (Output 3.1), (b) “PVSL delivery models that provide product support and credit collection” (Output 3.2), and (c) “PVSL certification procedures and quality oversight of diffusion activities.” Based on findings from the mission, the MTR consultant believes that the project should shift its focus away from solar PV lanterns and towards other approaches for getting RE power to the poorest and enhancing the quality of their power access. In this vein, it is recommended that the wording of the component and associated outcome be adjusted slightly as follows, while maintaining the original spirit of using PV power to increase power access of low income households: “Component 3. Affordable Photovoltaic for Low-income Households and associated Livelihood Enhancement.” “Outcome 3. Increased affordability and access to photovoltaic solar power and associated livelihood benefits for low income households.”

An important result of the MTR mission was that it confirmed the low uptake of solar PV lanterns from multiple sources. Further, some sources offered substantial detail on the decline of the solar PV market. In general, two key conclusions are: (1) With the evolution of the PV market in rural areas, solar lanterns are considered too low level a product; and most households are not interested in them but are instead interested in SHSs. (2) Even the SHS market as accessed by IDCOL’s donor supported programs has declined drastically due to the large number of free systems provided by the government, the very low cost Chinese systems that have entered the market, and the saturation of the market segment of those most easily able to afford the systems. These findings suggest that the redesign of Component 3 to focus on something other than solar lantern distribution with partial subsidy and up-front payment by buyers is justified.

Component 4: Renewable energy investment scale-up: Its focus is to increase share of RE in Bangladesh’s power generation mix. Its outcome (Outcome 4) is stated as “Renewable Energy accounts for an increased share of Bangladesh’s power generation mix.” Strangely, project team members involved with this project at present and in the past referred to Component 4 as the “innovation component” and firmly believed its purpose was to demonstrate innovative applications of RE power. They seemed unfamiliar with the idea that the component was intended to be about scaling up investment in RE power generation. Its target outputs are Output 4.1 Financial close and construction begun on pipeline utility-scale PV and wind power projects as a result of barrier-removal support by SREDA; Output 4.2 Bankable documents for financing pilot grid-connected RE projects in biomass related areas; Output 4.3 Operational pilot rice husk grid-connected RE biomass power generation plants; Output 4.4 Implemented projects in key, high power consuming areas that demonstrate innovation in the direct use of solar power and strong potential for commercial viability, carried out under the umbrella of the “SREDA Innovation Lab”; Output 4.5: Replication plans for additional RE projects.

Crosscutting Issues: Gender

The energy poverty has serious consequences on living and social conditions of people and undermines educational and business opportunities. Energy poverty has severely affected women particularly in terms of health, safety, education and economic development and empowerment. Indoor electricity enables people to stop burning candles, kerosene and other highly polluting fuels, and allows them to use refrigerators for food conservation and watch televisions to receive information on health and hygiene standard. Electrification at toilet has a positive impact on women’s security because it decreases the crime rate and physical and sexual violence. Having electricity at home and in schools allows for studying and reading at night, watching TV and therefore accessing multiple information sources.

Increased access to electricity reduces working hours of women and women get more opportunities to invest their time in income generating activity. As women contribute to the household's income, they also benefit from personal empowerment, increase their bargaining and decision-making power at household and improve their social status outside the home.

SREPGen project has made available following support for gender equality:

- Distribution of 6170 PVSLs: The lives of women in rural low-income households have been changing with the dissemination of PVSLs. PVSLs helps to improve indoor air quality and allow women and children to do various activities in the evening such as reading, learning, or performing tasks that may generate additional income for their households. The improved quality of light from PVSLs also provides women with more security at night against theft and intrusion. In the long term, women will have more available income to spend on other essentials such as foods and other household needs.
- Micro hydro powerplant project is giving access to electricity to 62 female headed households of indigenous community.
- Solar irrigation pump project is prioritizing 20,000 female headed households who are facing constraints without access to energy for irrigation. The project also gave special attention to people with disabilities. The participation of women in local management of resources was ensured.
- Solar ice plant project is covering 10,000 households of Char Montaz Islands annually including 8,000 female headed household who are involved in fishing but unable to collect ice from distant areas. The project is focusing on the female headed households who mainly face the barriers to collect ice from far distance. 80% direct beneficiaries of the project is female, and they were given preferences. The project is also giving special attention to people with disabilities. On the other hand, the female members of Upokulio Biddutayan O Mohila Unnayan Samity (UBOMUS) has been engaged in project management in their own locality.

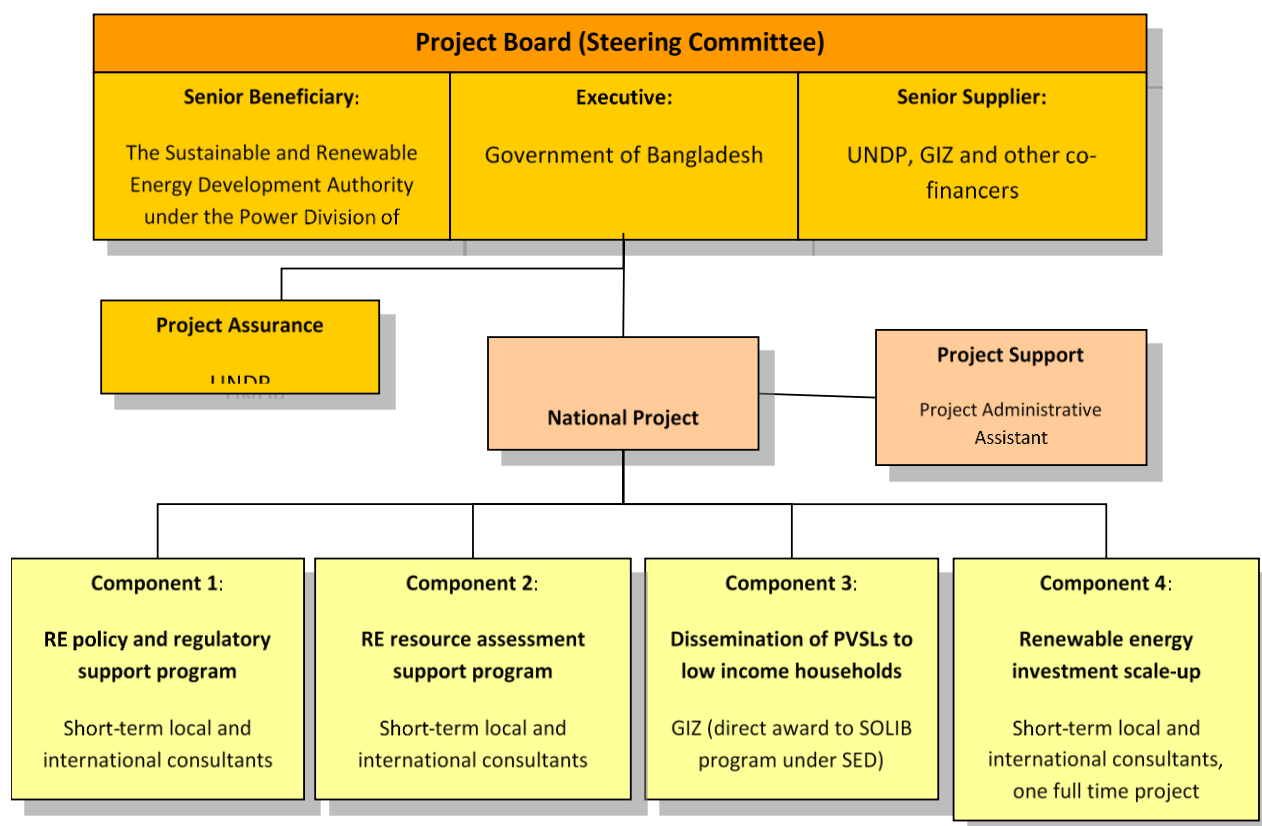
Project sites

The project sites are located across the country, mostly remote and off-grid areas of the country, including Char Montaz in Rangabali Upazila at Patuakhali district, South Sakuchia Union, Monpura Upazilla, Bhola district, Monpura Union, Monpura Upazilla, Bhola District, Chuadanga, Thanchi, Ruma, Bandarban district.

Implementation arrangement

The project is being executed according to UNDP's National Implementation Modality (NIM), as per the NIM project management implementation guidelines agreed by UNDP and the Government of Bangladesh.

Figure 1: Project Organization Structure



Stakeholders of the project

The implementation partner (IP) of the SREPGen project is Sustainable and Renewable Energy Development Authority' (SREDA), Power Division. Stakeholders of the project include the Infrastructure Development Company Limited (IDCOL), Independent Power Producer (IPP), Private sector investors in RE (Renewable Energy) sector, academia, policy makers, and university. Project's beneficiaries are the poor who are living in the remote and off-grid areas of the country, school children, youth group, women, and ethnic minorities. A detailed list of stakeholders includes but not limited to:

Exhibit-1. Stakeholder List

Project Team and UNDP	
Project Monitoring and Evaluation Officer	UNDP Assistant Resident Representative and Programme Specialist (Nature, Climate & Energy)
Project Administrative and Finance Officer	UNDP Programme Specialist (Nature, Climate & Energy)
Current Project Manager	UNDP Programme Associate
UNDP M&E focal point	UNDP Deputy Resident Representative
Government of Bangladesh	
SREDA Member for EE&C	Wind Resource Mapping Project, Power Division
SREDA Chair (who is also NPD)	Bangladesh Energy Regulatory Commission (BERC)

REB (Rural Electrification Board) – Director for RE	Blue Economy Cell and 1 other
RE Experts and Consultants to Project	
Project Biomass Expert	United International University (UIU) – PV Expert
Project Capacity Building Expert	Project PV Applications Expert
Project Design Consultant	
Companies and Foundations involved in RE Sector	
IDCOL – CEO, Head of RE, RE Manager	SolShare – CEO
Amity Solar – Chairman	Rahimafrooz – Head of Access to Energy
Amity Solar – Engineer	BGEF – Chairman
Symbior Solar – Country Rep.	Waste Concern – Director
Paragon – Head of Business Development	SolarEn Foundation – Regional Manager
Donors	
World Bank – RE Specialist	ADB – Project Officer
JICA RE Expert	ChinaAid – Economic Office
JICA/ Expert	GIZ – Responsible Officer and Sr. Adviser
USAID – Energy Team Lead, Advisor, PM	
Beneficiary of pico-PV Systems, mini-grid, solar ice plant, hydro power plant, solar irrigation pump	

Project extension

The SREPGen project has been extended twice to bring necessary adjustment into project interventions based on progress of field level implementation and due to COVID-19 situation. The first extension was made on 31 December 2019 for a period of 18 months to redesign the project as per MTR's recommendations. The project, through expeditious implementation of activities in this initial extension period, was put back on track to meet the project goals as per the revised end date on 26 May 2020. With significant progress and high-level impacts achieved, the project registered cumulative financial delivery rate of 81 % as of 31 March 2020. The project was scheduled to be end on 31 December 2020. The evaluation team can further assess the implications of the COVID-19 pandemic in achieving the planned activities until closure in December 2020.

With the ongoing pandemic of COVID-19 around the world, Government of Bangladesh enforced lockdown across the country since March 2020 and therefore, all field level and other activities were completely sopped at this stage. Some major activities were seriously disrupted by the COVID-19 under different component of the project such as installation of solar irrigation pumps, wider dissemination of publication and policy guideline produced by the project, resource assessment support programme and commissioning of terminal evaluation.

3. TE PURPOSE

The TE report will assess the achievement of project results (both at outcome and output level) against what was expected to be achieved, and draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming. The TE report promotes accountability and transparency, and assesses the extent of project accomplishments. The TE is part of UNDP Bangladesh Country Office Evaluation Plan (2017-2021).

Detailed objectives of terminal evaluation are as follows:

- Assess to what extent SREPGen project has contributed to address the needs and problems identified during programme design;
- Assess how effectively SREPGen project has achieved its stated development objectives and purposes;
- Measure how efficiently the outcomes and outputs have progressed in attaining the development objective and purpose of the project;
- Assess both negative and positive factors that have facilitated or hampered progress in achieving the project outcomes, including external factors/environment, weakness in design, management and resource allocation;
- Assess the extent to which the application of the rights-based approach and gender mainstreaming are integrated within planning and implementation of the SREPGen project;
- Identify and document substantive lessons learned, good practices and also opportunities for scaling up the future SREPGen project in Bangladesh;
- Provide forward looking programmatic recommendations for the SREPGen project and the relevant portfolio of UNDP

The evaluation will focus on six key evaluation criteria: relevance, efficiency, effectiveness, potential impact, sustainability, and coherence. The evaluation should provide credible, useful, evidence-based information which enables timely incorporation of its findings, recommendations and lessons into decision making processes of UNDP and key stakeholders. It will also assess the potential of the next phase of the project. The evaluation will cover the time span from November 26, 2013 (the beginning of the SREPGen project) to date.

The primary users of the evaluation results will be UNDP, SREDA, and GEF, but the evaluation results will equally be useful to the relevant ministries of Government of Bangladesh, development partners and donors.

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.

4. TE APPROACH AND METHODOLOGY

The TE report must provide evidence-based information that is credible, reliable and useful.

The TE team will review all relevant sources of information including documents prepared during the preparation phase (i.e. PIF, UNDP Initiation Plan, UNDP Social and Environmental Screening Procedure/SESP), the Project Document, Annual Work Plans, project reports including annual project implementation reports (PIRs), progress reports, project budget revisions, lesson learned reports, study/survey reports, national strategic and legal documents, policy documents, knowledge products, and any other materials that the team considers useful for this evidence-based evaluation. The TE team will review the baseline and midterm GEF focal area Core Indicators/Tracking Tools submitted to the GEF at the CEO endorsement and midterm stages and the terminal Core Indicators/Tracking Tools that must be completed before the TE field mission begins.

The evaluation will adopt mix methods of qualitative and quantitative approach in data collection and analysis, including key informant interviews and focus group discussions in project's intervention sites. Collected data and information will be triangulated by multiple data sources and evidence.

The TE team is expected to follow a participatory and consultative approach ensuring close engagement with the Project Team, government counterparts (the GEF Operational Focal Point), Implementing Partners, the UNDP Country Office(s), the Regional Technical Advisor, direct beneficiaries and other stakeholders.

Engagement of stakeholders is vital to a successful TE. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to Project Team and UNDP (Project Monitoring and Evaluation Officer, UNDP Assistant Resident Representative and Programme Specialist(Nature, Climate & Energy), Project Administrative and Finance Officer, Project Manager, Programme Associate, Former Project Manager, UNDP Resident Representative, UNDP Deputy Resident Representative, and UNDP Country Office M&E focal point), Government of Bangladesh (SREDA Member for EE&C, SREDA Chair and National Project Director, SREDA Member for EE&C, REB – Director for RE, Wind Resource Mapping Project, Power Division, BERC, Blue Economy Cell and 1 other), RE Experts and Consultants of the project, Companies and Foundations involved in RE Sector, and Donors as well as project beneficiaries in the field.

If the situation allows, the national consultant of TE team is expected to conduct field missions to Char Montaz in Rangabali Upazila at Patuakhali district, South Sakuchia Union, Monpura Upazilla, Bhola District, Monpura Union, Monpura Upazilla, Bhola District), Chuadanga, Thanchi, Ruma, Bandarban district). Key Informant Interviews and Focus Group Discussions are expected for collection of data and information from local stakeholders at the project sites, including project beneficiaries and local administrations.

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 26 March 2020 and travel in the country is also restricted. A national consultant is expected to collect data in the field as mentioned above, if situation allows. But if it is not possible to travel to or within the country for the TE mission then the TE team should develop a methodology that takes this into account the conduct of the TE virtually and remotely, including the use of remote interview methods and extended desk reviews, data analysis, surveys and evaluation questionnaires. This should be detailed in the TE Inception Report and agreed with the Commissioning Unit.

In particular, data collection should consider the COVID-19 situation in the country at the time of evaluation. In case if part of the evaluation is to be carried out virtually then consideration should be taken for stakeholder availability, ability or willingness to be interviewed remotely. An International consultant is expected to work remotely with national evaluator support in the field. No stakeholders, consultants or UNDP staff should be put in harm's way and safety is the key priority.

The specific design and methodology for the TE should emerge from consultations between the TE team and the above-mentioned parties regarding what is appropriate and feasible for meeting the TE purpose and objectives and answering the evaluation questions, given limitations of budget, time and data. The TE team must use gender-responsive methodologies and tools and ensure that gender equality and women's empowerment, as well as other cross-cutting issues and SDGs are incorporated into the TE report.

The final methodological approach including interview schedule, field visits and data to be used in the evaluation must be clearly outlined in the TE Inception Report and be fully discussed and agreed between UNDP, stakeholders and the TE team.

Evaluation Criteria Matrix (evaluation criteria with key questions, indicators, sources of data, and methodology) and KII checklist need to be developed as part of the TE Inception Report. Refer to Annex D of this ToR for evaluation criteria matrix template.

The final report must describe the full TE approach taken and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the evaluation.

Gender and Human Rights based Approach

Gender analysis must also be incorporated in the terminal evaluation to measure how gender aspects have been incorporated in the project design/implementation and to what extent the project contributes to promotion of gender equality and empowerment in the project areas, which are geographically isolated in the country. Interviews must cover and focus on female beneficiaries to see the impact of the projects on their livelihood and socio-economic status. The consultant team is also expected to develop detailed methodology on gender analysis and incorporate it in the inception report.

In addition, the methodology used in the terminal evaluation, including data collection and analysis methods should be human rights and gender-sensitive to the greatest extent possible, with evaluation data and findings disaggregated by sex, ethnicity, age, etc. Detailed analysis on disaggregated data will be undertaken as part of terminal evaluation from which findings are consolidated to make recommendations and identify lessons learned for enhanced gender-responsive and rights-based approach of the project.

These evaluation approach and methodology should consider different groups of beneficiaries in the SREPGen project intervention, including women, minorities, vulnerable groups, and people in hard to reach areas.

The evaluators are requested to review *UNEG's Guidance in Integrating Human Rights and Gender Equality in Evaluation* during the inception phase².

5. DETAILED SCOPE OF THE TE

The TE will assess project performance against expectations set out in the project's Logical Framework/Results Framework (see ToR Annex A). The TE will assess results according to the criteria outlined in '[Guidance for Conducting Terminal Evaluations of UNDP-Supported, GEF-Financed Projects](#)'. The evaluation will at a minimum cover the criteria of: **relevance, effectiveness (results/achievements towards objective and expected outcome), impact, efficiency, sustainability (financial, socio-economic, institutional framework & governance)**. Ratings must be provided on the following performance criteria. The completed table must be included in the evaluation executive summary. The timeframe of terminal evaluation covers the beginning of the project (including project design stage) to the time when terminal evaluation is initiated.

The Findings section of the TE report will cover the topics listed below. A full outline of the TE report's content is provided in Annex C of this ToR.

The asterisk “(*)” indicates criteria for which a rating is required.

² Integrating Human Rights and Gender Equality in Evaluation - Towards UNEG Guidance: http://www.uneval.org/papersandpubs/documentdetail.jsp?doc_id=980

Findings

- i. Project Design/Formulation
 - National priorities and country driven-ness
 - Theory of Change
 - Gender equality and women's empowerment
 - Social and Environmental Standards (Safeguards)
 - Analysis of Results Framework: project logic and strategy, indicators
 - Assumptions and Risks
 - Lessons from other relevant projects (e.g. same focal area) incorporated into project design
 - Planned stakeholder participation
 - Linkages between project and other interventions within the sector
 - Management arrangements
- ii. Project Implementation
 - Adaptive management (changes to the project design and project outputs during implementation)
 - Actual stakeholder participation and partnership arrangements
 - Project Finance and Co-finance
 - Monitoring & Evaluation: design at entry (*), implementation (*), and overall assessment of M&E (*)
 - Implementing Agency (UNDP) (*) and Executing Agency (*), overall project oversight/implementation and execution (*)
 - Risk Management, including Social and Environmental Standards (Safeguards)
- iii. Project Results
 - Assess the achievement of outcomes against indicators by reporting on the level of progress for each objective and outcome indicator at the time of the TE and noting final achievements
 - Relevance (*), Effectiveness (*), Efficiency (*) and overall project outcome (*)
 - Sustainability: financial (*), socio-political (*), institutional framework and governance (*), environmental (*), overall likelihood of sustainability (*), resilience to climate risks (*)
 - Country ownership
 - Gender equality and women's empowerment
 - Cross-cutting issues (poverty alleviation, improved governance, climate change mitigation and adaptation, disaster prevention and recovery, human rights, capacity development, South-South cooperation, knowledge management, volunteerism, etc., as relevant)
 - GEF Additionality
 - Catalytic Role / Replication Effect
 - Progress to impact

Project finance / co-finance

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 need to be well analysed, including annual expenditures. Variances between planned and actual expenditures 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\$)		Total (mill. US\$)	
	Planned	Actual	Planned	Actual	Planned	Actual	Actual	Actual
Grants								
Loans/Concessions								
• In-kind support								
• Other								
Totals								

Impact

The evaluators 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 the following results:

Main Findings, Conclusions, Recommendations and Lessons Learned

The TE team will include a summary of the main findings of the TE report. Findings should be presented as statements of fact that are based on analysis of the data.

The section on conclusions will be written in light of the findings. Conclusions should be comprehensive and balanced statements that are well substantiated by evidence and logically connected to the TE findings. They should highlight the strengths, weaknesses and results of the project, respond to key evaluation questions and provide insights into the identification of and/or solutions to important problems or issues pertinent to project beneficiaries, UNDP and the GEF, including issues in relation to gender equality and women's empowerment.

Recommendations should provide concrete, practical, feasible and targeted recommendations directed to the intended users of the evaluation about what actions to take and decisions to make. The recommendations should be specifically supported by the evidence and linked to the findings and conclusions around key questions addressed by the evaluation.

The TE report should also include lessons that can be taken from the evaluation, including best practices in addressing issues relating to relevance, performance and success that can provide knowledge gained from the particular circumstance (programmatic and evaluation methods used, partnerships, financial leveraging, etc.) that are applicable to other GEF and UNDP interventions. When possible, the TE team should include examples of good practices in project design and implementation.

It is important for the conclusions, recommendations and lessons learned of the TE report to incorporate gender equality and empowerment of women.

The TE report will include an Evaluation Ratings Table, as shown below:

Evaluation Ratings Table for (SREPGen)

Monitoring & Evaluation (M&E)	Rating ³
M&E design at entry	
M&E Plan Implementation	
Overall Quality of M&E	
Implementation & Execution	Rating
Quality of UNDP Implementation/Oversight	
Quality of Implementing Partner Execution	
Overall quality of Implementation/Execution	
Assessment of Outcomes	Rating
Relevance	
Effectiveness	
Efficiency	
Overall Project Outcome Rating	
Sustainability	Rating
Financial resources	
Socio-political/economic	
Institutional framework and governance	
Environmental	
Overall Likelihood of Sustainability	

6. TIMEFRAME

The total duration of the TE will be 30 working days (for each consultant) over a period of 8 weeks starting at the end of October 2020. The tentative TE timeframe is as follows. In case if stakeholder interviews are done virtually, the timeframe may be revised. It shall be detailed in the inception report.

Timeframe	Activity
21/10/2020	Application closes
28/10/2020	Selection of TE consultant (individually not as a team)
30/10/2020	Preparation period for TE team (handover of documentation)
(1-5/11/2020) 5 days	Document review and preparation of TE Inception Report by TE team
(6-8/11/2020)	Finalization and Validation of TE Inception Report; latest start of TE mission
(10-20/11/2020) 10 days	TE mission: stakeholder meetings, interviews, field visits, etc.
(20/11/2020)	Mission wrap-up meeting & presentation of initial findings; earliest end of TE mission

³ Outcomes, Effectiveness, Efficiency, M&E, Implementation/Oversight & Execution, Relevance are rated on a 6-point scale: 6=Highly Satisfactory (HS), 5=Satisfactory (S), 4=Moderately Satisfactory (MS), 3=Moderately Unsatisfactory (MU), 2=Unsatisfactory (U), 1=Highly Unsatisfactory (HU). Sustainability is rated on a 4-point scale: 4=Likely (L), 3=Moderately Likely (ML), 2=Moderately Unlikely (MU), 1=Unlikely (U)

(03/12/2020) 11 days	Preparation of draft TE report
(04/12/2020)	Circulation of draft TE report for comments
(18/12/2020) 4 days	Incorporation of comments on draft TE report into Audit Trail & finalization of TE report
(20/12/2020)	Preparation and Issuance of Management Response
TBD	Concluding Stakeholder Workshop (optional)
(22/12/2020)	Expected date of full TE completion

7. TE DELIVERABLES

The evaluation team is expected to deliver the following:

#	Deliverable	Description	Timing	Responsibilities
1	TE Inception Report	TE team clarifies objectives, methodology and timing of the TE	No later than 2 weeks before the TE mission: (by 05/11/2020)	TE team submits Inception Report to Commissioning Unit and project management
2	Presentation	Initial Findings	End of TE mission: (20/11/2020)	TE team presents to Commissioning Unit and project management
3	Draft TE Report	Full draft report (using guidelines on report content in ToR Annex C) with annexes	Within 3 weeks of end of TE mission: (03/12/2020)	TE team submits to Commissioning Unit; reviewed by RTA, Project Coordinating Unit, GEF OFP
5	Final TE Report* + Annex + Audit Trail + Cleaned datasets (if any)	Revised final report and TE Audit trail in which the TE details how all received comments have (and have not) been addressed in the final TE report (See template in ToR Annex H)	Within 1 week of receiving comments on draft report: (by 18/12/2020)	TE team submits both documents to the Commissioning Unit

*All final TE reports will be quality assessed by the UNDP Independent Evaluation Office (IEO). Details of the IEO's quality assessment of decentralized evaluations can be found in Section 6 (Page 5-11) of the UNDP Evaluation Guidelines.⁴

8. TE ARRANGEMENTS

The principal responsibility for managing the TE resides with the Commissioning Unit. The Commissioning Unit for this project's TE is UNDP Bangladesh Country Office (Resilience and Inclusive Growth cluster).

The Commissioning Unit will contract the evaluators and ensure the timely provision of per diems and travel arrangements within the country for the TE team. The M&E focal point of UNDP Bangladesh will also be

⁴ UNDP Evaluation Guidelines, Section 6: <http://web.undp.org/evaluation/guideline/section-6.shtml>

responsible for quality assurance of evaluation. The Project Team will be responsible for liaising with the TE team to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

9. TE TEAM COMPOSITION

A team of two independent evaluators will conduct the TE – one international team leader (with experience and exposure to projects and evaluations in other regions) and one national team expert from Bangladesh. Recruitment will be done individually. The consultants shall have prior experience in evaluating similar projects. Experience with GEF financed projects is an advantage. An international consultant will be designated as the team leader and will be responsible for overall evaluation process, including evaluation design and reporting. A national consultant will be designated as a team expert and responsible for conduct of evaluation, particularly data collection in the country.

The evaluator(s) cannot have participated in the project preparation, formulation and/or implementation (including the writing of the project document), must not have conducted this project's Mid-Term Review and should not have a conflict of interest with the project's related activities.

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. Due to international travel restrictions, an international consultant (team leader) is expected to conduct evaluation remotely, while a national consultant shall take the lead in on-site data collection, including KIs and FGDs as well as verification of the results in the project's intervention sites in case of travel restriction being relaxed. Division of roles will be clearly defined before conduct of the TE and discussed and finalized during the inception phase in consultation with UNDP and relevant stakeholders.

The Team members must present the following qualifications. Any individual who has had prior involvement in design, implementation, or Mid-term Review (MTR) of SREPGen project or those who have been directly or indirectly related to the SREPGen project are not eligible for this consultancy due to conflict of interests.

A. INTERNATIONAL LEAD CONSULTANT

- At least Master's degree in a discipline relevant to renewable energy, environmental engineering, environmental science, climate change, development planning, project management & development studies or other closely related field (5%);
- Minimum 7 years of relevant professional experience of project evaluation, particularly GEF financed project evaluations, with proven knowledge of evaluation methodologies (25%);
- Previous experiences in project design/implementation/ evaluation in relevant thematic areas (i.e. renewable energy, environmental science, environmental engineering) (25%);
- Experience of working in *Asia especially South Asian countries* having technical knowledge in the targeted focal area(s) is an advantage (10%);
- Demonstrated understanding of issues related to renewable energy & climate change; experience in gender sensitive evaluation and analysis (5%);
- Excellent communication skills in English;
- Demonstrable analytical skills.
- Experience with implementing evaluations remotely will be considered an asset.
- No involvement in design, implementation, or Mid-term Review (MTR) of SREPGen project.

Responsibilities

- Conduct document review and data gathering;
- Design and develop appropriate, detailed evaluation methodologies for TE;
- Lead the TE Team in planning, conducting, and reporting on the evaluation remotely with clear division of labour within the Team, ensuring timeliness of reports;
- Lead drafting and finalization of the Inception Report for the Terminal Evaluation;
- Use of best practice methodologies in conducting evaluation;
- Lead presentation of the draft evaluation findings and recommendations remotely;
- Organize the de-briefing to the UNDP Country Office in Bangladesh and Core Project Management Team;
- Lead the drafting and finalization of the Terminal Evaluation Report

B. NATIONAL CONSULTANT

- At least Master's degree in a discipline relevant to renewable energy, environmental engineering, environmental science, climate change, development planning, project management or other relevant discipline (5%);
- Minimum 7 years of relevant professional experience of project evaluation, particularly GEF financed project evaluations, with proven knowledge of evaluation methodologies (25%);
- Previous experiences in project design/implementation/evaluation in relevant thematic areas (i.e. renewable energy, environmental science, environmental engineering) (25%);
- Proven experiences in field level data collection with adequate knowledge of data collection tools, including KIIs and FGDs (10%);
- Demonstrated understanding of issues related to gender and forestry & climate change; experience in gender sensitive evaluation and analysis (5%);
- Excellent communication skills in native language and English;
- Demonstrable analytical skills.
- No involvement in design, implementation, or Mid-term Review (MTR) of SREPGen project.

Responsibilities

- Conduct document review and data gathering;
- Contribute to the development of the evaluation plan and methodology;
- Lead data collection in the field, including KIIs and FGDs;
- Conduct field studies and analysis under the guidance of the international consultant due to the COVID-19 crisis;
- Conducting other elements of the evaluation determined jointly with the international consultant and UNDP;
- Contribute to presentation of the review findings and recommendations at the wrap-up meeting;
- Contribute to the drafting and finalization of the TE report

10. EVALUATOR ETHICS

The TE team will be held to the highest ethical standards and is required to sign a code of conduct upon acceptance of the assignment. This evaluation will be conducted in accordance with the principles outlined

in the UNEG 'Ethical Guidelines for Evaluation'⁵. The evaluator must safeguard the rights and confidentiality of information providers, interviewees and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The evaluator must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses without the express authorization of UNDP and partners.

11. PAYMENT SCHEDULE

- 20% payment upon satisfactory delivery of the final TE Inception Report and approval by the Commissioning Unit
- 40% payment upon satisfactory delivery of the draft TE report to the Commissioning Unit
- 40% payment upon satisfactory delivery of the final TE report and approval by the Commissioning Unit and RTA (via signatures on the TE Report Clearance Form) and delivery of completed TE Audit Trail

Criteria for issuing the final payment of 40%⁶:

- The final TE report includes all requirements outlined in the TE TOR and is in accordance with the TE guidance.
- The final TE report is clearly written, logically organized, and is specific for this project (i.e. text has not been cut & pasted from other TE reports).
- The Audit Trail includes responses to and justification for each comment listed.

In line with the UNDP's financial regulations, when determined by the Commissioning Unit and/or the consultant that a deliverable or service cannot be satisfactorily completed due to the impact of COVID-19 and limitations to the TE, that deliverable or service will not be 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.

12. APPLICATION PROCESS⁷

⁵ UNEG 'Ethical Guidelines for Evaluation' <http://www.unevaluation.org/document/detail/102>

⁶ The Commissioning Unit is obligated to issue payments to the TE team as soon as the terms under the ToR are fulfilled. If there is an ongoing discussion regarding the quality and completeness of the final deliverables that cannot be resolved between the Commissioning Unit and the TE team, the Regional M&E Advisor and Vertical Fund Directorate will be consulted. If needed, the Commissioning Unit's senior management, Procurement Services Unit and Legal Support Office will be notified as well so that a decision can be made about whether or not to withhold payment of any amounts that may be due to the evaluator(s), suspend or terminate the contract and/or remove the individual contractor from any applicable rosters. See the UNDP Individual Contract Policy for further details:

https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Individual%20Contract_Individual%20Contract%20Policy.docx&action=default

⁷ Engagement of evaluators should be done in line with guidelines for hiring consultants in the POPP <https://popp.undp.org/SitePages/POPPRoot.aspx>

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document. Consultants will be recruited individually not as a team.

Recommended Presentation of Proposal:

- a) **Letter of Confirmation of Interest and Availability** using the [template](#)⁸ provided by UNDP;
- b) **CV** and a **Personal History Form** ([P11 form](#)⁹);
- 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)
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc.), supported by a breakdown of costs, as per template attached to the [Letter of Confirmation of Interest template](#). If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

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 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.

Technical Criteria for Evaluation for internationals (Maximum 70 points):

- Criteria-01: At least Master's degree in a discipline relevant to Natural Resource Management/ forestry/ environmental science, energy, climate change, & development studies or other closely related field - **Max Point 5;**
- Criteria-02: Minimum 7 years of relevant professional experience of project evaluation, particularly GEF financed project evaluations, with proven knowledge of evaluation methodologies - **Max Point 25;**
- Criteria-03: Previous experiences with project design/implementation/evaluation in relevant thematic areas (i.e. renewable energy, environmental engineering) -**Max Point 25;**
- Criteria-04: Experience of working in Asia especially South Asian countries having technical knowledge in the targeted focal area(s) is an advantage - **Max Point 10;**
- Criteria-05: Demonstrated understanding of issues related to gender and forestry & climate change; experience in gender sensitive evaluation and analysis - **Max Point 5.**

Technical Criteria for Evaluation for national candidates (Maximum 70 points):

- Criteria-01: At least Master's degree in a discipline relevant to Natural Resource Management/ forestry/ environmental science, energy, climate change & development studies or other closely related field - **Max Point 5;**

⁸<https://intranet.undp.org/unit/bom/psa/Support%20documents%20on%20C%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

⁹ http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

- Criteria-02: Minimum 7 years of relevant professional experience of project evaluation, particularly GEF financed project evaluations, with proven knowledge of evaluation methodologies - **Max Point 25**;
- Criteria-03: Previous experiences in project design/implementation/evaluation in relevant thematic areas (i.e. renewable energy, environmental engineering) - **Max Point 25**;
- Criteria-04: Proven experiences in field level data collection with adequate knowledge of data collection tools, including KIIs and FGDs - **Max Point 10**;
- Criteria-05: Demonstrated understanding of issues related to gender and forestry & climate change; experience in gender sensitive evaluation and analysis - **Max Point 5**.

Financial Evaluation (Total 30 marks)

All technical qualified proposals will be scored out 30 based on the formula provided below.

The maximum points (30) will be assigned to the lowest financial proposal. All other proposals received points according to the following formula:

$$p = y (\mu /$$

Where:

- p = points for the financial proposal being evaluated;
- y = maximum number of points for the financial proposal;
- μ = price of the lowest priced proposal;
- z = price of the proposal being evaluated.

Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

13. TOR ANNEXES

- ToR Annex A: Project Logical/Results Framework
- ToR Annex B: Project Information Package to be reviewed by TE team
- ToR Annex C: Content of the TE report
- ToR Annex D: Evaluation Criteria Matrix template
- ToR Annex E: UNEG Code of Conduct for Evaluators
- ToR Annex F: TE Rating Scales
- ToR Annex G: TE Report Clearance Form
- ToR Annex H: TE Audit Trail

ADDITIONAL REQUIREMENTS FOR THE RECOMMENDED CONTRACTOR

Statement of Medical Fitness for Work

Individual Consultants/Contractors whose assignments require travel and who are over 62 years of age are required, at their own costs, to undergo a full medical examination including x-rays and obtaining medical clearance from UN –approved doctor, prior to taking up their assignment.

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

Inoculations/Vaccinations

Individual Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

TRAVEL

*Country travel is only required for a national consultant. An international consultant shall remotely conduct evaluation and is not required to travel to Bangladesh due to international travel restrictions.

Date	Place	No. of days
10-20/11/2020	Char Montaz in Rangabali Upazila at Patuakhali district, South Sakuchia Union, Monpura Upazilla, Bhola District, Monpura Union, Monpura Upazilla, Bhola District), Chuadanga, Thanchi, Ruma, Bandarban district	10 days

Field mission to (location), including following project sites(list):

1. UNDP Bangladesh Country office, Dhaka, Project Management Unit (PMU), Dhaka and project national partners.
2. Field visit at Char Montaz in Rangabali Upazila at Patuakhali district, South Sakuchia Union, Monpura Upazilla, Bhola District, Monpura Union, Monpura Upazilla, Bhola District), Chuadanga, Thanchi, Ruma, Bandarban district.

SECURITY CLEARANCE

The Consultant will be requested to undertake the Basic Security in the Field (BSIF) training and Advanced Security in the Field (ASIF). These requirements apply for all Consultants, attracted individually or through the Employer.

UNDP CONTRIBUTION

The security charges are applicable.

UNDP will provide the Consultant with following:

- Project-documents
(https://info.undp.org/docs/pdc/Documents/BGD/Prodoc_Exp%20the%20protected%20Area%20SystemAqEcoysystem-85970_BGD10.pdf);
- Organize meetings with Project partners;

- Working place;
- Interpreter if needed.

Annex A: SREPGen Project Logical/Results Framework

STRATEGIC RESULTS FRAMEWORK

PROJECT RESULTS FRAMEWORK

Primary applicable Key Environment and Sustainable Development Key Result Area (same as that on the cover page, circle one): 1. Mainstreaming environment and energy OR 2. <u>Catalyzing environmental finance</u> OR 3. Promote climate change adaptation OR 4. <u>Expanding access to environmental and energy services for the poor.</u>		
Applicable GEF Strategic Objective and Program: GEF-4 CC4 Strategic Program SP3: Increased production of renewable energy in electricity grids		
Applicable GEF Expected Outcomes: Total avoided GHG emissions from on-grid RE electricity generation		
Applicable GEF Outcome Indicators: Market penetration of on-grid renewable energy (% from renewables); GHG emissions from electricity generation (tons CO_{2eq}/ kWh); and \$/ tons CO_{2eq}		
Description of Indicator	Baseline Level	End of project target level
Objective: Reduction in the annual growth rate of GHG emissions from fossil fuel-fired power generation through the exploitation of Bangladesh's renewable energy resources for power generation		
A. Cumulative direct post-project CO ₂ emission reductions resulting from the RE technical assistance and investments by end-of-project (EOP), Mtons CO ₂ .	• 0	• 1.64
B. % share of RE in the power generation mix of Bangladesh (MW of RE power generation in Bangladesh, including on and off grid). As per the MTR, this indicator was slightly updated, with reference to no. of MW.	• 1 (200) slightly updated, with reference to no. of MW	• 6 (1,000) slightly updated, with reference to no. of MW
Outcome 1SREDA evolves into a facilitation center to support private sector RE investment development, enable regulators to determine fair flexible tariff structures, bring confidence to private RE investors, and increase the number of approved RE projects		
1.1 Number of on-grid RE projects approved based on studies of improved RE policy and tariffs and RE grid integration and SREDA operational rules (in KW). As per the MTR, this indicator was slightly updated, with reference to KW	• 0	• 4(40,000) slightly updated, with reference to no. of KW
1.2 Number of on-grid RE projects facilitated by SREDA operational rules. As per the MTR, this indicator was revised to "Number of utility scale RE projects approved/pipeline (MW)"	• 0	• 4(200) slight updated, with reference to no. of MW

1.3 Number of RE development project proponents that were assisted by SREDA staff in the technical design and approval of their projects	• 0	• 6
Outcome 2 Increased capacities of relevant government agencies to generate, process, obtain and disseminate reliable RE resource information for use by GoB and potential project developers and investors		
2.1 Number of implemented wind energy projects that were designed based on the wind maps	• 0	• 1
2.2 Number of RE resource assessments and data gathering that were carried out by the private sector. Per the MTR, the indicator was revised to "RE assessments coverage area of the country for identification of potential utility scale RE projects including private sector)"	• 1 0% (biomass) 0% (solar PV) 0% (Wind)	100% (biomass) 100% (solar PV) 100% (Wind)
2.3 Number of biomass-based power generation projects that were designed based on the biomass resource assessment data	• 0	• 4
Outcome 3 Increased affordability of photovoltaic solar (including LED lanterns (PVSLs)) and other Renewable Energy Power system for low income households" (based on MTR recommendation, the outcome is broadened)		
3.1 Number of government-certified PVSL models that meet international standards for functionality and durability that are imported into the country	• 1	• 5
3.2 Number of low income households that have new access to RE power are able to afford monthly payments from established and operational financial mechanisms for the purchase and use of PVSLs. As per the MTR, "have new access to RE power" was added to the description for clarity.	• 0	Direct: 6000 (Tier 1), 2500 (Tier 3+) Indirect: 50000 (Tier 1), 40000 (Tier 3)
3.3 Number of PVSL supply and delivery chains that also provide product support and credit collection by Year 2	• 0	• 3
3.4 Number of PVSLs disseminated to rural households outside of the project by EOP. Per the MTR, the indicator was revised to "Number of households with direct and improved quality of access to	• 0	400,000 (Tier 1 & 2), 62,500 (Tier 3)

electricity and productivity using renewable energy technology outside of the project by EOP)"		
Outcome 4 Renewable energy accounts for an increased share of Bangladesh's power generation mix		
4.1 Number of RE projects that are financed through RE funds where SREDA has had involvement in operationalization	• 0	• 2
4.2 MW of RE on-grid projects installed by EOP	• 1.9	• 1392 (SREDA RE Plan)
4.3 MW of RE off-grid projects installed by EOP	• 162	• 395 (SREDA RE Plan)
4.4 % increase of RE in Bangladesh's power generation mix by EOP	• 1.5	• 9.2 (SREDA RE Plan)
4.5 MW capacity of RE generation projects (on-grid and off-grid) in planning and design stages by EOP	• 0	• 1,790 (SREDA RE Plan)

TOR ANNEX B: PROJECT INFORMATION PACKAGE TO BE REVIEWED BY TE TEAM

#	Item (electronic versions preferred if available)
1	Project Identification Form (PIF)
2	UNDP Initiation Plan
3	Final UNDP-GEF Project Document with all annexes
4	CEO Endorsement Request
5	UNDP Social and Environmental Screening Procedure (SESP) and associated management plans (if any)
6	Inception Workshop Report
7	Mid-Term Review report and management response to MTR recommendations
8	All Project Implementation Reports (PIRs)
9	Progress reports (quarterly, semi-annual or annual, with associated workplans and financial reports)
10	Oversight mission reports
11	Minutes of Project Board Meetings and of other meetings (i.e. Project Appraisal Committee meetings)
12	GEF Tracking Tools (from CEO Endorsement, midterm and terminal stages)
13	GEF/LDCF/SCCF Core Indicators (from PIF, CEO Endorsement, midterm and terminal stages); for GEF-6 and GEF-7 projects only
14	Financial data, including actual expenditures by project outcome, including management costs, and including documentation of any significant budget revisions
15	Co-financing data with expected and actual contributions broken down by type of co-financing, source, and whether the contribution is considered as investment mobilized or recurring expenditures

16	Audit reports
17	Electronic copies of project outputs (booklets, manuals, technical reports, articles, etc.)
18	Sample of project communications materials
19	Summary list of formal meetings, workshops, etc. held, with date, location, topic, and number of participants
20	Any relevant socio-economic monitoring data, such as average incomes / employment levels of stakeholders in the target area, change in revenue related to project activities
21	List of contracts and procurement items over ~US\$5,000 (i.e. organizations or companies contracted for project outputs, etc., except in cases of confidential information)
22	List of related projects/initiatives contributing to project objectives approved/started after GEF project approval (i.e. any leveraged or “catalytic” results)
23	Data on relevant project website activity – e.g. number of unique visitors per month, number of page views, etc. over relevant time period, if available
24	UNDP Country Programme Document (CPD)
25	List/map of project sites, highlighting suggested visits
26	List and contact details for project staff, key project stakeholders, including Project Board members, RTA, Project Team members, and other partners to be consulted
27	Project deliverables that provide documentary evidence of achievement towards project outcomes
<i>Additional documents, as required</i>	

ToR Annex C: Content of the TE report

- i. Title page
 - Title of UNDP-supported GEF-financed project
 - UNDP PIMS ID and GEF ID
 - TE timeframe and date of final TE report
 - Region and countries included in the project
 - GEF Focal Area/Strategic Program
 - Executing Agency, Implementing partner and other project partners
 - TE Team members
- ii. Acknowledgements
- iii. Table of Contents
- iv. Acronyms and Abbreviations
1. Executive Summary (3-4 pages)
 - Project Information Table
 - Project Description (brief)
 - Evaluation Ratings Table
 - Concise summary of findings, conclusions and lessons learned
 - Recommendations summary table
2. Introduction (2-3 pages)
 - Purpose and objective of the TE
 - Scope
 - Methodology
 - Data Collection & Analysis
 - Ethics
 - Limitations to the evaluation
 - Structure of the TE report
3. Project Description (3-5 pages)
 - Project start and duration, including milestones
 - Development context: environmental, socio-economic, institutional, and policy factors relevant to the project objective and scope
 - Problems that the project sought to address, threats and barriers targeted
 - Immediate and development objectives of the project
 - Expected results
 - Main stakeholders: summary list
 - Theory of Change
4. Findings
(in addition to a descriptive assessment, all criteria marked with (*) must be given a rating¹⁰)
 - 4.1 Project Design/Formulation
 - Analysis of Results Framework: project logic and strategy, indicators
 - Assumptions and Risks
 - Lessons from other relevant projects (e.g. same focal area) incorporated into project design
 - Planned stakeholder participation
 - Linkages between project and other interventions within the sector
 - 4.1 Project Implementation

¹⁰ See ToR Annex F for rating scales.

- Adaptive management (changes to the project design and project outputs during implementation)
 - Actual stakeholder participation and partnership arrangements
 - Project Finance and Co-finance
 - Monitoring & Evaluation: design at entry (*), implementation (*), and overall assessment of M&E (*)
 - UNDP implementation/oversight (*) and Implementing Partner execution (*), overall project implementation/execution (*), coordination, and operational issues
 - Risk Management, including Social and Environmental Standards (Safeguards)
- 4.2 Project Results and Impacts
- Progress towards objective and expected outcomes (*)
 - Relevance (*)
 - Effectiveness (*)
 - Efficiency (*)
 - Overall Outcome (*)
 - Sustainability: financial (*), socio-economic (*), institutional framework and governance (*), environmental (*), and overall likelihood (*)
 - Country ownership
 - Gender equality and women's empowerment
 - Cross-cutting Issues
 - GEF Additionality
 - Catalytic/Replication Effect
 - Progress to Impact
5. Main Findings, Conclusions, Recommendations & Lessons
- Main Findings
 - Conclusions
 - Recommendations
 - Lessons Learned
6. Annexes
- TE ToR (excluding ToR annexes)
 - TE Mission itinerary, including summary of field visits
 - List of persons interviewed
 - List of documents reviewed
 - Evaluation Question Matrix (evaluation criteria with key questions, indicators, sources of data, and methodology)
 - Questionnaire used and summary of results
 - Co-financing tables (if not include in body of report)
 - TE Rating scales
 - Signed Evaluation Consultant Agreement form
 - Signed UNEG Code of Conduct form
 - Signed TE Report Clearance form
 - *Annexed in a separate file:* TE Audit Trail
 - *Annexed in a separate file:* relevant terminal GEF/LDCF/SCCF Core Indicators or Tracking Tools, as applicable

ToR Annex D: Evaluation Criteria Matrix template

Evaluative Criteria Questions	Indicators	Sources	Methodology
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 level?			
<i>(include evaluative questions)</i>	<i>(i.e. relationships established, level of coherence between project design and implementation approach, specific activities conducted, quality of risk mitigation strategies, etc.)</i>	<i>(i.e. project documentation, national policies or strategies, websites, project staff, project partners, data collected throughout the TE mission, etc.)</i>	<i>(i.e. document analysis, data analysis, interviews with project staff, interviews with stakeholders, etc.)</i>
Effectiveness: To what extent have the expected outcomes and objectives of the project been achieved?			
Efficiency: Was the project implemented efficiently, in line with international and national norms and standards?			
Sustainability: To what extent are there financial, institutional, socio-political, and/or environmental risks to sustaining long-term project results?			
Gender equality and women's empowerment: How did the project contribute to gender equality and women's empowerment?			
Impact: Are there indications that the project has contributed to, or enabled progress toward reduced environmental stress and/or improved ecological status?			
<i>(Expand the table to include questions for all criteria being assessed: Monitoring & Evaluation, UNDP oversight/implementation, Implementing Partner Execution, cross-cutting issues, etc.)</i>			

ToR Annex E: UNEG Code of Conduct for Evaluators

Independence entails the ability to evaluate without undue influence or pressure by any party (including the hiring unit) and providing evaluators with free access to information on the evaluation subject. Independence provides legitimacy to and ensures an objective perspective on evaluations. An independent evaluation reduces the potential for conflicts of interest which might arise with self-reported ratings by those involved in the management of the project being evaluated. Independence is one of ten general principles for evaluations (together with internationally agreed principles, goals and targets: utility, credibility, impartiality, ethics, transparency, human rights and gender equality, national evaluation capacities, and professionalism).

Evaluators/Consultants:

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.
8. Must ensure that independence of judgement is maintained, and that evaluation findings and recommendations are independently presented.
9. Must confirm that they have not been involved in designing, executing or advising on the project being evaluated and did not carry out the project's Mid-Term Review.

Evaluation Consultant Agreement Form

Agreement to abide by the Code of Conduct for Evaluation in the UN System:

Name of Evaluator: _____

Name of Consultancy Organization (where relevant): _____

I confirm that I have received and understood and will abide by the United Nations Code of Conduct for Evaluation.

Signed at _____ (Place) on _____ (Date)

Signature: _____

ToR Annex F: TE Rating Scales

Ratings for Outcomes, Effectiveness, Efficiency, M&E, Implementation/Oversight, Execution, Relevance	Sustainability ratings:
<p>6 = Highly Satisfactory (HS): exceeds expectations and/or no shortcomings</p> <p>5 = Satisfactory (S): meets expectations and/or no or minor shortcomings</p> <p>4 = Moderately Satisfactory (MS): more or less meets expectations and/or some shortcomings</p> <p>3 = Moderately Unsatisfactory (MU): somewhat below expectations and/or significant shortcomings</p> <p>2 = Unsatisfactory (U): substantially below expectations and/or major shortcomings</p> <p>1 = Highly Unsatisfactory (HU): severe shortcomings</p> <p>Unable to Assess (U/A): available information does not allow an assessment</p>	<p>4 = Likely (L): negligible risks to sustainability</p> <p>3 = Moderately Likely (ML): moderate risks to sustainability</p> <p>2 = Moderately Unlikely (MU): significant risks to sustainability</p> <p>1 = Unlikely (U): severe risks to sustainability</p> <p>Unable to Assess (U/A): Unable to assess the expected incidence and magnitude of risks to sustainability</p>

ToR Annex G: TE Report Clearance Form

Terminal Evaluation Report for *(Project Title & UNDP PIMS ID)* Reviewed and Cleared By:

Commissioning Unit (M&E Focal Point)

Name: _____

Signature: _____ Date: _____

Regional Technical Advisor (Nature, Climate and Energy)

Name: _____

Signature: _____ Date: _____

ToR Annex H: TE Audit Trail

The following is a template for the TE Team to show how the received comments on the draft TE report have (or have not) been incorporated into the final TE report. This Audit Trail should be listed as an annex in the final TE report but not attached to the report file.

To the comments received on (date) from the Terminal Evaluation of (project name) (UNDP Project PIMS #)

The following comments were provided to the draft TE report; they are referenced by institution/organization (do not include the commentator's name) and track change comment number ("#" column):

Institution/ Organization	#	Para No./ comment location	Comment/Feedback on the draft TE report	TE team response and actions taken