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## 68711 - International Consultant for the Final Evaluation (FE) of the full-sized UNDP-GEF project - Home based and 2 missions to Ukraine, UKRAINE

[Summary](#)  
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**IMPORTANT Information: Starting April 2016, FTA/TA/SC/UNV National Volunteer jobs/assignments must go through the new eRecruit/eHire platform!**

eRecruit /eHire is UNDP's new integrated recruitment and hire system. It is the first component of UNDP's Talent Management initiative. Throughout April eRecruit/eHire will be released in UNDP, region by region. More information about the timeframe can be found on the [project site](#). After implementation all the following processes must take place in eRecruit/eHire: Posting jobs/assignments, Screening applicants, Reviewing CRB/CRP cases, creating and sending offers Transferring basic data to ATLAS.

To learn more, please click [here](#) to watch a short introduction.

Remember that each office is responsible for the training and setup of its own staff. Make sure to bookmark these three links [eRecruit training material](#), [eHire training material](#), [CRB/CRP material](#) and get started now with your individual training. Click [here](#) to learn how to set up access for staff and non-staff to Job ID/eHire in your office.

Scope of advertisement :	Globally advertised (Including jobs.undp.org)
Category (eligible applicants) :	External
External defines as applicants external to UNDP and to the UN Common system, including UNDP non-staff.	
Brand :	UNDP-GEF
Practice Area :	Resilience and Climate Change
Additional Practice Area :	Management
Application Deadline :	16-Oct-16
Type of Contract :	Individual Contract
Post Type and Level :	International Consultant
Current status :	Approved by juliett.sukhraj on 29-Sep-16 @ 09:42:AM

[Send Batch Email](#) [View Applicants](#)

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**Approved** by juliett.sukhraj on 29-Sep-16 @ 09:42:AM  
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**Submitted for Approval** by volodymyr.senkiv on 26-Sep-16 @ 10:29:AM  
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Duty Station :	Home based and 2 missions to Ukraine, UKRAINE
Languages Required :	English
Starting Date :	
(date when the selected candidate is expected to start)	14-Nov-2016
Duration of Initial Contract :	32 working days spread over the period late November 2016 to end of February 2017
Expected Duration of Assignment :	

Background:

Introduction

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP support GEF financed projects are required to undergo a terminal evaluation upon completion of implementation. These Terms of Reference (TOR) set out the expectations for a Terminal Evaluation (TE) of the UNDP/GEF PIMS 4175 “Transforming the Market for Energy Efficient Lighting”

The essentials of the project to be evaluated are as follows: Project Summary Table (please use the following link to download the Project Summary Table: <https://www.dropbox.com/s/x2yiw9s42zr7xf6/Project%20Summary%20Table.docx?dl=0>)

Objective and Scope

The project was designed to: help transform the market towards more EE lighting technologies by removing barriers and contribute to the goal of reducing GHG emissions.

The lighting sector consumes significant amounts of energy, whereas substantial savings, from 75% to 90% compared with conventional practices, can be achieved through the use of new energy efficient technologies. At the national level, several OECD and developing countries have prepared and enacted Energy-Efficient Lighting (EEL) programs aimed at phasing-out incandescent lamps and other inefficient technologies. Such programs reduce energy use by 30% within 5 to 7 years, while quality and even quantity of lighting is enhanced. Representatives of the leading lighting manufacturers announced their support for this ambitious market transformation calling for a coordinated effort among all countries worldwide.

Despite the fact that Ukraine offers one of the world’s greatest potentials for energy savings and greenhouse gas (GHG) emission reductions in the lighting sector, the country has so far stayed outside of the global market transformation efforts in this field.

The implementation of the full-scale UNDP-GEF Project “Transforming the Market for Energy Efficient Lighting”” started in March 2011. The project was planned for 5 years and was due to finish by the end of March 2016. It is nationally executed by the Ministry of Ecology and Natural Resources of Ukraine. The total project budget is \$31,000,000 with GEF contribution of \$6,500,000.

The project can be divided into four (4) components as follows:

- Outcome 1 - Improve the National policy framework for promoting EE lighting in Ukraine;
- Outcome 2 - Improved Quality-Assurance & Quality Control systems for imported and locally produced lighting products in Ukraine;
- Outcome 3 - Implement efficient lighting demonstrations in municipal educational sector;
- Outcome 4 - Improve EE Lighting product penetration in the Residential Sector through marketing and awareness raising.

More information, including a copy of the project document, can be found on the project website located at:

Project website: <http://lampochki.org.ua/?lang=en>

Mid Term Review

The mid-term review of the project was carried out in mid-2014. The final evaluator should read the mid-term review carefully to assess the extent to which the recommendations from the mid-term review have been taken into account. The mid-term review rated the project overall as MS or marginally satisfactory. It concluded that the project had done good work on the area of demonstration projects (outcome 3) and marketing and awareness (outcome 4) but that significant additional work needed to be undertaken in the areas of legislation and regulation to promote energy efficient lighting (outcome 1) and the quality assurance framework (outcome 2). The MTR recommended the project increase its focus on outcome 1 and 2 and reduce the focus on outcome 3 and 4. It also recommended that the project hire an international Chief Technical Advisor and in early 2015 an international Chief Technical Advisor was hired by the project to steer and guide the project and to help improve the focus on the project on outcome 1 and outcome 2.

Project Extension

In 2015 Project was extended at “no-cost” for another year till 31 March 2017. The need for extension was caused by (i) the delay in project commencement due to delays in recruiting project manager and project staff and (ii) armed conflict which shook Ukraine and which began with civil unrest in late 2013 and which carried on into 2014 and 2015

The project built on, and leveraged, partnerships with regional and municipal authorities, education institutions and the expert network developed under this initiative in Ukraine.

The project was innovative for Ukraine as most energy efficiency projects and programs focus on energy savings related to heating supply or heating insulation in buildings. Energy efficient lighting has been a GEF priority for over a decade and this project built on GEF experiences while taking into account that the market for energy efficient lighting had become established in Ukraine. However, at the time of Project initiation, it was an established market with many importers of products, it had not reached the same potential as in other European countries due to policy, cost barriers, and poor consumer experiences with “grey market” (low quality) products which have been entering the market due to the weak consumer protection system in place in the country, which is currently under a government moratorium.

The project was to target five areas in order to accomplish its goals:

- Residential/Consumer Lighting
- Public Sector Lighting
- Domestic Lighting Suppliers
- Foreign Lighting Suppliers
- Domestic Testing Facilities for Quality Control

These five areas were to be targeted within five components designed to produce real and demonstrable results with outcomes that can be monitored. These components consist of actions to:

- Improve the national policy framework for promoting energy-efficient (EE) lighting;
- Improve the national quality-assurance (QA) & quality-control (QC) systems for imported and produced lighting products in Ukraine;
- Improve the collection, recycling, and waste-handling schemes for EE lighting products, e.g. CFLs which contain mercury;
- Design and implement energy-efficient (EE) lighting demonstrations in the municipal sector focusing on public schools;
- Improve EE Lighting product penetration in the Residential Sector;
- Disseminate and replicate and the project results.

The TE will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the UNDP Evaluation Guidance for GEF Financed Projects.

The objectives of the evaluation are to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming.

**Description of Responsibilities :**

Evaluation Approach and Method

An overall approach and method for conducting project terminal evaluations of UNDP supported GEF financed projects has developed over time (for additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](#), Chapter 7, pg. 163). The evaluator is expected to frame the evaluation effort using the criteria of relevance, effectiveness, efficiency, sustainability, and impact, as defined and explained in the UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects. A set of questions covering each of these criteria have been drafted and are included with this TOR (fill in [Annex C](#)). The evaluator is expected to amend, complete and submit this matrix as part of an evaluation inception report, and shall include it as an annex to the final report.

The evaluation must provide evidence-based information that is credible, reliable and useful. The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, in particular the GEF operational focal point, UNDP Country Office, project team, UNDP GEF Technical Adviser based in the region and key stakeholders. The evaluator is expected to conduct a field mission to Kyiv, Ukraine. Interviews will be held with the following organizations and individuals at a minimum: Project Management Unit including all project staff and international Chief Technical Advisor, members of UNDP Oversight & Support Team, Ministry of Ecology and Natural Resources, National GEF Focal Point, Profile Committee of the Parliament, UNDP Istanbul Regional Hub, Mayor’s offices in the cities (optional), partners from private sector, civil society organizations.

The evaluator will review all relevant sources of information, such as the project document, project reports – including Annual APR/PIR, project budget revisions, midterm review, progress reports, GEF focal area tracking tools, project files, national strategic and legal documents, and any other materials that the evaluator considers useful for this evidence-based assessment. A list of documents that the project team will provide to the evaluator for review is included in [Annex B](#) of this Terms of Reference.

Evaluation Criteria and Ratings

An assessment of project performance will be carried out, based on expectations set out in the Project Logical Framework/Results Framework (see [Annex A](#)), which provides performance and impact indicators for project implementation along with their corresponding means of verification. The evaluation will at a minimum cover the criteria of: relevance, effectiveness, efficiency, sustainability and impact. Ratings must be provided on the following performance criteria. The completed [table](#) must be included in the evaluation executive summary. The obligatory rating scales are included in [Annex D](#).

Project Finance and Co-Finance



The Evaluation will assess the key financial aspects of the project, including the extent of co-financing planned and realized. Project cost and funding data will be required, including annual expenditures. Variances between planned and actual expenditures will need to be assessed and explained. Results from recent financial audits, where available, should be taken into consideration. The evaluator will receive assistance from the Country Office (CO) and Project Team to obtain financial data in order to complete the co-financing [table below](#), which will be included in the terminal evaluation report.

## Mainstreaming

UNDP supported GEF financed projects are key components in UNDP country programming, as well as regional and global programmes. The evaluation will assess the extent to which the project was successfully mainstreamed with other UNDP priorities, including poverty alleviation, improved governance, the prevention and recovery from natural disasters, and gender.

## Impact

The evaluator will assess the extent to which the project has achieved impacts or progressing towards the achievement of impacts and to what extent key indicators in the project results framework have been met. Key findings that should be brought out in the evaluation include whether the project has demonstrated: a) verifiable improvements in ecological status, b) verifiable reductions in stress on ecological systems, and/or c) demonstrated progress towards these impact achievements (A useful tool for gauging progress to impact is the Review of Outcomes to Impacts (ROtI) method developed by the GEF Evaluation Office: [ROTI Handbook 2009](#)).

## Conclusions, Recommendations and Lessons

The evaluation report must include a chapter providing a set of conclusions, recommendations and lessons.

## Implementation Arrangements

The principal responsibility for managing this evaluation resides with the UNDP CO in Ukraine. The UNDP CO will contract the evaluator and ensure the timely provision of travel arrangements within the country for the evaluation team which may consist of the Evaluator subject to this ToR and National Consultant to assist the evaluation. The Project Team will be responsible for liaising with the Evaluation team to set up stakeholder interviews, arrange field visits, coordinate with the Government etc. The Evaluator should also liaise closely with UNDP Ukraine (Environment Analyst) and with the UNDP Istanbul Regional Hub Climate Change Regional Technical Advisor.

## Administrative Arrangements

The contractor will have to arrange his/her workplace, logistics, equipment, round trip travels to Kyiv, Ukraine and accommodation in Kiev (in coordination with UNDP Project), required for the task. UNDP will provide transport (car, train or plane as needed) for in-country visits to the project sites as required.

## Evaluation Timeframe

The total duration of the evaluation will be 32 days according to the following [plan](#):

The assignment should start before the mid November 2016. In advance of the evaluation mission approximately 4 man days are allocated for preparation. This time should be spent reviewing documents and speaking to key stakeholders and preparing for the mission and preparing and submitting the inception report.

A preparatory mission to Ukraine should be conducted in conjunction with Annual Project Conference in late November 2016 for the evaluator to effectively obtain information on the last 12 months of project activity and observe/assess the level of project support and engagement by the broader stakeholder groups.

An evaluation mission should be carried out to Ukraine in late January 2017. The mission dates should be agreed well in advance by the evaluator and the UNDP Project Manager.

The evaluation mission to Ukraine should be of a minimum of 10 working days. These working days do not include travel days and do not include weekends, meaning that a minimum of 12 days need to be spent in Ukraine as it will be necessary to spend at least one weekend in Ukraine. The weekend should not be considered as working days.

The draft final evaluation report should be circulated for comments and feedback by early February 2017. A conference call should be held with all Parties to discuss the draft report with a view to finalizing the evaluation in mid-February 2017.

## Evaluation Deliverables

The evaluator is expected to deliver the following reports to the UNDP Project Manager, the UNDP International Chief Technical Advisor for the Project, to UNDP Ukraine, as [follows](#).

## Evaluation Ethics

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct ([Annex E](#)) upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the [UNEG 'Ethical Guidelines for Evaluations'](#).

Travel

International travel: the assignment requires two travels to Ukraine: 5 days’ Preparatory mission (2 travel days plus 3 days in Kiev) and 12 days Evaluation Mission (2 travel days) and 10 working days’ in Ukraine with one week-end. UNDP Project will provide the Consultant with an economy class round trip tickets Home – Kiev – Home for both missions or reimburse the Consultant the cost of such tickets as agreed between the Consultant and the Project. The estimated costs of the tickets should not be included in the Financial Proposal. In case the Consultant wishes to travel by business class, he/she will be reimbursed the cost of the ticket at the economy class rate. Reimbursement is subject to submission of duly completed and approved claim forms upon completion of travel.

UNDP Project will pay the Consultant Daily Subsistence Allowance (DSA) payable at the UN effective rate for Kiev proper, Ukraine, (currently USD 213 but subject to changes) for each day on Mission to Ukraine. That amount shall be paid upon completion of the mission and submission of duly completed claim forms. Under no circumstances DSA can be included in the Financial Proposal.

Prior to traveling to Ukraine:

- The Basic Security in the Field II and Advanced Security in the Field courses must be successfully completed prior to commencement of travel;
- Individual Consultant is responsible for ensuring he/she has vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director;
- Consultant is required to comply with the UN security directives set forth under <https://dss.un.org/dssweb>.

Domestic Travel

The assignment also requires domestic travels to the project sites. The transportation for in-country travel (car, train, plane as required and practical) will be arranged and covered by the project, while the meal and accommodation during such in-country trips will be borne by the Consultant. No additional payments or reimbursements will be made.

Payment Modalities and Specifications

This is an all-inclusive lump sum contract that should include costs of consultancy and other associated costs (insurance, visa, etc) required to produce the above deliverables in accordance with the financial proposal template in [Annex I](#).

When applying to this assignment, the consultant should include his/her financial offer in accordance with the template in [Annex I](#).

Payment will be released in 3 installments (as stated in IV. Tentative timeframe):

- First installment (20% of total contract amount) to be made on satisfactory completion of Deliverable 1;
- Second installment (40% of total contract amount) to be made on satisfactory completion of Deliverable 3;
- Third installment (40% of total contract amount) to be made on satisfactory completion of Deliverable 4.

**Competencies :**

**Core Competencies:**

- Demonstrates integrity and ethical standards;
- Creative and innovative;
- Demonstrable analytical skills;
- Ability to address complex concepts and to gather written materials in a clear, concise and meaningful manner with a high level of accuracy and attention to detail;
- Highly organized, able to effectively develop and manage projects, ensuring that deadlines are met.

**Functional Competencies:**

- Excellent writing, analytical and research skills;
- Showing strong attention to details;
- Excellent interpersonal skills;
- Ability to work in a multicultural and international environment;
- Ability to work under pressure and to meet tight deadlines.

**Qualifications :**

The terminal evaluation will be undertaken by an individual consultant, who, as required, will be assisted by a translator/interpreter (provided when needed by the Project) and will receive the support of UNDP Ukraine and Project Management Team.