

## Terminal Evaluation (TE) Terms of Reference

### Market Transformation through Design and Implementation of Appropriate Mitigation Actions in Energy Sector (MTRE3) – PIMS 4673

#### BASIC CONTRACT INFORMATION

**Location:** Home based (with possible travel in Bengkulu and West Sulawesi)  
**Application Deadline:** 30 June 2022  
**Type of Contract:** Individual Contract  
**Post Level:** Senior Specialist Consultant (Terminal Evaluation Team - National Consultant)  
**Languages Required:** English  
**Starting Date:** 1 August 2022  
**Duration of Initial Contract:** 1 August – 30 September 2022  
**Expected Duration of Assignment:** 30 working days

#### 1. INTRODUCTION

In accordance with UNDP and GEF M&E policies and procedures, all full- and medium-sized UNDP-supported GEF-financed projects are required to undergo a Terminal Evaluation (TE) at the end of the project. This Terms of Reference (ToR) sets out the expectations for the TE of the *full-sized* project titled **Market Transformation through Design and Implementation of Appropriate Mitigation Actions in Energy Sector (MTRE3) – PIMS 4673** implemented through the Directorate General of Renewable Energy and Energy Conservation, Ministry of Energy and Mineral Resources (MEMR) as *Implementing Partner*. The project started on the 13<sup>th</sup> of March 2017 and is in its 5 years of implementation. The TE process must follow the guidance outlined in the document ‘Guidance For Conducting Terminal Evaluations of UNDP-Supported, GEF-Financed Projects’ ([http://web.undp.org/evaluation/guideline/documents/GEF/TE\\_GuidanceforUNDP-supportedGEF-financedProjects.pdf](http://web.undp.org/evaluation/guideline/documents/GEF/TE_GuidanceforUNDP-supportedGEF-financedProjects.pdf))

#### 2. PROJECT BACKGROUND AND CONTEXT`

Indonesia faces a significant electricity challenge in the coming years with an electricity demand increase of 6.8 % annually while still having over 30 million people without electricity access. Indonesia’s primary energy mix consists mainly of fossil fuels such as crude oil, coal, and natural gas while renewable energy generates only about 7% of the total final energy demand. The heavy reliance on fossil fuels leaves Indonesia vulnerable to price fluctuations of imported oil and makes the energy sector one of the largest greenhouse gas (GHG) emitters, accounting for one-third of the country’s total GHG emissions. Meanwhile, renewable energy resources have an abundant potential in Indonesia, and, together with energy efficiency technologies, can provide clean solutions necessary to address the country’s electricity demand, increase access to modern energy, reduce the over-reliance on fossil fuels and contribute to GHG emission reductions.

Despite the Government of Indonesia’s efforts in promoting renewable energy development and utilization and energy efficiency technology applications, the increased share of renewable energy in the national primary energy mix and the improved primary energy consumption index both remain much to be desired. Significant policy, institutional, financial, and technical barriers remain that hinder the realization of the energy saving and GHG emission reducing potential of renewable energy and energy efficiency technologies in Indonesia.

Market Transformation through Design and Implementation of Appropriate Mitigation Actions in Energy Sector (MTRE3) is a five-year project (2017-2022) funded by GEF. Total project fund from the GEF is USD 8,025,000 with

total planned in kind co-financing of USD 60,100,000 expected coming from the Government (USD 8 million), UNDP (USD 100k) and private sectors (USD 52 million). The project's objective is to support Government Indonesia in the design and implementation of appropriate climate change mitigation actions in the energy generation and energy end use sectors in Indonesia, focusing on renewable-based electricity generation and energy efficiency in buildings. To achieve the objective, the MTRE3 project addresses the barriers to investments in renewable based power generation and the application of energy efficient technologies in the energy end use sectors and is arranged around three components: 1) Climate change mitigation options for the renewable energy based energy generation and energy efficiency; 2) Market transformation through implementation of appropriate mitigation actions; 3) Measurement, Reporting, and Verification (MRV) system and national registry for mitigation actions. The project has selected four provinces (West Sulawesi, East Nusa Tenggara, Riau and Jambi) and cities (Bandung, Surabaya, Medan) as demonstration sites for the project activities. These pilot sites were determined based on the potential implementation of renewable energy and energy efficiency activities. The project is fully implemented by UNDP for the Ministry of Energy and Mineral Resources, Directorate General of New, Renewable and Energy conservation (DG NREEC) as the government implementing partner. Key stakeholders involved in the project implementation include Ministry of Energy and Mineral Resources, Ministry of Finance, private sectors, financing institutions, local governments, commercial building owners, and Energy Service Company (ESCO).

Since its inception, the project has been extended with GEF approval for 9 months from original end date of project 13 March 2022 to 31 Dec 2022 due to COVID-19 pandemic that delayed project activities, particularly in the implementation of Sustainable Energy Fund (SEF). There is no change in the project log-frame from its original GEF-approved version. Adjustment has been made in terminology of Nationally Appropriate Mitigation Actions (NAMAs) to any mitigation actions that reduces emissions in the country. This adjustment is made due to the end of NAMAs regime under UNFCCC (<https://unfccc.int/topics/mitigation/workstreams/nationally-appropriate-mitigation-actions>) and application of the Nationally Determined Contributions (NDC) approach for climate mitigation actions at the national level. The MTRE3 project contributes to the achievement of the Country Programme Document (CPD) 2021-2025 under Outcome 3. Institutions, communities and people actively apply and implement low carbon development, particularly Output 2.3 Low emission and climate-resilient objectives addressed in development plans and policies to promote economic diversification and green growth. Also, it links to the UNDP Strategic Plan target 5.1 on Energy Gap closed and 5.2 transition to renewable energy accelerated. The project has implemented affirmative actions to reduce gender inequality gap and prioritizing marginal communities. The highlight project's achievements in this front include women involvement in every capacity building event and conducted Srikandi energy programme, in which women employees of the commercial building sector are trained and being certified as the energy managers. MTRE3 project has targeting communities without access to electricity by building and revitalizing microhydro power plants in four remote villages in Jambi province by using blended funding schemes in collaboration with Provincial Development Bank and National Zakat Agency (BAZNAS).

Indonesia situation of COVID pandemic. According to WHO (<https://covid19.who.int/region/searo/country/id>), from 3 January 2020 to 24 February 2022 there have been 5.4 million confirmed cases of COVID-19 with 147,342 deaths, reported to WHO. As of 14 February 2022, a total of 333 million vaccine doses have been administered (around 64% population). Indonesia government has applied Community Activities Restriction Enforcement (CARE/PPKM) with different level as way to anticipate spread of COVID virus. During 2020, large scale social activity restriction was applied, since January 2021 CARE/PPKM system has been enforced by national government following the changes of pandemic situation in the country. Currently, full vaccination is required for travelers coming to Indonesia. Referring to the Indonesian Ministry of Health in mid-February 2022 the trend of positive case of omicron variant has been going down. Furthermore, the COVID pandemic has affected project activities. Online method, limited travel and meeting activities have been conducted by the project in accordance with CARE level regulation and COVID protocol. It caused lengthy process for coordination and collaboration process and impact effectiveness of the meetings to support climate change mitigation actions in the energy generation and energy end user sectors.

### 3. TE PURPOSE

The TE report will assess the achievement of project results against what was expected to be achieved and draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming. The TE report promotes accountability and transparency and assesses the extent of project accomplishments.

The specific objectives of the evaluation are:

1. to provide an independent assessment of the progress and performance of the project towards the expected outputs and outcomes set forth in the results framework of the project, incorporating findings from reviews and assessments carried out prior to the TE;
2. to draw key lessons from past and current cooperation and provide a set of clear and forward-looking options leading to strategic and actionable recommendations for the next programming;
3. to assess UNDP's comparative advantage in the four programme areas in both development to provide an analysis of how the project has positioned itself within the development community and national partners with a view to adding value to the country development results; and
4. to draw key lessons from past and current cooperation and provide a set of clear and forward looking options leading to strategic and actionable recommendations.

The evaluation will cover the time period from 13 March 2017 to 31 December 2022; and will include all activities planned and/or implemented at a national level and in selected target districts during this period within each project component. Besides the assessment of the intended effects of the project, the evaluation also will identify unintended effects.

The main audience and primary users of the evaluation are Ministry of Energy, UNDP and Project Management Unit. The results of TE will be used by the Project Management Unit, Implementing Partner (MEMR) and UNDP to review the performance and compliance of the project to the GEF standards.

### 4. TE APPROACH & METHODOLOGY

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

The TE 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, lesson learned reports, national strategic and legal documents, and any other materials that the team considers useful for this evidence-based evaluation. The TE team will review the baseline and midterm GEF focal area Core Indicators/Tracking Tools submitted to the GEF at the CEO endorsement and midterm stages and the terminal Core Indicators/Tracking Tools that must be completed before the TE field mission begins.

The TE team is expected to follow a participatory and consultative approach ensuring close engagement with the Project Team, government counterparts (the GEF Operational Focal Point), Implementing Partners, the UNDP Country Office(s), the Regional Technical Advisor, direct beneficiaries and other stakeholders.

Engagement of stakeholders is vital to a successful TE. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to executing agencies, senior officials and task team/component leaders, key experts and consultants in the subject area, Project Board, project beneficiaries, academia, local government and CSOs, etc. **Additionally, the TE team (*National Consultant only in case travel to and within country is not possible for the International Consultant*) is expected to conduct field missions to pilot provinces including the following project sites in Bengkulu (Minihydro Padang Guci -2) and West Sulawesi province.**

The specific design and methodology for the TE should emerge from consultations between the TE team and the above-mentioned parties regarding what is appropriate and feasible for meeting the TE purpose and objectives and answering the evaluation questions, given limitations of budget, time and data. The TE team must, however, 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 TE report.

The final methodological approach including interview schedule, field visits and data to be used in the evaluation must be clearly outlined in the TE Inception Report and be fully discussed and agreed between UNDP, stakeholders, and the TE team.

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

If it is not possible to travel to or within the country for the TE mission then the TE team should develop a methodology that takes this into account the conduct of the TE 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 TE Inception Report and agreed with the Commissioning Unit.

If all or part of the TE 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 governments and national counterparts may be working from home. These limitations must be reflected in the final TE 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 TE schedule. Equally, qualified, and independent national consultants can be hired to undertake the TE and interviews in country as long as it is safe to do so.

## **5. DETAILED SCOPE OF THE TE**

The TE will assess project performance against expectations set out in the project's Logical Framework/Results Framework (see ToR Annex A). The TE will assess results according to the criteria outlined in the Guidance for TEs of UNDP-supported GEF-financed Projects ([http://web.undp.org/evaluation/guideline/documents/GEF/TE\\_GuidanceforUNDP-supportedGEF-financedProjects.pdf](http://web.undp.org/evaluation/guideline/documents/GEF/TE_GuidanceforUNDP-supportedGEF-financedProjects.pdf)). The Findings section of the TE report will cover the topics listed below.

A full outline of the TE report's content is provided in ToR Annex C.

The asterisk “(\*)” indicates criteria for which a rating is required.

### **i. Project Design/Formulation**

- National priorities and country driven-ness
- Theory of Change
- Gender equality and women's empowerment
- Social and Environmental Safeguards
- Analysis of Results Framework: project logic and strategy, indicators

- Assumptions and Risks
- Lessons from other relevant projects (e.g., same focal area) incorporated into project design
- Planned stakeholder participation
- Linkages between project and other interventions within the sector
- Management arrangements

ii. Project Implementation

- Adaptive management (changes to the project design and project outputs during implementation)
- Actual stakeholder participation and partnership arrangements
- Project Finance and Co-finance
- Monitoring & Evaluation: design at entry (\*), implementation (\*), and overall assessment of M&E (\*)
- Implementing Agency (UNDP) (\*) and Executing Agency (\*), overall project oversight/implementation and execution (\*)
- Risk Management, including Social and Environmental Standards

iii. Project Results

- Assess the achievement of outcomes against indicators by reporting on the level of progress for each objective and outcome indicator at the time of the TE and noting final achievements
- Relevance (\*), Effectiveness (\*), Efficiency (\*) and overall project outcome (\*)
- Sustainability: financial (\*), socio-political (\*), institutional framework and governance (\*), environmental (\*), overall likelihood of sustainability (\*)
- Country ownership
- Gender equality and women's empowerment
- Cross-cutting issues (poverty alleviation, improved governance, climate change mitigation and adaptation, disaster prevention and recovery, human rights, capacity development, South-South cooperation, knowledge management, volunteerism, etc., as relevant)
- GEF Additionality
- Catalytic Role / Replication Effect
- Progress to impact

Main Findings, Conclusions, Recommendations and Lessons Learned

- The TE team will include a summary of the main findings of the TE report. Findings should be presented as statements of fact that are based on analysis of the data.
- The section on conclusions will be written in light of the findings. Conclusions should be comprehensive and balanced statements that are well substantiated by evidence and logically connected to the TE findings. They should highlight the strengths, weaknesses and results of the project, respond to key evaluation questions and provide insights into the identification of and/or solutions to important problems or issues pertinent to project beneficiaries, UNDP and the GEF, including issues in relation to gender equality and women's empowerment.
- Recommendations should provide concrete, practical, feasible and targeted recommendations directed to the intended users of the evaluation about what actions to take and decisions to make. The recommendations should be specifically supported by the evidence and linked to the findings and conclusions around key questions addressed by the evaluation.
- The TE report should also include lessons that can be taken from the evaluation, including best and worst practices in addressing issues relating to relevance, performance and success that can provide knowledge gained from the particular circumstance (programmatic and evaluation methods used, partnerships, financial leveraging, etc.) that are applicable to other GEF and UNDP interventions. When possible, the TE team should include examples of good practices in project design and implementation.

- It is important for the conclusions, recommendations and lessons learned of the TE report to include results related to gender equality and empowerment of women.

The TE report will include an Evaluation Ratings Table, as shown below:

**ToR Table 2: Evaluation Ratings Table for  
Market Transformation through Design and Implementation of Appropriate Mitigation Actions in Energy  
Sector (MTRE3) – PIMS 4673**

Monitoring & Evaluation (M&E)	Rating <sup>1</sup>
M&E design at entry	
M&E Plan Implementation	
Overall Quality of M&E	
Implementation & Execution	Rating
Quality of UNDP Implementation/Oversight	
Quality of Implementing Partner Execution	
Overall quality of Implementation/Execution	
Assessment of Outcomes	Rating
Relevance	
Effectiveness	
Efficiency	
Overall Project Outcome Rating	
Sustainability	Rating
Financial resources	
Socio-political/economic	
Institutional framework and governance	
Environmental	
Overall Likelihood of Sustainability	

## 6. TIMEFRAME

The total duration of the TE will be approximately **30 working days over a time period of 2 months starting on 1 August 2022 to 30 September 2022**. The tentative TE timeframe is as follows:

Timeframe	Activity
30 June 2022	Application closes
1 - 29 July 2022	Selection of TE team, contract issuance
1 August 2022	Preparation period for TE team (handover of project documents)
1 – 6 August 2022 (4 days)	Document review and preparation of TE Inception Report <i>Note: Options for site visits should be provided in the TE Inception Report.</i>
8 August 2022 (1 day)	Finalization and submission of TE Inception Report
9 – 25 August 2022 (12 days)	TE mission: stakeholder meetings, interviews, field visits, etc.

<sup>1</sup> Outcomes, Effectiveness, Efficiency, M&E, I&E Execution, Relevance are rated on a 6-point rating scale: 6 = Highly Satisfactory (HS), 5 = Satisfactory (S), 4 = Moderately Satisfactory (MS), 3 = Moderately Unsatisfactory (MU), 2 = Unsatisfactory (U), 1 = Highly Unsatisfactory (HU). Sustainability is rated on a 4-point scale: 4 = Likely (L), 3 = Moderately Likely (ML), 2 = Moderately Unlikely (MU), 1 = Unlikely (U)

26 August 2022 (1 day)	Mission wrap-up meeting & presentation of initial findings; earliest end of TE mission
29 August – 10 September 2022 (9 days)	Preparation of draft TE report
10 – 19 September 2022	Circulation of draft TE report for comments
20 – 22 September 2022 (3 days)	Incorporation of comments on draft TE report, TE audit trail & finalization of TE report
27 September 2022	Preparation and Issuance of Management Response <b>by implementing partner</b> , concluding Stakeholder Workshop/PBM.
30 September 2022	Expected date of full TE completion

## 7. TE DELIVERABLES

#	Deliverable	Description	Timing	Responsibilities
1	TE Inception Report	TE team clarifies objectives, methodology and timing of the TE	No later than 2 weeks before the TE mission: 8 August 2022	TE team submits Inception Report to Commissioning Unit and project management
2	Presentation	Initial Findings	End of TE mission: 26 August 2022	TE team presents to Commissioning Unit and project management
3	Draft TE Report	Full draft report ( <i>using guidelines on report content in ToR Annex C</i> ) with annexes	Within 3 weeks of end of TE mission: 10 September 2022	TE team submits to Commissioning Unit; reviewed by BPPS-GEF RTA, Project Coordinating Unit, GEF OFF
5	Final TE Report* + Audit Trail	Revised final report and TE Audit trail in which the TE details how all received comments have (and have not) been addressed in the final TE report ( <i>See template in ToR Annex H</i> )	Within 1 week of receiving comments on draft report: 22 September 2022	TE team submits both documents to the Commissioning Unit

\*All final TE reports will be quality assessed by the UNDP Independent Evaluation Office (IEO). Details of the IEO's quality assessment of decentralized evaluations can be found in Section 6 of the UNDP Evaluation Guidelines.<sup>2</sup>

## 8. TE ARRANGEMENTS

The principal responsibility for managing the TE resides with the Commissioning Unit. The Commissioning Unit for this project's TE is UNDP Country Office, represented by Head of Quality Assurance and Results Unit (QARE) and Head of Environment Unit UNDP.

The Commissioning Unit will contract the evaluators and ensure the timely provision of per diems and travel arrangements within the country for the TE team. The Project Team will be responsible for liaising with the TE team to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

<sup>2</sup> Access at: <http://web.undp.org/evaluation/guideline/section-6.shtml>

## 9. DUTY STATION

### Travel:

- *If possible*, travel will be required to Jakarta, Indonesia; and to project locations in Bengkulu Province (4 days including travel time) and West Sulawesi Province (3 days including travel time) during the TE mission;
- The BSAFE course must be successfully completed prior to commencement of travel. Here is the link to access this training: <https://training.dss.un.org/course/category/6>;
- 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. TE TEAM COMPOSITION

A team of *two independent evaluators* will conduct the TE – one International Consultant as team leader (with experience and exposure to projects and evaluations in other regions) and one National Consultant as team expert, from the country of the project. The team leader will be responsible for the overall TE design, lead the presentation, and writing of the TE report, The national team expert will assess emerging trends with respect to regulatory frameworks, budget allocations, capacity building, work with the Project Team in developing the TE itinerary, field visit with Project Team and direct interview with stakeholders.

The evaluator(s) cannot have participated in the project preparation, formulation and/or implementation (including the writing of the project document), must not have conducted this project's Mid-Term Review and should not have a conflict of interest with the project's related activities.

The selection of evaluators will be aimed at maximizing the overall "team" qualities in the following areas. All of requirements are applicable for both International and National consultants, except for Level of Education and Years of Experience, which is specific for each of Consultant.

### Education

- Bachelor degree (for national consultant) in a field related to Environment, Energy, Climate Change, or other closely related field from an accredited college or university

### Experience

- Experience in relevant technical areas for at least 6 years for national consultant.
- Experience in evaluating GEF projects;
- Relevant experience with results-based management evaluation methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to climate change mitigation and/or promotion of sustainable and modern energy services in communities
- Experience working with climate change related projects in Indonesia or Southeast Asia
- Demonstrated understanding of issues related to gender and climate change mitigation and/or promotion of sustainable and modern energy services in communities experience in gender responsive evaluation and analysis;
- Experience in conducting interview, stakeholders consultation;
- Demonstrable analytical skills;



- Project evaluation/review experience within United Nations system will be considered an asset;

#### Language

Fluency in written English.

#### Approach of Assignment

- Understands the task and applies a methodology appropriate for the task
- Important aspects of the task addressed clearly and in sufficient detail
- Planning is logical, realistic for efficient project implementation

### **11. EVALUATOR ETHICS**

The TE team will be held to the highest ethical standards and is required to sign a code of conduct upon acceptance of the assignment. This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'. The evaluator 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 evaluator must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses without the express authorization of UNDP and partners.

### **12. PAYMENT SCHEDULE**

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

Criteria for issuing the final payment of 40%:

- The final TE report includes all requirements outlined in the TE TOR and is in accordance with the TE guidance.
- The final TE report is clearly written, logically organized, and is specific for this project (i.e. text has not been cut & pasted from other TE 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 TE, 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.*

### **PAYMENT METHOD**

Consultant shall quote an all-inclusive fixed total contract price in IDR for National Consultant, supported by a breakdown of costs, as per template provided for the entire assignment. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the

assignment are already factored into the proposed fee submitted in the proposal. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract).

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 TE, 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.

### 13. APPLICATION PROCESS<sup>3</sup>

Financial Proposal:

- Financial proposals must be “all inclusive” and expressed in a lump-sum for the total duration of the contract. The term “all inclusive” implies all cost (professional fees, travel costs, living allowances etc.);
- All living allowances required to perform the demands of the ToR must be incorporated in the financial proposal, whether the fees are expressed as daily fees or lump sum amount.)
- The lump sum is fixed regardless of changes in the cost components.

Recommended Presentation of Proposal:

- a) **Letter of Confirmation of Interest and Availability** using the [template](#)<sup>4</sup> provided by UNDP;
- b) **CV and a Personal History Form** ([P11 form](#)<sup>5</sup>);
- c) Brief description of **approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the [Letter of Confirmation of Interest template](#). If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

**All application materials should be submitted by email at the following address ONLY: [bids.id@undp.org](mailto:bids.id@undp.org) by 30 June 2022 at 17:00 Jakarta time.** Incomplete applications will be excluded from further consideration.

**Criteria for Evaluation of Proposal:** Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total

---

<sup>3</sup> Engagement of evaluators should be done in line with guidelines for hiring consultants in the POPP  
<https://popp.undp.org/SitePages/POPPRoot.aspx>

<sup>4</sup><https://intranet.undp.org/unit/bom/psa/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

<sup>5</sup> [http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)

scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP's General Terms and Conditions will be awarded the contract.

When using the weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of set of weighted combine technical evaluation of desk review and interview (70%), and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Criteria	Weight	Maximum Point
<b>Technical Criteria</b>	<b>70%</b>	<b>100</b>
1. Bachelor degree (for national consultant) in a field related to Environment, Energy, Climate Change, or other closely related field from an accredited college or university		<b>10</b>
2. Relevant experience with result-based management evaluation methodologies;		<b>10</b>
3. Experience applying SMART indicators and reconstructing or validating baseline scenarios;		<b>5</b>
4. Experience in GEF evaluating projects;		<b>10</b>
5. Experience in data collection and analysis;		<b>10</b>
6. Experience working with climate change related projects in Indonesia;		<b>10</b>
7. Experience in relevant technical areas for at least 6 years for national consultant.		<b>10</b>
8. Demonstrated understanding of issues related to gender and climate change mitigation and/or promotion of sustainable and modern energy services in communities; experience in gender sensitive evaluation and analysis.		<b>5</b>
9. Experience in conducting interview, stakeholders consultation.		<b>5</b>
10. Project evaluation/review experiences within United Nations system will be considered an asset;		<b>5</b>
11. Fluency in written English.		<b>10</b>
<b>Criteria B: Brief Description of Approach to Assignment</b>		<b>10</b>
Understands the task and applies a methodology appropriate for the task?		
Important aspects of the task addressed clearly and in sufficient detail?		
Is planning logical, realistic for efficient project implementation?		

<b>Financial Criteria</b>	<b>30%</b>	
---------------------------	------------	--

#### **14. TOR ANNEXES**

- ToR Annex A: Project Logical/Results Framework
- ToR Annex B: Project Information Package to be reviewed by TE team
- ToR Annex C: Content of the TE report
- ToR Annex D: Evaluation Criteria Matrix template
- ToR Annex E: UNEG Code of Conduct for Evaluators
- ToR Annex F: TE Rating Scales
- ToR Annex G: TE Report Clearance Form
- ToR Annex H: TE Audit Trail

# ToR Annex A: Project Logical/Results Framework

<b>Project Title</b>	<b>Market Transformation through Design and Implementation of Appropriate Mitigation Actions in the Energy Sector (MTRE3)</b>
<b>Project Objective:</b>	To support the design and implementation of appropriate climate change mitigation actions in the energy generation and energy end use sectors
<b>UNDP Integrated Results and Resources Framework 2014-2017 Outputs:</b>	Output 1.5. Inclusive and sustainable solutions adopted to achieve increased energy efficiency and universal modern energy access (especially off-grid sources of renewable energy).
<b>Expected CPAP 2016-2021 Outputs</b>	2.2.1. National energy policies and guideline developed and integrated into sub-national development plan. 2.2.2. Sub-national authorities and key partners are able to implement programmes, mobilize resources and develop public-private partnership for RE/EE, which will contribute to the reduction of national greenhouse gases emission.
<b>Applicable GEF-5 Strategic Objectives:</b>	Climate Change Mitigation Objective-2: Promote Market Transformation for Energy Efficiency in Industry and the Building Sector. Climate Change Mitigation Objective-3: Promote Investment in Renewable Energy Technologies
<b>Applicable GEF-5 Outcomes:</b>	Outcome 2.2: Sustainable financing and delivery mechanisms established and operational. Outcome 3.1: Favorable policy and regulatory environment created for renewable energy investments. Outcome 3.2. Investment in renewable energy technologies increased Outcome 3.3. GHG emissions avoided.

Project Outcomes	Indicators	Baseline	Targets (End of the Project)	Source of Verifications	Critical Assumptions
<b>Objective:</b> To support the design and implementation of appropriate climate change mitigation actions in the energy generation and energy end use sectors	<ul style="list-style-type: none"> <li>• Cumulative CO<sub>2</sub> emissions reduction, tons CO<sub>2</sub> eq</li> <li>• Cumulative energy produced from RE systems facilitated by the project, MWh</li> <li>• Cumulative energy saved from EE in commercial buildings facilitated by the project, MWh</li> <li>• Cumulative volume of public and private investment mobilized for SEF, US\$ million</li> <li>• Cumulative number of additional households (from baseline) having access to electricity in pilot provinces</li> </ul>	<ul style="list-style-type: none"> <li>• 0</li> <li>• 0</li> <li>• 0</li> <li>• 0</li> </ul>	<ul style="list-style-type: none"> <li>• 27,019</li> <li>• 79,190</li> <li>• 8,550</li> <li>• USD 25 mill.</li> <li>• 80,000</li> </ul>	<ul style="list-style-type: none"> <li>• Report of RAN/ RAD-GRK; Report of Registry and MRV Agency</li> <li>• Annual government expenditure report.</li> <li>• PLN Annual Report, MEMR &amp; ESCOs report.</li> <li>• Project monitoring report, MRV report.</li> </ul>	GoI's commitment to climate change mitigation remains unchanged.

Project Outcomes	Indicators	Baseline	Targets (End of the Project)	Source of Verifications	Critical Assumptions
		• 0 <sup>6</sup>			
<b>Component 1: Climate Change Mitigation Options for the RE-based Energy Generation and Energy Efficiency.</b>					
<b>Outcome 1:</b> Prioritized appropriate mitigation actions in the RE-based energy generation and energy efficiency.	Number of provinces with updated sub-national GHG Inventory and GHG Marginal Abatement Cost Curve (MACC) for energy sector	0 <sup>7</sup>	4	GHG Inventory Report  Publication of provincial MACC	
<b>Component 2: Market Transformation through Implementation of Appropriate Mitigation Actions in the RE-based Energy Generation and Energy Efficiency.</b>					
<b>Outcome 2:</b> Enhanced and sustainable market diffusion of renewable energy and energy efficiency technologies.	Total number of provinces with operational "Integrated Market Service Center" (IMSC) to support sustainable RE & EE investments.	0	4	Annual report of Provincial Investment Agency. Report from the IMSCs on RE/EE projects that were assisted in development and implementation	Continues commitment from government, particularly head of District and Governor for Integrated Market Service Centres in their regions (Presidential Regulation No.27/2009)
	No. Of small-to-medium scale RE/EE projects that were financially supported by the Sustainable Energy Fund	0 <sup>8</sup>	10 <sup>9</sup>	Report on SEF-financed RE/EE projects	
	Cumulative amount of funds from the SEF used in financially	0	25 <sup>10</sup>	Financing agreements for SEF-financed RE/EE projects	

<sup>6</sup> The baseline value is 2,066,689 households (HHs). This comprises 511,233 HHs (61% ratio electrification) in Jambi Province; 900,679 HHs (68.8%) in Riau; 132,556 HHs (47%) in West Sulawesi; 522,221 HHs (48%) in NTT. Source: PLN Annual Report 2013.

<sup>7</sup> Data in Provincial GHG inventory 2012 are available with MoEF for all 34 provinces in Indonesia, but no sub-national MACC available

<sup>8</sup> A Letter of Agreement between UNDP/WHO/PGGen and PT. SMI on financing support for wind power projects was signed in 2013

<sup>9</sup> The average size of the identified demo RE projects for demonstration is below 2 MW

<sup>10</sup> The SEF is expected to mobilize investment of US\$ 25 million, targeting the MTRE3 demonstration of 15MW RE-based power generation and energy efficiency improvement projects in commercial buildings with floor area of 50,000m<sup>2</sup>

Project Outcomes	Indicators	Baseline	Targets (End of the Project)	Source of Verifications	Critical Assumptions
	supporting small-to-medium scale RE/EE projects, US\$ million				
	Cumulative number of NAMAs proposals developed for RE and EE projects in pilot provinces, based on the identified and prioritized RE/EE projects.	1 <sup>11</sup>	4 (2 RE and 2 EE)	Registry system database/ Secretariat of RAN-GRK for submission of NAMAs proposals.	Continues support of Gol agencies and partner financing institutions to SEF
	Cumulative capacity of RE investment projects implemented, MW	0	15	Report on approved, financed and implemented RE projects.	Local government continue to consider climate change mitigation as part of local development agenda.
	Cumulative floor area of buldings that were made energy efficient, m <sup>2</sup>	0	50,000	Reports on approved, finance and implemented EE projects investments.	
Component 3: MRV System and National Registry for Mitigation Actions in the RE-based Energy Generation and Energy Efficiency.					
Outcome 3: Accurate measurement and accounting of actual GHG emission reductions from mitigation actions in the RE-based energy generation and energy efficiency.	No. Of registered mitigation actions in energy sector that are endorsed by the MEMR and MoEF	0	14 <sup>12</sup>	Documents of registered projects  Website of Registry system of MoEF.	Continues cooperation and coordination between provincial and national government
	Total number of MRV reports submitted to MoEF following nationally agreed standard method and guideline.	0	4 <sup>13</sup>	Submitted MRV reports.	Data availability at local level to support MRV process.

<sup>11</sup> This is a financed-ready NAMA on energy efficiency in buildings developed for the Jakarta City Hall

<sup>12</sup> At least 10 small-medium size RE/EE demonstration projects, 2 RE and 2 EE NAMAs

<sup>13</sup> MRV reports for implemented RE and EE NAMAs projects.

**ToR Annex B: Project Information Package to be reviewed by TE team**

#	Item (electronic versions preferred if available)
1	Project Identification Form (PIF)
2	UNDP Initiation Plan
3	Final UNDP-GEF Project Document with all annexes
4	CEO Endorsement Request
5	UNDP Social and Environmental Screening Procedure (SESP) and associated management plans (if any)
6	Inception Workshop Report
7	Mid-Term Review report and management response to MTR recommendations
8	All Project Implementation Reports (PIRs)
9	Progress reports (quarterly, semi-annual or annual, with associated workplans and financial reports)
10	Oversight mission reports
11	Minutes of Project Board Meetings and of other meetings (i.e. Project Appraisal Committee meetings)
12	GEF Tracking Tools (from CEO Endorsement, midterm and terminal stages)
13	GEF/LDCF/SCCF Core Indicators (from PIF, CEO Endorsement, midterm and terminal stages); for GEF-6 and GEF-7 projects only
14	Financial data, including actual expenditures by project outcome, including management costs, and including documentation of any significant budget revisions
15	Co-financing data with expected and actual contributions broken down by type of co-financing, source, and whether the contribution is considered as investment mobilized or recurring expenditures
16	Audit reports
17	Electronic copies of project outputs (booklets, manuals, technical reports, articles, etc.)
18	Sample of project communications materials
19	Summary list of formal meetings, workshops, etc. held, with date, location, topic, and number of participants
20	Any relevant socio-economic monitoring data, such as average incomes / employment levels of stakeholders in the target area, change in revenue related to project activities
21	List of contracts and procurement items over ~US\$5,000 (i.e. organizations or companies contracted for project outputs, etc., except in cases of confidential information)
22	List of related projects/initiatives contributing to project objectives approved/started after GEF project approval (i.e. any leveraged or “catalytic” results)
23	Data on relevant project website activity – e.g. number of unique visitors per month, number of page views, etc. over relevant time period, if available
24	UNDP Country Programme Document (CPD)
25	List/map of project sites, highlighting suggested visits
26	List and contact details for project staff, key project stakeholders, including Project Board members, RTA, Project Team members, and other partners to be consulted
27	Project deliverables that provide documentary evidence of achievement towards project outcomes
	<i>Add documents, as required</i>



## ToR Annex C: Content of the TE report

- i. Title page
  - Title of UNDP-supported GEF-financed project
  - UNDP PIMS ID and GEF ID
  - TE timeframe and date of final TE report
  - Region and countries included in the project
  - GEF Focal Area/Strategic Program
  - Executing Agency, Implementing partner and other project partners
  - TE Team members
- ii. Acknowledgements
- iii. Table of Contents
- iv. Acronyms and Abbreviations
1. Executive Summary **(3-4 pages)**
  - Project Information Table
  - Project Description (brief)
  - Evaluation Ratings Table
  - Concise summary of findings, conclusions and lessons learned
  - Recommendations summary table
2. Introduction **(2-3 pages)**
  - Purpose and objective of the TE
  - Scope
  - Methodology
  - Data Collection & Analysis
  - Ethics
  - Limitations to the evaluation
  - Structure of the TE report
3. Project Description **(3-5 pages)**
  - Project start and duration, including milestones
  - 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
  - Immediate and development objectives of the project
  - Expected results
  - Main stakeholders: summary list
  - Theory of Change
4. Findings  
(in addition to a descriptive assessment, all criteria marked with (\*) must be given a rating<sup>14</sup>)
  - 4.1 Project Design/Formulation
    - Analysis of Results Framework: project logic and strategy, indicators
    - Assumptions and Risks
    - Lessons from other relevant projects (e.g. same focal area) incorporated into project design
    - Planned stakeholder participation
    - Linkages between project and other interventions within the sector
  - 4.2 Project Implementation
    - Adaptive management (changes to the project design and project outputs during implementation)
    - Actual stakeholder participation and partnership arrangements
    - Project Finance and Co-finance

---

<sup>14</sup> See ToR Annex F for rating scales.

- Monitoring & Evaluation: design at entry (\*), implementation (\*), and overall assessment of M&E (\*)
- UNDP implementation/oversight (\*) and Implementing Partner execution (\*), overall project implementation/execution (\*), coordination, and operational issues

#### 4.2 Project Results

- Progress towards objective and expected outcomes (\*)
- Relevance (\*)
- Effectiveness (\*)
- Efficiency (\*)
- Overall Outcome (\*)
- Country ownership
- Gender
- Other Cross-cutting Issues
- Social and Environmental Standards
- Sustainability: financial (\*), socio-economic (\*), institutional framework and governance (\*), environmental (\*), and overall likelihood (\*)
- Country Ownership
- Gender equality and women's empowerment
- Cross-cutting Issues
- GEF Additionality
- Catalytic Role / Replication Effect
- Progress to Impact

#### 5. Main Findings, Conclusions, Recommendations & Lessons

- Main Findings
- Conclusions
- Recommendations
- Lessons Learned

#### 6. Annexes

- TE ToR (excluding ToR annexes)
- TE Mission itinerary
- List of persons interviewed
- List of documents reviewed
- Summary of field visits
- Evaluation Question Matrix (evaluation criteria with key questions, indicators, sources of data, and methodology)
- Questionnaire used and summary of results
- Co-financing tables (if not include in body of report)
- TE Rating scales
- Signed Evaluation Consultant Agreement form
- Signed UNEG Code of Conduct form
- Signed TE Report Clearance form
- *Annexed in a separate file*: TE Audit Trail
- *Annexed in a separate file*: relevant terminal GEF/LDCF/SCCF Core Indicators or Tracking Tools, as applicable

## ToR Annex D: Evaluation Criteria Matrix template

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

Evaluative Criteria Questions	Indicators	Sources	Methodology
Relevance: How does the project relate to the main objectives of the GEF Focal area, and to the environment and development priorities at the local, regional and national level?			
<i>(include evaluative questions)</i>	<i>(i.e. relationships established, level of coherence between project design and implementation approach, specific activities conducted, quality of risk mitigation strategies, etc.)</i>	<i>(i.e. project documentation, national policies or strategies, websites, project staff, project partners, data collected throughout the TE mission, etc.)</i>	<i>(i.e. document analysis, data analysis, interviews with project staff, interviews with stakeholders, etc.)</i>
Effectiveness: To what extent have the expected outcomes and objectives of the project been achieved?			
Efficiency: Was the project implemented efficiently, in line with international and national norms and standards?			
Sustainability: To what extent are there financial, institutional, socio-political, and/or environmental risks to sustaining long-term project results?			
Gender equality and women's empowerment: How did the project contribute to gender equality and women's empowerment?			
Impact: Are there indications that the project has contributed to, or enabled progress toward reduced environmental stress and/or improved ecological status?			
<i>(Expand the table to include questions for all criteria being assessed: Monitoring &amp; Evaluation, UNDP oversight/implementation, Implementing Partner Execution, cross-cutting issues, etc.)</i>			

## ToR Annex E: UNEG Code of Conduct for Evaluators

Independence entails the ability to evaluate without undue influence or pressure by any party (including the hiring unit) and providing evaluators with free access to information on the evaluation subject. Independence provides legitimacy to and ensures an objective perspective on evaluations. An independent evaluation reduces the potential for conflicts of interest which might arise with self-reported ratings by those involved in the management of the project being evaluated. Independence is one of ten general principles for evaluations (together with internationally agreed principles, goals and targets: utility, credibility, impartiality, ethics, transparency, human rights and gender equality, national evaluation capacities, and professionalism).

### 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 imitations, 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 and did not carry out the project's Mid-Term Review.

### Evaluation Consultant Agreement Form

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

Name of Evaluator: \_\_\_\_\_

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: \_\_\_\_\_

### ToR Annex F: TE Rating Scales

Ratings for Outcomes, Effectiveness, Efficiency, M&E, Implementation/Oversight, Execution, Relevance	Sustainability ratings:
<p>6 = Highly Satisfactory (HS): exceeds expectations and/or no shortcomings</p> <p>5 = Satisfactory (S): meets expectations and/or no or minor shortcomings</p> <p>4 = Moderately Satisfactory (MS): more or less meets expectations and/or some shortcomings</p> <p>3 = Moderately Unsatisfactory (MU): somewhat below expectations and/or significant shortcomings</p> <p>2 = Unsatisfactory (U): substantially below expectations and/or major shortcomings</p> <p>1 = Highly Unsatisfactory (HU): severe shortcomings</p> <p>Unable to Assess (U/A): available information does not allow an assessment</p>	<p>4 = Likely (L): negligible risks to sustainability</p> <p>3 = Moderately Likely (ML): moderate risks to sustainability</p> <p>2 = Moderately Unlikely (MU): significant risks to sustainability</p> <p>1 = Unlikely (U): severe risks to sustainability</p> <p>Unable to Assess (U/A): Unable to assess the expected incidence and magnitude of risks to sustainability</p>

### ToR Annex G: TE Report Clearance Form

<b>Terminal Evaluation Report for (Project Title &amp; UNDP PIMS ID) Reviewed and Cleared By:</b>	
<b>Commissioning Unit (M&amp;E Focal Point)</b>	
Name: _____	
Signature: _____	Date: _____
<b>Regional Technical Advisor (Nature, Climate and Energy)</b>	
Name: _____	
Signature: _____	Date: _____

#### ToR Annex H: TE Audit Trail

*The following is a template for the TE Team to show how the received comments on the draft TE report have (or have not) been incorporated into the final TE report. This Audit Trail should be listed as an annex in the final TE report but not attached to the report file.*

**To the comments received on (date) from the Terminal Evaluation of (MTRE3)) (UNDP Project PIMS #4673)**

The following comments were provided to the draft TE report; they are referenced by institution/organization (do not include the commentator's name) and track change comment number ("#" column):

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