

TERMS OF REFERENCE

FOR EVALUATION OF UN DEVELOPMENT ACCOUNT PROJECT IMIS ID: 2923 (ROA-232-8) “Promoting Energy Efficiency Investments for Climate Change Mitigation and Sustainable Development”

I. Purpose

The purpose of this evaluation is to review the implementation and assess the extent to which the objectives of the completed UN Development Account project “Promoting Energy Efficiency Investments for Climate Change Mitigation and Sustainable Development” (hereinafter “Project”) were achieved, and provide recommendations to enhance the impact of the Project, and to effectively implement similar projects in the future.

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 document. The evaluation will consider the impact of the Project on the capacity of the member States of the UN Regional Commissions (RCs) to attract investments in energy efficiency projects in the context of climate change mitigation and sustainable development.

III. Background

In 2012, the Sustainable Energy Division of the United Nations Economic Commission for Europe (UNECE) launched a project under the United Nations Development Account (UNDA). It stemmed from UN calls at Conference of the Parties -14 in Poznan in December 2008, following a mandate by the UNECE Committee on Sustainable Energy for inter-regional cooperation and a system-wide approach to the issues of energy and climate change. The project was implemented from 2012 to 2014.

UNECE led on the overall execution of the project, with ESCAP, ESCWA, ECLAC and ECA responsible for implementation in their respective regions. The targeted beneficiaries were the member states of all UN RCs.

The objectives of the project were to:

- (a) develop the skills of the public and private sectors at the national level to identify, develop and implement EE investment projects;
- (b) provide assistance to authorities to introduce regulatory and institutional reforms needed to support these investment projects; and
- (c) enhance financing of energy efficiency projects in selected countries.

All projects funded from the United Nations Development Account require independent evaluation upon completion of the project.

IV. Issues

The evaluation should review the following aspects of the project implementation and results:

- *Relevance:*

- Was the project relevant to the objective of UNECE to support member States in improving energy efficiency?
- Was the project design and implementation appropriate for meeting the project's objective?

- *Effectiveness:*

- Did the project achieve the results expected during the project design in terms of the planned activities, outcome, and impact?

- *Efficiency:* a measure of how well inputs (funds, staff, time, etc.) are converted into outputs.

- Did the project achieve its objectives within the anticipated budget and allocation of resources?
- Were the activities implemented according to the planned timeframe?
- Were the activities implemented in the required sequence needed to ensure the greatest impact of the project?

V. Methodology

What method(s) (such as desk review of records and data, surveys & interviews, field visits, focus groups) will be used for the evaluation? What data are already available from other sources?

The evaluation will be conducted on the basis of a **desk review** of all the relevant documents obtained from project files including:

- official records;
- report on the responses to the questionnaires administered to participants of training workshops in project development, finance and business planning (as well as the raw data from these questionnaires);
- national studies, training programmes/materials and seminars/workshops programmes compared with the logical framework of the Project
- documented output of the activities and monitoring reports will be reviewed
- conclusions and recommendations of case studies and the progress achieved in preparation of an investment project pipeline will be measured or estimated

A questionnaire will be developed for dissemination to assess the perspective from member States in all regions. This questionnaire will be followed up by selected interviews (methodology to be determined by the evaluator).

The report will summarize the findings, conclusions and recommendations of the evaluation. An executive summary (of no more than 2 pages) will 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. UNECE project staff will be contacted to obtain clarifications and any missing data.

VI. Evaluation Schedule

- A. Preliminary research –2-5 January 2015
- B. Data Collection – 6-20 January 2015
- C. Data Analysis –20-30 January 2015
- D. Draft Report (include timing for review) - 31 January – 15 February 2015
- E. Final Report 28 February 2015

VII. Resources

The requirement for an external evaluation is specified in the project document. The resources available for this evaluation are 2% of the total budget of (1,250,000 USD).

The payment of USD 22,000 will be paid upon satisfactory delivery of work on 28 February 2015. In addition, one P4 staff member will provide support to the consultant by ensuring the provision of all necessary documentation needed for the desk review. The staff member will also 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.

VIII. Intended Use/Next Steps

The findings of the evaluation will inform follow up actions and initiatives required to disseminate the knowledge created and enhance its use. The evaluation is expected to provide guidance on how to enhance the impact of the project. The advice provided may include recommendations on how to continue cooperation among all UN RCs on energy issues. The outcomes of the evaluation will also contribute to the broader lessons learned of the UNDA, by being made available on the UNECE public and internal websites, as well as submitted to UN DESA in UNHQ.

IX. Criteria for Evaluators

Evaluators should have:

- an advanced university degree or equivalent background in relevant disciplines, with specialized training in areas such as evaluation, project management, social statistics, advanced statistical research and analysis.
- relevant professional experience in design and management 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.
- knowledge of sustainable energy issues, preferably in the UNECE region.
- demonstrated high level of proficiency in communicating analytical reports in English.

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