



## **TERMS OF REFERENCE**

### **FOR INDIVIDUAL CONTRACT**

<b>POST TITLE</b>	<b>GEF Project Implementation Review Consultant (Thai National)</b>
<b>AGENCY/PROJECT NAME</b>	Inclusive Green Growth and Sustainable Development Unit, UNDP Thailand
<b>COUNTRY OF ASSIGNMENT</b>	Thailand
<b>DUTY STATION</b>	Home-based with travel to Bangkok and Mae Hong Son, Thailand

#### **1) GENERAL BACKGROUND**

Each UNDP-GEF is required to report its progress through the Annual Project Report/Project implementation Review (APR/PIR). The APR/PIR serves as the basis for assessing the performance of projects in term of their contribution intended outcomes. UNDP-GEF projects are required to prepare individual PIRS if they began implementation on or before 30 June 2016, and were under implementation for at least some part of FY 2017 (1 July 2016 to 30 June 2017), as well as all projects that were operationally completed during FY 2017.

The annual UNDP GEF Project Implementation Reviews (PIRs) is the exercise to examine individual project performance, summarizing lessons learned, and raising any regional issues and observations. The Regional Performance Report is forwarded to UNDP-GEF Headquarters and is used in the compilation of the annual Summary Report.

UNDP Thailand is looking for a national consultant to support the preparation of 2017 PIRs, tracking tools and the final project reports of the following projects.

#### **Project Background (PEECB)**

Energy is a major concern in Thailand, as continued economic development demands more consumption and production of electricity. According to the Department of Alternative Energy Development and Efficiency, energy consumption in Thailand grew more than two-fold over the past 20 years and is expected to increase by almost 6 per cent, per year until 2021.

Thailand's Eleventh National Economic and Social Development Plan for 2012-2016, has targeted improvements in natural resource and environmental quality through the development of energy security policies.

Energy efficiency is key to achieving energy security and reducing greenhouse gas emissions. The commercial building sector has been identified as an area where significant savings can be made because energy demand and consumption in this sector is considered to be rapidly growing.

PEECB project expects to enhance the investments in energy efficiency practices /technologies in the Thai commercial sector through enhancement of the energy efficiency building design concept and the adoption of compliance to the new Thai Building Energy Code.

The PEECB project aims to support the improvement and construction of energy-saving buildings by strengthening national capacity in promoting environment management in a sustainable manner. This will ensure that environment and energy are taken into account in drawing up and implementing national policies and programmes. Thus, in turn, provide incentives and generally create awareness about energy efficiency.

The project's goal is to reduce green-house gas emissions from Thai commercial buildings by supporting and encouraging the use and adoption of energy efficiency technologies in the commercial building sector.

Main activities of the project are:

- ) Enhance awareness of government agencies and local authorities, the building sector, and financial institutes on designs and implementations of energy efficiency technologies and practices that are applicable to the Thai context.
- ) Establish, complement, and enable the compliance to favorable policies and policy instruments that encourage energy efficiency technologies and practices for commercial buildings in Thailand.
- ) Establish a Commercial Building energy efficiency Information Centre.
- ) Improve confidence in investing in the application of energy efficiency technologies and practices in commercial buildings.
- ) Strengthen information exchange and dissemination among the commercial building stakeholders in Thailand.
- ) Develop and promote energy use simulation models for commercial building design
- ) Enhance the capacity of stakeholders to implement energy efficiency measures in commercial buildings.
- ) Design and implement capacity building activities to enhance the skills of commercial building executives and institutes, to assess feasibility energy efficiency application projects for commercial buildings
- ) Establish business linkages between suppliers of energy efficiency technologies, building owners, banks and building practitioners.
- ) Develop new and improved financing models for energy efficiency commercial buildings.
- ) Update policy measures to be more effective on energy efficiency in commercial buildings.

- ) Improve confidence in the feasibility, performance, energy environmental and economic benefits of energy efficiency technologies and practices in commercial buildings.
- ) Improve local technical and managerial capacity to design, manage and maintain energy efficiency technologies and practices.
- ) Implement awareness raising campaigns on the benefits of energy efficiency technologies and applications for commercial buildings.

### Project Background (MHS-RE)

Despite the government's commitment to renewable energy (RE), there have been constraints to the wider and more sustained application of RE technologies in Thailand, the UNDP/GEF-supported Project on Promoting Renewable Energy in Mae Hong Son aims to overcome barriers that currently prevent widespread and sustainable utilization of the RETs for the provision of energy services in rural areas of Thailand.

The project works in Mae Hong Son province, which the Ministry of Energy has identified as its target to be the first energy self-sufficient province in Thailand, in conformity with the late King's sufficiency economy concept. The project facilitates an integrated RE planning process at provincial and local levels, in order to translate targets set at national level to local level and into real action. Various new approaches, concept and policies will be developed and applied, e.g. new ownership models for RE systems and loan management to be endorsed by the government and applied elsewhere in Thailand. Furthermore information on existing incentives/policies for RE promotion which are available but sometimes seldom used will be disseminated and promoted. The project will also contribute to the broader Goal of reducing GHG emissions in Thailand. The 4 project components deal with (a) institutional capacity development for planning and implementing RE programmes; (b) access to financing; (c) technical training and education and (d) policies for up-scaling and replication.

This 5-year project has started the implementation in 2011. After the mid-term review, the project has been reformulated to better respond to the changing circumstances in the legal and regulatory environment in the province. It has started the second phase of the implementation in May 2014 and currently on its final year in 2017, which has been granted for one-year no-cost extension.

For the final year of the project, UNDP Thailand is recruiting a GEF Project Implementation Review Consultant to assess the progress towards achievements of objectives in order to document and provide evidence for the Project Implementation Review mid-2017 and further complete and populate the tracking tool for the Terminal Evaluation of the project end 2017.

## 2) OBJECTIVES OF THE ASSIGNMENT

- A) To support the above-mentioned projects in the preparation of 2017 PIRs and tracking tools and other data to be submitted along with 2017 PIR report and for both projects before the project's terminal evaluation process.

- B) To assess to the progress towards achievements of the objectives as well as analyze and document the achievement to provide inputs to the final project reports on results, lessons-learned, policy recommendations.

### **3) SCOPE OF WORK**

The Consultant will work in close coordination with Regional Technical Advisor, UNDP Bangkok Regional Hub, UNDP Programme Specialist of the Inclusive Green Growth and Sustainable Development Unit, the Project Managers and other project consultants focusing on the following results:

- A. Support the project on the preparation of 2017 PIRs and tracking tools, and completion of other data for both projects to be submitted along with 2017 PIR Reports and for both projects before the project's terminal evaluation.
- B. Have the meetings with the project teams and support the completion of GEF PIR and tracking tools to the required quality.
- C. To assess to the progress towards achievements of the objectives as well as analyze and document the achievement to provide inputs to the final project reports on results, lessons-learned, policy recommendations.

#### **I. Progress towards achievements of results:**

- a) What is the current assessment of progress in the project towards achieving project Objectives, Outcomes and Outputs in relation to the targets and related delivery of inputs and activities?
- b) How will the planned activities in the remaining project implementation period lead to reaching or exceeding the project outputs?
- c) Assessment of the project management systems in place for progress reporting and - if needed – suggestions for a strategy to continuously update the project progress towards achieving the Objectives, Outcomes and Outputs up until the Terminal Evaluation of the project.
- d) For PEECB, assessment of progress in completing the project tracking tool, especially the cells “Lifetime energy saved” and “Lifetime direct GHG emissions avoided” and suggestions for a strategy to continuously update the tracking tool by the project management.
- e) Assessment of the long-term viability and sustainability of the project, and recommendations to government stakeholders on how to upscale good practices.

## II. Process of the achievement of results:

- a) Has the project achieved (or likely to achieve) its Objectives, Outcomes, Outputs efficiently?
- b) Are the performance measurement indicators and targets used achievable, reasonable and time-bound to achieve desired project Outcomes and Outputs?
- c) Any issue or factor that has impeded or accelerated the implementation of the implementation of the project or any of its components, including actions taken and resolution made should be highlighted.

## III. Factors affecting successful implementation and achievement of results:

- a) Is the project implementation and achievement of results proceeding well and according to plan? Are there any outstanding issues, obstacles, bottlenecks, etc. that affecting the successful implementation and achievement of the project results?
- b) To what extent does broader policy environment remain conducive to achieving expected project results, including legislation, regulations, policy guidelines and government's priorities?
- c) To what extent do critical assumptions/ risks in the project design (the Addendum to the Project Document) and the PIRs make true under present circumstances?
- d) Describe additional risks identified during the review, if any, and suggest possible risk management strategies to be adopted.
- e) Are the project's institutional and implementation arrangements still relevant and helpful in the achievement of the project Objectives? Are there any factors that hinder the project implementation and progress?

## 4) DURATION OF THE ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The national consultant will work on a part-time basis for maximally 36 working days, covering the period from 15 May 2017 until 31 May 2018 and with travels for data collection or interviews in Bangkok (TWO one-day trips) and in Mae Hong Son (ONE four-day trip) as required. Other travel expenses will be included as lump sum in the service fee.

## 5) DELIVERABLES

The Consultant is expected to produce the following results:

Deliverables	Results	Report Submission Timeframe	Percentage	Term of Payment
1	(i) Review of Projects' previous PIRs, tracking tools, MTR reports and key	May 2017 (6 working days)	17%	9 Jun 2017

Deliverables	Results	Report Submission Timeframe	Percentage	Term of Payment
	contracts/deliverables under each project. (ii) A detailed workplan, assessment and working methods			
2	(i) Finalized 2017 tracking tools of PEECB and 2017 tracking tool at terminal evaluation of MHS-RE. (ii) Finalized 2017 PIR of PEECB and MHS-RE.	Mid of July 2017 (6 working days)	25%	30 Jul 2017
3	(i) The draft report of MHS-RE, which includes: a) Findings on the project implementation achievements, challenges, and difficulties to date; b) Assessments of the progress made towards the attainment of Outcomes; c) Strategies for the project management to be able to continuously update project progress to inform the Project Implementation Review 2017 and the Terminal Evaluation d) Recommendation for the adjustments and specific actions towards successful implementation and achievement of results;  (ii) The report of activities.	Ended of July 2017 (9 working days)	16%	11 Aug 2017
4	(i) The final/ complete report of MHS-RE, and (ii) The report of activities of MHS-RE	August 2017 (3 working days)	8%	8 Sep 2017
5	Finalized tracking tool at terminal evaluation of PEECB.	January 2018	12.5%	12 Feb 2018

Deliverables	Results	Report Submission Timeframe	Percentage	Term of Payment
		(4.5 working days)		
6	<p>The draft report of PEECB, which includes:</p> <ul style="list-style-type: none"> <li>a) Findings on the project implementation achievements, challenges, and difficulties to date;</li> <li>b) Assessments of the progress made towards the attainment of Outcomes;</li> <li>c) Strategies for the project management to be able to continuously update project progress to inform the Project Implementation Review 2018 and the Terminal Evaluation</li> <li>d) Recommendation for the adjustments and specific actions towards successful implementation and achievement of results.</li> </ul>	<p>February 2018 (6 working days)</p>	17%	12 Mar 2018
7	<ul style="list-style-type: none"> <li>(i) The final/ complete report of PEECB, and</li> <li>(ii) The report of activities of PEECB</li> </ul>	<p>March 2018 (1.5 working days)</p>	4.5%	12 Apr 2018

## 6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The Consultant will report to the Programme Specialist of the Inclusive Green Growth and Sustainable Development Unit, UNDP Thailand and Regional Technical Advisor, UNDP Bangkok Regional Hub. S/he will work closely with the Project Managers, consultants and projects team members.

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The Consultant should possess the following expertise and qualifications:

### Function Competencies:

#### RE Planning & Monitoring

- )] Strong working record in analysis of RE/EE projects;
- )] Good working record of energy related organization(s) or projects/ programme;
- )] Proven ability in research methodology and research writing.

#### Management and Communication

- )] Consistently approaches to work with energy and a positive and constructive attitude.
- )] Good communication skill both in writing and oral;
- )] Proven ability to persuade and influence others to cooperate.

### Qualifications:

- )] Advanced university degree in energy, engineering, economics, environmental sciences and/or related fields;
- )] At least 10 years of research and development experiences in the field of energy policy development and analysis, energy efficiency, development and/or environment;
- )] Good working record in monitoring and evaluation of development projects/ programmes;
- )] Experiences working with projects with multi-stakeholders, including government agencies, private sector, CSOs, local communities and international organizations;
- )] Experience of northern Thailand highland development is an advantage;
- )] Experience in developing and managing UNDP/GEF projects is an asset;
- )] Excellent written and oral communication skills;
- )] Ability to work under pressure and time constraint;
- )] Fluency in English required, gender and culture sensitive.

## 8) REVIEW TIME REQUIRED

Ten working days after submission of each output milestone for review/approval of deliverables to authorising payments.

## 9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/ UNDP PREMISES

X NONE                      ☐ PARTIAL                      ☐ INTERMITTENT                      ☐ FULL-TIME

**IF FULL TIME – PLEASE ADD BELOW FOR JUSTIFICATION**

N/A



## 10) PAYMENT TERMS

Please indicate any special payment terms for the contract.

X Lump sum

Deliverables	Payment Details	Report Submission Timeframe	Percentage	Term of Payment
1	<p>First payment of 17% of total budget shall be made upon submission and approval of:</p> <ul style="list-style-type: none"> <li>(i) Review of Projects' previous PIRs, tracking tools, MTR reports and key contracts/deliverables under each project.</li> <li>(ii) A detailed workplan, assessment and working methods</li> </ul>	May 2017 (6 working days)	17%	9 Jun 2017
2	<p>Second payment of 25% of total budget shall be made upon submission and approval of:</p> <ul style="list-style-type: none"> <li>(i) Finalized 2017 tracking tools of PEECB and 2017 tracking tool at terminal evaluation of MHS-RE.</li> <li>(ii) Finalized 2017 PIR of PEECB and MHS-RE.</li> </ul>	Mid of July 2017 (6 working days)	25%	30 Jul 2017
3	<p>Third payment of 16% of total budget shall be made upon submission and approval of:</p> <ul style="list-style-type: none"> <li>(i) The draft report of MHS-RE, which includes: <ul style="list-style-type: none"> <li>a) Findings on the project implementation achievements, challenges, and difficulties to date;</li> <li>b) Assessments of the progress made towards the attainment of Outcomes;</li> <li>c) Strategies for the project management to be able to</li> </ul> </li> </ul>	Ended of July 2017 (9 working days)	16%	11 Aug 2017

Deliverables	Payment Details	Report Submission Timeframe	Percentage	Term of Payment
	<p>continuously update project progress to inform the Project Implementation Review 2017 and the Terminal Evaluation</p> <p>d) Recommendation for the adjustments and specific actions towards successful implementation and achievement of results;</p> <p>(ii) The report of activities.</p>			
4	<p>Fourth payment of 8% of total budget shall be made upon submission and approval of:</p> <p>(i) The final/ complete report of MHS-RE, and</p> <p>(ii) The report of activities of MHS-RE</p>	<p>August 2017 (3 working days)</p>	8%	8 Sep 2017
5	<p>Fifth payment of 12.5% of total budget shall be made upon submission and approval of:</p> <p>Finalized tracking tool at terminal evaluation of PEECB.</p>	<p>January 2018 (4.5 working days)</p>	12.5%	12 Feb 2018
6	<p>Sixth payment of 17% of total budget shall be made upon submission and approval of:</p> <p>The draft report of PEECB, which includes:</p> <p>a) Findings on the project implementation achievements, challenges, and difficulties to date;</p> <p>b) Assessments of the progress made towards the attainment of Outcomes;</p> <p>c) Strategies for the project management to be able to</p>	<p>February 2018 (6 working days)</p>	17%	12 Mar 2018

Deliverables	Payment Details	Report Submission Timeframe	Percentage	Term of Payment
	continuously update project progress to inform the Project Implementation Review 2018 and the Terminal Evaluation d) Recommendation for the adjustments and specific actions towards successful implementation and achievement of results.			
7	Seventh payment of 4.5% of total budget shall be made upon submission and approval of:  (i) The final/ complete report of PEECB, and (i) The report of activities of PEECB	March 2018 (1.5 working days)	4.5%	12 Apr 2018

#### 11) APPLICATION SHOULD INCLUDE:

- ) CV;
- ) Financial proposal and indication/ confirmation of availability.

#### 12) EVALUATION CRITERIA:

Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring.

**Criteria for Selection:**

Criteria		Max. Point
<b>Technical</b>		<b>70</b>
) Relevance of Education/Degree (20 %)		
) Years of Relevant Experience (20%)		
) Regional Experience (20%)		
) Adequacy of Competencies for the Assignment (20%)		
) Others/ Special Skills, Language, etc. (20%)		
<b>Financial</b>		<b>30</b>
<b>Total</b>		<b>100</b>