**TERMS OF REFERENCE**

**MIDTERM EVALUATION**

**of**

**Energy Efficiency in New Construction in the Residential and Commercial Buildings Sector in Mongolia (in short Building Energy Efficiency Project), MON/09/301**

--To be conducted by National consulting team/institution--

1. **Background**

The project objective is the reduction in the annual growth rate of GHG emissions from the buildings sector in Mongolia, by improving the energy utilization efficiency in new construction in the residential and commercial buildings sector. This objective will be realized through the removal of barriers to the uptake of building energy efficiency construction systems, construction practices, and investment patterns. The building sub-sectors being addressed in the project comprise new construction sector commercial, apartment buildings and private houses, and new large private houses not connected to infrastructure systems. BEEP is comprised of three (3) integrated and synergistic components that will work together to address the barriers to the widespread adoption of energy efficiency in the wider Mongolian buildings sector. Each component consists of specific activities designed to address these barriers.

Component 1: *Updating and Strengthening of Mongolian Energy Efficiency BCNS* This component involves the development of a new mandatory BCNS energy efficiency system that would be simpler to understand, would require higher or new energy efficiency levels in some critical building elements (currently poorly covered), that would be more strictly enforced and that would lead to higher overall energy efficiency levels being achieved in practice across new buildings. The performance orientation of the new BCNS energy efficiency system would foster materials and construction system innovation, lower environmental impacts and improve new building life-cycle cost effectiveness. The new BCNS energy efficiency system would set clearly understood and simple to evaluate performance rationale for regulating energy efficiency, and establish clear minimum efficiency benchmarks for buildings to exceed. This component would also develop voluntary energy efficiency guidelines for the growing numbers of smaller new houses that are not yet covered by the Mongolian BCNS mandatory energy efficiency provisions but that will gradually become covered over time.

Component 2: *Training and Awareness* This component involves the development and implementation of capacity building technical development, certification and awareness measures for enhanced energy efficiency in buildings as well as the training and technical support needs of construction sector stakeholders, including building control bodies and officials, financial and funding bodies, testing and certification bodies and providers, designers, specifiers, developers, construction companies, and building owners and tenants.

Component 3: *Facilitating Access to Energy Efficiency Financing* This component involves facilitating access to financing for energy efficient building approaches, technologies and systems by bridging the gap between energy efficiency supply and demand. After conducting a market analysis of potential demand, the project will capacitate both the demand and supply-side, and XacBank will provide $2 million of its own funds for building energy efficiency loans. It is proposed that normal commercial interest rates and loan duration periods for this type of financing be applied to ensure ongoing sustainability post-project and to avoid undermining the development of a healthy commercial mortgage market. Under this component, BEEP will provide technical assistance to help identify suitable projects, raise awareness of the demand-side, i.e. prospective customers, on the availability of financing, build the capacity of those customers to apply for loans, and build the capacity of XacBank to evaluate the proposed energy efficiency projects, and hence manage the loan risks by appropriate loan due diligence and risk management mechanisms for the disbursement and credit management of the new building energy efficiency loans.

The project is funded by Global Environmental Fund (GEF), Korea Energy Management Corporation (KEMCO) and the United Nations Development Programme (UNDP). It started in July 2009 and will end in March 2013.

1. **OBJECTIVES**

The Midterm Evaluation (ME) of the project is part of the on-going process to enhance monitoring and evaluation of UNDP program activities. The consultant is required to carry out full set of supportive functions in line with UNDP’s requirements for Monitoring and Evaluation (see list of documents for review).

The ME will assess the achievements, success and effectiveness of the project by looking at potential impacts and sustainability of outcomes and outputs, including the contribution to the implementation of the national policy, capacity development, and public awareness and education.

The Consultant shall address the following objectives:

* Evaluate the effectiveness of project activity in the energy efficiency financing sector, status of agreement implementation between Xacbank and UNDP.
* Evaluate housing policy and its interrelation with the green housing or EE housing.
* Evaluate the effectiveness of project activities in contribution to key objectives (Policy, and Public awareness) of the project
* Evaluate the impact and sustainability of project activities on the target communities, in particular, the level of beneficiary participation in project activities
* Evaluate the effectiveness of project management, particularly the partners capacity in coordination, monitoring, planning, reporting, learning and resource management

The Review process will answer the following questions

* What is the main issue for energy efficiency financing?
* What problems are there and how can they be solved?
* What are the external and objective view, information and assessment of the project for decision making?
* What have learnt about: 1) the context of the project; 2) the project outcomes; 3) the project outputs?
* What are going to do about it?
* Who will take action and when?
* What will feed into other reports and discussions?

The ME is considered as a significant opportunity to provide donors, government and project partners with an independent assessment of relevance and achievement of objectives and impacts, and to determine potential results towards the achievement of outcomes and outputs with reference to the Project Document.

1. **SCOPE OF THE EVALUATION**

The ME should cover the following areas:

**Appropriateness:**

* Are the approach and achievement of project outcomes and outputs appropriate?

**Progress:**

* Did the project produce the stated outcomes and outputs?
* To what extent are the outcomes and outputs achieved?
* What is the likelihood that project objectives are achieved?
* To what extent are the achievements of outcomes and outputs attributable to sustainability

**Coverage**:

* Are the intervention’s objectives responding to the needs and priorities of the target populations?
* To what extent do the project activities reach the vulnerable groups
* Which resources/opportunities do the target populations make use of for meeting project activities/outputs?

**Coherence:**

* Which organizations are working on the same project of building energy efficiency as the implementing organization?
* Are they successfully co-coordinated and are there any overlaps, different points of view, strategies/approaches that could have been avoided?
* How well do the partners coordinate their activities with other organizations – are these organizations carrying out activities suitable to their capacities?
* Which different methods are used to collaborate and coordinate with other organizations, particularly those who are not represented for long-term and regularly at any of the main coordinating bodies?

**Efficiency and effectiveness:**

* Do policies and practices ensure timely and effective implementation of the project?
* Have the available means been optimally exploited?
* Are the resources in terms of personnel, finance, and facilities transformed into results and outputs or were they used to achieve specific outcomes?
* Which contributions do the project activities and outputs make to the achievement? What additional activities partly contributed to the achievement?
* What were the most significant aspects of the project environment that affected the achievement of project objectives – were they foreseen and monitored?
* What were the unforeseen effects of the project? How quickly were these identified? How could we have mitigated the negative effects? How could we have used the positive effects to the benefit of the project?

**Learning/training**:

* Has evidence of learning/training opportunities been captured and utilized by the project/country programme?
* What are the learning/training opportunities of the project?
* How the learning/training has been used?
* How the lessons are learnt being shared locally, nationally, regionally and internationally?

**Management:**

* How are the project documents produced and approached to donors?
* How is quality of data for drawing monitoring conclusions?
* What is the management mechanism of the project? Is there any constraint of project management system?
* How are the project staff managing the project? Is project staffing effective?
* What are the finance monitoring mechanisms? Does it work as expected?
* What challenges were faced by the project management and how it was coped.

**Sustainability:**

* What are the main changes achieved that are likely to last, it means that activities can be sustained where necessary and/or that beneficiaries and their organizations have gained significant new capacities in pursuit of their own development objectives?
* What are the dimensions of sustainability: economic/financial; social/organizational; technological; environmental?
* Are all project activities carried out in a sustainable manner wherever possible?
* How are local resources and capacities strengthened in order to be able to use more effectively in the future?
* Have there been any community development and relationships being formed?
* Are they likely to initiate other building energy efficiency projects in the vulnerable community?
* What relationships have been formed through project implementation to date that are likely to continue beyond the life of the project?

### **Products Expected from the Evaluation**

The evaluation shall report on the findings focusing on above listed area. The main products from the ME are:

* Presentation of findings (verbal presentations will be made to all major stakeholders on the approach of the ME and its preliminary findings)
* An interim draft report
* A final evaluation report will be an independent and comprehensive document with annexes as necessary. However, the main report should not exceed 50 pages. 3 copies of the final, bound report to UNDP for distribution shall be submitted and an electronic copy (MS Word) of the report included.

***The minimum requirements for the content of the final version of ME report are:***

*1. Executive summary*

* Brief description of project
* Context and purpose of the evaluation
* Main conclusions, recommendations and lessons learned

*2. Introduction*

* Purpose of the evaluation
* Key issues addressed
* Methodology of the evaluation
* Structure of the evaluation

*3. The project(s) and its development context*

* Project start and its duration
* Problems that the project seek to address
* Immediate and development objectives of the project
* Main stakeholders
* Results expected

*4. Findings and Conclusions*

In addition to a descriptive assessment, all criteria marked with (R) should be rated using the following divisions: Highly Satisfactory, Satisfactory, Marginally Satisfactory, Unsatisfactory.

* 1. *Project Implementation*

Implementation Approach (R). This should include assessments of the following aspects: 1). The use of the logical framework as a management tool during implementation; 2). The general operational relationships between the institutions involved and others and how these relationships have contributed to effective implementation and achievement of project objectives; 3). Technical capacities associated with the project and their role in project development, management and achievements.

Monitoring and evaluation (R). Including an assessment as to whether there has been adequate periodic oversight of activities during implementation to establish the extent to which inputs, work schedules, other required actions and outputs are proceeding according to plan; whether formal evaluations have been held and whether action has been taken on the results of this monitoring oversight and evaluation reports.

Stakeholder participation (R). This should include assessments of the mechanisms for information dissemination in project implementation and the extent of stakeholder participation in management, emphasizing on 1). the production and dissemination of information generated by the project; 2). local resource users and NGOs participation in project implementation and decision making and an analysis of the strengths and weaknesses of the approach adopted by the project; 3).the establishment of partnerships and collaborative relationships developed by the project with local, national and international entities and the effects they have had on project implementation; 4). Involvement of governmental institutions in project implementation, the extent of governmental support of the project.

Financial Planning: Including an assessment of the actual project cost by objectives, outputs, activities; the cost-effectiveness of achievements; financial management (including disbursement issues) and co-financing.

Sustainability. Extent to which the benefits of the project will continue, within or outside the project domain, after it has come to an end. Relevant factors include for example: development of a sustainability strategy, establishment of financial and economic instruments and mechanisms, mainstreaming project objectives into the economy or community production activities.

Execution and implementation modalities. This should consider the effectiveness of the UNDP counterpart and Project Co-ordination Unit participation in selection, recruitment, assignment of experts, consultants and national counterpart staff members and in the definition of tasks and responsibilities; quantity, quality and timeliness of inputs for the project with respect to execution responsibilities, enactment of necessary legislation and budgetary provisions and extent to which these may have affected implementation and sustainability of the Project; quality and timeliness of inputs by UNDP and Government of Mongolia and other parties responsible for providing inputs to the project, and the extent to which this may have affected the smooth implementation of the project.

* 1. *Results*

Attainment of Outcomes/ Achievement of objectives (R*):* Including a description *and rating* of the extent to which the project's objectives were achieved using Highly Satisfactory, Satisfactory, Marginally Satisfactory, and Unsatisfactory ratings. If the project did not establish a baseline (initial conditions), the evaluators should seek to determine it through the use of special methodologies so that achievements, results and impacts can be properly established.

This section should also include reviews of the sustainability including an appreciation of the extent to which benefits continue, within or outside the project domain after Government of Luxemburg’s assistance/external assistance in this phase III has come to an end and contribution to upgrading skills of the national staff

* 1. *Recommendations*: This should focus on
* Actions to follow up or reinforce initial benefits from the project
* Proposals for future directions underlining the further needs
  1. *Lessons learned*

This should highlight the best and worst practices in addressing issues relating to relevance, performance and success.

5. *Annexes*

* Evaluation TORs
* Itinerary
* List of persons interviewed
* Summary of field visits
* List of documents reviewed
* Questionnaire used and summary of results
* Comments by stakeholders (only in case of discrepancies with evaluation findings and conclusions)

### **METHODOLOGY**

The evaluation methodology will be determined by the evaluation team, guided by the requirements of UNDP as articulated in various guidelines, policies, and manuals on the conduct of evaluations as well as key project documents such as project document, the inception workshop report, the project log frame and annual budgets and work plans, the annual Project Implementation review, Project Steering Committee minutes, and other technical reports and documents as relevant. A list of key documents is given in Annex 1.

The review will be carried out during a total period of 20 working days in January/February 2012 and its evaluation methodology should be clearly documented in the report.

### **IMPLEMENTATION ARRANGEMENTS**

The assessment will be carried out within 20 working days in January – February 2012. The work is scheduled to commence on 20th of January, 2012 and be completed by 17th of February, 2012. A preliminary work plan is shown below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Task | Week I | Week II | Week III | Week IV |
| 1 | Review of project documents |  |  |  |  |
| 2 | Meetings with UNDP, XacBank, Project Staff |  |  |  |  |
| 3 | Meet with Stakeholders in UB |  |  |  |  |
| 4 | Field trips to project sites (EE houses), meeting with house owners, construction companies, supervisor engineers |  |  |  |  |
| 5 | Presentation of findings to UNDP and BEEP |  |  |  |  |
| 6 | Draft Report writing and submission |  |  |  |  |
| 1977 | Final Report writing and submission |  |  |  |  |

The **Building Energy Efficiency Project** **(BEEP)** staff shall provide any necessary logistical support. The staff will assemble the suggested documents and prepare for the field trip. The evaluator shall use the office space of the project. The consultant is expected to bring his/her own computers/laptops for the written work.

The mission will produce the following deliverables by the dates specified:

* Work plan by 23 January, 2012
* Presentation by 10 February, 2012
* A draft report submission by 14 February, 2012.
* A final report by 16 February, 2012.

The tentative program of the ME mission is shown below, and a more detailed schedule is under development.

|  |  |
| --- | --- |
| **Dates** | Item |
| 23-25 Jan (3w/d) | Review of main documents |
| 26Jan- 1 Feb (5w/d) | Meetings with stakeholders in Ulaanbaatar |
| 2-3 Jan (2w/d) | Field missions in houses |
| 6-10Feb ( 5 w/d) | Debriefing in Ulaanbaatar and submission of draft report |
| 13-16 Feb ( 4 w/d) | Preparation of final report |

Note: detailed mission schedule to be developed by the Project Unit and NCT.

1. **MANAGEMENT ARRANGEMENTS**

The national consultant team will conduct necessary arrangements for performing the tasks outlined in this TOR. He/she will be responsible for consolidating a midterm report with a full set of annexes. The national consultant team will be responsible to the MRTCUD and UNDP Mongolia and will report to the National Project Director (NPD), UNDP, project unit and a representative of the MRTCUD on the status of the work.

The MRTCUD, UNDP and project unit hold the copyright of the assignment outputs.  The present TORs may be adjusted and modified, without changing the overall objective and the scope of work, on the basis of consultations.

 Payment modality and schedule:

The UNDP standard method of payment is the output-based lump-sum scheme and the payment will be made in three installments upon satisfactory completion of the following deliverables:

1st installment – 40% upon the presentation of the findings UNDP

3rd installment – 60% upon the submission of final report and approval of report

  Evaluation criteria and weight:

National consultant team/Institution (at least 3 specialists) will be evaluated against combination of technical and financial criteria. Maximum obtainable score is 100, out of which the total score for technical criteria equals to 70 and for financial criteria – to 30.

 As for the technical evaluation, the following aspects will be considered:

* Background and education -10%
* Practical previous experience relevant to the announced TOR – 30%
* Substantial knowledge and professional experience in the field of Financing, Construction, Environmental science and program monitoring competences-20%
* English language fluency both oral and written and previous experience working with international organizations -10%

\* The financial proposal should have a breakdown of consultancy fee that is expected to be incurred (except travel expenses to the countryside).

|  |
| --- |
| Competencies |
| * Good practical experience relevant to the announced TOR * Substantial experience in field of Financing, Construction and Environmental science and other related field * Excellent participatory process skills * Good interpersonal and communication skills * Experience in working with international organizations and in developing countries * Ability to establish priorities and to plan and coordinate works * Fluent in English language (oral and written) * Computer literacy, particularly, with MS Office |
| Required Skills and Experience |
| Education:Master or higher degree in Financing, Construction and Environmental science.  Experience: At least 10 years of professional experience in construction (housing development), Environmental and International Development. Experiences in conducting research, monitoring and previous involvement experience with UNDP and other international organizations are desired.  Skills: Analytical skills, planning, report writing and research skills are needed. Good communication skills are an asset. |

1. **SUBMITTING DOCUMENT**

1. Technical proposal:

* Letter of Interest to conduct the assignment
* Proposed work plan, methods of evaluation of Project implementation
* CVs of applicant team including relevant work experience and qualifications)

2. Financial proposal:

Proposed price to conduct the evaluation.

Qualified and interested applicants are requested to submit the required materials to the following address of UNDP no later than **13th Jan, 2012**.

**UNDP Mongolia**

**Orient Plaza building, Peace Avenue 12**

**1 khoroo, Sukhbaatar district**

**Ulaanbaatar, Mongolia**

**Telephone: 976-11-327585**

ANNEX 1.

List of documents to be reviewed

* Handbook on Planning, Monitoring and Evaluating for Development Results (2009) UNDP
* Project document
* Project board meeting minutes
* Annual reports
* Financial reports
* Agreement with Xacbank and related loan information
* MOU between UNDP and MCC, and related documents
* BNbD 23-02-2009 and other related building norm, standards
* Draft National Program on Strengthening the to reduce green house gas emission from Construction sector
* All annual work plans of the project
* Donor reports
* Others (meeting minutes, correspondence and TORs as needed

List of key persons to be interviewed during the evaluation field mission:

**Ulaanbaatar:**

* UNDP Country Office
* MRTCUD, NPD
* Steering committee Members

*Community level:*

* Professional NGOs, (MACE, MWDMA, MBMMA)
* EE house owner

*Local Authorities:*

* MASM
* Governmental implementation agency of Land affairs, construction, geodesy, cartography
* MMCA Clean Air Project
* Energy efficiency centers

*Project sites*

* Project staffs
* Construction companies
* Construction supervisor engineers