 

**TERMS OF REFERENCE**

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| **Post Title:** | National Expert – Final Project Evaluation |
| **Project Title:** | Tackling Air Pollution in the City of Skopje |
| **Duty Station:** | Skopje, North Macedonia |
| **Duration of Assignment:** | Estimated 30 working days (01 May – 15 June 2022) |
| **Application deadline:** | 25 April 2022, 12:00h (CET) |
| **Type of Contract:** | National Consultant (IC) |
| **Educational Background:** | University degree in engineering, energy, environment, development or another relevant field |
| **Work Experience:** | At least 7 years’ experience in project design and management, and evaluation of development projects |

# Background and Context

**I.1 COUNTRY CONTEXT AND CHALLENGES**

Air pollution is a major cause of premature death and disease and is the single largest environmental health risk in Europe, causing around 400,000 premature deaths per year. The report released in June 2019 by the U.N. Environment Program and prepared in cooperation with the World Health Organization confirms that the population in the western Balkans is exposed to some of the highest concentrations of air pollution in Europe, up to five times higher than the national and the EU guideline levels. Moreover, the three cities – Skopje, Bitola, and Tetovo – were ranked in 2017 as among the top ten most-polluted in Europe with conditions worsening tangibly and measurably in over the past five years.

A number of underlying factors have led to this current situation which need to be addressed in order to tackle air pollution from domestic heating sources. These include the following:

* Inadequate monitoring of air quality and potential sources of pollution. Though initial studies have been carried out and the general sources of pollution have been identified, Skopje lacks a comprehensive monitoring system that informs policy makers, private sectors, investors and the public to understand the ‘real costs’ of pollution. As mentioned in previous studies, reliable air quality monitoring data was not available to exhaustively complete the source appointment studies, and measurements did not fulfil the minimum data coverage requested by legislation, resulting in the unavailability of reliable annual average concentrations.
* Insufficient coordination amongst stakeholders. A number of stakeholders are involved or could be involved in addressing this issue, including the local government, national government, various donor organisations, and community groups. At the moment there are not effective platforms for coordinating action.
* Inadequate regulatory framework. Notably this is related to standards for heating units to ensure they are less polluting or more efficient – which would comply with the EU directive on ecodesign. It also relates to the regulatory framework governing the district heating use and distribution, which is insufficiently developed to encourage the use of the district heating grid.
* Lack of successful examples that demonstrate results. This relates to a lack of neighbourhood - or building-level examples of switching to district heating systems or improving end-use efficiency of buildings.
* Large number of inefficient buildings with no or limited insulation, and few workable schemes available to owners to finance or implement retrofitting. This results in more fuel (wood, plastics) being burned to heat space to limited comfort.
* Limited availability of efficient heating technologies. While the district heating system is mostly available in Skopje, in some parts of the City it is too expensive to connect to. In these cases, it is necessary to have efficient wood furnace technology available at a reasonable cost, and to work with district heating providers to improve affordability and residential uptake.
* Related to this, as described above, inefficient wood-burning stoves are used for heating predominantly. These should be phased out of the market entirely.
* And similarly, there is low awareness among the retailers of the key role that they can play in the low-carbon economy chain and the contribution to the behavioural change by offering smart and affordable packages to the households (focusing on low-income ones) to speed up the process of replacement of old inefficient stoves.
* Low awareness levels about the sources and effects of air pollution among certain categories of citizens, as relates to the impact of inefficient burning on health and the environment, and the possibilities for more cost-effective heating sources / stoves.
* Widespread polluting behaviours such as open burning of wood and plastics, as well as illegal /logging.

**I.2. PROJECT APPROACH & OBJECTIVES**

The “Tackling Air Pollution in the City of Skopje” project aims to demonstrate a multi-pronged intervention to tackle air pollution in the City of Skopje linked to the residential sector. Its objective is to establish a fully functional platform that brings all traditional and non-traditional partners to work together to address the issue.

The project has four main components: Component 1: Develop a comprehensive monitoring system for the pilot area, and a coordination platform to tackle air pollution; Component 2: Implement regulatory changes necessary to transitions towards a lower emission household energy system; Component 3: Demonstration of measures that address the causes of pollution for household heating, and Component 4: Build public awareness.

The project enhances the coordination among all the responsible actors to ensure a “whole of government” and “whole of society” response to the air pollution challenge. The Ministry of Environment and Physical Planning and the City of Skopje are the main project partners and beneficiaries, but the project peruses the involvement of all relevant stakeholders who can contribute to mitigate the problem. The mobilizing capacity of academia and civil society organizations is tapped to devise solutions and help change public behaviours.

The project is designed to support the advancement of the country’s EU accession agenda and is aligned to and will use where possible locally owned systems to develop sustainable outcomes with a strong local ownership. At the same time, the project facilitates the access to knowledge and experience from EU member states and advanced economies worldwide.

In designing the interventions, system thinking method, with the citizens in the centre of the solution (human-centred design) is being applied. The system-solving approach aims to explore a roadmap, that:

* Have clearly identified specific target groups
* Is focused at local level - designing and testing local actions specific for municipality or neighbourhood in Skopje Valley
* Relies on non-traditional forms of partnerships with private sector and academia
* Involves every single institution that have a roles and responsibilities in addressing the system
* Is focused on changing citizens’ behaviours (incentives vs. normative)

The project team is set to utilize the capacity and the network of Skopje Lab – the City of Skopje Innovation Lab, established in 2017 by the City of Skopje and UNDP as an experimental space for co-designing and testing new approaches for solving Skopje’s major urban challenges.

The project also seeks to engage NGOs through competitive open call for grants or services:

* NGO that would work with the potential beneficiary households in Lisice;
* NGO for awareness raising/advocacy activities;
* NGO for events organization (hackathon and data visualization).

The intended project outputs and results will contribute to achieving the national priorities but also the outcomes set in the UNDP Country Project Document 2016-2020 signed by the Macedonian Government. It will also contribute to the advancement of the following SDGs targets 3.9, 7.1, 9.4, 11.6, and 13.2.

**I.3. SUMMARY OF EXPECTED RESULTS AND KEY OUTCOMES**

The project is structured around four main components with sub-components and activities described below. The full Project Document comprising all necessary details will be shared with the selected expert.

**Component 1: Develop a comprehensive monitoring system for the pilot area and a coordination platform to tackle air pollution**

*Sub-component 1.1: Development of a comprehensive monitoring system for the pilot area*

Activity 1.1.1 Improvements to the existing monitoring system to measure air pollution by extending the network of monitoring stations and setting up an IoT and machine learning-based IT platform

Activity 1.1.2 Develop a monitoring system and an online platform for collecting and visualising data

Activity 1.1.3 Continued monitoring of the contributions to the air pollution by repeating heating study at the end of the project to include both small companies and households

*Sub-component 1.2 Modelling of air pollution sources*

Activity 1.2.1 Source apportionment modelling - Identify specific geographical areas in which investing in mitigation measures will have the greatest impact

*Sub-component 1.3 Implementation of a coordination platform*

Activity 1.3.1 Learning exchange and linkages with other initiatives to inform a long-term plan of action - Convening stakeholders, donors and relevant actors to implement necessary changes identified

In summary, the expected results under Component 1 will include:

* The development of a comprehensive monitoring system for the pilot area achieved by upgrading the current network, by developing an online platform to collect and visualise data, and by repeating the heating study;
* The modelling of air pollution sources through a source apportionment study;
* The implementation of a coordination platform which will creates synergies and linkages with other initiatives to inform a long-term plan of action.

**Component 2: Implement regulatory changes necessary to transitions towards a lower emission household energy system**

Activity 2.1.1 Assistance to support legislation changes - ecodesign adoption and implementation to eliminate poorly performing wood stoves / solid fuel heaters

Activity 2.1.2 Assistance to support legislation changes - waste management (promote recycling of plastic)

Activity 2.1.3. Regulatory impact assessment - cost-benefit, social, environmental, and gender impact for regulatory changes

**Component 3: Demonstration of measures that address the causes of pollution for household heating to show proof of concept**

Activity 3.1.1. Establishment of partnerships with all relevant stakeholders from private and civic sectors and formalization of the partnership with the Municipality of Aerodrom.

Activity 3.1.2 Selection of intervention neighbourhood

Activity 3.1.3. Energy audits and co-design of energy-efficient measures, less-polluting heating systems and yard/area improvements with selected stakeholders

Activity 3.1.4 Financing of interventions: subsidy for thermal rehabilitation for individual houses combined with redesign / installation of new heating elements, rubbish removal and yards arrangements where needed

Activity 3.1.5 Redesigning the model of municipal subsidies for the most the vulnerable categories of population

The key expected results of Component 3 are:

1. Functional model for building of low-emission districts and later low-carbon cities.
2. Subsidy model for low-income families to replace the current first-come first-served models of the City and municipalities which does not give desired results and cannot be used by low-income families
3. Model for provision of subsidies for better off families to replace their inefficient stoves with solar systems or other less-polluting technologies, through empowering retailers to design and offer affordable and attractive packages.

**Component 4: Build public awareness**

Activity 4.1. Identification of target audiences, barriers and level of awareness, and desired attitude change

Activity 4.2. Co-design and implementation of behavioural-changing activities with the interested stakeholders

Activity 4.3 Transfer of Swedish outstanding residential low-emissions and sustainable living practices in the country.

These activities and results need to be accomplished within a Sida budget of app. **USD 2,056,766.76**, and additional UNDP co-funding of **USD 65,000**.

# Purpose and Scope of the Assignment

The general objective of the assignment a final evaluation of the results of the “Tackling Air Pollution in the City of Skopje” project in terms of their Relevance, Impact, Effectiveness, Efficiency, Sustainability and Gender perspective and against the project-level theory of change/logical framework. More specifically, the evaluation shall focus, but not limit to the following key aspects:

1. To assess the level of utility and effects of providing support for the intended purpose and objectives.
2. To assess the capacity and potentials of project stakeholders to absorb, upscale and sustain project results.
3. To assess the level of involvement of local stakeholders in the project and their understanding, including financial and other commitment towards achieving the sustainability of project interventions
4. To analyze lessons learnt that can inform future responses and possible follow-up actions.

The indicative/tentative evaluation questions are provided in Annex 1 of these TORs.

The **national evaluation expert/Tackling Air Pollution in the City of Skopje**, will act as the member of a three-member evaluation team, consisting of the **international lead evaluation expert** and one more **national evaluation expert responsible for the SIDA-funded “Building Municipal Capacities for Project Implementation” project** (BMCPI). The two national evaluation experts will work under the guidance and will support the lead international evaluation expert at all evaluation stages. Each national evaluation expert will support the lead international evaluation expert, primarily with the evaluation aspects/activities that relate to his/her share of the evaluation work, provide his/her feedback and input to the team of evaluators for regional dimension of the project evaluation. All three experts shall be hired separately and will team up upon signing of the respective individual contracts with UNDP.

These TORs describe the duties and responsibilities of the national project evaluation expert responsible for the “Tackling Air Pollution in the City of Skopje” project.

**II.1. OVERVIEW OF DUTIES AND RESPONSIBILITIES**

The evaluation shall document the learning achievements, and positive examples and provide recommendations to enable UNDP, SIDA on possible follow-up interventions. The evaluation will also highlight areas where the project performed less effectively than anticipated, the rationale behind that, and the related recommendations to be considered in similar future interventions.

Under the guidance of the lead international evaluation expert, the national evaluation expert for the “Tackling Air Pollution in the City of Skopje” project will be responsible to:

* Contribute to developing the methodological approach of the evaluation and the workplan including realistic timelines. The evaluation methodology evaluation questions and questionaries for different interviews, shall be refined based in the indicative list of questions listed above
* Contribute to developing the inception report, which will be submitted by the lead international evaluation expert. The inception report shall be reviewed, commented and approved by UNDP before starting with collection of information from stakeholders
* Collect the information, from project stakeholders and beneficiaries of Tackling Air Pollution in the City of Skopje, which include but are not limited to the:
  + UNDP and project teams
  + City of Skopje
  + Ministry of Environment and Physical Planning
  + Other relevant ministries and state agencies (e.g., Ministry of Economy, Ministry of Labour and Social Policy)
  + Key project experts (including university representatives)
  + University “Goce Delcev”, Stip
  + Beneficiary households that participated in the grant programme
  + Donor representative(s) (if needed)
  + Intergovernmental Group on Air Pollution
* Under the guidance of the lead international evaluation expert, support the analyses of the information collected. These analyses shall be conducted for each output and for the overall project
* Contribute to the development of the preliminary findings and support the lead international evaluation expert to present the findings to UNDP and the Donor
* Contribute to the preparation of the draft report and the final report by the lead international evaluation expert.

In addition, the team of national evaluation experts, under the guidance of the lead international evaluation expert, shall also consider the below points:

* The responses to the indicative questions listed above should be followed by specific short- and long-term recommendations in the draft and final evaluation report. Recommendations shall consider that not only implementation was affected by the pandemic, but also the fact that pandemic may be an influencing factor in the forthcoming period, when other similar initiatives might be implemented
* Adopt and employ the appropriate tools and practices, in order to overcome limitations for primary data collection within a COVID-19 context
* The principle of do-no-harm to the actors and beneficiaries involved in evaluation shall be considered, especially in the COVID-19 context.

The national evaluation expert for the “Tackling Air Pollution in the City of Skopje” project will work under the direct supervision and guidance of the Lead International Evaluation Expert. The latter is responsible to consult and receive guidance from UNDP. The UNDP and the project team will provide administrative and logistical support as needed.

# Methodology and Approach[[1]](#footnote-1)

**III. 1. BRIEF PROCESS OUTLINE**

The evaluation shall include the following stages:

A ***Desk Review Phase***: A file with all documents relevant for the desk review will be provided upon signing of contract to the lead international evaluation expert and the national evaluation experts. The desk review tasks will be distributed to national consultants by the lead international consultant, in order to enable the evaluation team to conduct a comprehensive desk review of relevant project-related documents and embrace the respective project-specific perspective.

Support the lead international evaluation expert and contribute to conceptualization of the ***methodological approach*** of the evaluation: Under the guidance of the lead international evaluation expert, the national expert(s) may employ any relevant and appropriate quantitative or qualitative methods deemed appropriate to conduct the project final evaluation. Methods should include desk review of documents; interviews with stakeholders, partners, and beneficiaries; (virtual) field visits; use of questionnaires or surveys, etc. A combination of primary and secondary, as well as qualitative and quantitative data should be used. The lead international evaluation expert is responsible to coordinate the work with the national consultants and to task them in getting inputs from key stakeholders, if necessary and relevant. Through the guidance of the lead international evaluation consultant, the national consultants will support in revising the methodological approach as per the feedback provided by UNDP.

Contribute and support the lead international consultant to draft the ***inception report***. The inception report shall include the list of interview questions and interviewees to be conducted. It also shall include:

* Overall approach and methodology
* Key lines of inquiry and interview protocol
* Data collection tools and mechanisms
* Proposed list of interviewees
* A work plan and timelines to be agreed with the UNDP project team.

The Inception Report should include a list of key risks, limitations, and risk management strategies for the evaluation, particularly under the constraints presented by the COVID-19 pandemic.

The responsibility to submit the inception report remains with the lead international evaluation expert. Comments provided for the inception report, will be worked through by the evaluation team, under the guidance of the lead international evaluation expert. Data collection phase shall commence after the inception report is approved by UNDP.

Under the guidance of the lead national evaluation expert and in coordination with the project team, **carry out the meetings/interviews with the selected stakeholders**: A detailed list of stakeholders and their contacts will be provided to evaluation team upon signature of the contracts. The number of interviews (and possible in-country field visits) will be tasked to the national consultant by the international evaluation expert in consultation with UNDP.

The schedule for interviews shall be prepared with the international lead evaluator and will be submitted to UNDP project team for feedback. UNDP will provide the relevant contacts and, wherever necessary will facilitate the organization of meetings and interviews.

If deemed necessary, the lead international evaluation expert will participate in those meetings and interviews which will be run in English and in virtual mode, while national evaluator is expected to run the meetings and interviews in local language/s, whenever stakeholders are not proficient in English. National evaluator will feed the lead evaluator afterwards, with information from the meetings/interviews which will be run in local language/s, following the form and template agreed with the lead evaluator.

Once the field visits are completed, the lead evaluation expert, with inputs from his/her team of national evaluators, will develop and present the preliminary findings of the evaluation to UNDP. The national evaluation expert is expected to support the lead evaluation expert in preparing and presenting the preliminary findings of the evaluation to UNDP.

***Draft Report:*** take lead role in developing the first draft evaluation report for “Tacking Air Pollution in the City of Skopje” project. The responsibility for the submission of the draft evaluation report to UNDP that will provide their feedback to the evaluation team through the international lead evaluation expert. The draft evaluation report must include, but not necessarily be limited to, the following:

* Title and opening pages
* Table of contents
* List of acronyms and abbreviations
* Executive summary
* Introduction
* Description of the intervention
* Evaluation scope and objectives
* Evaluation methodology
* Data analysis
* Findings and conclusions
* Recommendations
* Report annexes.

***Final report*** - Based on the draft report and the comments provided by UNDP, the national evaluation expert will support the lead international evaluation expert and contribute to the production of the final report. The final report will provide the complete content as per the main outline proposed above. The final report must be approved by UNDP.

Considering COVID-19 pandemic challenges and constraints, especially when field missions are restricted, the evaluation team is expected to utilize remote data collection methods and ensure that a robust and utilization-focused methodology is implemented.

The suggested methodology should be compatible with the OECD DAC evaluation criteria and UNDG Guidance. <http://www.oecd.org/dac/conflict-fragility-resilience/publications/4312151e.pdf>

The final evaluation will be conducted in accordance with the principles outlined in the UNEG ‘[*Ethical*](http://www.unevaluation.org/ethicalguidelines)[*Guidelines for Evaluation*](http://www.unevaluation.org/ethicalguidelines)*.’* The International Expert must address any critical issues in the design and implementation of the evaluation, including evaluation ethics and procedures to safeguard the rights and confidentiality of information providers; for example: measures to ensure compliance with legal codes governing areas such as provisions to collect and report data, particularly permissions needed to interview or obtain information about children and young people; provisions to store and maintain the security of collected information; and protocols to ensure anonymity and confidentiality.

Evaluation consultants will be held to the highest ethical standards and are required to sign a ***pledge of ethical conduct*** upon acceptance of the assignment (sent as attachment).

# III. 2. EVALUATION PRODUCTS (KEY DELIVERABLES AND TIMELINE)

Specific tasks include the following with the timelines indicated:

* **Deliverable 1:** Inception report – submitted by the lead international evaluator with collective input of the national evaluators including the adjusted evaluation Methodology (including work-plan, evaluation tools, activities and deliverables), Evaluation matrix (including key criteria, indicators, and questions) based on the Desk Review of relevant project documents (by 10.05.2022)
* **Deliverable 2:** Draft Evaluation Report – submitted by the lead international evaluator with collective input of the national evaluators (by 05.06.2022)
* **Deliverable 3**: Final Evaluation Report – submitted by the lead international evaluator with collective input of the national evaluators, and by incorporating the feedback provided by UNDP (by 10.06.2022)
* **Deliverable 4**: An exit presentation on findings and recommendations (optional, by 15.06.2022)

# Qualification Requirements

## IV. 1 KEY COMPETENCES

## Corporate Competencies:

* + Demonstrates integrity by modelling the UN’s values and ethical standards
  + Promotes the vision, mission, and strategic goals of UNDP
  + Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
  + Treats all people fairly without favouritism
  + Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

## Functional Competencies:

* + Strong interpersonal skills, communication and diplomatic skills, ability to work in team
  + Strong analytical, reporting and writing abilities
  + Strong organisational, coordination and time management skills
  + Ability to organise tasks independently and assume responsibility
  + Openness to change and ability to receive/integrate feedback
  + Ability to work under pressure and tight deadlines
  + Ability to adapt solutions and proposals to specificities of client organizations.

# IV. 2. REQUIRED SKILLS AND EXPERIENCE

## Education:

## Experience:

* University degree in engineering, energy, environment, development, or another relevant field.
* At least 7 years of demonstrated relevant experience in project design and management, and evaluation of development projects;
* Relevant experience in areas of interest of the Tackling Air Pollution is considered a strong asset (energy efficiency, energy management, climate change, air pollution control)
* Experience from at least 4 relevant assignments (project design, project evaluations)

## Language skills:

* + Fluency in written and spoken English is required.

# Evaluation of Applicants

The award of the contract shall be made to the offeror whose offer has been evaluated and determined as Cumulative analysis:

a) Being responsive/compliant/acceptable, and

b) Having received the highest score based on the following weight of technical and financial criteria for solicitation as per the schedule below:

\* Technical criteria weight: 70%

\* Financial criteria weight: 30%

Only candidates obtaining a minimum of 49 points (70%) in the technical evaluation shall be considered for the financial evaluation.

For the considered offers in the financial evaluation only, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula: (Pn

/ Pl) \* 30 where Pl is the financial offer being evaluated and Pn is the lowest financial offer received.

## Technical Criteria - 70% of total evaluation:

## Criteria A – Educational background (University degree in engineering, energy, environment, development, or another relevant field) – max 15 points

Criteria B – Years of relevant experience in areas of interest of the Tackling Air Pollution in the City of Skopje (energy efficiency, energy management, climate change, air pollution control) (min. 7 required) – max 25 points

Criteria C - Experience in project design and implementation, evaluation in development sectors, especially in areas of relevance to the project (energy efficiency, energy management, climate change, air pollution control) (minimum 4 assignments) – max of 30 points

## Financial Criteria - 30% of total evaluation

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| **Criteria** | **Maximum points**  **70** |
| Educational background (University degree in engineering, energy, environment, development, or another relevant field) | 15 |
| Years of relevant experience in areas of interest of the Tackling Air Pollution in the City of Skopje (energy efficiency, energy management, climate change, air pollution control) (min. 7 required)   * 7 years = 19 * 8-9 years = 22 * 10+ years = 25 | 25 |
| Experience in project design and implementation, evaluation in development sectors, especially in areas of relevance to the project (energy efficiency, energy management, climate change, air pollution control) (minimum 4 assignments)   * 4 assignments = 15 * 5-7 assignment = 25 * 7+ assignments = 30 | 30 |

**VI. Application Procedure**

Interested offerors are invited submit the following documents/information to be considered:

1. Offeror’s letter, attached to this email;

2. Most updated CV with focus on required qualification as well as the contact details of at least three (3) professional references;

3. Brief description of why the individual considers him/herself as the most suitable for the assignment,;

4. Financial Proposal. The financial proposal must be expressed in the form of a lumpsum all-inclusive cost, supported by breakdown of costs as per template provided in MK Denars for this consultancy.

The financial proposal must take into account various expenses that will be incurred during the contract, including: the daily professional fee; cost of travel out of Skopje duty station (if required); communications, any other expenses related to this assignment;

**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.**

**Annex 1. Indicative Evaluation Questions**

Below are listed the key indicative ***Evaluation Questions,*** to guide the evaluation, based on the OECD-DAC evaluation criteria. The list of questions is not exhaustive and therefore the team of experts under the supervision and guidance of the lead international expert, will be expected to adjust the list and submit it as part of the Inception Report. The final list of questions and the evaluation methodology will be discussed and agreed with the UNDP and the project team.

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| **Evaluation criteria** | **Key indicative questions** |
| **RELEVANCE** | * To what extent the project was designed, to respond to the analysis made at the project design phase and (if relevant) to the changing context? * To what extent did the project respond to the emerging key needs of partners and beneficiaries? * Did the project’s theory of change clearly articulate assumptions about why the project approach is expected to produce the desired change? * Have any changes been made to the project’s design during the implementation? If yes, did they lead to significant design improvements? * To what extent did the pandemic affect the relevance of the project to the beneficiaries? Did the modifications made to implementation in pandemic circumstances influence the relevance of the project to the beneficiaries? |
| **EFFICIENCY** | * To what extent did the project achieve the results in its proposed timeline? * Have all implementing partners used human resources provisioned for this project to their maximum efficiency? * How well did the project collect and use data to monitor results? How timely was data collection? * How the Covid-19 restrictions and protective measures affected the efficiency of the implementation? * Overall, did the project’s management arrangements and implementation strategy provide value for money? Have resources been used efficiently? * Are there any duplication of efforts? Were coordination, management and financing arrangements clearly defined? * How cost-effective is the component related to the implementation of a low emission district concept? What are the strengths and weaknesses of the concept? |
| **EFFECTIVENESS** | * To what extent did the project achieve its intended objectives? * How effective was the cooperation among supporting and implementing partners? * What challenges arose during implementation, and how did the Project Team respond to these challenges? * How effective and clear the project's targeting strategy was in terms of geographic and beneficiary targeting? * To what extent did the project complement work with different agencies, have a strategic coherence of approach? * How novel or innovative was the project approach? Can lessons be drawn to inform similar approaches elsewhere? * With the view to Covid-19 circumstances, to what extent the online activities conducted to respect the social distance, were effective, versus the classical face to face ones? * What could be lessons learned from the implementation in the new pandemic reality? * What good practices or successful experiences or transferable examples have been identified? |
| **SUSTAINABILITY**  **/ OWNERSHIP** | * To what extent the achieved results are likely to sustain over time? What are the factors that enable or impede the sustainability of the results? * How strong the commitment of the beneficiaries and stakeholders is to sustain the results of the project? * What, if any, catalytic effects did the project have (financial and non-financial)? * Has the ownership of actions been transferred to the targeted project audience? * Do beneficiaries have the capacity to take over the results of the project, to maintain them and can they use the learning from the project in their future initiatives? * How has the project strengthened the capacity of project stakeholders? |
| **IMPACT** | * What has been the positive and negative, intended, and unintended, long-term effects of this project? * What follow-up projects/initiatives need to be considered to ensure enhanced impact, replication and/or scaling-up of project results? * What pre-conditions need to be met (e.g., among) stakeholders for better impact? * Are there project components with more limited impact that should be not be considered in future interventions but rather implemented by relevant ministries/municipalities? |
| **GENDER** | * To what extent were gender considerations mainstreamed throughout the project? Was gender mainstreaming underpinned by appropriate budget allocations specific to Gender Equality and Women’s Empowerment (GEWE)? * How has the pandemic affected or hindered the participation and contribution of women and girls in this project in general? |

**Annex 2 - Results Framework**

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| **Intended Outcome as stated in the UNDAF/Country Programme Results and Resource Framework:** | | | | | | | | |
| 4. By 2020, individuals, the private sector and state institutions base their actions on the principles of sustainable development, and communities are more resilient to disasters and environmental risks. | | | | | | | | |
| **Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:** | | | | | | | | |
| **Applicable Output(s) from the UNDP Strategic Plan:** | | | | | | | | |
| 1.5.1: Solutions adopted to achieve universal access to clean, affordable and sustainable energy | | | | | | | | |
| 2.5.1: Solutions developed, financed and applied at scale for energy efficiency and transformation to clean energy and zero-carbon development, for poverty eradication and structural transformation | | | | | | | | |
| **Project title and Atlas Project Number: 00109164 Tackling Air Pollution in the City of Skopje** | | | | | | | | |
| **Contribution to SDGs targets achievements:**  3.9. By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination.  7.1.By 2030, ensure universal access to affordable, reliable and modern energy services  7.3. By 2030, double the global rate of improvement in energy efficiency  11.6By 2030, reduce the adverse per capita environmental impact of cities, including by paying special attention to air quality and municipal and other waste management  11.A Support positive economic, social and environmental links between urban, peri-urban and rural areas by strengthening national and regional development planning  13.3 Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning | | | | | | | | |
| **EXPECTED OUTPUTS** | **OUTPUT INDICATORS** | **DATA SOURCE** | **BASELINE** | | **TARGETS (by frequency of data collection)** | | | **DATA COLLECTION METHODS & RISKS** |
| **Value** | **Year** | **Year** | **Year** | **FINAL** |
| **2020** | **2021** |
| Contribution to Agenda 2030  SDGs 1.6.2. Indicator | Annual mean levels of fine particulate matter (e.g. PM2.5 and PM10) in cities (population weighted) | *Air Quality Monitoring System of the Ministry of Environment and Physical Planning* | To be determined for Lisice | 2019 | 5% decrease | 10% decrease | 10% decrease (cumulative) | *Official air quality monitoring system of MoEPP*  *WHO to be consulted* |
| Contribution to UNDP Strategic Results Framework  Solutions adopted to achieve universal access to clean, affordable and sustainable energy | *Share of households benefitting from clean, affordable and sustainable energy access in Skopje:* | *Database on households purchasing efficient / clean stoves - disaggregated by type of household and household heating practices survey 2020* | TBD | 2019 | TBD | TBD | TBD | *Perception survey, 2020*  *No risks are associated with measuring of this indicator* |
| *a) Women-headed* |
| *b) Skopje*  *c) Aerodrom* |
| Contribution to UNDP Strategic Results Framework  Solutions developed, financed and applied at scale for energy efficiency and transformation to clean energy and zero-carbon development, for poverty eradication and structural transformation | *Volume of investment leveraged from public and private sources through UNDP support for national programmes/initiatives* | *Ratio of Additional investment leveraged from companies, private households for stoves, private households for building efficiency, and from Government / municipal sources* | 0 | 2019 | / | 1:1 | 1:1 | *Reporting from grant disbursements and from partner organisations*  *Risks: Difficulties to secure the funding from the partnering organizations, possibility to disburse their funds to different locations* |
| *Solutions applied at scale to accelerate transition to improved energy efficiency and clean energy* | *Number of additional people impacted by energy efficiency / clean energy investments (disaggregated by gender)* | 0 | 2019 | / | 3 | 3 | *Tracking forms for grant disbursements and reporting from DH companies* |
| *Decrease of air pollution levels in the selected area (in percentage)* | *Air quality monitoring stations installed around the selected area* | Tbc (the baseline level of pollution will be determined between December 2019 – April 2020, before start of measures implementation) | 2019/2020 | / | 30% decrease | 30% decrease | *Monitoring equipment, laboratory analysis* |
| *Decrease of polluting emissions from the selected area (in percentage)* | *Calculation of emissions according to international standards* | Tbc (the baseline will be calculated with the energy audits) | 2019 | / | 70% decrease | 70% decrease | *Formulas, mathematical calculations per internationally accepted standards* |
| Output 1.1 Comprehensive monitoring system for the pilot area developed  Gender marker: Disaggregated information on gender impacts of air pollution | *Air pollution monitoring systems in place, Monitoring and online platform developed, Study developed with gender disaggregated data on exposure* | *Existence of outputs* | 0 | 2019 | Air pollution monitoring systems in place | Monitoring and online platform developed | Study carried out and all other outputs achieved | *Terminal evaluation assessing the outputs, periodic project reports* |
| Output 1.2 Modelling of air pollution sources completed | *Source apportionment model developed* | *Existence of model and report describing outputs* | 0 | 2019 | N/A | Model developed and report completed | Model developed and report completed | *Terminal evaluation assessing the outputs, periodic project reports* |
| Output 1.3 Coordination platform implemented | *Number of stakeholder meetings convened* | *Meeting notes and materials* | 0 | 2019 | 3 | 6 | 8 | *Terminal evaluation assessing the outputs, periodic project reports* |
| Output 2.1: Legislation changes supported  Gender marker: Analysis of impacts on gender | *Number of regulatory documents drafted and submitted to the appropriate authorities* | *Draft documents* | 0 | 2019 | 2 | 3 | 5 | *Terminal evaluation assessing the outputs, periodic project reports* |
| Output 3.2 Low emission district concept demonstrated  Gender marker: Disaggregated indicator on individuals benefitting | *Number of households implementing changes (EE in house, heating technologies, waste management, greenery,* | *Contracts signed* | 0 | 2019 | - | 100 | 100 | *Reporting on grant disbursement.* |
| Output 4.1 Communication and visibility activities designed and implemented | *Marketing survey and co-design of awareness raising activities* | *Results of market survey and awareness raising activities planned / carried out* | 0 | 2019 | N/A | Market survey carried out and co-design of awareness raising activities | Market survey carried out and co-design of awareness raising activities | *Reports from implementing parties* |
| *Capacity/gap assessments and capacity building programmes* | *Assessments and CB programmes* | 0 | 2019 | 3 Assessments and 3 Programmes |
| - | 3 Assessments and 3 Programmes | *Terminal evaluation assessing the outputs, periodic project reports* |

**Annex 3 - Materials/ documents/ reports produced within the project**

|  |  |  |
| --- | --- | --- |
| 1 | **Survey on household heating practices 2021** |  |
| 2 | **Development of the correspondence tables for the Rulebook on Labelling of Energy-Related Products** |  |
| 3 | **Assessment of the awareness and knowledge of the retailers who are selling heating devices, the citizens of Lisiche and the civil society organizations on air pollution issues** | **A screenshot of a computer  Description automatically generated with medium confidence** |
| 4 | **Report from the energy efficiency research and heating practices of micro and small companies in Skopje** | Text  Description automatically generated with medium confidence |
| 5 | **Analysis of the possibilities for improvement of the existing and development of new models for air pollution reduction subsidies -how to create available subsidies for socially/economically vulnerable categories of citizens** | Diagram  Description automatically generated |
| 6 | **Project Document and Project Budget** |  |
| 7 | **Annual Progress Report for 2020 and Annual Work Plan 2021**  **Annual Progress Report for 2021 and Annual Work Plan 2022** |  |
| 8 | **Responsible Party Agreement with Goce Delcev University from Stip – Project Document and Project Budget** |  |
| 9 | **Progress reports from Goce Delcev University (financial and narrative)** |  |

**Annex 4 - Stakeholder Engagement - Key stakeholders and roles**

|  |  |  |
| --- | --- | --- |
|  | **Stakeholder** | **Role** |
| **1.** | Ministry of Environment and Physical Planning | * air monitoring network maintenance and reporting; * protection of air, waters, soil, flora, fauna, and ozone; * restoration of polluted areas of environment; * proposing measures for solid waste management; * physical planning; * physical informative system; * supervision within its competencies; |
| **2.** | Ministry of Economy | * securing energy stability and safety; * development of energy policies, including renewables and energy efficiency strategies and plans, and development of respective laws; * providing subsidies for energy efficiency measures and installation of solar panels; * improvement of conditions for development of the industry; * clustering and the involvement of Macedonian companies in the network of global supply chains; * development of entrepreneurial sector, creation and integration of a single market in the EU, |
| **3.** | Ministry of Labour and Social Policy | * creation of the social policy of the country, with focus on the most vulnerable groups; * provision of financial assistance to the temporary unemployed people; * provision of different types of financial assistance for most vulnerable categories of the population, such are: families with no or very low income, care for persons with disabilities, elderly with illness, etc.; * creation and implementation of policies on mainstreaming gender equality; * social protection of children, youth, women and the people with disabilities; |
| **4** | Ministry of Finance | * creating stable public financing and stable macroeconomic framework; * providing an enabling environment for continuation of the process of economic reforms and acceleration of the economic growth; * contributing to better welfare and improvement of the living standard of the Macedonian citizens. |
| **5.** | City of Skopje/Municipalities of Skopje agglomeration | * protection of the environment, nature and space regulation: measures for protection and prevention of water, atmosphere and land pollution, protection of nature, protection against noise and ionizing radiation; * urban and rural planning: urban planning and issuing of technical documentation for construction and issuing construction permits; regulation and maintenance of construction land; * local economic development: local economic development planning; determining development and structural priorities; running the local economic policy; support for the development of small and medium-sized enterprises and entrepreneurship at local level and in that context participation in the establishment and development of a local network of institutions and agencies; promotion of partnership; * provision of subsidies for replacement of inefficient stoves; * potential direct and/or parallel funding; * complementary projects that will create synergies; |
| **6** | Intergovernmental Group on Air Pollution | * the overarching political platform, providing a high-level support for the development and realization of the activities related to mitigation of the air pollution * ensuring input and feedback from the respective ministries, private sector and CSOs that are part of the group |
| **7** | CSOs | * awareness raising, communication and education activities; * knowledgeable about environment protection issues; * partner in co-design of innovative solutions that will increase resilience and improve environment protection. * participating in experimenting and testing prototype services and solutions;   • support the scaling the successful prototype solutions into larger projects |
| **8** | University “Goce Delcev”, Stip | * responsible party for the monitoring component of the project * knowledge sharing |
| **9** | Academia | * knowledge sharing |
| **10** | Private sector | * potential partner for implementation of measures |
| **11** | Energy Auditors/  Association of Energy Auditors | * knowledge and experience on energy audits |
| **12** | Donors | * potential partners for expansion of the programme * technical knowledge and experience |

**Annex 5 - Evaluation matrix template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Relevant evaluation criteria** | **Key questions** | **Specific sub- questions** | **Data sources** | **Data collection methods/ tools** | **Indicators/ success standards** | **Methods for data analysis** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Annex 6 - Outline of the evaluation report format**

**1. Title and opening pages with details of the project/ programme/ outcome being evaluated and the evaluation team.**

**2. Project and evaluation details, including the project title, Atlas number, budgets and project dates and other key information.**

**3. Table of contents.**

**4. List of acronyms and abbreviations.**

**5. Executive summary, a stand-alone section of maximum four pages including the quality standards and assurance ratings.**

**6. Introduction and overview, explaining what is being evaluated and why.**

**7. Description of the intervention being evaluated, providing the basis for readers to understand the design, general logic, results framework (theory of change) and other relevant information of the initiative being evaluated.**

**8. Evaluation scope and objectives, to provide a clear explanation of the evaluation scope, primary objectives and main questions.**

**9. Evaluation approach and methods, describing in detail the selected methodological approaches and methods.**

**10. Data analysis, describing the procedures used to analyse the data collected to answer the evaluation questions.**

**11. Findings and conclusions, setting out the evaluation findings, based on analysis of the data collected, and the conclusions drawn from these findings.**

**12. Recommendations. The report should provide a reasonable number of practical, feasible recommendations directed to the intended users of the report about what actions to take or decisions to make.**

**13. Lessons learned. As appropriate and when requested in the TOR, the report should include discussion of lessons learned from the evaluation of the intervention.**

**14. All findings, conclusions, recommendations and lessons learned need to consider gender equality and women’s empowerment, disability, and other cross-cutting issues.**

**15. Annexes. At a minimum these should include:**

**a. TOR for the evaluation.**

**b. Evaluation matrix and data collection instruments**

**c. List of individuals or groups interviewed or consulted, and sites visited.**

**d. List of supporting documents reviewed.**

**Annex 7 - Pledge of ethical conduct forms (sent as attachment)**

**Annex 8 -** UNDP Evaluation Guidelines (sent as attachment), highlighting:

* 1. • Inception report template (section 4)
  2. • Evaluation report template and expected content (Section 4)
  3. • Quality Assessment process (Section 6)

1. This is a starting/tentative methodology which can be adjusted as part of the Inception Report to be submitted by the lead international evaluation expert based on the input of the national evaluation experts. [↑](#footnote-ref-1)