

ANNEX I

Terms of Reference (TOR)

A. Project Title

Community Energy Efficiency and Renewable Energy Demonstration Project for the Recovery of Lebanon” (CEDRO II)

B. Project Description

The UNDP Lebanon Country Office is seeking a national expert to undertake the final an evaluation of the “Community Energy Efficiency and Renewable Energy Demonstration Project for the Recovery of Lebanon” (CEDRO I) funded by the Government of Spain through the Lebanon Recovery Fund.

The CEDRO Programme consists of three phases and aims at assisting the Government of Lebanon in implementing energy efficiency and renewable energy projects to support the early recovery programme, and to reduce national energy consumption and related costs. This will ultimately result in a decrease in greenhouse gas (GHG) emissions by introducing and demonstrating new energy and cost efficient approaches in the context of the reconstruction of the war affected zones in Lebanon. The programme is also envisaged to support the overall market transformation towards energy efficiency and the use of decentralized renewable energy technologies. The proposed programme will also set the ground for future national Energy Efficiency and Renewable Energy programmes. The CEDRO programme is directly implemented by UNDP and is funded by the Government of Spain through the Lebanon Recovery Fund.

The final evaluation will assess the successes, short-comings and lessons learnt of the second phase of the CEDRO project and recommend the most appropriate next steps that can be integrated into the following phases.

C. Scope of Work

The objective of this final evaluation is to review the achievements of the second phase of the project relative to the original and revised project activities, outputs and outcomes. It also aims to look at lesson learnt that can be used within the second phase of the projects and for future projects being implemented by the Lebanon Recovery Fund.

The scope of the evaluation should also look at the support the LRF funded project has provided to the Government and to communities in Lebanon in terms of early recovery and longer-term development impacts. The evaluator should seek the perspectives of the different project stakeholders, at the ministerial and local levels in the different areas of the country where the project has worked.

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As a part of this, the consultant is expected to accomplish the following **tasks**:

I- Task 1- Relevance:

- Evaluate the adequacy and relevance of the project activities and achievements by taking into account the overall early recovery/LRF priorities and sustainability goals, the specific project environment in Lebanon as well as international experiences, lessons learnt and best practices;

II- Task 2: Design:

- Assess the initial design of the project in terms of its objectives, budget and logical framework, taking into consideration the situation on the ground in Lebanon

III- Task 3: Implementation and Effectiveness:

- Review of the effectiveness of project implementation and the use of its financial resources, including adaptive management applied for the revision of the project implementation mechanisms and other actions to overcome the obstacles identified during the implementation of the project;
- Assess the status of the projects activities, outputs and outcomes versus the stated targets of the original project document and its agreed amendments;
- Look into the project achievements and their impact on the sector in the country and identify any major failures or gaps in the project implementation;
- Evaluate the impact of the projects above and beyond the original goal that have effects on policies and regulations as well as the advisory services provided to the Government and UNDP Energy and Environment Programme within the direct and indirect scope of the project;

IV-Task 4: Monitoring: briefly review the current monitoring and project management procedures and methodologies in place to measure the impact of the project activities and provide advice for their future development;

V- Task 5: Recommendations and potential future plans

- Provide recommendations on future follow-up activities and needs or corrective actions (if applicable), for which support could be requested in the future.
- Propose new technical options and approaches based on international best practice and provide guidance for future project activities
- Analyse UNDP's partnership strategy and its relation to effectiveness in achieving the outcome and elaborate on UNDP strategic positioning and its comparative advantage to assist is future LRF funded projects/programmes

Methodology of Work

A national consultant is expected to undertake the evaluation following respective guidance; the UNDP guidelines for final evaluations and the GEF evaluation guidelines.

The methodology of work will consist of desk review of relevant project documentation (the key

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documents to be selected in co-operation with UNDP prior to the mission) and direct consultations with the project team and other key local stakeholders (expected to be undertaken in February 2013).

The overall duration of the task has been estimated to not exceed 12 days, including the interviews and related desk-work to pre-review the required project documentation and to finalize the reporting.

D. Expected Outputs and Deliverables

All deliverables should be submitted in one original and two copies including two soft copies on CDs or via specified email. The content of the final report is expected to follow the structure below and to be in line with required UNDP formats for evaluations:

1. Executive summary
2. Introduction, including description of the work conducted
3. Findings and conclusions
4. Recommendations,
5. An annex providing a brief summary of the key documents reviewed and persons interviewed with the description of the key content / conclusions drawn.

Guidance material will be provided by UNDP and will include the following:

- Quality Criteria for Evaluation Report
- Ethical Code of Conduct for Evaluation in UNDP

E. Institutional Arrangement

The evaluator will report to the UNDP Energy and Environment Program.

F. Duration of the Work

The duration of the assignment is set to 12 working days extended over a maximum of 1 month. It is expected that work will begin mid-January and be completed by mid-February. Final results should be out by the end of February, post-review.

G. Duty Station

The consultant will be based at his/her own premises and is expected to conduct local travel to most identified stakeholders. Transportation costs must be included in the proposal.

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H. Qualifications of the Successful Individual Contractor

The Individual Consultant should possess the following minimum qualifications:

- I- Academic Qualifications:
 - a. Graduate university degree in energy, engineering, environment or equivalent
- II- Years of Experience:
 - a. At least 5 years of relevant experience in the energy and development sector with a good knowledge of international best practices in alternative energy;
 - b. Prior evaluation experience of development projects in Lebanon or abroad
 - c. Familiarity with the UNDP evaluation requirements is a plus.
- III- Competencies:
 - a. Computer skills (e.g. Microsoft including MS Project, MS-Word, PowerPoint, Excel and Access).
 - b. Good oral and written communication in English (French is a plus).

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