

## TERMS OF REFERENCE

(maximum of 4 pages)

### **Strengthening capacity of the member States to achieve the energy-related Sustainable Development Goals – Pathways to Sustainable Energy**

#### **I. Purpose**

The evaluation will assess whether the Project succeeded in enhancing capacity of member States to achieving sustainable energy. The purpose of this evaluation is to assess the *relevance* of the project “Pathways to Sustainable Energy”, as well as its *effectiveness* in enhancing the capacity of the ECE member States to attain sustainable energy and achieve the energy related Sustainable Development Goals (SDGs). The evaluation will also address the *efficiency* and *sustainability* of the project, in order to learn how to maintain and possibly replicate lessons-learned in the activities of the subprogrammes and Phase II of the project. The results of the evaluation will support improvement of services provided as well as future projects and activities implemented by Secretariat.

#### **II. Scope**

The evaluation will be guided by the objectives, indicators of achievement and means of verification established in the logical framework of the project documents. The evaluation will cover the full period of implementation from October 2016 to October 2019.

To make sure the evaluation is focused on specific impacts of the project, the evaluator will undertake interviews, collecting feedback only from key Project stakeholders. The evaluation process will engage: six (6) subsidiary bodies of the Committee on Sustainable Energy: Group of Experts on Energy Efficiency (GEEE), Group of Experts on Renewable Energy (GERE), Group of Experts on Gas (GEG), Group of Experts on Coal Mine Methane (CMM), Group of Experts on Clean Electricity Systems (CES), Expert Group on Resource Management (EGRM), project’s Advisory Board, as well as, governmental and non-governmental organizations that were involved in, or benefited from, the project. If direct interviews may not be acceptable to some participants, written questionnaire could be considered.

The evaluation will cover 7 subregions of the project: North America (NAM), Western Europe (WEU), Eastern Europe (EEU), Russian Federation (RF), Central Asia (CA), Caucasus (SCS) and Belarus, Moldova and Ukraine (BMU). Particular focus will be on two subregions where subregional workshops were held: i) workshop with a subregional focus on Central Asia, held in Kyrgyzstan from 12-14 June 2018; ii) workshop with a subregional focus on BMU, held in Ukraine on 15 November 2018.

The universally recognized values and principles of human rights and gender equality need to be integrated at all stages of an evaluation, in compliance with the United Nations Evaluation

Group's revised gender-related norms and standards. Therefore, the evaluation will assess how gender considerations were included in the process and will make recommendations on how gender could be better included.<sup>1</sup>

### III. Background

At its twenty-third session, the UNECE Committee on Sustainable Energy began an exploration of how countries can attain sustainable energy in the future. Following these deliberations, a project concept was developed to address how the ECE region can attain sustainable energy by 2050 while meeting international and bilateral commitments. The overall objective of the project is to increase “the capacities of ECE member states to develop, implement and track national sustainable energy policies aligned with international agreements” while supporting the higher order goals of “contributing to climate change mitigation and sustainable development”. The project was approved by the UNECE Executive Committee on 16 September 2016.

The objective of the project is the development of strategies and actions to ensure the attainment of sustainable energy in the ECE region<sup>2</sup>. The project's goal is to strengthen the knowledge and capacities of countries to develop, implement and track national sustainable energy policies aligned with their commitments on climate change and sustainable development, and to understand the objectives and actions of other countries. In addition, it aims to contribute concretely to climate change mitigation and sustainable development. To achieve this goal, the project aims to set forth three milestones:

- (a) development of sustainable energy policy and technology options towards 2050 supported by modelling and experts' insights;
- (b) development of a concept of early-warning system to monitor if achievement of sustainable energy objectives is on track; and
- (c) facilitation of a high-level political dialogue.

### IV. Issues

The evaluation criteria are *relevance*, *efficiency*, *effectiveness* and *sustainability*:

- **Relevance:** Was the project design and implementation appropriate for meeting the project's objective?
- To what extent did the activity respond to the priorities and needs of UNECE member States? How relevant was it to the target groups' needs and priorities?
- What is the relevance of the activity for the broader work of UNECE?
- Did the project apply gender and rights-based approaches in the design, implementation and results of the activities?
- Did UNECE advocated for gender equality in this area of work?

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<sup>1</sup> Integrating Human Rights and Gender Equality in Evaluation <http://www.uneval.org/document/detail/980>, <http://www.uneval.org/document/detail/1452>

<sup>2</sup> See ECE/ENERGY/2018/1, CSE-27 2018\_INF.11, and CSE-27/2017/INF.8, documents to be found under the 27th session of the Committee on Sustainable Energy here at <http://www.unece.org/index.php?id=48583>

**Effectiveness:**

- To what extent the objective of the activity was achieved?
- To what extent are the outputs consistent with and relevant to the overall objective and expected accomplishments?
- How did the project activity strengthen the national capacity of member States to develop, implement and track national sustainable energy policies aligned with international agreements?
- To what extent the expected accomplishments of the activity were achieved?
- What were the challenges/obstacles (if any) to achieving the expected results?
- What (if anything) has prevented to achieve the desired results?

**Efficiency:**

- Were the resources sufficient for achieving the results?
- Were the results achieved on time and were all activities organized efficiently?
- To what extent were the resources used economically?
- How could the use of resources be improved? Would you propose any alternatives to achieve the same results? If yes, which ones?
- Was the activity implemented in the most efficient way compared to alternatives? In particular, how do the costs and use of resources compare with other similar projects (within UNECE, other regional commissions, other UN agencies, or other organizations and initiatives)?
- How was the difference between planned and actual expenditure justified (if any)?

**Sustainability:**

- To what extent will the benefits of the activity continue after its completion, without overburdening recipient countries and stakeholders?
- How is the stakeholders' engagement likely to continue, be scaled up, replicated or institutionalized?
- To what extent do the partners and beneficiaries 'own' the outcomes of the work?
- How has the activity built in resilience to future risks?
- What were the major factors which influence the achievement or non-achievement of sustainability of the activity?
- To what extent are the objectives of the activity still valid? How can the activity be replicated in the UNECE region? Or in other regions?
- Did both women and men equally access the project benefits as intended?

**V.Methodology**

The evaluation will be carried out using a questionnaire, followed by targeted interviews to further elaborate the findings of the survey. An extensive desk review of existing documents will also be carried out.

A questionnaire will be sent to all participants in capacity-building workshops and seminars,

consultants, as well as relevant UNECE staff involved in the project. It will include open and closed questions (in English and Russian). To ensure objective approach, the questionnaire will be prepared by the evaluation consultant, and will be reviewed by the UNECE project manager. It will search to reply to the questions listed in section IV, formulated in a way the evaluation consultant finds best according to his/her previous evaluation experience and expertise in the region. Results of the questionnaire will be disaggregated by gender.

The interviews will take place via phone or other communication platform (e.g., Skype or Whatsapp). The UNECE project manager will provide the list with contact details. It is anticipated that the evaluator will make one visit to Geneva during the evaluation to meet with UNECE staff and stakeholders in Geneva. The visit would be preferably during the 28<sup>th</sup> Session of the Committee on Sustainable Energy on 25 September 2019 when project results will be presented.

The desk review will be based on progress reports and material available including the:

- Activity progress reports
- Capacity-building workshops and seminars
- Other documents that the evaluator deems necessary for this exercise.

A report of maximum 20 pages (plus possible annexes) will need to be submitted in English language. An executive summary should briefly summarize the project, the methodology of the evaluation, key findings, conclusions and recommendations. All material needed for the evaluation, will be provided to the consultant: project document and reports, meeting reports and publications, list of involved experts that can be interviewed by telephone.

A gender-responsive methodology, methods and tools, and data techniques are selected. The evaluation findings, conclusions and recommendations reflect a gender analysis.

## VI. Evaluation Schedule

5 July 2019	ToR finalized and evaluator selected
26 August 2019	Desk Review of all documents provided by UNECE to the evaluator
2 September 2019	Delivery of the inception report including design of survey
6 September 2019	Feedback on inception report by the project manager
9 September 2019	Launch of data gathering
30 September 2019	Analysis of collected information
11 October 2019	Draft report sent to Programme Manager
21 October 2019	Comments back to the evaluator after review by the project manager and the PMU
31 October 2019	Final Report

## VII. Resources

The resources available for this evaluation are USD 6,600, inclusive of all costs. This amount will be paid to a hired external evaluation consultant identified through the UNECE evaluation roster upon satisfactory delivery of work on 31 October 2019.

The consultant will be managed by the UNECE project manager – P-3 staff member – Iva Brkic – who will provide support by ensuring the provision of all necessary documentation needed for the desk review, guide the evaluator on the appropriate recipients for the questionnaire and for follow up interviews, and ensure that the necessary communications with these recipients are introduced by the secretariat.

The UNECE Programme Management Unit will provide guidance to the Project Manager and evaluator as needed on the evaluation design, methodology and quality assurance of the final draft report.

### **VIII. Intended Use/Next Steps**

The evaluation results will be used in the planning and implementation of future similar projects, particularly in the potential Phase II of the Pathways to Sustainable Energy project.

The findings of the evaluation will inform follow up actions and guide initiatives already started and required to disseminate the knowledge created and enhance its use. The outcomes of the evaluation will also contribute to the broader lessons learned, by being made available on the project website<sup>3</sup> and in Open UNECE.

### **IX. Criteria for Evaluators**

Evaluators should have:

- An advanced university degree or equivalent background in relevant disciplines
- Specialized training in areas such as evaluation, project management, social statistics, advanced statistical research and analysis.
- Demonstrated relevant professional experience in design, management and conduct of evaluation processes with multiple stakeholders, survey design and implementation, and project planning, monitoring and management.
- Demonstrated methodological knowledge of evaluations, including quantitative and qualitative data collection and analysis for end-of-cycle project evaluations.
- Fluent in written and spoken English. Knowledge of another language (for example Russian) may be desirable depending on the countries included in the project (for the purpose of being able to seek inputs from national authorities in their native tongue).
- Demonstrated experience in applying gender perspective and human-rights based approach to evaluations.

Evaluators should declare any conflict of interest to UNECE before embarking on an evaluation project, and at any point where such conflict occurs.

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<sup>3</sup> <https://www.unece.org/energy/pathwaystose.html>