

Terms of reference



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GENERAL INFORMATION

Title: Terminal Evaluation (TE) Consultant for TNC Project (International)

Project Name : Third National Communication to the United Nations Framework Convention on Climate Change (UNFCCC)

Reports to: Programme Manager in the Environment Unit

Duty Station: Home-based

Expected Places of Travel (if applicable): Jakarta, Indonesia for 7 working days

Duration of Assignment: From 1 December 2017 to 31 January 2018 (25 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
(8) Senior Specialist	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select : (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor CATEGORY OF INTERNATIONAL CONSULTANT, please select : (6) Junior Specialist (7) Specialist (8) Senior Specialist
	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

X	P11 with three referees
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal

Need for presence of IC consultant in office:

☐ partial (explain)

☒ intermittent (deliverable - based)

☐ 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

If yes has been checked, indicate here who will be responsible for providing the support services: < Enter name >

I. BACKGROUND

Background and Context

Indonesia signed United Nations Framework Convention on Climate Change (UNFCCC) in 1992. Then the country ratified it in 1994 through Law number 6/1994. Under this framework, Indonesia, a non-Annex I party, is committed to fully implement the Convention. With the support of Global Environment Facility (GEF) and UNDP, the project has been implemented by the Ministry of Environment and Forestry (or KLHK, in Indonesian). Under one of the requirements of the Convention, Indonesia has to report its activities aimed at addressing the climate change to UNFCCC through the National Communication on Climate Change. The non-Annex I parties should also submit Biennial Update Report (BUR) consistent with their capabilities and the level of support provided for the reporting. The purpose of BUR is to provide an update to the most recent submitted National Communication.

Indonesia submitted the Initial National Communication (INC) document in 1999, and the Second National Communication (SNC) in 2010 to UNFCCC. Afterwards, it submitted its first BUR in 2016. Under the coordination of the Directorate General of Climate Change, Ministry of Environment and Forestry, the country is preparing its Third National Communication document that contains information on National Circumstances and Institutional Arrangement, National GHG inventory, Measures to Facilitate Adaptation and Mitigation of Climate Change, Constraints and Gaps and other relevant situation (including financial, technical and capacity building needs).

The preparation and development of the first BUR and TNC have been involving multi-stakeholder forum. The forum that invited policymakers at national and sub national levels, local communities, scientific community, industry and others who have been paying serious attention to the issues of Climate Change. At national level, the project has established a National Steering Committee (NSC) under the leadership of the Director General of Climate Change.¹ At the operational level, the project is managed by the National Project Director (NPD) supported by the Project Management Unit (PMU) and Working Group Coordinators.

The Mid Term Review (MTR) for TNC project was conducted by an international consultant in November 2016. Overall the result of the Mid Term Review was satisfactory. The final report of this MTR was shared to related stakeholders. In accordance with UNDP and GEF Monitoring and Evaluation policies and procedures, all full and medium-sized UNDP support GEF financed projects are required to undergo a terminal evaluation upon completion of implementation. This terms of reference (TOR) sets out the expectations for a Terminal Evaluation (TE) of the TNC project (PIMS 5019).

Project Objectives

The TNC project was designed to assist the Government of Indonesia to design *public policies and measures for mitigation and adaptation to address climate change through:*

1. *Strengthening technical capacity and institutional arrangement at national and sub national levels.*
2. *Assessing environment, social and economic impacts of implementing mitigation and adaptation policies, and*
3. *Assisting the Government of Indonesia to carry out all necessary activities to prepare BUR and TNC to comply with its commitments to the UNFCCC.*

Project Outcomes

1. Outcome #A1. National and local institutional arrangements for GHG inventories designed and strengthened.
2. Outcome #A2. Improved accuracy of GHG inventory through improved methodologies for estimating GHG emissions.
3. Outcome #A3. Developed National GHG inventories for 2000 – 2012 series using the latest IPCC inventory guidelines.
4. Outcome # B1. Availability of historical and projection of climate data at national level with a resolution of 20 km x20 km with public access.
5. Outcome # B2. Vulnerability, climate impact analysis and adaptation assessments carried out at local level in key sectors.
6. Outcome # B3. Adaptation policies and measures to address climate change are designed at the local/sectoral level and integrated into national and local planning processes.

¹ In the beginning, the project was coordinated by the Deputy Minister for Environmental Damage Control and Climate Change, Ministry of Environment. As of 2015, as the Ministry of Environment has been merged with Ministry of Forestry, National Council on Climate Change and REDD+ Agency to become the Ministry of Environment and Forestry (or KLHK in Indonesian term), the coordination of the project was transferred to the Director General of Climate Change.

7. Outcome # C1. Improved understanding of GHG emissions scenarios under BAU from sources and sinks; and future GHG mitigation options including their macro-economic impacts.
8. Outcome # C2. Increased capacity in measuring the achievement of GHG mitigation actions at sectoral and local level.
9. Outcome # C3. Designed GHG mitigation policies and measures at national level in the context of national action plans.
10. Outcome # D1. Update report with the information for 2010-2013 regarding national circumstances, national and regional development priorities, as well as key additional information, and identified needs.
11. Outcome # E1. Indonesian Government approved Third National Communication and biennial update reports submitted to UNFCCC and relevant documents and policy briefs published and disseminated.

The Terminal Evaluation will be conducted in accordance with the Handbook on Planning, Monitoring and Evaluating for Development Results and Project-Level Evaluation: Guidance for Conducting Terminal Evaluations of UNDP-Supported, GEF-Financed Projects. The documents can be downloaded at:

1. <http://web.undp.org/evaluation/handbook/documents/english/pme-handbook.pdf>
2. <http://web.undp.org/evaluation/documents/guidance/GEF/UNDP-GEF-TE-Guide.pdf>

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

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.

The essentials of the project to be evaluated are as follows:

PROJECT SUMMARY TABLE				
Project Title:	Third National Communication to UNFCCC			
GEF Project ID:	PIMS 5019		At endorsement (US\$)	At completion (US\$)
UNDP Project ID:	00087506	GEF financing:	4,500,000	4,500,000
Country:	Indonesia	IA/EA:	61,000	44,560
Region:	Asia Pacific	Government:	14,600,000	14,600,000
Focal Area:	Climate Change	Others:		
		1. JICA (in-kind)	6,122,040	6,122,040
		2. GIZ (in-kind)	150,000	150,000
		3. UNDP (in-kind)	89,000	89,000
Operational Program:		Total co-financing:	21,022,040	21,005,600
Executing Agency:	Ministry of Environment and Forestry	Total project cost:	25,522,040	25,505,600
Other Partners involved:	National Developing Planning Agency (BAPPENAS), Ministry of Finance, Ministry of Energy, Ministry of Industry, Ministry of Transportation, Ministry of Public Work, Central Bureau of Statistics (BPS), BMKG, universities, local government agencies, etc.	Prodoc Signature (date project began):	1 March 2014	1 March 2014
		Operational Closing Date:	Proposed: 31 December 2017	Actual:

Evaluation Approach and Method

An overall approach and method² for conducting a project terminal evaluation of UNDP supported GEF financed projects has been developed over time. 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 (Annex). 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 Jakarta, Indonesia.

Interviews will be held with the following related ministries and individuals:

1. Director General of Climate Change, Ministry of Environment and Forestry
2. Director of Climate Change Mitigation/ National Project Director (NPD)
3. Heads of TNC Working Groups
4. GEF-OFP
5. Representative of the Ministry of Energy
6. Representative of the Ministry of Transportation
7. Representative of the Ministry of Industry
8. Prof. Rizaldi Boer (CCROM – IPB)
9. Dr. Retno Gumilang Dewi (CREP – ITB)
10. Dr. Ucock Siagian (CREP – ITB)
11. UNDP Indonesia (Programme Manager)
12. Other relevant parties in accordance with the recommendation made by the NPD

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 report, 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 the Annex of this Terms of Reference.

Evaluation Criteria and Ratings

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/ Results Framework, 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.

A useful table to include in the evaluation report is set out below:

Evaluation Ratings:

1. Monitoring and Evaluation	rating	2. IA& EA Execution	rating
M&E design at entry		Quality of UNDP Implementation	
M&E Plan Implementation		Quality of Execution - Executing Agency	
Overall quality of M&E		Overall quality of Implementation / Execution	
3. Assessment of Outcomes	rating	4. Sustainability	rating
Relevance		Financial resources:	
Effectiveness		Socio-political:	
Efficiency		Institutional framework and governance:	
Overall Project Outcome Rating		Environmental:	
		Overall likelihood of sustainability:	

² For additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](#), Chapter 7, pg. 163

Project Finance / 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, as available, should be taken into consideration. The evaluator(s) 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. There will be a national consultant to support the evaluators in acquiring all the documents, data and information required for the evaluation.

Co-financing (Type/source)	UNDP (US\$)		Government (US\$)		Partner Agency (US\$)		Total (US\$)	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
Grants								
Loans/ concessions								
• In-kind support								
• Other								
Totals								

Mainstreaming, Impact, Conclusions, Recommendations & Lessons

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 evaluators will assess the extent to which the project is achieving impacts or progressing towards the achievement of impacts. Key findings that should be brought out in the evaluations 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.

Conclusions, Recommendations & Lessons

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

Expected Outputs and deliverables

The evaluation team is expected to deliver the following:

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
Inception Report the consultant clarifies objectives and method of the evaluation and further feedback on the reviewed project document	3	12 Dec 2017	TNC NPD and UNDP CO
Presentation Presenting the initial findings	5	28 Dec 2017	TNC NPD and UNDP CO
Draft Final Report	10	16 Jan 2018	UNDP CO
Final Report* Revised report with annexes audit trail detailing how all received comments have and have not been addressed in the final report.	7	28 Jan 2018	UNDP CO

*When submitting the final evaluation report, the evaluator is required also to provide an 'audit trail', detailing how all received comments have (and have not) been addressed in the final evaluation report.

III. WORKING ARRANGEMENTS

Institutional Arrangement

The principal responsibility for managing this evaluation resides with the UNDP Country Office of Indonesia. The UNDP CO will contract the evaluators and ensure the timely provision of per diems and travel arrangements within the country for the evaluation team. The Project Team will be responsible for liaising with the Evaluators team to set up stakeholder interviews, arrange field visits, coordinate with the Government etc.

The selected consultant has to follow the guidance outlined in the document Guidance for Conducting Mid-Term Review:

http://web.undp.org/evaluation/documents/guidance/GEF/midterm/Guidance_Midterm%20Review%20_E_N_2014.pdf

Duration of the Work

- a) Duration of work is 25 working days from December 1, 2017 to January 31, 2018.
- b) Expected starting date is December 2017 and expected completion of work is at the end of January 2018 as illustrated in the table below

Activity	Timing	Completion Date
Preparation	2 days	12 Dec 2017
Evaluation Mission	10 days	28 Dec 2017
Draft Evaluation Report	10 days	16 Jan 2018
Final Report	3 days	28 Jan 2018

- c) Unforeseen delay will be further discussed by UNDP as a basis for possible extension.
- d) Feedback from UNDP and government partners to the submitted report can be expected within 10 working days from the date of submission.

Duty Station

- a) The contractor's duty station will be home based with possible travel to Jakarta or other places (if needed).
- b) The contractor is working on the output based, thus no necessary to report or present regularly.

Travel Plan

- a) Return travel cost from country of origin to **Jakarta and cost of living allowance in Jakarta for 7 (seven) working days is to be included in the financial proposal.**
- b) Other travel cost to project sites (if needed) will be covered by the project based on the agreed plan.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

A Master degree in environment science, natural resources management, social science, economics or other closely related field.

Years of experience:

- Experience in relevant technical areas for at least 15 years;
- Experience working in climate change adaptation and mitigation projects. Working in Asia Pacific countries would be an advantage but not mandatory;
- Experience with Result-Based Management Review methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Experience in gender sensitive Review and analyst;

- Experience working on project evaluation. Working with the GEF or GEF Reviews would be an advantage

III. Competencies and special skills requirement:

- *Competence an adaptive management, as applied to GEF – Special Climate Change Fund;*
- *Demonstrate understanding of issues related to gender and climate change adaptation/mitigations;*
- *Excellent communication and writing kills;*
- *Demonstrate analytical skills.*
- *Project review/review experience with United Nations system will be considered an asset.*

V. EVALUATION METHOD AND CRITERIA

2. 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:

- a) responsive/compliant/acceptable, and*
b) 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%*

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

Criteria	Weight	Maximum Point
<u>Technical</u>		
1. Criteria A: qualification requirements as per TOR: <ul style="list-style-type: none"> - A Master's degree in environment science, natural resources management, social science, economics or other closely related filed. - Experience in relevant technical areas for at least 15 years. - Experience working in climate change adaptation/mitigation projects and in Asia Pacific countries and would be an advantage but not mandatory. - Experience with Result Based Management evaluation methodologies. - Experience applying SMART indicators and reconstructing or validating baseline scenarios. - Experience in gender sensitive Review and analyst - Experience working on project evaluation. Working with the GEF or GEF Reviews would be an advantage 	40%	10 7 7 5 2 2 7
<ul style="list-style-type: none"> • Criteria B: Brief Description of Approach to Assignment <ul style="list-style-type: none"> - Understands the task and applies a methodology appropriate for the task. - Important aspects of the task addressed clearly and in sufficient details. - Planning logical, realistic for the efficient project implementation. 	60%	25 20 15

<ul style="list-style-type: none"> Criteria C: Further Assessment by Interview (if any) 		