



UNDP-GEF TERMINAL EVALUATION

TERMS OF REFERENCE

STANDARDS AND LABELING PROGRAMME IN KENYA

1. INTRODUCTION

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP-implemented, GEF-financed projects are required to undergo a terminal evaluation upon completion of implementation.

The Ministry of Industrialization and Enterprise Development (MoIED), in partnership with the United Nations Development Programme (UNDP), seeks the services of an International Consultant (s) to undertake a Terminal Evaluation for the Standards and Labeling (S&L) Programme in Kenya (PIMS 3513). The project started in June 2010 and is currently in the final year of implementation.

These terms of reference (TOR) set out the expectations for the Terminal Evaluation (TE) of the S&L Project.

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

PROJECT SUMMARY TABLE

Project Title:	Development and Implementation of a Standards and Labeling Programme In Kenya			
GEF Project ID:	54346		<u>at endorsement</u> (Million US\$)	<u>at completion</u> (Million US\$)
UNDP Project ID:	57345	GEF financing:	2,000,000	
Country:	Kenya	IA/EA own:	250,000	
Region:	East Africa	Government:	8,760,902	
Focal Area:	Climate Change	Other:	302,570	
FA Objectives, (OP/SP):	To remove barriers to market transformation of energy efficient products and services	Total co-financing:	9,063,472	



Executing Agency:	Ministry of Industrialization And Enterprise Development	Total Project Cost:	10,760,902	
Other Partners involved:	Kenya Association of Manufacturers, Kenya Bureau of Standards	ProDoc Signature (date project began):		May 2010
		(Operational) Closing Date:	Proposed: Dec 2013	Actual: Dec 2014

2. PROJECT BACKGROUND INFORMATION AND OBJECTIVES

The Standards and Labeling (S&L) Programme is a 5-year initiative designed to remove barriers to market transformation of energy efficient products and services in Kenya, with replication effects in the 4 other East African Community (EAC) countries of Burundi, Rwanda, Tanzania and Uganda.

The goal of the Programme is to reduce energy (electricity) related CO₂ emissions in Kenya and the EAC Countries by improving the energy efficiency of selected appliances and equipment in Residential, Commercial and Industrial Sectors. This will be achieved by market transformation towards high-energy efficient appliances through the introduction of Minimum Energy Performance Standards (MEPS) and Energy Efficiency Labels.

The main objective of the project is to remove the barriers to rapid and widespread uptake of energy efficient motors in the industrial sector; refrigerators in the residential; display refrigerators in the commercial sector; air-conditioners in the commercial and residential sectors; and lighting in the three sectors.

Energy Efficiency Standards & Labeling are a highly cost-effective means to assist countries reduce energy demand and GHGs while stimulating economic growth. This project seeks to transform the Kenyan and East Africa electrical equipment and appliances market by providing information that assists consumers to make informed and rational decisions based on life cycle costs rather than initial investment cost of equipment and appliances. Introduction of Minimum Energy Performance Standards (MEPS) will bring about significant improvement by phasing out inefficient electrical appliances and equipment from the market.

This project is being implemented with budget support from the Global Environment Facility (GEF), the United Nations Development Programme (UNDP) and the Government of Kenya. UNDP is the GEF Implementing Agency and the Government's lead executing agency is the Ministry of Industrialization and Enterprise Development. Other Implementing Partners are the Kenya Bureau of Standards (KEBS), Energy Regulatory Commission and the Kenya Association of Manufacturers (KAM).



The project is being executed through four principal components:

- i. Energy Efficiency awareness Creation, Knowledge build-up and Capacity Building
- ii. Development and Adoption of Minimum Energy Performance Standards and Labels
- iii. Conducive Policy and Policy Instruments on Energy Efficiency and Standards and Labeling and
- iv. Monitoring and Evaluation

The project has the following outcomes:

- 1 Selection and Adoption of International Test Procedures, Minimum Energy Performance Standards and Label Classification
- 2 Development and Implementation of a Verification and Enforcement System
- 3 Awareness raising campaign for Standards and Labels targeting Distributors, Retailers and End users
- 4 Development of Voluntary Agreements for Efficient Commercial Display Refrigerators and Hotel Air Conditioners
- 5 Policy Support and Policy Framework
- 6 Learning and Replication

3. OBJECTIVE AND SCOPE

The project was designed to remove the barriers to rapid and widespread uptake of energy efficient appliances. This would promote market transformation through energy performance standards and labels.

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 objective of the TE is to gain an independent analysis of the progress of the project. The TE will identify potential project design problems, assess progress towards the achievement of the project objective, identify and document lessons learned (including lessons that might improve design and implementation of other UNDP-GEF projects), estimate the greenhouse gas emission reductions attributable to the project, and make recommendations regarding specific actions that should be taken to sustain the impacts of the project beyond its lifetime. The project performance will be measured based on the indicators of the project's logical framework (see [Annex A](#)) and climate change mitigation Tracking Tool.



4. 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 TE must provide evidence based information that is credible, reliable and useful. The review team is expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, in particular Ministry of Industrialization and Enterprise Development, Kenya Bureau of Standards, Energy Regulatory Commission, Kenya Association, the GEF operational focal point, UNDP Country Office, UNDP-GEF Technical Advisor based in the region and key stakeholders. Interviews will be held with the following organizations and individuals at a minimum:

- UNDP/GOK staff who have project responsibilities;
- Executing agencies (including but not limited to senior officials and task team/component leaders;
- The Chair of Project Steering Committee
- Project stakeholders, to be determined at the inception meeting; including, government agencies, manufacturers organization and NGOs
- National Consultants previously involved with S&L activities in Kenya

The team will review all relevant sources of information, such as the project document, project reports – including Annual APR/PIR, project budget revisions, progress reports, GEF focal area tracking tools, project files, national strategic and legal documents, and any other materials that the team considers useful for this evidence-based review. A list of documents that the project team and UNDP Country Office will provide to the team for review is included in [Annex B](#) of this Terms of Reference.

5. EVALUATION CRITERIA & RATINGS

An assessment of project performance will be carried out, based on expectations set out in the Project Logical Framework/Results Framework (see [Annex A](#)), which provides performance and

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



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**. The completed table must be included in the evaluation executive summary. The obligatory rating scales are included in [Annex C](#).

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

6. PROJECT FINANCE / CO-FINANCE

The Evaluation will also 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 report.

Co-financing (type/source)	UNDP own financing (mill. US\$)		Government (mill. US\$)		Partner Agency (mill. US\$)		Total (mill. US\$)	
	Planned	Actual	Planned	Actual	Planned	Actual	Actual	Actual
Grants								
Loans/Concessions								



• In-kind support								
• Other								
Totals								

7. MAINSTREAMING

UNDP-supported, GEF-financed projects are key components in UNDP country programming, as well as regional and global programs. 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.

8. IMPACT

The evaluators will assess the extent to which the project has achieved impacts or progressing towards the achievement of impacts. Greenhouse gas mitigation estimates for the project must be derived using the official GEF methodology for energy efficiency projects:

<http://www.stapgef.org/revised-methodology-for-calculating-greenhouse-gas-benefits-of-gef-energy-efficiency-projects-version-1-0/>

9. CONCLUSIONS, RECOMMENDATIONS & LESSONS

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

10. IMPLEMENTATION ARRANGEMENTS

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

11. TIMEFRAME

The total duration of the review will be 4 weeks, starting 10 November 2014 according to the following plan:



Activity	Timeframe
Preparation and desk research	10 – 17 November 2014 (6 days)
Review mission and debriefing	18 November 2014 - 27 Nov 2014 (8 days)
Draft review report and GEF Tracking Tool	28 Nov – 4 Dec 2014 (5 days)
Finalisation of report and GEF Tracking Tool	5 Dec - Dec 15 2014 (7 days)

12. TERMINAL EVALUATION DELIVERABLES

The evaluation team is expected to deliver the following:

Deliverable	Content	Timing	Responsibilities
Inception Report	Review team clarifies timing and method of review	No later than 2 weeks before the review mission	Review team submits to SLP, UNDP Country Office and UNDP-GEF Technical Advisor
Presentation	Initial Findings	End of review mission	To PMU, MoIED and UNDP Country Office
Draft Final Report & GEF Tracking Tool	Full report (as template in annex E) with annexes	Within 3 weeks of the review mission	Sent to SLP, MoIED and UNDP CO, reviewed by RTA, PCU, GEF OFP...
Final Report & GEF Tracking Tool	Revised report with audit trail detailing how all received comment have (and have not) been addressed in the final review report).	Within 1 week of receiving comments on draft	Sent to SLP, MoIED, UNDP CO and UNDP-GEF Technical Advisor.

13. QUALIFICATIONS

The international consultant must have prior experience in evaluating similar projects. Experience with GEF-financed climate change mitigation projects is an advantage. The consultant selected should not have participated in the project preparation and/or implementation and should not have conflicts of interest with project-related activities.

The consultant must present the following qualifications and experience:

- ✓ Minimum 5 years of relevant professional experience in the evaluation sector, preferably in developing countries;



- ✓ Knowledge of GEF focal area objectives and projects;
- ✓ Previous experience with results-based monitoring and evaluation methodologies;
- ✓ Proven technical knowledge in Standards and Labeling Approaches, energy efficiency technologies and practices; and
- ✓ Ability to calculate and validate GHG emission reductions

14. PAYMENT MODALITIES AND SPECIFICATIONS

%	Milestone
20	Following submission and approval of the 1 st draft final evaluation report and GEF Tracking Tool, complete in all assessments and free of any factual or grammatical errors (timeliness will impact payment schedule)
80	Following submission of Final TE Report with all comments incorporated, in two hard copies and 1 Microsoft Word electronic copy, complete in all assessments and free of any factual or grammatical errors (time taken will impact final payment and a proportional fee will be deducted from the final agreeable amount if any of the deadlines are not met). Approved by RTA, UNDP CO and MME

15. CRITERIA FOR EVALUATION OF PROPOSAL:

The selection will be made based on the educational background and experience on similar assignments as per criteria below. The price proposal will weigh as 30% of the total scoring. Minimum points to qualify in technical proposal is 50 points.

Evaluation Criteria

- Criteria A: Substantive Knowledge, particularly in evaluating similar projects – max points: 15
- Criteria B: Experience with GEF-financed climate change mitigation projects - max points: 5
- Criteria C: Minimum 5 years of relevant professional experience in the evaluation sector, preferably in developing countries – max points: 10
- Criteria D: Knowledge of GEF focal area objectives and projects - max points: 10
- Criteria E: Previous experience with results-based monitoring and evaluation methodologies – max points: 10
- Criteria F: Proven technical knowledge in Standards and Labeling Approaches, energy efficiency technologies and practices – max points: 10
- Criteria G: Ability to calculate and validate GHG emission reductions - max points: 10

16. APPLICATION PROCEDURES

- **Cover letter** explaining why you are the most suitable candidate for the advertised position and a **brief methodology** on how you will approach and conduct the work.



Please paste the letter into the "Resume and Motivation" section of the electronic application (template provided (IC Proposal form)

- **Filled P11 form** including past experience in similar projects and contact details of referees (blank form provided). Please submit a signed P11 instead of the CV.
- **Financial Proposal** - specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, travel, per diems and any other possible costs). Please refer to the "conditions of work" section for details on related travel.

Incomplete applications will not be considered. Please make sure you have provided all requested materials

Useful information

Please note that the financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination and any other relevant expenses related to the performance of services...). All envisaged travel costs must be included in the financial proposal.

***Payments** will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner. Milestones for payment will be discussed and agreed with the selected candidate.*

Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under dss.un.org

Individual Contractors over 62 years of age are required, at their own expense, to obtain medical clearance.

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

Please quote "Standards and Labeling (S&L) Terminal Evaluation in Kenya" on the subject line.

Qualified candidates are requested to email their applications to consultants.ken@undp.org to reach us not later than **Thursday, 30 October 2014 at 4.00 P.M Kenya Time. GMT+3.00)**



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Annex A: Project LogFrame/Result Framework

PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
The goal of the proposed initiative is to reduce Kenya's energy related CO2 emissions by improving the energy efficiency of selected appliances and equipment in the residential, commercial and industrial sectors	Kenya has a high energy intensity per unit GDP compared to many of its trading partners. Opportunities for improving energy efficiency lie in the supply of more efficient models of electric and non-electric appliances and equipment. Based on the extent of usage, degree of consumption and energy conservation potential, main equipment and appliances include motors, boilers, heaters and furnaces, freezers, ventilation and lighting in the industrial sector	<p>Average energy efficiency of electricity consuming appliances in the commercial and residential sectors has been increased by 20% for the products selected for targeted interventions</p> <p>MEPS introduced for energy efficient motors (efficiency class 2 – 90% compliance); domestic refrigerators (EU C-level – 100% compliance); air-conditioners (EU C-level – 100% compliance).</p> <p>Labels will be introduced for energy efficient motors (efficiency class 1 – 30% response); domestic refrigerators (EU A/B-levels – 10% response); air-conditioners (EU A/B-levels – 10% response).</p>	<p>Target industrial end-user surveys(energy audits)</p> <p>Monitoring reports that will be prepared at 12 months intervals assessing the situation against the baseline at the inception of project.</p> <p>National Development Plans and other government planning reports.</p>	<p>Electricity tariffs will reflect real costs.</p> <p>Compliance with introduced standards and adequate responses to labels.</p> <p>Government support to the proposed initiative will remain strong from beginning to end of the 5-year project implementation</p>



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PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
	and air conditioning, refrigeration, water heaters and cooking stoves in the commercial and residential sectors	Voluntary agreement (using Australian MEPS levels) for commercial display refrigerators will be introduced (50% response). Energy efficiency recognized in national policies and activities started in all the countries of the EAC		
<p>DEVELOPMENT OBJECTIVE</p> <p>The objective is to remove the barriers that are currently hampering the rapid and widespread uptake of energy efficient motors in the industrial sector; refrigerators in the residential;</p>	<p>Kenya still needs much more energy to keep pace with its development objectives. In 2004 it consumed 616,830 million tonnes of fuel oil that went up from 534,691 in 2003, an increase of 15%. Power consumption also surged by 100 MW in the same period. It is therefore necessary to have a national energy efficiency and conservation strategy that</p>	<p>Volume of sales of energy efficient equipment and appliances in the five categories has been increased by 40% by the end of the project</p>	<p>Project implementation and progress reports.</p> <p>Dealer surveys.</p> <p>Market surveys.</p> <p>Information from the revenue authority</p>	<p>Electricity tariffs will reflect real costs.</p> <p>Compliance with introduced standards and adequate response to labels</p>



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PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
display refrigerators in the commercial sector; air-conditioners in the commercial sector; and lighting in the residential, commercial and industrial sectors.	incorporates a judicial mix of investment in supply side capacity, improving operational efficiency of existing power generating stations, reduction of transmission and distribution losses, and promotion of end-use efficiency.			
OUTCOME 1 Outcome 1: Selection and adoption of international test procedures, minimum energy performance standards and label classifications	No standard and label programme in existence at present.	National Test Procedures adopted by Bureau of Standards Label scheme identified and adopted Printed labels	Bureau of Standards committee minutes and reports Publication by KEBs and consumer groups	Bureau of Standards (pro) active involvement in the proposed initiative.



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PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
Output 1.1: Selection and adoption of appropriate international test procedures for appliance energy efficiency in Kenya	No standard and label programme in existence at present.	Inventory of appropriate test procedures Adoption and use of relevant test procedures for appliances and equipment Voluntary agreement (using Australian MEPS levels) for commercial display refrigerators will be introduced (50% response).	Project implementation and progress reports. Reports from the Bureau of Standards. Documents from the Revenue Authorities. Labels placed on appliances in retail shops. End-user surveys.	Compliance with introduced standards and adequate responses to labels. Bureau of Standards (pro) active involvement in the proposed initiative.
Output 1.1: Selection and adoption of appropriate international test procedures for appliance energy efficiency in Kenya	No standard and label programme in existence at present.	Inventory of appropriate test procedures Adoption and use of relevant test procedures for appliances and equipment Voluntary agreement (using Australian MEPS levels) for commercial display refrigerators will be introduced (50% response).	Project implementation and progress reports. Reports from the Bureau of Standards. Documents from the Revenue Authorities. Labels placed on appliances in retail shops. End-user surveys.	Compliance with introduced standards and adequate responses to labels. Bureau of Standards (pro) active involvement in the proposed initiative.



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PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
Output 1.3: Selection and adoption of three minimum energy performance standards and one quality standard.	No standard and label programme in existence at present.	MEPS will be introduced for energy efficient motors (efficiency class 2 – 90% compliance); domestic refrigerators (EU C-level – 100% compliance); air-conditioners (EU C-level – 100% compliance). Labels will be introduced for energy efficient motors (efficiency class 1 – 30% response); domestic refrigerators (EU A/B-levels – 10% response); air-conditioners (EU A/B-levels – 10% response). Voluntary agreement (using Australian MEPS levels) for commercial display refrigerators will be introduced (50% response). CFL quality standards introduced from ELI	Project implementation and progress reports. Reports from the Bureau of Standards. Documents from the Revenue Authorities. Labels placed on appliances in retail shops. End-user surveys.	Compliance with introduced standards and adequate responses to labels. Bureau of Standards (pro) active involvement in the proposed initiative.
Outcome 2: Development & implementation of a verification &	No standard and label programme in existence at present.	A legal enforcement system has been designed and (pilot) tested for imports and local sales.	Pre-shipment schedules and inspection reports. Project implementation and progress reports.	Bureau of Standards, Revenue authority and trade authorities (pro)actively



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PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
enforcement system	No enforcement of energy efficiency products	Inspectors at Bureau of standards trained in energy efficiency compliance and regulations 30% of Revenue Authority staff involved in trade inspections will be made aware and trained in energy efficiency regulations, compliance checking of energy efficient products and banning inefficient domestic refrigerators.	Notices from Revenue authorities or Bureau of Standards. KRA inspection reports. Documentation on the legal enforcement system.	involved in the proposed initiative. Government support for setting up – and implementing – a legal enforcement system.
Output 2.1: Integration of product energy performance compliance checking with Kenyan pre-export inspections	No standard and label programme in existence at present.	Pre-shipment inspections that are currently being carried out on equipment and appliances from the 5 categories will add energy efficiency as part of the pre-inspection.	Pre-shipment inspection reports. Project implementation and progress reports. Pre-shipment inspection documents. Documentation on the legal enforcement system.	Bureau of Standards, Revenue authority and trade authorities (pro)actively involved in the proposed initiative. Government support for setting up – and implementing – a legal enforcement system
Output 2.2: Capacity building at the KRA for inspection of	No standard and label programme in existence at present. No training on S&L	30% of Revenue Authority staff involved in trade inspections will be made aware and trained in energy efficiency regulations, compliance checking of energy efficient products	Training reports Revenue authority reports Certificates of attendance	KEBS and KRA (pro)actively involved in the proposed initiative.



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PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
second-hand product imports.		and banning inefficient domestic refrigerators.	Kenyan pre-inspection documents (from KEBS and KRA).	Government support for setting up – and implementing – a legal enforcement system
Output 2.3: Establishment of trade inspections, for distributor and retailer compliance checking on counterfeits and fraudulent products.	No standard and label programme in existence at present	All pre-inspections that are currently being carried out on equipment and appliances from the 5 categories will add energy efficiency as part of the pre-inspection. Throughout the project lifetime 50% of KRA staff involved in trade inspections will be made aware and trained in energy efficiency regulations, compliance checking of energy efficient products and banning inefficient domestic refrigerators	Pre-shipment inspection reports. Project implementation and progress reports. Kenyan pre-inspection documents (from KEBS and KRA).	KEBS and KRA (pro)actively involved in the proposed initiative. Government support for setting up – and implementing – a legal enforcement system
Output 2.4: Establishment of a legal enforcement system, for follow-up on non-	No standard and label programme in existence at present	All pre-inspections that are currently being carried out on equipment and appliances from the 5 categories will add energy efficiency as part of the pre-inspection.	Pre-shipment inspection reports. Project implementation and progress reports.	KEBS and KRA (pro)actively involved in the proposed initiative.



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PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
compliance with regulations.		Throughout the project lifetime 50% of KRA staff involved in trade inspections will be made aware and trained in energy efficiency regulations, compliance checking of energy efficient products and banning inefficient domestic refrigerators		Government support for setting up – and implementing – a legal enforcement system
Outcome 3: Awareness raising campaign for standards and labels, targeting distributors, retailers and end-users.	No standard and label programme in existence at present	At the end of the project the top-10 retailers and distributors will be fully aware of the energy efficiency benefits of the equipment and appliances from all 5 categories and will be able to transmit energy efficiency benefits to consumers and (industrial) end-users Compared with the baseline, at the end of the project 40% of the urban, electricity consumers (residential and commercial) are aware of the benefits of energy efficient domestic	Distributors and retailer surveys, including urban retailer shops. Information and awareness packages in other EAC countries. Regional end-user and market survey in the other EAC countries to determine EE awareness	Interested consumers and end-users. Market actors are willing to cooperate in providing this information



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PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
		refrigerators, air conditioners and CFLs. <ul style="list-style-type: none"> • Compared with the baseline, at the end of the project 50% of appropriate staff in the industrial sectors will be aware of the benefits of energy efficient motors and will know how to act on improving the energy efficiency in their industrial environments. • Energy efficiency awareness in other EAC countries has increased 		
Output 3.1: Informing importers, distributors and retailers about appliance energy efficiency in Kenya	No standard and label programme in existence at present	Material developed and applied for informing importers and import authorities. At the end of the project the top-10 retailers and distributors will be fully aware of the energy efficiency benefits of the equipment and appliances from all 5 categories and will be able to transmit energy efficiency benefits to consumers and (industrial) end-users	Distributors and retailer surveys, including urban retailer shops. Information and awareness packages in other EAC countries. Regional end-user and market survey in the other EAC countries	Interested consumers and end-users. Market actors are willing to cooperate in providing this information



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PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
Output 3.2: Development and delivery of a training programme for distributor and retailer staff in Kenya.	No standard and label programme in existence at present	Training delivered in major towns. At the end of the project the top-10 retailers and distributors will be fully aware of the energy efficiency benefits of the equipment and appliances from all 5 categories and will be able to transmit energy efficiency benefits to consumers and (industrial) end-users	Distributors and retailer surveys, including urban retailer shops. Information and awareness packages in other EAC countries. Regional end-user and market survey in the other EAC countries	Interested consumers and end-users. Market actors are willing to cooperate in providing this information
Output 3.3: Awareness raising in other East African countries.	No standard and label programme in existence at present	<ul style="list-style-type: none"> • Awareness on S&L created among government, trade authorities, Bureau of standards, importers and traders. • At the end of the project the top-10 retailers and distributors will be fully aware of the energy efficiency 	<ul style="list-style-type: none"> • At the end of the project the top-10 retailers and distributors will be fully aware of the energy efficiency benefits of the equipment and appliances from all 5 categories and will be able to transmit energy 	<ul style="list-style-type: none"> • Interested consumers and end-users. Market actors are willing to cooperate in providing this information



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PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
		benefits of the equipment and appliances from all 5 categories and will be able to transmit energy efficiency benefits to consumers and (industrial) end-users	<p>efficiency benefits to consumers and (industrial) end-users</p> <ul style="list-style-type: none"> • Distributors and retailer surveys, including urban retailer shops. • Information and awareness packages in other EAC countries. • Regional end-user and market survey in the other EAC countries 	
Outcome 4: Development of voluntary agreements for efficient commercial display refrigerators and	No standard and label programme in existence at present	<p>Appropriate levels of energy consumption for commercial display refrigerators in Kenya have been set based on international levels and experiences before the end of the first year of the project.</p> <p>If appropriate 2-4 voluntary agreements will be designed and entered into.</p>	<p>Minutes of meetings with market actors involved in commercial display refrigerators.</p> <p>Project files.</p> <p>Draft and final voluntary agreements.</p>	The 2-4 main market actors are willing to cooperate



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PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
hotel air conditioners.				
Output 4.1: Analysis of appropriate target levels for the energy performance of commercial display refrigerators and hotel air conditioners.	No standard and label programme in existence at present	Appropriate levels of energy consumption standards for commercial display refrigerators in Kenya have been set based on international levels and experiences before the end of the first year of the project. Air conditioners energy consumption standards established If appropriate 2-4 voluntary agreements will be designed and entered into.	Project files. Draft and final voluntary agreements.	The 2-4 main market actors are willing to cooperate
Output 4.2: Discussion of a voluntary agreement with stakeholders, including the two key procurers of display	No standard and label programme in existence at present	• Appropriate levels of energy consumption for commercial display refrigerators in Kenya have been set based on international levels and experiences before the end of the first year of the project.	• Project files. Draft and final voluntary agreements.	• The 2-4 main market actors are willing to cooperate



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PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
refrigerators and the hotel sector; main suppliers of these products; the national utility and the government of Kenya (DTI and MofE).		<ul style="list-style-type: none"> • A minimum of 3 meetings will be conducted in years 2, 3 and 4 of the project implementation between the PMU and the 2-4 main market actors involved in commercial display refrigerators. • If appropriate 2-4 voluntary agreements will be designed and entered into. 		
Output 4.3: Proposing – and if agreed – implementing a voluntary agreement.	No standard and label programme in existence at present	Appropriate levels of energy consumption for commercial display refrigerators in Kenya have been set based on international levels and experiences before the end of the first year of the project. A minimum of 3 meetings will be conducted in years 2, 3 and 4 of the project implementation between the PMU and the 2-4 main market actors involved in commercial display refrigerators.	Project files. Draft and final voluntary agreements.	The 2-4 main market actors are willing to cooperate



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PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
		If appropriate 2-4 voluntary agreements will be designed and entered into.		
Outcome 5: Policy support & policy framework.	No standard and label programme in existence at present	The Centre for Energy Efficiency and Conservation at KAM is successfully operating and continues to receive active Government support. Energy efficiency activities taken up in other countries	National Development Plans and budget Other Government planning reports. Project files. CEEC annual reports	Government will continue commitment in energy efficiency
Output 5.1: Refining and putting in place a policy and implementation framework that increases the uptake of energy efficient equipment and appliances by major	No standard and label programme in existence at present	Energy efficiency recognized in national policies and activities started in all the countries of the EAC	National Development Plans and other Government planning reports. Project files. CEEC annual reports.	Output 5.1: Refining and putting in place a policy and implementation framework that increases the uptake of energy efficient equipment and appliances by major



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PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
market players in the residential, commercial and industrial sectors				
Output5.2: strengthening of the capacity of individuals and institutions that are involved in creating the enabling policy setting and implementation environment for increased uptake of energy efficient equipment and appliances.	No standard and label programme in existence at present	Targeted officers in ministries of trade and Energy and those involved in S&L programme fully exposed and experienced in s&l application and benefits	Training reports Project files. Study tour reports M&E reports	Output5.2: strengthening of the capacity of individuals and institutions that are involved in creating the enabling policy setting and implementation environment for increased uptake of energy efficient equipment and appliances.
Outcome 6: Learning and replication	No standard and label programme in existence at present	A rollout programme for the other EAC countries designed. The EAC countries actively involved in the S&L programme	Regional market survey Monitoring plan. Lessons learned reports.	Platform for EAC standardizations functions



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PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
		<p>A monitoring plan developed at the outset of the project implementation to extract information needed for appropriate steering of the project's implementation.</p> <p>All countries in the EAC actively involved in creating awareness and sharing lessons learned from Kenya on Energy Efficiency Standards and Labels.</p>	Project files, monitoring reports.	properly and is actively involved in the proposed initiative Successful implementation of the proposed initiative
Output 6.1: Preparing a programme for replication of activities implemented under components 1 to 5.	No standard and label programme in existence at present	<p>A rollout programme for the other EAC countries designed.</p> <p>A monitoring plan developed to extract information needed for appropriate steering of the project's implementation.</p>	Regional market survey Monitoring plan. Lessons learned reports. Project files, monitoring reports.	<p>Platform for EAC standardizations functions properly and is actively involved in the proposed initiative</p> <p>Successful implementation of the proposed initiative.</p>
Output 6.2: Introduction of the test procedures,	No standard and label programme in existence at present	A monitoring plan will be developed at the outset of the project implementation to extract information needed for appropriate	Regional market survey Monitoring plan.	Platform for EAC standardizations functions



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PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
standards and labeling schemes in the other East African countries via the EAC cooperation on standards.		steering of the project's implementation. • A rollout programme for the other EAC countries will be designed.	Lessons learned reports. Project files, monitoring reports	properly and is actively involved in the proposed initiative Successful implementation of the proposed initiative.
Output 6.2: Introduction of the test procedures, standards and labeling schemes in the other East African countries via the EAC cooperation on standards.	No standard and label programme in existence at present	Up to 50% of the Kenya-based interventions will be adopted in the EAC mainly by use of the EAC standards platform. A monitoring plan will be developed at the outset of the project implementation to extract information needed for appropriate steering of the project's implementation. A rollout programme for the other EAC countries will be designed.	Regional market survey Monitoring plan. Lessons learned reports. Project files, monitoring reports	Platform for EAC standardizations functions properly and is actively involved in the proposed initiative Successful implementation of the proposed initiative.
Output 6.4: Provide support to disseminate the learning and replication	No standard and label programme in existence at present	A minimum of 1 regional workshop and 2 site visits held to share experiences. A monitoring plan developed at the outset of the project implementation	Regional market survey Monitoring plan. Lessons learned reports.	Platform for EAC standardizations functions properly and is actively involved in the proposed initiative



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PROJECT STRATEGY (Objectives, outcomes, outputs)	Baseline Indicator	Final Target Indicator	Sources of verification	Assumptions/risks
experiences in the EAC countries		to extract information needed for appropriate steering of the project's implementation. A rollout programme for the other EAC countries will be designed.	Project files, monitoring reports	Successful implementation of the proposed initiative.



Annex B: List of Documents to be reviewed

- a. Project Document
- b. Project Inception Report
- c. Project implementation reports (APR/PIR's)
- d. Quarterly progress reports and work plans of the various implementation task teams
- e. Annual Audit reports
- f. Workshop Reports
- g. The Mission Reports and Lessons learnt study
- h. M & E Operational Guidelines, all monitoring reports prepared by the project; and
- i. Financial and Administration guidelines.
- j. UNDP GEF Evaluation Report Format
- k. UNDP Quality Criteria for Evaluation Report
- l. Ethical Code of Conduct for Evaluation in UNDP
- m. Evaluation Policy of UNDP
- n. Guidance for conducting terminal evaluations of UNDP-supported, GEF-financed projects
- o. Norms of Evaluation in the UN system
- p. Project operational guidelines, manuals and systems
- q. Minutes of Project Steering Committee Meetings
- r. Minutes of Project Coordination Unit meetings
- s. The GEF Completion Report guidelines;
- t. UNDP Monitoring and Evaluation Frameworks;
- u. Kenya MEPS Standards
- v. Draft Energy Policy 2011
- w. MEPS Regulations 2014
- x. Impact Assessment Study 2014
- y. Baseline study 2011



Annex C: Terminal Evaluation Rating Scale

Progress towards results: use the following rating scale

Highly Satisfactory (HS)	Project is expected to achieve or exceed all its major global environmental objectives, and yield substantial global environmental benefits, without major shortcomings. The project can be presented as “good practice”.
Satisfactory (S)	Project is expected to achieve most of its major global environmental objectives, and yield satisfactory global environmental benefits, with only minor shortcomings.
Moderately Satisfactory (MS)	Project is expected to achieve most of its major relevant objectives but with either significant shortcomings or modest overall relevance. Project is expected not to achieve some of its major global environmental objectives or yield some of the expected global environment benefits.
Moderately Unsatisfactory (MU)	Project is expected to achieve its major global environmental objectives with major shortcomings or is expected to achieve only some of its major global environmental objectives.
Unsatisfactory (U)	Project is expected not to achieve most of its major global environment objectives or to yield any satisfactory global environmental benefits.
Highly Unsatisfactory (U)	The project has failed to achieve, and is not expected to achieve, any of its major global environment objectives with no worthwhile benefits.

Adaptive management AND Management Arrangements: use the following rating scale

Highly Satisfactory (HS)	The project has no shortcomings and can be presented as “good practice”.
Satisfactory (S)	The project has minor shortcomings.
Moderately Satisfactory (MS)	The project has moderate shortcomings.
Moderately Unsatisfactory (MU)	The project has significant shortcomings.
Unsatisfactory (U)	The project has major shortcomings.



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Highly Unsatisfactory (HU)	The project has severe shortcomings.
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Annex D: Co-financing table

Sources of Co-financing ²	Name of Co-financer	Type of Co-financing ³	Amount Confirmed at CEO endorsement / approval	Actual Amount Materialized at Closing
GEF financing:		Cash	2,000,000	
IA/EA own:	UNDP	In-kind	250,000	
Government:	Ministry of Industrialization and Enterprise Development	In-kind/cash	8,760,902	
Private Sector		Cash	302,570	
		TOTAL	10,760,902	

Explain "Other Sources of Co-financing":

² Sources of Co-financing may include: Bilateral Aid Agency(ies), Foundation, GEF Agency, Local Government, National Government, Civil Society Organization, Other Multi-lateral Agency(ies), Private Sector, Other

³ Type of Co-financing may include: Grant, Soft Loan, Hard Loan, Guarantee, In-Kind, Other



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ANNEX E: EVALUATION QUESTIONS

Note: These are still preliminary questions and are for indicative purposes only. The final questions will only be finalized, in consultation with the Project Coordinator at the start of the terminal evaluation

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"> Has the project contributed to wider understanding and adoption of energy efficient appliances in public, private and residential facilities in Kenya 	•	•	•
Effectiveness: To what extent have the expected outcomes and objectives of the project been achieved?			
<ul style="list-style-type: none"> Have there been mandatory MEPS implemented in Kenya. 	•	•	•
<ul style="list-style-type: none"> Has there been a national MEPS label gazetted for adoption in Kenya. 	•	•	•
<ul style="list-style-type: none"> Have there been improvements made by the Government in the National EE policy and regulatory framework, 	•	•	•
<ul style="list-style-type: none"> Has the institutional capacity and awareness, and information on S&L increased? 	•	•	•
Efficiency: Was the project implemented efficiently, in-line with international and national norms and standards?			
<ul style="list-style-type: none"> Were the funds administered cost-effectively and in accordance with the requirements of the UNDP and GoK procurement guidelines? 	•	•	•



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<ul style="list-style-type: none"> Is there a database of project information (spatial data, reports, training records, minutes, minutes of meetings, M&E reports, maps, etc.) being maintained and updated by the project? 	•	•	•
<ul style="list-style-type: none"> Have the project partners and co-financing institutions actively participated in and supported the project activities? 	•	•	•
<ul style="list-style-type: none"> Has the project closely aligned its activities with the national, regional and local strategies and programs? 	•	•	•
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"> To what extent will the responsible public institutions continue to have the political will, capacity and resources to implement MEPS in Kenya 	•	•	•
<ul style="list-style-type: none"> How secure is the long-term financial sustainability of the MEPS programmes. 	•	•	•
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"> Has there been increased awareness of Minimum energy performance standards among consumers in Kenya 	•	•	•



Annex F: Table of Contents for the Terminal Evaluation Report

- i.** Opening page:
 - Title of UNDP supported GEF financed project
 - UNDP and GEF project ID#s.
 - Review time frame and date of review report
 - Region and countries included in the project
 - GEF Operational Program/Strategic Program
 - Implementing Partner and other project partners
 - Review team members
 - Acknowledgements
- ii.** Executive Summary
 - Project Summary Table
 - Project Description (brief)
 - Review Rating Table
 - Summary of conclusions, recommendations and lessons
- iii.** Acronyms and Abbreviations
- 1.** Introduction
 - Purpose of the review
 - Scope & Methodology
 - Structure of the review 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

3.1 Progress toward Results:

Project Design

Progress

3.2 Adaptive Management:

Work planning

Finance and co-finance

Monitoring systems

Risk management

Reporting

Management Arrangements:

Overall project management

Quality of executive of Implementing Partners

Quality of support provided by UNDP

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

Annexes

ToR

Itinerary



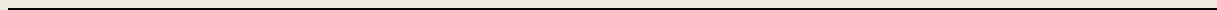
List of persons interviewed

List of documents reviewed

Questionnaire used and summary of results

Relevant tracking tools

Co-financing table





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Annex G: List of stakeholder's names to be consulted

1. UNDP staff who have project responsibility

UNDP – David Githaiga

2. Implementing executing and strategic partners:

Principal Secretary – Dr. Wilson Songa

Project Coordinator – Amb. Joseph Kiplagat

National Project Manager – Joseph Njuguna

ERC – Pavel Oimeke

Kenya Bureau of Standards – Charles Gachahi

Kenya Power – Margaret Kanini

Ministry of Energy & Petroleum – J. Mbithi

KAM – Mary Kiema

KIRDI – James Nyaga

CIN – Samuel Ochieng

ACA – Samuel Chepkwony

KRA – Samuel Limo

3. National Consultants:

Rencon Systems – Kiremu Magambo

Susanne Ochieng



ANNEX H: 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 wrong-doing 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.

Evaluation Consultant Agreement Form⁴

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

Name of Consultant: _____

⁴www.unevaluation.org/unegcodeofconduct



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Name of Consultancy Organization (where relevant): _____

I confirm that I have received and understood and will abide by the United Nations Code of Conduct for Evaluation.

Signed aton

Signature: _____

Annex I: Ethics Statement

This Evaluation is guided by, and has applied, the following principles:

Independence The Evaluator is independent and has not been engaged in the Project activities, nor was he responsible in the past for the design, implementation or supervision of the project.

Impartiality The Evaluator endeavoured to provide a comprehensive and balanced presentation of strengths and weaknesses of the project. The evaluation process has been impartial in all stages and taken into account all the views received from stakeholders.

Transparency The Evaluator conveyed in as open a manner as possible the purpose of the evaluation, the criteria applied and the intended use of the findings. This evaluation report aims to provide transparent information on its sources, methodologies and approach.

Disclosure This report serves as a mechanism through which the findings and lessons identified in the evaluation are disseminated to policymakers, operational staff, beneficiaries, the general public and other stakeholders.

Ethical The Evaluator has respected the right of institutions and individuals to provide information in confidence and the sources of specific information and opinions in this report are not disclosed except where necessary and then only after confirmation with the consultee.

Competencies and Capacities The credentials of the Evaluator in terms of his expertise, seniority and experience as required by the terms of reference are provided in an annex; and the methodology for the assessment of results and performance is described.

Credibility This evaluation has been based on data and observations which are considered reliable and dependable with reference to the quality of instruments and procedures and analysis used to collect and interpret information.

Utility The Evaluator strived to be as well-informed as possible and this ensuing report is considered as relevant, timely and as concise as possible. In an attempt to be of maximum benefit to stakeholders, the report presents in a complete and balanced way the evidence, findings and issues, conclusions and recommendations.