

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Senior Specialist for TNC Terminal Evaluation (TE) Consultant (National)

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

**Reports to:** Programme Manager in the Environment Unit and the International Consultant on Terminal Evaluation

**Duty Station:** Home-based

**Expected Places of Travel (if applicable):** N/A

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

## REQUIRED DOCUMENT FROM HIRING UNIT

(4) Senior Specialist
X

### TERMS OF REFERENCE

#### 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
X
X
X

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

### Need for presence of IC consultant in office:

☐ partial (explain)

☒ intermittent (*deliverables – based* explain)

☐ 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.<sup>1</sup> 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.

---

<sup>1</sup> 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				
<b>Project Title:</b>	Third National Communication to UNFCCC			
<b>GEF Project ID:</b>	PIMS 5019		<b>At endorsement (US\$)</b>	<b>At completion (US\$)</b>
<b>UNDP Project ID:</b>	00087506	<b>GEF financing:</b>	4,500,000	4,500,000
<b>Country:</b>	Indonesia	<b>IA/EA:</b>	61,000	44,560
<b>Region:</b>	Asia Pacific	<b>Government:</b>	14,600,000	14,600,000
<b>Focal Area:</b>	Climate Change	<b>Others:</b>		
		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
<b>Operational Program:</b>		<b>Total co-financing:</b>	21,022,040	21,005,600
<b>Executing Agency:</b>	Ministry of Environment and Forestry	<b>Total project cost:</b>	25,522,040	25,505,600
<b>Other Partners involved:</b>	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.	<b>Prodoc Signature (date project began):</b>	1 March 2014	1 March 2014
		<b>Operational Closing Date:</b>	<b>Proposed:</b> 31 December 2017	<b>Actual:</b>

### Evaluation Approach and Method

- An overall approach and method<sup>2</sup> for conducting a project terminal evaluation of UNDP supported GEF financed projects has been developed over time. The consultant is expected to fully support the TNC Terminal Evaluator (TE) 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.
- The consultant will support the TE consultant in preparing the evaluation inception report. He/She will support the TE consultant to provide evidence-based information that is credible, reliable and useful through 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. During the evaluator field mission to Jakarta, Indonesia, the Support Consultant is expected to fully support the data collection process including serve as the translator if needed.
- Together with the TE consultant, the Senior specialist need to prepare the mission time table and arrange meeting schedules with the following related ministries and individuals:
  - Director General of Climate Change, Ministry of Environment and Forestry
  - Director of Climate Change Mitigation/ National Project Director (NPD)
  - Heads of TNC Working Groups
  - GEF-OFP
  - Representative of the Ministry of Energy
  - Representative of the Ministry of Transportation
  - Representative of the Ministry of Industry
  - Prof. Rizaldi Boer (CCROM – IPB)
  - Dr. Retno Gumilang Dewi (CREP – ITB)
  - Dr. Ucok Siagian (CREP – ITB)
  - UNDP Indonesia (Programme Manager)
  - Other relevant parties in accordance with the recommendation made by the NPD
- The consultant will support the International Consultant on TE to 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. The consultant will support the TE consultant in assessing the project performance.

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 :	

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

		Overall likelihood of sustainability:	
--	--	---------------------------------------	--

### 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 consultant should work and coordinate with Ministry of Environment and Forestry (MoEF), JICA, GIZ and UNDP in obtaining the financial information in order to complete the co-financing table below, which will be included in the terminal evaluation report.

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

### Mainstreaming, Impact, Conclusions, Recommendations and 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 consultant should support the international evaluator in assessing 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 consultant 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: Work Plan and Data (and Information) Collection to support the need of Terminal Evaluation process required by both international and national consultants	2	12 Dec 2017	TNC NPD and UNDP CO
Report on all data collected including the Co-Financing data and interviews conducted during the Terminal Evaluator evaluation mission in Jakarta	10	28 Dec 2017	TNC NPD and UNDP CO
Final report: (1) All required documents are complete (2) Assurance on all documents meet GEF Evaluation Guideline (3) Analysis and Recommendations on the collected data/information	13	Jan 2018	TNC NPD and UNDP CO

\*including a brief information concerning the activities conducted by relevant parties (Ministry of Environment and Forestry, JICA, GIZ, etc) that have been involved to in-kind commitments

**\*\*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 consultant 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%20O\\_EN\\_2014.pdf](http://web.undp.org/evaluation/documents/guidance/GEF/midterm/Guidance_Midterm%20Review%20O_EN_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
Final Report	13 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 and if the selected consultant is from outside JABODETABEK area).
- b) The contractor is working on the output based, thus no necessary to report or present regularly.

The consultant is expected to fully support the International Terminal Evaluator. During the evaluator visit in Indonesia, the consultant will meet and interview all the project stakeholders as stated in the Scope of Work section.

#### Travel Plan

- a) Return travel cost from city of origin to **Jakarta and cost of living allowance in Jakarta for 7 (seven) 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 Bachelor degree or a master degree in the environment science, natural resources management, social science, economics, management or other closely related field.

#### Years of experience:

- Experience in relevant area for at least 6 years for bachelor degree and 2 years for master degree;

- Experience working in climate change adaptation and mitigation projects.
- Experience in Project M&E;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Experience working on project evaluation. Experience with the GEF or GEF Reviews would be an advantage

**Competencies and special skills requirement:**

- *Demonstrate understanding of issues related to climate change adaptation/mitigations;*
- *Excellent communication and writing skills;*
- *Demonstrate analytical skills.*
- *Project review/review experience with United Nations system will be considered an asset.*

**V. EVALUATION METHOD AND CRITERIA**

Individual consultants will be evaluated based on the following methodologies:

**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; 60%*

*\* Financial Criteria weight; 40%*

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

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<b><u>Technical</u></b>		
<ul style="list-style-type: none"> <li>• Criteria A: qualification requirements as per TOR:</li> </ul>	<b>40%</b>	
1. A Bachelor degree in environment science, natural resources management, social science, economics, management or other closely related field.		10
2. Experience in relevant technical areas for at least 6 years for bachelor degree and 2 years for master degree. Experience working in climate change adaptation and mitigation projects.		10
3. Experience in Project M&E.		5
4. Experience applying SMART indicators and reconstructing or validating baseline scenarios		5
5. Experience working with the GEF or GEF Reviews would be an advantage but not mandatory.		5
<ul style="list-style-type: none"> <li>• Criteria B: Brief Description of Approach to Assignment</li> </ul>	<b>60%</b>	
1. Understands the task and applies a methodology appropriate for the task.		25
2. Important aspects of the task addressed clearly and in sufficient details.		20
3. Planning logical, realistic for the efficient project implementation.		15

<ul style="list-style-type: none"><li>• <i>Criteria C: Further Assessment by Interview (if any)</i></li></ul>	<i>N/A</i>	
---	------------	--