

## I. Position Information

**Title:** *International Evaluator– Final Evaluation of the Advancing Climate Change Agenda in Kosovo (SLED II) Project*

**Department/Unit:** Environment, Climate and Disaster Resilience

**Reports to:** Programme Coordinator

**Duty Station:** Pristina

**Expected Places of Travel (if applicable):** Project municipalities (Pristina/Pristina, Prizren and Rahovec/Orahovac)

**Duration of Assignment:** 8 days from November 25, 2015 to December 15, 2015

**Need for presence of IC Evaluator in office:**

partial (explain)

intermittent (explain)

full time/office based (needs justification from the Requesting Unit)

**Provision of Support Services:**

**Office space:**  Yes  No

**Equipment (laptop etc):**  Yes  No

**Secretarial Services**  Yes  No

**Signature of the Budget Owner:**.....

## II. Background Information

The basic sectoral policy in relation to the environment and climate change in Kosovo is the Law on Environmental Protection (Law No. 03/L-025) which was adopted in February 2009. The purpose of this law is “to promote the establishment of a healthy environment for population of Kosovo by bringing gradually the standards for environment of European Union.” Relevant strategic documents in Kosovo in the area of environmental protection include: the Environmental Strategy for Kosovo (2010-2015), Kosovo Environmental Strategy and the National Environmental Action Plan (2011- 2015), the Strategy for Air Quality (2013 - 2022), and the Climate Change Framework Strategy (2014 - 2024). In addition, the Kosovo Disaster Risk Reduction Strategy is being finalized with the support of UNDP.

On the regional level, Kosovo is a contracting party to the Energy Community and has a responsibility to meet the requirements under the Energy Community Treaty. The treaty requires contracting parties to implement various EU energy laws and develop an adequate regulatory framework. It also sets out targets for the share of renewable energies. As Kosovo is a candidate for EU membership, various EU standards on the environment are also guiding principles for Kosovo.

At the international level, the United Nations Framework Convention on Climate Change (UNFCCC) is the most relevant guideline. Although Kosovo is not yet a party to UNFCCC, its Ministry of Environment and Spatial Planning (MESPP) has endorsed the Climate Change Framework Strategy (CCFS) for Kosovo in order to fulfil its future obligations under the

UNFCCC and as a member of EU with the support of UNDP. The strategy is comprised of a low emissions development strategy and an adaptation strategy.

The UNDP SLED project (2013-2015), funded by Austrian Development Cooperation and in partnership with REC, provided support to national and local levels to enhance their capacities in climate change mitigation and adaptation. The project has achieved great impacts on the ground. It supported the finalization of the Strategy for Climate Change, establishment of Climate Change Committee and enhanced the capacities of Kosovo Environmental Protection Agency in GHG monitoring and reporting (GHG Inventory 2012). Furthermore, the project successfully enhanced the energy efficiency agenda in Kosovo, by supporting the central and local institutions with capacities on energy efficiency and managed to bring all relevant actors into the process. The results of the project are highly valued by the beneficiaries, MESP and the Kosovo Energy Efficiency Agency (KEEA). MESP has sent a letter of appreciation, and the KEEA has selected one of SLED's activities relating to the implementation of energy efficiency measures at the local level as the best project of the year (2014) for contributing to the reduction of GHG emissions.

The "Advancing Climate Change Agenda in Kosovo" (SLED II) project is derived from the results and progressions made in the SLED project. The project is based on the recommendation of the Climate Change Framework Strategy (CCFS), and activities are derived from the proposed measures in the Strategy and in close cooperation with the main counterpart, MESP.

The overall objective of the project is to reduce climate-change related vulnerability in Kosovo. To this end, the project intends to contribute to the following two outcomes: 1) effective implementation of cross-sectoral, gender-responsive climate change policies; and 2) an increase in the number of people who adopt behaviors that enhance resilience to climate change.

The project aims to achieve the following three outputs: 1) enhanced capacities of the central institutions to develop and monitor the implementation of the Climate Change Action Plan; 2) improved cross-sectoral cooperation for gender-responsive climate change measures; and 3) increased public awareness on climate change through campaigns and demonstration projects.

The project time frame is a 1 year and started its implementation on December 2015 and has finalizing date of December 2016. It has a budget of 222,222 EURO funded by the Austrian Development Cooperation Funds and UNDP.

This final project evaluation is being conducted to provide conclusions and recommendations about the relevance, impact, efficiency, effectiveness and sustainability of the project. The overall responsibility for managing the evaluation will be with the Environment, Climate and Disaster Resilience Programme of UNDP Kosovo. The project will provide support to the evaluator by organising meetings with key partners and will work closely with the evaluators to provide required information.

The evaluation will be carried out by an international evaluator) whose combined expertise can cover the following areas:

Climate Change

Capacity development

The Evaluator to be contracted for this evaluation will be independent and will not have been involved in any way with the UNDP SLEDII project. The evaluator will be responsible for the design of the methodology for the evaluation (including the inception report), for the distribution of work and roles, for coordinating the work of the team and for consolidation of the draft and final reports.

### **Beneficiaries and stakeholders**

The main beneficiaries of the project are the Ministry of Environment and Spatial Planning (MESP), Kosovo Environmental Protection Agency, the Ministry of Economic Development, Kosovo Energy Efficiency Agency, Municipalities. Other stakeholders are the Ministry of Agriculture, Forestry and Rural Development, the Ministry of Infrastructure, and the Ministry for European Integration relevant civil society organizations and the private sector.

## III. Objectives of Assignment

The objective of the evaluation is develop conclusions and recommendations about the relevance, impact, efficiency, effectiveness and sustainability of the project. The evaluation should enable UNDP Kosovo, the donor and other stakeholders to draw lessons from the integrated implementation approach for future similar undertakings and to assess what are the next steps that may need to be taken to ensure the sustainability of the actions undertaken and by whom.

The evaluation will assess the extent to which the specific project outputs have been achieved and what progress (attributable to the project) was made towards achieving the outcome “*Advancing Climate Change Agenda in Kosovo*” by:

Evaluating the relevance of the project for the main beneficiaries

- Evaluating the efficiency of the project and to assess the appropriateness of the integrated approach of the project
- Evaluating the effectiveness of the project
- Identification of factors directly influencing the level of achievement of the desired results
- Evaluating the impact of the project and
- Evaluating the implementation mechanism and provide recommendation if any improvement is required
- Identification of the level of the ownership by local actors of the project results and provide prioritized list of recommendations
- Identification of factors contributing to effectiveness of the actions implemented
- Identification of institutional and individual capacity development efforts’ impact on sustainability of results
- Evaluating the sustainability of the project

In case obstacles to outcome achievement are identified, the evaluation should provide UNDP Kosovo with a prioritized list of recommendations for actions, with respective addressees for each recommended action or approach.

## IV. Scope of work

The geographic scope of the project is Kosovo (project municipalities: Pristina/Pristina, Prizren, Rahovec/Orahovac).

The Evaluator will undertake:

**1) Desk review Phase (2 working days)**

- Comprehensive desk review of various sources, relevant publications, research papers, etc.
- UNDP will provide the Evaluator with electronic versions of relevant documents. The Evaluator will study the documents as a preparation for this assignment (PRODOC; Annual work plans (2); Progress reports (2); (2); Media coverage files; List of other documents that can provide background information is provided under Annexes).

**2) Inception Report ( 1 working days)**

- Prior to starting field visits evaluators should prepare and finalize the evaluation design, methods and draft and submit the detailed inception report.
- The Evaluation Matrix should be included in the inception report as a deliverable.

**3) Field visit (2 working days)**

- The Evaluator will undertake field work in Kosovo: discussions with key national and international interlocutors and stakeholders and UNDP, (A list of stakeholders and contact details will be by UNDP).
- Site visits will be organized to project locations to conduct interviews (of both individuals and groups) to develop further intelligence on project operations, management, decision-making and implementation arrangements and in order to identify the relevance of the project. Field visits will additionally include interviews with Austrian Development Agency, Government Representatives and NGOs that deal with research and independent researchers, as well as other Institutions involved in relevant area of work. UNDP office will arrange translation and transportation services as needed.

**4) Draft report (2 working-days)**

Based on desk research, questionnaire results and field visits, the evaluator will provide a draft report to UNDP. Comments will be provided within 5 working days. The draft report must include, but not necessarily be limited to, the elements outlined below:

- Title and opening pages
- Table of contents
- List of acronyms and abbreviations
- Executive summary
- Introduction
- Description of the intervention
- Evaluation scope and objectives
- Evaluation approach and methods
- Data analysis
- Findings and conclusions
- Recommendations
- Lessons learned
- Report annexes

**5) Final report (1 working-days)**

Based on desk review, survey results and field visit the evaluators will produce a report.

The evaluation report should be complete and logically organized. It should be written clearly and

understandable to the intended audience.

A final report will be finalised by the evaluator 10 days after the feedback is provided.

The following evaluation criteria and related evaluation questions are proposed for the evaluation process; however these can be expanded and modified by the evaluators:

<b>Relevant evaluation criteria</b>	<b>Key questions suggested</b>
Relevance	<ul style="list-style-type: none"> <li>-Is the project relevant for the main beneficiary</li> <li>-Has the initiative tackled key climate change issues?</li> <li>-How relevant was the choice of capacity on climate change interventions for the stakeholders?</li> </ul>
Effectiveness	To what level the project has reached the results stated in the project document?
Sustainability	<ul style="list-style-type: none"> <li>Will the project results last in time?</li> <li>-Are there jeopardizing aspects that have not been considered or abated by the project actions?</li> <li>- Has ownership of the actions and impact been transferred to the corresponding stakeholders?</li> <li>- Have the beneficiaries the capacity to take over the results of the project and maintain and further develop the results?</li> <li>- Which measures to ensure sustainability have proved more effective?</li> <li>- What capacity on climate change products and/or measures are available/easily replicated by the municipality?</li> </ul>
Impact	<ul style="list-style-type: none"> <li>- Is there evidence of long lasting desired changes?</li> <li>-Has the initiative influenced policy making at different levels?</li> <li>- Has the project impacted the desired target actors and how?</li> <li>- To what degree the project contributed to the development taken place in regards the project goals?</li> <li>- Is there evidence that institutional systems/mechanisms are in place which:               <ol style="list-style-type: none"> <li>1: Capacities of the central institutions to develop and monitor the implementation of the Climate Change Action Plan are enhanced</li> <li>2: Cross-sectoral cooperation for gender-responsive climate change measures is improved</li> <li>3: Public awareness on climate change increased through campaigns and demonstration projects</li> </ol> </li> </ul>
Efficiency	<ul style="list-style-type: none"> <li>- Have resources been used efficiently?</li> <li>- Have efforts for integrated approach been made appropriately?</li> </ul>
Stakeholders and Partnership Strategy	<ul style="list-style-type: none"> <li>-Who are the major actors and partners involved in the project and how were their roles and interests?</li> <li>-Was the partnership strategy effective?</li> </ul>
Evaluability	<ul style="list-style-type: none"> <li>-Can the project be evaluated credibly?</li> <li>-Were intended results (outputs, outcomes) adequately defined, appropriate and stated in measurable terms, and are the results verifiable?</li> <li>-Were monitoring systems in place?</li> </ul>

Theory of Change or Results/Outcome Map	-What are the underlying rationales and assumptions or theory that defines the relationships or chain of results that lead initiative strategies to intended outcomes? What are the assumptions, factors or risks inherent in the design that may influence whether the initiative succeeds or fails?
Gender	What effects were realized in terms of gender equality, if any? Were women and men distinguished in terms of participation and benefits within project?
<p>The evaluation criteria must be raked as per UNDP ranking methodology, which will be provided by UNDP.</p> <p>The evaluation questions are proposed for the evaluation process; however these can be expanded and modified by the evaluators.</p> <p>The response to the above questions should be followed by specific short and long term recommendations that could be undertaken by UNDP or the stakeholders.</p> <p>These analysis has to be done for each output and for the overall project.</p> <p>External evaluators are responsible for refining the evaluation methodology, evaluation questions, carrying out the evaluation and delivering UNDP Kosovo with a draft report and a final report.</p> <p>The key stakeholders, those involved in the implementation, those served or affected by the project and the users of the evaluation should be involved in the evaluation process.</p>	

## V. Expected Results

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b> (Indicate title of the designated person who will review output and confirm acceptance)
<b>Desk review Phase</b> This stage the consultant will review of various sources, relevant publications, research papers, etc.	2 days	<b>Dec 2015</b>	Programme Analyst
<b>Inspection report</b> This stage provides the final evaluation design, methods and allows for feedback by the UNDP project and Programme.	1 days	<b>Dec 2015</b>	Programme Analyst
<b>Field visit</b> Undertake field work in Kosovo, discussions with key national and international interlocutors and stakeholders and UNDP.	2 days	<b>Dec 2015</b>	Programme Analyst
<b>Draft report</b>	2 days	<b>Dec</b>	Programme Analyst

This stage provides the first analysis and results of the evaluation, drafts the first findings and conclusions and allows for feedback and completion of any missing data by the UNDP project and Programme.		<b>2015</b>	
<b>Final report</b> The final report is produced after a review of the first draft and it should provide the complete content of the report as per the main outline proposed under section 4 item d. Reporting	1 days	<b>Dec 2015</b>	Programme Analyst

#### VI. Deliverables / Final Products Expected

**Report \_\_ Final Evaluation of the Advancing Climate Change Agenda in Kosovo (SLED II) Project.**

#### VII. Requirements qualifications

Education:	<ul style="list-style-type: none"> <li>• Master's degree in environmental studies, environmental management, climate change or other relevant fields</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Minimum 7 years of relevant experience in the area of the environment, climate change and development.</li> <li>• Minimum five (5) years of experience in conducting evaluations</li> <li>• Extensive knowledge of results-based management evaluation, as well as participatory M&amp;E methodologies and approaches;</li> <li>• Excellent analytical and report writing skills in clear and fluent English.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Fluency in written and spoken English</li> </ul>

#### VIII. Competencies

##### Core Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Demonstrates experience in gender equality.
- Treats all people fairly without favoritism.
- Excellent analytical and organizational skills.
- Demonstrates substantial experience in gender equality. Actively promotes gender equality in all Project activities.

##### Functional Competencies:

- Demonstrates professional competence and mastery of subject matter.

- Maturity and confidence in dealing with senior and high-ranking members of international, regional and national institutions.
- Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Demonstrates transparency and provides feedback to all those who will contribute to the evaluation.
- Focuses on result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Ability to work independently as well as part of a fairly big team.
- Ability to operate under strict time limits.

## IX. Scope of price proposal and schedule of payments

### Presentation of Offer

- Duly accomplished **Letter of Confirmation of Interest and Availability**
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Payment on is made on upon confirmation of deliverables by the Programme Coordinator UNDP Kosovo.

50% by the delivery draft report; 50% by the delivery of the final report.

### Criteria for Selection of the Best Offer

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%.

#### Cumulative analysis

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

- responsive/compliant/acceptable, and*
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight; [70%]*

*\* Financial Criteria weight; [30%]*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<i>Technical</i>	70%	70
• <i>Education</i>		10
<i>Relevant Experience in the evaluation processes associated</i>		20



<i>with climate change.</i>		
<ul style="list-style-type: none"> <li>• <i>Familiarity with the Kosovo legislation framework on climate change</i></li> </ul>		5
<ul style="list-style-type: none"> <li>• <i>Language knowledge</i></li> </ul>		5
<ul style="list-style-type: none"> <li>• <i>Proposed methodology of work</i></li> </ul>		30
<u><i>Financial</i></u>	30%	30

*Only candidates obtaining a minimum of 70% point would be considered for the Financial Evaluation.*

**Note:**

**The consultant will be selected from the UNDP roster of consultants supported by UNDP Regional Hub in Istanbul**

Acceptance by the IC holder:

