



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant (Team Expert) for Terminal Evaluation of RERL Project

Reference No.: UNDP/PN/12/2019

Date: 29 March 2019

Country: NEPAL

Description of the assignment: As per the attached Terms of Reference (ToR) – Annex 1.

Project/Agency name: Renewable Energy for Rural Livelihood (RERL) Project

No. of Consultants: 1

Period of assignment/services (if applicable): 40 working days (spread over between April – June 2019)

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) on 09 April 2019** mentioning reference No. **UNDP/PN/12/2019 – National Consultant (Team Expert) for Terminal Evaluation of RERL Project**.

1. BACKGROUND

RERL has been considered as an integral part of AEPC/NRREP from its inception and is being implemented by the Alternative Energy Promotion Centre (AEPC) of Nepal under Ministry of Energy, Water Resources and Irrigation, MoEWRI (after the post elections restructuring of the government in 2018).

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP supported GEF financed projects are required to undergo a terminal evaluation upon completion of implementation. The attached terms of reference (TOR) – Annex 1 sets out the expectations for a Terminal Evaluation (TE) of the Renewable Energy for Rural Livelihood Project.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to the Terms of Reference – ToR (Annex 1)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- A Master's degree in renewable energy, natural resource management, rural development or other closely related field.

II. Years of experience:

- Minimum 7 years of relevant professional experience (monitoring & evaluation) in Climate Change mitigation, renewable energy is required.
- Experience of evaluating projects on renewable energy, rural development, climate change mitigation is desirable;
- Knowledge of UNDP and GEF;
- Previous experience with results-based monitoring and evaluation methodologies with UNDP and/or GEF will be considered as asset;
- Technical knowledge in the targeted focal area(s)
- Experience of writing high quality evaluation report
- Experience with evaluating similar GEF financed projects is an advantage.

III. Language:

- Fluency in written and spoken English is required;
- Good knowledge of Nepali

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work

Note:

- a) Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy

- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

- **Financial Proposal**
- **Personal CV including past experience in similar projects and at least 3 references**

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

6. EVALUATION

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; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none"> • Criteria A Technical Proposal/methodology 	20%	20
<ul style="list-style-type: none"> • Criteria B Qualification: Master's Degree environmental science/management, Natural resource economics/management, Social Science / Business Administration, or other closely related field 	5%	5

<ul style="list-style-type: none"> • Criteria C Minimum 7 years of relevant technical expertise and professional experience in renewable energy, is required 	10%	10
<ul style="list-style-type: none"> • Criteria D Demonstrated experience of evaluating projects related to: <ul style="list-style-type: none"> • if only Environmental management (max 5%) • if includes renewable energy, rural development, climate change mitigation as well (max 10%) 	10%	10
<ul style="list-style-type: none"> • Criteria E Previous experience on results-based monitoring and evaluation methodologies: <ul style="list-style-type: none"> • if No UNDP and/or GEF specific experience (max 5%) • if UNDP and/or GEF specific experience (max 10%) 	10%	10
<ul style="list-style-type: none"> • Criteria F Demonstrated understanding of issues related to gender and Climate Change Mitigation; experience in gender sensitive evaluation and analysis 	10%	10
<ul style="list-style-type: none"> • Criteria G Technical knowledge in the targeted focal area 	5%	5
<u>Financial</u>	30%	30

Contracts will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* “Lowest Bid Offered” refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

TERMS OF REFERENCE

TERMINAL EVALUATION

RENEWABLE ENERGY FOR RURAL LIVELIHOOD

GOVERNMENT OF NEPAL and UNITED NATIONS DEVELOPMENT PROGRAMME

Position Title:	National Consultant- Terminal Evaluation
Organizational Unit:	Resilience Portfolio, UNDP CO Nepal
Reporting to:	Portfolio Manager in UNDP Nepal
Type of Contract:	Individual Contract
Contract Period(s):	April 4 – 15 June 2019
Duration:	40 working days (spread over between April 4 – 15 June 2019)
Duty Station:	Home based with (10 days) missions to Nepal (Kathmandu and other districts)

INTRODUCTION

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP supported GEF financed projects are required to undergo a terminal evaluation upon completion of implementation. These terms of reference (TOR) sets out the expectations for a Terminal Evaluation (TE) of the Renewable Energy for Rural Livelihood Project (PIMS #4522).

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

PROJECT SUMMARY TABLE

Project Title:	Renewable Energy for Rural Livelihood Project			
GEF Project ID:	4345		<i>at endorsement (Million US\$)</i>	<i>at completion (Million US\$)</i>
UNDP PIMS ID:	4522	GEF financing:	3.00	3.00
Country:	Nepal	IA/EA own:	2.00	2.5
Region:	South Asia	Government:	30.312	
Focal Area:	Climate Change Mitigation	Other:		
FA Objectives, (OP/SP):	CCM3-Favorable policy and regulatory environment created for renewable energy investment, and Investment in renewable energy technologies increased	Total co-financing:	33.312	
Executing Agency:	Alternative Energy Promotion Centre (AEPIC), Ministry of Energy, Water Resources and Irrigation (MoEWRI), Government of Nepal.	Total Project Cost:	35.312	XXX

Other Partners involved:	Ministry of Finance, Ministry of Federal Affairs and General Administration, Association of District Coordination Committees Nepal, Nepal Micro Hydro Development Association, Local Governments	ProDoc Signature (date project began):		21 July 2013
		(Operational) Closing Date:	Proposed: July 31, 2019	Actual: July 31, 2019

OBJECTIVE AND SCOPE

The Renewable Energy for Rural Livelihood (RERL) is funded by the Global Environmental Facility (GEF) and the United Nations Development Programme (UNDP). RERL is developed as an integral part of Alternative Energy Promotion Centre (AEP) National Rural and Renewable Energy Programme (NRREP) and thus, assists in fulfilling its ambitious targets. AEP and donors have adopted a single programme framework. NRREP represents the collective baseline activities in the country on renewable energy. The specific Renewable Energy (RE) related components of that programme, particularly on Mini/Micro Hydro and large solar PV systems are included in the GEF-UNDP RERL project baseline activities.

The main objective of RERL is to support AEP to remove barriers for scaling up promotion of less disseminated renewable energy systems such as mini hydro, large micro hydro and large solar PV systems. RERL intends to provide incremental support to NRREP by providing technical assistance for developing sustainable implementation modalities. The core strategies of RERL with an emphasis on demonstration projects, private sector involvement for financing and attainment of financial sustainability through promotion of productive energy uses of renewable energy are driven towards the following specific four Outcomes:

Outcome 1: RERL is focusing on strengthening the legal, institutional and policy environment for renewable energy promotion in the country. It is ensuring a private sector investment friendly policy for PPP model, supporting district development process by integrating larger systems in their planning process, providing training /orientation to government officials and relevant stakeholders on planning and policies. It is expected that removing barriers in policy and institutional arrangements will help promote mini hydro and large solar PV systems by attracting private investment.

Outcome 2: To demonstrate financial attractiveness and technical viability of larger RE systems. RERL is planning to promote mini hydro, mini grid and large solar PV demonstration projects in different parts of the country. Once demonstration projects are completed, it is expected that the private sector will be encouraged to investing in renewable energy in rural areas and will be willing to develop projects that will benefit rural population with access to modern energy systems.

Outcome 3: To enhance the availability of RE financing through establishing financing instruments for manufacturers and developers and ensuring sustainability, RERL is supporting Central Renewable Energy Fund (CREF) to develop innovative financing mechanisms such as soft credit, credit guarantee, credit insurance and vendor financing to reduce the risks of the BFs to invest in RE projects. One of the major reasons for lack of private investment in RE sector is low return and the project recognizes the importance of promoting productive use of electricity to enhance financial sustainability of RE investment which will increase utilization of electricity and thereby revenue. In addition, RERL is also supporting women and marginalized communities to benefit from electricity by establishing enterprises and income generating activities.

Outcome 4: For sustainability, enhancing technical capacities and skills for the related technologies at different levels is required. RERL is supporting capacity building for design and manufacture of mini hydro and large solar systems and capacity for installation, management and operation of these technologies. Besides, RERL is supporting to develop capacity of AEPC and other relevant government officials to promote sustainable RE systems.

Implementation arrangements of the Project:

RERL has been considered as an integral part of AEPC/NRREP from its inception and is being implemented by the Alternative Energy Promotion Centre (AEPC) of Nepal under Ministry of Energy, Water Resources and Irrigation, MoEWRI (after the post elections restructuring of the government in 2018). NRREP Project Steering Committee used to be the apex decision-making body for the overall programme management, which was chaired by the Secretary of the then-Ministry of Population and Environment (MoPE) and UNDP participates as a member. However, after the phasing out of external development partner support in NRREP in 2017, RERL Project Board has been the decision-making body for the project.

In the RERL implementation arrangement, UNDP serve as the GEF Executing Agency for the Project and is responsible for providing General Management support through the Country Office. AEPC/MoEWRI and UNDP are responsible for jointly monitoring and evaluating all project activities. Since the beginning of RERL project, the PEB chaired by the Executive Director of AEPC held 18 regular meetings. Apart from managerial and financial oversight and operational support, UNDP substantively contributes through its participation in PEB meetings, project exchange events, monitoring of project activities and conducting financial audits, promoting synergy with other UNDP supported programmes such as Micro Enterprise Development Programme (MEDEP), coordinating with UNDP/GEF advisor to ensure and providing inputs to various studies conducted by the project. The performance of RERL is monitored and assessed according to the goals defined and agreed in the annual work plans, which are based on project Result Resource Framework.

The Executive Director of the AEPC serves as the National Project Director (NPD) of RERL Project. The NPD is responsible for overseeing overall project implementation and ensuring that the project objective and outcomes are achieved. The NPD is also responsible for coordinating with NRREP PSC with regards to maintaining synergy in achievement of results, exchange of knowledge and expertise from RERL to NRREP. The RERL project is led by a National Programme Manager (NPM) who reports to NPD and provides expert technical guidance to RERL team and ensures that the RERL project outcomes are met.

The NPM is supported by RERL project team. The members of the project team are assigned to different NRREP components such as micro-mini hydro, solar, end-use promotion and financing, and report to NPM and AEPC/NRREP Component Managers. Additionally, positions of 'Policy and Institutional Strengthening' Expert and Large Micro Hydro Expert were made long-term at the time of Project Inception workshop, and resource person was brought on-board in early 2015. As such, the management arrangement follows the structure of Project document and the overall effectiveness of the current management arrangements has been satisfactory.

EVALUATION CONTEXT

RERL was operational after the GoN and UNDP signed the project document in July 2014. The inception workshop was organized in December 2014.

Following the major earthquakes of April/May 2015 and hundreds of aftershocks that caused large scale destruction in 14 districts of central Nepal, some of the project interventions were aligned as part of the Relief and Rehabilitation Package based on renewable energy solutions for the affected communities and individuals.

The Project is close to the end of its implementation cycle and will be operationally closed by end of July 2019. Mid Term Review (MTR) of Project was completed in January 2017 which rated project as a 'Moderately Satisfactory'.

The MTR had given six recommendations as listed below:

1. Finalize the Renewable Energy Policy
2. Focus attention towards achieving the financial closure of various mini-hydro projects in the pipeline and expedite financial closure of Tara Khola on priority
3. Provide TA support to leverage ADB and KfW funds for RE projects
4. Provide innovative solutions and value-added services to increase the demand of electricity
5. Enhance information dissemination and awareness creation
6. Discuss the GoN priorities for the RE sector for next 5 years

Based on the recommendations of MTR and project priority, RERL/AEPC has devised strategies and activities and aligned the Exit Strategy to address the overarching thrust of sustainability. As the project is completing its implementation cycle, a Terminal Evaluation (TE) is planned to be undertaken.

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.

EVALUATION APPROACH AND METHOD

An overall approach and method¹ for conducting project terminal evaluations of UNDP supported GEF financed projects has 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 C](#)). 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 TE team is expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, in particular the GEF operation focal point, UNDP Country Office, project team, UNDP GEF Technical Adviser based in the region and key stakeholders. The TE team is expected to conduct a field mission to Rukum, Nawalparasi and Dhading districts or Baglung, Chitwan, Tanahu and Nuwakot districts, including the project sites as mentioned in the list below:

Option 1: (tentative 5 nights)

1. Simruti Mini Hydro Project (200kW), Rukum
2. Commercially Operated Simli Micro Hydro Project (29kW), Rukum
3. Energy for Health, Rukum SNV (TBC)

¹ For additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](#), Chapter 7, pg. 163

4. 1 MW Captive Solar Plant at MK Paper Mill, Nawalparasi
5. Solar pumping, Nawalparasi Sana Kishan Cooperative or Dhading

Option 2: (tentative 5 nights)

1. Tara Khola Mini Hydro Project (382kW), Baglung
2. Micro Hydro Productive Energy Use, Kharbang Baglung
3. Vendor financing Solar Pumping Systems in Bharatpur, Chitwan
4. Dubung Solar Mini Grid Project, Tanahu
5. Grid Connected Syaurebhum Micro Hydro Project (23kW), Nuwakot

Interviews will be held with the following organizations and individuals at a minimum:

1. PEB Members
 - a. Ministry of Energy, Water Resources and Irrigation (Mr. Sagar Goutam, Under Secretary)
 - b. Ministry of Finance (Mr. Ashish Aryal, Section Officer)
 - c. Nepal Micro Hydro Development Association (Mr. Krishna P. Devkota, President)
 - d. Association of District Coordination Committees of Nepal (Mr. Krishna Chandra Neupane, Executive Secretary General)
2. Alternative Energy Promotion Centre (AEPC)
 - a. Senior officials (Mr. Madhusudhan Adhikari, Executive Director, Mr. Nawaraj Dhakal, Director and Mr. Mukesh Ghimire, Senior Officer Planning)
 - b. Community Electrification Sub Component (Mr. Rana Bahadur Thapa, Component Manager)
 - c. Solar Energy Sub Component (Mr. Chaitanya Chaudhary, Component, Manager)
 - d. Productive Energy Use Component (Mr. Sundar Bahadur Khadka, Component Manager)
 - e. Gender Equality and Social Inclusion Unit (Ms. Parbata Bhatta, GESI Expert)
 - f. Monitoring and Evaluation Unit (Dr. Kundan Majgaiya, M&E Unit Head)
3. Partner Banks and Financial Institutions
 - a. Central Renewable Energy Fund (Mr. Manu Binod Aryal, Secretariat Head)
 - b. Nepal Investment Bank (Ms. Shobha Shrestha and Mr. Bijendra Suwal, Executive Operations Officer)
 - c. Civil Bank (Mr. Yuba Raj Guragain, Country Head - Micro Banking)
4. Other related AEPC projects
 - a. South Asia Sub-Economic Cooperation (Dr. Narayan Adhikari, Project Manager)
 - b. Renewable Energy for Rural Areas (Mr. Christian Ledke, Chief Technical Advisor)
 - c. Clean Start (Mr. Prem Subedi, Energy Finance Expert, Ex Clean Start Project)
 - d. Nepal Mini Grid Project (Mr. Santosh Rai, Project Manager)
5. Local governments (minimum 2 Rural Municipalities)
 - a. Triveni Rural Municipality, Rukum
 - b. Tara Khola Rural Municipality, Baglung

6. Donor partners working in the RE sector
 - a. Kreditanstalt für Wiederaufbau (Mr. Niraj Subedi, Energy Sector Specialist)
 - b. Asian Development Bank (Mr. Pushkar Manadhar, Project Officer Energy)
 - c. Department for International Development (Mr. Manoj Khadka, Renewable Energy Advisor)
7. Private sector
 - a. Hydro Energy Concern (Mr. Bir Bahadur Ghale, CEO)
 - b. Techno Village P. Ltd. (Mr. Shreeram Devkota, CEO)
 - c. Suryodaya Urja P. Ltd. (Mr. Nabin Bhujel, CEO)
8. National/International Non-Governmental Organizations
 - a. Winrock International Nepal (Ms. Resha Piya, Senior Programme Officer)
 - b. Practical Action Nepal (Ms. Puja Sharma, Head of Energy Programme)
 - c. People, Energy and Environment Development Association (Mr. Biraj Gautam, Chief Executive Officer and Mr. Kimon Silwal, Electrical Engineer)
9. Key experts and consultants in the subject area,
 - a. Mr. Suman Basnet, Consultant Expert
 - b. Mr. Vishwa Bhusan Amatya, Renewable Energy Expert, former Head of Practice, Practical Action
 - c. Dr. Indira Shakya, Energy and Gender Expert,
 - d. Mr. Surendra Bhakta Mathema, Immediate Past President of Nepal Micro Hydropower Development Association
 - e. Mr. Ram Prasad Dhital, former Executive Director, AEPC
10. Other local project stakeholders, CBOs, etc.

The list of stakeholders is given in Table 1.

Category	Stakeholders
Government Institutions	<ul style="list-style-type: none"> Ministry of Energy, Water Resources and Irrigation (MoEWRI) Ministry of Finance (MoF) Alternative Energy Promotion Centre (AEPC) Central Renewable Energy Fund (CREF)
Non – Governmental Organizations	<ul style="list-style-type: none"> Practical Actions Nepal (PA) People, Energy and Environment Development Association (PEEDA)
Community Based Organizations	<ul style="list-style-type: none"> Micro Hydro Developers/Cooperatives User/Management Committees
Programmes	<ul style="list-style-type: none"> Clean Start (UNCDF) South Asia Sub-regional Economic Cooperation (SASEC) Renewable Energy for Rural Area (RERA) Nepal Mini Grid Project
Development Partners	<ul style="list-style-type: none"> United Nations Development Programme (UNDP) Asian Development Bank (ADB) Kreditanstalt für Wiederaufbau (KfW) UK Department of International Development (DFID)

Association and Private Companies	<ul style="list-style-type: none"> • Nepal Micro Hydro Development Association (NMHDA) • Solar Manufactures Association of Nepal (SEMAN) • Suryodaya Urja P. Ltd. • Hydro Energy Concern P. Ltd. • Techno Village P. Ltd.
Partner organizations	<ul style="list-style-type: none"> • Winrock International Nepal (WIN) •
Financial Institutions	<ul style="list-style-type: none"> • National commercial and development banks (NIBL, Civil) • Micro financing institutions and Cooperatives
Local Government and Associations	<ul style="list-style-type: none"> • Rural Municipalities • Association of District Coordination Committees Nepal (ADCCN) • National Association of Rural Municipalities in Nepal (NARMIN)

The TE team shall review all relevant sources of information including documents prepared during the preparation phase (i.e. PIF, UNDP Initiation Plan, UNDP Environmental & Social Safeguard Policy, the Project Document, project reports including Annual Project Review/PIRs, Mid Term Review (MTR) report, project budget revisions, national strategic and legal documents, Project databases, M&E framework, M&E Plans and any other materials that the team considers useful for this evidence-based review). A list of documents that the project team will provide to the evaluator for review is included in [Annex B](#) of this Terms of Reference.

The team will review the baseline GEF focal area Tracking Tool submitted to the GEF at CEO endorsement, and the CCA Tracking Tool that must be completed before the TE field mission begins.

The TE team is expected to follow a participatory and consultative approach² ensuring close engagement with Project team, government counterparts, in particular the GEF operational focal point, UNDP Country Office, project team, UNDP GEF Regional Technical Adviser and key stakeholders.

The evaluator is expected to conduct a field mission to Nepal, 10 days at minimum, to observe project interventions and interaction with stakeholders. Interviews will be held with the following organizations and individuals at a minimum:

- At the central level, the team shall meet the PEB members, component managers of AEPC, Ministry of Energy, Water Resources and Irrigation officials, Ministry of Forests and Environment officials, Ministry of Finance, World Bank, DFID, GiZ, KfW, ADB, Winrock International and Practical Action.
- For Component I, the consultant team shall meet officials from the line ministries, AEPC, Development Partners and other projects/programmes in Kathmandu.
- For Component II, the consultant team shall meet the officials from CREF, Partner Banks, different Development Partners and projects/programmes in Kathmandu. The team shall also interact with beneficiary communities in the targeted municipalities especially the women and socially excluded groups per Option 1 or 2.
- For Component III, for commercial operation of MHP, the consultant team shall visit sites per Option 1 or 2.

² For ideas on innovative and participatory Monitoring and Evaluation strategies and techniques, see UNDP Discussion Paper: Innovations in Monitoring & Evaluating Results, 05 Nov 2013.

- For Component IV, training reports and interaction with private companies in Kathmandu.
- The decision on the number of stakeholders to be met by the TE shall be based on the study approaches proposed. However, the TE team shall propose a detailed checklist for undertaking Focus Group Discussion and Key Informant Interviews in the study methodology.

During the inception phase, the International Consultant is expected to coordinate with the National Consultant to decide on the field location in consultation with the UNDP CO Nepal. The consultants will have to split their travel to manage time, as locations are diverse.

The final TE report should fully describe the approach and rationale undertaken by TE including explicit underlying assumptions, challenges, strengths and weaknesses about the methods and approach followed.

EVALUATION CRITERIA & RATINGS

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework (see [Annex A](#)), 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 obligatory ratingscales are included in [Annex D](#).

Evaluation Ratings:			
1. Monitoring and Evaluation	rating	2. IA & EA Execution	rating
M&E design at entry		Quality of UNDP Implementation – Implementing Agency (IA)	
M&E Plan Implementation		Quality of Execution - Executing Agency (EA)	
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	

PROJECT FINANCE / COFINANCE

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.

Co-financing (type/source)	UNDP financing (US\$)	own (mill. US\$)	Government (mill. US\$)	Partner Agency (mill. US\$)	Total (mill. US\$)

	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
Grants	2.00	2.34	30.31		24.49		56.80	
Loans/Concessions								
• In-kind support								
• Other								
Totals								

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. The evaluation shall also examine this project's contribution to the United Nations Development Assistance Framework (UNDAF) & Country Programme Action Plan (CPAP).

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.³ The evaluators will also assess whether any unintended or negative impacts have been realized, documenting if found, and the project's progress towards achieving outcome/objective level indicators as outlined in project document.

CONCLUSIONS, RECOMMENDATIONS & LESSONS

The evaluation report must include a chapter providing a set of **conclusions**, **recommendations** and **lessons**. Conclusions should build on findings and be based in evidence. Recommendations should be prioritized, specific, relevant, and targeted, with suggested implementers of the recommendations. Lessons should have wider applicability to other initiatives across the region, the area of intervention, and for the future.

IMPLEMENTATION ARRANGEMENTS

The principal responsibility for managing this evaluation resides with the UNDP CO in Nepal. 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 provide all relevant documents for review, set up stakeholder interviews, arrange field visits, coordinate with the Government etc. Hence, the team of evaluators shall work closely with the Project team during the process so as to ensure the effective management of overall evaluation process.

EVALUATION TIMEFRAME

The total duration of the evaluation will be three weeks (*recommended: 25 days*) according to the following plan:

Activity	Timing	Completion Date
Preparation	3 days	April 10, 2019
Evaluation Mission including field visit	10 days	April 25, 2019
Draft Evaluation Report	4 days	May 10, 2019
Final Report	5 days	May 30, 2019

EVALUATION DELIVERABLES

The evaluation team is expected to deliver the following:

Deliverable	Content	Timing	Responsibilities
Inception Report with presentation	Evaluator provides clarifications on timing and method	No later than 2 weeks before the evaluation mission: XXXXXX	Evaluator submits to UNDP CO
Presentation of draft report	Initial Findings	End of evaluation mission: XXXXX	To project management, UNDP CO
Draft Final Report	Full report, (per annexed template) with annexes	Within 3 weeks of the evaluation mission: XXXXX	Sent to CO, reviewed by RTA, PCU, GEF OFPs
Final Report*	Revised report	Within 1 week of receiving UNDP comments on draft: XXXXX	Sent to CO for uploading to UNDP ERC.

*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. See [Annex H](#) for an audit trail template. The TE report must be in English.

The evaluation team will be accountable for producing following Deliverables/Expected outputs:

Evaluation inception report: It should detail the evaluators' understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of: proposed methods; proposed sources of data; and data collection and analysis procedures. The inception report should include a proposed schedule of tasks, activities and deliverables, designating a team member with the lead responsibility for each task or product. The inception report provides the programme unit and the evaluators with an opportunity to verify that they share the same understanding about the evaluation and clarify any misunderstanding at the outset.

Presentation of inception report to key stakeholders including UNDP, Donor and key Government counterparts

Draft Terminal Evaluation report with all major findings and recommendations

Presentation of draft report to stakeholders, including UNDP, Donor and key Government counterparts -

Final Draft Terminal Evaluation report incorporating comments received, and including a clear succinct Executive Summary

Final presentation on the Terminal Evaluation for the Government of Nepal, Donor and UNDP.

Final Evaluation Report: To be prepared in standard format (**Annex F**) and submitted to the UNDP after incorporating feedback received on the Draft Report. The Final Report should be accompanied by four digital copies of the processed data files, transcripts and associated materials.

TEAM COMPOSITION

The evaluation team will be composed of two people: one international consultant and one national consultant. The international consultant will be the Team Leader and will be responsible for finalizing the report. The consultants shall have prior experience in evaluating similar projects. National consultant shall work in the team as one team expert. Experience with GEF financed projects is an advantage. The evaluators selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities.

The Team members must present the following qualifications:

Team leader: International Consultant

Position: 1

Academic Qualification

A Master's degree in renewable energy, natural resource management, rural development or other closely related field.

Experiences

- Minimum 10 years of relevant technical expertise and professional experience in renewable energy, is required
- Previous experience on results-based monitoring and evaluation methodologies with UNDP and/or GEF will be considered as asset;
- Competence in adaptive management, as applied to Climate Change Mitigation
- Demonstrated understanding of issues related to gender and Climate Change Mitigation; experience in gender sensitive evaluation and analysis.
- Experience of working in similar tasks in Nepal or South Asian countries

Competencies

- Outstanding knowledge and experience of participatory monitoring, review and evaluation processes, and experience in review and evaluation of technical assistance projects with major donor agencies
- Recent involvement on result-based management evaluation methodologies;
- Demonstrated understanding of issues related to gender and experience in gender sensitive evaluation and analysis;
- Excellent writing, communication and analytical skill;
- Excellent writing and communication skills in English
- Demonstrated ability to assess complex situations, succinctly distill critical issues, and draw forward-looking conclusions and recommendations;
- Ability and experience to lead and work with multi-disciplinary and national teams;

- The consultant must bring own computer/ laptop and related equipment.

Team expert: National Consultant

Position: 1

Academic Qualification

A Master's degree in renewable energy, natural resource management, rural development or other closely related field.

Experience:

- Minimum 7 years of relevant professional experience (monitoring & evaluation) in Climate Change mitigation, renewable energy is required.
- Experience of evaluating projects on renewable energy, rural development, climate change mitigation is desirable;
- Knowledge of UNDP and GEF;
- Previous experience with results-based monitoring and evaluation methodologies with UNDP and/or GEF will be considered as asset;
- Technical knowledge in the targeted focal area(s)
- Experience of writing high quality evaluation report
- Experience with evaluating similar GEF financed projects is an advantage.

Language:

- Fluency in written and spoken English is required;
- Good knowledge of Nepali

The evaluation team shall conduct debriefing meeting with UNDP Country Office, National Project Director, Project Management Unit after end of the evaluation mission to share draft findings, recommendations. Inputs from the meeting shall be incorporated to draft and finalize the terminal evaluation report.

EVALUATOR ETHICS

The evaluation will be conducted in accordance with the principles outlined in the UNEG "Ethical Guidelines for Evaluation" - UNEG 'Ethical Guidelines for Evaluations' and are required to sign a Code of Conduct (**Annex E**) upon acceptance of the assignment. Evaluators will take necessary measures to protect the rights and confidentiality of informants. All evaluators must be independent and objective, and therefore should not have had any prior involvement in design, implementation, decision-making or financing any of the UNDP/ CFGORRP interventions contributing to this outcome. In addition, to avoid any conflict of interest, evaluators should not be rendering any service to the implementation agency of the projects and programme to be evaluated for a year following the evaluation.

The evaluation is expected to adhere to a framework supporting human rights-based (HRBA), results-oriented and gender responsive monitoring and evaluation. Towards this purpose, the project evaluation will encompass the principles of gender equality and human rights, ensuring that the evaluation process respects these normative

standards, and aims for the progressive realization of same by respecting, protecting and fulfilling obligations of non-discrimination, access to information, and ensuring participation through a combination of consultative and participatory evaluation approaches. For more details on human rights and gender equality in evaluations, please refer to the UNEG Handbook Integrating Human Rights and Gender Equality in Evaluation – Towards UNEG Guidance.

PAYMENT MODALITIES AND SPECIFICATIONS

%	Milestone
20%	At submission and approval of inception report
20%	Following the submission of Field Visit Plan and Schedule of Appointment with all the listed stakeholders
25%	Following submission and approval of the 1 st draft terminal evaluation report
35%	Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report

ANNEX A: PROJECT LOGICAL FRAMEWORK

This project will contribute to achieving the following Country Programme Outcome as defined in CPAP or CPD: Vulnerable groups have improved access to economic opportunities and adequate social protection: (Output: Vulnerable groups have increased access to energy services and sustainably managed natural resources.)						
Country Programme Outcome Indicators: Number of households in remote areas connected to micro-hydro or mini-hydro energy services. Number of new job holders.						
Primary applicable Key Environment and Sustainable Development Key Result Area (indicated in bold below):						
1. Mainstreaming environment and energy OR						
2. Catalysing environmental finance OR						
3. Promote climate change adaptation OR						
4. Expanding access to environmental and energy services for the poor including women and representatives from marginalized communities.						
Applicable GEF Strategic Objective and Program: CC-SP4: CCM-3: Climate Change Mitigation – Promote investments in renewable energy technologies						
Applicable GEF Expected Outcomes: Investment in renewable energy technologies increased; favourable policy and regulatory environment created for renewable energy investments						
Applicable GEF Outcome Indicators : tonnes CO ₂ equivalent avoided						
Objective Outcomes	&	Objectively Verifiable Indicators			Sources of Verification	Critical Assumptions
		Indicator	Year 0	Targets		

<p>Project Objective:</p> <p>Removal of barriers to increased utilization of renewable energy resources in rural Nepal in order to support economic, environmental, and social development of people in the rural areas and to reduce GHG emissions</p>	<ul style="list-style-type: none"> • Total installed capacity of renewable energy-based power generation projects implemented by end-of-project (EOP), MW • Electricity generated annually for livelihood and quality of life improvement (GWh/yr) by the EOP. • Annual GHG emission avoided by EOP, tCO₂/year • No. of households benefitting from lighting, productive end-use services and employment due to electricity supply by EOP 	<ul style="list-style-type: none"> • 0 • 0 • 0 • 0 	<ul style="list-style-type: none"> • 12.5⁴ • 26.795⁵ • 35,375 • 50,000 	<ul style="list-style-type: none"> • Documentation on the installed RE-based power generation projects; AEPC records; RERL project M&E reports • RERL project M&E reports • RERL project M&E reports • RERL project M&E reports 	
Component 1: Enhancement of RE investment environment [Policy, Planning, and Information]					
<p>Outcome 1:</p> <p>Strengthened legal, institutional and policy environment to support RE and other low-carbon technology development & utilization</p>	<ul style="list-style-type: none"> • No. of RE-based power generation projects that were proposed and developed as influenced by the strengthened policy regime on RE and low carbon development by EOP • No. of district energy plans developed that include mini-hydro and large scale solar PV power generation installations by Year 3 • No. of policies and legal frameworks that are supportive of RE-based energy production were approved and enforced by Year 3 	<ul style="list-style-type: none"> • 0⁶ • 0 • 0 	<ul style="list-style-type: none"> • 50 • 15 • 2 	<ul style="list-style-type: none"> • RERL project M&E reports; AEPC reports • Documentation of the district energy plans from AEPC reports • Revised policies and legislations or regulations published in <i>Government Gazette</i> 	

⁴ This is comprised of 10 MW off-grid hydro (8 MW mini-hydro & 2 MW large micro-hydro); and 2.5 MW of large-scale solar PV system.

⁵ This is comprised of 23.76GWh/year from additional mini-hydro, and 3.035GWh/year from large solar PV System.

⁶ Existing RE policy has no provision for mini-hydro and large scale solar PV development

Component 2:RE Investments					
Outcome 2: Increased investments in RE	<ul style="list-style-type: none"> No. of local financial institutions that provide loans for feasible RE-based energy projects in the remote areas of Nepal by Year 3 No. of RE-based energy projects developed and proposed for financing from local financial institutions by EOP Total installed large RE-based power generation capacity funded by local financial institutions by EOP, MW Total installed capacity of renewable energy-based power generation projects achieving financial closure by end-of-project (EOP), MW 	<ul style="list-style-type: none"> 3 0 0 0 	<ul style="list-style-type: none"> 10 50 1.8⁷ 12.5 	<ul style="list-style-type: none"> Documentation on the approved financial support agreements; RERL project M&E reports Documentation on the financing proposals from the RE project proponents; RERL project M&E reports Documentation on the approved project financing agreements; RERL project M&E reports Documentation on the installed RE-based power generation projects; AEPC records; RERL project M&E reports 	<ul style="list-style-type: none"> Developers are willing to construct the project CREF funds available Equity and loan available for project proponents
Component 3:RE technology and project financing enhancement					
Outcome 3a: Improved availability of financial investment supports for rural RE and other low-carbon technology applications	<ul style="list-style-type: none"> No. of RE financial instruments developed, funded and operationalized by EOP No. of local financial institutions implementing the new RE financial instruments and have RE loan portfolios by EOP 	<ul style="list-style-type: none"> 0 0 	<ul style="list-style-type: none"> 2 10 	<ul style="list-style-type: none"> Documentation of the establishment and operation of the funded financial instruments Documentation of RE projects funded by FIs under the established financial instruments 	<ul style="list-style-type: none"> CREF will operate and augment funds for the facility Committed FIs will continuously operationalize their lending

⁷1 MW mini-hydro; 0.5 MW large-scale solar PV; and, 300 kW mini-grid project

					portfolio in support of the established financing instruments
Outcome 3b: Improved design and packaging of investment support mechanisms for rural RE and other low-carbon technology applications	<ul style="list-style-type: none"> • No. of new and improved RE financial instruments for supporting rural RE and low carbon technology applications designed by EOP • Total amount of funds allocated by the GoN and the local financial sector for the new RE financial instruments by EOP, US\$ million • Total load factor including contribution of productive use by EOP • No. of productive use enterprises from RE projects funded through the new RE financing instruments by EOP 	<ul style="list-style-type: none"> • 0 • 0 • 0 • 0 	<ul style="list-style-type: none"> • 2 • 30.25 • 50 • 300 	<ul style="list-style-type: none"> • Documentation of the approved RE financial instruments • Documentation of the approved business plans for the new RE financial instruments, RERL project M&E reports • Meter reading and log sheet • RERL project M&E reports 	<ul style="list-style-type: none"> -CREF will operate and augment funds for the facility -Committed FIs will continuously earmark funds for implementing the new financial instruments
Component 4: Human Capacity Development					

<p>Outcome 4. Enhanced capacities and skills of various stakeholders in the RE sector</p>	<ul style="list-style-type: none"> • No. of local engineering consulting firms prequalified (qualified to bid) by AEPC for design of RE-based power generation (e.g., mini-hydro projects by EOP • No. of local engineering companies prequalified (qualified to bid) by AEPC for the manufacturing of RE-based power generation (e.g., mini-hydro) system components by EOP • No. of local engineering companies prequalified (qualified to bid) by AEPC for the installation of RE-based power generation (e.g., large scale solar PV) systems by EOP • No. of local engineering companies that are qualified and capable to repair and maintain RE-based power generation system equipment/components by EOP 	<ul style="list-style-type: none"> • 0 • 0 • 0 • 0 	<ul style="list-style-type: none"> • 10 • 5 • 5 • 5 	<ul style="list-style-type: none"> • AEPC records; Directory of local engineering consulting firms; Documentation of qualifications of pre-qualified local engineering consulting firms • AEPC records; Directory of local engineering firms; Documentation of qualifications of pre-qualified local engineering firms; Company business plan • AEPC records; Directory of local engineering firms; Documentation of qualifications of pre-qualified local engineering firms; Company business plan • AEPC records; Directory of local engineering firms; Documentation of qualifications of qualified local engineering firms; Company business plan 	
---	---	--	---	---	--

ANNEX B: LIST OF DOCUMENTS TO BE REVIEWED BY THE EVALUATORS

GEF Project Information Form (PIF), Project Document, and Log Frame Analysis (LFA)

UNDP Initiation Plan

UNDP Project Document

UNDP Environmental and Social Screening results

Project Inception Report

Project Implementation Plan

All Project Implementation Reports (PIR's)

Mid Term Report

Quarterly & Annual progress reports and work plans of the various implementation task teams

Audit reports

Oversight mission reports

All monitoring reports prepared by the project

Financial and Administration guidelines used by Project Team

Finalized GEF focal area Tracking Tools at CEO endorsement and midterm

Implementing/Executing partner arrangements

List and contact details for project staff, key project stakeholders, including Project Boards, and other partners to be consulted

Project sites, highlighting suggested visits

Project budget and financial data

Project Tracking Tool, at baseline, at mid-term, and at terminal points

UNDP Development Assistance Framework (UNDAF)

UNDP Country Programme Document (CPD)

UNDP Country Programme Action Plan (CPAP)

GEF focal area strategic program objectives

ANNEX C: EVALUATION QUESTIONS

This Evaluation Criteria Matrix must be fully completed/amended by the consultant and included in the TE inception report and as an Annex to the TE report.

Evaluative Criteria Questions	Indicators	Sources	Methodology
Relevance: How does the project relate to the main objectives of the GEF focal area, and to the environment and development priorities at the local, regional and national levels?			
<ul style="list-style-type: none"> Is the project relevant to National priorities and commitment under international conventions? Is the project relevant to the local communities? Is the CFGORRP relevant intervention? Is it relevant to bring benefits to poor women and people from vulnerable community? Has it responded to real needs and priorities of the targeted community in the context of the project district/VDCs? Has it adapted to changing conditions? Does CFGORRP contribute to GoN national objectives? 	<ul style="list-style-type: none"> Relationships established, level of coherence between project design and implementation approach, specific activities conducted, quality of risk mitigation strategies, etc. Achievement on targeted outputs and delivery of inputs and activities Level of stakeholder participation in project design and ownership in project 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Effectiveness: To what extent have the expected outcomes and objectives of the project been achieved?			
<ul style="list-style-type: none"> Achievements of expected outcomes and objectives measured in progress of indicators What were the major factors influencing the achievement or non-achievement of the objectives? 	<ul style="list-style-type: none"> Progress measured based on indicators set up in project document 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

<ul style="list-style-type: none"> • Management of challenges & risks 	<ul style="list-style-type: none"> • Identification of risks and challenges and management to have no or less impacts on project 	•	•
<ul style="list-style-type: none"> • Recommendations of Mid Term Review have been implemented • Relevant lessons from project 	<ul style="list-style-type: none"> • Management response prepared and updated by the project • Lessons from the project to replicate in other projects in future 	•	•
Efficiency: Was the project implemented efficiently, in-line with international and national norms and standards?			
<ul style="list-style-type: none"> • Efficient project management • Were objectives achieved on time? • Was the programme or project implemented in the most efficient way compared to alternatives? 	<ul style="list-style-type: none"> • Management system of the project including admin finance system, monitoring system as per the norms and standard • Project Implementation and Adaptive Management • Changes in logical model and work plans made • Use of resources to meet the project targets • Collaboration among organizations to meet the project objectives • Technical support from partners • 	•	•
Sustainability: To what extent are there financial, institutional, social-economic, and/or environmental risks to sustaining long-term project results?			
<ul style="list-style-type: none"> • Conditions necessary for results and outcomes being sustained after the project • To what extent did the benefits of a programme or project continue after donor funding ceased? • What were the major factors which influenced the achievement or non-achievement of sustainability of the programme or project? • How sustainable (or likely to be sustainable) are the outputs and outcomes of the CFGORRP interventions? 	<ul style="list-style-type: none"> • Capacity development to sustain results • Policy or institutional measures are required to sustain the outputs • Stakeholders ownership • 	•	•

<ul style="list-style-type: none"> • Are CFGORRP interventions well designed and exit strategy well planned? What could be done to strengthen exit strategies and ensure sustainability of interventions made? 			
Impact: Are there indications that the project has contributed to, or enabled progress toward, reduced environmental stress and/or improved ecological status?			
<ul style="list-style-type: none"> • Project impacts 	<ul style="list-style-type: none"> • Impacts created or likely to create by project execution based on logical model of project • What works better for attaining the broader results • If there are any unintended and negative impacts due to the project • What real difference has the activity made to the beneficiaries? 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

ANNEX D: RATING SCALES

<p><i>Ratings for Effectiveness, Efficiency, Overall Project Outcome Rating, M&E, IA & EA Execution</i></p> <p>6. Highly Satisfactory (HS): no shortcomings</p> <p>5. Satisfactory (S): minor shortcomings</p> <p>4. Moderately Satisfactory (MS): moderate shortcomings</p> <p>3. Moderately Unsatisfactory (MU): significant shortcomings</p> <p>2. Unsatisfactory (U): major shortcomings</p> <p>1. Highly Unsatisfactory (HU): severe shortcomings</p>	<p><i>Sustainability ratings:</i></p> <p>4. Likely (L): negligible risks to sustainability</p> <p>3. Moderately Likely (ML): moderate risks</p> <p>2. Moderately Unlikely (MU): significant risks</p> <p>1. Unlikely (U): severe risks</p>	<p><i>Relevance ratings</i></p> <p>2. Relevant (R)</p> <p>1. Not relevant (NR)</p> <p><i>Impact Ratings:</i></p> <p>3. Significant (S)</p> <p>2. Minimal (M)</p> <p>1. Negligible (N)</p>
<p><i>Additional ratings where relevant:</i></p> <p>Not Applicable (N/A)</p> <p>Unable to Assess (U/A)</p>		

ANNEX E: EVALUATION CONSULTANT CODE OF CONDUCT AND AGREEMENT FORM

Evaluators:

1. Must present information that is complete and fair in its assessment of strengths and weaknesses so that decisions or actions taken are well founded.
2. Must disclose the full set of evaluation findings along with information on their limitations and have this accessible to all affected by the evaluation with expressed legal rights to receive results.
3. Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time, and respect people's right not to engage. Evaluators must respect people's right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source. Evaluators are not expected to evaluate individuals, and must balance an evaluation of management functions with this general principle.
4. Sometimes uncover evidence of wrongdoing while conducting evaluations. Such cases must be reported discreetly to the appropriate investigative body. Evaluators should consult with other relevant oversight entities when there is any doubt about if and how issues should be reported.
5. Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, evaluators must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact in the course of the evaluation. Knowing that evaluation might negatively affect the interests of some stakeholders, evaluators should conduct the evaluation and communicate its purpose and results in a way that clearly respects the stakeholders' dignity and self-worth.
6. Are responsible for their performance and their product(s). They are responsible for the clear, accurate and fair written and/or oral presentation of study imitations, findings and recommendations.
7. Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.

Agreement to abide by the Code of Conduct for Evaluation in the UN System

ANNEX F: EVALUATION REPORT OUTLINE⁹

- i. Opening page:
 - Title of UNDP supported GEF financed project
 - UNDP and GEF project ID#s
 - Evaluation time frame and date of evaluation report
 - Region and countries included in the project
 - GEF Operational Program/Strategic Program
 - Implementing Partner and other project partners
 - Evaluation team members
 - Acknowledgements
- ii. Executive Summary
 - Project Summary Table
 - Project Description (brief)
 - Evaluation Rating Table
 - Summary of conclusions, recommendations and lessons
- iii. Acronyms and Abbreviations
(See: UNDP Editorial Manual¹⁰)
- 1. Introduction
 - Purpose of the evaluation
 - Scope & Methodology
 - Structure of the evaluation report
- 2. Project description and development context
 - Project start and duration
 - Problems that the project sought to address
 - Immediate and development objectives of the project
 - Baseline Indicators established
 - Main stakeholders
 - Expected Results
- 3. Findings
(In addition to a descriptive assessment, all criteria marked with (*) must be rated¹¹)
- 3.1 Project Design / Formulation
 - Analysis of LFA/Results Framework (Project logic /strategy; Indicators)
 - Assumptions and Risks
 - Lessons from other relevant projects (e.g., same focal area) incorporated into project design
 - Planned stakeholder participation
 - Replication approach
 - UNDP comparative advantage
 - Linkages between project and other interventions within the sector
 - Management arrangements
- 3.2 Project Implementation
 - Adaptive management (changes to the project design and project outputs during implementation)
 - Partnership arrangements (with relevant stakeholders involved in the country/region)
 - Feedback from M&E activities used for adaptive management

⁹The Report length should not exceed 40 pages in total (not including annexes).

¹⁰ UNDP Style Manual, Office of Communications, Partnerships Bureau, updated November 2008

¹¹ See Annex D for rating scales.

- Project Finance
 - Monitoring and evaluation: design at entry (*), implementation (*), and overall assessment (*)
 - Implementing Agency (UNDP) execution (*) and Executing Agency execution (*), overall project implementation/ execution (*), coordination, and operational issues
- 3.3** Project Results
- Overall results (attainment of objectives) (*)
 - Relevance (*)
 - Effectiveness (*)
 - Efficiency (*)
 - Country ownership
 - Mainstreaming
 - Sustainability: financial resources (*), socio-economic (*), institutional framework and governance (*), environmental (*), and overall likelihood (*)
 - Impact
- 4.** Conclusions, Recommendations & Lessons
- Corrective actions for the design, implementation, monitoring and evaluation of the project
 - Actions to follow up or reinforce initial benefits from the project
 - Proposals for future directions underlining main objectives
 - Best and worst practices in addressing issues relating to relevance, performance and success
- 5.** Annexes
- ToR
 - Itinerary
 - List of persons interviewed
 - Summary of field visits
 - List of documents reviewed
 - Evaluation Question Matrix
 - Questionnaire used and summary of results
 - Evaluation Consultant Agreement Form
 - Report Clearance Form
 - *Annexed in a separate file:* TE audit trail
 - *Annexed in a separate file:* Terminal GEF Tracking Tool

ANNEX G: EVALUATION REPORT CLEARANCE FORM

(to be completed by CO and UNDP GEF Technical Adviser based in the region and included in the final document)

Evaluation Report Reviewed and Cleared by

UNDP Country Office

Name: _____

Signature: _____ Date: _____

UNDP GEF RTA

Name: _____

Signature: _____ Date: _____

ANNEX H: TE REPORT AUDIT TRAIL

The following is a template for the evaluator to show how the received comments on the draft TE report have (or have not) been incorporated into the final TE report. This audit trail should be included as an annex in the final TE report.

To the comments received on (*date*) from the Terminal Evaluation of (*project name*) (UNDP PIMS #)

The following comments were provided in track changes to the draft Terminal Evaluation report; they are referenced by institution (“Author” column) and track change comment number (“#” column):

Author	#	Para No./ comment location	Comment/Feedback on the draft TE report	TE team response and actions taken

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

UNDP/PN/12/2019 : National Consultant (Team Expert) for Terminal Evaluation of RERL Project

Date _____

United Nations Development Programme
UN House
Pulchowk,
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **National Consultant (Team Expert) for Terminal Evaluation of RERL Project** under the **Renewable Energy for Rural Livelihood (RERL) Project**.

I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;

- A) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- B) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.
- C) I hereby propose to complete the services based on the following payment rate:

☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- D) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- E) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

- F) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- G) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- H) If I am selected for this assignment, I shall [*please check the appropriate box*]:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

- I) I hereby confirm that [*check all that applies*]:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- J) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- K) ***If you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

- L) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS¹²
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (NPR.)	Total for the Contract Duration (NPR.)
I. Personnel Costs			
Professional Fees	40 days		
Life Insurance			
Medical Insurance			
Communications			
Others (pls. specify)			
II. Travel¹³ Expenses to Join duty station			
Round Trip Airfares to and from duty station	N/A		
Living Allowance	N/A		
Travel Insurance	N/A		
Terminal Expenses	N/A		
Others (pls. specify)	N/A		
III. Duty Travel			
Round Trip Airfares/Transportation cost			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Total			

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount in NPR.
At submission and approval of inception report	20%	
Following the submission of Field Visit Plan and Schedule of Appointment with all the listed stakeholders	20%	
Following submission and approval of the 1 st draft terminal evaluation report	25%	
Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report	35%	
Total	100%	NPR.....

**Basis for payment tranches*

¹² The costs should only cover the requirements identified in the Terms of Reference (TOR)

¹³ Travel expenses are not required if the consultant will be working from home.