

TERMS OF REFERENCE

Ref: PN/FJ/102/20(Readvertised)

Consultancy Title	Mid Term Review Tuvalu FASNETT
Location	Home based
Application deadline	21 st October 2020
Type of Contract	Individual Contractor
Post Level	National Consultant (Tuvalu nationals only)
Languages required:	English
Duration of Initial Contract:	35 days -starting 19 th October - 5 th Dec 2020
Project Name	Tuvalu FASNETT

Consultancy Proposal (CV & Financial proposal Template) should be sent via email etenderbox.pacific@undp.org no later than, 21st October 2020 (Fiji Time) clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to procurement.fj@undp.org. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.

NOTE:

- 1. Daily rate to be inclusive of Medical insurance cost for the duration of the contract*
- 2. Selected Candidate will be required to submit a proof of medical insurance prior to issuance of contract*
- 3. If the selected/successful Candidate is over 65 years of age and required to travel outside his home country; He/She will be required provide a full medical report at their expense prior to issuance to contract. Contract will only be issued when Proposed candidate is deemed medically fit to undertake the assignment.*

1. INTRODUCTION

This is the Terms of Reference (ToR) for -the Midterm Review (MTR) of the *full*-sized UNDP-supported GEF-financed project titled Facilitation of the Achievement of Sustainable National Energy Targets of Tuvalu (FASNETT) (PIMS 5613), also referred herein as the Project, implemented through the Energy Department, Ministry of Transport, Energy & Tourism (ED-MTET), which is to be undertaken on 19th October 2020. The

project started on the 13th February 2018 and is in its *second* year of implementation. This ToR sets out the expectations for this MTR. The MTR process must follow the guidance outlined in the document *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* ([http://web.undp.org/evaluation/documents/guidance/GEF/mid-term/Guidance_Midterm%20Review%20 EN 2014.pdf](http://web.undp.org/evaluation/documents/guidance/GEF/mid-term/Guidance_Midterm%20Review%20EN_2014.pdf)).

2. PROJECT BACKGROUND INFORMATION

The FASNETT project was designed to achieve the following objectives through the realization of the following key outcomes:

Objectives and Key Outcomes

FASNETT has the objective of facilitation of the development and utilization of feasible renewable energy resources and application of energy efficiency technologies in Tuvalu for achieving realistic energy targets in Tuvalu. The objective indicators are as follows:

- % share of RE in the national power generation mix. The targets (%) are from 26% to 44% at project mid-term, to 67% by end of project.
- Cumulative GHG (CO₂) emission reduction from power generation. The targets (tons CO₂) are from 0 to 5,000 at project mid-term, to 15,000 by end of project.
- No. of women actively involved in the planning and implementation of energy services provision in the outer islands. The targets are from 0 to 5 at project mid-term and 10 by end of project.

The overarching objective will be achieved through six interrelated outcomes of FASNETT:

- **Outcome 1.** Improved awareness and attitude towards sustainable Renewable Energy (RE) and Energy Efficient (EE) technology applications in the public, commercial and energy sectors.
- **Outcome 2.** Coherent and integrated implementation of enhanced policies, regulations and projects on energy development and utilization with the country's Energy Act in support of national economic development.
- **Outcome 3.1.** Enhanced energy utilization efficiency and development and application of feasible renewable energy resources in support of national economic development.
- **Outcome 3.2.** Increased application of viable climate resilient renewable energy and energy efficiency technology applications in the country.
- **Outcome 4.1.** Improved availability of, and access to, financing for climate resilient renewable energy and energy efficiency.
- **Outcome 4.2.** Government of Tuvalu, the financial sector and donor agencies providing accessible financing for climate resilient renewable energy and energy efficiency projects.

NOTE, per the Project Implementation Review (PIR) Report: There is a very serious risk of the project implementation being off-track due to the delays in the planning and execution of the planned project activities. The planned actions for the implementation of the demonstrations starting January 2020 were not carried out as planned due to decision-making delays and further exacerbated by the COVID-19 issues. There is still the risk of some of the co-financed activities not being implemented in time with the planned demonstration activities. There is also the risk of not achieving the target GHG emission reductions of the project if not all demonstration activities will be implemented. Presently, only two demonstration activities have been planned. There is still the potential of non-availability of, or reduction in, co-financing because of

re-scheduling of project activities. The MTR should comprehensively assess the current implementation status and come up with much needed adjustments in the project implementation strategy and plan.

Location and Justification

Tuvalu is a small island nation located in the Pacific Ocean and is the third-least populous sovereign state in the world (about 10,000 as of end 2014). In terms of physical land size, at just 26 km², it is the fourth smallest country in the world. The country belongs to the category of Least Developed Countries and is one of the most environmentally fragile states in the Pacific region due to its low-lying land (the highest elevation at 5 meters above sea level); its geographical isolation, lack of fertile land and inability to reap economies of scale also affects provision of goods and services. Like most of the Pacific Island Countries (PICs), Tuvalu has many constraints to development and among these is the high dependency on imported energy resources (primarily petroleum products), and it too has to hurdle and eliminate barriers to the optimal utilization of its limited indigenous energy resources. Tuvalu has no conventional energy resources and is heavily reliant on imported oil fuels for transport, electricity generation and household use. High fuel prices and fluctuations have a destabilizing effect on businesses and households, limiting growth and reducing food security, especially in the most isolated outer islands.

Renewable energy (RE) resources such as solar, wind, biomass and ocean energy are recognized as potential energy alternatives in the country. In response to such situation in the world oil market and ensure the country's energy security, and in line with its commitment to contribute to the global effort to reduce greenhouse gas (GHG) emissions, the Government of Tuvalu (GOT) committed to get 100% of its electricity from renewable energy sources by 2020 as declared in the 2009 Tuvalu National Energy Policy (TNEP). The Energy Strategic Action Plan defined and directed current and future energy developments so that Tuvalu can achieve the ambitious target of 100% RE for power generation by 2020. The initial efforts towards this were supported by the e8, a group of 10 electric utilities from developed countries, i.e., G8 countries¹. This commitment to implement power generation at 100% RE between 2013 and 2020 would be through Solar PV (95% of demand) and biodiesel (5% of demand). But other feasible RE resources in the country such as biomass (biofuels and biogas) and wind were also to be tapped.

In November 2015, the Government of Tuvalu submitted its Intended Nationally Determined Contributions (INDC) to UNFCCC, in updating the goal set in the country's 2009 TNEP, has now sets out the objective to reduce emissions of greenhouse gases from the electricity generation (power) sector, by 100%, i.e. almost zero emissions by 2025 through the use renewable energy sources and energy efficient technologies. With the current economic development situation in the country and the actions that are ongoing and are being planned towards the achievement of this target, there is a need to re-evaluate the target to either confirm or reset it to a more realistic level and lay down the detailed plan that can be achieved by 2020, and beyond up to 2025, in line with the INDC commitments. Furthermore, once this goal is reaffirmed, there is a need to facilitate the achievement of target through the removal of barriers and filling in of the gaps that would bridge the achievement of said RE target initially in what could be realizable in four to five years up to 2020 and then lay the next five year program up to 2025 to finally reach the end goal. The renewable energy and energy efficiency

¹ The Group consists of the following countries: Canada, France, Germany, Italy, Japan, Russia, the United Kingdom, and the United States of America.

technology applications are expected to support the economic development of the country while minimizing GHG emissions.

Total Budget and Planned Co-financing

The total cost of the project is US\$18,539,725. This is financed through a GEF grant of US\$2,639,725 and US\$15,900,000 in parallel co-financing. UNDP, as the GEF Implementing Agency, is responsible for the execution of the GEF resources and the cash co-financing transferred to UNDP bank account only.

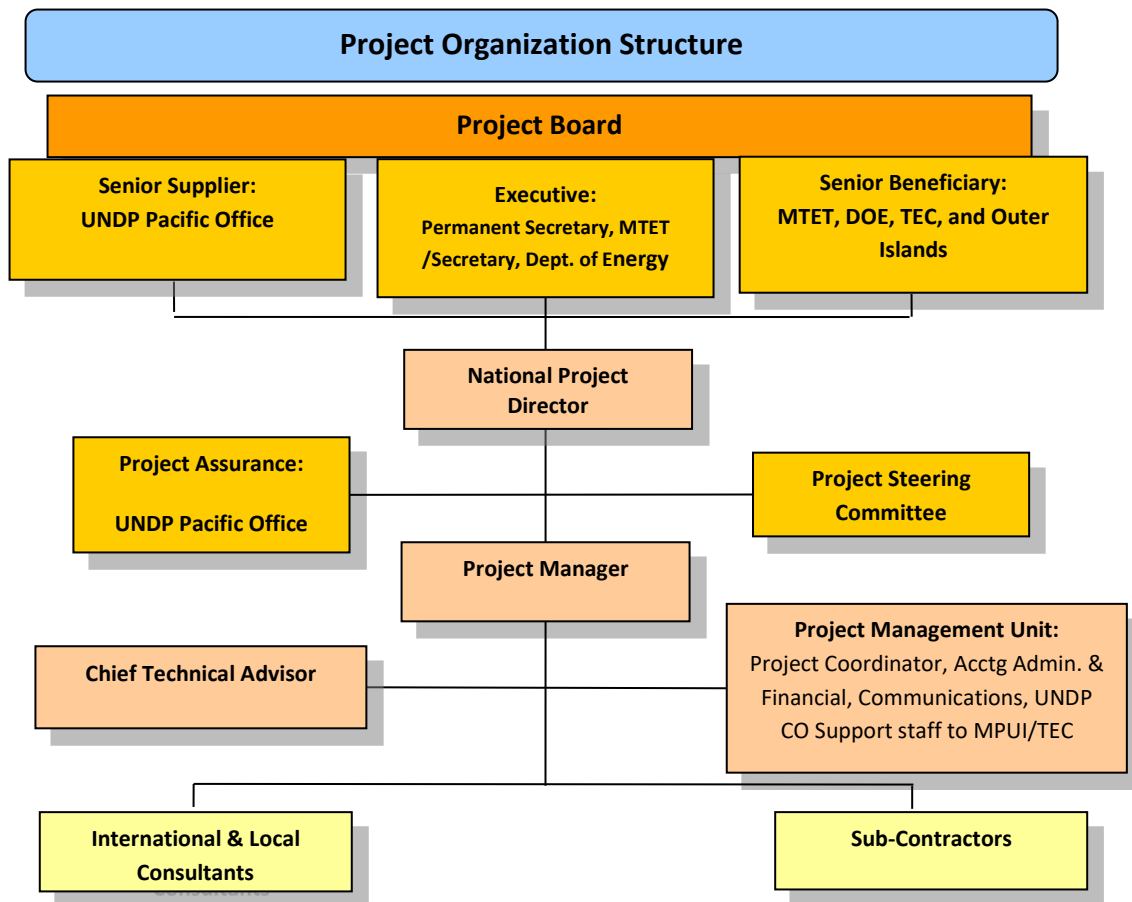
Parallel co-financing: The actual realization of project co-financing will be monitored during the mid-term review and terminal evaluation process and will be reported to the GEF. The planned parallel co-financing will be used as follows:

Co-financing source	Co-financing type	Co-financing amount (USD)	Planned Activities and Outputs	Risks	Risk Mitigation Measures
Government of Tuvalu		8,250,000			
GoT/MFATTEL	Cash	6,700,000	Procurement of the location sites for RE/EE project pilot demonstrations and RE/EE equipment for their own energy supply in support of their programs	Project may not proceed or get delayed because of land acquisition problems and lack of budget	Facilitate through government acquisition procedures as national priority and government procurement system
	In-kind	750,000	Allocated salaries of personnel, Cost of services, Office space, and Existing equipment and facilities	Change of priorities in direction and assignment of personnel	Include in regular official programming and budgeting
	Total	7,450,000			
ED/MTET	Cash	240,000	Procurement of the location sites for RE/EE project pilot demonstrations and RE/EE equipment for their own energy supply in support	Project may not proceed or get delayed because of land acquisition problems and lack of budget	Facilitate through government acquisition procedures as national priority and government procurement systems

			of their programs		
	<i>In-kind</i>	560,000	Allocated salaries of personnel, Cost of services, Office space, and Existing equipment and facilities	Change of priorities in direction and assignment of personnel	Include in regular official programming and budgeting and provide for transitions in case of personnel movements
	<i>Total</i>	800,000			
Tuvalu Electricity Corporation	<i>Cash</i>	7,350,000	Procurement of the location sites for the solar PV and wind turbine under the World Bank TESDP project	Project may not proceed or get delayed because of land acquisition problems	Facilitate through government acquisition procedures as national priority
	<i>In-kind</i>	50,000	Allocated salaries for project management by designated TEC officials, e.g., GM and Renewable Energy Manager	Change of priorities or personnel movements (e.g. for project coordinators, GM, and REM)	Include in regular official programming and budgeting and provide for transitions in case of personnel movements
	<i>Total</i>	7,400,000			
UNDP	<i>Cash</i>	250,000	Project management and M&E	None	
TOTAL		15,900,000			

Institutional Arrangements

The Project is implemented following UNDP's national implementation modality (NIM), per the Standard Basic Assistance Agreement between UNDP and the Government of Tuvalu, and the Country Programme. The **Implementing Partner** for this project is implemented through the Energy Department, Ministry of Transport, Energy & Tourism (ED-MTET). The Implementing Partner is responsible and accountable for managing this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of UNDP and GEF resources. The project organization structure is shown below.



The **Project Board** consisting of designated representatives of UNDP/GEF, UNDP Pacific Office, UN Joint Presence Office in Tuvalu and the ED-MTET and the Tuvalu Electricity Corporation (TEC), is the decision-making authority of the project at the policy level and is responsible for reviewing the project implementation, endorsing the annual work plans (AWPs), deciding on major and significant changes of the project (such as changes in outputs, activities, baselines, indicators, and targets) including the governance and management arrangements.

The Senior Beneficiary, the ED-MTET, TEC and Outer Islands will be representing the interests of those who will ultimately benefit from the project. Their primary function within the Board is to ensure the realization of project results. The Project Board is responsible for making by consensus, management decisions when guidance is required by the Project Manager, including recommendation for UNDP Pacific Office approval of project plans and revisions. In order to ensure UNDP Pacific Office's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency, and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with the UNDP Pacific Office Resident Representative.

The **National Project Director** (NPD) representing the Implementing Partner, will be in charge of overall responsibilities, including planning, coordination, administration, and financial management of the project with support by UNDP-Pacific Center. The NPD will be responsible for the achievement of the project objectives, for all projects' reporting, including the submission of Annual Work Plans (AWP) and financial reports. The NPD will ensure the delivery of the project outputs and the judicious use of the project resources.

This will ensure that expected outputs are delivered using the most efficient and cost-effective implementation strategies and procedures. The NPD will be also a member of the PSC.

The Steering Committee (i.e. the existing Committee on Sustainable Energy in Tuvalu) is to support the work of the Project Board and aimed to steer direction of the program implementation at the operational level. It will include the UNDP Pacific Office Energy Specialist, and senior technical officers from within MTET and TEC with the primary function of providing guidance regarding the technical feasibility and sustainability of outcomes of the Project.

The Project Steering Committee is comprised of the following individuals:

Chairman: Director of Energy Department, MTET

Members: Senior Officer, Energy Department
Manager, Tuvalu Electricity Corporation
Director, Department of Environment
Director, Planning Bureau
Director, Department of Home Affairs

The Project Steering Committee will meet at least quarterly or more frequently when necessary. The first Steering Committee meeting will convene following the approval of the Project Document in order to discuss the following matters:

- How to ensure successful implementation in line with the country's energy self-sufficiency goals with the cooperation among all parties involved
- Strategic planning especially in the RE/EE advocacy and support for the needed energy act with its necessary policies, regulations, and institutional framework
- Identifying other agencies or units to participate in Project Steering Committee meetings as resource persons on areas relevant to the meeting agenda.
- Maintain knowledge of project status to apply technical applications on the direction of the project
- How to ensure sustainability of the project and to monitor project risks and agree on next steps and follow-up activities.

The **Project Manager** will run the project on a day-to-day basis on behalf of Implementing Partner and/or the Responsible Party and will be appointed by and perform operational functions within the constraints laid down by the Board. The Project Manager function will end when the final project terminal evaluation report, and other documentation required by the GEF and UNDP, has been completed and submitted to UNDP (including operational closure of the project). The Project Manager will coordinate the Project Management Unit (PMU) which will be established by the ED/MPUI and the UNDP Pacific Office in Funafuti, Tuvalu which oversees all UNDP funded and/or managed projects in Tuvalu.

The **Project Assurance** role will be provided by the UNDP Pacific Office specifically to support the Project Board by carrying out objective and independent project oversight and monitoring functions. This role also ensures that appropriate project management milestones are properly managed and completed. Additional quality assurance will be provided by the UNDP Senior Technical Advisor in Bangkok Regional Hub as needed.

Partners and Stakeholders

Project partners, their current and planned activities, and how FASNETT will work with them are described below:

FASNETT will develop partnerships with all GEF and non-GEF funded projects of various stakeholders that are related to the development and utilization of feasible renewable energy resources and application of energy efficiency technologies for achieving the RE/EE targets in Tuvalu. This arrangement will harness potential synergies, complementarities and building on best practices and lessons learned and sharing of logistics costs while covering also for the country's outer islands. These projects include ongoing and planned baseline RE and EE projects of ED-MTET and TEC.

The establishment and realization of working mechanisms that are mutually agreed upon and co-financing arrangements among the implementing partners will build on their respective achievements and provide for consultation, planning and decision making through coordination mechanisms, stakeholder meetings and technical workshops towards achieving RE/EE energy savings and GHG reduction goals during and beyond the project implementation.

The Project will follow a participative approach and inclusive strategy for engagement of all stakeholders not only in achieving the energy but also the social and environmental impacts of the Project consistent with Tuvalu's development objectives.

The main stakeholders of this project are the Energy Department - Ministry of Transport, Energy & Tourism (ED-MTET), the Department of Environment and the Tuvalu Electricity Corporation (TEC), which together are acting in behalf of and fully designated by the Government of Tuvalu (GOT) in GOT's overall role as the Implementing Partner (IP) in the National Implementation Modality (NIM). The other stakeholders are those involved in public works and infrastructures, water and sanitation, and the banks/financial institutions.

Stakeholder	Roles and Responsibilities in Project Implementation
Energy Department - Ministry of Transport, Energy & Tourism (ED-MTET)	Lead agency for the implementation of RE/EE projects in the government, islands, and private sector and the overall implementation and management of the project including communication and coordination with MOF and UNDP, providing staff and administrative support, liaison with local governments, project management and monitoring and project financial management.
Department of Environment – Ministry of Foreign Affairs, Trade, Tourism, Environment and Labor (DOE/MFATTEL)	Provision of technical support and assistance in the implementation of demonstrations for the promotion of the application of RE/EE technologies and provision of data inputs on plans and programs of the country concerning donor funded sustainable and environment-friendly energy projects.
Tuvalu Electricity Corporation (TEC)	This is the state-owned (100% GoT-owned) national power utility. It will assist the ED/MPUI in the management and implementation of the project. Considering its primary role in the country's electricity sector, specifically, it will take charge of the implementation of project activities involving the demonstrations of EE and RE technology applications in electricity generation systems, and in the promotion of measures for the efficient and conserving use of electricity in households and businesses.
Department of Rural Development	Coordination, communication, and provision of data for the implementation of project activities in selected islands, liaison with island Kaupules (councils) and Falekaupule in the design and implementation arrangements for the demonstration activities on islands, sustainable livelihood, and community mobilization
Development Bank of Tuvalu	Implementation of existing financing models and recommendations in the enhancement and capacity building and act as the project's fund

Stakeholder	Roles and Responsibilities in Project Implementation
	manager to promote and implement the approved financing/grant schemes, policies, and other operating guidelines
NGO, Social community, and the other social/civic groups	Provision of assistance in the identification and analysis of barriers to the application of RE/EE in village development. Provision of advice in the implementation of the barrier removal activities of the project and participation of socio-civic groups in project activities.
Island communities and households	Provision of assistance in the identification and analysis of barriers to the application of RE/EE in village development and engagement of community leaders. Provision of advice in the implementation of the barrier removal activities of the project
Kaupules (outer islands local councils)	Assistance in the implementation of the relevant activities in the project demonstration, replication activities, operation and maintenance, resource mobilization and engagement of local government.
Department of Gender, Tuvalu National Council of Women	Provision of advice on the gender-sensitive implementation of capacity development activities of the project, including the involvement of women in the implementation of demonstration activities and sustainable RE-based livelihood and energy conservation.

3. MTR PURPOSE

The MTR will assess progress towards the achievement of the project objectives and outcomes as specified in the Project Document, and assess early signs of project success or failure with the goal of identifying the necessary changes to be made in order to set the project on-track to achieve its intended results. The MTR will also review the project's strategy and its risks to sustainability.

NOTE, per COVID-19 survey: There are potentials for adjusting some of the project activities in line with the Energy COVID-19 Offer. For example, including aspects of improving household health and safety in cooking/heating, including EE cook stoves among the items that can be funded from the DBT loan scheme, including EE in healthcare facilities in the planned DSM demonstration activity, as well as energy access for health facilities in the biogas demonstration activity. The CDI demonstration activity already includes the Funafuti Hospital, and their involvement can be enhanced with possible operation of the CDI demonstration activity to provide safe water supply to the hospital. The capacity building activities can also be supplemented with training on the applications of RE-based electricity supply to, and energy conserving and energy efficient operation, of healthcare facilities. The technical assistance activities on policy, regulations and standards can be supplemented with policies and standards that are supportive of the application of RE/EE technologies/techniques and practices in the health sector. Such changes can be discussed during the next Project Board meeting, scheduled for November 2020.

Depending on Government's approach, qualified local technicians and labourers on Funafuti, Tuvalu who may have lost their jobs due to COVID-19 could be employed for the installation of demonstration activities. Also, locals could be employed to conduct 'household energy surveys' that are planned as part of Outcome 1 activities. In both instances, a series of 'virtual training workshops' would be required in the re-skilling of local capacities.

4. MTR APPROACH & METHODOLOGY

The MTR report must provide evidence-based information that is credible, reliable, and useful.

The MTR team will review all relevant sources of information including documents prepared during the preparation phase (i.e. PIF, UNDP Initiation Plan, UNDP Social and Environmental Screening Procedure/SESP), the Project Document, project reports including annual PIRs, project budget revisions, national strategic and legal documents, and any other materials that the team considers useful for this evidence-based review. The MTR team will review the baseline GEF focal area Core Indicators/Tracking Tools submitted to the GEF at CEO endorsement, and the midterm GEF focal area Core Indicators/Tracking Tools that must be completed before the MTR field mission begins.

NOTE: The delays in project activities implementation caused by COVID-19 will affect the project beneficiaries in terms of delayed results/benefits from the project activities. For example, the beneficiaries of the demonstration activities. The impact could be the delayed realization of the results/benefits.

The FASNETT project mid-term review is scheduled to begin in October and complete by December 2020. If travel restrictions are still in-place, then evaluation consultations with stakeholders will be done by virtual means. All documents will be made available online and signing will be done by document sharing.

The MTR team is expected to follow a collaborative and participatory approach² ensuring close engagement with the Project Team, government counterparts (the GEF Operational Focal Point), the UNDP Country Office(s), the Nature, Climate and Energy (NCE) Regional Technical Advisor, direct beneficiaries, and other key stakeholders.

Engagement of stakeholders is vital to a successful MTR. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to the list provided under partners and stakeholders; executing agencies, senior officials and task team/ component leaders, key experts and consultants in the subject area, Project Board, project stakeholders, academia, local government and CSOs, etc. Additionally, the MTR team (comprising a local consultant) is expected to conduct field missions to *the Energy Department in Funafuti*, including the following project sites:

- Tafua Pond, Fongafale, Funafuti – this is the proposed site for demonstration activity on the 100kW Floating Solar Photo-Voltaic (FSPV);
- Public Works Department (PWD), Fongafale, Funafuti – this is the proposed site for the standalone solar-powered Capacitive De-Ionization (CDI) water treatment technology for purifying drinking water that are carted and sold to households on Funafuti;
- Tuvalu Electricity Corporation (TEC), Fongafale, Funafuti – this is to identify the site for the demonstration activity on Demand Management/Response System, which may potentially involve the high-electricity consuming refrigeration storage containers (called Reefers); and
- Development Bank of Tuvalu (DBT), Fongafale, Funafuti – the DBT has an existing financial scheme for RE and EE, which FASNETT is complementing.
- Potential sites for the demonstration activity on Biogas Energy Generation and Utilization on either Fongafale or Amatuku Islet. In October 2019, it was agreed in Funafuti that this will be a new demonstration activity that will be an alternative to an earlier similar demonstration activity to be carried out as part of a centralized piggery waste management system. The potential outer island is

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.

supposed to be identified by or before mid-2020 and the biogas generation, recovery and utilization scheme will be finalized. The MTR should also check the status of the planning/preparation for this demonstration activity (*assuming that this is still in the project implementation plan*) and register this post-Proc decision of the Project Board and state the relevance of this project design adjustment and intended benefits for the communities.

The specific design and methodology for the MTR should emerge from consultations between the MTR team and the above-mentioned parties regarding what is appropriate and feasible for meeting the MTR purpose and objectives and answering the evaluation questions, given limitations of budget, time and data. The MTR team must use gender-responsive methodologies and tools and ensure that gender equality and women's empowerment, as well as other cross-cutting issues and SDGs are incorporated into the MTR report. Hence, the bidders for this MTR consultancy assignment must be required to present their proposed methodology for the MTR.

The final methodological approach including interview schedule, field visits and data to be used in the MTR must be clearly outlined in the Inception Report (when there is already a selected bidder and will be prepared by him/her) and be fully discussed and agreed between UNDP, stakeholders, and the MTR team.

The final MTR report must describe the full MTR approach taken and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the review.

As of 11 March 2020, the World Health Organization (WHO) declared COVID-19 a global pandemic as the new coronavirus rapidly spread to all regions of the world. Travel to the country has been restricted since 22nd March 2020 and travel within the country is managed. If it is not possible to travel to or within the country for the MTR mission then the MTR team should develop a methodology that takes this into account the conduct of the MTR virtually and remotely, including the use of remote interview methods and extended desk reviews, data analysis, surveys and evaluation questionnaires. This should be detailed in the MTR Inception Report and agreed with the Commissioning Unit.

If all or part of the MTR is to be carried out virtually then consideration should be taken for stakeholder availability, ability, or willingness to be interviewed remotely. In addition, their accessibility to the internet/computer may be an issue as many government and national counterparts may be working from home. These limitations must be reflected in the final MTR report.

If a data collection/field mission is not possible then remote interviews may be undertaken through telephone or online (skype, zoom etc.). International consultants can work remotely with national evaluator support in the field if it is safe for them to operate and travel. No stakeholders, consultants or UNDP staff should be put in harm's way and safety is the key priority.

A short validation mission may be considered if it is confirmed to be safe for staff, consultants, stakeholders and if such a mission is possible within the MTR schedule. Equally, qualified, and independent national consultants can be hired to undertake the MTR and interviews in country as long as it is safe to do so.

5. DETAILED SCOPE OF THE MTR

The MTR team will assess the following four categories of project progress. See the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* for extended descriptions.

If a data collection/field mission is not possible then remote interviews may be undertaken through telephone or online (skype, zoom etc.). The international consultant can work remotely with the national evaluator support in the field if it is safe for them to operate and travel.

i. Project Strategy

Project design:

- Review the problem addressed by the project and the underlying assumptions. Review the effect of any incorrect assumptions or changes to the context to achieving the project results as outlined in the Project Document.
- Review the relevance of the project strategy and assess whether it provides the most effective route towards expected/intended results. Were lessons from other relevant projects properly incorporated into the project design?
- Review how the project addresses country priorities. Review country ownership. Was the project concept in line with the national sector development priorities and plans of the country (or of participating countries in the case of multi-country projects)?
- Review decision-making processes: were perspectives of those who would be affected by project decisions, those who could affect the outcomes, and those who could contribute information or other resources to the process, taken into account during project design processes?
- Review the extent to which relevant gender issues were raised in the project design. See Annex 9 of *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* for further guidelines.
 - Were relevant gender issues (e.g. the impact of the project on gender equality in the programme country, involvement of women's groups, engaging women in project activities) raised in the Project Document?
- If there are major areas of concern, recommend areas for improvement.

Results Framework/Logframe:

- Undertake a critical analysis of the project's logframe indicators and targets, assess how "SMART" the midterm and end-of-project targets are (Specific, Measurable, Attainable, Relevant, Time-bound), and suggest specific amendments/revisions to the targets and indicators, as necessary.
- Are the project's objectives and outcomes or components clear, practical, and feasible within its time frame?
- Examine if progress so far has led to or could in the future catalyze beneficial development effects (i.e. income generation, gender equality and women's empowerment, improved governance etc...) that should be included in the project results framework and monitored on an annual basis.
- Ensure broader development and gender aspects of the project are being monitored effectively. Develop and recommend SMART 'development' indicators, including sex-disaggregated indicators and indicators that capture development benefits.

ii. Progress Towards Results

Progress Towards Outcomes Analysis:

- Review the logframe indicators against progress made towards the end-of-project targets using the Progress Towards Results Matrix and following the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects*; color code progress in a "traffic light system" based on the level of progress achieved; assign a rating on progress for each outcome; make recommendations from the areas marked as "Not on target to be achieved" (red).

Table. Progress Towards Results Matrix (Achievement of outcomes against End-of-project Targets)

Project Strategy	Indicator ³	Baseline Level ⁴	Level in 1 st PIR (self-reported)	Midterm Target ⁵	End-of-project Target	Midterm Level & Assessment ⁶	Achievement Rating ⁷	Justification for Rating
Objective:	Indicator (if applicable):							
Outcome 1:	Indicator 1:							
	Indicator 2:							
Outcome 2:	Indicator 3:							
	Indicator 4:							
	Etc.							
Etc.								

Indicator Assessment Key

Green= Achieved	Yellow= On target to be achieved	Red= Not on target to be achieved
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In addition to the progress towards outcomes analysis:

- Compare and analyze the GEF Tracking Tool/Core Indicators at the Baseline with the one completed right before the Midterm Review. [NOTE: Considering the Project Implementation Review (PIR) 2020 Report, where it is stated that the %RE target achievement is digressing, not improving, the MTR Team should evaluate the reasons for this, and recommend actions to facilitate the reversing of this downward trend.]
- Present and explain best estimate of the degree of removal of the barriers that are targeted to be removed in each project component. [NOTE: There should be recommendations on: (1) How to improve the rate of barrier removal if this is currently lagging - state the factors that are causing or contributing to the lag in barrier removal and recommend ways to address them. (2) How to at least sustain the rate of barrier removal if this is currently on-track (or even ahead of schedule) – state the factors that may prevent this and recommend ways to address them.]
- Identify remaining barriers to achieving the project objective in the remainder of the project. Specify the % removal as of mid-term of each remaining barrier.
- Identify other barriers that may have occurred during the 1st half of the project implementation and recommend actions to address them. [NOTE: The additional barriers may not necessarily be those that hinder the implementation of RE/EE in Tuvalu, but barriers to the implementation of the FASNETT Project (e.g. COVID-19).
- By reviewing the aspects of the project that have already been successful, identify ways in which the project can further expand these benefits.

The MTR must provide clear conclusions about the following: (a) the estimated overall percentage completion of project by mid-term; (b) the estimated percentage achievement of the project objective; (c) the percentage removal of each major barrier categories; and (d) the percent chance or probability that the project will be completed, project objective is achieved, and all barriers are removed by (i) the original

³ Populate with data from the Logframe and scorecards

⁴ Populate with data from the Project Document

⁵ If available

⁶ Color code this column only

⁷ Use the 6 point Progress Towards Results Rating Scale: HS, S, MS, MU, U, HU

project completion date; and, (ii) by the completion date that will be allowed in case a project implementation period extension is requested.

Considering the conclusions that will be drawn, the MTR must provide realistically achievable recommended actions to make rectification of any “not favorable” conclusions. The recommended actions should include suggestions on **how to, who will, and when to**, carry them out.

iii. Project Implementation and Adaptive Management

Management Arrangements:

- Review overall effectiveness of project management as outlined in the Project Document. Have changes been made and are they effective? Are responsibilities and reporting lines clear? Is decision-making transparent and undertaken in a timely manner? Recommend areas for improvement.
- Review the quality of execution of the Executing Agency/Implementing Partner(s) and recommend areas for improvement.
- Review the quality of support provided by the GEF Partner Agency (UNDP) and recommend areas for improvement.
- Do the Executing Agency/Implementing Partner and/or UNDP and other partners have the capacity to deliver benefits to or involve women? If yes, how?
- What is the gender balance of project staff? What steps have been taken to ensure gender balance in project staff?
- What is the gender balance of the Project Board? What steps have been taken to ensure gender balance in the Project Board?

Work Planning:

- Review any delays in project start-up and implementation, identify the causes and examine if they have been resolved.
- Are work-planning processes results-based? If not, suggest ways to re-orientate work planning to focus on results?
- Examine the use of the project’s results framework/ logframe as a management tool and review any changes made to it since project start.

Finance and co-finance:

- Consider the financial management of the project, with specific reference to the cost-effectiveness of interventions.
- Review the changes to fund allocations as a result of budget revisions and assess the appropriateness and relevance of such revisions.
- Does the project have the appropriate financial controls, including reporting and planning, that allow management to make informed decisions regarding the budget and allow for timely flow of funds?
- Informed by the co-financing monitoring table to be filled out by the Commissioning Unit and project team, provide commentary on co-financing: is co-financing being used strategically to help the objectives of the project? Is the Project Team meeting with all co-financing partners regularly in order to align financing priorities and annual work plans?

Sources of Co-financing	Name of Co-financer	Type of Co-financing	Co-financing amount confirmed at CEO	Actual Amount Contributed at stage of	Actual % of Expected Amount

			Endorsement (US\$)	Midterm Review (US\$)	
		TOTAL			

- Include the separate GEF Co-Financing template (filled out by the Commissioning Unit and project team) which categorizes each co-financing amount as ‘investment mobilized’ or ‘recurrent expenditures’. (This template will be annexed as a separate file.)

Project-level Monitoring and Evaluation Systems:

- Review the monitoring tools currently being used: Do they provide the necessary information? Do they involve key partners? Are they aligned or mainstreamed with national systems? Do they use existing information? Are they efficient? Are they cost-effective? Are additional tools required? How could they be made more participatory and inclusive?
- Examine the financial management of the project monitoring and evaluation budget. Are sufficient resources being allocated to monitoring and evaluation? Are these resources being allocated effectively?
- Review the extent to which relevant gender issues were incorporated in monitoring systems. See Annex 9 of *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* for further guidelines.

Stakeholder Engagement:

- Project management: Has the project developed and leveraged the necessary and appropriate partnerships with direct and tangential stakeholders?
- Participation and country-driven processes: Do local and national government stakeholders support the objectives of the project? Do they continue to have an active role in project decision-making that supports efficient and effective project implementation?
- Participation and public awareness: To what extent has stakeholder involvement and public awareness contributed to the progress towards achievement of project objectives?
- How does the project engage women and girls? Is the project likely to have the same positive and/or negative effects on women and men, girls, and boys? Identify, if possible, legal, cultural, or religious constraints on women’s participation in the project. What can the project do to enhance its gender benefits?

Social and Environmental Standards (Safeguards)

- Validate the risks identified in the project’s most current SESP, and those risks’ ratings; are any revisions needed?
- Summarize and assess the revisions made since CEO Endorsement/Approval (if any) to:
 - The project’s overall safeguards risk categorization.
 - The identified types of risks⁸ (in the SESP).
 - The individual risk ratings (in the SESP).

⁸ Risks are to be labeled with both the UNDP SES Principles and Standards, and the GEF’s “types of risks and potential impacts”: Climate Change and Disaster; Disadvantaged or Vulnerable Individuals or Groups; Disability Inclusion; Adverse Gender-Related impact, including Gender-based Violence and Sexual Exploitation; Biodiversity Conservation and the Sustainable Management of Living Natural Resources; Restrictions on Land Use and Involuntary Resettlement; Indigenous Peoples; Cultural Heritage; Resource Efficiency and Pollution Prevention; Labor and Working Conditions; Community Health, Safety and Security.

- Describe and assess progress made in the implementation of the project's social and environmental management measures as outlined in the SESP submitted at CEO Endorsement/Approval (and prepared during implementation, if any), including any revisions to those measures. Such management measures might include Environmental and Social Management Plans (ESMPs) or other management plans, though can also include aspects of a project's design; refer to Question 6 in the SESP template for a summary of the identified management measures.

A given project should be assessed against the version of UNDP's safeguards policy that was in effect at the time of the project's approval.

Reporting:

- Assess how adaptive management changes have been reported by the project management and shared with the Project Board.
- Assess how well the Project Team and partners undertake and fulfil GEF reporting requirements (i.e. how have they addressed poorly-rated PIRs, if applicable?)
- Assess how lessons derived from the adaptive management process have been documented, shared with key partners, and internalized by partners.

Communications & Knowledge Management:

- Review internal project communication with stakeholders: Is communication regular and effective? Are there key stakeholders left out of communication? Are there feedback mechanisms when communication is received? Does this communication with stakeholders contribute to their awareness of project outcomes and activities and investment in the sustainability of project results?
- Review external project communication: Are proper means of communication established or being established to express the project progress and intended impact to the public (is there a web presence, for example? Or did the project implement appropriate outreach and public awareness campaigns?)
- For reporting purposes, write one half-page paragraph that summarizes the project's progress towards results in terms of contribution to sustainable development benefits, as well as global environmental benefits.
- List knowledge activities/products developed (based on knowledge management approach approved at CEO Endorsement/Approval).

iv. Sustainability

- Validate whether the risks identified in the Project Document, Annual Project Review/PIRs and the ATLAS Risk Register are the most important and whether the risk ratings applied are appropriate and up to date. If not, explain why.
- In addition, assess the following risks to sustainability:

Financial risks to sustainability:

- What is the likelihood of financial and economic resources not being available once the GEF assistance ends (consider potential resources can be from multiple sources, such as the public and private sectors, income generating activities, and other funding that will be adequate financial resources for sustaining project's outcomes)?

Socio-economic risks to sustainability:

- Are there any social or political risks that may jeopardize sustainability of project outcomes? What is the risk that the level of stakeholder ownership (including ownership by governments and other key stakeholders) will be insufficient to allow for the project outcomes/benefits to be sustained? Do the various key stakeholders see that it is in their interest that the project benefits continue to flow? Is there

sufficient public / stakeholder awareness in support of the long-term objectives of the project? Are lessons learned being documented by the Project Team on a continual basis and shared/ transferred to appropriate parties who could learn from the project and potentially replicate and/or scale it in the future?

Institutional Framework and Governance risks to sustainability:

- Do the legal frameworks, policies, governance structures and processes pose risks that may jeopardize sustenance of project benefits? While assessing this parameter, also consider if the required systems/ mechanisms for accountability, transparency, and technical knowledge transfer are in place.

Environmental risks to sustainability:

- Are there any environmental risks that may jeopardize sustenance of project outcomes?

Conclusions & Recommendations

The MTR team will include a section in the MTR report for evidence-based conclusions, in light of the findings.

Additionally, the MTR consultant/team is expected to make recommendations to the Project Team. Recommendations should be succinct suggestions for critical intervention that are specific, measurable, achievable, and relevant. Recommended actions to be done should include the “how” aspects of the suggested actions, i.e., how will these be carried out.

Considering the conclusions that will be drawn, the MTR must provide realistically achievable recommended actions to make rectification of any “not favorable” conclusions. The recommended actions should include suggestions on how to, who will, and when to, carry them out. A recommendation table should be put in the report’s executive summary. See the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects* for guidance on a recommendation table.

The MTR team should make no more than 15 recommendations total.

Ratings

The MTR team will include its ratings of the project’s results and brief descriptions of the associated achievements in an *MTR Ratings & Achievement Summary Table* in the Executive Summary of the MTR report. See Annex E for ratings scales. No rating on Project Strategy and no overall project rating is required.

Table. MTR Ratings & Achievement Summary Table for Tuvalu FASNETT

Measure	MTR Rating	Achievement Description (please rate the level of achievement of the outcomes based on the set mid-term targets (see annex in project document))
Project Strategy	N/A	
Progress Towards Results	Objective Achievement Rating: (rate 6 pt. scale)	
	Outcome 1 Achievement Rating: (rate 6 pt. scale)	

	Outcome 2 Achievement Rating: (rate 6 pt. scale)	
	Outcome 3 Achievement Rating: (rate 6 pt. scale)	
	Etc.	
Project Implementation & Adaptive Management	(rate 6 pt. scale)	
Sustainability	(rate 4 pt. scale)	

6. TIMEFRAME

The total duration of the MTR will be approximately 35 working days over a time period of seven (7) weeks and shall not exceed five months from when the consultant(s) are hired. The tentative MTR timeframe is as follows:

ACTIVITY	NUMBER OF WORKING DAYS	COMPLETION DATE
Document review and preparing MTR Inception Report (MTR Inception Report due no later than 2 weeks before the MTR mission)	3 days (recommended: 2-4 days)	19 - 21 October 2020
MTR mission: stakeholder meetings, interviews, field visits	15 days (recommended: 7-15 days)	22 October – 11 November 2020
Presentation of initial findings- last day of the MTR mission	1 day	12 November 2020
Preparing draft report (due within 3 weeks of the MTR mission)	15 days (recommended: 5-10 days)	12 November 2020
Finalization of MTR report/ Incorporating audit trail from feedback on draft report (due within 1 week of receiving UNDP comments on the draft)	4 days (recommended: 3-4 days)	4 December 2020

Options for site visits should be provided in the Inception Report.

7. MIDTERM REVIEW DELIVERABLES

#	Deliverable	Description	Timing	Responsibilities
1	MTR Inception Report	MTR team clarifies objectives and methods of Midterm Review	No later than 2 weeks before the MTR mission	MTR team submits to the Commissioning Unit and project management

2	Presentation	Initial Findings	End of MTR mission	MTR Team presents to project management and the Commissioning Unit
3	Draft MTR Report	Full draft report (using guidelines on content outlined in Annex B) with annexes	Within 3 weeks of the MTR mission	Sent to the Commissioning Unit, reviewed by RTA, Project Coordinating Unit, GEF OFP
4	Final Report*	Revised report with audit trail detailing how all received comments have (and have not) been addressed in the final MTR report	Within 1 week of receiving UNDP comments on draft	Sent to the Commissioning Unit

*The final MTR report must be in English. If applicable, the Commissioning Unit may choose to arrange for a translation of the report into a language more widely shared by national stakeholders.

8. MTR ARRANGEMENTS

The principal responsibility for managing this MTR resides with the Commissioning Unit. The Commissioning Unit for this project's MTR is the UNDP Country Office in Fiji called the UNDP Pacific Office in Fiji.

The Commissioning Unit will contract the consultants and ensure the timely provision of per diems and travel arrangements within Tuvalu for the MTR team and will provide an updated stakeholder list with contact details (phone and email). The Project Team will be responsible for liaising with the MTR team to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

9. TEAM COMPOSITION

A team of two independent consultants will conduct the MTR - one team leader (with experience and exposure to projects and evaluations in other regions globally) and one team expert, usually from the country of the project. The team leader will provide overall guidance of the MTR and be responsible for the overall design and writing of the MTR report, etc. The team expert will liaise with local partners and stakeholders, assess emerging trends with respect to regulatory frameworks, budget allocations, capacity building, work with the Project Team in developing the MTR itinerary, etc.

The consultants cannot have participated in the project preparation, formulation, and/or implementation (including the writing of the Project Document) and should not have a conflict of interest with project's related activities.

REQUIRED SKILLS AND EXPERIENCE

The selection of consultants will be aimed at maximizing the overall "team" qualities in the following areas:

Education

A Bachelor's degree (or relevant tertiary qualifications) in climate change mitigation and/or renewable energy, or other closely related field. (5%).

Experience

Relevant experience with project and results-based management evaluation methodologies (8%);
Experience convening stakeholder consultations and conducting interviews on development projects (8%);
Competence in adaptive management, as applied to development projects on renewable energy and energy efficiency (8%);
Experience in assisting with project evaluation (8%);
Experience working in Tuvalu (8%);
Experience in development work for at least 10 years (4%);
Demonstrated understanding of issues related to gender and energy (8%).
Excellent communication skills (2.5%);
Demonstrable stakeholder-convening skills (2.5%);
Project evaluation/review experiences within Tuvalu, and in collaboration with development partners, will be considered an asset (8%).

Language

Fluency in written and spoken Tuvaluan, and working level in English.

Duty Station

The International Consultant will work with a National Consultant and operate remotely from his/her home country.

Travel:

- This section is only applicable if travel restrictions are lifted and international travel is required to Tuvalu during the MTR mission;
- The BSAFE training course must be successfully completed prior to commencement of travel; Herewith is the link to access this training: <https://training.dss.un.org/courses/login/index.php> . These training modules at this secure internet site is accessible to Consultants, which allows for registration with private email.
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director.
- Consultants are required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>.
- All related travel expenses will be covered and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents.

10. ETHICS

The MTR team will be held to the highest ethical standards and is required to sign a code of conduct upon acceptance of the assignment. This MTR will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'. The MTR team must safeguard the rights and confidentiality of information providers, interviewees, and stakeholders through measures to ensure compliance with legal and

other relevant codes governing collection of data and reporting on data. The MTR team must also ensure security of collected information before and after the MTR and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information, knowledge and data gathered in the MTR process must also be solely used for the MTR and not for other uses without the express authorization of UNDP and partners.

11. PAYMENT SCHEDULE

- 20% payment upon satisfactory delivery of the final MTR Inception Report and approval by the Commissioning Unit
- 40% payment upon satisfactory delivery of the draft MTR report to the Commissioning Unit
- 40% payment upon satisfactory delivery of the final MTR report and approval by the Commissioning Unit and RTA (via signatures on the TE Report Clearance Form) and delivery of completed TE Audit Trail.

Criteria for issuing the final payment of 40%⁹:

- The final MTR report includes all requirements outlined in the MTR TOR and is in accordance with the MTR guidance.
- The final MTR report is clearly written, logically organized, and is specific for this project (i.e. text has not been cut & pasted from other MTR reports).
- The Audit Trail includes responses to and justification for each comment listed.

In line with the UNDP's financial regulations, when determined by the Commissioning Unit and/or the consultant that a deliverable or service cannot be satisfactorily completed due to the impact of COVID-19 and limitations to the MTR, that deliverable or service will not be paid.

Due to the current COVID-19 situation and its implications, a partial payment may be considered if the consultant invested time towards the deliverable but was unable to complete to circumstances beyond his/her control.

⁹ The Commissioning Unit is obligated to issue payments to the MTR team as soon as the terms under the ToR are fulfilled. If there is an ongoing discussion regarding the quality and completeness of the final deliverables that cannot be resolved between the Commissioning Unit and the MTR team, the Regional M&E Advisor and Vertical Fund Directorate will be consulted. If needed, the Commissioning Unit's senior management, Procurement Services Unit and Legal Support Office will be notified as well so that a decision can be made about whether or not to withhold payment of any amounts that may be due to the evaluator(s), suspend or terminate the contract and/or remove the individual contractor from any applicable rosters. See the UNDP Individual Contract Policy for further details:

https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Individual%20Contract_Individual%20Contract%20Policy.docx&action=default

12. APPLICATION PROCESS¹⁰

Proposal Submission

Offerors must send the following documents:

- CV including names/contacts of at least 3 referees;
- A cover letter indicating why the candidate considers himself/herself suitable for the required consultancy.
- Completed template for confirmation of Interest and Submission of Financial Proposal.

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted.

Individuals applying for this consultancy will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability.

Consultant must send a financial proposal based on **a Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee(Daily fees to include IC's medical insurance costs), travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

¹⁰ Engagement of the consultants should be done in line with guidelines for hiring consultants in the POPP: <https://popp.undp.org/SitePages/POPPRoot.aspx>

For any clarification regarding this assignment please write to procurement.fj@undp.org.

ToR ANNEX A: List of Documents to be reviewed by the MTR Team

1. PIF
2. UNDP Initiation Plan
3. UNDP Project Document
4. UNDP Social and Environmental Screening Procedure (SESP)
5. Project Inception Report
6. All Project Implementation Reports (PIR's)
7. All approved Annual Work Plans
8. Quarterly progress reports and work plans of the various implementation task teams
9. Audit reports
10. Finalized GEF focal area Tracking Tools/Core Indicators at CEO endorsement and midterm
11. Oversight mission reports
12. All monitoring reports prepared by the project
13. Financial and Administration guidelines used by Project Team

The following documents will also be available:

14. Project operational guidelines, manuals, and systems
15. UNDP Sub-Regional Programme Document
16. Minutes of the Tuvalu FASNETT Project Board Meetings and other meetings (i.e. Project Appraisal Committee meetings)
17. Project site location maps
18. Any additional documents, as relevant.

ToR ANNEX B: Guidelines on Contents for the Midterm Review Report¹¹

- i. Basic Report Information (*for opening page or title page*)
 - Title of UNDP supported GEF financed project
 - UNDP PIMS# and GEF project ID#
 - MTR time frame and date of MTR report
 - Region and countries included in the project
 - GEF Operational Focal Area/Strategic Program
 - Executing Agency/Implementing Partner and other project partners
 - MTR team members
 - Acknowledgements
- ii. Table of Contents
- iii. Acronyms and Abbreviations
1. Executive Summary (*3-5 pages*)
 - Project Information Table
 - Project Description (brief)
 - Project Progress Summary (between 200-500 words)
 - MTR Ratings & Achievement Summary Table
 - Concise summary of conclusions
 - Recommendation Summary Table

¹¹ The Report length should not exceed 40 pages in total (not including annexes).

2. Introduction (2-3 pages)
 - Purpose of the MTR and objectives
 - Scope & Methodology: principles of design and execution of the MTR, MTR approach and data collection methods, limitations to the MTR
 - Structure of the MTR report
3. Project Description and Background Context (3-5 pages)
 - Development context: environmental, socio-economic, institutional, and policy factors relevant to the project objective and scope
 - Problems that the project sought to address: threats and barriers targeted
 - Project Description and Strategy: objective, outcomes and expected results, description of field sites (if any)
 - Project Implementation Arrangements: short description of the Project Board, key implementing partner arrangements, etc.
 - Project timing and milestones
 - Main stakeholders: summary list
4. Findings (12-14 pages)
 - 4.1 Project Strategy
 - Project Design
 - Results Framework/Logframe
 - 4.2 Progress Towards Results
 - Progress towards outcomes analysis
 - Remaining barriers to achieving the project objective
 - 4.3 Project Implementation and Adaptive Management
 - Management Arrangements
 - Work planning
 - Finance and co-finance
 - Project-level monitoring and evaluation systems
 - Stakeholder engagement
 - Social and Environmental Standards (Safeguards)
 - Reporting
 - Communications & Knowledge Management
 - 4.4 Sustainability
 - Financial risks to sustainability
 - Socio-economic to sustainability
 - Institutional framework and governance risks to sustainability
 - Environmental risks to sustainability
5. Conclusions and Recommendations (4-6 pages)
 - 5.1 Conclusions
 - Comprehensive and balanced statements (that are evidence-based and connected to the MTR's findings) which highlight the strengths, weaknesses, and results of the project
 - 5.2 Recommendations
 - 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

6. Annexes

- MTR ToR (excluding ToR annexes)
- MTR evaluative matrix (evaluation criteria with key questions, indicators, sources of data, and methodology)
- Example Questionnaire or Interview Guide used for data collection
- Ratings Scales
- MTR mission itinerary
- List of persons interviewed
- List of documents reviewed
- Co-financing table (if not previously included in the body of the report)
- Signed UNEG Code of Conduct form
- Signed MTR final report clearance form
- *Annexed in a separate file:* Audit trail from received comments on draft MTR report
- *Annexed in a separate file:* Relevant midterm tracking tools (*METT, FSC, Capacity scorecard, etc.*) or *Core Indicators*
- *Annexed in a separate file:* GEF Co-financing template (categorizing co-financing amounts by source as 'investment mobilized' or 'recurrent expenditure')

ToR ANNEX C: Midterm Review Evaluative Matrix Template

This Midterm Review Evaluative Matrix must be fully completed/amended by the consultant and included in the MTR inception report and as an Annex to the MTR report.

Evaluative Questions	Indicators	Sources	Methodology
Project Strategy: To what extent is the project strategy relevant to country priorities, country ownership, and the best route towards expected results?			
(include evaluative question(s))	(i.e. relationships established, level of coherence between project design and implementation approach, specific activities conducted, quality of risk mitigation strategies, etc.)	(i.e. project documents, national policies or strategies, websites, project staff, project partners, data collected throughout the MTR mission, etc.)	(i.e. document analysis, data analysis, interviews with project staff, interviews with stakeholders, etc.)
Progress Towards Results: To what extent have the expected outcomes and objectives of the project been achieved thus far?			
Project Implementation and Adaptive Management: Has the project been implemented efficiently, cost-effectively, and been able to adapt to any changing conditions thus far? To what extent are project-level monitoring and evaluation systems, reporting, and project communications supporting the project's implementation? To what extent has progress been made in the implementation of social and environmental management measures? Have there been changes to the overall project risk rating and/or the identified types of risks as outlined at the CEO Endorsement stage?			

Sustainability: To what extent are there financial, institutional, socio-economic, and/or environmental risks to sustaining long-term project results?			

ToR ANNEX D: UNEG Code of Conduct for Evaluators/Midterm Review Consultants¹²

Evaluators/Consultants:

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 limitations, findings, and recommendations.
7. Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.
8. Must ensure that independence of judgement is maintained, and that evaluation findings and recommendations are independently presented.
9. Must confirm that they have not been involved in designing, executing, or advising on the project being evaluated.

MTR Consultant Agreement Form

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

Name of Consultant: _____

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 at _____ (Place) on _____ (Date)

Signature: _____

¹² <http://www.unevaluation.org/document/detail/100>

ToR ANNEX E: MTR Ratings

Ratings for Progress Towards Results: (one rating for each outcome and for the objective)		
6	Highly Satisfactory (HS)	The objective/outcome is expected to achieve or exceed all its end-of-project targets, without major shortcomings. The progress towards the objective/outcome can be presented as “good practice”.
5	Satisfactory (S)	The objective/outcome is expected to achieve most of its end-of-project targets, with only minor shortcomings.
4	Moderately Satisfactory (MS)	The objective/outcome is expected to achieve most of its end-of-project targets but with significant shortcomings.
3	Moderately Unsatisfactory (HU)	The objective/outcome is expected to achieve its end-of-project targets with major shortcomings.
2	Unsatisfactory (U)	The objective/outcome is expected not to achieve most of its end-of-project targets.
1	Highly Unsatisfactory (HU)	The objective/outcome has failed to achieve its midterm targets and is not expected to achieve any of its end-of-project targets.

Ratings for Project Implementation & Adaptive Management: (one overall rating)		
6	Highly Satisfactory (HS)	Implementation of all seven components – management arrangements, work planning, finance and co-finance, project-level monitoring and evaluation systems, stakeholder engagement, reporting, and communications – is leading to efficient and effective project implementation and adaptive management. The project can be presented as “good practice”.
5	Satisfactory (S)	Implementation of most of the seven components is leading to efficient and effective project implementation and adaptive management except for only few that are subject to remedial action.
4	Moderately Satisfactory (MS)	Implementation of some of the seven components is leading to efficient and effective project implementation and adaptive management, with some components requiring remedial action.
3	Moderately Unsatisfactory (MU)	Implementation of some of the seven components is not leading to efficient and effective project implementation and adaptive, with most components requiring remedial action.
2	Unsatisfactory (U)	Implementation of most of the seven components is not leading to efficient and effective project implementation and adaptive management.
1	Highly Unsatisfactory (HU)	Implementation of none of the seven components is leading to efficient and effective project implementation and adaptive management.

Ratings for Sustainability: (one overall rating)		
4	Likely (L)	Negligible risks to sustainability, with key outcomes on track to be achieved by the project's closure and expected to continue into the foreseeable future
3	Moderately Likely (ML)	Moderate risks, but expectations that at least some outcomes will be sustained due to the progress towards results on outcomes at the Midterm Review
2	Moderately Unlikely (MU)	Significant risk that key outcomes will not carry on after project closure, although some outputs and activities should carry on
1	Unlikely (U)	Severe risks that project outcomes as well as key outputs will not be sustained

ToR ANNEX F: MTR Report Clearance Form

(to be completed and signed by the Commissioning Unit and RTA and included in the final document)

<p>Midterm Review Report Reviewed and Cleared By:</p> <p>Commissioning Unit (M&E Focal Point)</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p>Regional Technical Advisor (Nature, Climate and Energy)</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>	
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ToR ANNEX G: Audit Trail Template

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

To the comments received on **(date)** from the Midterm Review of **(project name)** (UNDP Project ID-**PIMS #**)

The following comments were provided in track changes to the draft Midterm Review report; they are referenced by institution ("Author" column) and not by the person's name, and track change comment number ("#" column):

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